

# COMMODITIES REQUEST FOR QUOTATIONS (RFQ)<sup>1</sup>

## Equipment for Control Room

RFQ Issue Date: August 14, 2011

**DUE DATE for Quotations is August 25, 2011 by 12:00 PM**

### I. INTRODUCTION

This Request for Quotation (RFQ) is being issued on behalf of the USAID/Aqaba Community and Economic Development (ACED) Program. The purpose of this RFQ is to solicit quotations/offers from qualified Jordanian vendors to provide the required item(s)/services as detailed in Annex A.

The ACED Program will evaluate offers and an award will be made to the vendor who provides the best overall value and quality item(s)/services that comply with Technical Specifications and conditions listed in Annex A. Although price will be the major factor, bidders must be able to deliver the items in a timely fashion.

The ACED Program intends to award a fixed price purchase order payable in Jordanian Dinar.

### II. REQUIRED QUOTATION FORMAT:

Vendors must provide separate technical and financial proposals per the below instructions:

#### a. TECHNICAL OFFER:

The technical offer should include the following:

- **Transmittal Letter** (one page).
- **Technical Specifications** – Vendors should provide quotations/offers for the specific item(s)/services listed and complete the template in **Annex A, “Technical Specifications.”**
- **Source/Origin Certification** (if needed) – Please provide a certificate stating the **SOURCE** (the country from which a commodity is shipped to Jordan) and the **ORIGIN** (the country where goods are mined, grown, or produced through manufacturing, processing or substantial and major assembling of components). Quotations that do not include this certification may not be considered.
- **Registration & Work Permit Certificates** – Eligible vendors must be Jordanian-owned companies and must be registered with the Jordanian government. Please provide a copy of your registration and work permit certificate with your offer.
- **Warranty & Support Plan**– A description of the warranty/support plan offered must be provided detailing how the vendor will provide support.
- **Bank Guarantee:** If the total amount is more than 5,000 JOD, a bank guarantee for 10% of the total amount should be provided by selected vendor after the award and before contract signature.
- **Delivery confirmation** – Confirm the time needed to deliver the items/services to Aqaba, Jordan.

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<sup>1</sup> This RFQ may be used for purchases not to exceed 3,540 JD. For procuring items with a total cost above this amount, an open/public solicitation must be issued.

## **b. FINANCIAL OFFER**

Provide a total fixed price in Jordanian Dinar (JD) for all items/services using the template in **Annex B** which includes a breakdown of cost per item for items and other services. Vendor should quote separately any additional options, spare parts, and supplies not specifically addressed in this RFQ. Vendor shall note any exceptions to the specifications and describe any alternate proposals. Prices should be final and valid for 60 days.

## **III. QUESTIONS**

Any questions or clarifications must be made in writing via email to both [info@aced-jordan.com](mailto:info@aced-jordan.com) and [aced.jordan@gmail.com](mailto:aced.jordan@gmail.com) and or by fax to 03 201 7760. Vendors may be disqualified if ACED staff, the ACED Program and/or its counterparts relevant to this procurement are contacted directly or indirectly through any means other than formal email to the above email addresses.

## **IV. SUBMISSION OF QUOTATIONS/OFFERS**

**Quotations are due on** August 25 2011 by 12:00 PM. Bidders must submit technical and financial proposals in **both** hard and electronic copies delivered by courier or hand-delivered to the ACED Program, Aqaba, 5th Residential Area, P.O. Box 2494, Aqaba 77110 Jordan by the deadline. Bidders must submit technical and financial proposals in separate sealed envelopes with each clearly marked.

- One (1) Original plus four (4) hard copies of technical proposals;
- One (1) Original plus four (4) hard copies of financial proposals; and
- Electronic submission using separate CDs. One for the technical proposal and one for the financial proposal. The proposals must be submitted as combined pdf files (one for technical one for financial). No email submissions will be accepted.

## **V. Award**

The ACED Program will evaluate offers and may make an award without discussion. Therefore, the vendor's initial offer should contain the final price and offer. However, the ACED Program reserves the right to negotiate if necessary. The ACED Program may extend the period for evaluation, and may request that offerors extend the validity of their offers.

The ACED Program reserves the right to a) increase or decrease the quantity of an item if necessary and/or b) to purchase all or only portions of the commodities requested based on a best value determination. These options may be exercised, if at all, at the time the award is made.

A formal written notice of award in the form of a signed purchase order to the successful vendor shall serve as award. The ACED Program is under no obligation to award a contract and will not reimburse the vendor for any costs incurred in preparing a quotation/offer. The ACED Program may cancel this solicitation without notice/explanation and reserves the right not to make an award.

**ANNEX A**  
**TECHNICAL SPECIFICATIONS**  
**Equipment for Control Room**

<b>VENDOR NAME:</b>	
<b>ADDRESS:</b>	
<b>TELEPHONE NO:</b>	
<b>EMAIL:</b>	
<b>POINT OF CONTACT (Name/Title):</b>	

Item #	Item Name	Minimum Specifications Required	Specifications Offered	Quantity
1	Monitor	Television type: Flat Panel LCD HDTV or LED		1
		Screen size "56		
		Full HD resolution: 1080p (1920 x 1080)		
		Aspect Ratio: 16:9		
		Inputs / outputs: s-video in , RF connection in, Digital audio out, HDMI, composite, PC in + audio in, USB 2.0, RS-232C		
		Controllable		
		Screen HZ: 100		
		Resolution: 30000:1		
2	Desktop and Monitor	Processor: Intel Core i7 (3.40 GHz, 3MB Cache, 2 Cores/4 Threads)		7
		Chipset: Intel Chipset		
		Memory: 8GB DDR3 SDRAM		
		Hard Drive: 1 TB (7200 rpm )		
		Screen: LCD 22" FIT		
		Graphics Memory: Integrated 1024 MB		
		Sound Card: Integrated with internal speakers		

Item #	Item Name	Minimum Specifications Required	Specifications Offered	Quantity
		Ethernet: 10/100/1000 NIC		
		Optical Drive: Super DVD/HD		
		Port: 4 USB 2.0 port		
		Chassis Options: Mini Tower		
		Warranty: 3 years		
<b>3</b>	<b>Switch</b>	Switch: 12 port 10/100/1000		<b>1</b>
		Warranty: 3 years		
<b>4</b>	<b>Three-in-One Copier/ Printer/ Scanner</b>	Color: Black		<b>1</b>
		Copying speed: 15 – 19 ppm		
		Paper size: A4, A3		
		Paper Cassette: 250		
		Zoom Rate: 25% - 400%		
		Operations: Copier, Network printer, Scanner		
		Consumables cost: for 200000 pages		
		Warranty: 3 years		

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Stamp: \_\_\_\_\_

Date: \_\_\_\_\_

No cost/ prices should be included on this sheet. Prices must be provided separately using template in Annex B.

Bidders should offer one option and one price for products.

**ANNEX B  
FINANCIAL OFFER  
Equipment for Control Room**

<b>VENDOR NAME:</b>	
<b>ADDRESS:</b>	
<b>TELEPHONE NO:</b>	
<b>EMAIL:</b>	
<b>POINT OF CONTACT (Name/Title):</b>	
<b>COMMODITIES/SERVICE DELIVERY DATE:</b>	

Item	Quantity	Unit Price (JD)	Total Price (JD)	Notes
Monitor	1			
Desktop and Monitor	7			
Switch	1			
Three-in-One Copier/ Printer/ Scanner	1			
<b>Grand Total</b>				

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Stamp: \_\_\_\_\_

Date: \_\_\_\_\_