



Request for Quotations (RFQ)

RFQ Number: RFQ-2024-005
Issuance Date: May 10, 2024
Deadline for Offers: May 20, 2024
Description: Supply of IT Equipment
For: USAID Strategic Communications Support Activity
Funded By: United States Agency for International Development (USAID),
Contract No. 72011124C00001
Implemented By: Chemonics International Inc.
Point of Contact: Armenia Strategic Communications
pmu-arm-strategiccommunications@chemonics.com

******* ETHICAL AND BUSINESS CONDUCT REQUIREMENTS *******

Chemonics is committed to integrity in procurement, and only selects vendors based on objective business criteria such as price and technical merit. Chemonics expects vendors to comply with our Standards of Business Conduct, available at <https://www.chemonics.com/our-approach/standards-business-conduct/>.

Chemonics does not tolerate fraud, collusion among offerors, falsified proposals/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported to both USAID and the Office of the Inspector General.

Employees and agents of Chemonics are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors in exchange for or as a reward for business. Employees and agents engaging in this conduct are subject to termination and will be reported to USAID and the Office of the Inspector General. In addition, Chemonics will inform USAID and the Office of the Inspector General of any vendor offers of money, fee, commission, credit, gift, gratuity, object of value, or compensation to obtain business.

Offerors responding to this RFQ must include the following as part of the proposal submission:

- Disclose any close, familial, or financial relationships with Chemonics or project staff. For example, if an offeror's cousin is employed by the project, the offeror must state this.
- Disclose any family or financial relationship with other offerors submitting offers. For example, if the offeror's father owns a company that is submitting another offer, the offeror must state this.
- Certify that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- Certify that all information in the offer and all supporting documentation are authentic and accurate.
- Certify understanding and agreement to Chemonics' prohibitions against fraud, bribery and kickbacks.

Please contact pmu-arm-strategiccommunications@chemonics.com with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to Chemonics' Washington office through the contact information listed on the website found at the hyperlink above.

Section 1: Instructions to Offerors

1. **Introduction:** The Strategic Communications Support Activity is a USAID program implemented by Chemonics International in Armenia. The goal of the Strategic Communications Support Activity is to support the Government of Armenia (GOAM) to build effective streamlined, data-driven, and citizen-centered strategic communication systems, capacity, and practices. As part of project activities, the Strategic Communications Support Activity requires the purchase of information technology (IT) equipment for the office in Yerevan. The purpose of this RFQ is to solicit quotations for these items.

Offerors are responsible for ensuring that their offers are received by Chemonics in accordance with the instructions, terms, and conditions described in this RFQ. Failure to adhere with instructions described in this RFQ may lead to disqualification of an offer from consideration.

2. **Offer Deadline and Protocol:** Offers must be received no later than 5:00 pm local Yerevan time on May 20, 2024 by email. Any emailed offers must be emailed to pmu-arm-strategiccommunications@chemonics.com.

Please reference the RFQ number in any response to this RFQ. Offers received after the specified time and date will be considered late and will be considered only at the discretion of Chemonics.

3. **Questions:** Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 5:00 pm local Yerevan time on May 15, 2024 by email to pmu-arm-strategiccommunications@chemonics.com. Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that Chemonics believes may be of interest to other offerors will be circulated to all RFQ recipients who have indicated an interest in bidding.

Only the written answers issued by Chemonics will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of Chemonics or any other entity should not be considered as an official response to any questions regarding this RFQ.

4. **Specifications:** Section 3 contains the technical specifications of the required items. All commodities offered in response to this RFQ must be new and unused. In addition, all electrical commodities must operate on 230V, 50Hz.

Please note that, unless otherwise indicated, stated brand names or models are for illustrative description only. An equivalent substitute, as determined by the specifications, is acceptable.

5. **Quotations:** Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including delivery and all other costs. Pricing must be presented in Armenian Drams (AMD). Offers must remain valid for not less than thirty (30) calendar days after the offer deadline. Offerors are requested to provide quotations on their official quotation format or letterhead; in the event this is not possible, offerors may complete the table in Section 3.

In addition, offerors responding to this RFQ are requested to submit the following:

- Organizations responding to this RFQ are requested to submit a copy of their official registration or business license.

- Individuals responding to this RFQ are requested to submit a copy of their identification card.
6. **Delivery**: The delivery location for the items described in this RFQ is Yerevan, Armenia. As part of its response to this RFQ, each offeror is expected to provide an estimate (in calendar days) of the delivery timeframe (after receipt of order). The delivery estimate presented in an offer in response to this RFQ must be upheld in the performance of any resulting contract.
 7. **Source/Nationality/Manufacture**: All goods and services offered in response to this RFQ or supplied under any resulting award must meet **USAID Geographic Code** 937 and 110 in accordance with the United States Code of Federal Regulations (CFR), [22 CFR §228](#). The cooperating country for this RFQ is Armenia.

Offerors may not offer or supply any commodities or services that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, Syria.

Any and all items that are made by Huawei Technology Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, Dahua Technology Company will not be accepted. If offers include items from these entities please note that they will be deemed not technically responsive and excluded from competition.

8. **Warranty**: Warranty service and repair within the cooperating country is required for all commodities under this RFQ. The warranty coverage must be valid on all commodities for a minimum of 36 (thirty-six) months after delivery and acceptance of the commodities, unless otherwise specified in the technical specifications.
9. **Taxes and VAT**: The agreement under which this procurement is financed does not permit the financing of any taxes, VAT, tariffs, duties, or other levies imposed by any laws in effect in the Cooperating Country. No such Cooperating Country taxes, VAT, charges, tariffs, duties, or levies will be paid under an order resulting from this RFQ.
10. **UEI Number**: Companies or organizations, whether for-profit or non-profit, shall be requested to provide a Unique Entity Identifier (UEI) number if selected to receive an award in response to this RFQ valued greater than or equal to \$30,000 (or equivalent in other currency). If the Offeror does not have a UEI number and is unable to obtain one before the offer submission deadline, the Offeror shall include a statement noting their intention to register for a UEI number should it be selected as the successful offeror or explaining why registration for a UEI number is not possible. UEI numbers can be obtained online at SAM.gov. Further guidance on obtaining a UEI number is available from Chemonics upon request.
11. **Eligibility**: By submitting an offer in response to this RFQ, the offeror certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the U.S. Government. Chemonics will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.
12. **Evaluation and Award**: The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, meets or exceeds the minimum required technical specifications, and is judged to be the best value based on a lowest-price, technically-acceptable basis.

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed “non-responsive” and thereby disqualified from consideration. Chemonics reserves the right to waive immaterial deficiencies at its discretion.

Best-offer quotations are requested. It is anticipated that award will be made solely on the basis of these original quotations. However, Chemonics reserves the right to conduct any of the following:

- Chemonics may conduct negotiations with and/or request clarifications from any offeror prior to award.
- While preference will be given to offerors who can address the full technical requirements of this RFQ, Chemonics may issue a partial award or split the award among various vendors, if in the best interest of the USAID Strategic Communications Support Activity.
- Chemonics may cancel this RFQ at any time.

Please note that in submitting a response to this RFQ, the offeror understands that USAID is not a party to this solicitation and the offeror agrees that any protest hereunder must be presented—in writing with full explanations—to the USAID Strategic Communications Support Activity for consideration, as USAID will not consider protests regarding procurements carried out by implementing partners. Chemonics, at its sole discretion, will make a final decision on the protest for this procurement.

13. **Terms and Conditions:** This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Chemonics, the USAID Strategic Communications Support Activity, or USAID to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer.

This solicitation is subject to Chemonics’ standard terms and conditions. Any resultant award will be governed by these terms and conditions; a copy of the full terms and conditions is available upon request. Please note the following terms and conditions will apply:

- (a) Chemonics’ standard payment terms are net 30 days after receipt and acceptance of any commodities or deliverables. Payment will only be issued to the entity submitting the offer in response to this RFQ and identified in the resulting award; payment will not be issued to a third party.
- (b) Any award resulting from this RFQ will be firm fixed price, in the form of a purchase order.
- (c) No commodities or services may be supplied that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, Syria.
- (d) Any international air or ocean transportation or shipping carried out under any award resulting from this RFQ must take place on U.S.-flag carriers/vessels.
- (e) United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The vendor under any award resulting from this RFQ must ensure compliance with these laws.
- (f) The title to any goods supplied under any award resulting from this RFQ shall pass to Chemonics following delivery and acceptance of the goods by Chemonics. Risk of loss, injury, or destruction of the goods shall be borne by the offeror until title passes to Chemonics.

Section 2: Offer Checklist

To assist offerors in preparation of proposals, the following checklist summarizes the documentation to include an offer in response to this RFQ:

- Cover letter, signed by an authorized representative of the offeror (see Section 4 for template)

- Official quotation, including specifications of offered equipment (see Section 3 for example format)

- Federal Funding Accountability and Transparency Act (FFATA) Subaward Reporting Questionnaire, signed by an authorized representative of the offeror (see Section 5 for questionnaire)

- Copy of offeror's registration or business license (see Section 1.5 for more details)

Section 3: Specifications and Technical Requirements

The table below contains the technical requirements of the commodities/services. Offerors are requested to provide quotations containing the information below on official letterhead or official quotation format. In the event this is not possible, offerors may complete this Section 3 and submit a signed/stamped version to Chemonics.

Line Item	Description and Specifications	Qty	Items and Specifications Offered	Unit Price in AMD	Total Price in AMD
1	Laptop: Dell or HP preferred Compatible with line items 2, 3, 4, and 5 Microsoft Windows 11 Pro Intel Core i7 13 th generation or equal 32GB DDR5 Ram 512 GB SSD PCIe 1920 x 1080, 14" display (touch screen preferred) Wi-Fi 6E + Bluetooth Wireless LAN LAN port preferred 2 x USB4, HDMI, Headphone/microphone combo jack, 2 x USB 3.2 (with charging) or similar port setup Intel UHD graphics or higher Integrated HD 720p, IR for face authentication 3 cell or higher Backlit, spill-resistant, English layout TPM2.0 (required), fingerprint sensor, IR camera (preferred) 3-year International Warranty	20			
2	Docking Station: Dell or HP preferred Compatible with line items 1, 3, and 4 1 x USB-C port with data and power out, USB-C (or/and Thunderbolt) cable to connect to host system, 2 x USB 3.0 ports, combo Audio Jack; 1 VGA port, 2 x HDMI ports; 1 x RJ45 port; 1 x AC Adapter connector Microsoft Windows 11 3-year warranty	20			
3	Monitor: Dell or HP preferred Compatible with line items 1 and 2 24" widescreen monitor (diagonal) FHD (1920 x 1080 @ 60Hz) HDMI, VDA, DisplayPort (optional) 3-year warranty	20			
4	Keyboard and Mouse: Bluetooth keyboard and mouse combo QWERTY, English	20			

5	Headset: Business headphones with microphone USB 2 or higher Compatible with line items 1 and 2 Plug and play simplicity, no software, compatible with Windows operating system	20			
6	Small Printer Color laser: Small color printer laser (A4) 1200 x1 1200 dpi Wireless and/or ethernet Print speed black 25 ppm or higher Print speed color 15 ppm or higher Supported paper sizes A4 and other (please specify) 220 Volts, 50 Hertz 3-year warranty preferred Include cartridge model, price and specify if cartridges are available in the local market	2			
7	Heavy Duty Printer Color: Color printer laser (A3, A4, and other) 1200 x1 1200 dpi Wireless and/or ethernet Print speed black 26 ppm or higher Print speed color 16 ppm or higher Supported paper sizes A3, A4, and other (please specify) 220 Volts, 50 Hertz 3-year warranty preferred Include cartridge model, price and specify if cartridges are available in the local market	1			
8	Heavy duty paper shredder: 100% jam proof system, eliminates paper jams and powers through tough jobs Shreds 22 sheets of paper per pass cross-cut particles; shreds staples, credit cards, paper clips, CDs/DVDs, junk mail High volume; 22 gallon removable basket with LED bin-full indicator	2			
9	Cellphone: Samsung Galaxy A15 5G Unlocked Android 14, One UI 6 Octa-core (2x2.2 GHz Cortex-A76 & 6x2.0 GHz Cortex-A55) 6.5 inches display, AMOLED, 90Hz, 800 nits (HBM) 256GB storage 8GB RAM memory	20			
10	Speakerphone: Jabra Speak 750 or equal conference speakerphone is compatible with all leading Unified Communications platforms,	2			

	including Microsoft Teams and Skype for Business In-built echo cancellation with 360 degree/1-meter coverage USB 5V/500 mA battery – charging time approx. 3 hours Up to 11 hours talk time (phone/network dependent) USB 2.0 and Bluetooth connection Windows 10 (32 & 64 bit) operating system 2-year warranty				
Subtotal:					
Delivery Costs:					
Other Costs (Describe: _____):					
GRAND TOTAL [enter local currency]:					

Delivery time (after receipt of order): _____ calendar days

Length of warranty on offered equipment: _____ years

Location of service center(s) for after-sales service, including warranty repair: _____

Section 4: Offer Cover Letter

The following cover letter must be placed on letterhead and completed/signed/stamped by a representative authorized to sign on behalf of the offeror:

To: USAID Strategic Communications Support Activity

Reference: RFQ No. RFQ-2024-005

To Whom It May Concern:

We, the undersigned, hereby provide the attached offer to perform all work required to complete the activities and requirements as described in the above-referenced RFQ. Please find our offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFQ. We further certify that the below-named firm—as well as the firm’s principal officers and all commodities and services offered in response to this RFQ—are eligible to participate in this procurement under the terms of this solicitation and under USAID regulations.

Furthermore, we hereby certify that, to the best of our knowledge and belief:

- We have no close, familial, or financial relationships with any Chemonics or USAID Strategic Communications Support Activity staff members;
- We have no close, familial, or financial relationships with any other offerors submitting offers in response to the above-referenced RFQ; and
- The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- All information in our offer and all supporting documentation is authentic and accurate.
- We understand and agree to Chemonics’ prohibitions against fraud, bribery, and kickbacks.

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.

Authorized Signature: _____

Name and Title of Signatory: _____

Date: _____

Company Name: _____

Company Address: _____

Company Telephone and Website: _____

Company Registration or Taxpayer ID Number: _____

Company UEI Number: _____

Does the company have an active bank account (Yes/No)? _____

Official name associated with bank account (for payment): _____

Section 5: Federal Funding Accountability and Transparency Act (FFATA) Subaward Reporting Questionnaire

If the offeror is selected for an award valued at \$30,000 or above and is not exempted based on a positive response to paragraph (a) below, any first-tier subaward to the organization may be reported and made public through FSRS.gov in accordance with The Transparency Acts of 2006 and 2008. Further, in accordance with FAR 52.204-10 and 2 CFR Part 170, if the offeror positively certifies below in paragraph (b) and negatively certifies in paragraphs (c) and (d), the offeror will be required to disclose to Chemonics for reporting in accordance with the regulations, the names and total compensation of the organization's five most highly compensated executives. By submitting this offer, the offeror agrees to comply with this requirement as applicable if selected for a subaward.

Prime Contract USAID Strategic Communications Support Activity

72011124C00001

Subcontractor Data

Insert Subcontractor Name

Insert Subcontractor Address

Insert Subcontractor City

Insert Subcontractor State in USA, or Province/Other

Insert Subcontractor Zip code or Postal Code

Insert Subcontractor Country

Subcontract/Grant Number: Insert Subcontract Number

Start Date: Insert Subcontract Start Date

Subcontract/Grant Value: Insert Subcontract Value

- a) In the previous tax year, was your company's gross income from all sources **under** \$300,000?

Yes No

If **"No"** is the response to the preceding question, please provide the below information and answer the remaining questions.

- b) In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which the UEI number belongs) receive (1) 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; **and** (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?:

Yes No

- c) Does the public have access to information about the compensation of the executives in your business or organization (the legal entity to which the UEI number it provided belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986)?:

Yes No

d) Does your business or organization maintain an active registration in the System for Award Management (www.SAM.gov)?

Yes No

e) If you have indicated “Yes” for paragraph (b) **and** “No” for paragraphs (c) and (d) above, provide the names and total compensation* of your five most highly compensated executives** for the preceding completed fiscal year.

1. Name: _____
Amount: _____

2. Name: _____
Amount: _____

3. Name: _____
Amount: _____

4. Name: _____
Amount: _____

5. Name: _____
Amount: _____

By signature below, I hereby certify that the information provided above is true and accurate as of the date of execution of this document, and I further understand that annual certification is required for information provided in paragraph (e) above.

Signature and Title (required)

Date

*“Total compensation” means the cash and noncash dollar value earned by the executive during the Subcontractor’s preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):

(1) *Salary and bonus.*

(2) *Awards of stock, stock options, and stock appreciation rights.* Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Financial Accounting Standards Board’s Accounting Standards Codification (FASB ASC) 718, Compensation-Stock Compensation.

(3) *Earnings for services under non-equity incentive plans.* This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.

(4) *Change in pension value.* This is the change in present value of defined benefit and actuarial pension plans.

(5) *Above-market earnings on deferred compensation which is not tax-qualified.*

(6) Other compensation, if the aggregate value of all such other compensation (*e.g.*, severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

**“Executive” means officers, managing partners, or any other employees in management positions.

I hereby certify that the above statements are true and accurate, to the best of my knowledge.

Authorized Signature: _____

Name and Title of Signatory: _____

Date: _____