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| **RFQ Number:** | RFQ -Hardware for SPOs |
| **Issuance Date:** | October 16 2018 |
| **Deadline for Questions:** | October 23 2018 |
| **Deadline for Offers:** | 4:00 PM CLT November 13th, 2018 |
| **Description:** | IT Equipment for Small Producers Organizations – GAP Certification  Supply, Delivery to Locations, Installation of Software & Hardware, Commissioning, Troubleshooting Training. |
| **For:** | Feed the Future Food Security and Agribusiness Support (FAS) Project |
| **Funded By:** | USAID  AID-216-A-15-00022 |
| **Implemented By:** | CNFA |
| **Point of Contact** | FAS Procurement Manager  Villa Taie, Gezira Gardens Street, Ramla, El Bairat, West Bank, Luxor, Egypt  [procurement@egyptfas.org](mailto:procurement@egyptfas.org) |

1. **Introduction**: The Egypt FAS is a USAID program implemented by CNFA in Egypt. The goal of the FAS project is to Support smallholder farmers in Upper Egypt**.**

As part of project activities, the FAS Project will train and assist 2,000 farmers in gaining Global GAP and Fair trade certification. For this purpose, FAS Project is procuring a farm management ERP software for which the below listed hardware is necessary. For the complete list of IT items to be purchased with this RFQ, please refer to Section 4 the technical requirements of this document.

Offerors are responsible for ensuring that their offers are received by CNFA 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.

1. **Offer Deadline and Protocol**: Offers must be received no later than 4:00 PM CLT November 13th, 2018. Offers must be submitted by email. Any emailed offers must be emailed to [procurement@egyptfas.org](mailto:procurement@egyptfas.org). Any hard copy deliveries must be stamped and signed by the offeror’s authorized representative and delivered to the FAS procurement team.

# 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 CNFA. The cover page of this solicitation summarizes the important dates of the solicitation process. Offerors must strictly follow the provided deadlines to be considered for award.

1. Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 1:00 pm CLT on October 23, 2018 by email to [Procurement@egyptfas.org](mailto:Procurement@egyptfas.org). Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that CNFA 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 CNFA will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of CNFA or any other entity should not be considered as an official response to any questions regarding this RFQ.

1. **Technical Requirements**: The table below contains the technical requirements of the commodities. Offerors are requested to provide quotations containing the information below on **official letterhead or official quotation format** in accordance with the following assumptions:

* All the specifications mentioned here in this document are the minimum specifications.
* The Supplier should consider the software provided and this should be consistent with the Hardware configuration offered:
* Operating Systems should be compatible with: Microsoft Windows, Linux Ubuntu LTF 12.04, Linux CentOS 6.3 and Oracle Linux 6, Unix, etc.
* Database Software should be compatible with: All proprietary database software such as Microsoft SQL Server, ORACLE RAC 11g, Sybase, etc
* Application Software should be compatible with: JAVA 6 with JDK, Apache 2.x with PHP 5.2, SharePoint.
* Set of media kits containing recovery Software, OS images, drivers and utilities shall be supplied on CD/DVD for the workstations, laptops and desktops.
* Brochures and catalogues are required for all of the items included in this RFQ.
* Offerors should submit their “best offer” for each item in full compliance with the technical specifications, i.e. one quotation per item, and should not provide multiple varieties for consideration.
* Offerors may submit quotations for Software alone, Hardware alone or both.
* CNFA intends to award a Blanket Purchase Agreement, which will allow CNFA to make recurring purchases from the selected vendor. Accordingly, no quantities are indicated in the table below, as CNFA expects offerors to indicate their ability to provide the requested items at the required specifications listed. CNFA will then issue individual Purchase Orders of varying quantities on a recurring basis during the life of the Blanket Purchase Agreement, anticipated to be for 12 months.

\* Offerors must submit quotations with clearly specified unit prices, and these unit prices should

remain unchanged should CNFA request to increase or decrease the quantity of items. CNFA will not consider offers which provide quotations without unit prices.

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| **Line Item** | **Description and Specifications** | **Items and Specifications Offered** | **Unit Price**  EGP |
| 1 | **Personal Computer**   * Intel Core i5-7500 or equivalent(QC/6MB/4T/3.4GHz/65W); * memory 8 GB or highe 2x4GB, 2400mhz DDR4 * HD 500 GB 7200 rpm * Intel integrated Graphics, * 8x DVD RW, English/Arabic KB, Mouse * small form factory, * Monitor at least 19” resolution 1366x768. * Wireless network card * Warranty: 36 Months |  |  |
| 2 | **Laser Printer**   * Prints up to 30 (ppm) Letter-size paper and 30ppm on A4-size paper * Min. 16 MB (RAM). * Tray 1 holds up to 50 sheets or higher * Tray 2 holds up to 250 sheets or higher * 125-sheet face-down output bin * Hi-speed USB 2.0 port * Parallel port * Warranty: 12 months |  |  |
| 3 | **Color InkJet Printer**   * Functions: Print, copy, scan, fax * Copies, Up to 99 copies * Faxing in color * Fax transmission speed 4 sec per page * Fax memory Up to 100 pages or higher * First page out (ready) black As fast as 9 sec * First page out (ready) color As fast as 10 sec * Resolution (black) 1200 x 1200 rendered dpi * Resolution (color) Up to 4800 x 1200 optimized dpi * Monthly duty cycle Up to 25,000 pages or higher * Print speed, black (ISO, laser comparable) Up to 22 ppm * Ports 1 Host USB; 1 USB 2.0; 1 Ethernet; 1 WiFi 802.11b/g/n; 2 RJ-11 modem ports * Warranty: 12 Months |  |  |
| 4 | **Barcode Printer**   * Thermal Transfer & Direct Thermal print modes, * 203 dpi, USB 2.0, USB Host, Serial, * 10/100 Ethernet, Bluetooth 2.1ZPL and EPL firmware, * Real Time Clock256MB RAM memory * 512MB Flash memory * Print Width 4.09" (104 mm), * Print Speed 14"/sec (356 mm/sec), * Warranty 12 Months  |  | | --- | | * *Roll of Plastic labels*, each roll holds 2830 labels. Each label is 100mm wide X 50mm high. |  * *Zebra Resin ribbon*, 110mm wide X 450 meters long.   Each roll of ribbon enough to print 3 rolls of labels. |  |  |
| 5 | **Uninterruptd Power Supply (UPS)**   * Output: * Output Power Capacity 1980 Watts / 2200 VA * Max Configurable Power (Watts) 1980 Watts / 2200 VA * Nominal Output Voltage 230V * Output Voltage Note Configurable for 220 : 230 or 240 nominal output voltage * Output Voltage Distortion Less than 5% at full load * Output Frequency (sync to mains) 47 - 53 Hz for 50 Hz nominal , 57 - 63 Hz for 60 Hz nominal * Output Connections (1) IEC 320 C19 (Battery Backup) , (2) IEC Jumpers (Battery Backup) , (8) IEC 320 C13 (Battery Backup) * **Input:** * Nominal Input Voltage 230V * Input Frequency 50/60 Hz +/- 3 Hz (auto sensing) * Input Connections British BS1363A , IEC-320 C20 , Schuko CEE 7 / EU1-16P * Input voltage range for main operations 160 - 286 V * Input voltage adjustable range for mains operation 151 - 302V * Other Input Voltages 220 , 240 * Maximum Input Current 0 A * Input Breaker * Recharge time 3 hour(s) * Interface Port(s) SmartSlot * Available SmartSlot™ Interface Quantity 1 * Warranty: 12 months |  |  |
| 6 | **(GSM) Router**   * Interface : 10/100 Mbps LAN ports, LAN/WAN - SIM card slot * Power supply : External * Wireless Security: 64/128-bit WEP,WPA/WPA2,WPA-PSK/WPA2-PSK * Network type : support 3G & 4G * Wan Type : Dynamic/Static IP * Support Ipv4 & Ipv6 * Warranty: 12 months |  |  |
| 7 | **Win 10 Pro. OLP** |  |  |
| 8 | **MS Office 2016 Pro. Plus OLP** |  |  |
| 9 | **Trend Micro worry free advanced only Antivirus** |  |  |

Delivery time (after receipt of order): calendar days

Length of warranty on offered equipment: years/months

Any commodities offered in response to this RFQ must be new and unused. In addition, all electrical commodities must operate on 240V/50Hz.

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

1. **Quotations**: Quotations in response to this RFQ must be priced on a fixed-price basis, including delivery and all other costs to be shown as separate costs. Pricing must be presented in EGP. Offers must remain valid for the BPA life time after the offer deadline. Offerors are requested to provide quotations on official letterhead in the format provided in Section 4 – Technical Requirements.
2. **Evaluation**: The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and is highest scored, technically-acceptable offer. Technical acceptability and scoring will be determined based on the trade-off evaluation approach below:

* Technical – responsiveness to the technical specifications and requirements **– 60 points**
* Overall offer price including delivery cost **– 15 points**
* All goods must be delivered to CNFA’s sub recipient’s offices in Upper Egypt within 10 days of signing of a purchase order (delivery time). **– 25 points**

Best-offer proposals are requested. It is anticipated that award will be made solely on the basis of these

original proposals. However, CNFA reserves the right to conduct any of the following:

* CNFA 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, CNFA may issue a partial award or split the award among various suppliers, if in the best interest of the FAS Project;
* CNFA may cancel this RFQ at any time;

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

1. **Payment and Award:** CNFA intends to issue a Blanket Purchase Agreement (BPA) to the offeror whose quotation represents the best value to the Project. Any payment resulting from this RFQ is anticipated to be in the form of Fixed Price Purchase Order under the BPA. The BPA mechanism will be used by CNFA to make recurring purchases from the selected vendor using fixed, agreed-upon prices determined through submission of the quotations. The final award is subject to the FAS Project’s terms and conditions as stipulated in Annex 1.
2. **Offer Format Instructions: Format Instructions:** All proposals must be formatted in accordance with the below requirements:
3. English language only
4. Include the individual/agency/organization name, date, RFQ number, and page numbers as a header or footer throughout the document.
5. The Technical Offer must be in the format provided in Section 4.

A full offer will include the following documents:

1. An offer checklist (Annex A).
2. A cover letter on company letterhead, signed by an authorized representative of the offeror (Annex B).
3. A complete Technical Offer in response to the evaluation criteria in Section 6 and in the format provided in Section 4.
4. A copy of the offeror’s business license, or, if an individual, a copy of his/her identification card.
5. 2 contacts for references from organizations/individuals for which the offeror has successfully performed similar work.

**Annex A – Offeror Checklist**

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

□ Offeror Checklist (Annex A)

□ Cover letter, signed by an authorized representative of the offeror (see Annex B)

□ Official quotation, including specifications of offered items (see Section 4)

□ Copy of offeror’s registration or business license

□ 2 contacts for references from organizations/individuals for which the offeror has successfully performed similar work.

**Annex B – Offeror 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: FAS Procurement Manager

Villa Taie, Gezira Gardens Street, Ramla, El Bairat, West Bank, Luxor, Egypt

Reference: RFQ – Hardware for SPOs

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 CNFA or FAS project staff members;
* We have no close, familial, or financial relationships with any other offerors submitting proposals 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 proposal and all supporting documentation is authentic and accurate.
* We understand and agree to CNFA’s prohibitions against fraud, bribery, and kickbacks.
* We understand and agree to CNFA’s prohibitions against funding or associating with individuals or organizations engaged in terrorism or trafficking in persons activities.

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

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| Authorized Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name & Title of  Signatory:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Company Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Company Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Website:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Company Registration or Taxpayer ID Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Does the company have an active bank account? (Y/N):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Official name associated with the bank account (for payment): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

**Annex 1 – CNFA Terms and Conditions**

**1. Ethical and Business Conduct Requirements.** CNFA is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit.

CNFA 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 CNFA 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 or suppliers 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, CNFA will inform USAID and the Office of the Inspector General of any supplier 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 CNFA 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 proposals. For example, if the offeror’s father owns a company that is submitting another proposal, 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 proposal and all supporting documentation are authentic and accurate.
* Certify understanding and agreement to CNFA’s prohibitions against fraud, bribery and kickbacks.

Please contact FAS Procurement Manager at [procurement@egyptfas.org](mailto:procurement@egyptfas.org) with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to CNFA at to [FraudHotline@cnfa.org](mailto:FraudHotline@cnfa.org) or by phone at 202-296-3920.

**2. Terms and Conditions**: This solicitation is subject to CNFA’s 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:

1. CNFA’s 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.
2. 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.
3. 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.
4. United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The supplier under any award resulting from this RFQ must ensure compliance with these laws.
5. The title to any goods supplied under any award resulting from this RFQ shall pass to CNFA following delivery and acceptance of the goods by CNFA. Risk of loss, injury, or destruction of the goods shall be borne by the offeror until title passes to CNFA.
6. United States law prohibits engaging in any activities related to Trafficking in Persons. The supplier under any award resulting from this RFQ must ensure compliance with these laws.

**3. Disclaimers:** This is a RFQ only. Issuance of this RFQ does not in any way obligate CNFA, the FAS Project, or USAID to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer. In addition:

1. CNFA may cancel RFQ and not award;
2. CNFA may reject any or all responses received;
3. Issuance of RFQ does not constitute award commitment by CNFA;
4. CNFA reserves the right to disqualify any offer based on offeror failure to follow RFQ instructions;
5. CNFA will not compensate offerors for response to RFQ;
6. CNFA reserves the right to issue award based on initial evaluation of offers without further discussion;
7. CNFA may negotiate with short-listed offerors for their best and final offer;
8. CNFA reserves the right to order additional quantities or units with the selected offeror;
9. CNFA may reissue the solicitation or issue formal amendments revising the original RFQ specifications and evaluation criteria before or after receipt of proposals;
10. CNFA may modify the specifications without issuing a formal notice to all offerors when the revisions are immaterial to the scope of the RFQ;
11. CNFA may choose to award only part of the activities in the RFQ, or issue multiple awards based on multiple RFQ activities;
12. CNFA reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition;
13. CNFA will contact all offerors to confirm contact person, address, and that the bid was submitted for this RFQ;
14. CNFA will contact all offerors to inform them whether or not they were selected for award;
15. In submitting a response to this RFQ, offerors understand 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 FAS Project for consideration. USAID will not consider protests regarding procurements carried out by implementing partners. CNFA, at its sole discretion, will make a final decision on any protest for this procurement.

**4. 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** in accordance with the United States Code of Federal Regulations (CFR), [22 CFR §228](http://www.gpo.gov/fdsys/pkg/CFR-2012-title22-vol1/pdf/CFR-2012-title22-vol1-part228.pdf). The cooperating country for this RFQ is Egypt.

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, or Syria.

**5. Taxes and VAT**: As an organization that is implementing a project on behalf of USAID, CNFA is exempt from being charged VAT, customs duty or fee, excise tax, road tax, or any other form of tax or tariff for goods and services purchased for USAID funded activities. As such, offerors agree to exclude VAT or any similar taxes or fees from its cost proposal.

**6. 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. CNFA will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.

**7. Delivery**:. The exact delivery location, within Upper Egypt, of requested IT hardware will be identified within each PO at the time of individual procurement.

**8. Warranty**: Applicable warranty service and repair requirements within the cooperating country are listed for all relevant commodities under section 4. technical requirements of this RFQ. The warranty coverage must be valid on all commodities for the periods specified in the technical specifications (12 to 36 months).