

1. Synopsis of the Request for Quotation

DAI, implementer of the USAID funded Iraq Governance Performance Accountability Project, invites qualified vendors to submit proposals/bids to provide and deliver Office Supplies for IGPA/Erbil Office in Italy city 1 Villa#70, Erbil, Iraq, as outlined below.

1. RFQ No.	RFQ-DAI-IGPA-EBL-20-110
2. Issue Date	Jan 22, 2020
3. Title	Procurement of Office Supply for IGPA Erbil Office
4. Issuing Office & Email/Physical Address for Submission of Quotes	<p>Attn: Procurement Department, Iraq Governance Performance Accountability (IGPA) Project, Erbil Office:</p> <p>Erbil- Italian Village 1, villa No 70- DAI IGPA Erbil Regional Office-Procurement Section, Iraq. Please contact this email for directions and submission of hard copies of bids:</p> <p>ProcurementIGPA@dai.com – Procurement Manager</p>
5. Deadline of Receipt of Quotes	<p>Feb 2, 2020 by 4:00 PM Baghdad Local Time</p> <p>Each Offeror is responsible for reading very carefully and understanding fully the terms and conditions of this RFQ. All communications regarding this solicitation are to be made solely through the Issuing Office and must be submitted via email or in writing delivered to the Issuing Office no later than the date specified above. All questions received will be compiled and answered in writing and distributed to all interested Offerors.</p>
6. Deadline for receiving questions and answers	Jan 28, 2020 by 4:00 PM Baghdad local time
7. Point of Contact for asking questions and receiving answers	IGPAProcurementINBOX@dai.com
8. Anticipated Award Type	The anticipated specific terms and conditions are as follows: DAI anticipates issuing a Blanket Purchase Agreement BPA. This is only the anticipated type of award and may be changed as a result of negotiations. Issuance of this RFQ in no way obligates DAI to award a subcontract or purchase order and offerors will not be reimbursed for any costs associated with the preparation of their bid.
9. Basis for Award	An award will be made to the responsible bidder whose bid is responsive to the terms of the RFQ and is most advantageous to DAI, considering price or/and other factors included in the RFQ. To be considered for award, bidders must meet the requirements identified in Section 12, "Determination of Responsibility". No discussions or negotiations are permitted with bidders, and therefore bidders shall submit their best and final price.

2. Request for Quotation

10. General Instructions to Bidders	<p>1. Quotes due by Feb 2, 2020 4:00 pm Baghdad Local Time. Late offers will be rejected except under extraordinary circumstances at DAI's discretion.</p> <p>2. Quotes shall be received in hard copy (they must be in a sealed envelope), or electronically (via procurement email procurementIGPA@dai.com (this is a strict access controlled email account set up ONLY to receive solicitation responses), or both.</p> <p>3. Include a statement that the vendor fully understands that their quote must be valid for a period of 90 Day.</p> <p>4. Bidders shall sign and date their quotation.</p> <p>5. Bidders shall complete Attachment A: Price Schedule template.</p> <p>Value Added Tax (VAT) shall be included on a separate line.</p> <p>6. These services are not eligible for VAT exemption under the DAI prime contract.</p>
11. Questions Regarding the RFQ	<p>Each Bidder is responsible for reading very carefully and understanding fully the terms and conditions of this RFQ. All communications regarding this solicitation are to be made solely through the Issuing Office and must be submitted via email or in writing delivered to the Issuing Office no later than the date specified above. All questions received will be compiled and answered in writing and distributed to all interested Bidders.</p>
12. Technical Specifications and requirements for Technical Acceptability	<p>Technical specifications or requirements for the services/goods to be provided are explained in attachment C.</p>
13. Determination of Responsibility	<p>DAI will not enter into any type of agreement with a vendor prior to ensuring the vendor's responsibility. When assessing a vendor's responsibility, the following factors are taken into consideration:</p> <ol style="list-style-type: none"> 1. Provide copies of the required business licenses to operate in the host country. 2. Evidence of a DUNS number (explained below and instructions contained in the Annex). 3. The source, origin and nationality of the services are not from a Prohibited Country (explained below). 4. Ability to comply with required or proposed delivery or performance schedules.
14. Geographic Code	<ul style="list-style-type: none"> • Under the authorized geographic code for its contract DAI may only procure goods and services from the following countries. • Geographic Code 937: Goods and services from the United States, the cooperating country, and "Developing Countries" other than "Advanced Developing Countries excluding prohibited countries. A list of the "Developing Countries" as well as "Advanced Developing Countries" can be found at: http://www.usaid.gov/policy/ads/300/310maa.pdf and

	<p>http://www.usaid.gov/policy/ads/300/310mab.pdf respectively.</p> <ul style="list-style-type: none"> • DAI must verify the source, nationality and origin, of goods and services and ensure (to the fullest extent possible) that DAI does not procure any services from prohibited countries listed by the Office of Foreign Assets Control (OFAC) as sanctioned countries. The current list of countries under comprehensive sanctions include: Cuba, Iran, North Korea, Sudan, and Syria. DAI is prohibited from facilitating any transaction by a third party if that transaction would be prohibited if performed by DAI. • By submitting a proposal in response to this RFQ, Offerors confirm that they are not violating the Source and Nationality requirements and that the services comply with the Geographic Code and the exclusions for prohibited countries.
15.Data Universal Numbering System (DUNS)	<p>All U.S. and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$30,000 and above are required to obtain a DUNS number prior to signing of the agreement. Organizations are exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. DAI requires that Bidders sign the self-certification statement if the Bidder claims exemption for this reason.</p> <p>For those required to obtain a DUNS number, you may request Attachment C: Instructions for Obtaining a DUNS Number. For those not required to obtain a DUNS number, you may request Attachment D: Self-Certification for Exemption from DUNS Requirement</p>
16.Compliance with Terms and Conditions	<p>Bidder shall be aware of the general terms and conditions for an award resulting from this RFQ. The selected Bidder shall comply with all Representations and Certifications of Compliance listed in Attachment B.</p>
17.Procurement Ethics	<p>By submitting a Bid, Bidders certify that they have not/will not attempt to bribe or make any payments to DAI employees in return for preference, nor have any payments with Terrorists, or groups supporting Terrorists, been attempted. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Bidders or the DAI staff may report violations to the Toll-Free Ethics and Compliance Anonymous Hotline at +1 855-603-6987, via the DAI website, or via email to FPI_hotline@dai.com.</p>

1.1 Attachment A: Price Schedule

Item Number	Item Name	Specifications	Quantity	Unit Price	Total Price
1	Sugar	سكر	1 kilo		
2	Disposable cups (Set 50pcs)	اكواب شاي سفري	1 Package		
3	Water Bottle (Set of 12)	مياه شرب سبت 12	1 Dozen		
4	Tea bags (Box 100pcs)	شاي سفري	1 Each		
5	Powder Milk (Can of 400gm)	حليب قوتي 400غم	1 Each		
6	Coffee can (Can of 400gm)	قهوة قوتي 400 غم	1 Each		
7	Coffee Mate (Can of 400gm)	كوفي ميت	1 Each		
8	Nescafe 200ml	نسكافه 200مللتير	1 Each		
9	Disposable spoons (50pcs)	ملاعق سفري 50 عدد	1 Package		
10	Office Tissue (Pack of 30)	كلنكس ميز (سبت 30 عدد)	1 Package		
11	Toilet Paper (Set *24)	مناديل حمام سبت 24 عدد	1 Each		
12	Kitchen Towel (Set *12)	مناديل المطبخ	1 Dozen		
13	Trash bag (30 Litter)	اكياس نفايات صغيرة	1 Package		
14	Trash bag (60Litter)	اكياس نفايات كبيرة	1 Package		
15	Air fresher	معطر جو	1 Each		
16	Detergent Toilet liquid	منظف الحمامات	1 Each		
17	Scrub Sponge (Pack *9)	اسفنجة تنظيف	1 Package		
18	Dish Liquid 750ML	زاهي 750مللتر	1 Each		
19	Liquid soap (set of 24)	صابون سائل/ كارتون عدد 24	1 Package		
20	Floor cleaning liquid (2.5 Litters)	منظف الارضيات	1 Each		

21	Disposable plate (Set of 50pcs)	ماعون سفري/50 عدد	1 Package		
22	Disposable Fork (Set of 50pcs)	شوكة (جتال) الطعام	1 Package		
23	Mop with bucket	سيت تنظيف (سطل و ماسحة)	1 Each		
24	Tea pot (set of 2 pieces)	كتل الشاي	1 Each		
25	Coffee Filters	فلتر قهوة	1 package		
26	Refilling Gas Cylinder	تبدال قنينة غاز	1 Each		
27	Office Basket, steel and medium size, black color	سلة المهملات	1 Each		
28	Dish Gloves, silicone or rubber	قفازات مواعين	1 Pairs		
29	Floor wiper, with removable head	ماسحه	1 Each		
30	Windows cleaning Spray	سبراي نوافذ	1 Each		
31	Liquid Milk (size 1 lit.)	حليب سائل 1 لتر	1 Each		
32	Stainless Spoon (Pack of 6)	ملعقة ستيل/سيت 6 عدد	1 Package		
33	Tea Saucer (Pack of 6)	استكان و سوسر/سيت عدد 6	1 Package		
34	Wood cleaning Spray 500 ML	سبراي اخشاب 500 مللتر	1 Each		
35	Coffee Cups (set of 6)	كوب قهوة/سيت عدد 6	1 Package		
36	Tea (450 gm)	شاي 450 غم	1 Each		
37	Wiper Cloth (Set of 4)	وصلات تنظيف	1 Each		
38	Green tea with mint (box of 100)	جاي أخضر 100 علبة	1 Package		
39	Disposable spoon big size (50pcs)	ملاعق سفريية 50 قطعة	1 Packages		
40	Stainless tea spoon (set of 6)	ملاعق سفريية ستيل علبة 6	1 Packages		
41	Disposable dish gloves (pack of 100 pair)	كفوف سفريية للطبق (100 زوج)	1 Packages		
42	Mop head	رأس الماسحة	1 Each		
43	Tea glasses (big size) set of 6	كوب شاي حجم كبير سيت 6	1 Packages		

44	Oil removing spray	سبراي مزيل الشمع	1 Each		
45	Toilet brush	فرشاة تواليت	1 Each		
46	Dettol disinfectant big size	مطهر ديتول حجم كبير	1 Each		
47	Decaf coffee	قهوة ديكافي	1 Each		
48	Whipping Cream for coffee, size 1 lit.	ويبين كريم للقهوة حجم 1 لتر	1 Each		
GRAND TOTAL IN Click here to enter text.					
GRAND TOTAL IN UNITED STATES DOLLARS					\$

We, the undersigned, provide the attached quote in accordance **RFQ-DAI-IGPA-EBL-20-110** dated _____. Our attached quote is for the total price of _____
_(figure and in words)

I certify a validity period of ____ days for the prices provided in the attached Price Schedule/Bill of Quantities. Our quote shall be binding upon us subject to the modifications.

We understand that DAI is not bound to accept any quotes it receives.

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Telephone:

Email:

Company Seal/Stamp:

1.2 Attachment B: Representations and Certifications of Compliance

1. Federal Excluded Parties List - The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.
2. Executive Compensation Certification- FAR 52.204-10 requires DAI, as prime contractor of U.S. federal government contracts, to report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS)
3. Executive Order on Terrorism Financing- The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor/Recipient to ensure compliance with these Executive Orders and laws. Recipients may not engage with, or provide resources or support to, individuals and organizations associated with terrorism. No support or resources may be provided to individuals or entities that appear on the Specially Designated Nationals and Blocked persons List maintained by the US Treasury (online at www.SAM.gov) or the United Nations Security Designation List (online at: http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml). This provision must be included in all subcontracts/sub awards issued under this Contract.
4. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.
5. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.
6. Organizational Conflict of Interest – The Bidder certifies that will comply FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide DAI with a disclosure statement describing this information.
7. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
8. Equal Opportunity – The Bidder certifies that it does not discriminate against any employee or applicant for employment because of age, sex, religion, handicap, race, creed, color or national origin.
9. Labor Laws – The Bidder certifies that it is in compliance with all labor laws.
10. Federal Acquisition Regulation (FAR) – The Bidder certifies that it is familiar with the Federal Acquisition Regulation (FAR) and is in not in violation of any certifications required in the applicable clauses of the FAR, including but not limited to certifications regarding lobbying, kickbacks, equal employment opportunity, affirmation action, and payments to influence Federal transactions.
11. Employee Compliance – The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of an DAI Purchase Order to comply with the provisions of the resulting Purchase Order and with all Federal, State, and local laws and regulations in connection with the work associated therein.

By submitting a quote, bidders agree to fully comply with the terms and conditions above and all applicable U.S. federal government clauses included herein, and will be asked to sign these Representations and Certifications upon award.

1.3 Attachment C: Detailed Technical Specifications

The primary responsibility of the vendor is to provide and deliver the office supplies to IGPA Erbil Regional Office in Italy city 1 villa#70, Erbil, Iraq. Special Terms and Conditions of this Blanket Purchase Agreement (BPA) for **6 months** period with the following responsibilities:

- The vendor is required to provide and deliver the office supplies to IGPA DAI Erbil Regional office in Italy city 1, villa#70, Erbil, Iraq. The cost of delivery, loading and unloading is vendor's responsibility.
- The vendor is responsible to check the items before the delivery and ensure that the items are safe and not broken.
- The vendor is responsible to make sure not to provide expired items.
- The vendor should accept the payment method, preferably bank transfer.