

Request for Quotations (RFQ)

RFQ Number: RFQ-10MS-2024-001
Issuance Date: 13/11/2024
Deadline for Offers: 20/11/2024
Description: Supply of MacBook Pro M3 16/256 or MacBook Pro M4 16/256
For: 10MS Limited -Higher Secondary Education Project
Funded By: United States Agency for International Development (USAID),
Contract No. 72038823CA00007
Implemented By: Chemonics International Inc.
Point of Contact: Shartaj Aziz Hossain, Deputy Manager Finance, 10MS Limited.

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

The 10MS Limited is committed to integrity in procurement as a sub-award of Chemonics International, and only selects vendors based on objective business criteria such as price and technical merit. The 10MS expects vendors to comply with the Standards of Business Conduct followed by Chemonics International, 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 10MS 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, 10MS 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 10MS 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 either 10MS or Chemonics' prohibitions against fraud, bribery and kickbacks.

Please contact Shartaj Aziz Hossain, Deputy Manager Finance, 10MS Limited 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 10MS Limited -Higher Secondary Education Project is a USAID program implemented by Chemonics International in Bangladesh. The goal of the 10MS Limited -Higher Secondary Education Project is to support The Government of Bangladesh's Vision 2041: Smart Bangladesh emphasizes quality education and experiential learning. To support this, the Higher Secondary Education Project (HSEP) and the Directorate of Secondary and Higher Education (DSHE) aim to enhance teaching practices in higher secondary education through a blended, experiential training approach. The project focuses on improving teachers' instructional skills and strengthening leadership among principals, vice-principals, and education officers. 10 Minute School will lead the rapid deployment of a Comprehensive Learning Management System (CLMS), initially piloting in 300 colleges and expanding to 3,000 colleges over four years. As part of project activities, the 10MS Limited -Higher Secondary Education Project requires the purchase of MacBook Pro M3 16/256 or MacBook Pro M4 16/256 to **support the technical team employee's work**. The purpose of this RFQ is to solicit quotations for the items.

Offerors are responsible for ensuring that their offers are received by 10MS 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.

Offer Deadline and Protocol: Offers must be received no later than 11:59 PM local Dhaka time on 20th of November 2024 by email to accounts@10minuteschool.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 10MS.

2. **Questions:** Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 11:59 PM local Dhaka time on 17th of November 2024 by email to accounts@10minuteschool.com. Only the written answers by 10MS Limited will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of 10MS Limited -Higher Secondary Education Project or any other entity should not be considered as an official response to any questions regarding this RFQ.
3. **Specifications:** Section 3 contains the technical specifications of the required items. All commodities offered in response to this RFQ must be new and unused.
4. **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 Bangladeshi taka (BDT). 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/business license such as up-to-date Trade License, Tax Identification Number (TIN), Business Identification Number (BIN) and latest tax acknowledgement certificate.
- Organizations responding to this RFQ are requested to submit a copy of the authorization letter/certificates from Apple Inc.

5. **Delivery:** The delivery location for the items described in this RFQ is B108, Road-8, Mohakhali DOHS, Dhaka 1205. 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 work order). The delivery estimate presented in an offer in response to this RFQ must be upheld in the performance of any resulting contract.
6. **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](#). The cooperating country for this RFQ is Bangladesh.
7. **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 twelve (12) months after delivery and acceptance of the commodities, unless otherwise specified in the technical specifications.
8. **Taxes and VAT:**

In accordance with the agreement under which this procurement is financed, 10MS Limited - Higher Secondary Education Project is exempt from payment of taxes, VAT, tariffs, duties, or other levies imposed by the Bangladesh government. Offerors must include taxes, VAT, charges, tariffs, duties and levies in accordance with the laws of the Bangladesh as a separate cost line. 10MS/Chemonics will provide the successful offeror with VAT coupon for VAT amount, VAT coupon will be issued upon submission of Mushok-6.3.
9. **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.
10. **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. 10MS Limited -Higher Secondary Education Project will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.
11. **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. 10MS Limited -Higher Secondary Education Project 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, 10MS reserves the right to conduct any of the following:

- 10MS Limited -Higher Secondary Education Project 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, 10MS Limited -Higher Secondary Education Project may issue a partial award or split the award among various vendors, if in the best interest of the 10MS Limited -Higher Secondary Education Project.
- 10MS Limited -Higher Secondary Education Project 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 10MS Limited -Higher Secondary Education Project for consideration, as USAID will not consider protests regarding procurements carried out by implementing partners. 10MS, at its sole discretion, will make a final decision on the protest for this procurement.

12. **Terms and Conditions:** This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate the 10MS Limited -Higher Secondary Education Project, Chemonics, 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 10MS Limited -Higher Secondary Education Projects' 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) 10MS Limited -Higher Secondary Education Project' 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.

Section 2: Offer Checklist

To assist offerors in the 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, TIN Certificate, VAT Certificate, etc. (see Section 1.4 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 [BDT]	Total Price [BDT]
1	MacBook Pro M3 16/256	25		XXXXXX	XXXXXXX
2	MacBook Pro M4 16/256	25		XXXXXX	XXXXXXX
3	Delivery Costs (if any)	25		XXXXXX	XXXXXXX
	[describe any other general specification notes or comments]				
Total Price (Excluding VAT and Including TAX) as per govt. policy					XXXXXXXXXX
Total VAT Amount (XXXX%)					XXXXXX
Total Price (Including tax and vat) as per govt. policy					XXXXXXXXXX

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 the letterhead and completed/signed/stamped by a representative authorized to sign on behalf of the offeror:

To: 10MS Limited -Higher Secondary Education Project
B108, Road-8, Mohakhali DOHS, Dhaka 1205

Reference: RFQ No. RFQ-10MS-2024-001

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 10MS, Chemonics or Higher Secondary Education Activity project 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 10MS’ 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 : Chemonics International Inc.

Insert Prime Contract Number/Task Order Number: Cooperative Agreement No.:

72038823CA00007

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: _____