RFQ Number: RFQ/SHN/0034/2021

Issuance Date: April 29, 2021,

Deadline for Offers: May 10, 2021

Description: Supply of Black and White Laser Printer for Surjer Hashi Clinic.

For: Surjer Hashi Network

Point of Contact:

Md. Shohel Rana,

Director Finance

Surjer Hashi Network,

Abedin Tower, 6th Floor,

35 Kamal Ataturk Avenue,

Banani, Dhaka-1213, Bangladesh.

Email Address for any query: [procurement@shnnetwork.org](mailto:procurement@shnnetwork.org)

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

* Surjer Hashi Network is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit.
* Surjer Hashi Network 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 Surjer Hashi Network 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, Surjer Hashi Network 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 Surjer Hashi Network 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 Surjer Hashi Network’ prohibitions against fraud, bribery and kickbacks.

Please contact Ferdous N Khan, Director of Compliance, ([fkhan@shnnetwork.org](mailto:fkhan@shnnetwork.org)) with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to “Surjer Hashi Network’, Abedin Tower, 6th Floor, 35 Kamal Ataturk Avenue, Banani, Dhaka-1213, Bangladesh.

**Section 1: Instructions to Offerors**

1. **Introduction**:

Surjer Hashi Network (SHN) is a USAID-funded social enterprise whose mission is to offer high-quality, customer-oriented, and affordable health care services and products to all Bangladeshis, with a particular focus on the poor. The company operates approximately 134 Surjer Hashi Clinics throughout Bangladesh that provide essential health services packages along with diagnostic services, drugs, and other pharmaceutical and consumer healthcare products. As part of its mission to provide quality healthcare services to the poor, SHN is undergoing a process of revitalizing and refreshing its clinics in order to give clients a more satisfying and comfortable experience. To that end, SHN requires the procurement of printers for a number of its clinics.

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

This RFP does not obligate SHN to execute a subcontract nor does it commit SHN to pay any costs incurred in the preparation and submission of the proposals. Furthermore, SHN reserves the right to reject any and all offers, if such action is considered to be in the best interest of SHN.

1. 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 SHN.
2. **Offer Deadline and Protocol:**

In light of the ongoing pandemic, offerors shall submit their offers electronically only E-mail offers must be received no later than 17:00 local Dhaka time on May 10, 2021 at the following address.

Md. Shohel Rana

Director Finance

[Md.ShohelRana@shnnetwork.org](mailto:Md.ShohelRana@shnnetwork.org)

1. **Offer Submission Requirements**

Offerors are responsible for ensuring that their offers are received in accordance with the instructions stated herein. Late offers may be considered at the discretion of SHN. SHN cannot guarantee that late offers will be considered.

Proposals must be submitted in electronic form only.

Offerors wishing to respond to this RFP must submit proposals, in English, on “A4” sized paper, 12-point Times New Roman font, single-spaced, in accordance with the following instructions.

4.a All proposals must be submitted in two volumes, consisting of:

* Volume 1: Technical proposal
* Volume 2: Financial proposal

Separate technical and Financial proposals must be submitted by email no later than the time and date specified in section 1 clause 3. The proposals must be submitted to the point of contact designated in section 1 clause 3.

For Technical proposal, supplier will be submitting below supporting document:

* company profile (by mentioning total customer list, Authorized distributorship detail, market footprint etc).
* Feedback (Comply/Non-Comply/Supplier Proposal) on Technical Specification & requirements.
* Three clients contact (Client name, contact person name from client end, designation, Cell no, E-mail id) details for reference check.
* Delivery Leadtime.
* Warranty period & warranty period service, spare parts support detail.

Technical proposals must not make reference to pricing data in order that the technical evaluation may be made strictly on the basis of technical merit.

Financial proposal will be submitted according to the instruction in section 1 clause 6.

4.b Organizations responding to this RFQ are requested to submit a PDF copy combined with their company documents like official registration or Trade License, VAT Registration copy and TIN Certificate, Bank solvency certificate, Certification of any quality accreditation authority like ISO, FDA, WHO etc.

4.c Companies or organizations, whether for-profit or non-profit, shall be requested to provide a DUNS number (<https://fedgov.dnb.com/webform>) if selected to receive a subaward valued at USD$30,000 or more.

The Offeror must submit the proposal & other supporting documents electronically with up to 4 attachments (5 MB limit) (technical proposal, Financial proposal, Company documents like trade license, TIN , BIN etc & other documents like cover letter , bank information , FFATA Subaward Reporting Questionnaire etc per email compatible with MX Word, MS Excel, readable format, or Adobe Portable Document (PDF) format in a Microsoft XP environment. Offerors must not submit zipped files. Those pages requiring original manual signatures should be scanned and sent in PDF format as an email attachment or signed by using e-signatures.

An authorized representative of the company or organization submitting an offer must have manual seal/sign/e-signatures on the cover page of each copy of their offer & all the supporting documents.

1. **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 240V, 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.

1. **Quotations**: Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including delivery and all other costs. All quotations must present VAT as separate cost. Pricing must be presented in Bangladeshi Taka (BDT). Offers must remain valid for not less than 45 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 Trade License, VAT Registration copy and TIN Certificate & other documents mentioned in the section 1 clause 4.b and 4.c.

1. **Delivery:** The delivery locations for the items described in this RFQ are the **Abedin Tower, 6th Floor, 35 Kamal Ataturk Avenue, Banani, Dhaka-1213, Bangladesh.** 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.
2. **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](https://www.gpo.gov/fdsys/pkg/CFR-2017-title22-vol1/pdf/CFR-2017-title22-vol1-part228.pdf). The cooperating country for this RFQ is Bangladesh.

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 quotes include items from these entities, please note that they will be deemed not technically responsive and excluded from competition.

1. **Taxes and VAT**: In accordance with the agreement under which this procurement is financed, SHN 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. SHN will provide the successful offeror with a VAT coupon for VAT amount, VAT coupon will be issue upon submission of Mushok-6.3.
2. **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. SHN will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.
3. **Evaluation and Award**: The award will be made to a responsible offeror whose offer follows the RFQ

instructions, meets the eligibility requirements, meets the required technical specifications, and is determined via a trade-off analysis to be the best value based on application of the following evaluation criteria. The relative importance of each individual criterion is indicated by the number of points below:

|  |  |  |  |
| --- | --- | --- | --- |
| **1.Technical** | | | |
| Sl no | Evaluation Criteria | Evaluation Sub-criteria | Score |
| 1.1 | Specification & requirements | Responsiveness to the technical specification and requirements | 10 |
| 1.2 | Company Profile | Market Co-operation (client list, market footprint, distributorship) | 10 |
| 1.3 | Reference Check | Offerors must declare three referee contact details (**Client name, contact person name from client end, designation, Cell no, E-mail id**) so that SHN can assess their performance with their clients. SHN will assess the past performance of the Offerors by contacting two/three references who may indicate the Offeror's past performance for projects of similar size and scope. | 10 |
| 1.4 | Delivery time | Offerors must declare the delivery time in the quotation and SHN will be evaluated based on the delivery lead time. | 10 |
| 1.5 | After Sales | Warranty Period & Spare parts Support | 10 |
| **Total Score – Technical** | | | **50** |
| **2.Financial** | | | |
| 2.1 | Commercial | Offerors’ total costs will be compared to each other to assist SHN in determining the best value. | 50 |
| **Total Score – Commercial** | | | **50** |
| **Total Score (Technical & Financial)** | | | **100** |

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. SHN reserves the right to waive immaterial deficiencies at its discretion.

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

* SHN 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, SHN may issue a partial award or split the award among various suppliers, if in the best interest of the SHN.
* SHN 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 to SHN in writing with full explanation, as USAID will not consider protests regarding procurements carried out by implementing partners. SHN, at its sole discretion, will make a final decision on the protest for this procurement.

1. **Terms and Conditions**: This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate SHN, the AUHC Project, 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 SHN’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. SHN’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. Any award resulting from this RFQ will be firm fixed price, in the form of a purchase order.
3. 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.
4. 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.
5. 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.
6. The title to any goods supplied under any award resulting from this RFQ shall pass to SHN following delivery and acceptance of the goods by SHN. Risk of loss, injury, or destruction of the goods shall be borne by the offeror until title passes to SHN.

**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, manual/electronic 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)
* Copy of offeror’s business documents (see Section 1 clause 4.b, 4.c for more details)
* Federal Funding and Accountability and Transparency Act (FFATA) subaward Reporting Questionnaire, signed by an authorized representative of the offeror (see section 5 for questionnaire)

**Section 3: Specifications and Delivery Location:**

The table below contains the detail specification of required printer. 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 SHN. As a reminder, any brand names mentioned below are for illustrative purposes only. An equivalent substitute, as determined by the specifications, is acceptable.

**Specification and Item Details:**

| **SL No.** | **Item** | **Quantity** | **Specification** |
| --- | --- | --- | --- |
| 1 | Black and White Laser Printer | 84 | Print quality black (best): Up to 600 x 600 x 2 dpi  Duty cycle (monthly, A4): Up to 5000 pages  Print technology: Laser  Memory: 2 MB  Media sizes supported: A4; A5; A6; B5; postcards; envelopes  Media types: Paper (laser, plain, photo, rough, vellum), envelopes, etc.  Connectivity, standard: 1 Hi-Speed USB 2.0  Compatible Operating Systems: Windows 7, 8, 8.1, 10 (32-bit/64-bit),  Warranty: 01 year |

**Delivery Location:**

At SHN HQ Abedin Tower, 6th Floor , 35 Banani C/A, Dhaka - 1213, Bangladesh

**Sample Detailed Cost Breakdown/Quotations Form:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SL#** | **Item Name/Specifications/ Origin/ warranty** | **UOM** | **Quantity** | **Unit price** | **Total Price (BDT)** |
|  | Black and White Laser Printer | **Pcs** | **84** |  |  |
|  | **Delivery Cost** |  |  |  |  |
|  | **Sub-Total (Including Tax)** |  |  |  |  |
|  | **Add: VAT @ ….%** |  |  |  |  |
|  | **Total (including VAT and tax)** |  |  |  |  |

\*\*All prices must be in Bangladeshi Taka (BDT)\*\*

Delivery time (after receipt of order): calendar days

Offered validity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Payment Terms: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ calendar days by wire transfer.

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

Other criteria that must fulfilled:

Provider must have own service/technical team. **No third parties** are allowed in the delivery or installation of these items.

**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:

Md. Shohel Rana

Director Finance

Surjer Hashi Network,

Abedin Tower, 6th Floor,

35 Kamal Ataturk Avenue,

Banani, Dhaka-1213, Bangladesh.

Reference: RFQ/SHN/0034/2021

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 SHN regulations.

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

* We have no close, familial, or financial relationships with any Surjer Hashi Network or AUHC 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 Surjer Hashi Network’ 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 DUNS Number:

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

Official name associated with bank account (for payment):

**Bank Accounts Details Information (***completed/signed/stamped by a representative authorized to sign on behalf of the offeror***):**

|  |  |  |
| --- | --- | --- |
| **Sl.** | **Particulars** | **Information** |
| 1 | Account Name: |  |
| 2 | Account Number: |  |
| 3 | Account Type: |  |
| 4 | Name of Bank: |  |
| 5 | Name of Bank Branch: |  |
| 6 | Address of Branch: |  |
| 7 | Bank Routing Number: If possible |  |

Signature with seal:

Name :

Designation

**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 negative response to Section 3(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. Therefore, in accordance with FAR 52.240-10 and 2CFR Part170, if the offeror positively certifies below in Sections 5.a and 5.b and negatively certifies in Sections 5.c and 5.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 quotation, the offeror agrees to comply with this requirement as applicable if selected for a subaward.

In accordance with those Acts and to determine applicable reporting requirements, Company Name certifies as follows:

1. In the previous tax year, was your company’s gross income from all sources above $300,000?

Yes  No

1. In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which the DUNS 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

1. Does the public have access to information about the compensation of the executives in your business or organization (the legal entity to which the DUNS 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? (FFATA § 2(b)(1)):

Yes  No

1. Does your business or organization maintain an active registration in the System for Award Management ([www.SAM.gov](http://www.SAM.gov))?

Yes  No

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: