



Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	IT Hardware – Laptop for staff
Type of Procurement:	Purchase Order
Type of Contract:	Fixed Price
Term of Contract:	10 September 2024 - 25 September 2024
Submit Proposal to:	USAID EPIC – FHI360 Indonesia Generali Building, 10th Floor, Gran Rubina Business Park; Jalan H.R Rasuna Said Kav C-22, Jakarta Selatan 12940, Indonesia
Date of Issue of RFP:	20 August 2024
Date Questions from Supplier Due:	26 August 2024
Date Proposal Due:	30 August 2024
Approximate Date Purchase Order Issued to Successful Bidder(s):	10 September 2024

Method of Submittal:	
Respond via e-mail with attached document in MS Word / pdf format. The Bidder/Seller agrees to hold the prices in its offer firm for 60 days from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFP/RFQ.	
Solicitation Number:	EPIC#20082024.Laptops

Attachments to RFP:

1. Attachment “A” – Commodity Specifications
2. Attachment “B” – Instructions to Bidders/Sellers
3. All PO Terms and Conditions are listed on our website at: www.fhi360.org/potermis (hereinafter the “Terms”). Supplier’s delivery of products, performance of services, or issuance of invoices in connection with this purchase order establishes Supplier’s agreement to the Terms. The Terms may only be modified in writing signed by both parties.

All bidders/sellers are responsible to carefully review each attachment and follow any instructions that may be relevant to this procurement.



Attachment A Commodity Specifications or Statement of Work

Statement of Work

Indicate a description of the activity/service that is expected from the supplier. Provide product specifications or service expectations (both if applicable). Include deliverables, timelines, and any special terms and conditions.

Description of Activity/Service:

1. Lenovo T14 or Dell Latitude 5450 – 14 unit
2. Lenovo X1 - 1 unit

Product or Service Expectations (both if applicable):

Specification; Processor intel i5, RAM 32 GB, SSD 512 GB, OS win 11 pro, 3Y Premier Support.

Deliverables, Timelines, Special Terms and Conditions:

Delivery of Goods, prefer in one time or partial delivery based on availability in case of indent status.

Timelines: 10 September 2024 - 25 September 2024.

Special Terms and Conditions:

- Transactions under USAID Funding must follow the Standard Operating Procedures for Implementing VAT Exemption for USAID Implementing Partners in Indonesia, which have been agreed upon by the Ministry of Finance of the Republic of Indonesia, Bappenas and USAID dated October 6, 2017.
- USAID EPIC Project are required to process the VAT exemption for all transactions in which there is a 10% VAT component except the transaction value <USD 200 (above IDR 2.5 million including tax);
- Invoice should be submitted with USAID EPIC Tax ID number with special Code faktur: 080.xxx.xxx after the SKB released by KPP BADORA.
- Selected vendors should submit a Proforma Invoice for USAID EPIC to proceed with the VAT exemption (SKB request).
- The VAT Exemption Document will be sent to the relevant agencies: USAID, Ministry of Health, State Secretariat & Foreign Corporation, and Individual Tax Office (KPP-BADORA).
- All documents (Invoice/Proforma Invoice, Tax ID Invoice, USAID recommendation letter, and other documents from related Ministries) will be processed by State Secretariat to be sent to Foreign Corporation and Individual Tax Office (KPP-BADORA).
- The VAT exemption process with the relevant agencies will take four to six months.



Pricing

Item #	Quantity to be Purchased	Description of Preferred Commodity or Services Specifications	Unit of Measure	Unit Fixed Price (Each)	Total Fixed Price (Each)	Lead Time Availability (Number of Days)
1						
2						
3						
Total Value						

By signing this attachment, the bidder confirms he has a complete understanding of the specifications and fully intends to deliver items that comply with the above listed specifications.

Signature:

Title:

Date:



Attachment “B” Instructions to Bidders/Sellers

1. **Procurement Narrative Description:** The Buyer (FHI360) intends to purchase commodities and/or services identified in Attachment A. The Buyer intends to purchase the quantities (for commodities) and/or services (based on deliverables identified in a Statement of Work). The term of the Ordering Agreement shall be from Award Date to the Delivery date of the Offeror unless extended by mutual agreement of the parties. The Buyer intends to award to a single “approved” supplier based on conformance to the listed specifications, the ability to service this contract, and selling price. We reserve the right to award to more than one bidder. If an Ordering Agreement is established as a result of this RFQ/RFP, supplier understands that quantities indicated in the specifications (Attachment A) are an estimate only and FHI360 does not guarantee the purchase quantity of any item listed.
2. **Procuring Activity:** This procurement will be made by **Family Health International (FHI360)**, located at **359 Blackwell Street Durham, NC**. FHI360 shall award the initial quantities and/or services and any option quantities (if exercised by FHI360) to Seller by a properly executed Purchase Order as set forth within the terms of this properly executed agreement.
3. **Proposal Requirements.** All Sellers will submit a quote/proposal which contains offers for all items and options included in this RFQ/RFP. All information presented in the Sellers quote/proposal will be considered during FHI360’s evaluation. Failure to submit the information required in this RFQ/RFP may result in Seller’s offer being deemed non-responsive. Sellers are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach FHI360’s office designated in the RFQ/RFP by the time and date specified in the RFQ/RFP. Any offer, modification, revision, or withdrawal of an offer received at the FHI360 office designated in the RFQ/RFP after the exact time specified for receipt of offers is “late” and may not be considered at the discretion of FHI360 Procurement office. The Seller’s proposal shall include the following:
 - (a) The solicitation number:
 - (b) The date and time submitted:
 - (c) The name, address, and telephone number of the seller (bidder) and authorized signature of same:
 - (d) Validity period of Quote:
 - (e) A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary.
 - (f) Lead Time Availability of the Commodity/Service.
 - (g) Terms of warranty describing what and how the warranties will be serviced.
 - (h) Special pricing instructions: Price and any discount terms or special requirements or terms (special note: pricing must include guaranteed firm fixed prices for items requested.
 - (i) Payment address or instructions (if different from mailing address)



- (j) Acknowledgment of solicitation amendments (if any)
 - (k) Past performance information, when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including points of contact with telephone numbers, and other relevant information)
 - (l) **Special Note:** *The Seller, by his response to this RFQ/RFP and accompanying signatures, confirms that the terms and conditions associated with this RFQ/RFP document have been agreed to and all of its attachments have been carefully read and understood and all related questions answered.*
4. **Forms:** Sellers (potential bidders or suppliers) must record their pricing utilizing the format found on Attachment “A”. Sellers must sign the single hardcopy submitted and send to address listed on the cover page of this RFQ/RFP.
 5. **Questions Concerning the Procurement.** All questions in regard to this RFQ/RFP to be directed to **Procurement** at this **email address:** procurementindoepic@fhi360.org
The cut-off date for questions is 26 August 2024.
 6. **Notifications and Deliveries:** Time is of the essence for this procurement. Seller shall deliver the items or services no later than the dates set forth in the contract that will be agreed by both parties as a result of this RFQ/RFP. The Seller shall immediately contact the Buyer’s Procurement Officer if the specifications, availability, or the delivery schedule(s) changes. Exceptional delays will result in financial penalties being imposed of Seller.
 7. **Documentation:** The following documents will be required for payment for each item:
 - (a) A detailed invoice listing Purchase Order Number, Bank information with wiring instructions (when applicable)
 - (b) Packing List
 - (c) All relevant product/service documentation (manuals, warranty doc, certificate of analysis, etc.)
 8. **Payment Terms:** FHI360 Payments terms are Net 30 after receipt of invoice and once goods and services have been completed. Payment can be made via wire transfer or other acceptable form. Sellers may propose alternative payment terms and they will be considered in the evaluation process.
 9. **Alternative Proposals:** Sellers are permitted to offer “alternatives” should they not be able to meet the listed requirements. Any alternative proposals shall still satisfy the minimum requirements set forth in Attachment A Specifications.
 10. **Inspection Process:** Each item shall be inspected prior to final acceptance of the item. All significant discrepancies, shortages, and/or faults must be satisfactorily corrected and satisfactorily documented prior to delivery and release of payment.
 11. **Evaluation and Award Process:** The FHI360 Procurement Officer will award an agreement contract resulting from this solicitation to the responsible Seller (bidder) whose offer conforms to the RFQ/RFP will be most advantageous to FHI360, price and other factors considered. The award will be made to the Seller representing the **best value** to the project and to FHI360. For the purpose of this RFQ/RFP, price, delivery, technical and past performance are of equal



importance for the purposes of evaluating and selecting the “best value” awardee. FHI360 intends to evaluate offers and award an Agreement without discussions with Sellers.

Therefore, the Seller’s initial offer should contain the Seller’s best terms from a price and technical standpoint. However, FHI360 reserves the right to conduct discussions if later determined by the FHI360 Procurement Officer to be necessary.

The evaluation factors will be comprised of the following criteria:

- (a) **PRICE.** Lowest evaluated ceiling price (inclusive of option quantities).
- (b) **DELIVERY.** Seller provides the most advantageous delivery schedule.
- (c) **TECHNICAL.** Items/Services shall satisfy or exceed the specifications described in RFQ/RFP Attachment A.
- (d) **PAST PERFORMANCE** - Seller can demonstrate his/her capability and resources to provide the items/services requested in this solicitation in a timely and responsive manner.
- (e) **OTHER EVALUATION CRITERIA.**

- Term of Payment expectation would be: 2 weeks (14 days) after the goods and invoice received
- Tax Invoice will be under USAID EpiC and Tax Invoice will proceed to BADORA (using Tax Invoice Code: 080.xxx.xxx)

- 12. **Award Notice.** A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful supplier within the time acceptance specified in the offer, shall result in a binding contract without further action by either party.
- 13. **Validity of Offer.** This RFP in no way obligates FHI360 to make an award, nor does it commit FHI360 to pay any costs incurred by the Seller in the preparation and submission of a proposal or amendments to a proposal. Your proposal shall be considered valid for 60 days after submission.
- 14. **Representations and Certifications.** Winning suppliers under a US Federal Contract are required to complete and sign as part of your offer FHI360 Representations and Certifications for values over \$10,000.
- 15. **Anti- Kick Back Act of 1986.** Anti-Kickback Act of 1986 as referenced in FAR 52.203-7 is hereby incorporated into this Request for Proposal as a condition of acceptance. If you have reasonable grounds to believe that a violation, as described in Paragraph (b) of FAR 52.203-7 may have occurred, you should report this suspected violation to the FHI360’s Ethics Hotline at 1-800-318-7153, reporting via website at www.fhi360.org/anonreportregistry or by sending an e-mail to Compliance@fhi360.org. You may report a suspected violation anonymously.

Acceptance:

Seller agrees, as evidenced by signature below, that the seller’s completed and signed solicitation, seller’s proposal including all required submissions and the negotiated terms contained herein, constitute the entire agreement for the services described herein.



By: *(Seller Company Name)*

Signature: _____

Title:

Date: