



## Request for Quote (RFQ)

Commodity Required:	Provision of Laptop, docking station, monitor, and headset
Type of Procurement:	Competition Bid
Type of Contract:	Purchase Order
Contract Funding:	-
Submit Proposal/Quote to:	Procurement FHI 360 Bangladesh Email: <a href="mailto:ProcurementBangladesh@fhi360.org">ProcurementBangladesh@fhi360.org</a>
Date of Issue of RFQ:	31 January 2024
Date Questions from Supplier Due:	7 February 2024 (by 01.00 PM)
Date RFQ Due:	20 February 2024 (by 04.00 PM)
Approximate Date Purchase Order Issued to Successful Bidder(s) on/about:	<b>March 2024</b>

### Method of Submittal:

Respond via e-mail to [ProcurementBangladesh@fhi360.org](mailto:ProcurementBangladesh@fhi360.org) with attached document in MS Word or 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 RFQ.

Solicitation Number: **TBDNS\_xx.2024.xxx**

### Attachments to RFQ:

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/poterm](http://www.fhi360.org/poterm)s (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

#### About FHI 360:

FHI 360 is a non-profit human development organization dedicated to improving lives in lasting ways by advancing integrated, locally driven solutions. Our staff includes experts in Health, Education, Nutrition, Environment, Economic Development, Civil Society, Gender, Youth, Research and Technology; creating a unique mix of capabilities to address today's interrelated development challenges. FHI 360 serves more than 60 countries, all 50 U.S. states and all U.S. territories.

#### Project Background:

Tuberculosis project based in Dhaka, Bangladesh. This purchase requisition is dependent on receipt of funding.

#### Equipment List:

No.	Computer Equipment	Specification	Qty.
1	Laptops	Brand: Dell or Lenovo, Series: Dell Latitude 5430 or Lenovo ThinkPad T14 Processor: minimum Core i5/i7 Storage: minimum 256GB SSD Memory: minimum 16GB RAM Operating system: Windows 11 Pro License Display: non-touch 14" screen FHD or other relevant Graphic: Seller should identify available option Dimensions and Weight: Seller should identify available option. Included backpack, charger, onsite service and warranty	24
2	Docking Station	Compatible to the proposed Laptop, upon proposed by Seller	24
3	Monitors	Dell Ultra Sharp 27 Monitor – U2724D, 2560 x 1440 at 120Hz DP+HDMI+USB C, or equivalent model	24
4	Computer headsets	Logitech Headset H370 USB Headset: 10 Hz – 20 kHz, Microphone: 100 Hz – 10kHz with cable, or equivalent model	24

#### Quotation Requirements

FHI 360 is requesting that your submission include the following:

- Unit cost in BDT against the product specifications above
- Product availability/lead time
- Date of validity of the quotation should at least be 60 days
- Equipment should meet Bangladesh voltage: 220V/50Hz, Type A/C/D/G/K plugs.

#### Transport of Goods:

Supplier should include a suggested cost-effective means to transport goods to: the address is to be



determined (Dhaka, Bangladesh).

**Reserved Rights:**

All RFQ responses become the property of FHI 360, who reserves the right in its sole discretion to:

- To disqualify any offer based on offeror failure to follow solicitation instructions.
- FHI 360 reserves the right to issue an award based on the initial evaluation of offers without discussion.
- Award only part of the activities in the solicitation or issue multiple awards based on solicitation activities.
- FHI 360 will not compensate vendors for preparation of their response to this RFQ.
- Issuing this RFQ is not a guarantee that FHI 360 will award a purchase order.
- FHI 360 may choose to award a purchase order to more than one vendor for specific parts of the activities in the RFQ.

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

Signature: \_\_\_\_\_  
Title: Click or tap here to enter text.  
Date: Click or tap to enter a date.



## **Attachment B**

### Instructions to Bidders/Sellers

**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, 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.

**Procuring Activity:** This procurement will be made by Family Health International (FHI360), located at 359 Balckwell 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.

**Proposal Requirements:** All Sellers will submit a quote/proposal which contains offers for all items and options included in this RFQ. All information presented in the Sellers quote/proposal will be considered during FHI360’s evaluation. Failure to submit the information required in this RFQ 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 by the time and date specified in the RFQ. Any offer, modification, revision, or withdrawal of an offer received at the FHI360 office designated in the RFQ 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 responding to this RFQ/RFP and accompanying signatures, confirms that the terms and conditions associated with this RFQ/RFP document have been agreed to an



all of its attachments have been carefully read and understood and all related questions answered.

**Questions concerning the procurement:**

All questions in regard to this RFQ to be directed to [ProcurementBangladesh@fhi360.org](mailto:ProcurementBangladesh@fhi360.org) **February 7, 2024 at 1.00 PM (Bangladesh time)**

**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. 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.

**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) Legal documentation related with tax ID, Tax Invoice
- c) All relevant product/service documentation (manuals, warranty doc, certificate of analysis, etc.)

**Payment Terms:** FHI360 Payments terms are Net 30 after receipt of invoice and once goods 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.

**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.

**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.

**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 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, price, availability and delivery/turnaround time 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:

No.	Criteria	Weight (%)
1	Competitive cost	40 %
2	Equipment/items specification	20 %



3	Term of payment	20 %
4	Delivery time	10 %
5	Guarantee, warranty, replacement facility	10 %
	<b>Total</b>	<b>100 %</b>

**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.

**Validity of Offer.** This RFQ 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.

**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](http://www.fhi360.org/anonreportregistry) or by sending an e-mail to [Compliance@fhi360.org](mailto: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: Click or tap here to enter text.

Date: Click or tap to enter a date.



## **FHI Disclaimers**

- FHI 360 may perform a background check on any selected Awarded agency/supplier candidates.
- FHI 360 may cancel the solicitation and not award
- FHI 360 may reject any or all responses received
- Issuance of the solicitation does not constitute an award commitment by FHI 360
- FHI 360 reserves the right to disqualify any offer based on failure of the offeror to follow solicitation instructions
- FHI 360 will not compensate any offeror for responding to solicitation
- FHI 360 reserves the right to issue award based on initial evaluation of offers without further discussion
- FHI 360 may choose to award only part of the activities in the solicitation, or issue multiple awards based on the solicitation activities
- FHI 360 reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition
- FHI 360's supplier terms and conditions can be found [here](#) while our consultant terms and conditions can be found [here](#)

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