



Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	Supply and delivery of laptops and computer tablets
Type of Procurement:	One off purchase agreement
Type of Contract:	Fixed Price
Term of Contract:	2 months
Contract Funding:	USAID
This Procurement supports:	ACR-Philippines/ACR-Asia (AID-OAA-TO-16-00017) ABC+/ACR MAIN OFFICE 2nd & 3rd Floor, L. Orosa Building, 1010 Meralco Avenue, Pasig City, Philippines 1605
Submit Proposal to:	Josephine Marcos (jmarcos@rti.org), with copy to Sarah Pouezevara (spouez@rti.org)
Date of Issue of RFP:	June 7, 2021
Date Questions from Supplier Due:	June 11, 2021 (7:00 pm Philippine Standard Time)
Date Proposal Due:	June 17, 2021 (7:00 pm Philippine Standard Time)
Approximate Date Purchase Order Issued to Successful Bidder(s):	June 24, 2021

Method of Submittal: Bids to be submitted by email in PDF Format before closure of bidding time

RTI International is a trade name of Research Triangle Institute. RTI and the RTI logo are U.S. registered trademarks of Research Triangle Institute.



Respond via e-mail with this document, signed, in MS Word / pdf format, and the attachments listed below.

The Bidder/Seller agrees to hold the prices in its offer firm for **90 days** from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFP/RFQ.

The offeror should respond to this RFP by providing:

- **A financial offer** that details the unit costs and total cost to complete for all equipment mentioned in this RFP. The financial offer must be submitted as a proforma invoice that shows unit costs and makes apparent the calculations used to compile the total. The detailed specifications of the proposed equipment shall appear on the invoice.
- **Required Documents.** The following documents should be included as part of the proposal.
 - a. Supplier Company Profile Form (See Annex 1)
 - b. International Reps and Certs (See Annex 2)
 - c. DUNS number. To register the DUNS number see the guidance in Annex 3.
- This will be a **fixed-price agreement**, with payment based on delivery of the equipment. The bidder should signal if a partial down payment is required.

Solicitation Number:

RFP-ACR PH-hardware 2021

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:
<https://www.rti.org/sites/default/files/rti-purchase-order-terms-and-conditions-v1.16.pdf>,
http://www.rti.org/files/PO_FAR_Clauses.pdf or for commercial items:
http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf (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.

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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:

RTI International is an independent international organization dedicated to conducting innovative, multi-disciplinary research that improves the human condition. RTI is currently implementing a portfolio of research and capacity building activities on behalf of USAID/Philippines and in collaboration with the Philippines Department of Education (DepEd) designed to improve education delivery with a focus on increasing impact, scale, and sustainability of early grade reading. The project, All Children Reading Philippines (ACR-Philippines) will support DepEd to maintain continuity of learning during school closures, and to improve teaching and learning through innovative use of technology in the coming school year. For this, we will be purchasing 25 laptop computers for schools, and 300 mobile tablet computers.

Product or Service Expectations (both if applicable):

The supplier will deliver hardware and accessories that meet the following criteria. The bidder may propose one or more of the lots, or all three lots.

Lot 1: 25 laptop computers

Lot 2: 150 tablet computers

Lot 3: 150 tablet computers

Item	Quantity	Equipment	Description of Preferred Commodity or Services Specifications
Laptop	25	Processor	Intel 5 or Ryzen 5 (latest generation)
		Memory	16gb or more
		Hard disk	1TB SATA
		Screen size	14inches
		Camera	Integrated web camera
			USB port
			External speaker plug
		Operating system	Windows 10 or higher

Tablet Computers	300	Operating system	Android 5.1 or higher
		CPU Speed	2.0GHz
		Resolution	Main Display 1280 x 800
		Camera Resolution	8MP AF + 2MP (Front)
		External Memory Support	512GB expandable memory
		CPU Speed	2 GHz
		CPU Type	Quad-Core
		Size	(Main Display) 8.0" (203.1 mm)
		Screen Resolution	(Main Display) 1280 x 800 (WXGA)
		Technology	(Main Display) TFT
		Color Depth	Main Display) 16M
		Rear Camera	Resolution 8.0 MP, Auto Focus, no flash
		Front Camera	Resolution 2.0 MP
		Video Recording	Resolution FHD (1920 x 1080) @ 30fps
		Memory	RAM Size (GB) 2; ROM Size (GB) 32
Available Memory	(GB) 21.2		
External Memory	Support MicroSD (Up to 512GB)		

THE BIDDER SHALL NOT PROPOSE ANY EQUIPMENT MANUFACTURED BY HUAWAI OR ITS SUBSIDIARIES:

- Huawei Technologies Company
- ZTE Corporation
- Hytera Communications Corporation
- Hangzhou Hikvision Digital Technology Company
- Dahua Technology Company

Deliverables, Timelines, Special Terms and Conditions:

The priority shall be given to bidders who can guarantee delivery within 30 to 45 days of the bid closing date, within Metro Manila. Bidders shall specify if any accessories are included, such as protective covering, chargers, surge protector, stylus, warranty, or more. Warranty service and repair 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. Attachment A -contains the detailed specifications of the required items. All electrical commodities must operate in 220V, 50hz.

RTI reserves the right to test one unit with the custom software prior to completing the entire purchase. Upon delivery, each tablet will be charged and turned on to verify functioning. In the event that there is any malfunction (prior to our software installation,) the tablet will be replaced by the vendor within 24 hours. The warranty will cover malfunctions that happen over the course of regular use of the tablet within the warranty period.

Pricing

The supplier is required to submit more than one brand that meet the criteria as mentions under the SOW.

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)	Remarks
Laptop	25	XXXXX	unit	XXX			Brand XXX
Laptop	25	XXXXX	unit	YYY			Brand YYY
Tablet computers	300	XXXXX	unit	XXX			Brand XXX the price per unit is XXX if order one lot (150 pcs)
Tablet computers	300	XXXXX	unit	YYY			Brand YYY the price per unit is XXX if order one lot (150 pcs)
Total Value							
VAT or GST							
Total Value after VAT or GST							

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 (RTI) 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 RTI does not guarantee the purchase quantity of any item listed.
2. **Procuring Activity:** This procurement will be made by **Research Triangle Institute (RTI International)**, located at

ABC+/ACR MAIN OFFICE

2nd & 3rd Floor, L. Orosa Building, 1010 Meralco Avenue, Pasig City, Philippines 1605

(insert full address of the office)

who has a purchase requirement in support of a project funded by

United States Agency for International Development (USAID)

(insert client’s name)

RTI shall award the initial quantities and/or services and any option quantities (if exercised by RTI) 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 RTI’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 RTI’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 RTI 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 the RTI Procurement Officer. 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) If RTI informs Seller that the Commodity is intended for export and the Commodity is not classified for export under Export Classification Control Number (ECCN) “EAR99” of the U.S. Department of Commerce Export Administration Regulations (EAR), then Seller must provide RTI the correct ECCN and the name of Seller’s representative responsible for Trade Compliance who can confirm the export classification.
 - (g) Lead Time Availability of the Commodity/Service.
 - (h) Terms of warranty describing what and how the warranties will be serviced.
 - (i) 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.
 - (j) Payment address or instructions (if different from mailing address)
 - (k) Acknowledgment of solicitation amendments (if any)
 - (l) 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)
 - (m) **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 regards to this RFQ/RFP to be directed to

Josephine Marcos

(insert name of procurement officer)

at this email address:

(jmarcos@rti.org), with copy to Sarah Pouzevara
(spouzevara@rti.org)

(insert email address of the procurement officer).

The cut-off date for questions is *(insert date)*.

June 11, 2021 (7:00 pm Philippine Standard Time)

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:** Refer to RTI purchase order terms and conditions found in <https://www.rti.org/sites/default/files/rti-purchase-order-terms-and-conditions-v1.16.pdf> , http://www.rti.org/files/PO_FAR_Clauses.pdf, or http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf. 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 RTI 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 RTI, price and other factors considered. The award will be made to the Seller representing the **best value** to the project and to RTI. 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. RTI 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, RTI reserves the right to conduct discussions if later determined by the RTI Procurement Officer to be necessary.

The evaluation factors will be comprised of the following criteria:

- (a) **PRICE. Maximum 40 points.** Lowest evaluated ceiling price (inclusive of option quantities) .
 - (b) **DELIVERY. Maximum 10 points** Seller provides the most advantageous delivery schedule.
 - (c) **TECHNICAL. Maximum 40 points.** Items/Services shall satisfy or exceed the specifications described in RFQ/RFP Attachment A.
 - (d) **PAST PERFORMANCE . Maximum 10 points.** - Seller can demonstrate his/her capability and resources to provide the items/services requested in this solicitation in a timely and responsive manner.
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 RTI to make an award, nor does it commit RTI 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 90 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 RTI 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 RTI's Ethics Hotline at 1-877-212-7220 or by sending an e-mail to ethics@rti.org. You may report a suspected violation anonymously.
16. **The John S. McCain National Defense Authorization Act for fiscal year 2019 - section 889.** RTI cannot use any equipment or services from specific companies, or their subsidiaries and affiliates, including Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, and Dahua Technology Company ("Covered Technology"). In response to this request for proposal, please do not provide a quote which includes any Covered Technology. Any quote which includes Covered Technology will be deemed non-responsive. Additionally, if the United States Government is the source of funds for this RFP, the resulting Supplier shall not provide any equipment, system, or service that uses Covered Technology as a substantial or essential component

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: