

Request for Quotation
RFQ # 2004-09
USAID Model Court Initiative
for Provision of IT equipment for model court (equipment for simultaneous/live translation)
Date: August 13, 2021

Dexis Consulting Group requests for quotations for the provision of IT Equipment (equipment for simultaneous/live translation) for the Ungheni District Court, Republic of Moldova.

BACKGROUND

Dexis Consulting Group (Dexis), an international consulting company based in Washington, USA, is currently implementing the USAID-funded **Model Court Initiative Project in Moldova (MCI)**. The goal of the MCI project is to assist the Government of Moldova to implement a initiatives aimed at improving the efficiency, performance, and quality of court services based on best international practices and in line with international excellence standards for court services.

INSTRUCTIONS TO OFFERORS

With this RFQ, Dexis is soliciting offers from qualified companies to participate in the tender for delivering IT equipment (equipment for simultaneous/live translation) for the Ungheni District Court in accordance with the specifications set forth below. As part of project activities, the MCI in Moldova requires the purchase of IT equipment (equipment for simultaneous/live translation) for Ungheni District Court needs. The purpose of this RFQ is to solicit quotations for these items.

Offerors are responsible for ensuring that their offers are received by Dexis 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 Submission Deadline

Offers must be received no later than **September 30, 2021, 17:00 local time**. Proposals received after the deadline may not be considered.

Submission of Offers

All offers must be submitted electronically to the following email address: moldova@dexisonline.com. Offers must be on company letterhead with the company's contact name and address.

Please quote reference "RFQ # 2004-09" in the subject of the email.

Questions and Clarifications

All questions and clarifications regarding this RFQ must be submitted in writing to moldova@dexisonline.com no later than **September 28, 2021, 17:00 local time**. All correspondence must provide reference to the RFQ number. Questions and clarifications that may be of interest to other bidders, will be circulated to all parties that submitted the questions.

Only the written answers issued by Dexis will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of Dexis or any other entity should not be considered as an official response to any questions regarding this RFQ.

Required Documentation

The offers must include the following:

- Cover letter, signed by an authorized representative of the offeror, which contains general information about the contractor, including full legal name and address of the company, full name of the legal representative (president or managing director) of the company, a contact name, email address, and telephone number to facilitate communication between Dexis and the prospective contractor (see below [Annex A](#) for template);
- Official quotation, including specifications of offered equipment (see Section **TECHNICAL REQUIREMENTS** for example format). Offerors are requested to provide quotations on their official letterhead as per format described in the Section **TECHNICAL REQUIREMENT**, by completing the table provided herein;
- One page summary of the offeror's capabilities to supply the required Items, indicating brief history of the company, demonstrating at least 3 years of previous experience in selling and distribution of computers and IT equipment on the Moldovan market;
- Copy of offeror's corporate and tax registration documents or business license;
- Minimum of three (3) references of the similar work performed in the past three (3) years. References must include the following: name of the entity; contact name, phone number and email address; time periods when the work was performed; brief description of tasks, responsibilities, and deliverables.
- If asked by Dexis, the Offeror shall provide the names and contact information for three references that Dexis may contact for an assessment of your company's past performance.

Offerors are requested to provide quotations on their official quotation format or letterhead.

Source/Nationality / Origin

All goods and services offered must be in Moldova at the time of purchase. Only firms legally registered in Moldova may submit an offer in response to this RFQ.

All goods and services offered in response to this RFQ or supplied under any resulting award must meet **USAID Geographic Code 937** and **110** in accordance with the United States Code of Federal Regulations (CFR), [22 CFR §228](#). The cooperating country for this RFQ is Moldova.

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, Iraq, Iran, Laos, Libya, North Korea, and Syria.

Quotations

A. Cost: Prices must be quoted as showing unit prices and total prices with VAT 0% and inclusive of VAT. Offers must clearly list all the goods and services, indicate unit prices, quantities and total price.

B. Specifications: The below section "**TECHNICAL REQUIREMENTS**" 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 220V, 50Hz.

C. Brand Names: 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.

D. Warranty: Full warranty service and repair within the cooperating country is required for all commodities under this RFQ. At the time that any commodity is transferred to another entity within the cooperating country, all rights to warranty support and service shall be transferred with the commodity to that entity's end-user.

E. Delivery: The delivery location for the items described in this RFQ is mentioned in "**TECHNICAL REQUIREMENTS**" (the exact address will be specified in the contract or purchase order). 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.

F. After-sale service: The ability to provide timely and complete after-sale service at an authorized center.

Validity Period

Offers must be valid for a minimum of sixty (60) calendar days after the offer deadline.

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. Dexis will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.

No item originating or sourced from Cuba, Iraq, Iran, Laos, Libya, North Korea, and Syria and below companies will be allowed:

- Huawei Technologies Company;
- ZTE Corporation;
- Hytera Communications Corporation;
- Hangzhou Hikvision Digital Technology Company;
- Dahua Technology Company;
- Kaspersky Lab.

Negotiations

It is expected that awards will be made based on submitted offers. However, Dexis reserves the right to conduct negotiations and request clarifications prior to awarding the contract.

Basis for Award

The award will be made to an offeror whose offer is compliant with RFQ instructions and is evaluated as the most advantageous for Dexis.

Terms and Conditions

The award is subject to Dexis's standard terms and conditions. Please note that Dexis standard payment terms are ten (10) banking business days upon receipt of the complete documentation after acceptance of the deliverables. No advance payments are possible.

TECHICAL REQUIREMENTS

Dexis is soliciting quotations from qualified firms for IT equipment that include:

Description	Minimal Technical Specifications	Quantity	Unit price USD, VAT 0%	TOTAL price USD, VAT 0%	Unit price USD, inclusive VAT	TOTAL price USD, inclusive VAT	Warranty period (months)
I	Equipment for simultaneous/live translation						
Deliverable I.1: Equipment for Discussion System (Wired)	Central Control Unit	1					
	Chairman Unit	1					
	Delegate Unit with 2 headphones	20					
	Cable Kit for Discussion System	1					
Deliverable I.2: Equipment	IR Transmitter	2					

for simultaneous translation	IR Radiator	4					
	IR Receiver 4 CH with 1 headphones	20					
	Interpreters console with 1 headphones	4					
	Cable Kit for Interpreter System	2					
Deliverable I.3: Monitors	Monitor: 23.5", FHD, HDMI, VGA, HDMI cable, USB	2					
Deliverable I.4: Video camera	SRS VHD40 Camera with power supply, 2Mp, varifocal lens 2.8-12 mm or 6-22 mm	4					
Deliverable I.5: Cable HDMI to HDMI	Cable HDMI to HDMI 1.8m male-male, Ethernet 19m-19m I(V1.4)	4					
Deliverable I.6: Video recorder	Video recorder for 4 channels	1					
Deliverable I.7: HDMI Splitter	HDMI Splitter 2 channels	1					
Deliverable I.8: Transportation and installation services in 1 location country wide	1) Ungheni District Court. Address: 10/1, Nationala street, Ungheni city.	1					
GRAND Total:							

Evaluation of Quotations

All Responses must contain the elements outlined in this RFQ for Dexis Consulting Group to comprehensively evaluate each quotation.

Dexis Consulting Group will first evaluate quotations for compliance with the mandatory requirements/ elements of this RFQ. Quotations that do not contain all mandatory requirements/ elements will not be considered.

Evaluation of offers will be performed according to the following evaluation criteria:

#	CATEGORY	POINTS
1.	Relevant experience and proved expertise <ul style="list-style-type: none"> Minimum three years of successful work experience in demonstrating at least 3 years of previous experience in selling and distribution of computers and IT equipment on the Moldovan market (maximum 30p.) The degree to which the Offeror demonstrates a very good professional reputation as evidenced by the recommendation letters and contact references (maximum 15p). 	45
2.	Quality of technical proposal Proposed quotation and approach to this RFQ match the requirements, deliverables set out in this document.	15

3.	Price	40
TOTAL SCORE:		100

NB: Each sub-criterion will receive points only when it is proved through confirming documents, materials and/or documented experience.

Evaluation Criteria Grading for Each Criterion:

Exceptional	5 Points
Exceeds Expectations	4 Points
Meets Expectations	3 Points
Meets most but not All Expectations	2 Points
Non-Responsive to Expectations	1 Point

Partial Quotes: are allowed.

Dexis reserves the right to accept all or part of the quotation when awarding the contract. While preference will be given to offerors who can address the full technical requirements of this RFQ, Dexis may issue a partial award or split the award among various suppliers, if in the best interest of the Model Court Initiative Project.

The Offeror that receives the most review points will be recommended for a contract.

To: Model Court Initiative Project in Moldova
(Chisinau, Republic of Moldova)

Subject: Offer from (insert Company name)

Reference: RFQ No. 2004-09

Date: (insert date)

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 of the terms and conditions, special provisions, and instructions included in the above-referenced RFQ. We, the undersigned, hereby certify that the below-named company—as well as the company’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 none of the IT equipment and their components, software and services included in this offer are produced by any of the companies listed below or their subsidiaries:

- Huawei Technologies Company;
- ZTE Corporation;
- Hytera Communications Corporation;
- Hangzhou Hikvision Digital Technology Company;
- Dahua Technology Company;
- Kaspersky Lab.

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/e-mail and Website: _____

Company Registration or Taxpayer ID Number (IDNO): _____