

## REQUEST FOR QUOTATIONS (2020-JSSP-RFQ-0148)

April 7, 2020

RFQ Number: 2020-JSSP-RFQ-0148, Network Scanners

Date of Issue: April 7, 2020

Deadline for Offers: April 21, 2020 (5:00 p.m. local Kabul time)

Description: Twelve (12) Network Scanners

For: Afghanistan Justice Sector Support Program (JSSP)

Funded by: U. S. Bureau of International Narcotics and Law Enforcement Affairs (INL)  
Contract No. GS00Q14OADU138, Order No. SAQMMA17F1220, OY 2

Implemented by: Tetra Tech DPK

Point of Contact: bids@jsspaf.com

---

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

Tetra Tech is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit.

Tetra Tech 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 the Department of State (DOS) and the Office of the Inspector General.

Employees and agents of Tetra Tech 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 DOS and the Office of the Inspector General. In addition, Tetra Tech will inform DOS 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 Tetra Tech 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 Tetra Tech's prohibitions against fraud, bribery and kickbacks.

Please contact [dpk.ethics@tetrattech.com](mailto:dpk.ethics@tetrattech.com) with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to Tetra Tech's US office.

## **1. Introduction**

INL's Justice Sector Support Program implemented by Tetra Tech DPK utilizes international and Afghan advisors to train and build capacity for Afghan officials within the Ministry of Justice, Attorney General's Office, Supreme Court, Ministry of Women's Affairs, and other justice sector organizations.

Tetra Tech DPK is seeking quotations from eligible suppliers to provide network scanners to support program activities of the Justice Sector Support Program in Afghanistan.

## **2. Submission Deadlines and Instructions**

Quotations must be emailed to [bids@jsspaf.com](mailto:bids@jsspaf.com). The subject line of the quotation email must be as follows: (2020-JSSP-RFQ-0148, Network Scanners).

Quotations must be received no later than 5:00 p.m. Kabul local time on **April 21, 2020**.

Please reference the RFQ number in any response to this RFQ. Quotations received after the specified time and date will be considered late and will be considered only at the discretion of Tetra Tech.

## **3. Questions**

Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 2:00 p.m. local Kabul time on **April 15, 2020** by email to [bids@jsspaf.com](mailto:bids@jsspaf.com).

Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that Tetra Tech believes may be of interest to other respondents will be circulated to all RFQ respondents who have indicated an interest in submitting quotations.

## **4. Specifications**

Attachment 1 contains the technical specifications of the required goods.

## **5. Quotations**

Quotations should be submitted in the format found in Attachment 1 and must be quoted on a fixed-price, all-inclusive basis, including tax, delivery and all other costs. Pricing must be presented in **United States Dollars - USD**

Quotations must remain valid for not less than ninety (90) calendar days after the RFQ deadline.

Offerors are requested to submit a copy of their organization's valid business license with their quotation.

Offerors are requested to provide a warranty for the product(s) quoted for and clearly mention the warranty duration in their quotation.

## **6. Evaluation and Award**

The award will be made to a responsible Offeror whose quotation follows the RFQ instructions, meets the eligibility requirements, and meets or exceeds the minimum required technical specifications, and is judged to be the best value based on a lowest-price, technically acceptable basis.

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, a quotation may be deemed “non-responsive” and thereby disqualified from consideration. Tetra Tech reserves the right to waive immaterial deficiencies at its discretion.

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

- Tetra Tech 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, Tetra Tech may issue a partial award or split the award among various Offerors, if in the best interest of the JSSP.
- Tetra Tech may cancel this RFQ at any time.

## **7. Delivery**

Baron Compound, Kabul, Afghanistan.

## **8. Terms and Conditions**

This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Tetra Tech or JSSP to make an award or pay for costs incurred by potential suppliers in the preparation and submission of a quotation.

This solicitation is subject to Tetra Tech’s standard terms and conditions. Any resultant award will be governed by these terms and conditions.

## **9. Quotation Checklist**

To assist Offerors in the preparation of quotations, the following checklist summarizes the documentation required to submit a quotation in response to this RFQ:

- Official quotation, including specifications of offered equipment (see Attachment 1)
- Copy of the Offeror’s business license

**Attachment 1: Specifications and Technical Requirements**

The table below contains the technical requirements of the requested items. Offerors are requested to provide quotations by completing the table below and submitting a signed/stamped version to [bids@jsspaf.com](mailto:bids@jsspaf.com).

Offerors may also submit quotations containing the information below on their company’s official letterhead or official quotation format.

Offerors are requested to submit a copy of their organization’s valid business license with their quotation.

Offerors are requested to provide a warranty for the items quoted for and clearly mention the warranty duration in their quotation.

For each technical specification listed below, Offerors must describe the extent to which each specification is met. If there is a difference between the required specification and the offered specification, please indicate and describe the difference. If there is no difference, write or enter “same”.

Item No.	Item and Specifications Required	Item and Specifications Offered (if same write “same”)	Qty	Unit	Unit Price (USD)	Total Price (USD)
1	Network Scanner <ul style="list-style-type: none"> <li>• Scanner Type: Flatbed and Automatic Document Feeder (ADF)</li> <li>• ADF Capacity: Standard, 50 sheets</li> <li>• ADF Scan Speed: Up to 30 ppm/60 ipm</li> <li>• Scan Resolution Optical: up to 600 x 600 dpi (color and monochrome, ADF); up to 1200 x 1200 dpi (color and monochrome, flatbed)</li> <li>• Duty Cycle (Daily): 4,000 pages (ADF), 100 pages (Flatbed)</li> </ul>		12	Each		
<b>Grand Total</b>						

Vendor Name: \_\_\_\_\_

Name of Vendor’s Legal Representative: \_\_\_\_\_



Vendor Address: \_\_\_\_\_

Vendor Phone No.: \_\_\_\_\_

Vendor Email: \_\_\_\_\_

This quotation is valid for \_\_\_\_\_ days.

Warranty (in days, months or years) from date of purchase: \_\_\_\_\_

Vendor Signature: \_\_\_\_\_

Vendor's Stamp: \_\_\_\_\_