

1. Synopsis of the Request for Quotation

DAI, implementer of the USAID funded FTF INOVA, invites qualified vendors to submit quotations to supply cleaning services for DAI (FTF INOVA), Nampula Office located at Milenio Center, Avenida Eduardo Mondlane, 3rd Floor, office # 13, Nampula-Mozambique, as follows:

1. RFQ No.	REQ-NAM-17-0001
2. Issue Date	Monday, August 07, 2017
3. Title	Cleaning Services – Nampula Office
4. Issuing Office & Email Address for Submission of Quotes	DAI FtF Inova Project Complexo Radisson, Torres Rani, 2 Andar, Avenida Marginal 141, Maputo-Moçambique E-mail: FtFVC_Bids@dai.com
5. Deadline for Receipt of Quotes	Monday, August 14, 2017
6. Point of Contact	FtFVC_Procurement@dai.com
7. Anticipated Award Type	Firm Fixed Price Purchase Order Issuance of this RFQ in no way obligates DAI to award a subcontract or purchase order and Bidders will not be reimbursed for any costs associated with the preparation of their quote.
8. Basis for Award	An award will be made to the responsible bidder whose bid is responsive to the terms of the RFQ and is most advantageous to DAI, considering price or/and other factors included in the RFQ. To be considered for award, bidders must meet the requirements identified in Section 12, “Determination of Responsibility”. No discussions or negotiations are permitted with bidders, and therefore bidders shall submit their best and final price. <input type="text"/>

2. Request for Quotation

9. General Instructions to Bidders	<ul style="list-style-type: none"> • Monday, August 14, 2017 Late offers will be rejected except under extraordinary circumstances at DAI’s discretion. • Bidders shall submit quotes electronically. • Include a statement that the vendor fully understands that their quote must be valid for a period of 30 days. • Bidders shall sign and date their quotation. • Bidders shall complete Attachment A: Price Schedule template. Value Added Tax (VAT) shall be included on a separate line.
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	<ul style="list-style-type: none"> • These services are not eligible for VAT exemption under the DAI prime contract.
<p>10. Questions Regarding the RFQ</p>	<p>Each Bidder is responsible for reading very carefully and understanding fully the terms and conditions of this RFQ. All communications regarding this solicitation are to be made solely through the Issuing Office and must be submitted via email (FtF_Procurement@dai.com) or in writing delivered to the Issuing Office no later than the date specified above. All questions received will be compiled and answered in writing and distributed to all interested Bidders.</p>
<p>11. Technical Specifications and requirements for Technical Acceptability</p>	<p>Daily General Cleaning Service includes:</p> <ul style="list-style-type: none"> • Office space, floor, wall, window, door, carpet, blinds, desk, chair, equipment, and other cleaning service related; • Waste disposal; • Kitchen services and cleaning; • The cleaning assistant should be available to work at least 8 hours per day; • Vendor should provide at least One (1) cleaning assistants for daily work.
<p>12. Determination of Responsibility</p>	<p>DAI will not enter any type of agreement with a vendor prior to ensuring the vendor’s responsibility. When assessing a vendor’s responsibility, the following factors are taken into consideration:</p> <ol style="list-style-type: none"> 1. Provide copies of the required business licenses to operate in the host country. 2. The source, origin and nationality of the services are not from a Prohibited Country (explained below). 3. Ability to comply with required or proposed delivery or performance schedules. 4. Service start required as soon as the company is awarded.
<p>13. Geographic Code</p>	<p>Under the authorized geographic code for its contract DAI may only procure goods and services from the following countries.</p> <ul style="list-style-type: none"> • Geographic Code 935: Goods and services from any area or country including the cooperating country, but excluding Prohibited Countries. • DAI must verify the source, nationality and origin, of goods and services and ensure (to the fullest extent possible) that DAI does not procure any services from prohibited countries listed by the Office of Foreign Assets Control (OFAC) as sanctioned countries. The current list of countries under comprehensive sanctions include: Cuba, Iran, North Korea, Sudan, and Syria. DAI is prohibited from facilitating any transaction by a third party if that transaction would be prohibited if performed by DAI. • By submitting a quote in response to this RFQ, Bidders confirm that they are not violating the Source and Nationality requirements

	and that the services comply with the Geographic Code and the exclusions for prohibited countries.
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<p>14. Data Universal Numbering System (DUNS)</p>	<p>All U.S. and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$25,000 and above are required to obtain a DUNS number prior to signing of the agreement. Organizations are exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. DAI requires that Bidders sign the self-certification statement if the Bidder claims exemption for this reason.</p> <p>For those required to obtain a DUNS number, you may request Attachment C: Instructions for Obtaining a DUNS Number. For those not required to obtain a DUNS number, you may request Attachment D: Self-Certification for Exemption from DUNS Requirement</p>
<p>15. Compliance with Terms and Conditions</p>	<p>Bidder shall be aware of the general terms and conditions for an award resulting from this RFQ. The selected Bidder shall comply with all Representations and Certifications of Compliance listed in Attachment B.</p>
<p>16. Procurement Ethics</p>	<p>By submitting a Bidder, Bidders certify that they have not/will not attempt to bribe or make any payments to DAI employees in return for preference, nor have any payments with Terrorists, or groups supporting Terrorists, been attempted. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Bidders or the DAI staff may report violations to the Toll-Free</p>

1.1 Attachment A: Price Schedule

Item Number	Item Name	Specifications	Quantity	Unit Price	Total Price
1a	General Cleaning Services, Waste management (including collection and disposal)	1. Cleaning and aspiration of all interior and exterior floors, using appropriate detergents; 2. Cleaning and polishing of the windows of the main doors, front windows, interior and exterior; 3. Cleaning fingerprints on walls, doors, switches and ceilings; 4. General cleaning of dust on furniture and equipment; 5. Cleaning of rubbish bins; 6. Cleaning and washing fingerprints and stains on exterior walls; 7. Coffee services in meeting rooms and others where necessary; 8. Periodically removal of dirty or used dishes and cups from the desks; 9. Other inherent services			
1b	One Office Assistant				
2	VAT				
GRAND TOTAL IN Click here to enter text.			<input type="text"/>	<input type="text"/>	
GRAND TOTAL IN UNITED STATES DOLLARS			<input type="text"/>	<input type="text"/>	MZM

Delivery Date:

We, the undersigned, provide the attached quote in accordance RFQ # _____ dated _____ Our attached quote is for the total price of _____ (figure and in words)

I certify a validity period of ___ days for the prices provided in the attached Price Schedule/Bill of Quantities. Our quote shall be binding upon us subject to the modifications.

We understand that DAI is not bound to accept any quotes it receives.

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Telephone:

Email:

Company Seal/Stamp:

1.2 Attachment B: Representations and Certifications of Compliance

1. Federal Excluded Parties List - The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.
2. Executive Compensation Certification- FAR 52.204-10 requires DAI, as prime contractor of U.S. federal government contracts, to report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS)
3. Executive Order on Terrorism Financing- The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor/Recipient to ensure compliance with these Executive Orders and laws. Recipients may not engage with, or provide resources or support to, individuals and organizations associated with terrorism. No support or resources may be provided to individuals or entities that appear on the Specially Designated Nationals and Blocked Persons List maintained by the US Treasury (online at www.SAM.gov) or the United Nations Security Designation List (online at: http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml). This provision must be included in all subcontracts/sub awards issued under this Contract.
4. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.
5. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.
6. Organizational Conflict of Interest – The Bidder certifies that will comply FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide DAII with a disclosure statement describing this information.
7. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.

8. Equal Opportunity – The Bidder certifies that it does not discriminate against any employee or applicant for employment because of age, sex, religion, handicap, race, creed, color or national origin.
9. Labor Laws – The Bidder certifies that it is in compliance with all labor laws.
10. Federal Acquisition Regulation (FAR) – The Bidder certifies that it is familiar with the Federal Acquisition Regulation (FAR) and is in not in violation of any certifications required in the applicable clauses of the FAR, including but not limited to certifications regarding lobbying, kickbacks, equal employment opportunity, affirmation action, and payments to influence Federal transactions.
11. Employee Compliance – The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of an DAI Purchase Order to comply with the provisions of the resulting Purchase Order and with all Federal, State, and local laws and regulations in connection with the work associated therein.

By submitting a quote, bidders agree to fully comply with the terms and conditions above and all applicable U.S. federal government clauses included herein, and will be asked to sign these Representations and Certifications upon award.