1. Synopsis of the Request for Quotation

DAI, implementer of the USAID's Trade Central Asia Activity (TCA), invites qualified vendors to submit quotations to supply and deliver general supplies and services for TCA Turkmenistan office to support daily functioning/operations and project events as outlined below:

1. RFQ No.	RFQ-TCA-TUR-24-00003
2. Issue Date	October 24, 2024
3. Title	General office supplies and services
4. Issuing Office & Email/Physical Address for Submission of Quotes	Attn: Procurement Department, TCA Project TCA procurementinbox@dai.com 506/99, Seifullin ave., Almaty, Kazakhstan.
5. Deadline for Receipt of Quotes.	Proposals are due by 5:00 PM local Almaty, Kazakhstan time on Friday, November 08, 2024
6. Point of Contact	TCA procurement@dai.com – Procurement Manager
7. Anticipated Award Type	DAI anticipates issuing a Blanket Purchase Agreement (BPA). Blanket Purchase Agreement (BPA): a master ordering agreement that establishes unit prices for a category of goods that shall be procured on a recurring basis over a fixed period of time. Individual purchase/task orders are issued against the BPA for specific quantities as needed. A BPA is a simplified method of procuring recurring commodities (such as office or cleaning supplies) or well defined services (such as translation) which are required on a repetitive basis. Once a Blanket Purchase Agreement has been executed, goods or services may be ordered from the vendor until the dollar value, if any, or time period of the agreement is reached without having to solicit bids from various vendors every time the services or goods are required. A BPA does not commit or guarantee that DAI will spend any amount under the agreement. 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. Bidders shall note that rates included into Blanket Purchase Agreement are locked and final for the length of one year and cannot be changed.

DAI conducts business under the strictest ethical standards to assure fairness in competition, reasonable prices and successful performance or delivery of quality goods and equipment. DAI does not tolerate corruption, bribery, collusion or conflicts of interest. Any requests for payment or favors by DAI

employees should be reported as soon as possible to ethics@dai.com or by visiting www.dai.ethicspoint.com. Further, any attempts by an offeror or subcontractor to offer inducements to a DAI employee to influence a decision will not be tolerated and will be grounds for disqualification, termination and possible debarment. See provision No. 17 for more details.

2. Request for Quotation

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9. General Instructions to Bidders	 Offers submitted after the date and time specified above (November 08, 2024) will be rejected except under extraordinary circumstances at DAI's discretion. Bidders shall submit quotes in English or Russian languages electronically to TCA procurementinbox@dai.com Bidders shall fully understand that their quotation must be valid for a period of thirty (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. These services are eligible for VAT exemption under the DAI prime contract. 		
10. Questions Regarding the RFQ	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 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.		
11. Technical Specifications and requirements for Technical Acceptability	DAI seeks vendors who can supply and deliver general supplies and services for TCA Turkmenistan office as per price schedule Attachment A In addition to meeting the requirements listed above, bidders are required to meet or exceed the significant non-cost factors listed below: 1. Provide reference letters from prior clients (if available) 2. Provide full registration documents of the legal entity. 3. Provide USD account bank details, including corresponding bank on company letterhead		
12. Prohibited Technology	Bidders MUST NOT provide any goods and/or services that utilize telecommunications and video surveillance products from the following companies: Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company, or any subsidiary or affiliate thereof, in compliance with FAR 52.204-25.		
13. Determination of Responsibility	 DAI will not enter into 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: 1. Provide copies of the required business licenses to operate in the host country (if applicable). 2. Evidence of a Unique Entity ID (explained below and instructions contained in the Annex). 3. The source, origin and nationality of the services are not from a Prohibited Country (explained below). 		

	4. Ability to comply with required or proposed delivery or performance schedules.
14. Geographic Code	 Under the authorized geographic code for its contract DAI may only procure goods and services from the following countries. Geographic Code 937: Goods and services from the United States, the cooperating country, and "Developing Countries" other than "Advanced Developing Countries:, excluding prohibited countries. A list of the "Developing Countries" as well as "Advanced Developing Countries" can be found at:
	 http://www.usaid.gov/policy/ads/300/310maa.pdf and http://www.usaid.gov/policy/ads/300/310mab.pdf respectively. Geographic Code 110: Goods and services from the United States, the independent states of the former Soviet Union, or a developing 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.
15. Unique Entity ID (SAM)	There is a mandatory requirement for your organization to provide an Unique Entity ID (SAM)to DAI. Without an Unique Entity ID (SAM), DAI cannot deem an Offeror "responsible" to conduct business with and therefore, DAI will not enter into a subcontract/purchase order or monetary agreement with any organization. The determination of a successful offeror/applicant resulting from this RFQ is contingent upon the winner providing an Unique Entity ID (SAM)to DAI. Offerors who fail to provide Unique Entity ID (SAM)will not receive an award and DAI will select an alternate Offeror.
	All U.S. and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$30,000 and above are required to obtain an Unique Entity ID (SAM)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 Offerors sign the self-certification statement if the Offeror claims exemption for this reason.
	For those required to obtain an Unique Entity ID (SAM), see Attachment D - Instructions for Obtaining an Unique Entity ID (SAM)- DAI'S Vendors, Subcontractors

16. Compliance with Terms and Conditions

17. Anti-Corruption and
Anti-Bribery Policy and
Reporting
Responsibilities

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.

DAI conducts business under the strictest ethical standards to assure fairness in competition, reasonable prices and successful performance or delivery of quality goods and equipment. **DAI does not tolerate the following acts of corruption:**

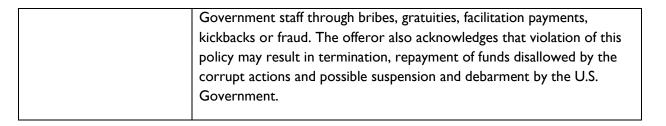
- Any requests for a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by a DAI employee, Government official, or their representatives, to influence an award or approval decision.
- Any offer of a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by an offeror or subcontractor to influence an award or approval decision.
- Any fraud, such as mis-stating or withholding information to benefit the offeror or subcontractor.
- Any collusion or conflicts of interest in which a DAI employee, consultant, or representative has a business or personal relationship with a principal or owner of the offeror or subcontractor that may appear to unfairly favor the offeror or subcontractor. Subcontractors must also avoid collusion or conflicts of interest in their procurements from vendors. Any such relationship must be disclosed immediately to DAI management for review and appropriate action, including possible exclusion from award.

These acts of corruption are not tolerated and may result in serious consequences, including termination of the award and possible suspension and debarment by the U.S. Government, excluding the offeror or subcontractor from participating in future U.S. Government business.

Any attempted or actual corruption should be reported immediately by either the offeror, subcontractor or DAI staff to:

- Toll-free Ethics and Compliance Anonymous Hotline at (U.S.) +1-503-597-4328
- Hotline website www.DAI.ethicspoint.com, or
- Email to Ethics@DAI.com
- USAID's Office of the Inspector General Hotline at hotline@usaid.gov.

By signing this proposal, the offeror confirms adherence to this standard and ensures that no attempts shall be made to influence DAI or



1.1 Attachment A: Price Schedule

Item Number	Item Name	Unit	Unit Price in USD	VAT (if applicable)	Total Price
1	Business card (9cm*5cm)	Piece			
2	Business card (8.5cm*5.5cm)	Piece			
3	Banner (0.8*2.0) (printing and replacement of old banner on existing rollup)	Piece			
4	Rollup + banner (0.8*1.8) (manufacturing and printing)	Piece			
5	Design of banner	Hour			
6	Rollup + banner (0.8*1.8) (manufacturing and printing)	Piece			
7	Staples 24/6 (Kangaro)	Package			
8	Staples No. 10 (Kangaro)	Package			
9	Clips 33 mm metal	Package			
10	Clips 51 mm black	Package			
11	Binder clip 19 mm	Package			
12	Binder clip 25 mm	Package			
13	Binder clip 41mm	Package			
14	Sticky Notes 3*3 (500 s)	Piece			
15	Top tape (48mm*50m)	Piece			
16	Top tape small (15mm*20m)	Piece			
17	Corrector 8 g DC-140 (Dolphin)	Piece			
18	Glue stick 35 g. (Dolphin)	Piece			
19	Paper clip dispenser 9881 (Deli)	Piece			
20	Puncher P-30 (Dux)	Piece			
21	Puncher P-40 (Dolphin)	Piece			
22	Horizontal metal tray 4 tiers (2004)	Piece			
23	Scissors 5 cm (Dolphin)	Piece			
24	Scissors 6.5 cm (Dolphin)	Piece			
25	Button folder A1001 (Midgo)	Piece			
26	Folder on button A-4 (My Clear Bag)	Piece			
27	Envelope A4	Piece			
28	Envelope A6	Piece			
29	Folder for papers	Piece			
30	Folder 70 mm 554	Piece			
31	Folder registrar A4 50 mm red, black Economy (Esselte)	Piece			
32	Folder with files 100 s. (Dolphin)	Piece			
33	Folder with files 10 s. (Dolphin)	Piece			

34	Container with pens round black 802	Piece	
35	File 100 pcs 303A-8 80 (Dolphin)	Package	
36	File A-4 60 mic100 pcs. in a pack (Dolphin)	Package	
37	Stapler DS-12 (Dolphin)	Piece	
38	Stapler EN-10EZ (Kangaro)	Piece	
39	Spring folder A-4 XB103-50A	Piece	
40	Anti-stapler DS-28 (Dolphin)	Piece	
41	Plastic name badges with a rope	Piece	
42	AA High Energy Batteries 4 pcs. (Varta)	Package	
43	AAA batteries Max Tech 2 pcs (Varta)	Package	
44	Folder tablet A-5 Dingli DL880-A5	Piece	
45	Stand Organizer DGG-621	Piece	
46	Business card holder for 230 business cards (Flamingo)	Piece	
47	A-4 paper 80 g 500 l Double A	Package	
48	File folder DF 880 Dolphin	Piece	
49	Pen blue 1425 (Faber Castell)	Piece	
50	Pen 0.7 CL-1166 Athlon Cello	Piece	
51	Pen CL-1208 Butterflow Cello	Piece	
52	Pen blue Round Stick M (Bic)	Piece	
53	Highlighter marker SOLID.tsv, ass, G-300 (GXin)	Piece	
54	Marker Flipchart red/blue/black 380 (Edding)	Piece	
55	Black lead pencil HB Triangle (Dolphin) 990	Piece	
56	Black pencil, YL815063	Piece	
57	Marker color assorted K-201 (Gxin)	Piece	
58	Marker color ass. (Letto)	Piece	
59	Edding 360 refillable whiteboard marker with round nib blue/black/red	Piece	
60	White board cleaner	Piece	
61	Notepad with months/dates	Piece	
62	Wall calendar (A2)	Piece	
63	Table calendar (A5)	Piece	
64	Plastic frame for project photos (A2)	Piece	
65	Plastic frame for project photos (A1)	Piece	
66	Wireless keyboard HP	Piece	
67	Wireless mouse HP or Logitech	Piece	
68	Napkins "Teno", 100 pcs	Package	
69	Dry wipes "Mona", 50 pcs	Package	
70	Paper Towel "Papia" - decorative 2 rolls	Package	
71	Paper Towel "Papia" decorative 4 rolls	Package	

72	Paper towel Mahal Blue-Moon 3 layers 2 rolls	Package	
73	Toilet paper "Papia" (3 layers, 32 rolls)	Package	
74	Toilet paper "Ruta" (2 layers, 16 rolls)	Package	
75	Garbage bags 20 ltrs "Tex"	Package	
76	Bin for the office rubbish	Package	
77	Rubbish Bag small (30 ltr.)	Piece	
78	Rubbish Bag large 50ltr	Piece	
79	Wet Wipes 72 pcs Wipes (Ponimo)	Piece	
80	Sponge for dishes "Titiz"	Package	
81	Gloves, household nitrile	Package	
82	Napkins for cleaning, viscose universal	Package	
83	Anti-bacterial liquid bleach (Domestos)	Piece	
84	Multi surface cleaning liquid (Mr Proper)	Piece	
85	Floor cleaning liquid		
86	Glass Cleaning Agent	Piece	
87	Cleaning liquid for cups (Titiz)	Piece	
88	Cleaning wipes for screens/monitors	Package	
89	Hand antiseptic (sanitizer) or hand cologne Eyfel	Pieces	
90	Disposable face mask	Pieces	
91	Tea green brew (Arab)	Package	
92	Tea black brew (Ahmad)	Package	
93	Sugar (in cubes)	Package	
94	Milk pasteurized, packed	Pieces	
95	Bottled Water "Archalyk" (0.5 Lt)	Pieces	
96	Bottled water "Archalyk"or TUT (20 Lt)	Pieces	
97	Bottled Water Sparkling "Bulvar'(0.5 Lt)	Pieces	
98	Coffee for coffee machine (250 gr pack)	Package	
99	Coffee for coffee machine (1000 gr pack)		
100	Instant coffee (Jacobs)	Pieces	
101	Plate for kitchen	Pieces	
102	Tray for kitchen	Pieces	
103	Shelf for paper towel	Pieces	
104	Extension cord 3 sockets 5 m 3266	Pieces	
105	Lock Kensington NanoSaver™ Combination K60603WW	Pieces	
106	Lock Kensington K64670EU	Pieces	
107	Cartridge for HP LaserJet Pro MFP M283fdw (color)	Pieces	
108	Genuine Xerox Black High Capacity Toner Cartridge, WorkCentre 5225	Pieces	

109	Genuine Xerox Standard Life Drum, WorkCentre 5225	Pieces	
110	Maintenance/repairs/troubleshoot of a printer Xerox WorkCentre 5225 (excluding any spare parts replacement)	Hour	
111	Technical assistance to resolve the issues related to office laptops/computer equipment (excluding any spare part replacement)	Hour	
112	Minor repair works of office furniture (excluding parts replacements)	Hour	
113	Fabric replacement of office armchair	Pieces	
114	Printing of pamphlet (170 gr, glossy), \$/per page	Pieces	
115	Color printing of A4 document (80 gr), \$/per page	Pieces	
116	Black & white printing of A4 document (80 gr), \$/per page	Pieces	
117	Black & white printing of A2 document (80 gr)	Cubic meter	
118	Black & white printing of A1 document (80 gr)	Cubic meter	
119	Spiral binding of documents (up to 20 pages), \$/per document	Pieces	
120	Spiral binding of documents (up to 50 pages), \$/per document	Pieces	
121	Spiral binding of documents (up to 100 pages), \$/per document	Pieces	
122	Printing and framing of color certificate (300 gr paper, A4, standard frame, glass)	Pieces	
123	Blue ball pen with logo	Pieces	
124	Black ball pen with logo	Pieces	
125	Notebook A5 with logo	Pieces	
126	USB flash drive with logo 8Mb	Pieces	
127	Pocket folder logo (A4, matte paper, 300 gr)	Pieces	
128	Flyer A4/one-pager (color, double-sided, matte, 170 gr)	Pieces	
129	Flyer A5 (color, double-sided, glossy, 170 gr)	Pieces	
130	Photographer services	Hour	
131	T-shirts with logo	Pieces	
132	Caps with logo	Pieces	
133	Liquid soap (500 or 1000 gr)	Pieces	
134	Calculator	Pieces	

135	Plastic filter for coffee machine (multiple use)	Pieces		
136	Paper filter for coffee machine (single use)	Pieces		
137	Office chair	Pieces		
138	Office armchair	Pieces		
139	Headphone (logitech or similar brand)	Pieces		
140	Metal Safe vault	Pieces		
141	Cotton bags - multile use (branded with USAID logo)	Pieces		
142	"IT port Adapter with multiple entries (USB, HDMI) 2 - USB TYPE C ""Female"" 2 - USB 3.0 ""Male"", 1 - HDMI 4 K 60 HZ, 2 - USB TYPE- C ""Male"", 1 - порт Lan Gigabite Ethernet, 1 - SD card, 1 - TF card."	Pieces		
143	Paper towel holder	Pieces		
144	Water Glass	Pieces		
145	Spoon	Pieces		
146	Fork	Pieces		
147	Tea Spoon	Pieces		
148	Tea Cups	Pieces		
149	Electric Water Pump for the office use	Pieces		
150	Water Pump (Manual)			
151	Toothpick	Pieces		
152	Air spray	Pieces		
153	Sticky note pads	Pieces		
154	Extension cord 3 sockets 10 m	Pieces		
155	Dishwash drier	Pieces		
156	Kitchen napkin holder	Pieces		
157	HDMI - DVI-D IN	Pieces		
158	Yellow napkins for cleaning	Pieces		
159	Wall board	Pieces		
160	White Flipchart	Pieces		

	Delivery Date:	
٧	Ve, the undersigned, provide the attached quote in accordance RFQ #	dated
_	Our attached quote is for the total price of	(figure
a	nd in words)	
١	certify a validity period ofdays for the prices provided in the attached I	Price Schedule/Bill o
C	Quantities. Our quote shall be binding upon us subject to the modifications.	

Authorized Signature:	
Name and Title of Signatory:	
Name of Firm:	
Address:	
Telephone:	
Email:	
	Company Seal/Stamp:

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

1.2 Attachment B: Representations and Certifications of Compliance

- 1. <u>Federal Excluded Parties List</u> The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.
- 2. <u>Executive Compensation Certification</u>- 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. <u>Trafficking of Persons</u> 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.
- 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. <u>Prohibition of Segregated Facilities</u> The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
- 8. <u>Equal Opportunity</u> 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. <u>Employee Compliance</u> 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.

1.3 Attachment C: Detailed Technical Specifications

Please submit the Price Schedule in the format shown in the Attachment A.