

**Request for Quotation (RFQ)**  
**Industrial Machinery for Grantee**

<b>RFQ #</b>	02132018 - 1030
<b>Issue Date:</b>	13 February 2018
<b>Questions Deadline:</b>	Questions or clarification requests shall be submitted via email to <a href="mailto:rfp@jordanlens.org">rfp@jordanlens.org</a> , subject line: "Questions - RFQ# 02132018 - 1030 Industrial Machinery for Grantee"  Deadline to accept questions or clarification requests is 15 February 2018 by 4:00 pm Amman local time.  Telephone inquiries are not accepted.
<b>Answers to be shared:</b>	Questions received and Answers will be published on the project website, under the solicitation link: <a href="http://jordanlens.org/work-with-us/solicitations">http://jordanlens.org/work-with-us/solicitations</a>  On 18 February 2018.
<b>Offer Submission Deadline:</b>	Offers shall be submitted by 4:00 p.m. Jordan time, on 25 February 2018, via email <a href="mailto:rfp@JordanLens.org">rfp@JordanLens.org</a> subject line: "Quotation - RFQ# 02132018 - 1030 - Industrial Machinery for Grantee"  Quotes received after the deadline will not be considered.
<b>Submit Bid to:</b>	<a href="mailto:rfp@jordanlens.org">rfp@jordanlens.org</a>
<b>Award Type:</b>	Fixed Price Purchase Order
<b>Expected Award:</b>	March 2018
<b>Expected Delivery and Installation:</b>	By May 2018

**1. Organizational Overview:**

FHI 360 is a nonprofit human development organization dedicated to improving lives in lasting ways by advancing integrated, locally driven solutions. FHI 360 staff includes experts in health, education, nutrition, environment, economic development, civil society, gender equality, youth, research and technology — creating a unique mix of capabilities to address today's interrelated development challenges.

FHI 360 is implementing the USAID Jordan Local Enterprise Support Project (LENS), which is a five-year project to encourage the long-term economic growth and development potential of underserved Jordanian communities. USAID LENS brings local governments, business owners, and key community groups to collaborate together on initiatives that will boost economic development and create jobs in their communities. These initiatives are focused on supporting the growth of micro and small enterprises (MSEs) and inclusive of women, youth and low-income groups.

**2. Description**

FHI 360 on behalf of the USAID LENS Project is seeking quotes from vendors able to provide Industrial Machinery for Grantee described in **Attachment 3** below. USAID LENS anticipates awarding **one or more purchase orders** to selected vendors to supply the requested items.

### 3. Required Deliverables

Under grants awarded through the USAID LENS project, one grantee is receiving a range of Industrial Machinery, that will enable her/him to better serve customers, expand the clientele, and enhance productivity.

**Warranty details shall be provided as applicable.**

### 4. Statement of Work – Specifications and Assumptions

- See **Attachment 3** for List of Equipment and specifications.
- **All delivery of equipment is expected within the proposed timeline when signing the purchase order. If the Vendor fails to deliver the supplies or perform the services within the time specified in the agreement, FHI360 may require that vendor pay, in place of actual damages, liquidated damages in the amount of one percent (1%) of the agreement value for each day of delay.**
- If equipment is regularly supplied in-country by the vendor, but unavailable at the time of purchase, please provide details on the time for delivery and source country of item(s).
- Vendor may be required to present items proposed to an evaluation committee or/and to grantees through a site visit or organized presentation.
- The USAID LENS Project may also organize a presentation by shortlisted vendors to demonstrate the functionality and features of certain items and confirm that this will be consistent with grantees' needs.
- Award to vendor will be made by individual items or all items, whichever is in the best interest of the project
- All procured items must comply with Jordanian and, or USA energy efficiency standards, where possible, items should have Energy Star label, otherwise the vendor must submit a sufficient documentation as a proof of complying with energy efficiency standards

### 5. Form of Quotation - Instructions to Bidders

Interested parties shall submit a quotation which is comprised of the following – any bidders that do not conform to the requirements below will be **excluded** from further review:

- ❖ Signed Cover Page (Attachment 1)
- ❖ Signed Certification Evidence of Responsibility & Terrorism Financing (Attachment 2)
- ❖ Copy of legal business registration and vocational license to demonstrate nationality of bidder
- ❖ Proposal (Attachment 4), fill the attached form, sign and stamp officially. And return via Email.
- ❖ Pictures, catalogues, or illustrations of proposed items: bidders must include pictures, catalogues, or illustrations of proposed items; these can be sent in a separate email attachment or delivered by hand to USAID LENS Operations office, located at

Deir Ghbar, Zahran Gate Complex, 1st floor, Ismaeel Haqqi Abdo St., Tel: 06-5822361

Vendors that do not support pictures, catalogues, or illustrations for any of the items will result to excluding the item from further review. The rest of the items that conform to the previous statement will continue to be evaluated.

Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including delivery and all other costs. Costs provided must be itemized. Pricing must be presented in Jordan Dinars. Offers must remain valid for not less than **ninety (90)** calendar days after the offer deadline.

Prices shall be net (exclusive) of customs and sales tax. A formal confirmation letter from the Sales Tax Department certifying USAID LENS' legal statute exemption from Sales Tax will be provided to vendor prior to delivery.

Bidders are responsible for ensuring that their offers are received by USAID LENS 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.

Conditions:

- The proposal and all documents and correspondence relating to the tender exchanged by the bidder and USAID LENS shall be in the English language
- Provide the full legal name, address, telephone, and fax number of the organization submitting the quote, as well as the date of submission.
- Source: All goods and services offered in response to this RFQ or supplied under any resulting award must meet USAID Geographic Code 937 in accordance with the United States Code of Federal Regulations (CFR), 22 CFR §228. The cooperating country for the USAID LENS project is Jordan. Thus, the countries considered Code 937 are the US, Jordan and the list of countries noted in the following link: <http://www.usaid.gov/policy/ads/300/310maa.pdf>
- Nationality of Bidder. Bidders must provide a valid business Registration Certificate, employer or tax identification document that demonstrates it is legally registered for business in a Code 937 country.
- Quotation Validity – The Bidder agrees to hold the prices in its offer firm for 90 calendar days from the date specified for the receipt of offers, unless another time is specified in an addendum to this RFQ
- Training Requirements. If the equipment requires training for use and/or maintenance, this shall also be noted in the Offeror's bid along with any associated costs.
- Warranty Terms. Offeror is to clarify warranty terms offered for each piece of equipment, as well as extended warranty options and cost.
- Prices shall be net (not including) of customs and sales tax. A formal confirmation letter from the Sales Tax Department certifying USAID LENS' legal statute exemption from Sales Tax will be provided to vendor prior to delivery.

## **6. Evaluation Factors**

USAID LENS will evaluate the quotations for each item listed. USAID LENS shall first confirm whether quotations meet the mandatory application requirements in point 5 above, and the technical requirements requested. All items under qualified quotations will then be financially evaluated based on acceptance factors to determine whether they meet the stated technical requirements.

If the bidder's quotation has some items that are not technically acceptable, these items will be removed from further consideration. The remaining technically acceptable items from the bid will be considered. This means that USAID LENS will award purchase orders to one or many or all vendors, by individual items or all items, whichever is in the best interest of the project.

**Criteria for Evaluation:**

**Bidders must comply with the technical specifications set forth in the RFQ for the items to be qualified for evaluation**

- |   |           |
|---|-----------|
| 1. Technically Acceptable: Items to meet technical requirement  | Y/N       |
| 2. Availability and Delivery Time: The vendor to specify the availability and delivery time for each item | 40 points |
| 3. Warranty Terms (for applicable items); The vendor is to provide a warrantee date for the machinery     | 20 points |
| 4. Cost: Offeror to provide the best and reasonable price   | 40 points |

The purchase order will be issued to the vendor that submits the lowest price within the shortest delivery time frame and meets the minimum specifications as determined in **Attachment 4.**

**7. Reserved Rights**

- Financing of awards resulting from this solicitation will be through the U.S. Agency for International Development (USAID). Awards financed by USAID may be subject to prior approval requirements.
- The authorized geographic code for this procurement is Code 937 which means the U.S., Jordan, and developing countries. The list of USAID-approved developing countries can be obtained from this internet address: <http://www.usaid.gov/policy/ads/300/310maa.pdf>
- Items must be available for purchase in a Code 937 country at time of contract signing.
- The Bidder must be registered for business and operating in a Code 937 country.
- FHI 360 is a tax-exempt organization; therefore, no taxes shall be assessed on the price of the items. Tax exemption certificate is available upon request.
- FHI 360 complies with U.S. Sanctions and Embargo laws and Regulations including Executive Order 13224 on Terrorist Financing, which effectively prohibit transactions with persons or entities that commit, threaten to commit or support terrorism. Any person or entity that participates in this bidding process, either as a prime or sub to the prime, must certify as part of the bid that he or it is not on the U.S. Department of Treasury Office of Foreign Assets Control (OFAC) Specially Designated Nationals (SDN) List and is eligible to participate. FHI 360 shall disqualify any bid received from a person or entity that is found to be on the List or otherwise ineligible.
- All responses become the property of FHI 360 and FHI 360 reserves the right in its sole discretion to:
  - To disqualify any offer based on vendor failure to follow solicitation instructions.
  - FHI 360 reserves the right to waive any deviations by vendors from the requirements of this solicitation that in FHI 360's opinion are considered not to be material defects requiring rejection or disqualification; or where such a waiver will promote increased competition.
  - Extend the time for submission of all solicitation responses after notification to all vendors.
  - Terminate or modify the solicitation process at any time and re-issue the solicitation to whomever FHI 360 deems appropriate.
  - FHI 360 reserves the right to issue an award based on the initial evaluation of offers without discussion.
  - Award only part of the activities in the solicitation or issue multiple awards based on solicitation activities.
  - FHI 360 will not compensate vendors for preparation of their response to this solicitation.
  - Issuing this solicitation is not a guarantee that FHI 360 will award a purchase order.
  - FHI 360 may choose to award a purchase order to more than one vendor for specific parts of the activities in the solicitation.

## **8. Certification of Independent Price Determination**

The offeror certifies that—

- The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror, including but not limited to subsidiaries or other entities in which offeror has any ownership or other interests, or any competitor relating to (i) those prices, (ii) the intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered;
- The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror, including but not limited to subsidiaries or other entities in which offeror has any ownership or other interests, or any competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated or competitive solicitation) unless otherwise required by law; and
- No attempt has been made or will be made by the offeror to induce any other concern or individual to submit or not to submit an offer for the purpose of restricting competition or influencing the competitive environment.
- (a) Each signature on the offer is considered to be a certification by the signatory that the signatory: (1) Is the person in the offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or
- (2) (i) Has been authorized, in writing, to act as agent for the principals of the offeror in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above;  
(ii) As an authorized agent, does certify that the principals of the offeror have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and (iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above.
- (b) Offeror understands and agrees that:  
(1) Violation of this certification will result in immediate disqualification from this solicitation without recourse and may result in disqualification from future solicitations; and  
(2) Discovery of any violation after award to the offeror will result in the termination of the award for default.

**Attachment 1 - Bid Cover Page: "RFQ# 02132018 - 1030 - Industrial Machinery for Grantee"**

(MUST BE COMPLETED AND INCLUDED WITH THE OFFER)

<b>Offeror's Name</b>	
<b>Offeror's Address</b>	
<b>Business Registration Number</b>	
<b>Telephone Number</b>	
<b>Fax Number</b>	
<b>Email Address</b>	

1. The offeror agrees to provide the item identified in **Attachment 3**, at the prices therein offered and summarized in **Attachment 4** in accordance with the conditions of this solicitation document.
2. This proposal is valid for a period of ninety (90) calendar days from the proposal closing date established in this RFQ and no variation in price during that period will be allowed.
3. Signature of person authorized to sign the proposal:

By virtue of my signature, I hereby acknowledge and certify to the accuracy and completeness of the attached quotation.

Name (print): \_\_\_\_\_

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

**Attachment 2 - "RFQ# 02132018 - 1030 - Industrial Machinery for Grantee"**

**CERTIFICATION REGARDING TERRORIST FINANCING - Implementation of E.O. 13224**

Offeror hereby certifies that it has not provided and will not provide material support or resources to any individual or entity that it knows, or has reason to know, is an individual or entity that advocates, plans, sponsors, engages in, or has engaged in terrorist activity, including but not limited to the individuals and entities listed in the Attachment to Executive Order 13224 and other such individuals and entities that may be later designated by the United States under any of the following authorities: § 219 of the Immigration and Nationality Act, as amended (8 U.S.C. § 1189), the International Emergency Economic Powers Act (50 U.S.C. § 1701 et seq.), the National Emergencies Act (50 U.S.C. § 1601 et seq.), or § 212(a)(3)(B) of the Immigration and Nationality Act, as amended by the USA Patriot Act of 2001, Pub. L. 107- 56 (October 26, 2001) (8 U.S.C. §1182).

The Organization further certifies that it will not provide material support or resources to any individual or entity that it knows, or has reason to know, is acting as an agent for any individual or entity that advocates, plans, sponsors, engages in, or has engaged in, terrorist activity, or that has been so designated, or will immediately cease such support if an entity is so designated after the date of the referenced agreement.

For purposes of this certification, "material support and resources" includes currency or other financial securities, financial services, lodging, training, safe houses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials.

For purposes of this certificate on, "engage in terrorist activity" shall have the same meaning as in section 212(a) (3) (B) (iv) of the Immigration and Nationality Act, as amended (8 U.S.C. § 1182(a) (3) (B) (iv)).

For purposes of this certification, "entity" means a partnership, association, corporation, or other organization, group, or subgroup.

This certification is an express term and condition of any and all agreements between the Academy for Educational Development and The Organization and any violation of it shall be grounds for unilateral termination of any and all agreements between AED and The Organization.

END OF CERTIFICATIONS

As an authorized signatory of \_\_\_\_\_ (Offeror), I hereby certify that the above certifications and representations are true and correct.

Name (Print/type) \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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

### Attachment 3 - "RFQ# 02132018 - 1030 - Industrial Machinery for Grantee

Details of the minimum specifications for the required items are provided in the following table, please quote **all carried items** that meet these general specifications. **All items are required to be new.** All items are intended for use in Jordan, hence, proposed voltage should be compliant with voltage commonly used in Jordan.

Number الرقم	Item required المطلوب	Quantity العدد	Specifications المواصفات	Location of Delivery مكان التوصيل
1.	Industrial Machine: Industrial Spices Mixer خلاط بهارات (صناعي)	1	* JFDA approved - خلاط ستاينلس ستيل، مزود بفتحة لتفريغ الهواء بعد الخلط، يستعمل لخلط المواد بعد طحنها السعة: 200 – 500ك الطاقة الانتاجية: 450كغ/الساعة قوة الكهرباء: 20 حص	Irbid, Bani Kinanah اربد، بني كنانة
2.	Industrial Machine: Hard Whole Spice Grinder آلة طحن البهارات الصلبة	1	* JFDA approved - مطحنة شواكيش، ستينلس ستيل، تستخدم لتكسير البهارات الصلبة وتفتيتها قوة المحرك: 20 حصان الطاقة الانتاجية: 50كغ/الساعة - مطحنة حجر (جاروشة)، تستخدم لطحن البهارات قوة المحرك: 15 حصان الطاقة الانتاجية: 50كغ/الساعة	
3.	Industrial Machine: Wheat and Sesame Roasting آلة تحميص القمح والسمسم	1	* JFDA approved - محمص حراق ديزل (بويلر)، يستخدم لتحميص القمح والسمسم قياس 25سم السعة: 50ك قوة المحرك: 3 حصان الطاقة الانتاجية: 100كغظالساعة	
4.	Industrial Machine: Aluminum Welding Machine آلة تغليف أكياس القصدير	1	* JFDA approved - ماكينة حجمية، عامودية حلزون تعمل على التعبئة اليدوية مرونة في قابلية تغيير الصنف المعدات جميعها ستينلس ستيل يتم اغلاق الظروف/الأكياس عن طريق لحامات كهربائية التي تستخدم لظروف وأكياس القصدير والنايلون المراد منها تعبئة البهارات بكافة أنواعها قوة الكهرباء: 1 فاز	



5.	Industrial Machine: Nylon Welding Machine آلة تغليف اكياس النايلون	1	* JFDA approved - يستخدم لحفظ المواد وادامتها، ويوجد عليها ختم تاريخ الانتاج وتاريخ الانتهاء حراري اتوماتيكي يقص ويغلف المواد
6.	Industrial Machine: Vibrating Separator or Electric Sieve غربال صناعي	1	* JFDA approved - يستخدم لغريلة البهارات والزعتر أوتوماتيكي حجم الفتحات: من 2-3 ملم للغربال الصناعي الهزاز قطره: 55سم الذي يركب عليه الغربال
7.	Industrial Machine: Seeds Squeezing Machine (Expeller or Extractor) آلة استخراج الزيوت (طرد وعصر)	1	* JFDA approved - تستخدم لعصر البذور وحبوب اللوز، الجوز، الصنوبر، السمسم، القزحة، الينسون والكمون... وغيرها. قابلية التحكم بالسرعة تتميز بالعصر البارد (ان وجد) الطاقة الانتاجية: 6كغ/الساعة ستينلس ستيل قوة الكهرباء: 3 فاز ولا تحتاج لمضخة هواء

**Attachment 4 – Technical and Cost Proposal “RFQ# 02132018 – 1030 – Industrial Machinery for Grantee”**

Details of the specifications proposed need to be filled out in the following table.

No. الرقم	Item required المطلوب	Qty. العدد	Brand العلامة التجارية	Proposed Specifications (Material, Capacity, Included Accessories, Power) المواصفات المقترحة	Item currently available in Stock in Jordan Y/N هل السلعة متوافرة حالياً في الأردن نعم/لا If No, Specify Country to be Imported From إذا الإجابة لا، الرجاء تحديد الدولة التي سيتم الاستيراد منها	Number of Calendar Days to Availability for Installation/ Delivery عدد الأيام لتسليم أو تركيب السلع	Warranty Offered Y/N And Period of Warranty هل يوجد وكالة للسلع؟ يرجى تحديد مدتها	Unit Price JOD سعر الوحدة بالدينار الأردني	Total Price JOD السعر الاجمالي بالدينار الأردني
	<b>Example</b>	<b>2</b>		<b>Proposing 220V, 50Hz, 5 liter capacity, stainless steel</b>	<b>Yes</b>	<b>20</b>	<b>Yes - Three year</b>		
1.	Industrial Machine: Industrial Spices Mixer خلاط بهارات (صناعي)	1							
2.	Industrial Machine: Hard Whole Spice Grinder آلة طحن البهارات الصلبة	1							
3.	Industrial Machine: Wheat and Sesame Roasting آلة تحميص القمح والسمسم	1							
4.	Industrial Machine: Aluminum Welding Machine آلة تغليف أكياس القصدير	1							
5.	Industrial Machine: Nylon Welding Machine آلة تغليف أكياس النايلون	1							
6.	Industrial Machine: Vibrating Separator or Electric Sieve غريال صناعي	1							

7.	Industrial Machine: Seeds Squeezing Machine (Expeller or Extractor) آلة استخراج الزيوت (طرد وعصر)	1							
8.	Installation/Training and Delivery Costs if applicable تكلفة التركيب والتدريب والتوصيل، ان وجدت	1							
<b>Total price in JOD</b>									