



East Africa Trade and Investment Hub

Request for Quotation (RFQ)

RFQ-NAI-0241

Cloud Based/Virtual Server and Domain Name to Host a GIS Database (Annual Subscription Service)

Issue Date: July 19, 2018

WARNING: Prospective Bidders, who have received this document from a source other than the East Africa Trade and Investment Hub, should immediately contact ProcurementTIH@dai.com and provide their name and mailing address in order that amendments to the RFP or other communications can be sent directly to them. Any prospective Bidder who fails to register their interest assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation will be issued and posted by email.

1.0 Synopsis of the Request for Quotation

DAI, implementer of the USAID funded East Africa Trade and investment Hub (the Hub), invites qualified vendors to submit quotations for hosting a GIS Database Virtual Server and Domain Name (Annual Subscription Service). The specifications are detailed in the scope of work.

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| 1. RFQ No. | RFQ-NAI-0241 |
| 2. Issue Date | July 19, 2018 |
| 3. Title | Cloud Based/Virtual Server and Domain Name to Host a GIS Database (Annual Subscription Service) |
| 4. Issuing Office & Email/Physical Address | DAI - East Africa Trade and Investment Hub (the Hub). Goodman Towers, 5th Floor, off Waiyaki Way Nairobi, Kenya |
| 5. Email Address for Submission of Quotes | tenderstih@eatradehub.org |
| 6. Deadline for Receipt of Questions | Sunday, July 22, 2018 at 11.59 pm East African Time |
| 7. Deadline for Posting of Answers to Questions | Monday, July 23, 2018 at 3.00 pm East African Time |
| 8. Deadline for Receipt of Quotes | Wednesday, July 25, 2018 at 11.59 pm East African Time |
| 9. Point of Contact for Questions. | ProcurementTIH@eatradehub.org |
| 10. 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. |
| 11. 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 13, "Determination of Responsibility". No discussions or negotiations are permitted with bidders, and therefore bidders shall submit their best and final price. |

2.0 Request for Quotation

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| <p>1. General Instructions to Bidders</p> | <ul style="list-style-type: none"> • Deadline for Receipt of Quotes Wednesday, July 25, 2018, 11:59 pm East Africa Time. Late offers will be rejected except under extraordinary Circumstances at DAI's discretion. • Bidders shall submit quotes electronically via tenderstih@eatradehub.org • Include a statement that the vendor fully understands that their quote must be valid for a period of 90 days • Bidders shall sign and date their quotation. • Bidders shall complete Attachment B: 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. • Women led or women owned or women majority employed companies are encouraged to apply. |
| <p>2. 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 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 via email.</p> |
| <p>3. Technical Specifications and requirements for Technical Acceptability</p> | <ol style="list-style-type: none"> 1. Provide a certified copy of certificate of incorporation, or a registration document or a single business permit 2. Provide a certified copy of PIN/VAT certification and Tax Compliance certification 3. Cover letter and - company profile include contact person name, email and phone numbers, and principal place of business operations. 4. Reference of at least 3 past clients for similar services - include contact person name, email and phone numbers. 5. Prior experience in deploying virtual servers on Amazon AWS or Microsoft Azure, with supporting client reference letters (at least 2 referrals). |
| <p>4. Determination of Responsibility</p> | <p>DAI will not enter into any type of agreement with a vendor prior to ensuring The vendor's responsibility. When assessing an 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. Evidence of a DUNS number (explained below and instructions contained in the Annex).- applicable to contracts above US \$ 25,000 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. |

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| 5. Geographic Code | <ul style="list-style-type: none"> • Under the authorized geographic code for its contract DAI may only procure goods and services from the following countries. • 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. |
| 6. Data Universal Numbering System (DUNS) | <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 for Instructions for Obtaining a DUNS Number.</p> <p>For those not required to obtain a DUNS number, you may request the Hub for a Self-Certification for Exemption from DUNS Requirement.</p> <p>If needed, log on to the D&B (Dun & Bradstreet) DUNS registration website to begin the process of obtaining a DUNS number free of charge. http://fedgov.dnb.com/webform/index.jsp</p> |
| 7. Compliance with Terms and Conditions | <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 D.</p> |
| 8. Procurement Ethics | <p>By submitting a bid, 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 Ethics and Compliance Anonymous Hotline at +1 855-603-6987, via the DAI website, or via email to FPI_hotline@dai.com.</p> |

3.0 Attachment A: Scope of Work (SOW)

Virtual Server Specifications

- One Virtual Server running an original licensed version of Windows Server 2012 Standard x64 running on a major platform such as Amazon Web Services (AWS) or Microsoft Azure with a system uptime of greater than 99%.
- Processor: 4 core Intel Xeon processors
- RAM: 8GB
- Storage Capacity: 64GB Solid State Drive
- IP: 1 Dedicated Public IP Address
- Bandwidth: Dedicated ingress/egress connection
- A robust, licensed server antivirus with advanced heuristic scanning from a recognized US-based company.
- Daily, Monthly and Incremental backups of the data stored on the server plus its configuration.
- Capacity to securely backup the data to an offsite location or to another 3rd party host.
- Flexible capacity to upgrade the hardware configuration of the server without experiencing downtime or impeding its operation (e.g. increasing computing power or storage capacity)
- Secured remote access to authorized users.
- Virtual Server setup and configuration
- Ad-hoc managed support
- Duration of server hosting: 1 year, with an additional option year 2 (based on performance and availability of funds)

Domain Name

- Register the Domain name on a recognized major hosting service e.g. Go Daddy
- Valid SSL certificate with https encryption
- Duration of domain hosting: 1 year, with an additional option year 2 (based on performance and availability of funds)

4.0 Attachment B: Price Schedule

Price Schedule Requirements are;

1. Costed items should be clearly indicated in a separate line items, detailing the required specifications and any necessary information
2. VAT where applicable should be shown as a separate line item
3. The price schedule should be presented in the format below, or in similar fashion

| No | Item Description | Quantity | Unit Price (Kshs) | Total Price (Kshs) |
|----|------------------|----------|-------------------|--------------------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| | | | 16% VAT | |
| | | | Total Cost | |

NB: Currency: Quotes are to be submitted in Kenya Shillings, Please also indicate all applicable statutory taxes or levies separately and provide your terms.

5.0 Attachment C: Past Performance

Include at least 3 assignments / projects that best illustrate your work experience relevant to this RFQ, sorted by decreasing order of completion date.

Projects should have been undertaken in the past three years. Projects undertaken in the past six years may be taken into consideration at the discretion of the evaluation committee

| # | Name of organization and contact information for whom services was provided | Duration of Agreement (start and end date) | Client details and Location (contacts name, Email and phone Address) | Value of Contract (in KES) | Brief description of Service Provision |
|---|---|--|--|----------------------------|--|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |

*The table above is the format expected for submission purposes. Please adjust your cell sizes accordingly to accommodate the submitted information

6.0 Attachment D: Quotation Cover Letter

[On Firm's Letterhead]

<Insert date>

TO: East Africa Trade and Investment Hub (the Hub) Project
DAI Global LLC

We, the undersigned, provide the attached request for quotation information in accordance with **RFQ-NAI-0241 issued on July 19, 2018.**

We understand that you may cancel the bidding process at any time and that you are neither bound to accept any application that you may receive nor to invite the applicants to bid for the contract subject of this request for quotation, without incurring any liability to the Applicants.

I certify our acceptance of East Africa Trade and Investment Hub (The Hub) payment terms if awarded. Further, we will accept The Hubs VAT exempt status, and understand that the project will provide VAT exempt documentation upon award.

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

Yours sincerely,

Authorized Signature:

Name and Title of Signatory: [Click here to enter text.](#)

Name of Firm: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

Telephone: [Click here to enter text](#)

7.0 Attachment D: 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 a 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.