Request for Proposal

Procurement of Generators

Issue Date: November 5, 2020

Closing date and time: November 16, 2020 23:59 hrs. EST

Request For Proposal (RFP) ID: “Generators 05/11/2020”
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1. INTRODUCTION TO HIAS
HIAS is a nonprofit organization incorporated in New York State and headquartered in Silver Spring, Maryland, and is exempt from federal income tax under Internal Revenue Code Section 501(c)(3). HIAS advocates for the protection of refugees and assures that displaced people are treated with the dignity they deserve. Guided by our Jewish values and history, HIAS brings more than 130 years of expertise to our work with refugees.

2. REQUIREMENTS
HIAS invites qualified goods/service providers (referred to herein as “Applicants”) to make a firm offer for the following:

1. Eleven (11) off-grid power stations
2. Shipment to Miami, Florida

The Applicants are therefore requested to quote under this RFP a fixed price per each item in Annex IV. Upon signing of the contract, the quoted prices shall be binding on the goods/service providers (herein referred to “Contractor”) for the duration of the contract. The quoted price will be accepted by both HIAS and the Contractor until expiration or termination of the contract.

3. ACKNOWLEDGMENT
HIAS would appreciate you informing us of the receipt of this RFP by return e-mail to procureinquiry@hias.org as to:

a) Your confirmation of receipt of this RFP and
b) Whether or not you will be submitting a Proposal

Please include the RFP ID, located at the top of this document, in the Subject line.

4. PREPARATION OF PROPOSALS

a. Documents Comprising the Proposal to be Submitted:
   (i) Proposal Submission form (Annex V)
   (ii) Price Schedule (Annex VI)
   (iii) Technical Details: detailed description of the essential technical and performance characteristics of the goods

b. Demonstration: If provided in the Proposal Data Sheet, HIAS shall require Applicants to provide a live demonstration of the proposed goods/solution. If the Applicant has already provided HIAS with a demonstration, a further demonstration may still be required. The applicant shall provide the demonstration free of charge and HIAS shall not accept any liability for any damage to or loss of Applicants’ property in connection with such a demonstration.
5. REQUESTS FOR CLARIFICATION
Applicants are required to submit any request for clarification or any question in respect of this RFP by e-mail to procureinquiry@hias.org. Please include the RFP ID in the Subject line. The deadline for receipt of questions for any clarifications is 23:59 hrs. EST time on November 11, 2020. Applicants are requested to keep all questions concise.

6. PROPOSAL SUBMISSION DEADLINE
Proposals must be delivered to the email address on or before the time and date specified in the Proposal Data Sheet (Annex I). Late Proposals shall be rejected.

7. DISCLAIMER
This RFP is not to be construed in any way as an offer to contract with your organization.

Sincerely,

Freddy Briceno
Operations Manager
Annex I: PROPOSAL DATA SHEET

The following specific data for the goods to be procured shall complement, supplement or amend the provisions in the General Instructions to Applicants. Whenever there is a conflict, the provisions herein shall prevail over those in the General Instructions to Applicants.

<table>
<thead>
<tr>
<th>Relevant clause(s) of Instruction to Applicants</th>
<th>Specific data complementing, supplementing, or amending instructions to Applicants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language of the Proposal</td>
<td>English</td>
</tr>
<tr>
<td>Proposal Price Currency</td>
<td>USD</td>
</tr>
<tr>
<td>Evaluation Criteria</td>
<td>Best Value</td>
</tr>
<tr>
<td>Documents Establishing Applicant’s Eligibility &amp; Qualifications</td>
<td>☒ Required ☐ Not required.</td>
</tr>
<tr>
<td>Proposal Validity Period</td>
<td>45 days after the Deadline for Submission of Proposals</td>
</tr>
<tr>
<td>Demonstration</td>
<td>☐ Required ☒ Not Required</td>
</tr>
<tr>
<td>Deadline for Requests for Clarification</td>
<td>23:59 hrs. EDT time on November 11, 2020</td>
</tr>
<tr>
<td>Deadline for Submission of Proposals</td>
<td>November 16, 2020 - 23:59 hrs. EST time</td>
</tr>
<tr>
<td>Email Address for Submission</td>
<td><a href="mailto:procureinquiry@hias.org">procureinquiry@hias.org</a></td>
</tr>
<tr>
<td>Documents to be Submitted</td>
<td>(i) Proposal Submission form (Annex V) (ii) Table of prices by item (Annex VI) (iii) Technical Details</td>
</tr>
<tr>
<td>Additional Requirement</td>
<td>☐ No ☒ Yes. 21 calendar days after notification of award</td>
</tr>
</tbody>
</table>

**Award Methodology:** HIAS shall award the contract to the Applicant based on **Best Value** as rated below:

<table>
<thead>
<tr>
<th>Evaluation Methodology Factors</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Technical offer - Degree to which the goods and services meet or exceed the requirements.</td>
<td>50%</td>
</tr>
<tr>
<td>1.2 Cost – Best cost of the products and services offered.</td>
<td>30%</td>
</tr>
<tr>
<td>1.3 Support and warranty - Offer is backed by evidence that vendor can provide after-sale support as well as warranty claims during the life of warranty</td>
<td>20%</td>
</tr>
</tbody>
</table>
Annex II: GENERAL INSTRUCTIONS TO APPLICANTS

A. Introduction
1. General: HIAS invites Proposals for the supply of goods or services.

2. Eligible Applicants: Applicants must not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates that have been engaged by HIAS to provide consulting services for the preparation of the design specifications or other documents to be used for the procurement of goods/services to be purchased under this RFP.

3. Cost of Proposal: The Applicant shall bear all costs associated with the preparation and submission of the Proposal and HIAS will not be responsible or liable for those costs, regardless of the conduct or outcome of the RFP.

B. RFP Documents
1. Examination of RFP Documents: The Applicant is expected to examine all instructions, forms, terms and specifications contained in the RFP Documents. Failure to comply with these documents will be at the Applicant’s risk and may affect the evaluation of the Proposal.

2. Clarification of RFP Documents: A prospective Applicant requiring any clarification of the RFP Documents may notify HIAS in writing. The response will be made in writing to any request for clarification of the RFP Documents that it receives earlier than October 29 which is the Deadline for the Submission of Proposals. Written copies of the response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Applicants that have responded to the RFP Documents.

3. Amendments of RFP Documents: HIAS may, for any reason, amend the RFP Documents, whether at its initiative or in response to a clarification requested by a prospective Applicant. All prospective Applicants that have received or acknowledged receipt of the RFP Documents will be notified in writing of any amendments. To afford prospective Applicants reasonable time in which to take the amendments into account in preparing their Proposals, HIAS may, at its discretion, extend the Deadline for the Submission of Proposals.

C. Submission of Proposals
1. Procurement Ethics: It is HIAS’s policy that Applicants/Suppliers observe the highest standard of ethics during the procurement process and execution of such contracts. HIAS shall reject a Proposal if it determines that the Applicant, or any of its personnel, agents, consultants, subcontractors or goods/service providers, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the contract in question. HIAS may also declare the Applicant ineligible for participation in future procurement and award of contracts, either indefinitely or for a stated period. An Applicant/Supplier who offers any gift of any value to HIAS staff will be considered to be
influencing the procurement process. HIAS shall reject a Proposal if it determines that any such gift has been offered.

2. Suspension and Debarment: HIAS will not make purchases or obtain services from people or companies on suspension, debarment, or other sanctions and watch lists, including, but not limited to:
   - The U.S. System for Award Management (SAM);
   - The U.S. Treasury Office of Foreign Asset Control (OFAC);
   - The UN Consolidated Sanctions List;
   - The World Bank Listing of Ineligible Firms & Individuals;
   - European Union Sanctions List.

A suspension and debarment check will be performed at the time of proposal and then again at the time of contract preparation.

3. Conflict of Interest: An Applicant shall not have a conflict of interest that could call into question its participation in the procurement process and award of contract. Applicants shall disclose any potential or actual conflict of interest at the time of Proposal and during the execution of any contract. All Applicants found to have a conflict of interest may be disqualified.

4. Joint Venture: Where a joint venture or any other form of partnership (together, JV) approach is proposed, Applicants are required to provide full details of the JV and nature of the relationship with other members.

   Applicants forming a JV shall nominate an authorized representative of the JV (duly evidenced by submitting a power of attorney signed by a legally authorized representative of the JV) who shall have the authority to conduct all business for and on behalf of all members and enter into the contract.

5. Modification and Withdrawal of Proposals: The Applicant may withdraw its Proposal after submission, provided that written notice of the withdrawal is received by the HIAS before the deadline for submission. No Proposal may be modified after passing of the Deadline for Submission of Proposals. No Proposal may be withdrawn in the interval between the Deadline for Submission of Proposals and the expiration of the Period of Proposal Validity indicated in the Proposal Data Sheet.

D. Evaluation of Proposals

1. Preliminary Examination:
   (a) Before the detailed evaluation, HIAS will determine the substantial responsiveness of each Proposal to the RFP. A substantially responsive Proposal is one that conforms to all the terms and conditions of the RFP without material deviations.
(b) HIAS will examine the Proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Proposals are generally in order.

(c) Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the concerned Applicant does not accept the correction of errors, its Proposal will be rejected. If there is a discrepancy between words and figures, the amount in words will prevail.

(d) A Proposal determined as not substantially responsive will be rejected by HIAS and may not subsequently be made responsive by the Applicant by correction of the non-conformity.

2. Award Methodology
   a. See ANNEX I: PROPOSAL DATA SHEET

E. Award of Contract
   1. HIAS reserves the right to accept or reject any Proposal, to annul the RFP process and reject all Proposals at any time before award of contract, without thereby incurring any liability to the affected Applicant(s) or any obligation to provide justification.
Annex III: General Terms and Conditions

The PDF file attached below contains HIAS’s General Terms and Conditions for contracts. To open file:

- Double click the icon
- Choose Open if prompted

If you are having trouble with the file, contact procureinquiry@hias.org immediately. Delays with accessing the file will not constitute an extension of the submission period.
ANNEX IV: LAPTOP TECHNICAL SPECIFICATIONS

Requirement 1: Eleven (11) off-grid power stations, containing the following minimum specifications.

Power Station Specifications
- 14KW of stored battery power
- Overload shut down
- 6000W continuous [18KW surge]
- Pure sine wave power
- 110/220V split phase
- 50/60 HTZ
- Built-in, two-way transfer switch
- Real time input/output gauge

Requirement 2: Shipment to Miami, Florida
Dear HIAS,

Having examined the Proposal Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver travel management services in conformity with the Technical Requirements for the sum of [total Proposal amount in words and figures] as may be ascertained following the Price Schedule attached herewith and made part of this Proposal.

We undertake, if our Proposal is accepted, to deliver the goods following the Technical Requirements.

We confirm that, based on our current knowledge, there are no real or potential conflicts of interest involved in rendering Services for HIAS. In this regard, we have listed, if any, all the contracts that we have been involved with HIAS as per the attached. Our policy on dealing with conflicts of interest, should these arise, is also set out as per the attached. We acknowledge and agree that HIAS has the right to determine whether there is any actual or potential conflict of interest in its sole discretion.

We agree to abide by this Proposal for 45 days from the Deadline for submission of Proposals. We undertake, if our Proposal is accepted, to initiate the services no later than the date indicated in the data sheet.

We understand that you are not bound to accept any Proposal you may receive.

We agree to the General Terms and Conditions except for ........... (insert titles of the General Terms and Conditions from Annex III and on a separate sheet, detail the likely changes that would be proposed), which we plan to negotiate with HIAS in the event we are the winning applicant.

Name     Signature     Date

Title     Organization     RUC:

Address     Email     Phone
ANNEX VI: PRICE SCHEDULE

1) The Price Schedule must provide a detailed cost breakdown for each item.
2) Technical descriptions for each proposed item must provide sufficient detail to allow HIAS to determine compliance of the Proposal with specifications as per the Technical Specifications of this RFP.
3) The following format uses a specific structure that may or may not be applicable but is indicated to serve as an example.

<table>
<thead>
<tr>
<th>NAME OF APPLICANT</th>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>UNIT PRICE*</th>
<th>QUANTITY REQUIRED</th>
<th>TOTAL PRICE PER ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Power Station</td>
<td></td>
<td>11</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Shipping</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>GRAND TOTAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: In case of a discrepancy between the unit price and total, the unit price shall prevail.

Signature of Applicant