



AMERICAN CONSULATE GENERAL
Regional Procurement Support Office
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Germany

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February 4, 2014

Combined Synopsis and Solicitation Notice
Solicitation Number SGE500-14-R-0007

The American Consulate General Frankfurt hereby provides the following Solicitation Notice for **Request for Proposals (RFP)** for:

IT EQUIPMENT AND SERVICES to support activities of the ministry for economic development and trade of Ukraine. All interested vendors shall review the attached pages of this solicitation, Attachment "A" Schedule and Attachment "B" Items Description / Specifications, and offer the services and equipment conform to the specifications and described requirement.

Synopsis

This is a combined synopsis/solicitation for commercial items prepared in accordance with the format in FAR Subpart 12.6, as supplemented with additional information included in this notice. This announcement constitutes the only solicitation; offers are being requested and a written solicitation will not be issued.

The solicitation document and incorporated provisions and clauses are those in effect through Federal Acquisition Circular FAC 05-72 January 1, 2014.

Contract Type:

The Government intends to award a firm-fixed price type purchase order, based upon the best value to the U.S. Government.

Question Submission:

Interested offerors must submit any questions concerning this RFP to the POC's email address within five (5) workdays after issuance of this notice, i.e., by close of day February 11, 2014. Questions not received within this time period will not be considered.

Delivery and Acceptance:

Delivery of the equipment and services is to the office of the Ministry for Economic Development and Trade at 3, Surikova Street in Kyiv, Ukraine

Applicable Clauses and Provisions:

All referenced FAR and DOSAR clauses and provisions may be accessed electronically at <https://www.acquisition.gov/far/> or <http://farsite.hill.af.mil/vffara.htm>

Clauses:

52.212-4 -- Contract Terms and Conditions - Commercial Items (Jul 2013)
52.212-5 -- Contract Terms and Conditions Required To Implement Statutes or Executive Orders-Commercial Items (Sep 2013)
52.247-34 – FOB Destination (Nov 1991)
DOSAR 652.242-70 -- Contracting Officer’s Representative (COR) (Aug 1999)
DOSAR 652.242-73 -- Authorization and Performance (Aug 1999)
DOSAR 652.243-70 -- Notices (Aug 1999)

Provisions

52.212-1 -- Instructions to Offerors - Commercial Items (Jul 2013)
52.212-3 -- Offeror Representations and Certifications - Commercial Items - the selected offeror must submit a completed copy of the listed representations and certifications. A completed copy of these provisions **MUST** be included with the offer (Jul 2013)
52.214-34 -- Submission of Offers in the English Language (Apr 1991)

Addendum to 52.212-3: 52.209-5 Certification Regarding Responsible Matters (Apr 2010); 52.209-7 Information regarding Responsible Matters (Feb 2012); DOSAR 652.225-70 Arab League Boycott of Israel (Aug 1999)

52.212-2 EVALUATION – COMMERCIAL ITEMS (JAN 1999)

Basis for Award:

The Government intends to award a purchase order resulting from this solicitation to the responsible offeror whose proposal, conforming to the solicitation, will be most advantageous to the Government, price and other factors considered, and who is determined to be a responsible contractor within the meaning of FAR Part 9, paragraph 9.104. The Government has the right to award without any discussions. The following factors shall be used to evaluate proposals:

(i) **Pricing**

The price will be evaluated by the lowest aggregate sum of the items/services including the cost of delivery. VAT will not be applied to the final price. The U.S. Government will provide all documents required for confirming the VAT exemption.

(ii) **Technical Capability**

Offerors shall provide with their proposal conformation that the proposed equipment and services meet all of the technical specifications as provided in Attachments “A” and “B”.

Offerors shall provide with their proposal, at a minimum, existing product literature to substantiate the acceptability of their offered products and services in accordance with this solicitation.

(iii) **Other Requirements:**

- New equipment **ONLY**, NO grey market or refurbished products. Items must be in original packaging, never used, and not altered in any way.

- To have a proposal considered for award, offerors must provide the name of the manufacturer, model, and extended specifications of the exact items being proposed - no exceptions. Failure to provide this information will result in a 'non responsive' bid and removal from award consideration.
- A proposal MUST be good for 60 calendar days after submittal.
- Offeror must be registered in the System for Award Management (SAM) database before an award can be made to them. If the offeror is not registered in the SAM, it may do so through the SAM website at <https://www.sam.gov/portal/public/SAM/>.
- All proposals and other correspondence must be in the English language.
- Solicitation and award will be subject to the laws and regulations of the United States of America and is being competed utilizing full and open competition procedures.

Proposal Submission

The complete proposal submission shall include:

- (1) Price Proposal, see Article (i)
- (2) Technical Capability, see Article (ii)
- (3) Other Requirements, see Article (iii).

Proposal Due Date:

The complete proposal, which shall contain the name of the company, and the name and contact details of the person authorized to submit the proposal, is to be submitted on or before February 11, 2014 by 15:00 hours local German time either:

a) in the original plus one copy in a sealed envelope marked as "*Proposal SGE500-14-R-0007*" via international courier to the following address:

American Consulate General
Regional Procurement Support Office (RPSO)
Attention: Hannelore Godecki
Giessener Strasse 30
60435 Frankfurt am Main, Germany

or

b) as a pdf document emailed to Godeckih@state.gov and FrankfurtRPSO@state.gov . The email subject line must read "*Proposal SGE500-14-R-0007*"

Any questions regarding this solicitation may be directed to Ms. Hannelore Godecki, tel. +49 69 7535 3345, or email: Godeckih@state.gov .

Sincerely,

[original signed]
Perry Gresham
Contracting Officer, RPSO

THE SCHEDULE

1. STATEMENT OF WORK

The Contractor shall provide to the U.S. Government new IT equipment which meets the general specifications identified in Attachment "B" Items Description / Specifications. The first nine items are required; the final two items are optional items. All manuals shall be furnished in the English language.

2. TYPE OF CONTRACT

This is a firm fixed-price Purchase Order.

3. PRICING .

Please see Attachment "B" Items Description / Specifications – Pricing to be completed by the offeror.

4. DESCRIPTION / SPECIFICATIONS OF EQUIPMENT

Please see Attachment "B" Items Description / Specifications which provides the complete list of specifications, including Warranty requirement.

The equipment to be provided by the Contractor must be certified according to ISO 9001-2001 standard and be fully functional in Ukraine. Since the computer equipment will be integrated into existing information network it is obligatory that all the technical requirements be observed, and specifications be either the same or better and fully compatible with the ones set forth in Attachment "B" Items Description / Specifications. In case of any variations they first need to be approved by the Recipient and the COTR.

5. DELIVERY SCHEDULE

- 5.1 Within 60 days of award, the Contractor shall procure and deliver computer and office equipment, and software as specified in Attachment "B". The requested equipment shall be delivered to the office of the Ministry for Economic Development and Trade at 3, Surikova Street in Kyiv, Ukraine.
- 5.2 Delivery of the equipment shall be made either as one complete delivery, or in no more than two partial deliveries, within 60 days from the date of award.
- 5.3 Five working days prior to the estimated delivery date, the Contractor shall notify the COTR via e-mail of the intended delivery and provide a list of all equipment to be

delivered to include: item description, serial number (if applicable); and value of each item to be delivered.

- 5.4 On the day of delivery of the equipment, the Contractor shall prepare and deliver to the COTR a report describing the successful completion of the subtask. Such report shall include a list of all equipment delivered under subtask 3.1.1 to include: item description, serial numbers (if applicable); delivery date to the Ministry for Economic Development and Trade of Ukraine; and value of each item delivered. The report with the complete description of all the equipment supplied under subtask 3.1.1 shall be submitted no later than within 30 days of the contract award.

<u>Overview</u>	<u>Delivery no later than</u>
5.2a Project Plan A description of the Contractor’s plan to execute all the tasks described in this Statement of Work.	5 days after contract award
5.3a Advance notification on delivery, at least	5 working days prior to delivery
5.4a Delivery report A complete description of all items / services provided in accordance with the Statement of Work	60 calendar days after contract award

All deliverables described above shall be provided to the COTR – contact details will be provided at time of award.

6 GOVERNMENT FURNISHED SUPPORT

The U.S. Government will furnish all the required support in coordinating the delivery of the listed equipment with the Recipient and the Contractor. The U.S. Government will provide all the documents required for confirming the VAT exemption for the requested procurements. No other implied support will be made available for this acquisition.

7 Special Provisions

- 7.1 The equipment to be provided by the Contractor must be certified according to ISO 9001-2001 standard and be fully functional in Ukraine. Since the computer equipment will be integrated into existing information network it is obligatory that all the technical requirements be observed, and specifications be either the same or better and fully compatible with the ones set forth in Attachment “B”. In case of any variations they first need to be approved by the Recipient and the COTR.
- 7.2 There are no special security provisions or security clearance requirements for this effort. However, the Contractor shall note that access to the workspace at the Ministry

for Economic Development and Trade of Ukraine (if necessary) must be coordinated with the Ministry in advance for all personnel assigned to this effort.

- 7.3 This effort does not include logistics support (transfers of custody, non-warranty repairs, etc.) for the equipment once it has been delivered. All warranty documentation shall be provided to a representative of the Ministry for Economic Development and Trade of Ukraine at the time of delivery of the equipment.
- 7.4 Only English language proposals should be submitted and will be reviewed.
- 7.5 Under the terms of the 1993 CTR Umbrella Agreement, materials, equipment and services are not subject to value-added tax (VAT), and corresponding tax exemption procedures shall apply. In case of any questions or need for additional information, they can be referred to Ms. Tatiana Karpova at the Ministry of Economic Development and Trade of Ukraine, at telephone 38-044-253-0419. **No VAT will be included in the final price paid under this contract.**

8. SUBMISSION OF INVOICES

Payment will be made via Electronic Fund Transfer (EFT) in accordance with Federal Acquisition Regulation FAR32.9 "Prompt Payment". The original invoice must be issued to the address as provided at the time of award in block # 18a of the Standard Form 1449

To avoid possible delay in payment the invoice must:

- a) be correctly addressed;
- b) reference the correct contract number ;
- c) provide complete bank details.

9. PLACE OF PERFORMANCE

The Contractor's place of performance for this contract is:

(to be inserted by Offeror)

10. CHOICE OF LAW

This contract shall be construed and interpreted in accordance with the substantive laws of the United States of America. By the execution of this contract, the Contractor expressly agrees to waive any rights to invoke the jurisdiction of local national courts where this contract is performed and agrees to accept the exclusive jurisdiction of the United States Civilian Board of Contract Appeals and the United States Court of Federal Claims for hearing and determination of any and all disputes that may arise under the Disputes clause of this contract.

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Attachment “B”

Items Description / Specification

“revised”

Pricing to be completed by the Offeror

ITEM DESCRIPTION AND SPECIFICATIONS

Pricing for each item may be either for the brand name specified below or for an alternate brand/make/model which includes the salient features provided below.

Proposals must include:

- (a) A statement as to whether the above referenced brand name or an 'equal' product is being offered.
- (b) If an 'equal' product is being offered, the brand name, make, model number must be identified
- (c) If an 'equal' product is being offered, confirmation that the item meets the above essential salient features.
- (d) Price(s) / cost of item(s) including packing and delivery charges.
- (e) Delivery terms and conditions.
- (f) Validity period of the quotation.
- (g) Warranty details.

Note: All items must comply with standards and requirements of the existing information network of the Ministry for Economic Development and Trade of Ukraine. The equipment to be provided by the Contractor must be certified according to ISO 9001-2001 standard. All items must be compatible with local power requirements in Kyiv, Ukraine (240v/50Hz).

Description/Minimum Specifications**Quantity****1. Personal Computer, mono block Lenovo ThinkCentre Edge 92z AIO (RBUA6RU) or similar****16**

Display: LED/21.5"/1920x1080
Processor: Intel Core i5-3470S/2.9GHz
Operational Memory: 4GB DDR3-1333
Hard Disk Drive: 1TB
Video card: AMD Radeon HD7650A, 2GB
Optical disc: DVD+/-RW
Other: WiFi/ web camera/ keyboard/ mouse
Operating system: Windows 7 Professional 64-bit Russian Edition with respective license. Software on DVD for recovery of the pre- installed OS. Manual on Windows 7 Professional Russian Edition. *Additional requirements:* *Drivers on CD-ROM.* Technical documentation – description and debugging of server (in electronic or paper form), in Russian/Ukrainian. 3 Years Basic Warranty

2. UPS, Powercom Black Knight Pro BNT-800 AP USB or similar 16

Load Capacity: 800VA
Response Time: 2-4 ms
Backup/Run Time: 5-10 min at 100% load
Battery Recharge Time: 6 hours

3. Monochrome Laser Printer, HP LaserJet Pro P1102 or similar 13

Max media size: A4
Printing technology: Laser, black-and-white
Print speed: min 18 ppm
Resolution: 600×600 dpi
Recommended work cycle: 5,000 sheets/month
Expendables: Initial toner-cartridge for printing min 1,600 sheets
 Additional three (3) cartridges for printing 4,800 sheets

Additional requirements:

User Manual in Russian or Ukrainian. Drivers on CD-ROM. Technical documentation – description and debugging of printer (in electronic or paper form)

4. Color Laser Printer, HP Color LaserJet M551n or similar 3

Max media size: A4
Printing technology: Laser, Color (4 colors)
First page out: max 11 sec
Print speed: min 32 ppm
Resolution: 1200x1200 dpi
Expendables: Initial toner-cartridge for printing min 5,500 sheets (black and color)
 Additional one (1) set of toner-cartridges (black and color) for printing 5,500 sheets

Additional requirements:

User Manual in Russian or Ukrainian. Drivers on CD-ROM. Technical documentation – description and debugging of printer (in electronic or paper form).

5. Multifunctional Unit, Konica Minolta bizhub 165, or similar 8

Printing technology: Laser
Colors: Monochrome
Paper size (original/copy): max A3
First page out: max 8 sec
Copy Speed: min 16 pages per minute

Printing Resolution: 600 x 600 Dpi
Recommended work cycle: 12 000 pages/month
Expendables: Initial toner cartridges for printing min 8,400 sheets
 Additional two (2) toner-cartridges for printing 16,800 sheets

Additional requirements:

User Manual in Russian or Ukrainian. Drivers on CD-ROM. Technical documentation – description and debugging of copier (in electronic or paper form)

6. Scanner, Canon CanoScan LIDE 210, or similar

3

Type: Flatbed
Max Resolution: 2400x4800 ppi
Scanning Element: Contact Image Sensor (CIS)
Max. Document Size: A4, 216x297mm
Scanning Mode Color: 48-bit internal / 48- or 24-bit external
Connection Interface: USB

7. Laptop HP ProBook 6475b (C5A55EA) or similar

7

Display: 14” HD (1600x900)
Matrix: TN+film
Processor AMD A6-4400M, 2.7GHz
Memory 4Gb DDR3 SDRAM 1600 MHz
Video card: integrated AMD Radeon HD 7520G
HDD: SATA II 500GB /7200 rpm
Optical Disk: DVD+/-RW
Other: Webcam/COM/BT/WiFi/ network card/ card reader / 802.11/b/g/n
 10/100/1000/4 xUSB 2.0, 3.0/Bluetooth/ Russian/English keyboard
Operating System: Windows 7 Professional 64-bit Russian Edition with respective license.
 Software on DVD for recovery of the pre- installed OS. Manual on Windows 7 Professional Russian Edition.

Additional requirements:

Case for laptop with additional compartment(s) for accessories and documents.
 Drivers on CD-ROM. Technical documentation – description and debugging of PC (in electronic or paper form)

8. Tablet Computer, ASUS Transformer Pad Infinity (TF700T-1B102A), or similar

8

Display: 10.1”/1920x1200 pixels/224 ppi/ MultiTouch
Processor NVIDIA Tegra 3 1.6 GHz
Memory 1000 Mb
Built-in memory: 64 Gb

Video card: ULP GeForce
Pre-installed OS: Android 4.0
Other: Bluetooth/WiFi /GPS/Webcam (8 Megapixels/3264x2448 pix)/dock station.

Additional requirements:

Case for tablet computer
Technical documentation – description and debugging of PC (in electronic or paper form)

9. Facsimile Unit, Panasonic KX-FL403UA, or similar

4

Paper Size: A4
Printing Method: Laser
Copier: Yes
Print speed: 10 ppm
Paper Tray Capacity: Max 200 sheets
Out of paper reception: 40 pages
Delayed Transmission: Yes
Caller ID: Yes
Speakerphone: Yes
Expendable supplies: Initial cartridge for printing up to 2,000 pages
Additional two (2) cartridges for printing up to 4,000 pages

Other terms:

Delivery terms: All items will be delivered to the office of the Ministry for Economic Development and Trade of Ukraine in Kyiv, Ukraine, at 3, Surikova Street or other location in Kiev as designated by the MEDT.

Warranty Requirements: the selected Supplier(s) should provide a **minimum 3-year warranty** for the repair or replacement of desktop computers. Standard repair or replacement warranties are necessary for all other equipment. Any required repairs or replacements will take place in Kyiv, Ukraine. Copies of all warranty documentation, including but not limited to (1) contact information (name and telephone number) for the designated repair facility and (2) location of the repair facility, (3) copy of the warranty agreement if available, shall be provided with the deliveries to the MEDT representatives.

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Line Item:	Description:	Quantity:	Unit Price:	Total Price:
1	Personal Computer, mono block Lenovo ThinkCentre Edge 92z AIO - (RBUA6RU) or similar	16		
2	UPS, Powercom Black Knight Pro BNT-800 AP USB or similar	16		
3	Monochrome Laser Printer, HP LaserJet Pro P1102 or similar	13		
4	Color Laser Printer, HP Color LaserJet M551n or similar	3		
5	Scanner, Canon CanoScan LIDE 210, or similar	8		
6	Scanner, Canon CanoScan LIDE 210, or similar	3		
7	Laptop HP ProBook 6475b (C5A55EA) or similar	7		
8	Laptop HP ProBook 6475b (C5A55EA) or similar	8		
9	Facsimile Unit, Panasonic KX-FL403UA, or similar	4		
			CURRENCY	GRAND TOTAL

Note: Please specify currency - Hrivnas or US\$.