

Request for Quotation

1. Synopsis of the Request for Quotation

DAI, the implementer of the USAID-funded Vietnam Sustainable Forest Management (SFM) Activity invites qualified vendors to submit quotations to provide hotel booking service, as follows:

1. RFQ No.	SFM-RFQ-2022-046
2. Issue Date	November 15th, 2022
3. Title	Lodging and meeting package
4. Issuing Office & Email/Physical Address for Submission of Quotes	DAI Global LLC / Vietnam Sustainable Forest Management Activity 28A Trần Hưng Đạo, Phan Chu Trinh, Hoàn Kiếm, Hà Nội proposalsvietnamsfm@dai.com
5. Deadline for Receipt of Quotes.	3:00 PM Hanoi Time, Nov 29th, 2022
6. Point of Contact	proposalsvietnamsfm@dai.com
7. Anticipated Award Type	Blanket Purchase Agreement is effective for one year. 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 or multiple awards will be made to the responsible bidders based on (1) the most competitive offering services; (2) the bids are responsive to the terms of the RFQ; (3) and are 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.

2. Request for Quotation

9. General Instructions to Bidders	<ul style="list-style-type: none">• Responses due no later than 3:00 PM Hanoi Time, Nov 29th, 2022. Late offers will be rejected except under extraordinary circumstances at DAI's discretion.• Bidders shall submit quotes electronically via VietnamSFMprocurement@dai.com• Bidder shall provide quote for specific service in specific location in Attachment A "Template of quotation"• Include a statement that the vendor fully understands that their quote must be valid for a period of 30 days.
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	<ul style="list-style-type: none"> Bidders shall sign and date their quotation. The quotation should be on the bidders' template and letterhead in PDF format. The bidders can use the template in Attachment A. Price must include VAT and services fee. 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. Quotation requirements for Technical Acceptability	Please see the Detailed Service Specifications in Attachment C and D
12. Evaluation Criteria	DAI will award contract based on the results of best value for money analysis. The analysis criteria include: <ol style="list-style-type: none"> Offered prices Capacity to provide 24/7 service or work with urgency Post-payment policy on routine basis and no more than once per month
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: <ol style="list-style-type: none"> Provide copies of the required business licenses to operate in the host country. Evidence of a UEI number (explained below and instructions contained in the Annex). The source, origin and nationality of the services are not from a Prohibited Country (explained below).
14. 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 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. 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.

	<ul style="list-style-type: none"> 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. Data Universal Numbering System (UEI)	<p>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 a UEI 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 UEI number, you may request: Instructions for Obtaining a UEI Number.</p> <p>For those not required to obtain a UEI number, you may request: Self-Certification for Exemption from UEI Requirement</p>
16. 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 B.</p>
17. Anti-Corruption and Anti-Bribery Policy and Reporting Responsibilities	<p>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:</p> <ul style="list-style-type: none"> 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. <p>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.</p>

	<p>Any attempted or actual corruption should be reported immediately by either the offeror, subcontractor or DAI staff to:</p> <ul style="list-style-type: none"> • 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. <p>By signing this proposal, the offeror confirms adherence to this standard and ensures that no attempts shall be made to influence DAI or Government staff through bribes, gratuities, facilitation payments, kickbacks or fraud. The offeror also acknowledges that violation of this policy may result in termination, repayment of funds disallowed by the corrupt actions and possible suspension and debarment by the U.S. Government.</p>
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1.1 Attachment A: Quotation template in the attached excel file



Attachment A-
Quotation template fc

We, the undersigned, provide the attached quote in accordance RFQ # _____ dated _____.

I certify a validity period of _30_ days for the prices provided in the attached Price Schedule/Bill of Quantities. Our quote shall be binding upon us subject to the modifications.

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

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Telephone:

Email:

Company Seal/Stamp:

1.2 Attachment B: 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 DAI 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 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 Service Specifications

A BPA contract will include all services listed in the below table. Throughout the year, DAI will book services for lodging for our travel, meeting room and lodging for our events of various sizes from small gatherings to large conferences with the vendors who sign the BPA contract with DAI. The prices offered by bidders for the below services shall be effective for one year from the signing of the Blanket Purchase Agreement.

No	Service	Specifications/Requirements	Unit	Remark
1	Lodging service (ROH)	<ul style="list-style-type: none"> - Deluxe/Standard (twin/double) room - Free wi-fi access in the room - Free breakfast - Non-smoking room 	Per room	The vendor will have to assign their staff to support project's events to ensure the quality of the service is fulfilled.
2	Full package meeting <i>(including meeting room; Lunch (with 1 soft drink); 2 tea break/day; standard facilities as described in the Specification column)</i>	<ul style="list-style-type: none"> - Drinking water served with glasses and jar, no plastic bottles allowed. - Paper and pen/pencil for participants. - Standard sound and light system in the room - 01 projector and screen - Public Wi-Fi access is provided by the hotel for guests. - Guiding board at the entrance to lead participants to the conference room. - Staff for technical and logistic support 	Package	<p>The vendor needs to ensure the size of the meeting room is fit with the number of participants; ideally 4-5m²/1 person.</p> <p>The vendor is encouraged to provide complementary services such as free LED, flipchart, whiteboard</p>
3	01 Full-day meeting room		Per room	

	(standard facilities as described in the Specification column)			
4	01 half-day meeting room . (standard facilities as described in the Specification column)		per room	
9	Tea break	Water, Tea, coffee, at least 3 types of fruits & 3 types of cakes or flan (NO candy), no plastic spoon.	pax	
10	Meal (lunch or dinner)	<ul style="list-style-type: none"> - 2 options for lunch and dinner but not over max rate of VND 350,000/person/meal. Ideally, one rate for high quality meal (less than or equal VND350,000) and one rate for medium meal (less than or equal to VND 250,000). - Provide hotel menu for 02 proposed meal rates for quality check. - Price includes 1 soft drink/ice tea 	pax	01
8	Led screen	<ul style="list-style-type: none"> - If LED is included in the meeting room price/package. Please mark in the quotation. - If LED is not yet included in the meeting room price, please quote for specified meeting room with suitable size. 		01
9	LCD TV screen	- Around 50 inches	Piece	01
10	Black and white printer	- With available cartridge	Piece	01
11	A4-sized white paper, 550 sheets per pack	- Minimum 1 pack	Pack	01
12	Additional wooden Flipchart	- If Flipchart is included in the meeting room price/package. Please mark in the quotation	Piece	01

		<ul style="list-style-type: none"> - If flipchart is not yet included in the meeting room price, please quote - Includes 10 markers + 10 A0 paper/day 		
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1.4. Attachment D: List of Hotels

The vendor will offer services indicated in attachment C in the hotels listed in the below table:

No	PROVINCE	HOTEL	Location
1.	Da Nang	Muong Thanh Luxury Da Nang, Ngu Hanh Son	Da Nang City
2.	Da Nang	Fourpoint by Sheraton Hotel	Da Nang City
3.	Da Nang	Muong Thanh Luxury Song Han, Hai Chau	Da Nang City
4.	Da Nang	Rosamia Danang Hotel	Da Nang City
5.	Ha Noi	La Thanh Hotel, Ba Dinh	Ha Noi City
6.	Ha Noi	Cau Giay Hotel	Ha Noi City
7.	Hoa Binh	Grand Hotel, Hoa Binh	Hoa Binh City
8.	Hoa Binh	Sakura Hotel, Hoa Binh	Hoa Binh City
9.	Lao Cai	Muong Thanh Grand, Lao Cai	Lao Cai City
10.	Lao Cai	Lao Cai Star Hotel, Lao Cai	Lao Cai City
11.	Lao Cai	Đức Huy Hotel	Lao Cai City
12.	Lao Cai	PISTACHIO Hotel Sapa	Lao Cai
13.	Nghe An	Muong Thanh Luxury Song Lam, TP. Vinh	Vinh
14.	Nghe An	Toan Thang Stone hotel	Vinh
15.	Nghe An	Muong Thanh Holiday Con Cuong, Nghe An	Con Cuong
16.	Nghe An	Muong Thanh Grand Cua Lo	Nghe An
17.	Nghe An	Summer Cua Lo	Vinh
18.	Nghe An	Saigon Kim Lien Resort, Cua Lo	Vinh
19.	Quang Nam	Muong Thanh Grand, Quang Nam	Tam Ky
20.	Quang Nam	Ban Thach Riverside Hotel & Resorts, Quang Nam	Tam Ky
21.	Quang Nam	KOI Resort and Spa Hoi An	Hoi An
22.	Quang Tri	Sai Gon Dong Ha, Quang Tri	Dong Ha
23.	Quang Tri	Muong Thanh Grand, Quang Tri	Dong Ha
24.	Quang Tri	Sepon Boutique Resort, Cua Viet Beach	Dong Ha
25.	Son La	Muong Thanh Luxury, Son La	Son La City
26.	Son La	Hoa Ban Trang hotel Son La	Son La City
27.	Son La	Muong Thanh Holiday Moc Chau	Son La City
28.	Son La	Manh Tuan Germany Hotel	Son La City
29.	Thanh Hoa	Muong Thanh Grand, Thanh Hoa	Thanh Hoa City
30.	Thanh Hoa	Dai Viet hotel	Thanh Hoa City
31.	Thua Thien Hue	Muong Thanh Holiday, Hue	Hue City