



Developing Rehabilitation Assistance to Schools and Teachers Improvement – 2

D-RASATI 2

Reference: USAID Contract # AID-268-TO-13-00004

REQUEST FOR QUOTATION (RFQ)

**Supply, Delivery, Installation of IT Equipment
for Lebanese Public Schools**

DATE: January 2015

INTRODUCTION

The USAID-funded, nationally focused Developing Rehabilitation Assistance to Schools and Teacher Improvement program's (D-RASATI) overarching goal is to support the Ministry of Education and Higher Education (MEHE) improve the performance of the Lebanese public school system. The D-RASATI program addresses the underlying reasons hindering the delivery of high-quality education in par with the private school system. D-RASATI 2 is implemented by World Learning and draws on the experience of qualified partners: AMIDEAST, American University of Beirut, Digital Opportunity Trust, and the American Language Learning Center. Under a sub-contract from World Learning, AMIDEAST is responsible for program components designed to advance leadership development (up to 486 principals) and school improvement (up to 208 school teams) as well as strengthen extracurricular activities in Lebanon's public schools (160 school representatives and 24 MEHE personnel).

The school improvement program falls under Component 4 - *Increase stakeholder engagement in the public school through leadership development with parents and community involvement* – and has the main goals to empower school teams to design, implement, and assess their own reform process, based on standards to be adopted by MEHE as well as build capacities of school teams to take ownership of and lead the school improvement process in their schools. Each school is eligible for an in-kind grant of \$4200 to implement their improvement.

D-RASATI 2 is seeking quotations for the supply, delivery and installation of laptops as requested by public schools in their grant proposals. The project invites local and international IT vendors to supply schools with the required equipment. This document serves as an invitation for an open bidding process to solicit quotations from respondent Tenderer(s).

The document also provides interested Tenderer(s) with a detailed scope of work and required technical specifications for all equipment. This will enable respondent providers to develop a better understanding of the bidding process, submit the most accurate quotation possible and understand the obligations that the successful tenderer must meet.

The following is an overview of the documents included herein:

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SECTION A: DEFINITIONS AND ABBREVIATIONS

D-RASATI 2	The Developing Rehabilitation Assistance to Schools and Teachers Improvement - 2
USAID	The United States Agency for International Development
GSA	The USAID General Services Administration
MEHE	Ministry of Education and Higher Education
Warranty	The period of maintenance of the Defects Liability Period
Eligible Countries	Code 937 means the United States, Lebanon and developing countries other than advanced developing countries, but excluding any country that is a prohibited source
Government or GOL	The Government of Lebanon
Recipient Country	Lebanon
Local Currency or LBP	Lebanese Pound
BOQ	Bill of Quantity
Site and Location	The (134) public schools
Source	The country from which a commodity is shipped to Lebanon or Lebanon itself if the commodity is located therein at the time of purchase. However, where a commodity is shipped from a free port or bonded warehouse in the form in which it was received therein, "source" means the country from which the commodity was shipped to the free port or bonded warehouse.
Contract	The agreement that shall be drawn and concluded by and between the "Executing Party" (AMIDEAST) and the Contractor. The awarded contract shall explicitly outline the terms and conditions, technical specifications and bills of quantities, accompanied with the schedule of prices constituting the quotation, and the delivery and installation plan.
The Executing Party	AMIDEAST
D-RASATI 2 Representatives	The individual(s), who shall be designated by AMIDEAST to provide oversight of the services performed and work executed by the Contractor, and who shall undertake to duly receive such services and deliverables throughout the stages of delivery and implementation, and through the final handover/receipt of the required work. In addition, the D-RASATI 2 Representative(s) shall review all the quantities delivered and

	shall scrutinize the disbursement of all entitlements and payments that shall fall due for the awarded Contractor
Contractor	Shall herein mean the individual(s) or the corporation; whose tender/proposal thereof shall be accepted by the Executing Party (AMIDEAST). The term "Contractor" shall also mean the individual(s), who shall represent the Contractor in person, as well as the assignee(s) thereof.
Tender/proposal	The quotation submitted in response to the solicitation or Request for Quotation (RFQ).
Tenderer (s)	The individual(s), the corporation, or the consortium of corporations that shall submit a tender/proposal in response to the Request for Quotation.
Work	The Scope of Work or deliverables required and outlined in the awarded contract.
Letter of Acceptance	The 'written notice' drawn by the D-RASATI 2 Project indicating the acceptance of the best quotation, including any amendments and/or adjustments that shall be agreed upon by the Executing Party (AMIDEAST) and the Contractor.
Technical Specifications	The standards and specifications that constitute the grounds for the provision of the deliverables referred to in the bidding document and the awarded contract. In addition, this shall include any amendments or additions introduced in writing by the D- RASATI 2 Representative, occasionally and as appropriate.
Examination & Investigation of Site Location	The quotation submitted by the tenderer shall be deemed as an acknowledgment that the Contractor has accommodated, responded to, and taken into account different climatic conditions and natural factors, whether or not the Executing Party (AMIDEAST) has provided all such details in the documents provided to the Contractor for the development and submission of the quotation document. In general, the Tenderer shall become fully acquainted with the information, risks, barriers and other circumstances that may have a bearing on the areas and components of investigations and research conducted thereby, prior to the submittal of the proposal document.
Power On and Power Up	After unpacking, the Contractor shall install and plug the delivered equipment to the electricity and switch it on to make sure there are no faults and that it is operable in a manner that allows it to provide the service it is intended to.
Sub-Contracting	the individual(s) or the corporation hired by the Contractor to implement activities such as delivery of goods/items to the final destination, installation of hardware and software. Sub-contracting of more than 10% of the contract value is not permitted without the prior written approval of the Executing Party.
Inspection & Acceptance	All items are subject to final inspection and acceptance by D-RASATI 2 representative(s) , or a designated representative at the final

destination (Schools)

Exceptional Risks

The term 'exceptional risks' shall hereby be exclusively limited to such indemnities and reparations associated with wars (whether declared or undeclared), external invasions, military coup d'états, civil wars or insurrections, or any other factors arising from natural forces, as well as other causes that may not be predicted or evaded by the Contractor.

SECTION B: GENERAL REQUIREMENTS AND CONDITIONS

Firms invited to submit proposals are under no obligation to do so. At the same time, Tenderers will not be reimbursed for any costs incurred in connection with the preparation and submission of their quotations.

These instructions to Tenderers shall form part of the Contract. Tenderers are expected to examine the specifications and all instructions contained in this Request for Quotation. Failure to do so will be at the Tenderer's risk.

For the purposes of interpretation of these instructions to Tenderers, the periods named herein shall be consecutive calendar days.

Representations and Certifications: All Tenderers are REQUIRED to provide a COMPLETED copy of the STANDARD REPRESENTATIONS AND CERTIFICATIONS with their proposal. The list of representations and certifications required is in Appendix K

Tenderers who choose to submit proposals must sign Appendix M confirming that all items in the BOQ contained in the proposal meet the applicable source and nationality requirements. A similar certification will be required for the Contractor to receive payment under any contracts issued as a result of this Request for Quotation.

Tenderers who have current contracts with the United States Government General Services Administration MUST indicate clearly whether pricing available under such contracts is applicable to USAID-funded procurement, currently and in the future. Pricing quoted in response to this request for quotes may be less than current GSA pricing, if any. Unless otherwise indicated, definitions of words and terms listed herein, which shall be used in the RFQ and awarded contract, are exclusively articulated to serve the purpose of this bidding process.

US firms registered as small businesses are encouraged to apply and shall provide relevant documentation of their small business status in the technical proposal.

The Tenderers must submit the RFQ as well as all correspondence in connection with this proposal in **English**.

B.1 SOLICITATION OF INFORMATION FOR THE DEVELOPMENT OF Quotation

In addition to the information provided in the Request for Quotations, it is necessary that the respondent tenderers obtain all the information required to assist them with the development of responsive quotations.

Questions and inquiries shall be directed to the D-RASATI2 Project, at the following addresses **no later than February 10, 2015**. After receipt of questions D-RASATI will issue clarification to all Tenderers at the same time by **February 12, 2015**. No questions will be answered over the phone or in person.

Sirine Fattoum, Grants Manager
D-RASATI2 Project
Maarad Street, LOT 201, 1st Floor, Flat A1
Downtown, Beirut, Lebanon
Fax: +961 1 983655 ext: 130
E-mail: procurement1@drasati-ii.org

B.2 APPROPRIATE PRICING OF OBLIGATIONS

The Tenderers shall provide appropriate prices quoted for the obligations identified under the proposal, as deemed necessary to complete and maintain the work and deliverables that constitute the subject of the awarded contract.

B.3 ACCIDENTS, INJURIES AND INDEMNIFICATION

AMIDEAST or the D-RASATI2 Project may not be held liable for any damages or indemnities that shall become payable as a result or a consequences to any accidents, losses or injuries to any of the staff members or individuals employed by the Tenderer or any third parties in preparation of its proposal.

B.4 CORRESPONDENCE

All Correspondence in connection with the proposal is to be in English.

1. **Communication with Tenderer(s):** All letters and documents associated with the Tenderer shall be duly delivered, in consistency with the terms and conditions set forth in the RFQ. Letters and other documents shall be dispatched by mail or sent electronically.
2. **Communication with the Executing Party (AMIDEAST):** All letters and documents associated with the Executing Party shall be duly delivered, in consistency with the terms and conditions set forth in the RFQ. Letters and other documents shall be dispatched by mail or sent electronically designated for this purpose.
3. **Changing the Mailing Address:** In the event that either party changes its mailing or electronic address, said party shall advise the other party about such action, prior to changing the address.

B.5 TENDERERS'S GUARANTEE

The proposals shall include the Tenderer's written guarantee that their proposal will remain valid for **SIXTY (60) DAYS**. In addition, the Tenderers are encouraged to submit a NON-CONDITIONAL letter of guarantee for 1% of the total proposal price with their proposal. The letter of guarantee for unsuccessful tenderers will be released after the project awards the contract to a successful Tenderer.

The successful Tenderer will be required to increase the non-conditional letter of guarantee to a total amount of 2.5% of the contract value. The non-conditional letter of guarantee (Performance Bond) shall be released after the completion of the warranty period.

Any Tenderers withdrawing their proposal for any reason after submitting it will not be considered for an award under this RFQ. Additionally, they will not be considered for any future award.

In the event that the successful tenderer fails to deliver the performance bond in a timely and duly executed manner, their proposal shall be disqualified. This shall constitute grounds for the D-RASATI 2 Project to withdraw the letter of acceptance and withhold the 1% letter of guarantee or collect the amount specified in the letter of guarantee from the guarantor bank. Under such circumstances, the D-RASATI 2 Project may either contract with the second best tenderer or reissue the bidding process at its sole option.

B.6 SUBMISSION OF THE OFFER

OFFER DOCUMENTS must be received no later than 4:00 pm Beirut time on February 16, 2015.

The offer must be submitted to the D-RASATI 2 office at the following address:

Sirine Fattoum, Grants Manager
D-RASATI 2 Office
Maraad Street, LOT 201, 1st floor, Flat A1
Beirut, Downtown
Facsimile: +961 1 983655 ext: 130

The offers must be submitted in one hard copy and one soft copy (PDF file) on CD (digital copy should be divided into two files, financial and technical). Late offers will not be considered. The offer shall comprise two separate envelopes. The first envelope will contain the Technical Proposal (titled "TECHNICAL PROPOSAL") and the second envelope will contain the Financial Proposal (titled "FINANCIAL PROPOSAL"). Both envelopes (Technical and Financial) shall be placed in a larger package.

1. On the outer package of the quotation it shall be written:
Name of the Activity: Supply, Delivery and Installation of IT Equipment for Lebanese Public Schools
2. On each of the inner envelopes (Technical or Financial) shall be written
Tenderer's Name:
Tenderer's Address:
Tenderer's Tel No:

The technical proposal MUST NOT contain any pricing information whatsoever; pricing will only be included in the financial proposal.

SECTION C: SPECIAL REQUIREMENTS AND CONDITIONS

Tenderers must provide separate pricing for each line item in the identified categories: laptop computers. D-RASATI2 will not accept lump-sum totals as responses to any categories. For each item, the quantity given in the "Bill of Quantities" (section J) shall be multiplied by the unit price

and the result entered in the "Amount" column. In case of any discrepancy between a unit price and an amount, the higher price will be assumed to be your offer. For any item for which a unit price or amount is not shown, it will be assumed that the Tenderer is not proposing to supply that item. The Tenderer shall complete the Bill of Quantity (BOQ) in type or in indelible ink, making no alterations to the form provided. The completed BOQ shall have no interlineations or erasures except those necessary to correct errors made by the Tenderer, in which case such corrections shall be initialed by the person(s) signing the proposal.

Tenderers are required to submit proposals to include ALL ITEMS tendered under the BOQ.

Tenderers MUST submit ONE price for each item. No multiple/alternative prices for an item will be accepted from any tenderer. Each Tenderer shall choose the best value item to include in their proposal. If more than one price is submitted for an item, the higher price shall be used in evaluating the proposal.

C.1 SOURCE/NATIONALITY STATEMENT

All tenderers must complete the Source/Nationality statement (Appendix M) stating the items proposed meet geographic code 937. The selected Tenderer shall also be incorporated/organized in an eligible country. The Tenderers will not engage suppliers of commodities in an authorized country to import commodities from a country outside of the authorized principal geographic codes for the purposes of circumventing the requirements of this rule. Failure to comply with this condition may result in the disqualification of the Tenderer's bid and termination of the contract.

C.2 ELIGIBILITY

By submitting an offer in response to this RFQ, the Tenderer certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the U.S. Government. AMIDEAST will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.

C.3 BIDDING PROCESS

1. Opening of Technical Bid's Session: D-RASATI 2 reserves the right to cancel any of the items or the entire bidding process at its sole discretion. Submission of bids does not guarantee award of a contract.
2. Evaluation of Quotations/Envelopes: Proposals shall be submitted in two separate financial and technical envelopes. These envelopes shall be properly sealed and stamped. Tenderers shall be required to complete the BOQ (Appendix I). Once completed, such BOQ shall be signed. The tenderer shall also undertake to submit all the required descriptive literature and any other needed documentation. The proposal shall be submitted in the main office of the D-RASATI 2 Project. Any quotation received at the designated location after the set time and date specified for receipt of such quotations shall be considered non-responsive. Any late quotations shall not be evaluated for award (even if such delay is caused by circumstances that are deemed to be beyond the control of the tenderers, including delays caused by the post office, customs department, traffic or connectivity).
3. External Envelope: The two envelopes mentioned above, which include the proposal, along with the required attachments, shall be all placed in a larger package, which shall be marked and labeled with

the same information and data written (as described in B6) on the two smaller envelopes.

C.4 TECHNICAL PROPOSAL/ENVELOPE:

The Technical Proposal shall demonstrate the Tenderer's experience and ability to execute the supplies and services described in Section "D" of this RFQ. The proposal shall also demonstrate the Tenderer's sound legal situation and shall make the Tenderer's offer legally binding. Tenderers that partner with subcontractors to accomplish the SOW or produce a joint proposal shall provide sufficient documentation for both Tenderer and proposed Sub-Contractor(s).

- 1. Technical Specification:** Tenderers are required, in Appendix G, to review and confirm specifications for all equipment. Proposed items on the quotes must at least comply with the minimal technical specifications mentioned in Section D. Documented proof must be provided that the supplies conform to the technical specifications and standards in accordance with the Specifications and Commodity List of this RFQ including photographs, illustrations, and catalogue pages.
- 2. Delivery/Installation Plan & Methodology:** D-RASATI 2 requests delivery to be completed within one month after the contract is awarded, but in no event later than May 30, 2015. Proposed implementation schedule will be a factor in the RFQ evaluation. Tenderer shall provide a detailed narrative explanation and a Delivery/Installation Plan of their proposed schedules.

Tenderer shall provide, under Appendix H, a detailed schedule specifying the timeline for the delivery and installation of each specified category of supplies and items. The delivery/installation plan shall include proposed timeframe, phasing and interrelations, milestones, and start-up for the sites and location.

The delivery/installation plan must be broken down into the following segments:

- Delivery time line to port of entry at Lebanon;
- Delivery to the final destination (134 schools); and
- Installation

The delivery and installation plan will be part of the contract. The milestones contained in this plan will therefore be a contractual responsibility of the Contractor. The best delivery/installation plan & methodology will be given the highest score.

- 3. Warranty:** The Tenderer shall provide a warranty against defects of production or manufacturing and information on product warranty and availability of warranty service in Lebanon. A general description as to how the Tenderer may support the products once installed, including warranty service, etc. shall be described in this section. Tenderers shall provide most favored warranty provisions.

The proposal shall indicate the following on the warranty:

- Manufacturer's standard warranty and precisely what is covered by the warranty in Lebanon
- Who will be providing these warranty services in Lebanon
- Availability of after sale maintenance support, during the warranty period
- Maintenance service and maximum response time for maintenance service

- 4. Technical Staff:** The tenderer shall describe the proposed Technical Manager who will be assigned for the

project and attach a copy of the CV for the position (i.e. Technical Manager). Use the form provided in Appendix F to complete the technical staff resume.

5. **Summary of Relevant Work Experience:** The tenderer(s) shall submit:
- List of current procurement contracts managed by the company; and
 - List 3-5 completed projects similar in scope along with references

Use the forms provided in Appendix D and D1

The technical bid envelope shall also include the following documents:

- Copy of the Company Registration Certificate: The tenderer shall submit a copy of their company registration certificate which shall remain in full force and effect.
 - A Power of Attorney: The tenderer shall submit a certified copy of a power of attorney in support of the signatory of the offer.
 - Company's TAX and VAT number ;
 - Audit financial reports for last 3 years (Appendix E)
6. **Marking:** The selected Tenderer will be responsible for marking the equipment with the USAID Emblem, as required by USAID regulations. D-RASATI 2 will advise on marking requirements and provide the necessary materials.
7. **Descriptive Literature:** Descriptive literature for the items, including full technical specifications, brochures or industry standards (each where applicable) in addition to cut sheets must be submitted for each item(s) of the proposal. This literature will be used to demonstrate the compliance with the requirements of the RFQ. Deviations from the RFQ requirement included in the descriptive literature furnished must be fully explained. Although the descriptive literature is part and parcel of the proposal, in case of any conflict between the descriptive literature and the proposal, the latter will prevail.

C.5 FINANCIAL PROPOSAL/ENVELOPE

The financial envelope shall be accompanied with the filled BOQ (Appendix I) and the Breakdown of the Unit prices (Appendix J), which shall be stamped by the Tenderer.

Any award under this RFQ will use a Fixed Price Contract.

The tenderer shall include in their financial offer prices in Lebanese Pounds or US Dollars exclusive of customs, stamps and any other duties. D-RASATI 2 will make payments to Contractors outside Lebanon in US Dollars and to Lebanese Contractors in Lebanese Pounds. Due to the current fluctuations in the rate of exchange, if a Lebanese Tenderer chooses to list their prices in US Dollars D-RASATI 2 will pay this Contractor the equivalent to the US Dollar amount in Lebanese Pounds according to the Bank's buying rate at the time of issuing the contract.

The price proposal made by the Tenderer shall be inclusive of any costs and expenses associated with the transportation of the Equipment to the schools for installation.

C.6 PROPOSAL EVALUATION

Award will be made to the best value proposal based on the evaluation criteria listed and described below.

1. Cost (40 points). The cost of items will be evaluated using the financial proposal.
2. Technical Specifications (20 points). The primary factors affecting the desired performance of each item will be used for evaluation. D-RASATI 2 may reject any quotation that is below the minimum specifications or standards requested by the BOQ or significantly increase cost. Items shown in the RFQ may inadvertently refer to model numbers or manufacturers' websites, however, these model numbers and manufacturer's websites are for informational purposes only and the Tenderer is required to offer this or an equivalent item. Additional capabilities provided over and above what is required in the RFQ for any item MUST be clearly identified in the proposal.
3. Delivery/Implementation Plan (20 Points). The Tenderer must submit a Delivery/Implementation Plan describing the time needed to procure all equipment proposed and its delivery to, installation and start-up in the school(s). The Delivery/Implementation Plan must also state any other third parties involved in system supply, delivery and equipment installation, as well as the Tenderer's proposed means for coordinating activities by each of the involved third parties to avoid delays or interference. This Delivery/Implementation Plan is an integral part of the proposal/quotation and will be evaluated to determine how the Tenderer plans to procure and deliver on time. In addition to what is stated here the Delivery/Implementation Plan with the shortest time for delivery in school(s) will receive higher scores.
4. Maintenance and Warranty (10 points) Warranty services provided by the Tenderer will be evaluated based on the ability to implement and timely manage the required maintenance for the serviceable equipment procured for a period equal to the manufacturer's warranty starting from the date of D-RASATI 2's acceptance of work as complete. D-RASATI 2 understands that not all equipment is serviceable. Availability of local services during the manufacturer's warranty period must be explained in detail in the Tenderer's proposal and is expected to be included in their price. The Tenderer must provide information on capabilities and staff managing the service provision during this warranty period. Insufficient documentation describing these criteria will result in the automatic deduction of points.

The Warranty provided by the Tenderer will be provided based on:

- Duration of the Warranty (three years warranty period is preferable);
- Terms and conditions including labor and parts;
- Ability of the Contractor to respond to the Warranty request.

5. Past performance and compliance (10 points) A Tenderer must be a Company with financial capabilities and stability (Appendices D and E). It will provide audited financial reports for last 3 years. Past performance, reference documents from at least three customers indicating the track record (variety and scale) of the Company during similar procurement, and provision of similar warranty services are required.

D-RASATI 2 reserves the right, if it deems within its interest, not to make any award, award item(s) or change the BOQ as described below before contract award without any change in the prices submitted by the Tenderer.

D-RASATI 2 reserves the right to increase or decrease the quantity of any item duly awarded in accordance with the RFQ by 15 percent at the unit price proposed. This option can be exercised, if at all,

at the time the award is made or during the contract performance period.

C.7 OFFER EVALUATION AND CONTRACT AWARD

The award will be made to a responsible Tenderer whose offer follows the RFQ instructions, meets the eligibility requirements, and meets or exceeds the minimum required technical specifications, and is judged to be the best value based on a lowest-price, technically-acceptable basis.

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed “non-responsive” and thereby disqualified from consideration. D-RASATI 2 reserves the right to waive immaterial deficiencies at its discretion. D-RASATI 2 may reject any or all offers if such action is in the interest of D-RASATI 2 or the US Government and USAID; accept other than the lowest offer; and waive informalities and minor irregularities in offers received.

Best-offer quotations are requested. It is anticipated that award will be made solely on the basis of these original quotations. However, D-RASATI 2 reserves the right to conduct any of the following:

1. D-RASATI 2 may conduct negotiations with and/or request clarifications from any Tenderer prior to award.
2. D-RASATI 2 may cancel this RFQ at any time.

Please note that in submitting a response to this RFQ, the Tenderer understands that USAID is not a party to this solicitation and the Tenderer agrees that any protest hereunder must be presented—in writing with full explanations—to D-RASATI 2 Project for consideration, as USAID will not consider protests regarding procurements carried out by implementing partners. D-RASATI 2, at its sole discretion, will make a final decision on the protest for this procurement.

C.8 CONTRACT AGREEMENT

The Contractor, once awarded, shall be required to enter into a contractual agreement with the Executing Party (AMIDEAST), as per the contracting conditions mentioned hereto, including all the necessary amendments. The contract shall be drafted by AMIDEAST at the expense of the Project and the Tenderer’s proposal shall be an integral part of that contract.

C.9 DELIVERY LOCATION

All items will be delivered to the 134 school(s) sites as per the attached list (Attachment 1) and after customs clearance when applicable. It is at the school where the physical unpacking, verifying of quantities, placing of equipment in location, connecting, installing to ensure operation, power on equipment and other tasks performed by the Contractor necessary as described in the Scope of Work for Client Acceptance will be performed.

C.10 TERMS OF EXECUTION AND DELIVERY

1. The anticipated term of the proposed contract shall be determined by the Tenderer in the Delivery/Installation Plan starting from the effective date of signing the contract. With the consent of the parties the contract awarded in response to this RFQ may be renewed for additional terms agreed to by both parties in writing.
2. The Contractor shall be required to transport the supplies and equipment in an appropriate manner upon receipt of the contract issued by AMIDEAST. The Contractor shall be responsible for the delivery/handing over of the equipment to the school administration in the presence of a D-RASATI 2 representative and a representative from the schools. Every effort shall be made to ensure that the equipment shall be delivered to the school(s) in excellent condition, and shall be unpacked, installed and powered-on in the school(s), as appropriate. This process shall also involve making the necessary replacements for any damage. D-RASATI 2 will not accept any unit that must be repaired to pass the acceptance test. Such damage may occur during transportation by the workers and technicians hired by the Contractor, but is not limited to damage from that source. The Contractor shall also undertake to carry out the required testing of validity and vulnerability of different connections to ensure safe and secure use of the Equipment and connectivity system, in the presence of the D-RASATI 2 Representative. The Contractor shall hereby abide by the instructions and guidelines provided by the D-RASATI 2 Representative.
3. The Contractor shall advise D-RASATI 2 in writing, a minimum of 72 hours prior to the effective date of loading or uploading the IT Equipment and supplies, and shall specify the estimated date of arrival of the loaded trucks to the school(s). Arrival of the equipment shall be during daytime hours and shall involve the representative from the schools.
4. Once the equipment is installed, an examination report shall be drafted in three copies upon the delivery at the school, and signed by the D-RASATI 2 Representative, the Contractor and the school representative. If the D-RASATI 2 Representative makes any observations or remarks about the equipment delivered, such observations and remarks shall be documented in order to estimate a markdown/discount in the prices, as appropriate, and in conformity with applicable regulations and guidelines. If deemed necessary by D-RASATI 2 and/or the school representative such defective products may be declined, rejected and replaced.

C.11 DISBURSEMENT OF DUE PAYMENTS

The Contractor shall submit the required documents to D-RASATI 2 to allow the Project to process all the payments and entitlements due, as per the contractual terms and conditions.

1. The Contractor shall provide an authorization for bank transfer that shall be approved and signed by the beneficiary party, whose name is mentioned in the contract, indicating the specific items and quantities supplied. The financial amounts shall match contract amounts. Such authorization shall be drafted with legible writing and shall duly include all the required signatures and stamps.
2. The Contractor shall provide an invoice of the items and categories supplied.

SECTION D TECHNICAL SPECIFICATIONS AND SCOPE OF WORK

D.1 GENERAL REQUIRMENTS

The following general specifications shall apply:

1. All specifications are minimum requirements. Tenderers are encouraged to propose equipment that exceed these requirements if possible.
2. All equipment and supplies must include international safety approval.
3. All manufacturing must meet ISO9001 or ISO9002 requirements. Copies of certification must be submitted to D-RASATI 2 for approval before the Tenderer orders the equipment.
4. Electrical Power: All active (powered) equipment must operate on 220v and a frequency range of 50Hz. All active (powered) equipment must include power plugs according to International Industrial Standards and must comply with Western Union Standards.
5. Environmental Requirement: Unless otherwise specified, all equipment must operate in environments of 10-45 degrees centigrade, 20-80 percent relative humidity, and 0-40 grams per cubic meter of dust.
6. Safety: Unless otherwise specified, all equipment must operate at noise levels no greater than 20 decibels. All electronic equipment that emits electromagnetic energy must be certified as meeting EN 55022 or equivalent emission standards.

D.2 GENERAL RULES FOR DELIVERY

1. Upon award the successful Tenderer must perform the below mentioned SCOPE OF WORK
2. Working during weekends and holidays can be scheduled with school approval and D-RASATI 2 written concurrence without any additional charge to the project.
3. The Contractor may work during school days to complete certain activities, which will not have any negative impact on the school's normal activity. D-RASATI 2 will coordinate with the schools to get the required approvals.

D.3 TECHNICAL SPECIFICATIONS

No.	Item	Estimated QTY	Description/Specification	Please confirm required specifications are met or identify any deviation/substitute
1	Laptop Computer	378	<ul style="list-style-type: none">- Screen size: Between 15 and 16 inches- Processor: Core i5, 3.2 GHz- Operating System: Windows 8.1 32- Cache: 3MB L3- RAM: 4GB- HDD 500GB DVD R/RW- Ethernet 10/100/1000 Mbit/s Wi-Fi	

No.	Item	Estimated QTY	Description/Specification	Please confirm required specifications are met or identify any deviation/substitute
			802.11 b/g/n - USB Port Camera: 1.3 MP - HD Graphics 2GB Shared - Keyboard Middle East Version - Power: 100 - 240 VAC Rated Voltage Range, 50/60HZ with European power cord - VGA connector to be connected with projectors (if not, an adapter should be provided) - Laptop Bag	

D.4 SCOPE OF WORK

The successful Tenderer will coordinate closely with the D-RASATI 2 Project team to complete the delivery on time

SITE DELIVERY AND EQUIPMENT POWER-ON AT THE SCHOOL(S)

Activity one includes the delivery, installation and testing, where applicable, of the equipment at the schools. Tenderer must deliver all equipment to the schools according to the Delivery/Implementation Plan approved by D-RASATI 2.

- Tenderer must unpack equipment and check it for completeness, install, test and perform a Power-on operation.
- Tenderer must install and connect the electronic equipment and demonstrate its operation to the D-RASATI 2 and school representative.
- Tenderer must submit project reports to D-RASATI 2 that document the status of this procurement: Delivery and Institutional report for the school immediately after completing the supply, installation and testing of the equipment. The form of the report shall be agreed upon with D-RASATI 2 team.

WARRANTY SERVICE

Warranties for each item, where applicable, will be explained to the school(s)/and D-RASATI 2 representative and handed to the school in original form signed and stamped for validation by the contractor with a copy to the contractor or whoever will be responsible to maintain the equipment during its warranty period.

INSTALLATION AND CONFIGURATION

a. Summary Scope of Work:

- The contractor must assure that the installed equipment is in full working order (hardware, software, drivers, communication with the network, etc.) by fully testing all the components and features of every installed product. Testing shall be in the presence of school representative who has to acknowledge the normal operation of the systems installed.
- The contractor should coordinate with the D-RASATI 2 project before proceeding with the installation work.

APPENDIX A

SAMPLE OFFER COVER LETTER

The following cover letter must be placed on letterhead and completed/signed/stamped by a representative authorized to sign on behalf of the Tenderer and placed in the FINANCIAL envelope:

To: D-RASATI 2 Project,
Maarad Street, LOT 20, 1st floor, Flat A1
Downtown, Beirut, Lebanon

Reference: RFQ – Jan 2015, D-RASATI 2 (Offerer’s reference #, if any:)

To Whom It May Concern,

We, the undersigned, hereby provide the attached offer complete for the above-referenced RFQ. Please find our offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFQ. We further certify that the below-named firm—as well as the firm’s principal officers and all supplies and services offered in response to this RFQ—are eligible to participate in this procurement under the terms of this solicitation and under USAID regulations.

Furthermore, we hereby certify that, to the best of our knowledge and belief as of the date indicated below, that:

- We have no relationship with any D-RASATI 2 Project staff member;
- We are submitting only one offer in response to the above-referenced RFQ, and are not colluding with any other firms regarding this RFQ.

Our proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal, i.e., SIXTY (60) calendar days from the deadline for the RFQ.

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.

The Financial Offer is: _____ Lebanese Pounds or
USD, in word _____

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

Authorized Signature: _____
Name & Title of Signatory: _____
Date: _____
Company Name: _____
Company Address: _____

APPENDIX B

IT RFQ CHECKLIST

(Please check all that apply and include this page in the sealed envelope with the proposal)

RFP: Request for Quotation (RFQ) Number RFQ- # Supply, Delivery, Installation and Testing of IT Equipment for Lebanese Public Schools

Tenderer: _____

Have you?

- Submitted your technical and financial proposals to D-RASATI 2 in a sealed envelope containing one original and one copy by the required deadline?

Does your proposal include the following?

- Offer Cover Letter *(use form in Appendix A)*
- Proposal Checklist *(this form: Appendix B)*
- Bid Security *(use form in Appendix C)*
- Summary of Relevant Work Experience *(use form in Appendix D)*
- Past Performance References *(Clients' certificates as available, Appendix D1)*
- Financial Details *(Appendix E)*
- Professional Experience of Key Personnel *(use form in Appendix F)*
- Specification Requirement *(use form in Appendix G)*
- Delivery and Installation Plan and Methodology *(use form supplied as Appendix H)*
- Priced Bill of Quantities *(use form in Appendix I)*
- Breakdown of Unit Prices *(use form in Appendix J)*
- Representations and Certifications of Compliance *(use form in Appendix K)*
- Source/Nationality statement Form *(use form in Appendix M)*
- Copy of Company Registration Certificate
- Power of Attorney for the Authorized Signatory
- Copy of Company Tax and VAT number

APPENDIX C

FORM OF BID SECURITY (BANK GUARANTEE)

To: D-RASATI 2
Maarad Street, LOT 20, 1st floor, Flat A1
Downtown, Beirut, Lebanon
Beirut, Lebanon

WHEREAS, *[name of Tenderer]* (hereinafter called "the Tender") has submitted his Tender dated *[date]* for the execution of *[name of Contract]* (hereinafter called "the Tender").

KNOW ALL PEOPLE by these presents that We *[name of Bank]* of *[name of country]* having our registered office at *[address]* (hereinafter called "the Bank") are bound unto AMIDEAST (hereinafter called the "Executing Party") in the sum of **1% of proposal price** for which payment well and truly to be made to the said Executing Party the Bank binds itself, its successors and assigns by these presents.

SEALED with Common Seal of the said Bank

This _____ day of _____ 20 _____.

THE CONDITIONS of this obligation are:

- 1) if the Tenderer withdraws his Bid during the period of Bid validity specified in the Form of Bid; or
- 2) if the Tenderer refuses to accept the correction of errors in his Tender; or
- 3) if the Tenderer, having been notified of the acceptance of his Tender by the Executing Party during the period of Bid validity:
 - a. Fails or refuses to execute the Agreement generated by this Request for Quotation (RFQ); or
 - b. Fails or refuses to furnish the Performance Guarantee, as required by the relevant conditions of the Subcontract Agreement.

We undertake to pay to the Executing Party up to the above amount upon receipt of its first written demand, without the Executing Party having to substantiate its demand, provided that in its demand the Executing Party will note that the amount claimed by the Executing Party is due to it owing to the occurrence of one or several of the above mentioned conditions.

This Guarantee will remain in force up to and including the date 120 days after the deadline for submission of bids. Any demand in respect of this Guarantee shall reach the Bank not later than the above date.

DATE _____ SIGNATURE OF THE BANK _____

WITNESS _____ SEAL _____

[Signature, name and address]

APPENDIX D1

PAST PERFORMANCE REFERENCES

Include here a copy of Clients' Certificates, as available, in support of past executed projects

APPENDIX E

FINANCIAL DETAILS

Include audited financial reports for past 3 years

APPENDIX F

PROFESSIONAL EXPERIENCE OF KEY PERSONNEL

CURRICULUM VITAE

(Maximum 3 pages +3 pages of annexes)

Name:	
Date of Birth:	

Professional Qualifications		
<i>Qualifications</i>	<i>Institution</i>	<i>Year</i>

Professional Experience		
<i>Company</i>	<i>Title</i>	<i>From - To</i>

Projects Undertaken specific to the assignment		
<i>Client/company</i>	<i>Project Title</i>	<i>From - To</i>

Any other Information

Name and Signature of the Proposed Candidate _____

Dated _____

Countersigned by Authorized Person of Tenderer _____

Dated _____

APPENDIX G

SPECIFICATION REQUIREMENT

No	Item/Supplies	Minimum technical requirement	Tenderer Compliance	Brand	Remarks
1	Laptop Computers				

APPENDIX H

DELIVERY AND INSTALLATION PLAN AND METHODOLOGY

TO BE PROVIDED BY THE TENDERER(S)

APPENDIX I

PRICED BILL OF QUANTITIES

All prices shall be in Lebanese Pounds or US Dollars

The Tenderer is expected to provide quotes for each item with a detailed break-down, so that each element's unit cost and fully loaded cost can be identified. Each cost element that makes up the fully loaded cost must be separately listed.

For each item, the quantity (A) given in the "Priced Bill of Quantities" shall be multiplied by the item price (B) and the result entered in the "Total Price" column (C). In case of any discrepancy between an item price and a total price, the higher price will be used for evaluation. For any item for which an item price or total price is not shown, it will be assumed that the Tenderer is not proposing to supply that item.

The Tenderer shall complete the Bill of Quantities (BOQ), making no alterations to the form provided. The completed BOQ shall have no interlineations or erasures except those necessary to correct errors made by the Tenderer, in which case such corrections shall be initialed by the person(s) signing the proposal.

PRICED BILL OF QUANTITIES

Contact Info (contact name, phone, email, contact person):

Please fill in the table below with the requested information noting that prices shall be without VAT:

Item 2: Laptop Computers	Quantity*	Unit Cost (Lebanese Pounds or USD)	Total Cost (Lebanese Pounds or USD)
Cost	378		
Manufacturer			
Model Name			
Model Number			
Manufacturing Warranty			
Delivery time			
Offer Validity time			
Country of Origin			
Comments			

TOTAL OFFER FOR PRICED BILL OF QUANTITIES	
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* Quantity of each item may vary by +/- 10% at the time of signing the contract

** Tender prices shall be exempt from customs but contain VAT

APPENDIX J

BREAKDOWN OF Total Price per Unit

RFQ Currency: -----

Contact Info (contact name, phone, email, contact person):

Tenderer Name and Address:

Item	Unit Price (D)	Transportation / Delivery Cost to final destination (E)	Installation Cost (F)	Warranty Cost (G)	Other Costs (H)	Total price per unit (D) + (E) + (F) + (G) + (H) = Price	Remarks
1 Laptop computer							

APPENDIX K

REPRESENTATIONS AND CERTIFICATIONS OF COMPLIANCE

1. DUNS - Successful tenderers must provide or obtain a Dun and Brand street Data Universal Numbering System (DUNS) number prior to the award of a contract under this RFQ. Tenderers who do not already have a DUNS number are encouraged to apply now as the process can take several weeks. A DUNS number can be obtained free of charge, for more information contact Dun & Bradstreet or visit: <http://fedgov.dnb.com/webform/>
2. Federal Excluded Parties List - The successful Tenderer is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.
3. Executive Compensation Certification- FAR 52.204-10 requires AMIDEAST, 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)
4. 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.
5. 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.
6. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Tenderer(s) certifies that it currently is and will remain in compliance with FAR 52.203-11.
7. Organizational Conflict of Interest – The Tenderer shall certify that they will comply to FAR Part 9.5, Organizational Conflict of Interest. The Tenderer certifies that it is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Tenderer further certifies that if the Tenderer becomes aware of information bearing on whether a potential conflict may exist, that Tenderer shall immediately provide AMIDEAST with a disclosure statement describing this information.
8. Labor Laws – The Tenderer certify that it is in compliance with all applicable labor laws.
9. Federal Acquisition Regulation (FAR) – The Tenderer certify 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.
10. Employee Compliance – The Tenderer warrants that it will require all employees, entities and individuals providing services in connection with the performance of an AMIDEAST contract to comply with the provisions of the resulting contract and with all Federal, State, and local laws and regulations in connection with the work associated therein.

By submitting a bid, Tenderers 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.

APPENDIX L: COUNTRIES THAT MEET GEOGRAPHIC CODE 937

Following countries, in addition to U.S. and Lebanon, meet the source and nationality requirements under the geographic code 937. Code 937 means the United States, Lebanon, and developing countries other than advanced developing countries, but excluding any country that is a prohibited source.

Afghanistan Angola Armenia Bangladesh Belize Benin Bhutan Bolivia Burkina Faso Burundi Cambodia Cameroon Cape Verde Congo, Republic of Central African Republic Chad Comoros Congo, Democratic Republic of Cote D'Ivoire Djibouti Egypt, Arab Republic El Salvador Eritrea Ethiopia Fiji Gambia, The Georgia Ghana Guatemala Guyana Guinea Guinea-Bissau Haiti	Honduras Indonesia India Iraq Kenya Korea, Democratic Republic of Kiribati Kosovo Kyrgyzstan republic Lao PDR Lebanon Lesotho Liberia Madagascar Malawi Marshall Islands Mauritania Micronesia, Federal States Moldova Mongolia Morocco Mozambique Myanmar Nicaragua Nigeria Nepal Niger Pakistan Papua New Guinea Paraguay Philippines Rwanda Samoa	Sao Tome and Principe Senegal Solomon Islands Sri Lanka Sudan Swaziland Syrian Arab Republic Sierra Leone Somalia Tajikistan Tanzania Timor-Leste Tonga Turkmenistan Tuvalu Togo Ukraine Uganda Uzbekistan United States of America Vanuatu Vietnam West Bank and Gaza Yemen, Republic of Zambia Zimbabwe
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APPENDIX M
SOURCE/NATIONALITY STATEMENT FORM

We hereby confirm that all proposed items meet the source and nationality requirements per geographic code 937.

Authorized Signature:

Name and Title of Signatory:

Date:

Company Name:

Company Address:

ATTACHMENT 1 - DELIVERY LIST

A. List of Schools – Laptop Computers

No.	School CERD Number	School Code	School Name	Region
1	1526	BE010-1526	Amr Al Ansi Mixed Public Kindergarten	Beirut
2	45	BE007-45	Ras El Nabeh First for Girls Public School	
3	51	BE008-51	Al Manara Intermediate Public School for Girls	
4	35	BE006-35	Warda El Yazigi Mixed Public Kindergarten	
5	831	BK028-831	Bar Elias Secondary public school	Beqaa
6	1497	BK024-1497	Al Swairi Secondary Public School	
7	1517	BK031-1517	El Hariri Elementary public school	
8	1434	BK023-1434	El Rashidiyeh Mixed public school	
9	1358	BK021-1358	El Marj Secondary public school	
10	802	BK003-802	Al Maalaqa Intermediate Public School for Girls	
11	810	BK026-810	Taalbaya Secondary	
12	825	BK027-825	Kfarzabad Mixed Intermediate Public School	
13	834	BK029-834	Majdal Anjar Second Mixed Intermediate Public School	
14	840	BK030-840	Bawarej Mixed Intermediate Public School	
15	1031	BK016-1031	Eiha Intermediate Public School	
16	1019	BK014-1019	El Rfaid Intermediate Public School	
17	933	BK001-933	Jawdat Rostom Haidar Secondary School (Baalbeck Secondary Public School for girls)	
18	982	BK018-982	Hosh Al Harima Intermediate Public School	
19	1468	BK012-1468	Tarayah Secondary public school	
20	107	ML022-107	Al Hadath Mixed Intermediate Public School	
21	63	ML051-63	Bourj Hammoud First Intermediate Public School- p.m.	
22	101	ML053-101	Beit Meiri Secondary	
23	159	ML006-159	Shoueifat Al Oumara Mixed Public School	
24	143	ML055-143	Mazraat Yashouh Mixed Intermediate Public School	
25	74	ML017-74	Furn El Shebbak for Girls Secondary Public School	
26	1535	ML034-1535	Al Shiyah First Mixed Public School	
27	232	ML056-232	Mteyn Mixed Intermediate	
28	333	ML040-333	Chehim Third Public School- English section	
29	1393	ML029-1393	Tahouitat El Ghadir Second Mixed Elementary	
30	78	ML018-78	Ghubairi First Secondary Public School for Girls- a.m.	
31	126	ML024-126	Haret Hreik Second Mixed Public School	

No.	School CERD Number	School Code	School Name	Region	
32	232	ML056-232	Mteyn Mixed Intermediate		
33	152	ML005-152	Aramoun Secondary Public School		
34	1394	ML030-1394	Tehouitat El Ghadir Second Mixed Public School- p.m.		
35	93	ML052-93	Al Akhtal Assaghir Secondary Public School for Boys		
36	1397	ML016-1397	Al Amrousiyeh First Mixed Intermediate		
37	192	ML047-192	Alamat Mixed Intermediate Public School		
38	142	ML054-142	Antelias Secondary Public School		
39	173	ML046-173	Bshaleh Mixed Intermediate Public School		
40	62	ML050-62	Bourj Hammoud First Elementary Public School		
41	202	ML049-202	Hrajel Intermediate Public School		
42	272	ML010-272	Majdel Baana Mixed Intermediate Public School		
43	273	ML011-273	Magdal Baana Secondary Public School		
44	256	ML007-256	Aley First Mixed Intermediate Public School		
45	240	ML025-240	Ras El Metn Mixed Intermediate		
46	254	ML028-254	Salima Mixed Intermediate Public School		
47	1516	ML033-1516	Karnayel Secondary Public School - Ras El Metn Branch		
48	249	ML026-249	Al Qarya Mixed Intermediate Public School		
49	315	ML037-315	Ain Wazin Mixed Intermediate Public School		
50	292	ML035-292	Barja Intermediate Public School for Girls		
51	331	ML043-331	Majel Maoush Mixed Public School		
52	323	ML038-323	Khraibet El Shouf Mixed Intermediate		
53	330	ML039-330	Breij Mixed Intermediate Public School		
54	1488	NH053-1488	Nathalie Azar Public School for Girls		North Lebanon
55	470	NH037-470	Kfarhabou Mixed Public School		
56	1550	NH030-1550	El Awadah Public School		
57	648	NH019-648	Mashta Hasan Mixed public school		
58	663	NH024-663	El Hisha Secondary Public School		
59	1335	NH026-1335	Mrs. Bahiya El Hariri Public School		
60	500	NH003-500	El Kateen Mixed public school		
61	786	NH002-786	Tannourine Secondary Public School		
62	659	NH022-659	Kfartoun Mixed Public School		
63	1549	NH029-1549	Bani Sakher Elementary Public School		
64	593	NH016-593	Al Souwayseh Mixed Public School		
65	587	NH015-587	Ain El Zeit Mixed Public School		
66	661	NH023-661	Rajam Issa Mixed Public School		
67	1459	NH028-1459	El Amayer Public School		
68	453	NH035-453	Bhannine Mixed Public School		

No.	School CERD Number	School Code	School Name	Region
69	480	NH039-480	Karsita Mixed public school	
70	476	NH038-476	Beit Al Faks Public School	
71	489	NH040-489	Al Qamamine Mixed Public School	
72	1381	NH043-1381	Al Sfireh Public School	
73	374	NH045-374	Gebran Khalil Gebran For Girls	
74	409	NH049-409	El Tarbiya Al Haditha Public School For Girls	
75	409	NH049-409	El Tarbiya Al Haditha Public School For Girls	
76	1392	NH051-1392	Al Tabbaneh Intermediate Public School	
77	527	NH009-527	Hekr Al Hawshab Mixed Public School	
78	515	NH007-515	Tal Bireh Mixed public school	
79	644	NH018-644	Aydamoun Mixed Public School	
80	513	NH006-513	El Sheikh Ayyash public school	
81	561	NH013-561	Wadi Al Jamous Mixed public school	
82	754	NH032-754	Rasnhash Mixed Public School	
83	1096	SH038-1096	Kaakayyah El Sanaoubar Intermediate Public School	South Lebanon & Nabatieh
84	1372	SH009-1372	As Sayyed Muhsen Al Amin Secondary Public School/ Shaqra	
85	1058	SH033-1058	Haret Saida Public School	
86	1234	SH046-1234	As Shahid Hassan Qasir Intermediate Public School	
87	1431	SH054-1431	Al Shahabiya Secondary Public School	
88	1088	SH035-1088	Al Aaddousiyeh Intermediate Public School	
89	1256	SH049-1256	Shuhada Maaraka Elementary Oublic School	
90	1369	SH041-1369	Matariyat Al Shawmar Intermediate Public School	
91	1339	SH040-1339	Khraj Al Bisariya Intermediate Public School	
92	1103	SH039-1103	Al Zrariyeh Intermediate	
93	1093	SH037-1093	Al Saksakieh Intermediate Public School	
94	1092	SH036-1092	Al Loubya Elementary Public School	
95	1059	SH034-1059	Ain Delb Intermediate Public School	
96	1224	SH043-1224	Tyre Mixed Secondary Public School	
97	1499	SH042-1499	Doctor Nazih Al Bizri Secondary Public School	
98	1264	SH051-1264	Qana Secondary Public School	
99	1171	SH026-1171	Martyr Al Hajj Mahmoud Fakh Public School	
100	1173	SH027-1173	Sheikh Naim Mahdi Intermediate Public School	
101	1134	SH016-1134	Kfarfila Intermediate Public School	
102	1438	SH029-1438	Jarjough Mixed Public School	
103	1167	SH002-1167	Braikee Intermediate Public School	
104	1133	SH015-1133	Jbaa Secondary Public School	

ATTACHMENT 2 – Applying for a DUNS Number

Compliance with Federal Funding Accountability and Transparency Act (FFATA) Applying for a DUNS Number

Under US Government prime agreements over \$25,000, AMIDEAST is required to collect and enter information for all subawards (subcontracts, subgrants, subagreements) with an obligation transaction of \$25,000 or more into a centralized USG database on web.

Each subawardee must have an established DUNS Number (Data Universal Number System). Instructions for obtaining this number are below. Subawards will not be signed unless AMIDEAST has received all the required information.

DUNS (Data Universal Number System) Number

Created in 1962, the Data Universal Numbering System or D-U-N-S® Number, a unique nine-digit identification number has been assigned to over 100 million businesses worldwide, is assigned and maintained solely by Dun & Bradstreet. A DUNS Number remains with the company location to which it has been assigned even if it closes or goes out-of-business. The DUNS Number also provides basic data associated with an entity, including the business name, physical and mailing addresses, trade styles ("doing business as"), principal names, financial, payment experiences, industry classifications (SICs and NAICS), socio-economic status, government data and more. The DUNS Number also links members of corporate family trees worldwide. The DUNS Number is widely used by both commercial and federal entities and was adopted as the standard business identifier for federal electronic commerce in October 1994. The DUNS was also incorporated into the Federal Acquisition Regulation (FAR) in April 1998 as the Federal Government's contractor identification code for all procurement-related activities.

How to get a DUNS Number

Dun & Bradstreet (D&B) provides a DUNS Number, a unique nine digit identification number, for each physical location of your business. DUNS Number assignment is FREE for all businesses required to register with the US Federal government for contracts or grants.

Internet You may request your DUNS Number via the web at the prompt on the following page <http://fedgov.dnb.com/webform>. If a number does not exist for your business location, it can be created within 1 business day. For technical difficulties, contact govt@dnb.com

NOTE: All organizations outside of the US must request a DUNS Number online.

Phone Contact the D&B Government Customer Response Center U.S. and U.S Virgin Islands: 1-866-705-5711 Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1) Monday - Friday 7 AM to 8 PM C.S.T.

The process to request a DUNS Number by telephone takes between 5 and 10 minutes. **Hearing Impaired Customers Only** call 877-807-1679 (TTY Line)

You will need to provide the following information for your organization:

- Legal Name
- Tradestyle, Doing Business As (DBA), or other name by which your organization is commonly recognized
- Physical Address, City, State and Zip Code
- Mailing Address (if different than physical address)
- Telephone Number

- Contact Name
- SIC Code (Line of Business)*
- Number of Employees at your location
- Headquarters name and address (if there is a reporting relationship to a parent corporate entity)
- Is this a home-based business?

* If you are not sure what SIC Code is associated with your business, you can use the SIC Manual maintained by the Occupational Health and Safety Administration website: http://www.osha.gov/pls/imis/sic_manual.html. If you know your NAICS code and need to cross reference it to find your SIC Code, you can go to the NAICS website: <http://www.naics.com/search.htm>

D&B Contacts

CCR Assistance - Federal Service Desk US Phone:1-866-606-8220 International Phone:334-206-7828 www.ccr.gov
D&B govt@dnb.com

Grants Customer Support Center Email:support@grants.gov Telephone: 1-800-518-GRANTS (1-800-518-4726).
Hours of operation are Monday to Friday from 7:00 a.m. to 9:00 p.m. EDT (Eastern Standard Time).

D&B Privacy and Data Policies

D&B's privacy policy can be found at http://www.dnb.com/US/home/privacy_policy/index.html. Or you can request a copy from AMIDEAST