

AMERICAN SAMOA POWER AUTHORITY

OFFICE OF PROCUREMENT

REQUEST FOR QUOTES (RFQ)

PURCHASE AND DELIVERY OF OFFICE EQUIPMENT

February 8, 2010



RFQ NO. 2010PROC-1006

MICHAEL J KEYSER

Chief Executive Officer

REQUEST FOR QUOTES ("RFQ")

ISSUANCE DATE: February 8, 2010
RFQ No. 2010PROC-1006
CLOSING DATE/TIME: **March 9, 2010**; 2:00 pm -American Samoa Time

The American Samoa Power Authority (ASPA) issues a RFQ to award a purchase order for the purchase and delivery of office equipment for the administration staff that relocated from Satala.

Scope of Work:

ASPA invites qualified offerors to submit quotes for the purchase and delivery of office equipment. The complete description of required deliverables is listed in the **Scope of Work**, "SOW") which is incorporated herein as if fully set forth.

Documents:

Each offeror must relay the quote in writing no later than **2:00 p.m. local time on March 9, 2010**. Late submittals will not be opened or considered and will be determined as non-responsive. When submitting your quotation please reference all correspondence to RFQ No. 2010PROC-1006.

For more information about this RFQ, you may contact Ioana Uli, Procurement Manager @ (684) 699-3057, ioana@aspower.com or Falagā Tauilili, Procurement Specialist @ falaga@aspower.com.

The American Samoa Power Authority reserves the right to:

1. Reject all quotes and reissue a new or amended RFQ;
2. Request additional information from any offeror submitting a quote;
3. Select a firm for award based on other than "least cost" (e.g. capability to complete work in a timely fashion or proven technical capabilities);
4. Negotiate a contract with the firm selected for award; and/or
5. Waive any non-material violations of rules set up in this RFQ at its sole discretion.


Ioana S. Uli, Procurement Manager

02/08/2010
Date

GENERAL TERMS AND CONDITIONS

1 Solicitation

ASPA issues this RFQ in order to solicit quotations for the purchase and delivery of Office Equipment as listed in the scope of work.

2 Scope of Work (SOW)

- a. General. The selected offeror is responsible for, but not limited to the following:

Item#	Equipment	Qty
1	Cisco 24-port Switches Network	3
2	Dell Workstation DHCP server	1
3	Dell PowerEdge 2950 Server	1
4	APC Power Supply - SMART UPS 1500VA	2
5	External hard drive 500GB	1
6	HP 9000 Printer JetDirect/Ethernet	1
7	Laptops - Vista Business/Intel Duo/4GB Ram/500GB HDD	3
8	Desktops -Vista Business/Intel Duo/4 GB Ram/500GB HDD	8
9	HP LaserJet 2420	5
10	Tally 2280 Printer JetDirect/Ethernet	1
11	HP LaserJet 6310 All in one	6
12	HP Color Laser Jet 3700dn	1
13	Ithaca Receipt Printers (Customer Service)	2
14	Cash Drawers (Customer Service)	2
15	Monitors 17 inch	12

Desktop Computer Specifications:

Processors: Intel® Core™ 2 Duo E8400 with VT (3.0GHz, 6M, 1333MHz FSB)

Operating System: Genuine Windows® 7 Professional, with Media, 32-bit, English

Operating System

Memory: 2GB DDR2 Non-ECC SDRAM, 800MHz, (2 DIMM) Memory

Hard Drives: 60GB 3.5" SATA 3.0Gb/s and 8MB DataBurst Cache™ (or higher)

CD ROM/DVD ROM: 16x DVD+/-RW

Video Cards: Integrated Video, Intel® GMA 4500 Video Cards

Network: Gigabit NIC, 802.11a/b/g/n, Bluetooth

Laptop Computer Specifications:

Processors: Intel Core 2 Duo at 2.4 – 2.6 GHZ

Operating System: Genuine Windows 7 Professional or Business with media, 32 bit English

Memory: 3 GB

Screen: 17 inch/19 inch

Hard Drive: 120 GB SATA
CD rom/DVD rom: DVD 16x +/- RW
Video Cards: ATI Mobility Radeon HD 4330
Network: RJ-11 RJ-45 connectors, Intel Wifi Link 5600AGN
56Kbps Modem 10/100/1000 Mbps Network up to 300 Mbps

- i. This cargo must be covered by insurance for the loss, damage or destruction of any or all of the cargo from the ASPA vendor address to the final delivery at the ASPA Tafuna yard in Pago Pago; and
- ii. Quote must include freight charges
- iii. Any other costs for services that may not have been covered in this SOW shall also be included in the quotation.

3 Agreement & Payment Term

This is a one-time agreement for the purchase and delivery of the above listed items.

4 Invoice

Selected offeror must submit an invoice for payment. When submitting your quotation or invoice for payment, please reference all correspondence to RFQ NO. 2010PROC-1006.

5 Preparation Instructions

The quote must contain one (1) part. Offerors shall prepare all quotes in detail accordingly.

- a. **Quote Price:** Offeror must set forth the rate for each item including shipping and handling costs as stated on the attached Quote Form, which is incorporated herein as if fully set forth.

6 Qualification of Offerors

ASPA may make such investigations as it deems necessary to determine the ability of the offeror to perform the work, and the offeror shall furnish to ASPA such information and data for this purpose as ASPA may request, or the offeror may be deemed non-responsive.

7 Basis of Award

Quotes for the specified items will be evaluated by the Procurement Department and approved by the Chief Financial Officer (CFO). Submission of a quote shall constitute a waiver of any challenge or dispute of the review process as well as the choice of methodology set forth on the score sheets. The awards will be made ASAP in accordance with the evaluation criteria set forth herein.

**ATTACHMENT A
QUOTE FORM**

RFQ NO. 2010PROC-1006

OFFEROR: _____

DATE: _____, 2010

Gentlemen/Ladies:

The undersigned, (hereafter called a "Offeror") _____(Corporation, Partnership or Individual), hereby proposes and agrees to furnish all the necessary information in accordance with the Scope of Work, Notice to Offerors, and other procurement requirements specified in these documents for the prices stated in the itemized quote form(s) attached hereto, plus any and all sums to be added and/or deducted resulting from all extra and/or omitted work in accordance with the unit and/or lump sum prices stated in the itemized quote form attached hereto.

The undersigned has read and understands the quote requirements, and is familiar with and knowledgeable of the local conditions at the place where the work is to be performed. We have read the Invitation for Quote Instructions and General Terms and Conditions to ascertain that all requirements are submitted at the date and time of quote opening.

Quote:

Description:

Total (USD)

Item#	Equipment	Qty	Unit Price	Extended Price
1	Cisco 24-port Switches Network	3		
2	Dell Workstation DHCP server	1		
3	Dell PowerEdge 2950 Server	1		
4	APC Power Supply - SMART UPS 1500VA	2		
5	External hard drive 500GB	1		
6	HP 9000 Printer JetDirect/Ethernet	1		
7	Laptops - Vista Business/Intel Duo/4GB Ram/500GB HDD	3		
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14	Cash Drawers (Customer Service)	2		
15	Monitors 17 inch	12		
	TOTAL			

SHIPPING & HANDLING CHARGES (CIF PAGO)

Stevedoring/Customs Costs:

Insurance Costs:

TOTAL QUOTE:

OFFEROR:

By: _____ Date: _____

Name:

Title:

ATTACHMENT B
QUOTE TRANSMITTAL FORM

Date: _____

AMERICAN SAMOA POWER AUTHORITY

American Samoa Government

Gentlemen:

The undersigned (hereafter called an offeror), hereby proposes and agrees to furnish all the necessary information to

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in accordance with the General Terms and Conditions and other procurement requirements specified in this document for the prices stated in the itemized quote form(s) attached hereto, plus any and all sums to be added and/or deducted resulting from all extra and/or omitted work in accordance with the unit and/or lump sum prices stated in the itemized quote form attached hereto.

The undersigned has read and understands the quote requirements, and is familiar with and knowledgeable of the local conditions at the place where the work is to be performed. We have read the RFQ Instructions attached to ascertain that all of the requirements are submitted in the quote at the date and time for opening.

Signed

Date