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# USAID RULE OF LAW (ROL) PROJECT

**REQUEST FOR PROPOSAL (RFP) NO. ROLPS-2021-02**

**MAY 21, 2021**

USAID Rule of Law Project in Serbia  
Contract No.: AID - 169-C-17-00005

Implemented by:  
Development Professionals, Inc.

Project Address:  
Bulevar kralja Aleksandra 28  
11000 Belgrade, Serbia

The views expressed in this document do not necessarily reflect the views of the United States Agency for International Development (USAID) or the United States Government.

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# Rule of Law Project in Serbia

## Request for Proposal (RFP) No. ROLPS-2021-02

Dear Prospective Offeror:

Development Professionals, Inc. (DPI), the implementing partner for the United States Agency for International Development's Rule of Law Project in Serbia (the "Project"), is requesting proposals for work described in Paragraph 4 - Statement of Work of this RFP. You are hereby invited to submit a proposal.

It is anticipated that one firm fixed-price subcontract will be awarded based on this RFP, subject to the availability of funds. **Only (i) companies and businesses legally organized under the laws of the Republic of Serbia are eligible to participate in this RFP process. Please note that due to its legal status, the Project is not bound by Serbia's Law on Procurement during the tender process.** Questions on this RFP must be received by the issuing office no later than the date and time indicated in Synopsis Item 3 below. Proposals must be received by DPI no later than the closing date and time stated below in Synopsis Item 4. **Proposals with a fixed price exceeding \$85,000.00 (eighty-five thousand) USD will not be considered.**

All communications regarding this RFP should be directed by email to [procurement@rolps.org](mailto:procurement@rolps.org). The subject line for all communications should read **RFP ROLPS-2021-02**.

### 1. SYNOPSIS

1. Issuing Office:	Rule of Law Project in Serbia 28, Bulevar kralja Aleksandra 11000 Belgrade, Serbia Email : <a href="mailto:procurement@rolps.org">procurement@rolps.org</a>
2. Issue Date:	Friday, May 21, 2021
3. Deadline and Manner for Submitting/Responding Questions:	Questions regarding the RFP must be submitted in writing via e-mail to <a href="mailto:procurement@rolps.org">procurement@rolps.org</a> . The subject line should read <b>RFP ROLPS-2021-02</b> . Questions are due by <b><u>17:00 (Belgrade local time) on May 24, 2021</u></b> . After that deadline, responses to all questions received will be communicated by <b><u>17:00 (Belgrade local time) on May 27, 2021</u></b> . Responses to questions received will be communicated by e-mail to the bidder who sent them at the e-mail address from which the question was received, and will also be posted for all potential bidders on <a href="http://www.rolps.org">http://www.rolps.org</a> . All questions and responses to questions will be provided without identifying the bidder who submitted the question.
4. Deadline and Manner for Submitting Proposals:	Proposals should be submitted by email, to <a href="mailto:procurement@rolps.org">procurement@rolps.org</a> , Subject: RFP ROLPS-2021-02, Judiciary Hardware Equipment by <b><u>16:00 (Belgrade local time), on May 28, 2021</u></b> .

5. Anticipated Award Type:	DPI anticipates awarding one firm fixed-price subcontract pursuant to this RFP for the services described in Paragraph 4, Statement of Work, of this RFP. Issuance of this RFP, however, in no way obligates DPI to award any subcontracts. Offerors will not be reimbursed for any costs associated with preparing their bids.
6. Contract Period	DPI anticipates that the Contract Period for an award issued pursuant to this RFP will be for up to 90 days, however, the actual Contract Period may be shorter. The defect liability period (warranty period) shall be 36 months for desktop workstations and monitors. The defect liability period (warranty period) shall be 24 months for printers.
7. Basis for Award:	Awards, if any, will be made to the Offeror(s) providing the best value based on DPI's evaluation criteria (see below). All associated costs must be included in the Offeror(s) firm, fixed price, and must be reasonable and justifiable. <b>All amounts must be exclusive of VAT.</b>
8. General instructions	<ul style="list-style-type: none"> <li>• Responses are due by the deadline listed above. Late and/or incomplete offers will be rejected.</li> <li>• Questions must be submitted by email to <a href="mailto:procurement@rolps.org">procurement@rolps.org</a> no later than the date specified above. Questions will be answered in the manner, and by the date and time indicated in Synopsis Item 3.</li> <li>• Proposals must be submitted in by email, to <a href="mailto:procurement@rolps.org">procurement@rolps.org</a>, Subject: RFP ROLPS-2021-02, Judiciary Hardware Equipment. The technical proposal and cost proposal should be submitted as separate documents.</li> <li>• Offerors shall complete and submit all of the documentation identified in Attachment C: Proposal Checklist.</li> <li>• All documents and communications must be in English.</li> <li>• Offerors shall be aware of the general terms and conditions for an award resulting from this RFP.</li> <li>• Any selected Offeror must comply with all Representations and Certifications of Compliance listed in Attachment B.</li> </ul>
9. Geographic code	<ul style="list-style-type: none"> <li>• DPI may only procure goods and services from the following countries which fall under the authorized geographic code for the contract - Geographic Code 937: Goods and services from the United States, Serbia, and "Developing Countries" other than "Advanced Developing Countries", excluding prohibited countries.</li> <li>• By submitting a proposal in response to this RFP, Offerors 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.</li> </ul>

## **2. BACKGROUND**

The Rule of Law Project in Serbia (the “Project”) is a four-year rule of law initiative with a performance period from July 2017 to July 2021. The Project is designed to promote the strategic advancement of Serbia’s judicial reform process, increase judicial efficiency, promote access to justice through non-judicial services, and build capacity of institutions in the judiciary outside of the court system, such as the State Attorney’s Office (SAO).

The Project has two components. Under the first component, the Project will assess Serbia’s expiring National Judicial Reform Strategy and help develop a new one, as well as support initiatives within the Serbian judiciary to improve productivity, enhance mechanisms and systems for service of process, support the development of court assistants’ profession, and identify other focus areas that can strengthen ongoing reform initiatives within the judiciary and support their implementation.

Under the second component, the Project supports ongoing improvement of the system for enforcement of judgments, ensuring the timeliness and integrity of enforcement actions. It also supports the SAO in improving its processes, operations, and skills to improve performance and reduce the time and cost associated with cases involving the SAO.

## **3. PURPOSE**

The objective of this procurement is to procure hardware equipment for use in specified Serbian courts (Basic court in Nis and Third Basic Court in Belgrade), as specifically described in Paragraph 4 - Statement of Work.

## **4. STATEMENT OF WORK**

The Offeror’s proposal shall address the Technical specification in Annex 1: Statement of Work, which is attached to this RFP.

## **5. INSTRUCTIONS TO OFFERORS**

1. DPI anticipates awarding one Firm Fixed-Price Subcontract under this RFP but reserves the right to make multiple or no awards.
2. If the Offeror does not follow the instructions set forth in this RFP, the Offeror’s proposal may be eliminated from further consideration or may be downgraded and not receive full or partial credit under the applicable evaluation criteria. If an Offeror does not understand the instructions in this RFP, then questions must be submitted by the due date for questions indicated in Paragraph 1 - SYNOPSIS.
3. Proposals must be submitted in two separate documents: (1) the technical proposal and (2) the cost proposal.
4. The technical proposal should demonstrate that the offered specifications are responsive to the Tender specification requirements identifying model and manufacturer of each individual item in their Technical Offer providing necessary documentation (catalogues, brochures, manuals and/or booklets etc.) with detailed technical specifications of equipment being offered thus enabling the Contracting Authority to verify the information provided in the offer. The technical proposal must be written in English, using Times New Roman Font 11, or a similar size typeset, with margins not less than 2 cm on all sides, and number each page consecutively.

5. The cost proposal, in dollars, must identify the total firm fixed-price for which the Offeror will complete all required work including procurement, delivery and warranty of the procured hardware equipment for the Serbian judiciary. **All amounts listed must be exclusive of VAT.**
6. DPI will not pay for proposal preparation costs.
7. Only email proposal submissions will be accepted in response to the RFP.

## **6. ELIGIBILITY**

Only Offeror's meeting the following eligibility requirements may submit a proposal in response to this RFP.

### **A. Registration, Taxes, Standing**

- i. The Offeror, a legal entity, is registered with the competent authority, or registered in the appropriate state register, in Serbia.
- ii. The Offeror has settled all due taxes, contributions, and other public duties in accordance with appropriate regulations of the State where it is headquartered.

A **legal entity** shall demonstrate compliance with the foregoing conditions by submitting the following evidence as an Appendix to its bid:

- (a) Statement from the Serbian Business Registers Agency, or statement from the competent Commercial court.
- (b) Statement of the Tax Administration of the Ministry of Finance that the Offeror has settled due taxes and contributions.

The Offeror is not required to provide evidence which is publicly available on the Internet the site of the competent authority, but it is obliged to refer to the Internet page. Evidence of the fulfilment of conditions can be submitted in uncertified copies, although DPI may require the Offeror to provide original or authenticated copies of all evidence prior to any award. All documents submitted under this provision must be dated no more than 60 days prior to the date of submission to DPI.

### **B. Business Capacity**

- a) The Offeror must have provided at least two supply contracts in the past three years (May 2018 to May 2021) with similar goods, exceed twice (2X) the RFP budget price. As proof, the Offeror must submit copies of certificates of acceptance issued, or letters of satisfaction, from the related client(s).
- b) The Offeror has the original manufacturer's authorization for the equipment and is authorized by the manufacturer to sell in the territory of the Republic of Serbia. Authorization must be issued from the manufacturer, or representative manufacturer offices competent for territory of the Republic of Serbia.

## **7. AWARD CRITERIA**

1. DPI may award the RFP without discussion with Offerors. Offerors are encouraged therefore to submit their best offer in the original submission.
2. DPI intends to award one subcontract to a responsible Offeror whose proposal represents the best value to DPI. "Best Value" is defined as the offer that complies with all specifications and requirements of this RFP, and results in lowest price for DPI.

## Attachment A: Proposal Cover Letter (On Company Letterhead)

<Insert date>

Rule of Law Project in Serbia  
28, Bulevar kralja Aleksandra  
11000 Belgrade, Serbia

Ladies and Gentlemen:

We, the undersigned, provide the attached proposal in response to **RFP No. ROLPS-2021-02** in accordance with your Request for Proposals dated May 21, 2021. Our attached proposal is for the total firm fixed price of <Sum in Words (USD 0.00 Sum in Figures) > exclusive of VAT.

We certify a validity period of **90 days** for the price above. Our proposal shall be binding upon us subject to the modifications resulting from any discussions.

We understand that DPI is not bound to accept any proposal it receives in response to the above-referenced RFP or to make any award of a subcontract.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm/Individual:

Address:

Telephone:

Email for all communication under this RFP:

Company Seal/Stamp:

## Attachment B: Representations and Certifications of Compliance

1. Dun and Bradstreet and System for Award Management: Offerors and subOfferors must have a Dun and Bradstreet number and be registered on the System for Award Management (see [www.sam.gov](http://www.sam.gov)) prior to any award. If your company is not registered then we suggest you begin this process as soon as possible as it takes time. A screen shot for each entity (e.g. Prime and subOfferor) showing active registration on SAM.GOV will be required prior to any award.
2. US Federal Excluded Parties List - The Bidder Selected is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency. Proof that all entities prime and subOfferors are not debarred, suspended, or determined ineligible for an award of a contract by any Federal agency can be found on [www.SAM.GOV](http://www.SAM.GOV) **A screen shot for each entity is (e.g. Prime and subOfferor) from SAM.GOV showing that your firm and others are not on the excluded parties list should be included with your proposal.**
3. Executive Compensation Certification- FAR 52.204-10 requires DPI, as prime Offeror of U.S. federal government contracts, to report compensation levels of the five most highly compensated subOfferor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS).
4. Executive Order on Terrorism Financing- The Offeror is reminded that U.S. Executive Orders and U.S. law prohibit transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Offeror/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 (see <https://sanctionssearch.ofac.treas.gov>) or the United Nations Security Designation List (online at: [http://www.un.org/sc/committees/1267/aq\\_sanctions\\_list.shtml](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. **A screen shot for each entity is (e.g. Prime and subOfferor) from sanctionssearch.ofac.treas.gov showing that your firm and others are not on the OFAC list should be included with your proposal.**
5. Trafficking of Persons – The Offeror 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, or use forced labor during the period of this award. Prime Offerors will provide their policy on Trafficking in Persons and sign a certification upon award of the subcontract.
6. 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.
7. Organizational Conflict of Interest – The Bidder certifies that it will comply with 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 DPI with a disclosure statement describing this information.
8. Business Size and Classification(s) – The Bidder certifies that it has accurately and completely identified its business size and classification(s) herein in accordance with the definitions and requirements set forth in FAR Part 19, Small Business Programs.
9. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.

- 10. 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.
- 11. Labor Laws** – The Bidder certifies that it is in compliance with all labor laws.
- 12. 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.
- 13. Employee Compliance** – The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of a DPI 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.

## Attachment C: PROPOSAL CHECKLIST

This checklist confirms the items that must be included in the proposal

*(Please check all that apply and include this page with your submission of the proposal)*

### Request for Proposal –

**Offeror:** \_\_\_\_\_

**Does your proposal include the following?**

- Cover Letter, completed & signed (*use template in Attachment A*)
- Proposal Checklist (*use this template, Attachment C*)
- Cost proposal (see RFP Paragraph 5 - Instructions to Offerors)
- Technical proposal (see RFP Paragraph 5 - Instructions to Offerors)
- All Bidder Eligibility Documents listed for submission with the Proposal (see RFP Paragraph 6 – Eligibility)
- All Representations and Certifications of Compliance listed for submission with the Proposal in Attachment B

## Annex 1: Statement of Work

### Introduction

In July 2017, USAID awarded the four-year Rule of Law (ROL) Project in Serbia to Development Professionals, Inc. The objectives of the ROL Project are to promote the strategic advancement of Serbia's judicial reform process, increase judicial efficiency, promote access to justice through non-judicial services (public enforcement officers, PEOs), and build capacity of institutions in the judiciary outside of the court system (State Attorney's Office – SAO).

### Subject of the Procurement

The objective of this procurement is to procure hardware equipment for use in specified Serbian courts (Basic court in Nis and Third Basic Court in Belgrade) in the order to improve utilization of E-justice tools in the area of service of process.

The procured hardware equipment will be used primarily for every-day work and a common set of activities related to the usage of the AVP software solution existing in the Serbian judiciary, primarily the automated printing of delivery and receipt notes for court process service - standardized set of activities related to the service of processes in the Serbian Judiciary.

The technical specifications required for the hardware equipment are outlined below under **Tender Specifications**. The Tender Specifications are the minimum requirements. Equipment must be brand name and new.

### Tender Specifications

DPI is seeking to purchase the following hardware equipment:

Nr.	Item name – goods (Technical specification and quality description)	Unit of issue	Quantity
1.	<p><b><i>PRINTER - <u>Warranty must be at least two years</u></i></b></p> <p><b>Specification:</b></p> <p>Print technology: Laser            Processor speed:1200 MHz            Memory:256MB DRAM; 256MB Flash            Print quality black (normal) (4800 x 600 dpi), Print quality black (best) (4800 x 600 dpi), Print resolution black (fine lines) (1200 x 1200 dpi)            Print speed black (normal, letter): Up to 40 ppm, Print speed black (normal, A4): Up to 38 ppm, Print speed duplex (A4): Up to 31 ipm, Print speed black (Landscape, A5): Up to 63 ppm, Print speed black (Portrait, A5): Up to 14 ppm, Print speed duplex (letter): Up to 33 ipm.            Duty cycle (monthly, letter): Up to 80,000 pages            Duty cycle (monthly, A4): Up to 80,000 pages            First page out black (letter, ready): As fast as 6.1 sec            First page out black (A4, ready): As fast as 6.3 sec            First page out black (letter, sleep); As fast as 8.6 sec</p>	<b>pcs</b>	<b>10</b>

<p>Duplex printing Automatic (default) Display 2-line backlit LCD graphic display Display area (metric) 4.55 x 1.35 cm Connectivity, standard: 1 Hi-Speed USB 2.0; 1 host USB at rear side; Gigabit Ethernet 10/100/1000BASE-T network; 802.11b/g/n / 2.4 / 5 GHZ Wi-Fi radio, Mobile printing capability: Apple Air Print™; Google Cloud Print™; HP ePrint; HP Smart App; Mobile Apps; Mopria™ Certified; ROAM capable for easy printing; Wi-Fi® Direct printing Media sizes supported Tray 1, Tray 2: A4; A5; A6; B5 (JIS); B6 (JIS); 16K (195 x 270 mm, 184 x 260 mm, 197 x 273 mm); 10 x 15 cm; Oficio (216 x 340 mm); postcards (JIS single, JIS double); envelopes (DL, C5, B5); Optional Tray 3: A4; A5; A6; B5 (JIS); B6 (JIS); 16K (195 x 270 mm, 184 x 260 mm, 197 x 273 mm); 10 x 15 cm; Oficio (216 x 340 mm); postcards (JIS single, JIS double); Automatic duplexer: A4; B5; 16K (195 x 270 mm, 184 x 260 mm; 197 x 273 mm); Oficio (216 x 340 mm) Media types Paper (plain, EcoFFICIENT, light, heavy, bond, coloured, letterhead, pre-printed, prepunched, recycled, rough); envelopes; labels Compatible Operating Systems Windows Client OS (32/64 bit), Win10, Win8.1, Win 8 Basic, Win8 Pro, Win8 Enterprise, Win8 Enterprise N, Win7 Starter Edition SP1, UPD Win7 Ultimate, Mobile OS, iOS, Android, Mac, Apple® macOS Sierra v10.12, Apple® macOS High Sierra v10.13, Apple® macOS Mojave v10.14, Discrete PCL6 Printer</p>		
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Nr.	Item name – goods (Technical specification and quality description)	Unit of issue	Quantity
2.	<p><b><i>DESKTOP WORSTATION - <u>Warranty must be at least three years</u></i></b></p> <p><b>Specification:</b></p> <p>Form factor: Small form factor Processor: Intel® Core™ i3 processor (i3-10100) or equivalent Chipset: Intel® B460 or equivalent Memory: 8 GB DDR4-2666 SDRAM 2 DIMM Internal storage: 256 GB PCIe® NVMe™ SSD Optical drive: Slim DVD Writer Graphic card: integrated on board or processor Expansion slots: 1 PCIe x1; 1 PCIe x16; 2 M.2; One 3-in-1 SD card reader Ports and Connectors: 1 3-in-1 SD card reader; 1 headphone/microphone combo; 8 x USB port, min 4x USB 3.2, min 4x USB 2.0; 1 HDMI; 1 RJ-</p>	pcs	100

	45(Gigabit); 1 display port; 1 x universal audio, 1 x Line-Out, 1 x Kensington lock slot Energy star, EPEAT registered, TPM 2.0 Operating system: Win 10 64Bit Pro		
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Nr.	Item name – goods (Technical specification and quality description)	Unit of issue	Quantity
3.	<p><b><i>MONITORS - <u>Warranty must be at least three years</u></i></b></p> <p><b>Specification:</b></p> Display type TN, anti-glare; Display size (diagonal) min 21.5 max 22"; Viewing angle 160°/170°; Brightness 250 cd/m <sup>2</sup> ; Contrast ratio 1000:1 static, Aspect ratio 16:9; Native resolution FHD (1920 x 1080 @ 60 Hz); Input signal 1 DisplayPort™ 1.2 (with HDCP support); 1 VGA; Energy Star, EPEAT Gold, TCO; Tilt (-5° do 21°), security lock slot; max. 13W (Typ.), 18W (Max), 14W (ENERGY STAR®), 0.5W (stand by)	pcs	100

**Important note: Procured equipment must be brand name and new. Desktop workstations and monitors must be from the same manufacturer.**

Nr.	Item name – goods (Technical specification and quality description)	Unit of issue	Quantity
4.	<p><b><i>BLACK CARTRIDGE</i></b></p> <p><b>Specification:</b></p> Color(s) of printing supplies: Black; Print technology: Laser; Page yield (black and white): 3,000 pages; Operating temperature range: 50 to 90.5°F; Storage temperature range: -4 to 104°F; Operating Humidity Range: 20 to 80% RH. Storage humidity 10 to 90% RH.	pcs	20

## Delivery and Support

Offerors shall include the **cost of delivery** of hardware equipment to Third Basic Court in Belgrade (16 Boulevard Mihajla Pupina street, 11000 Belgrade) and Basic court in Nis (23 Vozda Karadjordja street, 21000 Nis).

Offerors must certify that they will be able to complete procurement and delivery of equipment **within 90 days of the signing of a contract with DPI.**