

Request for Quotations (RFQ)

RFQ Number: **PSM-OPS-649**

Issuance Date: **06/29/2018**

Deadline for Offers: **07/10/2018**

Description: Maintenance of five (5) AC Center Units

For: Global Health Supply Chain Program (GHSC) – Procurement and Supply Management (PSM)

Funded By: United States Agency for International Development (USAID),
Contract No. AID-OAA-I-15-00004; Task Order No. AID-OAA-TO-15-00007,
AID-OAA-TO-15-00010

Implemented By: Chemonics Foundation Haiti

Point of Contact: PSMHaiticontract@ghsc-psm.org Airport Industrial Parc Fleuriot Warehouse
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***** ETHICAL AND BUSINESS CONDUCT REQUIREMENTS *****

Chemonics is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit. Chemonics expects suppliers to comply with our Standards of Business Conduct, available at <http://www.chemonics.com/OurStory/OurMissionAndValues/Standards-of-Business-Conduct/Pages/default.aspx>.

Chemonics does not tolerate fraud, collusion among offerors, falsified proposals/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported to both USAID and the Office of the Inspector General.

Employees and agents of Chemonics are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business. Employees and agents engaging in this conduct are subject to termination and will be reported to USAID and the Office of the Inspector General. In addition, Chemonics will inform USAID and the Office of the Inspector General of any supplier offers of money, fee, commission, credit, gift, gratuity, object of value, or compensation to obtain business.

Offerors responding to this RFQ must include the following as part of the proposal submission:

- Disclose any close, familial, or financial relationships with Chemonics or project staff. For example, if an offeror's cousin is employed by the project, the offeror must state this.
- Disclose any family or financial relationship with other offerors submitting proposals. For example, if the offeror's father owns a company that is submitting another proposal, the offeror must state this.
- Certify that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- Certify that all information in the proposal and all supporting documentation are authentic and accurate.
- Certify understanding and agreement to Chemonics' prohibitions against fraud, bribery and kickbacks.

Please contact **Florence Duperval Guillaume** with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to Chemonics' Washington office through the contact information listed on the website found at the hyperlink above.

Section 1: Instructions to Offerors

Introduction:

1. The purpose of the Global Health Supply Chain - Procurement and Supply Management (GHSC-PSM) single award IDIQ contract is to ensure uninterrupted supplies of health commodities to prevent suffering, save lives, and create a brighter future for families around the world. The IDIQ has three task orders that directly support the President's Emergency Plan for AIDS Relief (PEPFAR), the President's Malaria Initiative (PMI), and USAID's population and reproductive health program. We are providing health commodity procurement services and systems strengthening technical assistance that encompass all elements of a comprehensive supply chain. As part of project activities, the GHSC-PSM requires the maintenance services for five (5) AC Center Unit that feed the PSM warehouse in power energy. The purpose of this RFQ is to solicit quotations for this service.

Offerors are responsible for ensuring that their offers are received by Chemonics in accordance with the instructions, terms, and conditions described in this RFQ. Failure to adhere to the instructions described in this RFQ may lead to disqualification of an offer from consideration.

2. **Offer Deadline and Protocol:** Offers must be received no later than **4:00 PM** local Eastern time on **July 10, 2018** by email or by hard copy delivery to the GHSC-PSM office. Any emailed offers must be emailed to PSMHaiticontract@ghsc-psm.org . Any hard copy deliveries must be stamped and signed by the offeror's authorized representative and delivered to the GHSC-PSM Office located at **Airport Industrial Parc Fleuriot Warehouse # 119**.

Please reference the RFQ number in any response to this RFQ. Offers received after the specified time and date will be considered late and will be considered only at the discretion of Chemonics.

3. **Questions:** Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 4:00 pm local Eastern time on **July 04, 2018** by email to PSMHaiticontract@ghsc-psm.org . Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that Chemonics believes may be of interest to other offerors will be circulated to all RFQ recipients who have indicated an interest in bidding.

Only the written answers issued by Chemonics will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of Chemonics or any other entity should not be considered as an official response to any questions regarding this RFQ.

4. **Specifications:** N/A

Please note that, unless otherwise indicated, stated brand names or models are for illustrative description only. An equivalent substitute, as determined by the specifications, is acceptable.

5. **Quotations:** Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including delivery and all other costs. Pricing may be presented in **USD**. Offers must remain valid for not less than **thirty (30) calendar days** after the offer deadline. Offerors are requested to provide quotations on their official quotation format or letterhead; in the event this is not possible, offerors may complete the table in Section 3.

In addition, offerors responding to this RFQ are requested to submit the followings:

- A copy of their official registration or business license
- A list of Three (3) references of past or recent similar clients

6. **Delivery:** The delivery location for the items described in this RFQ is **Airport Industrial Park Fleuriot Warehouse # 119**. As part of its response to this RFQ, each offeror is expected to provide an estimate (in calendar days) of the delivery timeframe (after receipt of order). The delivery estimate presented in an offer in response to this RFQ must be upheld in the performance of any resulting contract.

7. **Source/Nationality/Manufacture:** All goods and services offered in response to this RFQ or supplied under any resulting award must meet **USAID Geographic Code 937** in accordance with the United States Code of Federal Regulations (CFR), [22 CFR §228](#). The cooperating country for this RFQ is Haiti.

Offerors may **not** offer or supply any commodities or services that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: **Burma (Myanmar), Cuba, Iran, North Korea, Sudan, Syria.**

8. **Warranty:** N/A

9. **Free and Exempt: The** USAID funded project under which this procurement is financed does not permit the financing of any taxes, TCA, tariffs, duties, or other levies imposed by any laws in effect in the Cooperating Country, and in accordance with the bilateral agreement between the Government of the United States and the Government of Haiti, Chemonics will submit the subsequent subcontract for exemption by the Cooperating Country government. Therefore, Offerors are requested to submit quotations with any taxes, TCA, tariffs, duties, or other levies imposed by the laws in effect in the Cooperating Country(ies) clearly identified separately from the offered price.

Any resultant subcontract shall be priced as free and exempt from any taxes, TCA, tariffs, duties, or other levies imposed by the laws in effect in the Cooperating Country(ies). The Subcontractor shall not charge any host country taxes, TCA, tariffs, duties, levies, etc. from which this USAID program is exempt. In the event that any exempt charges are paid by the Subcontractor, they will not be reimbursed to the Subcontractor by Chemonics unless approved in advance in writing by Chemonics. The Subcontractor shall immediately notify Chemonics if any such exempt taxes are assessed against the Subcontractor or its subcontractors/Subcontractors at any tier.

The Subcontractor is responsible for payment of all applicable taxes, as prescribed under the applicable laws, associated with wages/salaries/compensation for services rendered by individuals employed by the Subcontractor and who are directed to work as required under this Subcontract. The Subcontractor is liable for payment of all applicable taxes associated with revenues (profit), and other such taxes, fees, or dues for which the Subcontractor is normally responsible as a result of operating its business.

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

11. **Evaluation and Award:** The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements and (lowest-priced, technically-acceptable

approach): 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. Chemonics reserves the right to waive immaterial deficiencies at its discretion.

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

- Chemonics may conduct negotiations with and/or request clarifications from any offeror prior to award.
- While preference will be given to offerors who can address the full technical requirements of this RFQ, Chemonics may issue a partial award or split the award among various suppliers, if in the best interest of the GHSC-PSM Project.
- Chemonics may cancel this RFQ at any time.

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

12. **Terms and Conditions:** This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Chemonics, the GHSC-PSM Project, or USAID to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer.

This solicitation is subject to Chemonics’ standard terms and conditions. Any resultant award will be governed by these terms and conditions; a copy of the full terms and conditions is available upon request. Please note the following terms and conditions will apply:

- (a) Chemonics’ standard payment terms are net 30 days after receipt and acceptance of any commodities or deliverables. Payment will only be issued to the entity submitting the offer in response to this RFQ and identified in the resulting award; payment will not be issued to a third party.
- (b) Any award resulting from this RFQ will be firm fixed price, in the form of a purchase order or a fixed price service agreement.
- (c) No commodities or services may be supplied that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Burma (Myanmar), Cuba, Iran, North Korea, Sudan, Syria.
- (d) Any international air or ocean transportation or shipping carried out under any award resulting from this RFQ must take place on U.S.-flag carriers/vessels.
- (e) United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The supplier under any award resulting from this RFQ must ensure compliance with these laws.
- (f) The title to any goods supplied under any award resulting from this RFQ shall pass to Chemonics following delivery and acceptance of the goods by Chemonics. Risk of loss, injury, or destruction of the goods shall be borne by the offeror until title passes to Chemonics.

Section 2: Offer Checklist

To assist offerors in preparation of proposals, the following checklist summarizes the documentation to include an offer in response to this RFQ:

- Cover letter, signed by an authorized representative of the offeror (see Section 4 for template)
- Official quotation, including the materials that will be used for the maintenance (see Section 3 for example format)
- Copy of offeror’s registration or business license (see Section 1.5 for more details)
- CV of the technical manager that shows education and experience to execute the tasks;
- A list of 5 current or past clients for the similar service.

Section 3: Specifications and Technical Requirements

The table below contains the technical requirements of the commodities/services. Offerors are requested to provide quotations containing the information below on official letterhead or official quotation format. In the event this is not possible, offerors may complete this Section 3 and submit a signed/stamped version to Chemonics.

Maintenance of five (5) AC CENTER UNIT located at the Industrial Park of Fleuriot.

Line Item	Description and Specifications	Qty	Unit Price HTG
1	AC Center Unit services cost (Cost of materials for the services)		
2	Service fee for the company		
3			
4			
Subtotal:			
Delivery Costs:			
Other Costs (Describe: _____):			
GRAND TOTAL HTG:			

TERMS OF REFERENCE

See Annex 1

Section 4: 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 offeror:

To: [enter project name]
 [enter address of field office]

Reference: RFQ No. [enter RFQ #]

To Whom It May Concern:

We, the undersigned, hereby provide the attached offer to perform all work required to complete the activities and requirements as described in 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 commodities 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:

- We have no close, familial, or financial relationships with any Chemonics or GHSC-PSM project staff members;
- We have no close, familial, or financial relationships with any other offerors submitting proposals in response to the above-referenced RFQ; and
- The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- All information in our proposal and all supporting documentation is authentic and accurate.
- We understand and agree to Chemonics’ prohibitions against fraud, bribery, and kickbacks.

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

Authorized Signature: _____

Name and Title of Signatory: _____

Date: _____

Company Name: _____

Company Address: _____

Company Telephone and Website: _____

Company Registration or Taxpayer ID Number: _____

Company DUNS Number: _____

Does the company have an active bank account (Yes/No)? _____

Official name associated with bank account (for payment): _____

ANNEXE1

PREVENTIVE MAINTENANCE

Scope of Work

Introduction:

The purpose of the Global Health Supply Chain - Procurement and Supply Management (GHSC-PSM) single award IDIQ contract is to ensure uninterrupted supplies of health commodities to prevent suffering, save lives, and create a brighter future for families around the world. The IDIQ has three task orders that directly support the President's Emergency Plan for AIDS Relief (PEPFAR), the President's Malaria Initiative (PMI), and USAID's population and reproductive health program. We are providing health commodity procurement services and systems strengthening technical assistance that encompass all elements of a comprehensive supply chain. As part of project activities, the GHSC-PSM requires the maintenance services of the central Air Conditioning that feeds the PSM warehouse in in Air Conditioning. The purpose of this RFQ is to solicit quotations for this service.

The air conditioning systems at PSM Haiti are of the split type and are widely used over the US and the Caribbean because of their reliability and ruggedness. This type of system consists of an indoor air handling unit or evaporator and an outdoor condensing unit.

1.Expeditious Service

The contractors engaged must be certified and have at least 5 years of experience working with refrigerant-based systems.

2.Refrigerant Handling

The AC Center Unit equipment must be replaced, the refrigerant must be reclaimed with special equipment. The refrigerant must be taken to a specialized facility to be recycled. The refrigerant and oil must be tested for acid or metal debris content. In the event metal debris is found in the system, a thorough flushing of the system is necessary otherwise other components in the system will be damaged.

The refrigerant and oil must be sampled on a regular basis, it is recommended that this task be performed on a monthly basis until a better time period may be determined based on the findings.

3.Coil Cleaning

Indoor units and condensing unit coils must be cleaned periodically and the fins combed straight. Any debris found shall be removed carefully ensuring that the fins aren't damaged.

4.Refrigerant Piping, Insulation and Pipe Supports

Observe the refrigerant piping on a regular basis, to make sure it is not in contact with the concrete pads or debris. Check the pipe insulation to make sure it is sealed all around the piping and through the pipe supports. Check the pipe supports and make sure they are securely fastened to the walls or floor.

5. Condensation Drain Piping and Pans

Provide the labor to clean the condensation drain pans and the drain P- traps on a bi-weekly basis.

6. Wall Penetrations

Provide fire rated compound in the gaps between piping, conduits and the wall sleeves to reduce the amount of air and water infiltration. Check to make sure the gaps are sealed on a monthly basis.

7. Fan belts, Shafts and Filters

Inspect the fan belts, shafts and filters in the air handling units on a monthly basis. Replace filters as needed and keep a record of the replacements.

8. Air Curtains

Inspect and test the air curtains on a monthly basis. Make sure the plastic strips are in good condition and replace as necessary.

9. Vibration Isolators and Equipment Supports

Check the vibration isolators (when they get installed) for cracks or sagging and make sure the attachment bolts are tight. Check equipment supports (when they get installed) for cracks or signs of stress.

10. Thermostats

Check thermostats for operation and calibration monthly.

11. Cold Storage Seals

Inspect the Cold Storage Compartment door seals and the interface of the compartment walls and concrete floor on a weekly basis. Replace the door seals as necessary.

12. Alarm and Monitoring Devices (TEMPERATURE MAPPING AND MONITORING ASSESSMENT)

Test alarm and monitoring devices such as relative humidity sensors and data loggers on a bi-monthly basis. Implement a monitoring system to control the temperature for each AC CENTER UNIT on real time by the computer thermometer (data logger). The company must install an alarm announcing an eventual problem.

13. Spare Equipment

Provide tandem compressor assemblies in 20-ton and 25-ton capacities as spares.

14. Basic Training for the staff member

The company should give a basic training to one staff member at GHSC-PSM who will be able to step in when a minimal issue comes up. The PSM staff call the company and explain the warning listed. After, he can step in to resolve the problem by phone.

15. Management and electronic monitoring

The company must propose to Chemonics, within a period of no more than three months, a reliable electronic monitoring and monitoring system by SMS (smartphone) or Online (email) which indicates the possible error or a system failure in temperature variations (negative or positive) of each

16. Monthly report

The contractor firm will make sure to give a monthly report of the AC Center Unit system quality. This report explains the actions and follow-up recommendations. This report will be analyzed by the operations services that must give his approval for each completed intervention.