



## Blanket Purchase Agreement (BPA) Request for Quotations (RFQ) for Services

RFQ Number: PSM-OPS-1419

Issuance Date: March 9, 2020

Deadline for Offers: March 20, 2020

Description: Delivery Fuel (diesel) for powering the generators in the warehouse.

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

Funded By: United States Agency for International Development (USAID),  
Contract No. AID-OAA-I-15-00004; Task Order 1 No. AID-OAA-TO- 15-00007;  
PRH Task Order 3 No. AID-OAA-TO-15-00010; and MCH Task Order 4 No. AID-OAA-  
TO-16- 00018

Implemented By: **Chemonics Foundation Haiti.**

Point of Contact: PSMHaiticontract@ghsc-psm.org Airport Industrial Parc Fleuriot  
Warehouse # 118

### \*\*\*\*\* ETHICAL AND BUSINESS CONDUCT REQUIREMENTS \*\*\*\*\*

Chemonics is committed to integrity in procurement, and only selects Vendors based on objective business criteria such as price and technical merit. Chemonics expects Vendors to comply with our Standards of Business Conduct, available at <https://www.chemonics.com/our-approach/standards-business-conduct/>.

Chemonics does not tolerate fraud, collusion among offerors, falsified proposals/bids, bribery, or kickbacks. Any company 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 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 Vendor 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**

1. **Introduction:** The Global Health Supply Chain - Procurement and Supply Management (GHSC-PSM) Project is a USAID program implemented by Chemonics Foundation Haiti in Haiti. The goal of the Global Health Supply Chain - Procurement and Supply Management (GHSC-PSM) is to ensure uninterrupted supplies of health commodities to prevent suffering, save lives, and create a brighter future for families around the world. In support of the President's Emergency Plan for AIDS Relief (PEPFAR) and USAID's population and reproductive health maternal and health programs, 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 Global Health Supply Chain - Procurement and Supply Management (GHSC-PSM) requires the purchase and delivery of Fuel (diesel) for powering the generators of the project's warehouse.

The purpose of this RFQ is to solicit quotations from eligible Vendors for regular purchases and delivery of approximately 6,000 gallons of fuel (diesel) per month to power the generators in the warehouse. Ad-hoc purchases of fuel may also be needed. As a result of this RFQ, the Global Health Supply Chain - Procurement and Supply Management (GHSC-PSM) Project anticipates issuing a blanket purchase agreement (BPA)—or possibly multiple BPAs—to establish specific pricing levels and parameters for ordering these services. This will allow the Global Health Supply Chain - Procurement and Supply Management (GHSC-PSM) Project to issue specific purchase orders, on an as-needed basis, for the procurement of these services over the next 24 months. The Vendor shall furnish the services described in any purchase orders issued by Chemonics under this BPA. Chemonics is only obligated to pay for services ordered through purchase orders issued under this BPA and delivered by the vendor in accordance with the terms/conditions of this BPA.

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 with instructions described in this RFQ may lead to disqualification of an offer from consideration.

**Offer Deadline and Protocol:** Offers must be received no later than **4:00 PM** local Eastern time on **March 20, 2020 by email**. Any emailed offers must be emailed to [PSMHaiticontract@ghsc-psm.org](mailto: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 # 118**.

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.

2. **Questions:** Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 4:00 pm local Eastern time on **March 12, 2019 by email to [PSMHaiticontract@ghsc-psm.org](mailto: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.

3. **Scope of Work:** Section 3 contains the Scope of Work for the required services that may be ordered under the BPA and technical qualifications that the selected offeror must possess.
4. **Quotations:** At this time, specific quantities to be purchased under any BPA resulting from this RFQ are unknown. Specific quantities will depend on the needs of the Global Health Supply Chain - Procurement and Supply Management (GHSC-PSM) Project. Individual purchase orders will be issued under the BPA agreement, as the need arises for additional services. The per-unit pricing in quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including all other costs. **Pricing must be presented in Gourdes.** Offers must remain valid for not less than thirty (30) calendar days after the offer deadline. Prices quoted must remain fixed for a minimum of 24 months. Offerors are requested to **provide quotations on official letterhead or quotation format; 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 following:

- Organizations responding to this RFQ are requested to submit a copy of their official registration or business license.
  - Contact information for at least three (3) references of past or present clients indicating the relevant services carried out in the last three (3) years;
5. **Delivery:** 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.
  6. **Source/Nationality/Manufacture:** All services offered in response to this RFQ or supplied under any resulting award must meet **USAID Geographic Code 935** 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: Cuba, Iran, North Korea, Syria.

7. **Taxes and VAT: 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 Offeror 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.

Under any resultant subcontract, the Subcontractor shall be 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.

8. **DUNS Number:** Companies or organizations, whether for-profit or non-profit, shall be requested to provide a Data Universal Numbering System (DUNS) number if selected to receive an award and the total cumulative amount of all POs under this BPA will be greater than or equal to USD\$30,000 (or equivalent in other currency). If the Offeror does not have a DUNS number and is unable to obtain one before proposal submission deadline, Offeror shall include a statement noting their intention to register for a DUNS number should it be selected as the successful offeror or explaining why registration for a DUNS number is not possible. Contact Dun & Bradstreet through this webform to obtain a number: <https://fedgov.dnb.com/webform>. Further guidance on obtaining a DUNS number is available from Chemonics upon request.
9. **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 company that is debarred, suspended, or considered to be ineligible by the U.S. Government.
10. **Evaluation and Award:** The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, 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 based on 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 Vendors, if in the best interest of the Global Health Supply Chain - Procurement and Supply Management (GHSC-PSM) Project.
- Chemonics may cancel this RFQ at any time.
- Chemonics may reject any and all offers, if such action is considered to be in the best interest of Chemonics.

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 Global Health Supply Chain - Procurement and Supply Management (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.

11. **Terms and Conditions:** This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Chemonics, the Global Health Supply Chain - Procurement and Supply Management (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 for purchase orders issued under any BPA resulting from this RFQ will only be issued to the entity submitting the offer in response to this RFQ and identified in the corresponding BPA award; payment will not be issued to a third party.
- (b) Any award resulting from this RFQ will be in the form of a Blanket Purchase Agreement (BPA). The Global Health Supply Chain - Procurement and Supply Management (GHSC-PSM) Project anticipates issuing a BPA (or multiple BPAs) under which specific purchase orders can be issued—on an as-needed basis—at the pricing levels established in the BPA. When the need arises for the services described in the BPA, the Global Health Supply Chain - Procurement and Supply Management (GHSC-PSM) Project will issue a purchase order to the BPA-holder. If there are multiple BPA-holders as a result of this RFQ, the purchase order will be issued to the BPA-holder that presents the best value for that specific order, based on price and delivery time. Any BPA issued as a result of this RFQ will have a minimum duration of at least 24 months. The Vendor shall furnish the services described in any purchase orders issued by the Global Health Supply Chain - Procurement and Supply Management (GHSC-PSM) Project under the BPA. The Global Health Supply Chain - Procurement and Supply Management (GHSC-PSM) Project is only obligated to pay for services to the extent purchase orders are issued under any BPA resulting from this RFQ.
- (c) No services or commodities may be supplied that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, 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 Vendor under any award resulting from this RFQ must ensure compliance with these laws.

## **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 proof of technical qualifications, (see Section 3 for scope of work, required technical qualifications, and the template to provide quotations);
- Copy of offeror’s registration or business license (see Section 1.5 for more details);
- Contact information for at least three (3) references of past or present clients indicating the relevant services carried out in the last three (3) years that best illustrate company/individual’s qualifications and past performance (see Section 1.5 for more details);

**Section 3: Scope of Work and Technical Qualifications**

The purpose of this RFQ is to solicit services of fuel (Diesel) delivery for powering the generators in the warehouse to Chemonics and Global Health Supply Chain - Procurement and Supply Management (GHSC-PSM). The company shall, and when requested, provide the service as it is fully detailed in the **annex A (the Scope Of Work)** of the RFQ.

**Technical Qualifications that the selected offeror must possess:**

- Minimum 5 years of experience and proven track record providing the services outlined in Scope of Work;
- Staff assigned to these tasks must have minimum of secondary level schooling (high school);
- The company should have fulfilled all certifications and licenses required by local law and regulations, such as: accreditation of Ministère du Commerce et de l’Industrie (MCI or MPTC).
- The company must have its own equipment for the delivery of fuel (règle graduée, testeur d’eau, extincteurs, impression électronique des fiches).
- The company must specify the total storage capacity of its fuel distribution center and provide pictures.
- The company’s fuel storage/distribution center must be located in proximity to the GHSC-PSM offices.

The table below contains the list of services that may be ordered under the BPA mechanism. Offerors are requested to provide per-unit 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.

SAMPLE REQUEST FOR QUOTES ONLY					
SAMPLE REQUEST FOR QUOTES ONLY	Description and Scope of Service	Qty	Turnaround time (1 month)	Unit Price per HTG	Total Price per HTG
	Service delivery of fuel (Diesel)	6,000 gal	24		
	<b>Grand total in HTG:</b>				

Delivery time (after receipt of order): 2 calendar days

The delivery estimate presented in an offer in response to this RFQ must be upheld in the performance of any resulting contract.

The prices quoted above remain fixed for the next 24 months:

Yes       No

**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:                   **Global Health Supply Chain - Procurement and Supply Management (GHSC-PSM)  
Airport Industrial Parc Fleuriot Warehouse # 118**

Reference:       RFQ No. PSM-OPS-1419

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 company—as well as the company’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 Global Health Supply Chain - Procurement and Supply Management (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): \_\_\_\_\_



## **Annex A- (the Scope Of Work)**

### **PRESENTATION DU PROJET**

Le projet “Programme mondial de la Chaine d’Approvisionnement de la Santé – Gestion des Achats et Approvisionnement” (GHSC-PSM) de l’USAID en Haïti a été mis en place par le gouvernement Américain en vue de soutenir les efforts du gouvernement Haïtien précisément dans la lutte contre le VIH. L’objectif est d’assurer des approvisionnements ininterrompus en produits de santé, à l’appui des initiatives de santé publique financées par le gouvernement des États-Unis. Le projet fournit un soutien direct en matière d’approvisionnement et de gestion de la chaîne d’approvisionnement au Plan d’urgence du Président pour la lutte contre le sida (PEPFAR)) et aux programmes de Santé de la Reproduction et Population et de Sante Maternelle et Infantile.

GHSC-PSM Haïti soutient les stratégies et les priorités nationales qui relèvent des trois objectifs suivants :

- Achats et logistique de produits de santé
- Renforcement des systèmes d’assistance technique et
- Collaboration mondiale et locale pour améliorer la disponibilité à long terme des produits de santé.

Le projet a été mis en œuvre à l’échelle mondiale depuis 2016 par Chemonics International, et en Haïti via la Chemonics Foundation Haïti.

### **INTRODUCTION**

Le projet GHSC-PSM cherche un fournisseur pour l’approvisionnement en carburant (Diesel) dans les citernes de son entrepôt situé au Parc industriel aéroportuaire de Fleuriot, Tabarre. Le projet GHSC-PSM fonctionne exclusivement sur trois génératrices ayant des capacités respectives de 350 KVA (SDMOs) et 460 KVA (Broadcrown) pour garder ses produits pharmaceutiques aux températures appropriés en tout temps. Le projet GHSC-PSM possède une capacité totale de stockage de 6,100 gallons de carburant répartis dans trois citernes. La consommation moyenne mensuelle est d’environ 6,000 gallons répartis en livraisons de 1,000 à 2,000 gallons à la fois.

### **DESCRIPTION DES TACHES**

Les principales tâches à accomplir sont :

- Vérifier le niveau du carburant initial dans le réservoir du projet avec un employé désigné de Chemonics et en présence d’un responsable de Chemonics, avant chaque livraison;
- Livrer le carburant avec les équipements nécessaires à la livraison (camions scellés et fermés, règles graduées, pattes de test d’eau, impression de fiche électronique, extincteurs)

- Livrer le carburant dans le délai requis
- Aviser le projet et le mettre dans une liste prioritaire en cas d'urgence et de pénurie de carburant dans le pays;
- Faire un test d'eau au niveau du carburant à chaque réception pour éviter toutes causes de disfonctionnement des génératrices ;
- S'assurer que les camions ont des odomètres fiables et standards.
- Vérifier à ce que le tube transparent dans les citernes du projet soit en état de permettre la visibilité du niveau de carburant contenu dans le réservoir et faire des recommandations appropriées ;

#### **CONDITIONS DE LIVRAISON DU SERVICE**

- 
- Elle doit fournir la liste des camions conformes et sécurisés qui seront utilisés;
- La compagnie doit accepter de se soumettre aux chartes de calibrage électroniques pour chaque citerne pour la vérification des livraisons. Le projet est prêt à accepter une marge d'erreur relative de 1% lors de la livraison du carburant;

#### **QUALIFICATIONS DE LA FIRME**

- La compagnie doit être qualifiée, expérimentée et spécialisée dans le domaine de distribution et de livraison de produits pétroliers en Haïti (accréditation du MCI et/ou MTPTC);
- La compagnie doit avoir au moins 5 ans d'expériences dans le domaine;
- La compagnie doit avoir ses propres équipements et outils de service tels que : camions spécialisés, règles graduées, testeur d'eau, extincteurs, impression électroniques des fiches;
- Les techniciens qui assurent la livraison du carburant doivent avoir au moins le niveau secondaire;

#### **REPARTIONS DES POINTS POUR L'ATRIBUTION DU MARCHE**

L'offre doit inclure le prix par gallons et une description technique de la livraison de service.

La partie financière qui comprend un devis détaillé stipulant le coût le plus bas par gallon sera cotée à 70% des notes. La partie technique qui donne une brève narrative sur la présentation de la compagnie et des explications claires et précises sur la méthode et les procédées qui seront utilisées lors de la livraison du carburant. Elle doit soumettre également trois références de prestations similaires avec des institutions reconnues, le délai de livraison d'urgence, l'expérience des chauffeurs, ce qui représenteront 30% des notes.

#### **DELAI DE SOUMISSION DE L'OFFRE ET CONDITION D'ELIGIBILITE**

Les offres doivent être soumises au plus tard le 20 Mars 2020 à 4:00 PM, Airport industriel de Fleuriot #118.