



REQUEST FOR QUOTATIONS (RFQ) TEMPLATE

RFQ Number: **PSM-OPS-1280**

Issuance Date: **03/09/2020**

Deadline for Quotes: **03/20/2020 4:00 PM**

Description: **Preventive maintenance for Forklifts**
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, and AID-OAA-TO-16-00018

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 <https://www.chemonics.com/our-approach/standards-business-conduct/>.

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. 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 GHSC-PSM requires the preventive maintenance for the four (4) forklifts used in the pharmaceutical warehouse to move the commodities. 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 **March 20, 2020** 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 # 118. A visit of the warehouse is scheduled on March 12, 2020 from 10:00 AM to 2:00 PM.**

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 March 13, 20120** 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. **Scope of Work: Scope of Work:**
The daily activities of the project require the use of four CATAPILLAR (Hawker) and YALE forklift trucks. The frequency of operation of these machines requires monthly preventive maintenance to ensure the durability of the equipment. The forklift trucks are used on an area of 6,000 square meters for 8 hours per day from Monday to Friday and sometimes on Saturdays. Thus, Chemonics requires a competent, experienced and qualified company to carry out the maintenance of the forklifts.

Please see in annex the full Scope of Work (annex I)

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 **Gourdes or USD**. Offers must remain valid for not less than **thirty (60) 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.

Specifically, offerors responding to this RFQ are requested to submit the following:

- 1- A technical section detailing the activities that the company will undertake to provide the desired service will be rated at 70% of the total points. This section must include detailed description of services to be offered (methods of maintenance that will be implemented, list of products to be used, duration of process) with 3 REFERENCES of past performance doing similar work and the CV of all personnel with references of previous preventive maintenance of Forklift. Used oils must be disposed of in a Government of Haiti approved site in accordance with established best practices and local law. Offeror must specify where used oil will be disposed.
The company may submit a separate quotation for each equipment.

- 2- A detailed quotation stipulating the reasonable costs of the activities to complete the service will be rated at 30% of the total points. Quotation must be presented in sufficient detail to allow a clear understanding of costs included in the proposed total price.

Method to score the financial and the technical offers:

Offers will be ranked according to their technical Note (TN) and financial Note (FN) as follows:

The Financial offer with the lowest evaluated price (LP) will be awarded the maximum financial score representing 30% of the overall score.

The price score of other offers will be calculated according to the formula below:

$FN = 100 \times LP / P$, where "FN" is the financial score, "LP" is the lowest price, and "P" is the evaluated price of the quotation.

The weights assigned to the Technical offers (T) and the Financial Proposal (F) respectively are:

Technical offer = 0.70 percentage of the global point, and

Financial offer = 0.30 percentage of the global point.

- Organizations responding to this RFQ are requested to submit a copy of their official registration or business license.

6. **Delivery:** The delivery location for the service described in this RFQ is **Airport Industrial Park Fleuriot Warehouse # 118**.

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 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: **Burma (Myanmar), Cuba, Iran, North Korea, Sudan, Syria**.

8. **Warranty:** N/A

9. **Taxes - 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 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.

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, meets or exceeds the minimum required technical specifications, and is judged to be the best value based on a **trade-off approach**. This approach means that the technical volume is “significantly more important than the cost” as supported by the evaluation criteria in section 5 above. The annex II explains in detail the technical evaluation score. (**See annex II for details**)

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 Chemonics/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 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 Vendor 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)
- Technical section with detailed description of services to be offered (methods of maintenance that will be implemented, list of products to be used, duration of process) with 3 REFERENCES of past performance of similar work (please provide a short description of work performed for each reference).
- Official quotation, including schedule of delivery (see Section 3 for example format)
- Copy of offeror's registration or business license (see Section 1.5 for more details)
- The CVs of all personnel with references of previous preventive maintenance of Forklift (See Section 1.5 for more details).
- List of all equipment that will be used for the maintenance.

Section 3: Example Quotation format

The table below contains the list of services under RFQ. 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.

Line Item	Description and Specifications	Qty	Unit Price	Total price
1	Materials for the maintenance of Yale Forklift	1		
2	Labor for the maintenance of Yale Forklift	1		
3	Materials for the maintenance of CATAPILAR (HAWKER) Forklift	3		
4	Labor for the maintenance of CATAPILAR (HAWKER) Forklift	3		
Subtotal:				
TCA				

GRAND TOTAL:		
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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: Chemonics/GHSC-PSM
Airport Industrial Park Fleuriot Warehouse # 118

Reference: RFQ No. PSM-OPS-1280

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 Chemonics/GHSC-PSM project staff members;
- We have no close, familial, or financial relationships with any other offerors submitting quotes 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 quote 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 I

Les Termes de Référence

PRESENTATION DU PROJET

Le projet "Programme mondial de la Chaîne 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 Santé 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.
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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

Les activités quotidiennes du projet requièrent l'utilisation de quatre (4) chariots élévateurs (forklifts) de marque CATAPILLAR (Hawker) et YALE. La fréquence de fonctionnement de ses machines nécessite un entretien mensuel afin d'assurer la pérennité des équipements. Notons toutefois que les chariots élévateurs roulent sur une superficie d'environ 6,000 mètres carrés pendant 8 heures par jour du lundi au vendredi. Ainsi, Chemonics fait appel à une compagnie compétente, expérimentée et qualifiée pour réaliser ce travail.

DESCRIPTION DES TACHES

L'entretien mensuel des chariots élévateurs se résume dans les grands points suivants :

- Inspecter globalement chaque chariot séparément;
- Vérifier les poulies, le mat, la chaîne, le levier de commande du mat, le système hydraulique, les fourches, le châssis, le moteur et les batteries, les roues, les rétroviseurs, les miroirs etc.;
- Ajouter de l'eau dans les batteries au besoin;
- Mettre de l'huile dans la transmission;
- Ajouter de la graisse dure au besoin;
- Ajuster les pièces et nécessairement les roues;
- Contrôler la sécurité et stabilité de l'engin afin d'éviter les risques d'accident;
- Faire des tests d'embarquement et débarquement après chaque service ;

- Faire un diagnostic en profondeur du système de transmission de la puissance du moteur aux roues des parties suivantes :
 - Boîte mécanique, par engrenage à bain d'huile et embrayage ;
 - Boîte automatique avec convertisseur de couple et un procédé à disques d'embrayage multiple ;
 - Pompe hydrostatique qui assure l'alimentation de chaque roue ;
 - transmission hybride : moteur thermique couplé à un moteur électrique avec pilotage électronique pour l'alimentation directe de moteurs de translation électriques.
- Fournir un rapport détaillé de chaque chariot élévateur;
- Conseiller le projet en vue de garantir un meilleur fonctionnement;
- Avoir un comportement responsable lors de l'exécution des interventions;



QUALIFICATIONS DE LA FIRME

- La compagnie doit être qualifiée, expérimentée et spécialisée dans le domaine des engins lourds en Haïti.
- La compagnie doit avoir au moins 5 ans d'expériences dans le domaine.
- Les techniciens qui exécutent les travaux doivent être toujours identifiés et équipés de matériels de sécurité adéquats en prévention d'accident sur le site.

Annex II- Base de calcul pour l'attribution des notes pour les capacités techniques.

Chemonics a l'intention d'attribuer un contrat de service résultant de cette sollicitation à la compagnie dont la proposition technique est la mieux détaillée et qui répond aux besoins du projet GHSC-PSM en Haïti pour ce service. Les critères suivants avec les pondérations seront appliqués en conséquence :

1- Méthodologie proposée et solution technique : 20 points

Les offres seront évaluées sur la compréhension globale de la portée des travaux. La compagnie doit pouvoir expliquer en termes clairs le processus et les méthodes qu'il va utiliser pour accomplir les tâches qui lui seront confiées. La compagnie doit soumettre une fiche de suivi journalier des appareils que les opérateurs doivent remplir avant et après utilisation des appareils.

2- Personnel clé : 15 points

Le personnel clé de la compagnie sera évalué en fonction de son expérience dans le domaine. Le technicien responsable de ce service doit avoir au moins 5 ans d'expérience dans la maintenance des forklifts en fournissant des preuves de son expérience. CV et diplôme doivent être soumis.

3- Performance par le passé et expérience : 20 points

La firme sera évaluée en fonction de l'expérience en matière d'entretien des forklifts dans d'autres structures similaires. Une attention particulière sera accordée aux entreprises ayant exécuté de telles activités en Haïti depuis au moins 5 ans. La compagnie doit soumettre une liste de 3 clients présents ou passés.

4- Calendrier de mise en œuvre proposé : 15 points

Une attention particulière sera accordée aux offres qui donnent un calendrier et un plan de travail pour une bonne prise en charge de ses appareils sensibles.