



Request for Quotations (RFQ)

RFQ Number: PSM-OPS-1885

Issuance Date: August 26, 2021

Deadline for Offers: September 8, 2021

Description: Maintenance of five (5) Generators

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

Funded By: United States Agency for International Development (USAID),
Contract No. United States Agency for International Development (USAID),
Contract No. AID-OAA-I-15-00004; Task Oder No. AID-OAA-TO-15-00007, AID-OAA-TO-15-000010 and AID-OAA-TO-16-00018

Implemented By: Chemonics Foundation Haiti

Point of Contact: PSMHaiticontract@ghsc-psm.org

**** 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** fdguillaume@ghsc-psm.org 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: 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 Haiti, the IDIQ has three task orders that directly support the President’s Emergency Plan for AIDS Relief (PEPFAR), USAID’s population and reproductive health program and USAID’s Maternal and Child Care 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 its project activities, GHSC-PSM in Haiti operates a pharmaceutical warehouse capable of storing commodities within required temperatures. The project uses generators to feed the PSM warehouse in power energy 24/7. The purpose of this RFQ is to solicit quotations for maintenance services **for two (2) 350 KVA KOHLER/SDMO, one (1) Thermo king (motor Yanmar 15 KW), one (1) Broad crown (Capacity 405 KW), And one (1) SDMO (Capacity 60 KW).**

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.

1. **Offer Deadline and Protocol:** Offers must be received no later than **4:00 PM** local Eastern time on September 9, **2021** by email to PSMHaiticontract@ghsc-psm.org.

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. **Site visit and questions:** A site visit is scheduled at the project warehouse located at **Warehouse # 118, Airport Industrial Parc, Fleuriot on Friday August 30, 2021 at 10:00 AM**. Questions will be answered during the site visit. However, any additional questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 4:00 pm local Eastern time on **September 1, 2021** 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.

3. **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.

4. **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 **sixty (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.

The offer must be presented in two sections: a technical section and a financial section:

- a) The technical section should detail the activities that the company will undertake to provide the desired service and show the experience of the company and the staff to conduct the activities. This section should also include a proposed calendar of maintenance for the **5 generators** which will require a strict maintenance schedule.
- b) The financial section should include an official quotation giving fixed prices for the maintenance of each generator and a more detailed budget showing the reasonable costs of the materials and activities to complete the service for each generator. The budget must be presented in sufficient detail to allow a clear understanding of costs included in the proposed total fixed prices per generator. Additionally, the financial proposal should present proposed pricing for emergency interventions as well hourly labor cost for repairs or other interventions outside of the regular maintenance. The resulting contract will include the fixed prices for the regular maintenance services as well as fixed hourly labor prices for other repairs/interventions. Those prices will be used on quotes for any requested repairs/interventions outside of the regular maintenance services.

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.

5. **Delivery**: The delivery location for the service described in this RFQ is **In Haiti**.
6. **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**.

7. **Warranty**: N/A

8. **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.

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 firm 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, and is determined via a trade-off analysis to be the best value based on application of the following evaluation criteria. The relative importance of each individual criterion is as follows:

| | |
|--------------------------------------------|-----|
| Technical Expertise | 40% |
| Experience and certification in SDMO brand | 30% |
| Overall cost | 30% |

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 = 70 percentage of the global point, and

Financial offer = 30 percentage of the global point.

Note: a detailed budget and notes that explain what goes into the all-inclusive fixed price is required.

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.

11. **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 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 with 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)
- Submission of the CVs of two (2) technicians who will ensure the maintenance of the generators and any eventual troubles.
- Proposition of service calendar.

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.

Regular Preventive Maintenance of generators located at the Industrial Park of Fleuriot.

| Line Item | Description and Specifications | Qty | Unit Price USD | Total price |
|------------------------|-------------------------------------------------------------------------------------|------------|-----------------------|--------------------|
| 1 | Generator's services cost KOHLER/SDMO, 350 KVA (Cost of materials for the services) | 2 | | |
| | Labor fees for the service | | | |
| 2 | Generators services cost for one (1) Thermo king (motor Yanmar 15 KW), | 1 | | |
| | Labor fees for the service | | | |
| 3 | Generators services cost for one (1) Broad crown (Capacity 405 KW), | 1 | | |
| | Generators services cost for one (1) SDMO (Capacity 60 KW). | 1 | | |
| | Labor fees for the service | | | |
| | Service fee for the company | | | |
| Subtotal: | | | | |
| Delivery Costs: | | | | |

| | | |
|---------------------------------------|--|--|
| Other Costs (Describe: _____): | | |
| GRAND TOTAL USD: | | |

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 [enter project name] 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): _____

Section 5: Federal Funding Accountability And Transparency Act (FFATA) Subaward Reporting Questionnaire

If the offeror is selected for an award valued at \$30,000 or above, and is not exempted based on a negative response to Section 3(a) below, any first-tier subaward to the organization may be reported and made public through FSRS.gov in accordance with The Transparency Acts of 2006 and 2008. Therefore, in accordance with FAR 52.240-10 and 2CFR Part170, if the offeror positively certifies below in Sections 3.a and 3.b and negatively certifies in Sections 3.c and 3.d, the offeror will be required to disclose to Chemonics for reporting in accordance with the regulations, the names and total compensation of the organization's five most highly compensated executives. By submitting this quotation, the offeror agrees to comply with this requirement as applicable if selected for a subaward.

In accordance with those Acts and to determine applicable reporting requirements, **Company Name** certifies as follows:

a) In the previous tax year, was your company's gross income from all sources above \$300,000?

Yes No

b) In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which the DUNS number belongs) receive (1) 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; **and** (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?:

Yes No

c) Does the public have access to information about the compensation of the executives in your business or organization (the legal entity to which the DUNS number it provided belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986? (FFATA § 2(b)(1)):

Yes No

d) Does your business or organization maintain an active registration in the System for Award Management (www.SAM.gov)?

Yes No

I hereby certify that the above statements are true and accurate, to the best of my knowledge.

Authorized Signature: _____

Name and Title of Signatory: _____

Date: _____

Annex 1- Termes of Reference

TERMES DE REFERENCE POUR L'ENTRETIEN DES DEUX GENERATRICES

Chemonics/GHSC-PSM cherche un fournisseur capable d'assurer l'entretien préventif afin d'assurer le bon fonctionnement de son groupe électrogène composé des génératrices suivantes : **deux (2) génératrices SDMOs 350 Kw, un (1) SDMO 60 KW, un (1) Thermo King 15 Kw de moteur KUBOTA/PERKINS et d'un (1) Broardcrown 405 KW.** Ce service permettra de garantir une meilleure durée de vie des équipements en vue de limiter les coûts de réparations et de remplacement des pièces.

Type de service :

Fournir des services d'entretien aux deux (2) génératrices KOHLER/SDMO dont les spécifications sont listées sur le lien : http://flipoenergia.pl/wp-content/uploads/V350U_208.pdf, à travers une maintenance préventive, corrective minimale et systématique visant à réduire la probabilité de défaillance ou dégradation du fonctionnement de l'équipement. Cette maintenance doit être réalisée chaque 250 heures selon les exigences du fabricant. **Les deux (2) unités primordiales du groupe sont de Marque KOHLER/SDMO et de Capacité 350KVA chacune.**

Par ailleurs, les trois autres génératrices du groupe auront besoin d'une maintenance ponctuelle et selon l'utilisation.

Tâches incluses durant la livraison du service :

- Vérification des paramètres de fonctionnement ;
- Changement d'huile et de filtres ;
- Ajout ou remplacement du liquide de refroidissement ayant un coefficient de viscosité élevée ;
- Nettoyage du moteur ;
- Nettoyage et vidange du décanteur (au besoin) ;
- Nettoyage et vidange du radiateur (au besoin) ;
- Vérification du générateur de courant (dynamo) ;
- Vérification du système exhaustif ;
- Contrôler les batteries et les courroies ;
- Vérifier les paramètres de control automatique des génératrices ;
- S'assurer que les huiles usées des génératrices seront récupérées immédiatement après chaque service afin de respecter le plan environnemental du projet.

Conditions de livraison du service :

- Respecter les délais du service d'entretien selon l'utilisation des génératrices ;
- Garantir une intervention rapide pour la réparation des équipements défectueux tout en tenant compte de la disponibilité et du temps de livraison des pièces de rechange ;
- Effectuer une maintenance systématique suivant un échéancier préalablement soumis au client tout en mentionnant la fréquence minimum d'entretien ;
- Le fournisseur devra tenir à jour un registre des rapports d'entretien, de mesure, d'intervention et de maintenance effectuées sur le système qu'il devra soumettre chaque mois au client ;
- Délai d'intervention de trois (3) heures maximums pour les maintenances d'urgence ou palliatives (dépannages) après soumission de la doléance ;

Exigences aux fournisseurs :

- Avoir l'expertise et l'expérience techniquement confirmées d'au moins 3 ans dans le service d'entretien des génératrices SDMO ayant des moteurs de grande capacité minimum 350

KVA et plus ;

- Être à jour avec les obligations légales (enregistrement, Patente, quitus...);
- Présenter le CV de deux techniciens qui vont intervenir sur les génératrices lors des maintenances et d'éventuelles pannes ;
- Proposition d'un calendrier de service ;
- Une cotation avec le prix par unité (incluant l'achat des pièces de rechange et les frais de service).