

REQUEST FOR QUOTATIONS (RFQ) FOR SIMPLE SECURITY SERVICES



REQUEST FOR QUOTATIONS (RFQ)

RFQ Number: **PSM-OPS-2091**

Issuance Date: **05/09/2022**

Deadline for Offers: **05/23/2022 at 4:00 PM-Local Eastern Time**

Description: Armored vehicle and armed escort services

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-15-000010, and AID-OAA-TO-16-00018

Implemented By: Chemonics Foundation Haiti

Point of Contact: PSMHaitiachat@ghsc-psm.org Airport Industrial Parc Fleuriot Warehouse # 119

***** 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: 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) 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 security services such as armed and unarmed escorts in armored vehicle and softskin vehicles. The purpose of this RFQ is to solicit quotations for these services.

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.

1. **Offer Deadline and Protocol:** Offers must be received no later than **4:00 PM** local Eastern time on **May 23, 2022**, by email or by hard copy delivery to the GHSC-PSM office. Any emailed offers must be emailed to **PSMHaitiAchat@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 **May 13, 2022**, by email to **PSMHaitiAchat@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 work for the services that might be ordered under this RFQ and the technical qualifications that the selected offeror must possess.
4. **Quotations:** Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including delivery and all other costs. Prices must be inclusive of the following costs: salaries, fringe, overhead costs (including potential damages during use under this contract),

equipment maintenance, fee, and insurance (including worker's compensation insurance mandated by U.S. Defense Base Act (DBA insurance)).

Pricing must be presented in **USD**. Offers must remain valid for not less than **ninety (90) 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(B).

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 or their Patente
 - Individuals responding to this RFQ are requested to submit a copy of their identification card.
 - Cover letter, signed by an authorized representative of the offeror (see Section 4 for template)
 - Copy of security personnel valid license to carry and use a weapon
 - Copy of required licenses and official registration to operate a security firm within Haiti.
 - Copy of offeror's registration or business license if separate and different from registration in Haiti
 - Three (3) past performance references for the delivery of services similar to the type contemplated in this solicitation, including a description of the services provided and contact information with telephone and email address. The past performance references must include contact information with telephone and email
 - Company policies governing duty of care and/or that restrict services being offered to include policies on usage of firearms, licensing, and liability including copy of Escalation of Force or Use of Force policies.
 - Proof of training and/or certifications associated with providing security services.
 - Signed certification stating the offeror's detailed current level of insurance coverage which should include but is not limited to Defense Based Act (DBA) worker's compensation, Comprehensive General Liability, Automobile Liability, and Umbrella insurances.
 - Official quotation, including any cost notes (see Section 3 for requirements)
 - CVs for all proposed supervisors
 - The price quotation be submitted separately from above documents. All other parts of this quotation must not make reference to pricing data in order that the technical evaluation may be made strictly on the basis of technical merit.
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 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: Cuba, Iran, North Korea, and Syria.

Any and all items that are made by Huawei Technology Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikivision Digital Technology Company, Dahua Technology Company will not be accepted. If quotes include items from these entities please note that they will be deemed not technically responsive, and excluded from competition.

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. **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.
9. **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 in response to this RFQ valued 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 RFQ 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

10. **Evaluation and Award:**

An award will be made to the offeror whose proposal is determined to be responsive to this solicitation document, meets the eligibility criteria stated in this RFQ, meets the technical,

management/personnel, and corporate capability requirements, and is determined to represent the best value to Chemonics. Best value will be decided using the tradeoff process.

This RFQ will use the tradeoff process to determine best value as set forth in FAR 15.101-1. That means that each proposal will be evaluated and scored against the evaluation criteria and evaluation sub-criteria, which are stated in the table below. Chemonics will award a subcontract to the offeror whose proposal represents the best value to Chemonics and the GHSC-PSM project, Chemonics may award to a higher priced offeror if a determination is made that the higher technical evaluation of that offeror merits the additional cost/price. Evaluation points will not be awarded for cost, but for overall evaluation purposes of this RFP, technical evaluation factors other than cost, when combined, are considered **approximately equal to** cost factors. Cost will primarily be evaluated for realism and reasonableness. If technical scores are determined to be nearly equal, cost will become the determining factor.

In evaluating proposals, Chemonics will use the following evaluation criteria and sub-criteria:

Evaluation Criteria	Evaluation Sub-criteria	Maximum Points
Technical Approach, Methodology, and Detailed Work Plan		
	Technical know-how – Does the quotation clearly explain, understand and respond to the objectives of the project as stated in the Scope of Work?	10 points
	Sector Knowledge – Does the quotation demonstrate the offeror’s knowledge related to mobile security services in Haiti, as required by the SOW? Offeror must demonstrate proof of mobile security experience and experience utilizing armored vehicles.	20 points
	Chemonics will assess the Offeror’s capability to draw from its own pool of resources to rapidly mobilize armored vehicles and armed escort. Offeror needs to demonstrate its capability to employ fully equipped staff, who are trained, and capable of performing mobile security functions upon award. This capability includes their ability to meet manufacturers’ specifications for all preventive maintenance supplies, materials, fluids, and schedules and be able to quickly repair/maintain working vehicles in all situations.	20 points

Total Points – Technical Approach		50 points
Management		
	<p>Personnel Qualifications – Chemonics will evaluate the CVs proposed for the labor categories for key personnel to determine their suitability based on the position descriptions included in the SOW. Chemonics will assess the Offeror’s proposed timeline to deploy the services required. Do the proposed team members have necessary experience and capabilities to carry out the Scope of Work? At minimum, proposed CVs must include the following qualifications:</p> <ol style="list-style-type: none"> 1. Drivers have Defensive Driver Training (DDT) qualifications 2. Armed escorts have a minimum First Person on Scene Basic (FPOSB) credentials or similar 	20 points
Total Points – Management		20 points
Corporate Capabilities, Experience, and Past Performance		
	<p>Company Background and Experience – Chemonics will evaluate whether the company have experience relevant to the project Scope of Work. Chemonics will assess the past performance of the Offerors by contacting three references who may indicate the Offeror's past performance for projects of similar size and scope. Offerors must include 3 past performance references of similar work (under contracts or subcontracts) previously implemented as well as contact information for the companies for which such work was completed.</p>	15 points
	<p>Offerors will specify the minimum advance notification required ahead of ordering ad hoc services.</p>	15 points
Total Points – Corporate Capabilities		30 points

Total Points	100 points
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11. **Privity:** 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 RFQ 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.
- (c) Purchase orders may not be assigned, sub-contracted, or delegated, in whole or in part, by the Supplier without the written consent of Chemonics; in the absence of such written consent, any assignment to a third party is void.
- (d) 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
- (e) 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.
- (f) 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.

13. **Insurance and Services:** Within two weeks of signature of this RFQ, the Supplier at its own expense (except that DBA shall be reimbursable to the Supplier at cost), shall procure and maintain in force, on all its operations, insurance in accordance with the charts listed below.

The policies of insurance shall be in such form and shall be issued by such company or companies as may be satisfactory to Chemonics. Upon request from Chemonics, the Supplier shall furnish Chemonics with certificates of insurance from the insuring companies which shall specify the effective dates of the policies, the limits of liabilities there under, and contain a provision that the said insurance will not be canceled except upon thirty (30) days' notice in writing to Chemonics. The Supplier shall not cancel any policies of insurance required hereunder either before or after completion of the work without written consent of Chemonics.

DEFENSE BASE ACT (DBA) INSURANCE

- a) FAR 52.228-3 WORKER’S COMPENSATION INSURANCE (DEFENSE BASE ACT INSURANCE) (APR 1984) [Updated by AAPD 05-05 — 02/12/04] The Subcontractor shall (a) provide,

before commencing performance under this Subcontract, such workers' compensation or security as the Defense Base Act (DBA) (42 U.S.C. 1651, et seq.) requires and (b) continue to maintain it until performance is completed. The Subcontractor shall insert, in all lower-tier subcontracts authorized by Chemonics under this Subcontract to which the Defense Base Act applies, a clause similar to this clause imposing upon those lower-tier subcontractors this requirement to comply with the Defense Base Act. DBA insurance provides critical protection and limits on liability. The Subcontractor shall provide a proof of DBA insurance coverage to Chemonics upon request. Chemonics will verify coverage for, at least, projects in high-risk environments and where Chemonics may be providing security.

- b) AIDAR 752.228-3 WORKERS' COMPENSATION (DEFENSE BASE ACT) [Updated by AAPD 05-05 — 02/12/04] As prescribed in AIDAR 728.308, the following supplemental coverage is to be added to the clause specified in FAR 52.228-3.

(b)(1) The Subcontractor agrees to procure DBA insurance pursuant to the terms of the contract between USAID and USAID's DBA insurance carrier unless the Subcontractor has a DBA self-insurance program approved by the U.S. Department of Labor or has an approved retrospective rating agreement for DBA.

(b)(2) If USAID or Subcontractor has secured a waiver of DBA coverage (See AIDAR 728.305-70(a)) for Subcontractor's employees who are not citizens of, residents of, or hired in the United States, the Subcontractor agrees to provide such employees with worker's compensation benefits as required by the laws of the country in which the employees are working, or by the laws of the employee's native country, whichever offers greater benefits.

(b)(3) The Subcontractor further agrees to insert in all lower-tier subcontracts hereunder to which the DBA is applicable a clause similar to this clause, including the sentence, imposing on all lower-tier subcontractors authorized by Chemonics a like requirement to provide overseas workmen's compensation insurance coverage and obtain DBA coverage under the USAID requirements contract.

(b)(4) USAID's DBA insurance carrier.

Pursuant to the clause of this Subcontract entitled "Worker's Compensation Insurance (Defense Base Act)" (AIDAR 752.228 03), the Subcontractor shall obtain DBA coverage from USAID's current insurance carrier for such insurance. This insurance carrier as of the effective date of this Subcontract is AON Risk Insurance Services West, Inc. Address is: AON, 2033 N. Main St., Suite 760, Walnut Creek, CA 94596-3722. Point of contact is Fred Robinson: (o) 925-951-1856, fax: 925-951-1890, E-Mail: Fred.Robinson@aon.com.

Subcontractor must apply for coverage directly to AON Risk Insurance Services Inc., the agent for AWAC DBA Insurance. For instructions on the required application form and submission requirements, please refer to AAPD 17-01.

Pursuant to AIDAR 752.228-70, medical evacuation is a separate insurance requirement for overseas performance of USAID funded subcontracts; the Defense Base Act insurance does not provide coverage for medical evacuation.

The costs of DBA insurance are allowable and reimbursable as a direct cost to this Subcontract.

- c) AIDAR 752.228-7 INSURANCE ON PRIVATE AUTOMOBILES- Pursuant to the clause of this Subcontract entitled "Insurance Liability to Third Persons" (AIDAR 752.228-07), if the Subcontractor or any of its employees, consultants, or their dependents transport or cause to be transported (whether or not at Subcontract expense) privately owned

automobiles to the Cooperating Country, or if any of them purchase an automobile within the Cooperating Country, the Subcontractor shall, during the period of this Subcontract, ensure that all such automobiles during such ownership within the Cooperating Country will be covered by a paid-up insurance policy issued by a reliable company providing minimum coverage of US\$10,000/US\$20,000 for injury to persons and US\$5,000 for property damage, or such other minimum coverages as may be set by the cognizant Mission Director, payable in U.S. dollars or its equivalent in the currency of the Cooperating Country. The premium costs of such insurance shall not be a reimbursable cost under this Subcontract.

d) AIDAR 752.228-70 Medical Evacuation Services (MEDEVAC) Services (JULY 2007) [Updated by AAPD 06-01].

(1) The Subcontractor shall provide MEDEVAC service coverage to all U.S. citizen, U.S. resident alien, and Third Country National employees and their authorized dependents (hereinafter "individual") while overseas under a USAID-financed direct contract. Chemonics will reimburse reasonable, allowable, and allocable costs for MEDEVAC service coverage incurred under this Subcontract. The USAID Contracting Officer through Chemonics will determine the reasonableness, allowability, and allocability of the costs based on the applicable cost principles and in accordance with cost accounting standards.

(2) Exceptions:

(i) The Subcontractor is not required to provide MEDEVAC insurance to eligible employees and their dependents with a health program that includes sufficient MEDEVAC coverage as approved by Chemonics.

(ii) The USAID Mission Director through Chemonics, may make a written determination to waive the requirement for such coverage. The determination must be based on findings that the quality of local medical services or other circumstances obviate the need for such coverage for eligible employees and their dependents located at post.

(3) If authorized to issue lower-tier subcontracts, the Subcontractor shall insert a clause similar to this clause in all lower-tier subcontracts that require performance by Subcontractor employees

TYPE	MINIMUM LIMIT
(a) Defense Base Act or equivalent for waived nationals per FAR 52.228-3 and 52.228-4. The coverage shall extend to Employers Liability for bodily injury, death, and for occupational disease.	As required by DBA
(b) Comprehensive General Liability Each Occurrence Combined Single Limit for Personal Injury and/or Property Damage	\$1,000,000 \$2,000,000
(c) Automobile Liability Combined Single Limit each occurrence	As per AIDAR 752.228-7 and \$1,000,000
(d) Other Required Insurance • Umbrella Insurance additive to (b) and (c) above	(b) \$1,000,000/ (c) \$2,000,000

15. Compliance with U.S. Export Laws

The Offeror agrees to comply with all U.S. export laws and regulations, including but not limited to: (i) the Arms Export Control Act (AECA), 22 U.S.C. 2778 and 2779; (ii) Trading with the Enemy Act (TWEA), 50 U.S.C. App. §§ 1-44; (iii) International Traffic in Arms Regulations (ITAR), 22 C.F.R. Parts 120-130.; (iv) Export Administration Act (EAA) of 1979 and the Export Administration Regulations (EAR) 15 C.F.R. Parts 730-774, (including the EAR anti-boycott provision); (v) the International Emergency Economic Powers Act (IEEPA), 50 U.S.C. 1701-1706 and Executive Orders of the President under IEEPA, 50 U.S.C. app. §§ 2401-2420; (vi) Office of Foreign Asset Controls (OFAC) Regulations, 31 C.F.R. Parts 500-598; and (vii) other applicable U.S. laws and regulations. As required, subject to Chemonics' prior approval for all exports or imports under the Subcontract, Offeror shall determine any export license, reporting, filing or other requirements, obtain any export license or other official authorization, and carry out any customs formalities for the export of goods or services. Offeror agrees to cooperate in providing any reports, authorizations, or other documentation related to export compliance requested by Chemonics. Offeror agrees to indemnify, hold harmless and defend Chemonics for any losses, liabilities and claims, including as penalties or fines as a result of any regulatory action taken against Chemonics as a result of Offeror's non-compliance with this provision.

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)
- Copy of required licenses and official registration to operate a security firm within Haiti.
- Copy of offeror's registration or business license if separate and different from registration in Haiti.
- Proof of registration and/or certifications associated with providing security services and/or maintaining and using weapons.
- Copy of security personnel valid license to carry and use a weapon
- Signed certification stating the offeror's detailed current level of insurance coverage which should include but is not limited to Defense Based Act (DBA) worker's compensation, Comprehensive General Liability, Automobile Liability, and Umbrella insurances.
- Three (3) past performance references for the delivery of services similar to the type contemplated in this solicitation, including a description of the services provided and contact information with telephone and email address. The past performance references must include contact information with telephone and email
- Company policies governing duty of care and/or that restrict services being offered to include policies on usage of firearms, licensing, and liability including copy of Escalation of Force or Use of Force policies.
- Evidence of Responsibility Form (see Annex 3).
- Company policies/regimen related to staff training. The training regimen shall include initial training and qualifications as well as regularly scheduled sustainment training.
- Official quotation, including any cost notes (see Section 3 for requirements)
- CVs for proposed Security Team Leader if applicable to SOW.

Section 3: Scope of Work and Pricing Schedule

Section 3.A (1): Scope of Work:

The Offeror shall provide security services to support the safety and security of the PSM Haiti project and its staff. The sole function of the security services and security personnel provided by the Offeror is to minimize the risk of injury by fire, crime, vandalism, terrorism, natural disaster, riot, or civil commotion. The Offeror will use its best endeavors to minimize or prevent injury to Chemonics staff. The Offeror shall complete the following tasks:

1) Option 1: Armored Vehicle without escort

Armored vehicle and Driver: armored vehicle and unarmed driver for Chemonics travel. Transportation team will be supported by Offeror's 24/7 operations center and include access to a quick reaction force capable of providing additional mobile assistance in case of an incident. Transportation team must have a minimum of one (1) armored vehicle and one (1) local, unarmed driver. Each team will possess the following qualifications:

The vehicle will be:

- Armored to a minimum specification of **B5** and suitably low-profile, and in good condition (less than 3 years old and 70,000 miles) with functioning seatbelts, door locks, windows, air conditioning, and heating
- Regularly maintained and serviced (within last month) and fully serviceable on the day of use
- Fully insured, licensed, and registered to operate in the areas to be specified for each purchase order
- Equipped with a basic repair kit, hydraulic jack, spare tire, safety triangle, and fire extinguisher
- Equipped with a first aid kit designed to treat basic field trauma (see Annex 2 for sample contents)
- Equipped with at least two methods of redundant communication such as VHF radio, satellite phones, GPS trackers, and/or mobile phones
- If incidents, repairs or replacement parts become necessary after service provision has begun they will be provided/completed by the vendor within 4 hours if required.
- Vehicles should have complete documentations and all other appropriate documentation to comply with the laws of Haiti.

The driver will meet the following qualifications:

- Local national driver with five (5) years' experience driving professionally, to include at least three (3) years of experience driving for a reputable security organization
- Capable of operating a armored vehicle in urban, open road, off road, limited visibility, and, when necessary, inclement weather conditions in order to ensure safe personnel movement through the application of sensible driving practices
- Fully qualified on the applicable vehicle and on all required equipment, to include communications equipment, basic first aid kit, and navigational aids
- Proven proficiency in defensive driving tactics and techniques required, with attendance of refresher defensive driver and basic road safety training at least annually
- Shall be qualified in first-line repairs and maintenance, as well as operating manual and automatic vehicles
- Shall be experienced within the region and area of operations, and will be able to use local relationships and knowledge to support the mission

- Must be legally licensed to operate a vehicle in Haiti and must have held a driving license for more than ten (10) years
- Professional demeanor with good communication and interpersonal skills; good judgment and self-discipline are required.
- Must have a clean driving license for serious (drinking or accident) related offences.

2) Option 2: Armored Vehicle with armed escort in a separate soft-skin vehicle

Armored vehicle and Driver: armored vehicle and unarmed driver for Chemonics. Transportation team will be supported by Offeror's 24/7 operations center and include access to a quick reaction force capable of providing additional mobile assistance in case of an incident. The vendor must implement procedures to surpass (Due to the added weight of the transparent and opaque armor, preventive maintenance and services must be performed more often than prescribed by the vehicle's manufacturer and in Haiti, time and mileage intervals must be cut by 50 percent) manufacturers' specifications for all preventive maintenance supplies, materials, fluids, and schedules. Vendors must also be able to immediately replace or repair damaged or unavailable vehicles or staff if needed. Transportation team must have a minimum of one (1) armored vehicle and one (1) local, unarmed driver. Each team will possess the following qualifications:

The vehicle will be:

- Armored to a minimum specification of **B5** and suitably low-profile, and in good condition with functioning seatbelts, door locks, windows, air conditioning, and heating
- Regularly maintained and fully serviceable on the day of use
- Fully insured, licensed, and registered to operate in the areas to be specified for each purchase order
- Equipped with a basic repair kit, hydraulic jack, spare tire, safety triangle, and fire extinguisher
- Equipped with a first aid kit designed to treat basic field trauma (see Annex 2 for sample contents)
- Equipped with at least two methods of redundant communication such as VHF radio, satellite phones, GPS trackers, and/or mobile phones
- Vehicles must not have any alterations to the ballistic integrity of the vehicles such as removing ballistic glass, drilling through the armored plating, or other changes to protection devices.

The driver will meet the following qualifications:

- Local national driver with five (5) years' experience driving professionally, to include at least three (3) years of experience driving for a reputable security organization
- Capable of operating an armored vehicle in urban, open road, off road, limited visibility, and, when necessary, inclement weather conditions in order to ensure safe personnel movement through the application of sensible driving practices
- Fully qualified on the applicable vehicle and on all required equipment, to include communications equipment, basic first aid kit, and navigational aids
- Proven proficiency in defensive driving tactics and techniques required, with attendance of refresher defensive driver and basic road safety training at least annually
- Shall be qualified in first-line repairs and maintenance, as well as operating manual and automatic vehicles
- Shall be experienced within the region and area of operations, and will be able to use local relationships and knowledge to support the mission

- Must be legally licensed to operate a vehicle in Haiti and must have held a driving license for more than ten (10) years
- Professional demeanor with good communication and interpersonal skills; good judgment and self-discipline are required.
- Must have a clean driving license for serious (drinking or accident) related offences.

Soft-skin vehicle and Driver: soft-skin vehicle and unarmed driver for Chemonics travel. Transportation team will be supported by Offeror's 24/7 operations center and include access to a quick reaction force capable of providing additional mobile assistance in case of an incident. Transportation team must have a minimum of one (1) armored vehicle and one (1) local, unarmed driver. Each team will possess the following qualifications:

The vehicle will be:

- Soft-skin and suitably low-profile, and in good condition with functioning seatbelts, door locks, windows, air conditioning, and heating
- Regularly maintained and fully serviceable on the day of use
- Fully insured, licensed, and registered to operate in the areas to be specified for each purchase order
- Equipped with a basic repair kit, hydraulic jack, spare tire, safety triangle, and fire extinguisher
- Equipped with a first aid kit designed to treat basic field trauma (see Annex 2 for sample contents)
- Equipped with at least two methods of redundant communication such as VHF radio, satellite phones, GPS trackers, and/or mobile phones

The driver will meet the following qualifications:

- Local national driver with five (5) years' experience driving professionally, to include at least three (3) years of experience driving for a reputable security organization
- Capable of operating a vehicle in urban, open road, off road, limited visibility, and, when necessary, inclement weather conditions in order to ensure safe personnel movement through the application of sensible driving practices
- Fully qualified on the applicable vehicle and on all required equipment, to include communications equipment, basic first aid kit, and navigational aids
- Proven proficiency in defensive driving tactics and techniques required, with attendance of refresher defensive driver and basic road safety training at least annually
- Shall be qualified in first-line repairs and maintenance, as well as operating manual and automatic vehicles
- Shall be experienced within the region and area of operations, and will be able to use local relationships and knowledge to support the mission
- Must be legally licensed to operate a vehicle in Haiti and must have held a driving license for more than ten (10) years
- Professional demeanor with good communication and interpersonal skills; good judgment and self-discipline are required.
- Must have a clean driving license for serious (drinking or accident) related offences.

Armed Escort: Armed mobile protective security detail (PSD) under the supervision of the Offeror to protect Chemonics personnel. The armed vehicle escort will include: One (1) Security Team Leader and two (2) Security Team Members.

The Security Team Leader will meet the following qualifications:

- Possess five (8) years of professional experience providing mobile security services for a reputable security provider for international organizations
- Skilled in the management of mobile security with demonstrated ability to inspect personnel and account for all administration including equipment checks and serviceability
- Experience briefing personnel on their duties and managing the implementation of mobile security SOPs, including ensuring procedures are being followed
- Shall be experienced within the region and area of operations, and will be able to use local relationships and knowledge to support the mission
- Completed a certified training in weapons, communications, mobile security operations, and threat familiarization
- Have a minimum First Person on Scene Basic (FPOSB) credentials or similar
- Formal high school diploma and military or police experience
- Professional demeanor with good communication and interpersonal skills; good judgment and self-discipline are required.
- Fully vetted to ensure a clean record and positive reference checks (Offeror shall be able to provide evidence of vetting process as requested by Chemonics)
- Physically fit to perform all job functions to include lift, move, and carry objects weighing 25kg unimpeded and without assistance; standing for long periods of time, walk, run, jump, and climb unimpeded and without assistance; ability to distinguish basic colors, distinguish depth, and see clearly at night and in lowlight (Offeror shall ensure that personnel are medically fit to perform the functions of the job)
- In possession of National Identity Cards issued by the Government of Haiti (Offeror shall be able to provide personnel identification as requested by Chemonics)

The Security Team Members will meet the following qualifications:

- Possess five (5) years of professional experience providing mobile security services for a reputable security provider for international organizations
- Shall be experienced within the region and area of operations, and will be able to use local relationships and knowledge to support the mission
- Completed a certified training in weapons, communications, mobile security operations, and threat familiarization
- Have a minimum First Person on Scene Basic (FPOSB) credentials or similar
- Professional demeanor with good communication and interpersonal skills; good judgment and self-discipline are required.
- Fully vetted to ensure a clean record and positive reference checks (Offeror shall be able to provide evidence of vetting process as requested by Chemonics)
- Physically fit to perform all job functions to include lift, move, and carry objects weighing 25kg unimpeded and without assistance; standing for long periods of time, walk, run, jump, and climb unimpeded and without assistance; ability to distinguish basic colors, distinguish depth, and see clearly at night and in lowlight (Offeror shall ensure that personnel are medically fit to perform the functions of the job)
- In possession of National Identity Cards issued by the Government of Haiti (Offeror shall be able to provide personnel identification as requested by Chemonics)

All members of the mobile protective security detail (PSD) will be equipped and supplied, at a minimum, with the following individual equipment:

- Work uniform(s) sufficient to maintain professional dress and appearance for all security personnel

- Work boots (ankle-height)
- Two-way radio and spare battery
- Weapon and ammunition (12-gauge shotguns and/or pistols; Subcontractor shall provide licenses for shotguns and/or pistols, maintained in good working order)
- Mobile / cellular telephone (including airtime / sufficient phone credit)

Chemonics may require the transportation team for single or multi-day trips. In the event the team is required for a trip lasting more than 12 hours, Offeror shall ensure arrangements have been made for lodging, meals and incidentals, and any rotation requirements. The transportation teams must be collocated with the client during any overnight trips to ensure the ability to respond in case of an incident. Additionally, no driver shall drive more than 8 hours consecutively without a rest period of at least 4 hours.

Transportation teams must be supervised by a 24/7 control room responsible for journey management for the duration of the trip. Control room support should include trip planning, route reconnaissance, travel tracking, and communications. The control room will be responsible for submitting regular movement status reports at pre-established times to the Chemonics point of contact designated in the purchase order. Additionally, the control room shall be capable of deploying a quick reaction force to respond in the event of an incident or emergency involving the transportation team (including in case of security incidents, road traffic accidents, and vehicle breakdowns). The quick reaction force must be trained in incident management and emergency response. They should further comply with all local laws and be able to liaise as needed with local law enforcement.

Policy on Use of Deadly Force: The Offeror's security procedures shall comply with local law.

3.A.2. Oversight of Offeror Services

Management. Security personnel shall be managed by the Offeror. The Offeror shall ensure security personnel presence, including all required monitoring and oversight to ensure that personnel are performing their duties as required. Security personnel shall maintain adequate records of operations. Security personnel must comply with the instructions of PSM Haiti. Personnel must always exhibit courtesy and the highest levels of professionalism in the performance of their duties. Chemonics will notify the Offeror verbally and, either before or after verbal notification, also in writing of any conduct problems concerning the Offeror's employees or agents about the services as soon as possible after Chemonics becomes aware of them. The Offeror shall substitute any of the personnel within 2 days of written notice by Chemonics if any such employee is negligent in the performance of his/her duties or if s/he repeatedly refuses to follow the instructions of Chemonics. Chemonics emphasizes the importance of information for the proactive management of security. To support the provision of security services, the Offeror shall ensure security personnel liaise regularly with other security stakeholders to remain apprised of potential threats or relevant incidents. Any information which may have an impact on the security of staff and operations will be communicated to Chemonics in writing (and verbally if appropriate). The Offeror shall further provide real-time updates on immediate security issues and threats around operations such as demonstrations, riots, police operations, criminal activity, road closures, and heavy traffic. These should be provided to the designated personnel via email or phone depending on the immediacy of the situation.

Reporting. The Offeror shall provide Chemonics in writing with any observations and recommendations pertaining to the mobile safety and security of Chemonics staff, and the security measures implemented on site. Chemonics emphasizes the importance of information for the

proactive management of security. Any information which may have an impact on the security of project staff and operations will be communicated to Chemonics either in writing or verbally as appropriate. The Subcontractor shall further provide real-time updates on immediate security issues and threats in the area of operations such as demonstrations, riots, police operations, criminal activity, road closures, and heavy traffic. These should be provided to the designated personnel via phone or email depending on the immediacy of the situation.

The Offeror shall further provide baseline mobile security Standard Operating Procedures (SOP) for security personnel.

3.A.3. Offeror Performance Clause

The Offeror is required to ensure that all personnel follow prescribed issue resolution standard operating procedures.

Training. The Offeror shall have an established training regimen for all security personnel appropriate to job requirements. The training regimen shall include initial training and qualifications as well as regularly scheduled sustainment training. All training must be in accordance with the local law. The subcontractor shall provide documentation for individual training covering rules for the use of force including whether defense of others is consistent with local law. The Offeror shall provide written acknowledgement that personnel were briefed about and understand limitations on the use of force. The Offeror at a minimum, will comply with the following requirements for all personnel who will carry a weapon in support of any Chemonics missions. All weapons training and qualification data must be fully documented in subcontractor’s Individual Training Records. None of the weapons training or qualifications listed below is optional; this weapons training and qualifications are all required by this contract and are to be clearly documented by subcontractor for audit purposes. The training program must:

- a. Meet local law and standards for armed staff and must include a minimum of 40 hours of approved weapons training per year.
- b. Meet all the Haitian legal, training, and qualification requirements for authorization to carry a weapon.

Mobilization. The Contractor shall be able to mobilize personnel and resources within **3 days** after award of a task order.

Section 3 (B): Pricing Schedule:

Offerors are requested to provide quotations containing the information below in response to the Section 3 (A) Scope of Work, on official letterhead or official quotation format. In the event this is not possible, offerors may complete this Section 3(B) and submit a signed/stamped version to Chemonics. The table below only requests the unit price for the security support that meets the specifications defined in the previous section.

Line Item	Description and Requirements	Qty	Unit Price In local currency
1	<i>Armored Vehicle without escort</i> 1 x trained unarmed driver 1 x B5 level or higher armored vehicle – rate must be inclusive of insurance, maintenance, fire extinguisher, first aid kit, fuel, water, vehicle	1 day	

	tracking, redundant communications and spare tire		
2	<p><i>Armored Vehicle with armed escort in a separate soft-skin vehicle</i></p> <p>2 x trained unarmed driver 1 x B5 level or higher armored vehicle – rate must be inclusive of insurance, maintenance, fire extinguisher, first aid kit, fuel, water, vehicle tracking, redundant communications and spare tire</p> <p>1 x soft-skin vehicle – rate must be inclusive of insurance, maintenance, fire extinguisher, first aid kit, fuel, water, vehicle tracking, redundant communications and spare tire</p> <p>1 x Security Team Leader 2 x Security Team Members</p>	1 day	
	<p><i>Armored Vehicle without escort</i></p> <p>1 x trained unarmed driver 1 x B5 level or higher armored vehicle – rate must be inclusive of insurance, maintenance, fire extinguisher, first aid kit, fuel, water, vehicle tracking, redundant communications and spare tire</p>	1 month (reduced price for medium term service for a month period)	
	<p><i>Armored Vehicle with armed escort in a separate soft-skin vehicle</i></p> <p>2 x trained unarmed driver 1 x B5 level or higher armored vehicle – rate must be inclusive of insurance, maintenance, fire extinguisher, first aid kit, fuel, water, vehicle tracking, redundant communications and spare tire</p> <p>1 x soft-skin vehicle – rate must be inclusive of insurance, maintenance, fire extinguisher, first aid kit, fuel, water, vehicle tracking, redundant communications and spare tire</p> <p>1 x Security Team Leader 2 x Security Team Members</p>	1 month (reduced price for medium term service for a month period)	

Delivery time (after receipt of order): **5** calendar days

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: GHSC-PSM, Airport Industrial Park Fleuriot Warehouse # 118

Reference: RFQ No. 2091

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 Chemonics or any project implemented in HAITI by Chemonics 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: EVIDENCE OF RESPONSIBILITY

Evidence of Responsibility

1. Offeror Business Information

Company Name: Full Legal Name

Address: Address

DUNS Number: Enter the Data Universal Numbering System reference (DUNS) assigned to the company. *(Instructions to Offerors: Offerors will provide their registered DUNS number for subawards valued at USD\$30,000 and above with CHEMONICS unless exempted. Exemption may be granted by CHEMONICS or based on a negative response to Section 3(a) below (ie, the offeror, in the previous tax year, had gross income from all sources under USD\$300,000). Dun & Bradstreet regulates the system and registration may be obtained online at <http://fedgov.dnb.com/webform>. If Offeror does not have a DUNS number and is unable to obtain one before proposal submission deadline, Offeror shall include a statement in their Evidence of Responsibility 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 applicable or not possible. Additional guidance on obtaining a DUNS number is available upon request.)*

2. Authorized Negotiators

Company Name proposal for Proposal Name may be discussed with any of the following individuals. These individuals are authorized to represent Company Name in negotiation of this offer in response to RFQ No.

List Names of Authorized signatories

These individuals can be reached at Company Name office:

Address

Telephone/Fax

Email address

3. Adequate Financial Resources

Company Name has adequate financial resources to manage this contract, as established by our audited financial statements (OR list what else may have been submitted) submitted as part of our response to this proposal.

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 2 CFR Part 170, 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 proposal, 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 (<https://www.sam.gov/>)?

Yes No

4. Ability to Comply

Company Name is able to comply with the proposed delivery of performance schedule having taken into consideration all existing business commitments, commercial as well as governmental.

5. Record of Performance, Integrity, and Business Ethics

Company Name record of integrity is (Instructions: Offeror should describe their record. Text could include example such as the following to describe their record: "outstanding, as shown in the Representations and Certifications. We have no allegations of lack of integrity or of questionable business ethics. Our integrity can be confirmed by our references in our Past Performance References, contained in the Technical Proposal."

6. Organization, Experience, Accounting and Operational Controls, and Technical Skills

(Instructions: Offeror should explain their organizational system for managing the subcontract, as well as the type of accounting and control procedure they have to accommodate the type of subcontract being considered.)

7. Equipment and Facilities

(Instructions: Offeror should state if they have necessary facilities and equipment to carry out the contract with specific details as appropriate per the subcontract SOW.)

8. Eligibility to Receive Award

(Instructions: Offeror should state if they are qualified and eligible to receive an award under applicable laws and regulation and affirm that they are not included in any list maintained by the US Government of entities debarred, suspended or excluded for US Government awards and funding. The Offeror should state whether they have performed work of similar nature under similar mechanisms for USAID.)

9. Commodity Procurement

(Instructions: If the Offeror does not have the capacity for commodity procurements - delete this section. If the Offeror does have the capacity, the Offeror should state their qualifications necessary to support the proposed subcontract requirements.)

10. Cognizant Auditor

(Instructions: Offeror should provide Name, address, phone of their auditors – whether it is a government audit agency, such as DCAA, or an independent CPA.)

11. Acceptability of Contract Terms

(Instructions: Offeror should state its acceptance of the proposed contract terms.)

12. Recovery of Vacation, Holiday and Sick Pay

(Instructions: Offeror should explain whether it recovers vacation, holiday, and sick leave through a corporate indirect rate (e.g. Overhead or Fringe rate) or through a direct cost. If the Offeror recovers vacation, holiday, and sick leave through a corporate indirect rate, it should state in this section the number of working days in a calendar year it normally bills to contracts to account for the vacation, holiday, and sick leave days that will not be billed directly to the contract since this cost is being recovered through the corporate indirect rate.)

13. Organization of Firm

(Instructions: Offeror should explain how their firm is organized on a corporate level and on practical implementation level, for example regionally or by technical practice.)

Signature: _____

Name: _____

One of the authorized negotiators listed in Section 2 above should sign

Title: _____

Date: _____
