



## REQUEST FOR QUOTATIONS (RFQ) TEMPLATE

RFQ Number: PSM-OPS-2126  
Issuance Date: August 17, 2022  
Deadline for Quotes: August 31, 2022  
Description: Warehouse Commodity Stock Count/Cycle count Inventory of GHSC-PSM Haiti Warehouse  
For: USAID Global Health Supply Chain (GHSC) – Procurement and Supply Management (PSM) Program  
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: Unité de Contrat, 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 [fdguillaume@ghsc-psm.org](mailto: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 [BusinessConduct@chemonics.com](mailto:BusinessConduct@chemonics.com) or by phone/Skype at 888.955.6881.

## **Section 1: Instructions to Offerors**

1. **Introduction:** The Global Health Supply Chain – Procurement and Supply Management (GHSC-PSM) Project is a USAID program implemented by Chemonics International in Haiti. The goal of the Global Health Supply Chain - Procurement and Supply Management (GHSC-PSM) is to ensure uninterrupted supplies of health products in support of U.S. government-funded public health initiatives around the world. As part of project activities, Chemonics/GHSC-PSM requires weekly inventory counting services at the project's Haiti Warehouse to confirm the accuracy of inventory reports generated by the electronic inventory management system.

Hence, 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.

2. **Offer Deadline and Protocol:** Offers must be received no later than **11:59 PM** local Port-au-Prince, Haiti time on **August 31, 2022**, by email addressed to at [PSMHaiticontract@ghsc-psm.org](mailto: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. Only the complete files submitted with the **four (4) documents** required in the checklist of section 2 will be considered *Any single missing document may not validate the offer*.

3. **Questions:** Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than **4:00 PM** local Port-au-Prince, Haiti time on **August 22, 2022**, by email to [PSMHaiticontract@ghsc-psm.org](mailto:PSMHaiticontract@ghsc-psm.org). Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that Chemonics believes may be of interest to other offerors will be circulated to all RFQ recipients who have indicated an interest in bidding.

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

4. **Scope of Work:**

The scope of work is detailed in section 3.

5. **Quotations:** Quotations in response to this RFQ must be priced on a **fixed-hourly rate**, all-inclusive basis, including delivery and all other costs. Prices must be presented in US Dollars. 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 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.
- Individuals responding to this RFQ are requested to submit a copy of their identification card.

6. **Source/Nationality/Manufacture:** All services offered in response to this RFQ or supplied under any resulting award must meet **USAID Geographic Code 935** in accordance with the United States Code of Federal Regulations (CFR), [22 CFR §228](#).

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

7. **Taxes and VAT:**

The USAID funded project under which this procurement is financed does not permit the financing of any taxes, VAT, 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 based in Haiti are requested to submit quotations with any taxes, VAT, tariffs, duties, or other levies imposed by the laws in effect in the Cooperating Country(ies) clearly identified separately from the offered price. Offerors based outside of Haiti are requested to submit quotations without any taxes, VAT, tariffs, customs duties or other levies imposed by the laws in effect in the Cooperating Country of Haiti. If the selected offeror is based out of Haiti and/or product must be shipped to Haiti, guidance will be provided for the appropriate customs clearance of the items.

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 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. **UEI Number:** Companies or organizations, whether for-profit or non-profit, shall be requested to provide a Unique Entity Identifier (UEI) 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 UEI number and is unable to obtain one before the submission deadline, Offeror shall include a statement noting their intention to obtain a UEI number should it be selected as the successful offeror or explaining why registration for a UEI number is not possible. Contact [sam.gov](#) to obtain a number. Further guidance on obtaining a UEI number is available from Chemonics upon request.
9. **Eligibility:** By submitting an offer in response to this RFQ, the offeror certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the U.S. Government. Chemonics will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.

10. **Evaluation and Basis for 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.

1. The technical section detailing the activities that the company will undertake to provide the desired services will be rated at 50% of the total points.
  - *Corporate Capabilities/Past Performance:* The proposal must demonstrate that the offeror has the required experience for this work. (25%)
  - *Personnel Qualifications:* The proposal must demonstrate that the offeror has sufficient experience and qualified personnel to perform the work. (25%)
2. An Official quotation: the official quotation stipulating the reasonable costs of the activities to complete the services will be rated at 50% of the total cost.

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 GSHC-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 Subcontract Agreement.

- (c) No services or commodities may be supplied that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, Syria.
- (d) Any international air or ocean transportation or shipping carried out under any award resulting from this RFQ must take place on U.S.-flag carriers/vessels.
- (e) United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The Vendor under any award resulting from this RFQ must ensure compliance with these laws.

**12. Offer must be issued to Chemonics Foundation Haiti or GHSC-PSM.**

**Section 2: Offer Checklist**

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

- Cover letter, signed by an authorized representative of the offeror (see Section 4 for template)
- Official quotation, including the breakdown of **the rate per hour, per person, per week** for the cycle count.
- Copy of offeror's registration or business license (see Section 1.5 for more details);
- Description of past experience and qualifications of the personnel proposed to conduct the cycle counts.

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

The contractor is required to send two (2) persons for two (2) hours for two (2) days per week to be the external eyes during the counting of the GHSC-PSM WH inventory. The warehouse may carry a maximum of 464 SKU at any given time. All inventory in the warehouse is palletized (EUR pallets), except for damaged and/or quarantined stock.

### **Requirements**

Offerors must include/demonstrate in their quotation the following:

- Proposed budget/cost proposal by providing an hourly rate for the service
- Minimum of 2 examples of similar inventory count reports conducted in the past (sensitive information in reports may be redacted) or minimum of 2 client references from similar activities
- Management/corporate structure and summary of corporate capabilities of the offeror
- CV/Resume of all proposed staff who will be on-site conducting the physical inventory count

### **Deliverables for payments:**

The service will be paid, on a monthly basis-based on the submission of the firm of the quantity of hours that both team members have physically spent performing the cycle count inventory exercise at the Fleuriot warehouse which must be aligned with the attendance recorded on the warehouse logs and signed count sheets.

**GHSC-PSM Haiti Warehouse Location:**  
**Airport Industrial Park**  
**Fleuriot**  
**Warehouse # 118**  
**Port-au-Prince**  
**Haiti**

**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: USAID Global Health Supply Chain Program – Procurement and Supply  
Management Project (GHSC-PSM) Airport Industrial Park Fleuriot, Warehouse  
#118, Port-au-Prince, Haiti

Reference: RFQ No.

To Whom It May Concern:

We, the undersigned, hereby provide the attached offer to perform all work required to complete the activities and requirements as described in the above-referenced RFQ. Please find our offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFQ. We further certify that the below-named firm—as well as the firm’s principal officers, and all commodities and services offered in response to this RFQ—are eligible to participate in this procurement under the terms of this solicitation and under USAID regulations.

Furthermore, we hereby certify that, to the best of our knowledge and belief:

- We have no close, familial, or financial relationships with any Chemonics or GHSC-PSM project staff members;
- We have no close, familial, or financial relationships with any other offerors submitting 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 UEI Number: \_\_\_\_\_

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

Official name associated with bank account (for payment): \_\_\_\_\_