July 29, 2019

Request for Proposals # GHSC-PSM-RO10078205

Preventive Maintenance and Repair Agreement, for Low and Ultra Low Temperature Freezers.

Dear Sir or Madam,

Chemonics Foundation Haiti. (here and after referred to as “Chemonics”), under the Global Health Supply Chain – Procurement and Supply Management, USAID Contract No. AID-OAAA-I-15-00004, is issuing a Request for Proposals (RFP) for the Preventive Maintenance and Repair Agreement, for Ultra Low Temperature Freezers. The attached RFP contains all the necessary information for the Offeror.

In 2015, the United States Agency for International Development (USAID) awarded the Global Health

Supply Chain - Procurement and Supply Management project to a consortium led by Chemonics

International.

The Global Health Supply Chain Program – Procurement and Supply Management Project (GHSC-PSM)

(alternately referred to here in as “Chemonics” or “GHSC-PSM” or “Buyer”) is an official project of the

United States Agency for International Development (USAID) implemented by Chemonics International

and its consortium members. The purpose of GHSC-PSM is to ensure uninterrupted supplies of health

commodities in support of USG-funded public health initiatives around the world. The project provides

direct procurement and supply chain management support to the President’s Emergency Plan for AIDS

Relief (PEPFAR), the President’s Malaria Initiative (PMI), and Population and Reproductive Health

(PRH). GHSC-PSM supports health programs through the supply of a wide range of health commodities,

including contraceptives and condoms, essential drugs; and select commodities for HIV/AIDS, malaria,

maternal and child health, and infectious diseases.

Chemonics realizes that Offeror may have additional questions after reading this RFP. BD can submit its questions to Haiti Technical Procurement according to the instructions in I.8 of the RFP. If necessary, Chemonics will provide answers to all relevant questions received in an amendment

that will be e-mailed directly to all interested offer who registered.

This RFP does not obligate Chemonics to execute a subcontract nor does it commit Chemonics to pay any

costs incurred in the preparation and submission of the proposals. Furthermore, Chemonics reserves the

right to reject any and all offers, if such action is considered to be in the best interest of Chemonics.

Sincerely,

Jeskar Hansen Abraham

Global Health Supply Chain Program – Procurement and Supply Management Project (GHSC-PSM)

Request for Proposal

RFP: GHSC-PSM-HT-RO10078205

Preventive Maintenance and Repair Agreement,

for Panasonic Twin-Guard

Contracting Entity:

Chemonics Foundation Haiti

GHSC-PSM

Airport Industrial Park Warehouse 118

Funded by:

United States Agency for International Development (USAID)

Prime Contract Number AID-OAAA-I-15-00004

**\*\*\*\*\* 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, 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.

The Offeror responding to this RFP 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 offeror 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 [PSMRiskManagement@ghsc-psm.org](mailto:PSMRiskManagement@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 at to [BusinessConduct@chemonics.com](mailto:BusinessConduct@chemonics.com) or by phone/Skype at 888.955.6881.

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List of Acronyms

CFR Code of Federal Regulations

CV Curriculum Vitae

DAP Delivered At Place

DUNS Data Universal Numbering System

EST Eastern Standard Time

FAR Federal Acquisition Regulations

G&E General and Administrative

HIV/AIDS Human Immunodeficiency Virus/Acquired Immunodeficiency Syndrome

INCO International Commercial

RFP Request for Proposals

UNAIDS United Nations Programme on HIV/AIDS

U.S. United States

USAID U.S. Agency for International Development

USAID/Haiti USAID Mission in Haiti

USG U.S. Government

TCA Taxes sur les Chiffres d’Affaires

Section I. Instructions to the Offeror

* 1. **Introduction**

Chemonics, the Buyer, acting on behalf of the U.S. Agency for International Development (USAID) and the GHSC-PSM, under contract number AID-OAA-I-15-00004 is soliciting offers from companies and organizations to submit proposals to participate with GHSC-PSM to carry out Preventive Maintenance and Repair Agreement, for Ultra Low Temperature Freezers

The Global Health Supply Chain Program – Procurement and Supply Management Project (GHSC-PSM)

(alternately referred to herein as “Chemonics” or “GHSC-PSM” or “Buyer”) is an official project of the

United States Agency for International Development (USAID) implemented by Chemonics International

and its consortium members. The purpose of GHSC-PSM is to ensure uninterrupted supplies of health

commodities in support of USG-funded public health initiatives around the world. The project provides

direct procurement and supply chain management support to the President’s Emergency Plan for AIDS

Relief (PEPFAR), the President’s Malaria Initiative (PMI), and Population and Reproductive Health

(PRH). GHSC-PSM supports health programs through the supply of a wide range of health commodities,

including contraceptives and condoms, essential drugs; and select commodities for HIV/AIDS, malaria,

maternal and child health, and infectious diseases.

As part of project activities supporting HIV/AIDS health programs in Haiti, funded by PEPFAR, GHSC-PSM requires viral load testing capability, to support Haiti’s national initiative to scale up viral load testing. While the PEPFAR supporting sites are currently experiencing storage capacity issue the project is required to seek an appropriate suppliers that can offer this immediate service to the project.

Chemonics will issue an award to one company. The award will be in the form of Firm Fixed Price (FFP)(hereinafter referred to as “the subcontract”). The successful Offeror shall be required to adhere to the statement of work and terms and conditions of the subcontract, which are incorporated in Section III herein.

Offerors are invited to submit proposals in response to this RFP in accordance with **Section I Instructions to Offerors**, whichwill not be part of the subcontract. The instructions are intended to assist interested Offerors in the preparation of their offer. Any resulting subcontract will be guided by Sections II and III.

This RFP does not obligate Chemonics to execute a subcontract nor does it commit Chemonics to pay any costs incurred in the preparation and submission of the proposals. Furthermore, Chemonics reserves the right to reject any and all offers, if such action is considered to be in the best interest of Chemonics.

Unless otherwise stated, the periods named in the RFP shall be consecutive calendar days.

* 1. **Offer Deadline**

Offeror shall submit their offers electronically.

Emailed offer must be received no later than 2:00 PM (EST) on August 16, 2019 at the following email address: [haititechnicalprocurement@chemonics.com](mailto:haititechnicalprocurement@chemonics.com) ; jabraham@ghsc-psm.org

Offerors are responsible for ensuring that their offers are received in accordance with the instructions stated here and late offers may be considered at the discretion of Chemonics. Chemonics cannot guarantee that late offers will be considered.

* 1. **Submission of Offers**

1. **Instructions for the Submission of Electronic Copies**

Separate technical and cost proposals must be submitted by email no later than the time and date specified in I.2 The proposals must be submitted to the point of contact designated in I.2.

Please reference the RFP number GHSC-PSM-RFQ RO10078205 in the subject line of the email. The Offeror must submit the proposal electronically compatible with MS Word, MS Excel, readable format, or Adobe Portable Document (PDF) format in a Microsoft XP environment. Those pages requiring original manual signatures should be scanned and sent in PDF format as an email attachment.

The technical proposal and cost proposal must be kept separate from each other. Technical proposals must not make reference to pricing data in order that the technical evaluation may be made strictly on the basis of technical merit.

* 1. **Requirements**

To be determined responsive, an offer must include all of documents and sections included in I.4.A and I.4.B

1. **General Requirements**

Chemonics anticipates issuing a subcontract to a company or organization, provided it is legally registered and recognized under the laws of the country where it is headquartered and is in compliance with all applicable civil, fiscal, and other applicable regulations. Such a company or organization could include a private firm, non-profit, civil society organization, or university.

Companies and organizations that submit proposals in response to this RFP must meet the following requirements:

1. Companies or organizations, whether for-profit or non-profit, must be legally registered under the laws of the country where it is registered, upon award of the subcontract.
2. Firms operated as commercial companies or other organizations or enterprises (including nonprofit organizations) in which foreign governments or their agents or agencies have a controlling interest are not eligible as suppliers of commodities and services.
3. Companies or organizations must have a local presence in Haiti at the time the subcontract is signed and
4. Companies or organizations, whether for-profit or non-profit, shall be requested to provide a DUNS number if selected to receive a subaward valued at USD$30,000 or more, unless exempted in accordance with information certified in the Evidence of Responsibility form included in the required certifications in Annex 3.[[1]](#footnote-1)
5. Offeror may present their proposals as a member of a partnership with other companies or organizations. In such cases, the subcontract will be awarded to the lead company in the partnership. The leading company shall be responsible for compliance with all subcontract terms and conditions and making all partnership arrangements, including but not limited to division of labor, invoicing, etc., with the other company(ies). A legally registered partnership is not necessary for these purposes; however the different organizations must be committed to work together in the fulfillment of the subcontract terms.
6. **Required Proposal Documents**

Cover Letter

The offeror’s cover letter shall include the following information:

1. Name of the company or organization
2. Type of company or organization
3. Address
4. Telephone
5. Fax
6. E-mail
7. Full names of members of the Board of Directors and Legal Representative (as appropriate)
8. Taxpayer Identification Number
9. DUNS Number
10. Official bank account information
11. Other required documents that shall be included as attachments to the cover letter:
    1. Copy of registration or incorporation in the public registry, or equivalent document from the government office where the offeror is registered.
    2. Copy of company tax registration, or equivalent document.
    3. Copy of trade license, or equivalent document.
    4. Evidence of Responsibility Statement, whereby the offeror certifies that it has sufficient financial, technical, and managerial resources to complete the activity described in the scope of work, or the ability to obtain such resources. This statement is required by the Federal Acquisition Regulations in 9.104-1. A template is provided in Annex 3 “Required Certifications”.
    5. Applicable documents listed in I.4.A.

A sample cover letter is provided in Annex 1 of this RFP.

Technical Proposal

The technical proposal shall comprise the following parts:

* Part 1: Regulatory Status.

Offeror must include evidence that the system offered if validated by relevant regulatory bodies.

* Part 2: Corporate Capabilities, Experience, and Past Performance.

Offeror must include a description of the company and organization, with appropriate reference to any parent company and subsidiaries. Offerors must include details demonstrating their experience and technical ability in implementing the technical approach/methodology and the detailed work plan. Offerors must include details demonstrating their experience and technical ability in production of the requested commodities and their capacity to comply with the WHO Good Distribution Practices for Pharmaceutical Products.Additionally, offerors must include 2 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. Contact information must include at a minimum: name of point of contact who can speak to the offeror’s performance, name and address of the company for which the work was performed, and email and phone number of the point of contact.

Chemonics reserves the right to check additional references not provided by an offeror.

* Part 3: Technical Specifications and Performances

Offeror must include detailed information sheets for the offered solution (analyzer, reagents and consumables).

* Part 4: Maintenance Capacity and Service Quality.

The Offeror must adhere to the requirements set forth in Section II.3 Deliverables. This includes the record of Key Performance Indicators in detail during each service or maintenance visit.

The sections of the technical proposal stated above must respond to the detailed information set out in Section II of this RFP, which provides the background, states the scope of work, describes the deliverables, and provides a deliverables schedule.

Cost Proposal

The cost proposal is used to determine which proposals represent the best value and serves as a basis of negotiation before award of a subcontract.

The Offeror will submit a cost proposal for Preventive Maintenance and Repair Agreement, for Ultra Low Temperature Freezers

The price of the subcontract to be awarded will be a Firm Fixed Price. No profit, fees, taxes, or additional costs can be added after award.

If it is an offeror’s regular practice to budget indirect rates, e.g. overhead, fringe, G&A, administrative, or other rate, Offerors must explain the rates and the rates’ base of application in the budget narrative. Chemonics reserves the right to request additional information to substantiate an Offeror’s indirect rates.

Under no circumstances may cost information be included in the technical proposal. No cost information or any prices, whether for deliverables or line items, may be included in the technical proposal. Cost information must only be shown in the cost proposal.

* 1. **Source of Funding, Authorized Geographic Code, and Source and Origin**

Any subcontract resulting from this RFP will be financed by USAID funding and will be subject to U.S. Government and USAID regulations.

All goods and services offered in response to this RFP 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, available at: <http://www.gpo.gov/fdsys/pkg/CFR-2012-title22-vol1/pdf/CFR-2012-title22-vol1-part228.pdf>.

The cooperating country for this RFP is Haiti.

Offerors may not offer or supply any products, commodities or related 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, (North) Sudan, Syria. Related services include incidental services pertaining to any/all aspects of this work to be performed under a resulting contract (including transportation, fuel, lodging, meals, and communications expenses).

* 1. **Chronological List of Proposal Events**

The following calendar summarizes important dates in the solicitation process. Offerors must strictly follow these deadlines.

RFP announced: 29/July/2019

Deadline for written questions:08/August/2019

Answers provided to questions/clarifications: 12/August/2019

Proposal due date: 2:PM EST, Friday 16/August/2019

Subcontract award (estimated): Between 06/September/2019 – 20/September/2019

The dates above may be modified at the sole discretion of Chemonics. Any changes will be published in an amendment to this RFP.

**Written Questions and Clarifications.** All questions or clarifications regarding this RFP must be in writing and submitted to Jeskar Hansen Abraham at [jabraham@ghsc-psm.org](mailto:jabraham@ghsc-psm.org) no later than 2:00 PM (EST) on August 08, 2019. Questions and requests for clarification, and the responses there to, will be circulated to all RFP recipients who have indicated an interest in this RFP.

Only written answers from Chemonics will be considered official and carry weight in the RFP process and subsequent evaluation. Any answers received outside the official channel, whether received verbally or in writing, from employees or representatives of Chemonics International, the GHSC-PSM project, or any other party, will not be considered official responses regarding this RFP.

**Proposal Submission Date.** The proposal must be received by 2:00PM (EST) on August 16, 2019. Late offer will be considered at the discretion of Chemonics.

**Subcontract Award (estimated).** Chemonics will select the proposal that offers the best value based upon the evaluation criteria stated in this RFP.

* 1. **Validity Period**

Offerors’ proposals must remain valid for 90 calendar days after the proposal deadline.

* 1. **Evaluation and Basis for 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 below, 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 lowest price technically acceptable and also based on the respect of WHO standards such as:

* Guide to good Preventive maintenance of Ultra low Panasonic Freezer
* WHO good distribution practices for Ultra Low Temperature ewuipment

This RFP will use the lowest price technically acceptable process to determine best value. That means that the proposal will be evaluated to determine whether it meets the required criteria and sub-criteria.

Cost elements to be submitted:

Evaluation points will not be awarded for cost. Cost will primarily be evaluated for realism and reasonableness. If technical scores are determined to be nearly equal, cost will become the determining factor.

* 1. **Negotiations**

It is anticipated that a subcontract will be awarded solely on the basis of the original offers received. However, Chemonics reserves the right to conduct discussions, negotiations and/or request clarifications prior to awarding a subcontract.

* 1. **Terms of Subcontract**

This is a request for proposal. Chemonics will use the template shown in section III to finalize the subcontract. Terms and clauses are not subject to negotiation. By submitting a proposal, offeror certify that they understand and agree to all of the terms and clauses contained in section III.

* 1. **Privity**

By submitting a response to this request for proposal, offeror understand that USAID is NOT a party to this solicitation.

**Section II Background, Scope of Work, Deliverables, and Deliverables Schedule**

1. **Background**

The Dual Compressor Cooling System is designed to provide the highest level of security for valuable biological samples. Two individually controlled compressors provide a reliable and exceptionally stable -86°C ultra-low temperature environment.

1. **Scope of Work**

The offeror selected as a result of this RFP will be required to:

* Perfom monthly maintenance in accordance with the instructions of the respective manufacturer.
* Provide cleaning, adjustment and verification of all systems as recommended by the manufacturer and in accordance to the characteristics of each piece of equipment.
* Inform GHS-PSM one week prior to a visit to one of the sites for any specific intervention.
* Fix the freezer within ten days after having received the written notification of the breakdown from the Buyer.
* Prepare a monthly report that includes details on the brands, models, licences, and corresponding serial numbers of all equipment for which maintenance have been done or repairs have been performed.
* Provide operational training to a maximum of 3 users per freezer who will be operating the equipment properly.
* Ensure that a Field Service Engineer will be based in Port-au-Prince for immediate action.
* Provide all parts required to repair the Equipments covered under its serviced obligation such as compressor, condenser, alternate plug, and air filter.
* Provide strategic recommendation for purchase of new ultra low storage equipment

Panasonic Serial Number and Temperature range\*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **INSTRUMENT MODEL** | **SERIAL NUMBER** | **Temperature Range** |
| **1** | Panasonic | 15050056 | -60°C to -80°C |
| **2** | Panasonic | 16100340 | -60°C to -80°C |
| **3** | MDFU5312 | 14120511 | -20°C |
| **4** | MDFU700VXC | 15050041 | -80°C |
| **5** | Panasonic | 14120514 | -15°C to -40°C |
| **6** | Panasonic | 14120509 | -15°C to -40°C |
| **7** | Panasonic | 14050164 | 0°C to -36°C |
| **8** | Panasonic | 15050039 | -60°C to -80°C |
| **9** | MDFU5312PA | 18040090 | -35°C |
| **10** | MDFU5312PA | 18040103 | -35°C |
| **11** | MDFU5312PA | 18040110 | -35°C |
| **12** | ULT Freezer MDF-DU702VH-PA | 18030218 | -86°C |
| **13** | ULT Freezer MDF-DU702VH-PA | 18030170 | -86°C |
| **14** | ULT Freezer MDF-DU702VH-PA | 18030217 | -86°C |
| **15** | ULT Freezer MDF-DU702VH-PA | 18030242 | -86°C |
| **16** | MDFU5312PA | 18040090 | -35°C |
| **17** | MDFU5312PA | 18050132 | -35°C |

\*Sites list are listed below in Annex 4

1. **Deliverables**

The offeror shall deliver to Chemonics the following deliverables, in accordance with the schedule set forth in II.4 below.

1. **Deliverables Schedule**

The offeror shall submit the deliverables described above in accordance with the following deliverables schedule:

|  |  |
| --- | --- |
| **Deliverable Number** | **Deliverable Name** |
| 1 | Ensure Integrity and quality of machine by maintaining them properly in verifying serial numbers, site/location, replacement of the complementary parts and calibrate them on requested. |
| 2 | Proper handling of Preventive Maintenance and Repair Agreement Instruments by qualified technicians to assure instrument longevity. |
| 3 | Carry out Preventive maintenance based on the calendar provided and perform occasional site site surveys to control the environment. |
| 4 | Train the Preventive Maintenance and Repair operator to maintain and utilize the instrument properly and reduce the probability of future malfunctions. |
| 5 | Work with Chemonics to promote an environment of 5°C to 40°C suitable for the proper functioning of the freezer. |

**Annex 1 Cover Letter**

[Offeror: Insert date]

Jeskar Hansen Abraham

Technical Procurement Tracking Officer

Global Health Supply Chain – Procurement and Supply Management

Chemonics Foundation Haiti

Airport Industrial Park

Warehouse # 118

Port-au-Prince

Reference: Request for Proposals

Subject: [Offeror: Insert name of your organization]’s technical and cost proposals

Dear Mr. Josue Devalcin :

[Offeror: Insert name of your organization] is pleased to submit its proposal in regard to the above- referenced request for proposals. For this purpose, we are pleased to provide the information furnished below:

Name of Organization’s Representative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Offeror \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Taxpayer Identification Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DUNS Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As required by section I, I.7, we confirm that our proposal, including the cost proposal will remain valid for 90 calendar days after the proposal deadline.

We are further pleased to provide the following annexes containing the information requested in the RFP.:

[It is incumbent for the offeror to clearly review the RFP and its requirements. It is each the offeror responsibility to identify all required annexes and include them]

1. Copy of registration or incorporation in the public registry, or equivalent document from the government office where the offeror is registered.
2. Copy of company tax registration, or equivalent document.
3. Copy of trade license, or equivalent document.
4. Evidence of Responsibility Statement.

Sincerely yours,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

[Offeror: Insert name of your organization's representative]

[Offeror: Insert name of your organization]

**Annex 2 Guide to Creating a Financial Proposal for a Fixed Price Subcontract**

The purpose of this annex is to guide offeror in creating a budget for their cost proposal. Because the subcontract will be funded under a United States government-funded project, it is important that all offerors’ budgets conform to this standard format. It is thus recommended that offerors follow the steps described below.

Step 1: Design the technical proposal. Offeror should examine the market for the proposed activity and realistically assess how they can meet the needs as described in this RFP, specifically in section II. Offeror should present and describe this assessment in their technical proposals.

Step 2: Determine the basic costs associated with each deliverable. The cost proposal should provide the best estimate of the costs associated with each deliverable, which should include labor and all non-labor costs, e.g. other direct costs, such as fringe, allowances, travel and transport, etc.

Other direct costs, i.e. non-labor, include for example the following:

1. Local travel and transportation, and associated travel expenses, if applicable,
2. Lodging and per diem expenses associated with travel, if applicable,
3. Storage
4. Insurance coverage
5. Utilities
6. Communications
7. Office supplies

Under no circumstances may cost information be included in the technical proposal. No cost information or any prices, whether for deliverables or line items, may be included in the technical proposal. Cost information must only be shown in the cost proposal.

Step 3: Create a budget for the cost proposal. Each offeror must create a budget using a spreadsheet program compatible with MS Excel. The budget period should follow the technical proposal period. A sample budget is shown on the following page.

Step 4: Write Cost Notes. The spreadsheets shall be accompanied by written notes in MS Word that explain each cost line item and the assumption why a cost is being budgeted as well as how the amount is reasonable.

**Annex 3**

**DUNS and SAM Registration Guidance**

**What is DUNS?**

The Data Universal Numbering System (DUNS) is a system developed and regulated by Dun & Bradstreet (D&B) - a company that provides information on corporations for use in credit decisions - that assigns a unique numeric identifier, referred to as a DUNS number, to a single business entity. The DUNS database contains over 100 million entries for businesses throughout the world, and is used by the United States Government, the United Nations, and the European Commission to identify companies. The DUNS number is widely used by both commercial and federal entities and was adopted as the standard business identifier for federal electronic commerce in October 1994. The DUNS number was also incorporated into the Federal Acquisition Regulation (FAR) in April 1998 as the Federal Government's contractor identification code for all procurement-related activities.

**Why am I being requested to obtain a DUNS number?**

U.S. law – in particular the Federal Funding Accountability and Transparency Act of 2006 (Pub.L. 109-282), as amended by section 6202 of the Government Funding Transparency Act of 2008 (Pub.L. 110-252) - make it a requirement for all entities doing business with the U.S. Government to be registered, currently through the System for Award Management, a single, free, publicly- searchable website that includes information on each federal award. As part of this reporting requirement, prime contractors such as Chemonics must report information on qualifying subawards as outlined in FAR 52.204-10 and 2CFR Part 170. Chemonics is required to report subcontracts with an award valued at greater than or equal to $30,000 under a prime contract and subawards under prime grants or prime cooperative agreements obligating funds of $25,000 or more, whether U.S. or locally-based. Because the U.S. Government uses DUNS numbers to uniquely identify businesses and organizations, Chemonics is required to enter subaward data with a corresponding DUNS number.

**Is there a charge for obtaining a DUNS number?**

No. Obtaining a DUNS number is absolutely free for all entities doing business with the Federal government. This includes current and prospective contractors, grantees, and loan recipients.

**How do I obtain a DUNS number?**

DUNS numbers can be obtained online at <http://fedgov.dnb.com/webform/pages/CCRSearch.jsp> or by phone at 1-800-234-3867 (for US, Puerto Rico and Virgin Island requests only).

**What information will I need to obtain a DUNS number?**

To request a DUNS number, you will need to provide the following information:

* Legal name and structure
* Tradestyle, Doing Business As (DBA), or other name by which your organization is commonly recognized
* Physical address, city, state and Zip Code
* Mailing address (if separate)
* Telephone number
* Contact name
* Number of employees at your location
* Description of operations and associated code (SIC code found at <https://www.osha.gov/pls/imis/sicsearch.html>)
* Annual sales and revenue information
* Headquarters name and address (if there is a reporting relationship to a parent corporate entity)

**How long does it take to obtain a DUNS number?**

Under normal circumstances the DUNS is issued within 1-2 business days when using the D&B web form process. If requested by phone, a DUNS can usually be provided immediately.

**Are there exemptions to the DUNS number requirement?**

There may be exemptions under specific prime contracts, based on an organization’s previous fiscal year income when selected for a subcontract award, or Chemonics may agree that registration using the D&B web form process is impractical in certain situations. Organizations may discuss these options with the Chemonics representative.

**What is CCR/SAM?**

Central Contractor Registration (CCR)—which collected, validated, stored and disseminated data in support of agency acquisition and award missions—was consolidated with other federal systems into the System for Award Management (SAM). SAM is an official, free, U.S. government-operated website. There is NO charge to register or maintain your entity registration record in SAM.

**When should I register in SAM?**

While registration in SAM is not required for organizations receiving a grant under contract, subcontract or cooperative agreement from Chemonics, Chemonics requests that partners register in SAM if the organization meets the following criteria requiring executive compensation reporting in accordance with the FFATA regulations referenced above.  SAM.gov registration allows an organization to directly report information and manage their organizational data instead of providing it to Chemonics. Reporting on executive compensation for the five highest paid executives is required for a qualifying subaward if in your business or organization's preceding completed fiscal year, your business or organization (the legal entity to which the DUNS number belongs):

(1) received 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; **and**,

(3) The public have **does not** 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 US Internal Revenue Code of 1986.

If your organization meets the criteria to report executive compensation, the following sections of this document outline the benefits of and process for registration in SAM.gov. Registration may be initiated at <https://www.sam.gov>. There is NO fee to register for this site.

**Why should I register in SAM?**

Chemonics recommends that partners register in SAM to facilitate their management of organizational data and certifications related to any U.S. federal funding, including required executive compensation reporting. Executive compensation reporting for the five highest paid executives is required in connection with the reporting of a qualifying subaward if:

1. In your business or organization's preceding completed fiscal year, your business or organization (the legal entity to which the DUNS number belongs) received (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; and,
2. The public have does not 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.

**What benefits do I receive from registering in SAM?**

By registering in SAM, you gain the ability to bid on federal government contracts. Your registration does not guarantee your winning a government contract or increasing your level of business. Registration is simply a prerequisite before bidding on a contract. SAM also provides a central storage location for the registrant to supply its information, rather than with each federal agency or prime contractor separately. When information about your business changes, you only need to document the change in one place for every federal government agency to have the most up-to-date information.

**How do I register in SAM?**

Follow the step-by-step guidance for registering in SAM for assistance awards (under grants/cooperative agreements) at: <https://www.sam.gov/sam/transcript/Quick_Guide_for_Grants_Registrations.pdf>

Follow the step-by-step guidance for contracts registrations at:

<https://www.sam.gov/sam/transcript/Quick_Guide_for_Contract_Registrations.pdf>

*You must have a Data Universal Numbering System (DUNS) number in order to begin either registration process.*  
  
If you already have the necessary information on hand (see below), the online registration takes approximately one hour to complete, depending upon the size and complexity of your business or organization.

**What data is needed to register in SAM?**

SAM registrants are required to submit detailed information on their company in various categories. Additional, non-mandatory information is also requested. Categories of required and requested information include:

\* General Information - Includes, but is not limited to, DUNS number, CAGE Code, company name, Federal Tax Identification Number (TIN), location, receipts, employee numbers, and web site address.

\* Corporate Information - Includes, but is not limited to, organization or business type and SBA-defined socioeconomic characteristics.

\* Goods and Services Information - Includes, but is not limited to, NAICS code, SIC code, Product Service (PSC) code, and Federal Supply Classification (FSC) code.

\* Financial Information - Includes, but is not limited to, financial institution, American Banking Association (ABA) routing number, account number, remittance address, lock box number, automated clearing house (ACH) information, and credit card information.

\* Point of Contact (POC) Information - Includes, but is not limited to, the primary and alternate points of contact and the electronic business, past performance, and government points of contact. \* Electronic Data Interchange (EDI) Information\* - Includes, but is not limited to, the EDI point of contact and his or her telephone, e-mail, and physical address. (\*Note: EDI Information is optional and may be provided only for businesses interested in conducting transactions through EDI.)

**Annex IV**

**FREEZERS SITES LIST**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **INSTRUMENT MODEL** | **SERIAL NUMBER** | **Temperature Range** | **Sites** |
| **1** | Panasonic | 15050056 | -60°C to -80°C | LNSP/Delmas 33 |
| **2** | Panasonic | 16100340 | -60°C to -80°C | LNSP/Delmas 33 |
| **3** | MDFU5312 | 14120511 | -20°C | IMIS/Tabarre |
| **4** | MDFU700VXC | 15050041 | -80°C | IMIS/Tabarre |
| **5** | Panasonic | 14120514 | -15°C to -40°C | LNSP/Delmas 33 |
| **6** | Panasonic | 14120509 | -15°C to -40°C | LNSP/Delmas 33 |
| **7** | Panasonic | 14050164 | 0°C to -36°C | GHSC-PSM Warehouse |
| **8** | Panasonic | 15050039 | -60°C to -80°C | LNSP/Delmas 33 |
| **9** | MDFU5312PA | 18040090 | -35°C | IMIS/Tabarre |
| **10** | MDFU5312PA | 18040103 | -35°C | IMIS/Tabarre |
| **11** | MDFU5312PA | 18040110 | -35°C | LNSP/Delmas 33 |
| **12** | ULT Freezer MDF-DU702VH-PA | 18030218 | -86°C | IMIS/Tabarre |
| **13** | ULT Freezer MDF-DU702VH-PA | 18030170 | -86°C | LNSP/Delmas 33 |
| **14** | ULT Freezer MDF-DU702VH-PA | 18030217 | -86°C | LNSP/Delmas 33 |
| **15** | ULT Freezer MDF-DU702VH-PA | 18030242 | -86°C | GHSC-PSM Warehouse |
| **16** | MDFU5312PA | 18040090 | -35°C | IMIS/Tabarre |
| **17** | MDFU5312PA | 18050132 | -35°C | LNSP/Delmas 33 |

1. 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 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. [↑](#footnote-ref-1)