

REQUEST FOR QUOTATIONS (RFQ)

RFQ Number: PSM-OPS-1537

Issuance Date: 08/14/2020

Deadline for Quotes: 08/28/2020, 4:00 PM

Description: **Installation of monitoring cameras**

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:

1. The purpose of the Global Health Supply Chain - Procurement and Supply Management (GHSC-PSM) single award IDIQ contract is to ensure uninterrupted supplies of health commodities to prevent suffering, save lives, and create a brighter future for families around the world. In support of the President's Emergency Plan for AIDS Relief (PEPFAR) and USAID's population and reproductive health maternal and health programs, we are providing health commodity procurement services and systems strengthening technical assistance that encompass all elements of a comprehensive supply chain. As part of project activities, securing these amenities requires permanent monitoring of the premises. A system of more than 60 cameras is currently in place and operational. However, to offer even more flexibility, the PSM project decided to install 8 additional cameras at strategic positions. These cameras offer the possibility of "live" monitoring and the sending of movement alerts via a smartphone application. The purpose of this RFQ is to solicit quotations for this service.

Offerors are responsible for ensuring that their offers are received by Chemonics in accordance with the instructions, terms, and conditions described in this RFQ. Failure to adhere to the instructions described in this RFQ may lead to disqualification of an offer from consideration.

2. **Offer Deadline and Protocol:** Offers must be received no later than **4:00 PM** local Eastern time on August 28th, 2020 by email. Emailed offers must be emailed to **PSMHaitiachat@ghsc-psm.org**. No hard copy deliveries will be accepted.

Please reference the RFQ number in any response to this RFQ. Offers received after the specified time and date will be considered late and will be considered only at the discretion of Chemonics.

3. **Questions:** Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 4:00 pm local Eastern time **on August 20, 2020** 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. Responses will be sent to potential offerors by August 21st, 2020.

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 work to be carried out by a firm specializing in the field will consist of providing all the tools, materials, supplies and know-how necessary for the installation of the cameras.
Please see in annex the full Scope of Work (Annex I) and Technical Drawings (Annex II).
5. **Quotations:** Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including delivery and all other costs. Pricing may be presented in **Gourdes or USD**. Offers

must remain valid for not less than **thirty (30) calendar days** after the offer deadline. Offerors are requested to provide quotations on their official quotation format or letterhead; Specifically, offerors responding to this RFQ are requested to submit the following:

- 1- A Technical proposal: the technical proposal must include a detailed description of services to be offered:
 - Introduction to company/individual's areas of expertise and practice, and description of the team and main clients.
 - Technical plan with wiring installation diagram (cables, trunking, junction boxes, connections, etc.
 - An activity schedule with timetable taking into account the time constraints for certain activities with possible overlap.
 - Contact information for at least three references of past or present clients indicating the relevant services carried out in the last three years that best illustrate the company or individual's qualification and past performance.
 - Narrative description of past performance for similar services.
 - CV of all personal with references of previous work.

The technical section detailing the activities that the company will undertake to provide the desired services will be rated at **70%** of the total points.

2. An official quotation: The official quotation stipulating the reasonable costs of the activities to complete the service will be rated at **30%** of the total points.

3. Valid Business Registration (Patente)

Method to score the financial and the technical offers:

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

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

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

- $FN = 100 \times LP / P$, where "FN" is the financial score, "LP" is the lowest price, and "P" is the evaluated price of the quotation.
- The weights assigned to the Technical offers (T) and the Financial Proposal (F) respectively are:
- Technical offer = 0.70 percentage of the global point, and
- Financial offer = 0.30 percentage of the global point.

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

6. **Delivery:** The delivery location for the service described in this RFQ is **Airport Industrial Park Fleuriot Warehouse # 119**.
7. **Source/Nationality/Manufacture:** All goods and services offered in response to this RFQ or supplied under any resulting award must meet **USAID Geographic Code 935** in accordance with the United States Code of Federal Regulations (CFR), [22 CFR §228](#). The cooperating country for this RFQ is Haiti.

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

8. **Warranty**: Offerors must provide a 1-year warranty on the installation service.

9. **Taxes - Free and Exempt**

The USAID funded project under which this procurement is financed does not permit the financing of any taxes, TCA, tariffs, duties, or other levies imposed by any laws in effect in the Cooperating Country, and in accordance with the bilateral agreement between the Government of the United States and the Government of Haiti, Chemonics will submit the subsequent subcontract for exemption by the Cooperating Country government.

Therefore, Offerors are requested to submit quotations with any taxes, TCA, tariffs, duties, or other levies imposed by the laws in effect in the Cooperating Country(ies) clearly identified separately from the offered price.

Any resultant subcontract shall be priced as free and exempt from any taxes, TCA, tariffs, duties, or other levies imposed by the laws in effect in the Cooperating Country(ies). The Offeror shall not charge any host country taxes, TCA, tariffs, duties, levies, etc. from which this USAID program is exempt. In the event that any exempt charges are paid by the Subcontractor, they will not be reimbursed to the Subcontractor by Chemonics unless approved in advance in writing by Chemonics. The Subcontractor shall immediately notify Chemonics if any such exempt taxes are assessed against the Subcontractor or its subcontractors/Subcontractors at any tier.

Under any resultant subcontract, the Subcontractor shall be responsible for payment of all applicable taxes, as prescribed under the applicable laws, associated with wages/salaries/compensation for services rendered by individuals employed by the Subcontractor and who are directed to work as required under this Subcontract. The Subcontractor is liable for payment of all applicable taxes associated with revenues (profit), and other such taxes, fees, or dues for which the Subcontractor is normally responsible as a result of operating its business.

10. **Eligibility**: By submitting an offer in response to this RFQ, the offeror certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the U.S. Government. Chemonics will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.
11. **Evaluation and Award**: The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements meets or exceeds the minimum required technical specifications, and is judged to be the best value based on a trade-off approach to be the best value based on application of the following evaluation criteria. The relative importance of each individual criterion is indicated by the number of points below:
- *Technical* – 40 points: Responsiveness to the Scope of Work and technical requirements.
 - *Corporate Capabilities*: 20 points: Experience of the company relevant to the project Scope of Work?
 - *Personnel Qualifications* – 20 points: Do the proposed team members have necessary experience and capabilities to carry out the Scope of Work?
 - *Past Performance* – 20 points: 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. 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.

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed "non-responsive" and thereby disqualified from consideration. Chemonics reserves the right to waive immaterial deficiencies at its discretion.

Best-offer quotations are requested. It is anticipated that award will be made solely on the basis of these original quotations. However, Chemonics reserves the right to conduct any of the following:

- Chemonics may conduct negotiations with and/or request clarifications from any offeror prior to award.
- While preference will be given to offerors who can address the full technical requirements of this RFQ, Chemonics may issue a partial award or split the award among various suppliers, if in the best interest of the GHSC-PSM Project.
- Chemonics may cancel this RFQ at any time.

Please note that in submitting a response to this RFQ, the offeror understands that USAID is not a party to this solicitation and the offeror agrees that any protest hereunder must be presented—in writing with full explanations—to the Chemonics/GHSC-PSM Project for consideration, as USAID will not consider protests regarding procurements carried out by implementing partners. Chemonics, at its sole discretion, will make a final decision on the protest for this procurement.

12. **Terms and Conditions:** This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Chemonics, the GHSC-PSM Project, or USAID to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer.

This solicitation is subject to Chemonics' standard terms and conditions. Any resultant award will be governed by these terms and conditions; a copy of the full terms and conditions is available upon request. Please note the following terms and conditions will apply:

- (a) Chemonics' standard payment terms are net 30 days after receipt and acceptance of any commodities or deliverables. Payment will only be issued to the entity submitting the offer in response to this RFQ and identified in the resulting award; payment will not be issued to a third party.
- (b) Any award resulting from this RFQ will be firm fixed price, in the form of a fixed price service agreement.
- (c) No commodities or services may be supplied that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: **Burma (Myanmar), Cuba, Iran, North Korea, Sudan, Syria.**
- (d) Any international air or ocean transportation or shipping carried out under any award resulting from this RFQ must take place on U.S.-flag carriers/vessels.
- (e) United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The Vendor under any award resulting from this RFQ must ensure compliance with these laws.
- (f) The title to any goods supplied under any award resulting from this RFQ shall pass to Chemonics following delivery and acceptance of the goods by Chemonics. Risk of loss, injury, or destruction of the goods shall be borne by the offeror until title passes to Chemonics.

Section 2: Offer Checklist

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

- ☐ Cover letter, signed by an authorized representative of the offeror (see Section 4 for template)
- ☐ Technical proposal including a detailed description of services to be offered (with 3 REFERENCES of past performance)
- ☐ Official quotation, including schedule of delivery
- ☐ Copy of offeror's registration or business license
- ☐ The CV of proposed engineers with references

Section 3: Quotation

Tenderers must submit a price offer specifying:

- Price of materials
- Price of labor
- Other fees (if applicable)

Section 4: Offer Cover Letter

The following cover letter must be placed on letterhead and completed/signed/stamped by a representative authorized to sign on behalf of the offeror:

To: Chemonics/GHSC-PSM
Airport Industrial Park Fleuriot Warehouse # 119

Reference: RFQ No. PSM-OPS-1537

To Whom It May Concern:

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

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

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

- We have no close, familial, or financial relationships with any Chemonics or Chemonics/GHSC-PSM project staff members;
- We have no close, familial, or financial relationships with any other offerors submitting quotes in response to the above-referenced RFQ; and
- The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- All information in our quote and all supporting documentation is authentic and accurate.
- We understand and agree to Chemonics' prohibitions against fraud, bribery, and kickbacks.

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.

Authorized Signature:

Name and Title of Signatory:

Date:

Company Name:

Company Address:

Company Telephone and Website:

Company Registration or Taxpayer ID Number:

Company DUNS Number:

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

Official name associated with bank account (for payment):

Annex I

Termes de référence

Installation de caméras de surveillance

Contexte

L'objectif du projet de l'USAID Global Health Supply Chain Program-Procurement and Supply Management (GHSC-PSM) en Haïti est d'assurer un approvisionnement ininterrompu de produits contre le VIH, la SMI et la PF aux sites soutenus par le PEPFAR et l'USAID.

Pour y parvenir, le projet GHSC-PSM gère l'ensemble de la chaîne d'approvisionnement de ces produits, depuis leur commande jusqu'à leur distribution et fournit une assistance technique pour le renforcement des systèmes de chaîne d'approvisionnement au Ministère de la Santé d'Haïti.

Une des éléments essentiels de cette chaîne d'approvisionnement concerne l'entreposage des produits et équipements de santé. À cet effet, la sécurisation de ces commodités requiert un suivi permanent des locaux. Un système de plus de 60 caméras est actuellement en place et fonctionnel. Toutefois, pour offrir encore plus de flexibilité, le projet PSM a décidé d'installer 8 caméras supplémentaires à des positions stratégiques. Ces caméras offrent la possibilité d'un suivi « live » et l'envoi d'alertes de mouvements via une application sur smartphone.

Besoin

Le projet GHSC-PSM recherche un fournisseur pour installer et connecter des caméras IP au commutateur réseau défini placé dans la salle des serveurs. Utilisation du câble et du conduit Ethernet spécifiés pour réduire les risques de dommages en évitant les fils nus.

Le projet GHSC-PSM s'inscrivant dans le respect des bonnes pratiques d'entrepôts recommandées par l'OMS, l'installation de ces caméras devra se faire de manière professionnelle et respecter les exigences et les standards en matière d'installation électrique dans un entrepôt.

Spécifications

- Type de câbles à utiliser : Câble Blindé (STP). Si des câbles blindés ne sont pas disponibles, des câbles UTP peuvent être utilisés
 - o Normes câblage : T-568B
 - o Type de Connecteur : RJ-45
 - o Nombre de Prises : 8
- Protège-câbles (Conduits) : ½” EMT (Electrical Metallic Tubing), raccords EMT, boîtes métalliques électriques carrées et couvercle aux points d'enregistrement et connexion aux caméras. Un protège-câble métallique flexible doit être utilisé pour la section finale de la connexion entre les boîtiers et les caméras.
- Le conduit et les caméras doivent être installés à une hauteur minimale de 2,5 m. En cas de besoin, le perçage de murs ou cloisons devra faire l'objet d'une approbation préalable de la Direction du projet ;
- Le câblage de chaque caméra doit être correctement identifié pour localiser les connexions au commutateur dans la salle des serveurs.

L'installation ne comprend pas la configuration logicielle qui sera assurée par l'équipe informatique du projet.

Offre technique

Les soumissionnaires devront soumettre les documents suivants :

- Plan technique avec schéma d'installation du câblage (câbles, goulottes, boîtes de dérivation, raccords, etc.);
- Liste détaillée des matériels requis précisant le nombre d'unité ou de mètre requis, selon les matériels ;
- Chronogramme d'installation.

Offre financière

Les soumissionnaires devront soumettre une offre de prix spécifiant :

- Prix des matériaux
- Prix de la main d'œuvre
- Autres frais (le cas échéant)

Délais

Les fournisseurs désirant soumissionner peuvent visiter l'entrepôt avant de soumettre leur offre technique et financière. Les visites auront lieu sur demande auprès de l'unité des achats en envoyant une demande à PSMHaitiAchat@ghsc-psm.org.

Compte-tenu du contexte sanitaire, les visites sont limitées à 2 personnes par fournisseur. Chaque fournisseur sera accompagné par un représentant du projet qui validera :

- I. La localisation des caméras et salle des serveurs sur base du plan en annexe I ;

Les offres doivent être envoyées, par voie électronique (PDF) à PSMHaitiAchat@ghsc-psm.org au plus tard le 28 août à 16h.

Annex II

- Camera plan layout-Warehouse GHSC-PSM.