

November 20, 2025

Request for Proposals (RFP) # PSM-HAITI-3PL-3054
Transportation of Health Commodity Services

Dear Sir or Madam,

Chemonics Foundation Haiti registered in Haiti (hereinafter referred to as “Chemonics”), under U.S. Department of State Global Health Supply Chain Program – Procurement and Supply Management (GHSC-PSM) project , Prime IDIQ Contract No. AID-OAA-I-15-00004, is issuing a Request for Proposals (RFP) for the provision of transportation services of health commodities in Haiti. The attached RFP, below, contains all the necessary information for interested Offerors.

The purpose of this RFP is to solicit proposals for the transportation of health commodities that require a) cold chain and/or b) non-cold chain transportation services for temperature sensitive pharmaceuticals, laboratory reagents/consumables, non-medical consumables, and other health products. The successful offeror(s) will be required to facilitate transportation of these health products and other items from the project’s central warehouse, Fleuriot, located in Port-au-Prince, to approximately 100-200 service delivery points (SDP) in the designated routes/zones across the 10 departments of Haiti at regular intervals (typically quarterly with ad hoc distributions taking place on an as-needed basis) as specified by GHSC-PSM.

Offerors may have additional questions after reading this RFP. Interested Offerors can submit questions by email to HaitiTransportRFP@ghsc-psm.org If necessary, GHSC-PSM will circulate answers and clarifications to all RFP recipients who have indicated an interest in this RFP.

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,

Emmanuel LE PERRU
Country Director
GHSC-PSM Haiti

Request for Proposals (RFP)

RFP # PSM-HAITI-3PL-3054
For the provision of

Transportation of Health Commodity Services: Regional Distribution Services

Contracting Entity:
Chemonics Foundation Haiti, "Chemonics"

Funded by:
U.S. Department of State (DoS)

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

Prime Contract Number
Contract No. AID-OAA-I-15-00004; Task Order No. AID-OAA-TO-15-00007

***** 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 <http://www.chemonics.com/OurStory/OurMissionAndValues/Pages/default.aspx>.

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 DoS 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 DoS and the Office of the Inspector General. In addition, Chemonics will inform DoS 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 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 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 GHSC-PSM Haiti **Country Director, Emmanuel Le Perru** eleperru@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 BusinessConduct@chemonics.com or by phone/Skype at 888.955.6881.

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List of Acronyms

CCR	Central Contractor Registration
CFR	Code of Federal Regulations
CD	Country Director
DBA	Defense Base Act
DoS	U.S. Department of State
FAR	Federal Acquisition Regulations
GDP	Good Distribution Practices
GHSC-PSM	Global Health Supply Chain Program—Procurement and Supply Management
IDIQ	Indefinite Delivery Indefinite Quantity
IQS	Indefinite Quantity Subcontract
NGO	Nongovernmental organization
POD	Proof of Delivery
RFP	Request for Proposals
SAM	System for Award Management
SDP	Service Delivery Points
SOP	Standard Operating Procedures
STO	Sub-Task Order
TCA	Taxe sur les Chiffres d’Affaire (in French)
UEI	Unique Entity Identifier
U.S.	United States
USG	U.S. Government
VAT	Value Added Tax
WHO	World Health Organization

Section I. Instructions to Offerors

I.1. Introduction

Chemonics, under U.S. Department of State (DoS) Global Health Supply Chain Program – Procurement and Supply Management (GHSC-PSM), single award indefinite delivery indefinite quantity (IDIQ) contract number AID-OAA-I-15-00004, is soliciting offers from companies and organizations to submit proposals to provide transportation services for health commodities throughout Haiti. More information on the purpose of GHSC-PSM, its operations in country, and specifics of the services being requested can be found in Section II Background, Scope of Work, Deliverables, and Reports.

Offerors are invited to submit proposals in response to this RFP in accordance with **Section I Instructions to Offerors**, which will 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 Section II and III.

Chemonics anticipates issuing an award to one or multiple offerors who provide the best and most comprehensive solution to the scope of work for a reasonable cost. The award will be in the form of one or multiple Indefinite Quantity Subcontracts (IQS) under which firm fixed price Sub-Task Orders (STOs) may, at Chemonics' sole discretion, be issued to either a single IQS holder or multiple IQS-holders to procure distribution services. The successful Offeror(s) shall be required to adhere to the statement of work and terms and conditions of the IQS, which are incorporated in Section II Background, Scope of Work, Deliverables and Reports, and Section III Indefinite Quantity Subcontract.

The time period for the delivery of distribution services will be 9 months, approximately from February 27, 2026 to November 28, 2026. Chemonics may choose to extend the time period at its sole discretion. The IQS will establish prices per volume for three (3) different regions provided in Annex 2 Guide to Creating Cost Proposal and Establishing Prices. For more information on pricing and how it will be included in STOs, refer to section I.4.B.3 Cost Proposal.

During the IQS time period, Chemonics intends to issue STOs to multiple vendors based on a combination of factors, including, Chemonics' judgement of the most advantageous price(s) offered by the IQS-holder(s). To award an STO, Chemonics will provide a distribution plan to IQS-holder(s) and will use established pricing per cubic meters based on the geographical regions for the delivery as indicated in the IQS. Other STO evaluation considerations may include the need for expeditious delivery; the offeror's capacity to handle Chemonics' requested workload; the reliability and trustworthiness of the offerors' performance; past performance references; expertise in scope of work; unforeseen environmental factors that may affect delivery; force majeure factors; directions from Chemonics' client(s); compelling host-government or beneficiary considerations; and/or any number of other DoS and/or prime contract considerations.

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.

I.2. Offer Deadline

Offerors shall submit their offers electronically and must be received no later than 6:00 PM (US Eastern Standard Time) on Monday, January 12, 2026 with the following subject and address:

Attention: GHSC-PSM Haiti Transportation RFP
HaitiTransportRFP@ghsc-psm.org

Faxed and hard copy offers will not be considered.

Offerors are responsible for ensuring that their offers are received in accordance with the instructions stated herein. Late offers may be considered at the discretion of Chemonics. Chemonics cannot guarantee that late offers will be considered. For all deadlines related to this RFP, see Section I.7 Chronological List of Proposal Events.

I.3. Submission of Offers

Offerors are responsible for ensuring their proposals are received by Chemonics/GHSC-PSM by the deadline stated in Section I.2 Offer Deadline.

A. Instructions for the Submission of Electronic Copies

Separate technical and cost proposals must be submitted by email to the point of contact and email address by no later than the time and date specified in I.2 Offer Deadline in English or in French.

The Offeror must submit the proposal electronically with up to three (3) attachments (5 MB limit per attachment) per email compatible with MS Word, MS Excel, readable format, or Adobe Portable Document (PDF) format in a Microsoft XP environment. Offerors must submit a separate cover email without any attachments to delineate quantity and content of emails to expect with attachments, for clarity of submission. Offerors must not submit zipped files. The pages requiring original manual signatures should be scanned and sent in PDF format as an email attachment or signed by using e-signatures.

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.

I.4. Requirements

To be determined responsive, an offer must include all of the documents and sections included in I.4.A and 1.4.B.

A. General Requirements

Chemonics anticipates issuing multiple subcontracts to several Haitian companies or organizations, provided it is legally registered and recognized under the laws of Haiti 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, or civil society organization. Companies and organizations that submit proposals in response to this RFP must meet the following requirements:

- (i) Companies or organizations, whether for-profit or non-profit, must be legally registered under the laws of Haiti upon award of the subcontract.

- (ii) Firms operated as commercial companies or other organizations or enterprises (including non-profit organizations) in which foreign governments or their agents or agencies have a controlling interest are not eligible as suppliers of commodities and services.
- (iii) Companies or organizations must have a local presence in Haiti at the time the subcontract is signed.
- (iv) Companies or organizations, whether for-profit or non-profit, shall be requested to provide a UEI 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

Offerors 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.

B. Required Proposal Documents

1. Cover Letter

A sample cover letter is provided in **Annex 1** of this RFP. The offeror's cover letter shall include the following information:

- i. Name of the company or organization
- ii. Name and signature of authorized representative
- iii. Board Resolution delegating the authorized representative
- iv. Type of company or organization
- v. Address
- vi. Telephone
- vii. E-mail
- viii. Full names of members of the Board of Directors and Legal Representative (as appropriate)
- ix. Taxpayer Identification Number
- x. UEI Number
- xi. Official bank account information
- xii. Other required documents that shall be included as attachments to the cover letter:
 - a) Copy of registration or incorporation in the public registry, or equivalent document from the government office where the offeror is registered.
 - b) Copy of company tax registration, or equivalent document.
 - c) Copy of trade license, or equivalent document.
 - d) 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.
 - e) Applicable documents listed in I.4.A.

At its discretion, Chemonics may request other documents from an offeror to validate elements of the offeror's proposal or to support the offeror's claim of meeting the requirements set forth under I.4.A above.

2. Technical Proposal

Offerors must prepare and submit a technical proposal. The technical proposal shall comprise the following three parts:

- Part 1: Technical Approach. This part shall be between 5 and 10 pages long but may not exceed 10 pages. Part 1 includes the following sub-sections:
 - a. Approach and Methodology: The Offeror should provide a presentation of their strategy and approach to the scope of work described in II.2. Technical proposals should highlight components of the approach including details of the offeror's response to the specific transportation services responsibilities under the scope of work and the resources, technical expertise and equipment which will be utilized to meet the required transportation deliverables detailed under the scope of work of this RFP solicitation during implementation of the proposed subcontract.
 - b. Fleet Size, Quality, Variety, and Ownership: This part must include details on the total number, variety, and adequacy of vehicles in Offeror's fleet (with trucks of varying sizes that meet the specifications included in the RFP). The total number should note which vehicles are owned and leased/rented. Whether fleet is owned or leased/rented, the offeror is responsible for the entirety of the scope of work, including but not limited to, management, quality assurance, vehicle insurance coverage, deliverables, and reporting. The Offeror should review Section III Indefinite Quantity Subcontract (Terms and Clauses), Section J of Section III or Section I.4.B.4. Insurance Coverage Table for insurance coverage requirements. The Offeror's vehicles should at a minimum comply with all the standards provided under Annex 6 Vehicle Verification Checklist.
 - i. *Requirements when vehicles are owned.* Chemonics' preference is that Offerors shall use their own fleet to transport commodities for GHSC-PSM, and in that case, must provide proof of fleet ownership (e.g., title and registration or the Company owners details).
 - ii. *Requirements when vehicles are leased/rented.* Offerors may use leased or rented vehicles to transport commodities if proper justification is provided within offeror's proposal. Offerors must include justification and specify the company or mechanism they plan to use to carry out the leasing/renting arrangement, the number of vehicles, variety of vehicles, and adequacy of vehicles in that company's fleet. Offeror should demonstrate that they are able to lease or rent a fleet (e.g., Offeror must demonstrate ability and capacity to lease, rent, or otherwise secure fleet in compliance with WHO distribution standards with limited lead time).
 - iii. Fleet will be inspected and evaluated during the proposal process against the standards outlined in Annex 6 Vehicle Verification Checklist.
 - iv. Offeror should confirm in the Technical Approach that the driver's name will be provided 24-48 hours prior to distribution commencing. If the fleet is not fully identified at this time or whether certain drivers might change, the plan should include how this information will be collected in advance.
 - c. Cold-chain Distribution Capacity and Protocols: The offeror should describe its capacity to distribute cold chain products, types of products requiring distribution. The offeror should describe any cold-chain equipment it owns and operates, if any, and its experience in handling temperature controlled boxes and/or commodities, and temperature monitoring devices and protocols for monitoring the temperature of commodities while in-transit.

- d. Capability for In-Transit Tracking: The offeror must be willing to comply with GHSC-PSM tracking requirements and to install the provided Global Positioning (GPS) tracking devices for in-transit tracking. The GHSC-PSM tracking device must take precedence over any other tracking devices used by the offeror during transportation of GHSC-PSM commodities. In addition, the offeror must be willing to comply with GHSC-PSM's electronic proof of delivery (e-POD) requirements and have its drivers submit PODs for completed deliveries via the mobile Kobo application for real-time GPS tracking and delivery confirmation.
- e. Standard Operating Procedures for Security of Commodities: The offeror shall provide standard operating procedures (SOP) that address the full range of security issues related to distribution and the operating environment to assure the quality, security and integrity of the health commodities being transported. Such issues include, but are not limited to, appropriate vehicle and equipment selection and maintenance (e.g. locks, security seals, alarm systems), preventing unauthorized access to and theft or misappropriation of health commodities, operating procedures while commodities are in-transit, selecting delivery routes and re-routing as conditions change or concerns arise, and incident management and reporting. The SOPs should comply with World Health Organization (WHO) Good Distribution Practices, provided under Annexes 7 through 10 and found on the WHO website [linked here](#).
- f. The offeror must disclose any services that may result in additional fees such as fuel, road conditions, maintenance, expedited services and hours of travel.
- g. Standard Operating Procedures for Cold and Non-Cold Chain Capacity: The offeror is required to submit with their proposal one (1) copy of the offeror's established SOP for transportation of all commodities, including temperature controlled goods and pharmaceuticals. The offeror's SOP should ideally comply with the standards provided under Annexes 8 through 11 and with the link in the above bullet e. Standard Operating Procedures for Security of Commodities. Alternatively, if the offeror is compliant with country standards and best practices, offeror should submit those for consideration.

- Part 2: Management, Key Personnel, and Staffing Plan. This part shall be between 2 and 5 pages long but may not exceed 5 pages.

Offerors shall provide a detailed organogram of staff, with names (can use “to-be-determined” (TBD), if appropriate), titles, and physical location of personnel to be assigned to the implementation of the subcontract. Offerors shall also provide a list of focal points, with phone numbers and other contact information, who will be the direct contacts under the subcontract and provide each focal point's direct supervisor's name, title, and contact information. There should be an adequate number of qualified personnel to achieve pharmaceutical quality assurance objectives. Qualification of all personnel must be in line with national regulations, including drivers who possess valid and appropriate driver's licenses.

The offeror shall provide one paragraph job description, relevant to the scope of work, for each of the positions within your distribution organization. The offeror shall provide the CVs of staff who will be assigned to key positions, in the subcontract, and CVs of the management personnel which shall be included in an annex to the technical proposal and will not count against the page limit. Key positions are as follows, but offeror may modify per their organigram and titles may vary slightly. The selected subcontractor(s) will be required to seek Chemonics' consent to replace any designated key personnel under the future awarded IQS or STOs. Furthermore, the Offeror may submit a detailed organigram detailing staff and support roles for the contract.

Key positions:

- **Transport Manager** - To oversee the day-to-day management of the Subcontractor ensuring efficient execution of services and on-time delivery to all health facilities according to PSM requirements.
- **Account Manager** - Responsible for the collaboration, liaison and ensuring that the Subcontractor maintains contractual key performance indicators, adheres to PSM requirements, and provides first-line support to PSM's distribution team.

- Part 3: Corporate Capabilities, Experience, and Past Performance. This part shall be between 2 and 5 pages long but may not exceed 5 pages.

Part 3 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 Scope of Work in Section II.2 and Deliverables in Section II.4 (below). Offerors must also present their experience storing, transporting, and handling sensitive commodities, with a preference for health commodities. Offerors should demonstrate in their proposal a clear record of ensuring adequate funds are available to ensure implementation of large distributions with reimbursement. Additionally, offerors must include three (3) recent past performance references (past 5-7 years) of similar work (under contracts or subcontracts) previously implemented as well as contact information for the companies for which such work was completed. These references should include the type of commodities that were transported, the number of deliveries completed and location of deliveries completed by the offeror on behalf of the client providing the reference. 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. Offerors with experience providing services using US government (USG), DoS, or for humanitarian entities should include this in their past performance and references. The Offeror shall use the Past Performance Template included in Annex 4.

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

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 required deliverables of the selected subcontractor, and provides a deliverables schedule.

3. Cost Proposal

Offerors must prepare and submit a cost proposal to Chemonics. The cost proposal, and prices contained therein, will be used by Chemonics to determine which proposals represent the best value and serves as a basis of negotiation before Chemonics awards an IQS subcontract(s). The negotiated prices will serve as fixed prices in the IQS subcontract. Offerors are strongly encouraged to propose their best and most competitive prices for transportation services.

The maximum aggregate value of all sub-task orders (STOs) awarded to the selected subcontractor(s) under all IQS subcontracts is not expected to exceed the amount referenced in I.5 Indefinite Quantity Type Subcontract and Future STOs . The total value of individual STOs solicited or issued under each IQS will depend on the level of work required by the distribution plan(s) provided by Chemonics during the period of the IQS.

The offerors' cost proposal shall consist of the following two parts:

Part 1: Price of Services

Offerors must prepare and present to Chemonics two price tables showing their best proposed prices (as provided in the sample tables under Annex 2 for evaluation). The offeror's prices should include all of the offeror's operational costs. Offerors should present two sets of price tables, one table inclusive of boat/barge costs to access the southern and northern parts of the country (Regions 2 and 3) and the other without boat/barge costs. Chemonics at its discretion may facilitate priority humanitarian access for boats/barges via the World Food Programme (WFP). Should Chemonics facilitate this access, the full unsubsidized cost per vehicle and a 15-20% fee will be deducted from the resulting STO.

No profit, fees, taxes, or any other additional costs can be added after award. At the award stage, after evaluation is complete, a successful offeror's prices will be established as fixed prices in an IQS between Chemonics and the winning offeror(s). Chemonics will thereafter, at its sole discretion, order from the IQS holders on an as needed basis, using STOs, at the fixed prices established in the IQS. As a result, offerors are strongly encouraged at this time to propose to submit their best, most realistic, and reasonable prices in response to this RFP.

Offerors should refer to Annex 2 Guide to Creating Cost Proposal and Establishing Prices for further budget preparation guidance. Chemonics will not provide technical assistance to offerors on budget preparation. Offerors are only required to submit tables containing prices in the format as provided in Table 1 in Annex 2, along with cost notes as requested under Part 2. Offerors are not required to submit separate detailed budgets. Only the prices in the required Table 1 in Annex 2 format will be considered for comparison with other offerors and inclusion in the IQS subcontract. Chemonics may at any time during the evaluation period, and at its sole discretion, require offerors to submit additional information to further assess and validate offerors' proposed prices for allowability, allocability, and reasonability.

All cost information must be expressed in US Dollars.

Taxes - Free and Exempt

The DoS-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 DoS 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.

Part 2: Cost Notes

Offerors must prepare and submit Cost Notes that explain the basis for their proposed prices as detailed in the price tables found in **Annex 2**. If Chemonics requests additional information from Offerors to better understand their proposed prices, the Offeror must submit additional documentation as requested. Chemonics reserves the right to request additional price information if the evaluation committee has concerns about the reasonableness, realism, or completeness of an offeror's proposed prices.

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

Please find under **Annex 2** sample cost tables for preparing your cost proposal

4. Insurance Coverage Table

Offerors must prepare and submit the Insurance Coverage Table (see Annex 14) that outlines the insurance coverage they are able to acquire.

Prior to starting work, the Subcontractor at its own expense, shall procure and maintain in force, on all its operations, insurance in accordance with the clause listed below and the Insurance Coverage Table (see Annex 14).

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 Subcontractor 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 Subcontractor shall not cancel any policies of insurance required hereunder either before or after completion of the work without written consent of Chemonics.

a. Goods In Transit

The Subcontractor shall maintain an insurance policy covering Goods in Transit (GIT) for full replacement value of commodities being transported for the duration of the activity. Upon request, the proof of insurance shall be submitted at award prior to commencement of the activity. The GIT shall meet the following requirements:

- i. Coverage: All risks including Accidental damage, Fire, Theft, Dishonest Acts, Quake, Flood, and Wind as well as War Clauses and Strikes clauses as applicable.
- ii. Product insured: all commodities transported under the subcontract
- iii. Minimum amount: \$500,000

b. Commercial General Liability

Commercial general liability insurance with a combined bodily injury and property damage limit of not less than \$1,000,000 per event (other than goods/products) which covers, at a minimum, premises, independent contractor, contractual liability, personal and advertising injury.

c. Workers Compensation

Workers' compensation insurance in accordance with the applicable laws of Haiti and DoS requirements.

i. FAR 52.228-3 WORKER'S COMPENSATION INSURANCE (DEFENSE BASE ACT INSURANCE) (JULY 2014) [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.

ii. AIDAR 752.228-3 WORKERS' COMPENSATION (DEFENSE BASE ACT) [Updated by AAPD 22-01-6-10-22]

As prescribed in AIDAR 728.308, the following supplemental coverage is to be added to the clause specified in FAR 52.228-3.

a) The Subcontractor agrees to procure DBA insurance pursuant to the terms of the contract between DoS and DoS'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) If DoS 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.

c) 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 DoS requirements contract.

d. Auto/Vehicle Insurance

Comprehensive liability insurance for vehicles or other equipment operated, owned or leased by the Subcontractor for the provision of services in accordance with the applicable laws of Haiti.

The carrying of insurance as required herein by the Subcontractor shall in no way be interpreted as relieving the Subcontractor of its other obligations under this agreement.

Liability for Lost or Damaged Commodities

1. In performing the distribution services pursuant to this agreement, the Subcontractor shall be liable for any lost or damaged goods under the Subcontractor's care, custody or control.
2. To the extent the Subcontractor uses any auxiliary employees or subcontractors, or other persons, to perform the services, the Subcontractor shall assume full responsibility and liability pursuant to this agreement for the acts and omissions of such persons as if they were the Subcontractor's own acts and omissions.
3. Notice of Loss or Damage. The Subcontractor shall remain responsible for the care, custody and control of the goods according to the standards herein and Subcontractor's SOPs while the goods are in Subcontractor's care, until the goods are transferred to Chemonics' identified recipient. The Subcontractor will notify Chemonics in writing of any loss of damage to the goods handled by Subcontractor promptly after discovery of same, and in no case more than forty-eight (48) hours after confirmation of loss or damage.
4. Valuation: Liability for cargo loss or damage to Chemonics' goods shall be calculated based on cost of commodities plus freight and insurance plus 10% for all commodities being transported for the duration of the subcontract.
5. Beneficiary or Loss Payee: Subcontractor shall be responsible for payment as direct reimbursement to Chemonics within 60 days of loss or damage, unless otherwise agreed in writing by both parties.

I.5. Indefinite Quantity Type Subcontract and Future STOs

a) This IQS RFP will result in the award of an indefinite quantity type subcontract with STOs issued thereunder priced on a firm fixed price basis to one or more offerors. These STOs will be issued as the need arises. The award of the IQS – including quantities of supplies and services specified under it - are estimates only and are not purchased by the awarded IQS.

A Fixed Price STO is a subcontract for services, reports, or other tangible deliverables provided to and accepted by Chemonics on behalf of Global Health Supply Chain Program – Procurement and Supply Management (GHSC-PSM) project. As the name implies, the price of the STO is fixed, and it is not subject to any adjustment on the basis of the Subcontractor's cost experience in performing the work.

b) Delivery or performance shall be made only as authorized by STOs issued in accordance with the Ordering Procedures contained within the IQS. The Subcontractor shall furnish to Chemonics, when and if ordered, the supplies or services specified in the SOW of this subcontract up to and including the quantity designated in the IQS as the "Maximum Subcontract Ceiling," currently estimated at **\$400,000.00**. Chemonics will order at least the quantity of supplies or services designated in the subcontract as the "Minimum Order Guarantee," currently estimated at **\$200**.

c) Except for any limitations on quantities in the STO Limitations clause, there is no limit on the number of STOs that may be issued. Chemonics may issue STOs requiring delivery to multiple regions.

I.6. Source of Funding, Authorized Geographic Code, and Source and Origin

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

Government 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: Cuba, Iran, North Korea, 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).

I.7. Chronological List of Proposal Events

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

RFP published	November 20, 2025
Virtual bidder's conference pre-registration deadline	December 26, 2025 at 12pm
Virtual bidder's conference	December 29, 2025 at 10am
Deadline for written questions	December 31, 2025 at 6pm
Proposal due date	January 12, 2026 at 6pm
Fleet evaluation	January 2026
Pre-selected companies (estimated)	February 2026
Subcontract Award (estimated)	February 2026

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

Proposal Conference. A proposal conference may be held at the Chemonics GHSC-PSM's office located at Warehouse 118, Fleuriot Industrial Park, and Port-au-Prince, Haiti on the date provided in the above calendar table to provide interested offerors an opportunity to learn more about the GHSC-PSM project and to ask any questions about this RFP and the solicitation process. Chemonics welcomes any organization to attend this proposal conference. Pre-registration to attend the proposal conference is required. Please email your registration request and any advance questions by the date provided in the above calendar table at 3pm to HaitiTransportRFP@ghsc-psm.org

Written notes or questions and answers from the proposal conference will be provided electronically to all registered offerors, including those offerors who submitted written questions prior to the proposal conference, but were unable to attend the proposal conference in person.

Written Questions and Clarifications. All questions or clarifications regarding this RFP must be in writing and submitted to the GHSC-PSM Contracts team, at HaitiTransportRFP@ghsc-psm.org no later than by the date provided in the above calendar table at 6pm. Questions and requests for clarification, and the responses thereto, 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, GHSC-PSM or GHSC-PSM subcontractors in Haiti, the GHSC-PSM project, or any other party, will not be considered official responses regarding this RFP.

Oral Presentations. Chemonics reserves the option to have select offerors participate in oral presentations with the technical evaluation committee. Interviews may consist of oral presentations of offerors' proposed activities and approaches. Offerors should be prepared to give presentations to the technical evaluation committee at Chemonics' GHSC-PSM office within five (5) days of receiving notification.

Fleet Evaluation. Offerors will be required to make the vehicles proposed in Offeror's Technical Proposal available for inspection and evaluation by Chemonics. The Offeror's vehicles will be inspected and evaluated against the standards outlined in Annex 6 Vehicle Verification Checklist. Offerors should be prepared for this evaluation within three (3) days of receiving notification from Chemonics.

I.8. Validity Period

Offerors' proposals must remain valid for ninety (90) calendar days after the proposal deadline.

I.9. 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 in this RFP, 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 RFP will use the tradeoff process to determine best value. 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. Cost proposals are not assigned points as part of the technical evaluation, but for overall evaluation purposes of this RFP, technical evaluation factors other than cost, when combined, are considered more important than cost factors. If technical scores are determined to be equal or 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 capacity	Approach and Methodology: Does the technical approach and detailed service implementation methodology proposed demonstrate the ability to fulfill the requirements of the Scope of Work and expected deliverables effectively and efficiently?	10 points
	Fleet Size, Quality, and Diversity: Total number, variety and adequacy of vehicles (please refer to Annex 6 Vehicle Verification Checklist) in offeror's fleet (with trucks of varying size that meet the specifications	30 points

	<p>included in the RFP). Chemonics will use offeror's title and registration or leasing contract to confirm fleet arrangement. This will be based on the results of the fleet evaluation and inspection.</p>	
	<p>Cold-Chain Equipment and Distribution Protocols: The offeror demonstrates the capacity to equip their vehicles with porting stations that respond to PSM equipment requirements for managing cold chain.</p>	5 points
	<p>Standard Operating Procedures: The offeror's standard operating practices which comply with WHO standards and safety and security:</p> <ul style="list-style-type: none"> • Vehicle and equipment maintenance; • Security measures that cover the full range of security issues related to the distribution of products, lives, and property; • Unauthorized access to and theft or misappropriation of health commodities prevention; • In-transit operating procedures; • Incident management and reporting; • Cold chain and non-cold chain commodities transportation procedures. 	10 points
Total Points – Technical Capacity		55 Points
Performance Capability		
	<p>Past Performance - Successful past performance providing services as requested in the RFP. Please include at least three (3) references from current/recent past (past 5-7 years) clients as part of proposal submission (including name, address, phone, and email address). Include any USG, DoS, or formerly USAID funded, or humanitarian clients if applicable.</p> <p>Successful past performance providing services as requested in the RFP. Relevant factors include:</p> <ul style="list-style-type: none"> • Experience and technical ability to implement the scope of work • Experience storing, transporting, and handling health commodities per WHO Good Distribution and Storage Practices for Pharmaceutical products • Types of commodities transported • Number of deliveries per year • Percentage of on-time delivery 	35 points

	<p>As presented in the organogram, list of focal points, and description of key positions, does the offeror have the capability to fulfill the Scope of Work with the staff and management composition of the organization at large and the specific positions assigned to support the subcontract?</p> <p>As presented in the job descriptions and curriculum vitae (CVs) of the key personnel and management, does the offeror have the experience and capabilities to carry out the Scope of Work with the proposed staff?</p>	10 points
Total Points – Performance Capability		45 points
Total Points		100 points

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.

This RFP utilizes the tradeoff process set forth in FAR 15.101-1. Chemonics will award a subcontract to the offeror whose proposal represents the best value to Chemonics. 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.

I.10. Negotiations

Best offer proposals are requested. 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. Furthermore, Chemonics reserves the right to conduct a competitive range and to limit the number of offerors in the competitive range to permit an efficient evaluation environment among the most highly-rated proposals. Highest-rated offerors, as determined by the technical evaluation committee, may be asked to submit their best prices or technical responses during a competitive range. At the sole discretion of Chemonics, offerors may be requested to conduct oral presentations or provide further information at any stage of the competitive range. If deemed apt, Chemonics reserves the right to make separate awards per component, multiple awards, or to make no award at all.

I.11. Terms of Subcontract

This is a request for proposals only and in no way obligates Chemonics to award a subcontract. In the event of subcontract negotiations, any resulting subcontract will be subject to and governed by the terms and clauses detailed in Section III. 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, offerors certify that they understand and agree to all of the terms and clauses contained in Section III.

I.12. Privity

By submitting a response to this request for proposals, offerors understand that USG/DoS is NOT a party to this solicitation and the offeror agrees that any protest hereunder must be presented—in writing with full explanations—to Chemonics for consideration, as DoS will not consider protests made to it under DoS-financed subcontracts. Chemonics, at its sole discretion, will make a final decision on the protest for this procurement.

Section II Background, Scope of Work, Deliverables, and Deliverables Schedule**II.1. Background**

Chemonics Foundation Haiti (hereinafter referred to as “Chemonics”), with its consortium partners, implements the U.S. Department of State Global Health Supply Chain Program – Procurement and Supply Management (GHSC-PSM) single award indefinite delivery indefinite quantity (IDIQ) contract. The purpose of GHSC-PSM is to ensure an uninterrupted supply of public health commodities. GHSC-PSM fulfills this purpose by purchasing and delivering health commodities, offering comprehensive systems support to strengthen national supply chain systems, and providing global supply chain leadership to ensure that lifesaving health supplies reach those most in need. GHSC-PSM Haiti delivers health products for the U.S. President’s Emergency Plan for AIDS Relief and the DOS Maternal/Child Health and Nutrition (MCHN) program.

The winning offeror(s) will provide a) cold chain (temperature range from 2°C to 8°C) and/or b) non-cold chain (temperature range no higher than 30°C) transportation services for temperature sensitive pharmaceuticals in country, at intervals specified by Chemonics, through last mile distribution services. The selected subcontractor(s) will be required to facilitate transportation of these health products and other items from the Central Fleuriot warehouse located in Port-au-Prince to approximately 100-200 Service Delivery Points (SDPs) in the designated geographical regions of Haiti, as stipulated every quarter or at other intervals as specified by GHSC-PSM in Haiti.

II.2. Scope of Work

GHSC-PSM will award firm fixed price sub-task orders to IQS-holder(s) who offer the best value for transportation of health commodities to SDPs in three (3) designated regions as ordered by GHSC-PSM.

The purpose of the final awarded subcontract(s) is to engage the successful offeror(s) as part of a pool of pre-qualified subcontractors to provide services to GHSC-PSM for the handling, transportation and distribution of cold chain and non-cold chain pharmaceutical and health care products and supplies to some or all the health facilities within the SDPs identified by GHSC-PSM in Haiti. The selected subcontractor(s) will implement and follow World Health Organization (WHO) good distribution practices relevant to handling, transportation, distribution, and general organizational management. Along with GHSC-PSM in Haiti, the selected subcontractor(s) will build national capacity infrastructure by contributing to the establishment of a sustainable outsourced model for the transportation and delivery of public sector health commodities.

The final awarded subcontract(s) will utilize firm fixed unit prices for regular, scheduled distributions for three pre-defined Volume ranges in-line with estimated \ Volume Range distribution to each Geographical Region (see Annex 2 below). This arrangement is intended to conserve time and maximize efficiency, while ensuring the highest quality of service and contributing to an economy of scale in Haiti relevant to the transport and distribution of health care products. Handling, transportation, and distribution tasks will be coordinated by GHSC-PSM in Haiti. GHSC-PSM in Haiti will verify the documentation for services provided by the selected subcontractor(s) and will pay the selected subcontractor(s) for those services upon GHSC-PSM’s acceptance of the services.

Offerors are invited to follow the instructions in Annex 2 to illustrate their pricing proposal for each region and volume range. Please note that a quote needs to be indicated for each range of volumes specified and for each region.

Please note that due to USG / DoS regulations, there can be no cross-contamination of commodities from other clients. As such, the Subcontractor cannot perform space optimization for business purposes and the proposed rate must be all inclusive for the distribution of DoS-specific commodities requested by Chemonics. The larger the volume (within the proposed range), the lower the rate should be, so a logical pricing framework is expected. The distance shown in the tables is displayed indicatively and it is the Offeror's responsibility to estimate driving time and potential delays due to traffic or climatic conditions. The Offeror will be contractually responsible for providing the most appropriate vehicle for each given route, based on the volume required to be distributed and the route and distance required.

Generally, in-country transportation of public health commodities will be for temperature sensitive pharmaceuticals, laboratory reagents/consumables, and other health products, and will be divided into two categories; 1) those that require non-cold chain transportation services, and 2) those that require cold chain (2°C to 8°C) transportation services:

II.2.1 Subcontractor Responsibilities

Each STO issued hereunder will contain a distribution plan which identifies the total volume to be delivered and the locations to be delivered to. There will be a packing list for each destination and the number of pallets or cartons to be delivered. For proofs of delivery (PODs), five (5) PODs will be printed by the dispatching warehouse for each delivery and signed by both parties. Only three (3) will be given to the Subcontractor to collect signature of the health site representatives. For each STO issued, the Subcontractor shall execute the distribution plan within the stipulated timeframe and complete the following steps and processes:

General

- Load vehicles and confirm that the commodities loaded correspond to the packing list, PODs, and the distribution plan, including number of parcels gross volume, and correct loading sequence. Discrepancies, damage, or other issues shall be noted and reported immediately.
- Deliver all commodities in packs for ease of handling during transportation and load the correct number of packs as indicated on the distribution plan, if applicable, at the originating warehouse(s). PODs shall reflect quantities of these commodities being transported in packs to facilitate uniform documentation (however, at times, carton calculations may include cartons with less packs/bales than others to make up the district or facility quantities).
- Adhere to the World Health Organization (WHO) standards for transporting pharmaceuticals and other health commodities, for vehicle and other equipment requirements, and transporting any pharmaceutical or other waste products to proper disposal points, as these standards are incorporated into the subcontract in annexes: WHO Good Distribution Practices (GDP) for Pharmaceutical and Laboratory Products (WHO Technical Report Series No. TRS 957, 2019, Annex 7), WHO Model Guidance for the Storage and Transport of Time- and Temperature-Sensitive Pharmaceutical Products (Technical Report Series No. 961, 2011 Annex 8), Guidelines for Temperature Control of Drug Products during Storage and Transportation (GUI-0069, 2011), country standards, and consultation provided by GHSC-PSM on relevant quality standards, as applicable.
- GHSC-PSM commodities may not be in the same vehicle as commodities not included in distribution plans shared by GHSC-PSM.
- Trucks and trailers of trucks to be used for the work may be subject to visual inspection, on an ad-hoc basis as required by Chemonics. Prior to any transportation activity, vehicle make and model, and plate numbers should be provided.

- Upon request of Chemonics, the Subcontractor shall provide proof of insurance for goods in transit. Subcontractor will be legally and financially responsible for the commodities during the transportation process and is required to provide insurance against all loss or damage to products.
- Transport pharmaceuticals and other health commodities in such a way to ensure that neither the pharmaceuticals nor the commodities can be contaminated.
- Manage all transport and logistics functions for designated routes, from point of origin to destination, including provision of appropriate modes of transport necessary for efficient delivery.
- Offload and deliver the correct quantity of commodities and transfer them to the respective service delivery point, in accordance with the distribution plan, into the identified receiving spaces; transference of custody shall be given to the designated receiving officer upon signing of the POD.
- Provide adequate resources to complete all deliveries to required destinations within the stipulated time intervals.
- Provide drivers who possess valid and appropriate driver's licenses. Driver shall comply with a strict "no drinking", "no drug use" policy. Drivers must be sufficiently literate and requisite competency level to manage the health commodity documentation, including for cold chain commodity management.
- Drivers are responsible for recording and keeping the truck movement log and maintenance schedule.
- Drivers shall take the most direct and safe route while in transit.
- Receive, review, and maintain records of written approval documentation (including approvals given within emails) provided by GHSC-PSM prior to any handling, transportation, or distribution of commodities.
- Have responsibility for the safety and security of its personnel and property, and of the commodities and property in the Subcontractor's custody. The Subcontractor shall be responsible and accountable for the health commodities from the point they are loaded on the trucks, up to the point they are offloaded and delivered, and shall ensure all the stipulated documentation is completed to demonstrate clear transfer of custody of commodities between the truck and the recipient.
- Carefully monitor the distribution and rapidly address any issues that arise, including issues related to accessibility, vehicle breakdown, lagging delivery times, security, issues encountered at receiving facilities, product loss or damage, and any situation that may compel the driver to operate outside the Subcontractor's standard operating procedures. GHSC-PSM shall be notified of changes, concerns, or issues immediately through phone calls and subsequently through email within 24 hours regarding any issue that will hinder distribution. Collaborate with GHSC-PSM to resolve these issues when required; and follow up with relevant incident report and documentation as required within 24-48 hours/a reasonable time frame.
- Maintain at all times adequate Standard Operating Procedures (SOPs) for all operations and particularly for the operations listed below. If the Subcontractor makes any substantial changes to their SOPs, the Subcontractor shall provide the updated SOPs to Chemonics.
 - a. Order dispatch and delivery
 - b. Training in relation to good distribution practice, regulations, and safety specific to cold chain.
 - c. Security, that covers the full range of security issues related to the distribution of products, lives, and property
 - d. Disaster recovery plan
 - e. Loading and unloading

- f. Cold chain packaging, loading and distribution
- g. Non-cold chain capacity for transportation of all commodities, including pharmaceuticals
- h. Pharmaceutical product distribution
- i. Incident management and reporting
- j. Daily operations reporting
- k. Reverse logistics
- l. Vehicles and equipment involved in the distribution process, including:
 - i. Cleaning and pest control,
 - ii. Precautions against spillage or breakage,
 - iii. Procedures for transportation of hazardous products which can present risks of abuse,
 - iv. Maintenance of vehicle, temperature equipment and other equipment,
 - v. Fire or explosion (these products are to be stored and transported in safe dedicated containers and vehicles),
 - vi. Process wherein unauthorized persons are prevented from entering and/or tampering with vehicles and/or equipment, and theft or misappropriation thereof.

Cold-Chain Equipment and Vehicles

Offeror must be capable of maintaining a temperature range of 2°C to 8°C for refrigerated shipments, over the full environment temperature range experienced over known distribution routes when the vehicle is in motion or parked with the main engine stopped.

- Provide cold chain logistics services in accordance with Good Distribution Practices for Pharmaceutical Products as outlined by the World Health Organization-Working Document QAS/04.068/Rev.2 If refrigerated vehicles are unavailable, temperature regulated boxes (active or passive) with at least 48 hours of cold life temperature control shall be provided by the subcontractor if Chemonics does not have any of its cold boxes available. Active temperature regulated boxes consist of utilizing self-contained powered refrigerated units which can be loaded on to an ambient vehicle and maintain temperature within the required range for the duration of the delivery to point of destination using power from the vehicle or other power source.
- Chemonics will provide temperature monitoring devices with sensors located at points representing temperature extremes/ threshold. The Subcontractor will ensure that sensors remain where they are placed by Chemonics' staff and that they do not suffer any damage. The Subcontractor must ensure that drivers have a Bluetooth connection to download and send temperature data upon request. Drivers will need to have sufficient phone and internet data plans allowing real time monitoring of Chemonics' data loggers upon request.
- Fitted with doors and security seals and/or locks that protect against unauthorized access during transit.

Temperature Controls

- Personnel shall have the requisite competency level to be able to effectively perform duties related to documentation, make critical decisions related to cold chain commodity management and distribution.
- Drivers should sign for receipt of sealed cool boxes, so they should not have to count the vials, that includes the date and the exact time.
- Cold boxes provided by the subcontractor or by Chemonics must be plugged in to power at all times until delivery.

- Drivers shall visually check the temperature of the cold boxes once per hour and keep a written log for each hour, as well as inform Chemonics immediately if an excursion is noted.
- Temperature within the compartments shall be within the product(s) stability profile as stated by the product manufacturer, cold chain; 2°C to 8°C
- One cool box should be used for each location if possible. Tamper-evident seals should be used. Avoid open sealed shippers as much as possible.
- Ice and frost shall not be allowed to accumulate, particularly ice contaminated by spillages.
- Details on the maintenance requirements and history of temperature-controlled vehicles shall be provided, as well as a list of approved locations for the maintenance of the vehicles.
- Conditioned gel packs shall be provided to guarantee optimal storage conditions throughout the distribution period. The cold chain commodities shall be protected from condensation from the gel packs.
- Functionality of the security and temperature alarm systems shall be carried out at least once a quarter, and records shall be maintained to demonstrate compliance.
- Temperature and humidity control, and temperature monitoring shall comply with the following:
 - a. Temperature control systems able to continuously maintain air temperatures within the set point of limits throughout the temperature controlled compartment;
 - b. Control and monitoring sensors accurate to ± 0.5 °C, and humidity sensors to $\pm 5\%$ RH;
 - c. Sensors calibrated/qualified against a certified traceable reference standard at least once a year, , with complete documentation;
 - d. Sensors located to represent a broad sample of the temperature and the humidity stratification across the entire truck/ box/ transportation equipment.
 - e. Control sensors positioned to capture external temperature and humidity in parallel to the product monitoring system; and
 - f. Temperature and humidity monitoring systems shall provide records with a minimum recording frequency of six times per hour (interval of every 10 mins) for each sensor position, and shall provide documentation that can be stored and accessed by Chemonics
-

II.2.2 Proofs of Delivery Requirements

- PODs (See Annex 11 for sample) shall include the following:
 - Consignee name and physical address
 - Delivery location
 - Date of departure
 - List and description of commodities delivered
 - Unit pack: quantity, volume, batch number, manufactured and expiry dates, and unit prices
 - Temperature at the point of dispatch/receipt (°C) for cold chain commodities
 - Details of issuing warehouse/distribution agents and the service delivery point representative;
 - Vehicle registration number and security seal number
 - Quantities and Volume (in cubic meters) of commodities distributed for the GHSC-PSM project;
 - Date and time of delivery;
 - Name and signature of warehouse representative, driver, and recipient at destination;
 - Remarks or notation of any loss or damages.
 - Written log confirming cold box temperatures at hourly intervals.

Proofs Of Delivery (PODs):

- Subcontractor shall deliver GHSC-PSM's health commodities safely and securely and in prescribed condition to the recipient and destination, as evidenced by a signed Proof of Delivery (POD).
- Subcontractor will provide written confirmation, i.e., Proof of Delivery (POD), to GHSC-PSM for all delivered shipments. PODs should be submitted with the subcontractor's invoice to Chemonics.
- For proofs of delivery (PODs), five (5) PODs will be printed by the dispatching warehouse for each delivery and signed by both parties. Only three (3) will be given to the Subcontractor to collect signature of the health site representatives.
- Electronic proof of delivery (e-POD) systems with real-time cloud access and GPS tracking shall be utilized to increase accuracy and efficiency. Subcontractor shall be provided one delivery cycle to begin implementation of the e-POD system. The Subcontractor will need to use their smartphones and the Kobo application to submit signed PODs for completed deliveries to health facilities. Both hard copies and e-POD shall be used for deliveries.

Distributions

- Distribution plans shall be provided on a volume and location basis, at the discretion of GHSC-PSM.
- Subcontractor shall be required to begin transporting the health commodities within the specified period of time mentioned in the sub-task orders.
- Deliveries shall be made during normal business hours, between 8:00am to 4pm for Regions 2 and 3 and between 8:00am to 3pm for Region 1, excluding public holidays.
- Subcontractor shall be required to call SDPs ahead of scheduled deliveries, four hours before delivery or the day before for deliveries to occur before 11am, based on the distribution plans provided by Chemonics/GHSC-PSM.

II.2.3 Security and Disaster Recovery

- a. Subcontractor shall ensure and deploy reasonable and cost-effective strategies, actions, processes and measures to ensure that all commodities being transported are not lost in transit, from the point of pick up until custody is transferred to the designated recipients. These strategies, actions, processes and measures must be approved by Chemonics and include, but are not limited to the following:
 - i. Planned routes for transit of vehicles are the safest available, based on an assessment of the various options;
 - ii. Vehicles are parked in secure locations after close of business to ensure both commodity and vehicle security;
 - iii. Incidents are investigated.
- b. Subcontractor shall maintain appropriate disaster recovery and security systems to provide continuity of services in case of causes beyond the control and without the fault or negligence of the Subcontractor such as (1) acts of God or of the public enemy, (2) acts of the government in either its sovereign or contractual capacity, (3) fires, (4) floods, (5) epidemics, (6) quarantine restrictions, (7) strikes, (8) freight embargoes, and (9) unusually severe weather, or (10) security breach (each a "**Force Majeure Event**"). During a Force Majeure Event, Subcontractor and Chemonics shall discuss the continued and uninterrupted provision of services and Chemonics shall reasonably consider any request by Subcontractor to alter the performance and deliverable timelines for a limited period of time, but in no case longer than

thirty (30) days. For purposes of clarity, the parties agree that a Force Majeure Event shall not excuse performance by the Subcontractor in the orders issued hereunder.

- c. Immediately upon occurrence of any Force Majeure Event, the Subcontractor shall implement the alternate performance deliverable timelines and, unless the parties agree otherwise, make best efforts to recover data and resume operations within forty-eight (48) hours thereafter.
- d. Should the Subcontractor suffer a Force Majeure Event, the Subcontractor shall use all reasonable efforts to ensure the continuity of services. If after implementation of an approved alternate delivery timetable, the Force Majeure Event prevents the Subcontractor from carrying out its obligations under this Agreement for a continuous period of more than thirty (30) Business Days, Chemonics may terminate this Subcontract in accordance with Section C.6.

II.3 Chemonics Responsibilities

- GHSC-PSM will provide distribution plans one (1) or more business day before the distribution begins (See Annex 12 for sample) by region and by health facility containing the product details and quantities of parcels in readiness for commencement of distribution.
- GHSC-PSM will provide an updated list of service delivery points per region prior to the commencement of a distribution. Depending on the directives of the USG and/or the needs of supported implementing partners, the location and number of the facilities may vary.

II.4. Deliverables

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

Deliverable No. 1: Data Loggers and Cold Chain Equipment

Upon completion of each approved commodity distribution, the subcontractor shall submit the data loggers and cold chain equipment (cold chain boxes and/or foam coolers and/or ice packs) to Chemonics in working order and without damage.

Deliverable No. 2: Electronic Proof of Delivery (PODS) Forms

Upon delivery of products to SDP, the subcontractor shall upload photos of signed PODs and a photo of the SDP facility building to the Kobo platform.

Deliverable No. 3: Proof of Delivery Forms

The subcontractor shall provide original PODs, at the latest 72 hours after completing the distribution, to Chemonics.

Deliverable No. 4: Distribution Reports

At the end of each delivery run, the subcontractor shall submit temperature charts (standard form) and the summary table showing the total volume, number of boxes/cartons delivered for each department, by site, and any details on damages, expiries, or returns.

Deliverable No. 5: Other as may be needed, TBD at time of award

Chemonics may require additional deliverables based on offerors' proposal(s) that will be determined during negotiations, and preceding award.

II.4.1 Deliverables Schedule

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

Deliverable Number	Deliverable Name	Due Date
1	Data Loggers and cold chain equipment	Upon completion of each approved commodity distribution return equipment to Chemonics.
2	Electronic proof of delivery (e-POD) submission	Upon delivery at SDP, upload photos of signed PODs and photo of SDP facility building to Kobo platform
3	Proof of Delivery (original signed PODs)	72 hours after completion of approved distribution
4	Distribution Reports	Two (2) business days after completion of approved distribution
5	Other (TBD) Deliverables	TBD

*Deliverable numbers and names refer to those fully described in II.4.1 above.

II.5. Reporting

The successful offeror shall deliver to Chemonics the following reports in II.5.1, in accordance with the schedule set forth in II.5.2 below, to facilitate communication and management of activities and general management of the subcontract.

II.5.1 Reporting Descriptions

Report No. 1: Truck Information

The subcontractor shall provide, 24 hours before a distribution begins, an Excel spreadsheet with the truck make & model and license plate numbers, and trailer plate numbers of equipment to be used and locations parked in response to the distribution plan provided by GHSC-PSM

Report No. 2: Daily Activity Updates

The subcontractor shall provide daily activity updates covering the delivery status for all service delivery points (SDP) in the distribution plan. The daily update must be in MS Excel compatible document, be broken down by SDP, and include for each SDP: health facility name, planned date

of delivery, actual date of delivery, quantity delivered, and remarks for any delivery not executed according to plan.

Report No. 3: Issues and Incidents

After informing Chemonics through a phone call, the Subcontractor shall provide written notification through email of any issues or incidents that might hinder distribution in accordance with the scope of work. The Subcontractor shall include in the email the date, location, vehicle number(s) of trucks affected, description of issue, and additional actions to be taken. The Subcontractor shall document the issue or incident through resolution and provide all documentation, incidents reports, and updates to Chemonics.

II.5.2 Reporting Schedule

The successful offeror shall submit the reports described above in accordance with the following reporting schedule:

Report Number	Report Name	Due Date
1	Truck Information	Share truck information with Chemonics 24 hours before a distribution begins
2	Daily Activity Updates	Daily during each approved distribution of commodities for Chemonics
3	Issues and Incidents	Inform Chemonics in writing within 24 hours of the issue/incident. Continue to provide updates until resolution.

*Reporting numbers and names refer to those fully described in II.5.2 above.

Section III. Indefinite Quantity Subcontract (Terms and Clauses)

Should Chemonics award an IQS to one or more successful offeror(s), the following terms and conditions of the attached draft Indefinite Quantity Subcontract (IQS) will apply and govern the contractual relationship(s) between Chemonics and the successful offeror(s). Chemonics, at its own discretion, reserves the right to modify these terms at any time during the IQS period of performance.

.....

Annex 1 Sample Proposal Cover Letter

[Offeror: Insert date]

[Insert name of point of contact for RFP]
[Insert designation of point of contact for RFP]
[Insert project name]
[Insert "Chemonics International Inc." or if there is a locally registered entity, use that name]
[Insert project office address]

Reference: Request for Proposals [Insert RFP name and number]

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

Dear Mr./Mrs. [Insert name of point of contact for RFP]:

[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	_____
UEI Number	_____
Address	_____
Address	_____
Telephone	_____
Fax	_____
E-mail	_____

As required by section I.8 Validity Period, 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.:

[Offerors: It is incumbent on each offeror to clearly review the RFP and its requirements. It is each offeror's responsibility to identify all required annexes and include them]

- I. Copy of registration or incorporation in the public registry, or equivalent document from the government office where the offeror is registered.
- II. Copy of company tax registration, or equivalent document.
- III. Copy of trade license, or equivalent document.
- IV. 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 Cost Proposal and Establishing Prices

This annex does not replace or supersede the guidance provided under Section I.4.B.3. Rather, it provides additional guidance to aid offerors in developing their cost proposals. Chemonics has requested that offerors prepare and submit cost proposals showing their prices according to Table 1 to receive consideration. Chemonics recommends the following broad steps in order to aid the offerors in preparing their table of prices. Offerors, at their own discretion, may follow these steps in order to first understand their organizational costs, and then develop a table of prices as requested below:

Step 1: Read the Scope of Work as provided under Section II.2.

Step 2: Design a technical proposal in response to the requirements requested in the Scope of Work under Section II.2 of this RFP. Offerors should examine the market for the proposed activity and realistically assess how they can meet the needs and services as described in this RFP, specifically in Section II.

Step 3: Determine the basic costs associated with performing the work and preparing each deliverable and report requested, and then develop a detailed budget that captures all such costs in the offeror's own budget template.

Step 4: Translate the offeror's own budget into a table of prices, similar to Table 1 provided below. Offerors should propose their best prices in the requested format – per cubic meter per region. There are five broad geographical regions for distribution of our commodities. They are defined in Table 2 below. There are also 6 broad volume tiers representing ranges of quantities that we expect to distribute. Table 3 provides historical data on volumes distributed in the past and types and quantities of vehicles used to distribute these volumes to the identified geographical region. **The offeror is required to submit only the price table showing its best prices, not a detailed budget.**

Step 5: Write Cost Notes. Offerors should prepare cost notes to identify what types of costs are included in its proposed prices (for example, the offer should specify if insurance, fuel, maintenance, labor, are included). The offeror is required to submit costs notes.

Price Tables

Offerors must prepare and propose two separate tables of prices per m³ (cubic meter) for each volume range per geographical region in MS Excel, using Table 1 (in the same format) provided below in response to the technical and cost requirements of this RFP. One table must be inclusive of boat/barge costs to access the southern and northern parts of the country (Regions 2 and 3) and the other without boat/barge costs.

The Subcontractor may still propose a variation in price per cubic meter depending on the season and other factors, but it is assumed that the most appropriate vehicle will be provided based on the volumes estimated by Chemonics. It is up to the Subcontractor to decide which vehicle, or combination of vehicles, is suitable and necessary for the delivery to the health facilities. As a reference only, Table 3 illustrates the average volumes transported in each region for one quarterly cycle. Actual volumes could be less or higher. Table 4 can also be used as a support to anticipate what type of vehicle the subcontractor may want to use for the deliveries. In table 4, the historical data on the vehicles used for the minimum and maximum loads per region illustrates, as an example only, what it would take to reach those facilities. However, it is in no way a requirement as the subcontractor is free to choose whatever quantity, combination and type of vehicles to complete the deliveries in the stipulated time: daily deliveries for Region 1 and within a week for Regions 2 and 3.

The rate provided by the offeror must cover any combination of commodity volumes to any of the stipulated sites. For example, in the event Chemonics selects the 15 cbm option, the Subcontractor may end up delivering 10 cbm at the first two facilities and 1cbm at the last three facilities, with the remaining five

spread throughout the remaining sites. Alternatively, the Subcontractor may deliver 1 cbm at the first site and 12 cbm at the last with the remaining two spread throughout. In both examples, the rate does not change as the Subcontractor's rate covers a complete region.

Please note that it is not permitted to cross-contaminate any DoS commodities included under this subcontract with any other products from other clients. Chemonics will conduct random checks and if this situation occurs (mixed products from other clients) the contract will immediately be terminated.

Table 1 – Price per cubic meter by volume range for each geographical region

Nb of Facilities	Pricing Method	Price per Cubic Meter, within specific volume range within specific geographical region						Expected Duration
		Nb of Facilities	Geographical region	Volume Range	Volume Range	Volume Range	Volume Range	
				0 < 3 m3	3 m3 < 20 m3	20 m3 < 50 m3	50 m3 < 100 m3	> 100 m3
Up to 60	Region 1	<i>USD per Cubic Meter</i>	<i>USD per Cubic Meter</i>	<i>USD per Cubic Meter</i>	<i>USD per Cubic Meter</i>	<i>USD per Cubic Meter</i>	<i>USD per Cubic Meter</i>	<i>Same Day deliveries</i>
Up to 100	Region 2	<i>USD per Cubic Meter</i>	<i>USD per Cubic Meter</i>	<i>USD per Cubic Meter</i>	<i>USD per Cubic Meter</i>	<i>USD per Cubic Meter</i>	<i>USD per Cubic Meter</i>	<i>One week trip max</i>
Up to 50	Region 3	<i>USD per Cubic Meter</i>	<i>USD per Cubic Meter</i>	<i>USD per Cubic Meter</i>	<i>USD per Cubic Meter</i>	<i>USD per Cubic Meter</i>	<i>USD per Cubic Meter</i>	<i>One week trip max</i>

Table 2 – Definition of Regions

Region 1: Ouest Department (minus Cote des Arcadins, includes Martissant)
Region 2: Cote des Arcadins, Artibonite, Centre, Nord, Nord-Est and Nord-Ouest Departments
Region 3: Sud-Est, Nippes, Sud, Grande-Anse Departments, including Fontamara-Carrefour-Gressier-Mariani-Leogane

Table 3 – Estimated Historical Volume Range During Regular Quarterly Distribution

	MIN	MAX
Region 1	50 m3	100 m3
Region 2	50 m3	150 m3

Region 3	30 m3	80 m3
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Table 4 – Illustrative volume capacity per type of vehicles used to transport GHSC-PSM's commodities

Type of vehicle	Weight (tons)	m3 Per vehicle m3
Long Bed	1 ton	2.63
Land Cruiser	1 ton	2.34
Land Cruiser	2 tons	2.79
Canter	2.5 tons	7.08
Canter	5 tons	14.40
Canter	5.5 tons	15.50
Canter	10 tons	27.50
Truck	10.5 tons	29.92
Truck	20 tons	57.51
Truck	10.25 tons	29.04
Truck	12.5 tons	35.67
Canter	6 tons	17.45
Canter	7 tons	20.53
Canter	7.5 tons	21.62

Annex 3 Required Certifications

Offerors are required to complete and submit the attached representations and certifications with their proposals.

Annex 4 Past Performance Template

The following table must be completed and included in the Technical Weight. Include at least 3 projects that best illustrate experience relevant to this RFP or similar activities. Included projects must have been completed within the past 3 years.

#	Client Name, Address/Location, Telephone Number, Email	Contract or Purchase Order Number	Description of Activities or Work	Date of Work	Cost in (USD)
1					
2					
3					

Chemonics reserves the right to contact provided references to verify and, if applicable, request further information. Chemonics reserves the right to obtain past performance information obtained from sources other than those identified by the offeror. Chemonics shall determine the relevance of similar past performance information.

Annex 5 UEI and SAM Registration Guidance**What is UEI?**

The Unique Entity Identifier, or the UEI, is the official name of the “new, non-proprietary identifier” that will replace the DUNS number. The UEI will be requested in, and assigned by, the System for Award Management (SAM.gov). Businesses and organizations who receive funding from the US government will have to use a Unique Entity Identifier (UEI) created in SAM.gov. The UEI number helps the USG to identify companies.

Why am I being requested to obtain a UEI 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 UEI numbers to uniquely identify businesses and organizations, Chemonics is required to enter subaward data with a corresponding UEI number.

Is there a charge for obtaining a UEI number?

No. Obtaining a UEI 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 UEI number?

UEI numbers can be obtained online at sam.gov.

What information will I need to obtain a UEI number?

To request a UEI 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 UEI number?

The UEI number is issued immediately upon completion of the request process.

Are there exemptions to the UEI 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 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 UEI 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 UEI 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:

- a. In your business or organization's preceding completed fiscal year, your business or organization (the legal entity to which the UEI 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,

- b. 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 UEI 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 UEI 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, UEI 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 6 Vehicle Verification Checklist

Annex 7 World Health Organization (WHO) Good Storage and Distribution Practices (May 2019) Draft for Comments, working document QAS19.793

Annex 8 WHO Model Guidance for the storage and transport of time and temperature sensitive pharmaceutical products

Annex 9 Guidance for loading a truck

Annex 10 WHO Technical supplements to Model Guidance for the storage and transport of time- and temperature sensitive pharmaceutical products

Annex 11 Sample Proof of Delivery

Annex 12 Sample Distribution Plan

Annex 13 Key Performance Indicators

Annex 14 Insurance Coverage Table

Insurance Type	Description	Minimum Requirements	Offeror's Response
Goods In Transit	Refer to I.4.B.4.a.	\$500,000	Sample response: Yes/No with \$XXX coverage. If no, provide justification and describe efforts made to receive the coverage.
Commercial General Liability	Refer to I.4.B.4.b.	\$1,000,000	Sample response: Yes/No with \$XXX coverage. If no, provide justification and describe efforts made to receive the coverage.
Workers Compensation	Refer to I.4.B.4.c.	DBA required for all staff working on the subcontract	Sample response: Yes/No with \$XXX coverage. If no, provide justification and describe efforts made to receive the coverage.

Auto/Vehicle Insurance	Refer to I.4.B.4.d.	Haitian law requirements	Sample response: Yes/No with \$XXX coverage. If no, provide justification and describe efforts made to receive the coverage.
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