

Request for Quotations (RFQ)

RFQ Number: AUHC-2019-024

Issuance Date: July 16, 2019

Deadline for Offers: July 25, 2019

Description: Accommodation, Venue and Catering for AUHC Pause and Reflect Workshop

For: Advancing Universal Health Coverage (AUHC) Activity

Funded By: United States Agency for International Development (USAID),
Contract No. AID-388-C-17-00001

Implemented By: Chemonics International Inc.

Point of Contact: Md. Ashraful Islam, mdislam@auhproject.org
procurement@auhproject.org

******* ETHICAL AND BUSINESS CONDUCT REQUIREMENTS *******

Chemonics is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit. Chemonics expects suppliers to comply with our Standards of Business Conduct, available at <https://www.chemonics.com/our-approach/standards-business-conduct/>.

Chemonics does not tolerate fraud, collusion among offerors, falsified proposals/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported to both USAID and the Office of the Inspector General.

Employees and agents of Chemonics are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business. Employees and agents engaging in this conduct are subject to termination and will be reported to USAID and the Office of the Inspector General. In addition, Chemonics will inform USAID and the Office of the Inspector General of any supplier offers of money, fee, commission, credit, gift, gratuity, object of value, or compensation to obtain business.

Offerors responding to this RFQ must include the following as part of the proposal submission:

- Disclose any close, familial, or financial relationships with Chemonics or project staff. For example, if an offeror's cousin is employed by the project, the offeror must state this.
- Disclose any family or financial relationship with other offerors submitting proposals. For example, if the offeror's father owns a company that is submitting another proposal, the offeror must state this.
- Certify that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- Certify that all information in the proposal and all supporting documentation are authentic and accurate.
- Certify understanding and agreement to Chemonics' prohibitions against fraud, bribery and kickbacks.

Please contact Chief of Party James Griffin with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to Chemonics' Washington office through the contact information listed on the website found at the hyperlink above.

Section 1: Instructions to Offerors

1. **Introduction:** The Advancing Universal Health Coverage (AUHC) Activity is a USAID-funded health initiative, implemented by Chemonics International's Liaison Office in Bangladesh, to assist the goals of the Government of Bangladesh to significantly expand access to safe, affordable and quality health services, while increasing financial protection, particularly of the poor, in support of the Government of Bangladesh's National Health Care Financing Strategy (2012-2032), under which Universal Health Coverage is a key priority.

The AUHC MERL team conducts pause and reflect workshop on a quarterly basis. In the workshop, the AUHC will share project challenges faced, learnings and way forward. The theme of this pause and reflect is the After-Action Review (AAR) and micro-planning on work plan activities with a focus moving forward to sustain SHN in an efficient manner. The AAR is a participatory activity evaluation in the form of a structured process or debriefs – usually a meeting – that allows project teams to reflect on an event or task they have just accomplished and analyze what happened, why, what worked well, and what can we build on or do differently in the future. It is basically a facilitated discussion between the grantee and the program team on lessons learned during activity implementation not to evaluate the grantee's performance but to capture/document valuable learning and actively plan to implement the learning.

AUHC requires venue and logistics services from a security conscious venue near more than three hours (with traffic) outside Dhaka for the event of the AUHC on in late August or early September.

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

2. **Offer Deadline and Protocol:** Offers must be received no later than 5:00 PM local Dhaka time on July 25, 2019, by e-mail only to Md. Ashraful Islam, mdislam@auhproject.org with cc: to procurement@auhproject.org.

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

3. **Questions:** Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 5.00PM local Dhaka time on July 21, 2019 by e-mail to mdislam@auhproject.org with cc: to procurement@auhproject.org. Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that Chemonics believes may be of interest to other offerors will be circulated to all RFQ recipients who have indicated an interest in bidding.

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

4. **Specifications:** Section 3 contains the technical specifications of the required items. All commodities offered in response to this RFQ must be new and unused.

Please note that, unless otherwise indicated, stated brand names or models are for illustrative description only. An equivalent substitute, as determined by the specifications, is acceptable.

5. **Quotations:** Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including delivery and all other costs. All quotations must present VAT as separate cost. Pricing must be presented in Bangladeshi Taka (BDT). Offers must remain valid for not less than thirty (30) calendar days after the offer deadline. Offerors are requested to provide quotations on their official quotation format or letterhead; in the event this is not possible, offerors may complete the table in Section 3.

In addition, offerors responding to this RFQ are requested to submit the following:

- *Organizations* responding to this RFQ are requested to submit a copy of their official registration or business license along with VAT Registration copy.
 - *Individuals* responding to this RFQ are requested to submit a copy of their identification card.
6. **Delivery:** The delivery and supply location for the items described in this RFQ will be at your proposed venue on the day of event as per the event schedule, which will be provided on the days of the workshop. Offerors should explain their availability on August 21 and 22, the week of August 25, and the week of September 1. AUHC's pause and reflect workshop will be held over two days during any of the times listed above, based upon AUHC staff and venue availability. Unavoidable circumstances may require the date and time to be changed, and the vendor will be notified immediately should such a change be necessary.
6. **Source/Nationality/Manufacture:** All goods and services offered in response to this RFQ or supplied under any resulting award must meet USAID Geographic Code 937 in accordance with the United States Code of Federal Regulations (CFR), 22 CFR §228. The cooperating country for this RFQ is Bangladesh.

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

7. **Warranty:** Warranty service and repair within the cooperating country is required for all commodities under this RFQ. The warranty coverage must be valid on all commodities for a minimum of twelve (12) months after delivery and acceptance of the commodities, unless otherwise specified in the technical specifications. At the time that any commodity is transferred to another entity within the cooperating country, all rights to warranty support and service shall be transferred with the commodity to that entity's end-user.
8. **Taxes and VAT:** In accordance with the agreement under which this procurement is financed, Chemonics is exempt from payment of taxes, VAT, tariffs, duties, or other levies imposed by the Bangladesh government. Offerors must include taxes, VAT, charges, tariffs, duties and levies in accordance with the laws of the Bangladesh as a separate cost line. Chemonics will provide the successful offeror with a VAT coupon for the VAT amount upon submission of a Mushok-11.
9. **Eligibility:** By submitting an offer in response to this RFQ, the offeror certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the U.S. Government. Chemonics will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.
10. **Evaluation and Award:** The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and is determined via a trade-off analysis to

be the best value based on application of the following evaluation criteria. The relative importance of each individual criterion is indicated by the number of points below:

- **Security – 15points:** Venue should be compliant with Property Fire, Life Safety and Security Information policies and regulation governed by BNBC, BFS & CD and other laws of Bangladesh. It should have the facility and practice in place for handling any kind of emergency specifically arrangements of LR, Ambulance service, Medical treatment, dedicated Fire Warden, swimming pool attendant (if any). Hotel should also have 24/7 a day security management in place by means of proprietary or hired security guard/officer or Police member or Ansar member or any combination of those ensuring premised security, access control, vehicle security, mail security and emergency back up support of the security on duty.
- **Quality – 15 points:** The quality of room, food and other logistics service will be considered under this criterion.
- **Location – 20 points:** Venue within 3 hours (with traffic) outside Dhaka city under this criterion.
- **Availability – 20 points:** Does the offeror have the accommodation and venue for 65 people availability required for the dates required? Accommodation for 2 nights for 65 guests and conference hall for 65 people for 2 days on August 21 and 22 or week of August 25 or week of September 1, 2019.
- **Past Performance – 15 points:** Offerors must include 3 past performance references of similar work previously implemented as well as contact information for the companies for which such service was completed. Contact information must include the 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 e-mail and phone number of the point of contact.
- **Cost – 15 points:** Offerors' costs will be compared to each other to assist AUHC in determining best value.

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

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

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

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

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

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

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

Section 2: Offer Checklist

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

- Cover letter, signed by an authorized representative of the offeror (see Section 4 for template)
- Official quotation, including specifications of offered equipment (see Section 3 for example format)
- Copy of offeror's registration or business license (see Section 1.5 for more details)

Section 3: Specifications and Technical Requirements

The table below contains the technical requirements of the commodities/services. Offerors are requested to provide quotations containing the information below on official letterhead or official quotation format. In the event this is not possible, offerors may complete this Section 3 and submit a signed/stamped version to Chemonics.

Basic information for venue rental and other logistics services:

Tentative event date: Any two-day period during the following:

- August 21 and 22
- Week of August 25
- Week of September 1

Tentative no. of participants: approximately 65

Detailed specifications:

SL #	Items Name	Detailed Specifications	Quantity
1	Accommodation for 2 nights	Capacity: 65 persons Deluxe Single Room or Deluxe Double room including breakfast	65
2	Catering for Workshop for 3 days (Mineral water will be included)	Day 1 <ul style="list-style-type: none">• Morning Tea/Coffee with Snack• Buffet Lunch (standard Bengali Menu)• Buffet Dinner (Standard Bengali Menu) Day 2 <ul style="list-style-type: none">• Morning Tea/Coffee with Snack• Afternoon Tea/Coffee with Snack• Buffet Lunch (standard Bengali Menu)• Buffet Dinner (Standard Bengali Menu)	65
3	Conference Hall for 65 persons for 2 days	Conference Hall, two multimedia projectors with two screens, cordless microphone (4 pcs), sound system, whiteboard (4 pcs), flip chart stand (4 pcs), round table set up with chairs. Mineral water bottle should be available in the conference hall and tea/coffee will be all-time.	1

Other criteria that must fulfilled:

- Offerors shall also provide their complementary services list with their offers.
- Offeror should provide breakfast, lunch and dinner menu with their offer.

Sample Detailed Cost Breakdown/Quotations Form:

SL#	Item Name/Specifications	Quantity	Unit price	Total Price (BDT)
	Sub-Total (Including Tax)			
	Add: VAT @%			
	Total (including VAT and tax)			

****All prices must be in Bangladeshi Taka (BDT)****

Section 4: Offer Cover Letter

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

To: Chief of Party
USAIDs Advancing Universal Health Coverage (AUHC) Activity
H-CWN(A) 3A, 13th Floor, Road-49,
Kamal Ataturk Avenue, Gulshan-2, Dhaka, Bangladesh

Reference: RFQ No. AUHC-2019-024

To Whom It May Concern:

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

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

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

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

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

Authorized Signature: _____

Name and Title of Signatory: _____

Date: _____

Company Name: _____

Company Address: _____

Company Telephone and Website: _____

Company Registration or Taxpayer ID Number: _____

Company DUNS Number: _____

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

Official name associated with bank account (for payment): _____

Details of Evaluation and Award criteria:

Reference #	Details Particular
<i>Security:</i> The comprehensiveness of the hotel's security platform will be evaluated under this criterion.	
<i>Quality:</i> Condition of proposed conference halls, audiovisual equipment, and standard hotel room accommodations will be evaluated under this criterion.	
<i>Location:</i> The proximity to the desired location of the facility (outside Dhaka city limits, but within 3 hours with traffic to the city center) will be evaluated under this criterion.	
<i>Availability:</i> The offerors ability to provide all services requested on the dates provided will be evaluated under this criterion.	

Past Performance References list:

Reference #	Organization Name, Address, contact person name, number and email address
Reference # 1	
Reference # 2	
Reference # 3	

Bank Accounts Details Information (completed/signed/stamped by a representative authorized to sign on behalf of the offeror):

Sl.	Particulars	Information
1	Account Name:	
2	Account Number:	
3	Account Type:	
4	Name of Bank:	
5	Name of Bank Branch:	
6	Address of Branch:	
7	Bank Routing Number: If possible	

Signature with seal:

Name :

Designation :