



Request for Quotations (RFQ)

RFQ Number: AUHC-2020-002
Issuance Date: February 13, 2020
Deadline for Offers: February 27, 2020
Description: Supply of Transportation Services
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: 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 at jgriffin@auhproject.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' 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, 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. As part of project activities, AUHC requires the purchase of transportation services to allow project staff to travel to by vehicle within and outside of Dhaka Division to attend meetings, visit clinics, and other events that are critical to the project's goals. The purpose of this RFQ is to solicit quotations for these items for daily and monthly transportation service for AUHC project.

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 5:00PM local Dhaka time on February 27, 2020 by only email to procurement@auhproject.org with cc: to Joseph P. Urban jurban@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. **Specifications:** Section 3 contains the technical specifications of the required services.

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.

4. **Quotations:** Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including all maintenance, storage, and insurance costs, as well as salary and travel costs of driver and all other costs related to the transportation services provision. Pricing must be offered in Bangladeshi taka (BDT). Offers must remain valid for not less than Sixty (60) 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.

5. **Delivery:** The delivery location will be the AUHC office, Dhaka, at Genetic Baro Bhuyan, H-CWN (A) 3A, Road-49, Kemal Ataturk Avenue, Gulshan 2, and on an as-needed basis. As part of its response to this RFQ, each offeror is expected to provide an estimated (in calendar days) notice period (after receipt of order) that it requires in order to provide transportation services in each district. The notice period presented in an offer in response to this RFQ must be upheld in the performance of any resulting transportation services agreement.

1. **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 are encouraged to provide the vehicle's identification number (VIN) when for the vehicle(s) being offered when submitting an offer in response to this RFQ.

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.

2. **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.
3. **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 VAT amount, VAT coupon will be issue upon submission of Mushok-6.3
4. **DUNS Number:** Companies or organizations, whether for-profit or non-profit, shall be requested to provide a Data Universal Numbering System (DUNS) number if selected to receive an award in response to this RFQ valued greater than or equal to USD\$30,000 (or equivalent in other currency). If the Offeror does not have a DUNS number and is unable to obtain one before proposal submission deadline, Offeror shall include a statement noting their intention to register for a DUNS number should it be selected as the successful offeror or explaining why registration for a DUNS number is not possible. Contact Dun & Bradstreet through this webform to obtain a number: <https://fedgov.dnb.com/webform>. Further guidance on obtaining a DUNS number is available from Chemonics upon request.
5. **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.
12. **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:
 - **Company profile – 10 points:** Offerors must provide their company profile with their present capacity to deliver the transportation services.
 - **Technical Specifications – 20 points:** Offerors will be assessed as to how closely their quotation fulfil the specifications in Section 3 below.

- **Driver Experience – 10 points:** The ability of the offeror to provide qualified personnel to perform the service. Offerors must include a narrative section in their submission to Chemonics that discusses the qualifications of their drivers, including their years of experience and experience driving for corporations and/or international development projects.
- **Corporate References – 20 points:** The offeror will provide contact information for no fewer than three references who can attest to the professional services of the offeror. Chemonics will also use its own experience, if any, with offerors to assess their professionalism and sound business practices.
- **Availability of Vehicles – 10 points:** Offerors will provide a notice period that Chemonics must provide in order to secure the availability of a vehicle. Offerors will be evaluated based on the length of this notice period and will be required to uphold this notice period during implementation of the transportation services agreement
- **Cost – 30 points:** Offerors’ total costs will be compared to each other to assist AUHC in determining the 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.

13. **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 subcontract.
- (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 confirmation that they can meet the criteria 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.

1. Transportation services supplied in Dhaka division and outside of Dhaka in Bangladesh on both a daily and monthly basis and shall include provision of vehicles in good working condition; safe driving; insurance of vehicle, driver, and passenger inside of a vehicle during a trip in line with Bangladeshi legal requirements for such insurance; driver's salary; installed vehicle tracker; travel and other costs related to the provision of the driver including all maintenance and insurance-related costs for the specific travel days: Sunday-Saturday 8am to 6pm. **Pricing provided in the table below shall be all inclusive as specified in section 1.4 of this RFQ.**
2. The USAIDs AUHC Project requires vehicles models from 2014, or newer.
3. The vehicles must be independently owned or leased by the company.
4. The vehicles must be maintained by the offeror and driven only by hired drivers that are trained and employed by offeror.
5. The drivers must have good understanding in English which includes limited proficiency in talking, good proficiency in writing that includes reports/logs and working listening proficiency.
6. If any vehicle breaks down, requires maintenance, or otherwise becomes unroadworthy during the period of performance, an alternate vehicle must be provided by the offeror within 2 hours.
7. The offeror must provide Chemonics with a copy of all vehicle titles prior to award.
8. The offeror must provide Chemonics with copies of certificates confirming the vehicle/s have passed appropriate inspection at the state vehicle inspection department.
9. Proposed drivers shall have three (3) years' experience driving professionally, and shall have a valid Bangladeshi driver's license and clean driving record and valid national ID.
10. For vehicle requirements for daily-rented vehicles, offeror will be notified at least 24 hours before by AUHC contact person about the travel requirements.
11. Drivers must maintain accurate log sheets. Offerors must be capable of submitting accurate and complete log sheets, per AUHC policy for reimbursement.
12. Drivers Competency:
 - a. The driver must drive safely and be aware of what is being carried in the vehicle. The safe driving speed should be between 40KM/H to 50 KM/H in a two-way road without

- divider and 50 KM/H to 60 KM/H in national highway. In any case, driver should not exceed speed limit of 80 km/hour.
- b. The driver shall be fully qualified on the applicable vehicle, capable of driving in all terrain, and trained in first-line repairs and basic maintenance.
 - c. The driver must not carry anything considered to be contraband or illegal.
 - d. The driver shall not drive under the influence of drugs or alcohol and shall ensure s/he is sufficiently rested prior to undertaking a trip.
 - e. The driver shall not drive more than eight hours consecutively without a break of at least four hours for rest.
 - f. The driver must not depart for a trip until he has received authorization to do so from the AUHC contact person.
 - g. The driver shall not start driving until all passengers are wearing their seat belt.
 - h. The driver is to be watchful to ensure that he is not being followed.
 - i. The driver should ensure that there is enough water to sustain the passengers and driver for 24 hours.
 - j. The driver must have enough fuel for the trip and ensure that he has enough money to refuel if needed.
 - k. When approaching suspicious area consider stopping well before it to observe other traffic passing through it.
 - l. All rules of the road must be obeyed. If stopped by the police, military or customs the driver should speak with them confidently, if require can contact traveler/AUHC contact person.
 - m. Should have knowledge of alternative routes.
 - n. Should avoid setting predictable routes.
 - o. Should avoid unnecessary stopping along the way, especially in unknown or insecure areas.
 - p. Before starting the travel, driver should ensure that every vehicle has been checked and documented and had current maintenance record, and adequately equipped.
 - q. No driving and traveling at night without approval of AUHC authority.
 - r. Drivers must not carry non-AUHC staff in AUHC vehicles unless approved by an AUHC authority.
 - s. Driver must immediately report to AUHC authority if any vehicle passenger has directed a vehicle to be used for personal, rather than official, purposes
13. Each vehicle should be equipped with following items at a minimum:
- a. Driver must have national ID and an official ID card issued by the offeror/organization.
 - b. Driver should have a legal cell phone with registered sim and sufficient airtime for communication with offeror's office and AUHC travel points of contact.
 - c. All original documentation, insurance, ownership information, vehicle registration, tax token, fitness certificate, and driving licenses should be kept in the vehicles all the time.
 - d. Equipped with GPS or similar tracking device.
 - e. One spare tire, serviceable and properly inflated and for longer, extended field trips, two spares or more are recommended (if possible).
 - f. Working front and rear seat belts.
 - g. Tool kit with all tools needed to change a tire and make basic repairs.
 - h. A safety triangle.
 - i. A first aid kit.
 - j. A fire extinguisher.
 - k. Tow rope.
 - l. Phone chargers.
 - m. Relevant maps if driver is not from the traveled location.

14. Attention: The AUHC Project will not pay for lodging, per diem and other travel related costs to Company or Company drivers in advance.

Sample cost break down table:

SI No	Vehicle Description	Seat Capacity	Year of Manufacture	Daily basis Vehicle rate in BDT	Monthly basis Vehicle rate in (BDT)	Fuel (CNG) rate/KM	Fuel (Octane) rate/KM	Drivers' overtime after 10 hours consecutive services (8am-6pm) per day (Hourly rate)	Driver's Food allowance, if travel outside of Dhaka.	Driver's lodging rate (Overnight stay outside of Dhaka)
1	Microbus(A/C)- Toyota NOAH X/S/G/VOXY/ equivalent model	7	2015-2019							
2	Microbus (A/C) Toyota Super GL/Hiace/ equivalent model	10	2015-2019							
3	Jeep(A/C) - Mitsubishi Pajero / Toyota Pajero	6	2015-2019							

**Offerors should name and price each division to which they have the capacity to travel from Dhaka if the price is different from a Dhaka-based and -utilized vehicle.

All prices must be in Bangladeshi Taka (BDT)

Notice period required before vehicles are available (after receipt of order): hours

Offer validity: _____

Driver experience: _____

Payment Terms: _____ calendar days by wire transfer.

Location of driver dispatch office for each area above: _____

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: Deputy Chief of Party (DCOP)
USAIDs Advancing Universal Health Coverage (AUHC) Activity
H-CWN(A) 3A, Suit 14 A-B, 3A, 13th Floor, Road-49,
Kamal Ataturk Avenue, Gulshan-2, Dhaka, Bangladesh

Reference: RFQ No. AUHC-2020-002

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): _____

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 :

Date :