

Agricultural Value Chains Project in Bangladesh (AVC)

Request for Quotation (RFQ)

No. AVC-Dhaka-045

WARNING: Prospective Offerors who have received this document from a source other than the AVC Project, should immediately contact AVCprocurement@dai.com and provide their name and mailing address in order that amendments to the RFQ or other communications can be sent directly to them. Any prospective Offeror who fails to register their interest assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation will be issued and posted via email.

1. Request for Quotation

DAI, implementer of the USAID funded Agricultural Value Chains (AVC) Project, invites qualified vendors to submit Quotation/bids to supply transportation services for Dhaka, Barisal and Jessore Office, as outlined below.

1. RFQ No.	AVC-Dhaka-045
2. Issue Date	November 20, 2017
3. Title	Transportation Services – Dhaka, Barisal and Jessore office.
4. Issuing Office & Email/Physical Address for Submission of Quotations	Attn: Procurement Department, Agricultural Value Chains (AVC) Project, House 5, Road 78, Gulshan North, Dhaka-1212, Bangladesh. Email: AVCsolicitation@dai.com
5. Deadline for Questions	Questions due by 1 pm local Dhaka, Bangladesh time on Thursday, 30th November, 2017. Each Offeror is responsible for reading very carefully and understanding fully the terms and conditions of this RFQ. All communications regarding this solicitation are to be made solely through the Issuing Office and must be submitted via email or in writing delivered to the Issuing Office no later than the date specified above. All questions received will be compiled and answered in writing and distributed to all interested Offerors.
6. Deadline for Receipt of Quotations	Quotations due by 5:00 pm local Dhaka, Bangladesh time on Tuesday, December 5, 2017.
7. Contact Person	AVCprocurement@dai.com
8. Anticipated Award Type	DAI anticipates awarding a Blanket Purchase Agreement for a maximum six months. This is only the anticipated type of award and may be changed as a result of negotiations. Issuance of this RFQ in no way obligates DAI to award a subcontract or

	purchase order and offerors will not be reimbursed for any costs associated with the preparation of their bid.
9. Basis for Award	An award will be made based on the Lowest Price, Technically Acceptable Source Selection process. The award will be issued to the responsible Offeror submitting the lowest evaluated price that meets or exceeds the acceptability requirements for technical/non-cost factors described in this RFQ.
10. General Instructions to Offerors	<ul style="list-style-type: none"> • Late offers will be rejected except under extraordinary circumstances at DAI's discretion. • Submission of Quotation - Quotations must be in English and include one (1) hard copy and/ or one (1) soft copy to AVCSolicitation@dai.com. All Quotations must be signed and stamped by the Offeror. • Offerors shall confirm in writing that the Offeror fully understands that their Quotation must be valid for a period of ninety (90) days by signing the Attachment B: Cover Letter. • Offerors shall complete Attachment E: Price Schedule template. • These services are eligible for VAT exemption under the DAI prime contract with USAID. AVC will provide VAT coupons. • AIT shall be deducted as per Government of Bangladesh Tax policy. • DAI has a right to increase or decrease items. • No Advance Payment will be made by DAI.
11. Scope of Work Requirements for Technical Acceptability	<p>DAI seeks three (3) monthly basis) and one (1) daily ad hoc basis transportation services with 7-seater car for its program in Dhaka, Barisal (the daily ad hoc basis location), and Jessore. Offerors can quote for one vehicle or multiple vehicles as well as one location or several locations. See scope of work in Attachment A.</p> <p>In addition to meeting the scope of work listed above, Offerors are required to meet or exceed the significant non-cost factors listed below:</p> <ul style="list-style-type: none"> • Offeror must demonstrate the quality of the vehicles. Vendors will be required to show the cars at a specified date for inspection. Offeror having previous working experience with international organizations. USAID funded project experience is preferred; • Offeror must have to ensure and provide documentation that cars are ready to provide services from 1st February 2018. • Offeror must have excellent past performance references from previous and current clients; • Offeror must provide current and valid business registration to operate

	<p>vehicle; and</p> <ul style="list-style-type: none"> • Offeror must provide valid driver's license and profile for its drivers. Drivers must have minimum 3 years of driving experience (experience working in funded project is preferred) • Driver's must have sound knowledge on traffic rules/laws, road communication in different districts of Bangladesh and minimum 03 years practical experience, well mannered, able to understand instruction of direction. Basic conversation in English. Working experience with international organizations is preferred USAID project experience will be considered as additional qualification. • A vehicle diagnosis report will be required by a reputed authorized diagnosis center to determine of condition of the vehicle (suspension, engine condition, AC, seat comfort ability, body of car)
<p>12. Determination of Responsibility</p>	<p>DAI will not enter into Fixed Price Purchase Order with an Offeror prior to ensuring the Offeror's responsibility. When assessing an Offeror's responsibility, the following factors are taken into consideration:</p> <ol style="list-style-type: none"> 1. Evidence of a DUNS number (explained below). 2. The source, origin and nationality of the services are not from a Prohibited Country (explained below). 3. Having adequate financial resources to deliver goods or the ability to obtain financial resources. 4. Payment will be made by AVC Dhaka office upon submission of invoice 5. Ability to comply with required or proposed delivery or performance schedules. 6. Have a satisfactory past performance record. 7. Have to submit vehicle checking report from reputed workshops before supplying to AVC 8. Have a satisfactory record of integrity and business ethics. 9. Be qualified and eligible to perform work under applicable laws and regulations.

<p>13. Geographic Code</p>	<ul style="list-style-type: none"> • Under the authorized geographic code for its contract DAI may only procure goods and services from the following countries. • Geographic Code 937: Goods and services from the United States, the cooperating country, and "Developing Countries" other than "Advanced Developing Countries", excluding prohibited countries. A list of the "Developing Countries" as well as "Advanced Developing Countries" can be found at: http://www.usaid.gov/policy/ads/300/310maa.pdf and http://www.usaid.gov/policy/ads/300/310mab.pdf respectively. • DAI must verify the source, nationality and origin, of goods and services and ensure (to the fullest extent possible) that DAI does not procure any services from prohibited countries listed by the Office of Foreign Assets Control (OFAC) as sanctioned countries. The current list of countries under comprehensive sanctions include: Cuba, Iran, North Korea, Sudan, and Syria. DAI is prohibited from facilitating any transaction by a third party if that transaction would be prohibited if performed by DAI. • By submitting a Quotation in response to this RFQ, Offerors confirm that they are not violating the Source and Nationality requirements and that the services comply with the Geographic Code and the exclusions for prohibited countries.
<p>14. Data Universal Numbering System (DUNS)</p>	<p>All U.S. and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$30,000 and above are required to obtain a DUNS number prior to signing of the agreement. Organizations are exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. DAI requires that Offerors sign the self-certification statement if the Offeror claims exemption for this reason.</p>
<p>15. Compliance with Terms and Conditions</p>	<p>Offerors shall be aware of the general terms and conditions for an award resulting from this RFQ. The selected Offeror shall comply with all Representations and Certifications of Compliance listed in Attachment C.</p>
<p>16. Procurement Ethics</p>	<p>By submitting an offer, offerors certify that they have not/will not attempt to bribe or make any payments to DAI employees in return for preference, nor have any payments with Terrorists, or groups supporting Terrorists, been attempted. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Offeror or the DAI staff may report violations to the Toll-Free Ethics and Compliance Anonymous Hotline at +1 855-603-6987, via the DAI website, or via email to FPI_hotline@dai.com.</p>
<p>17. Offeror's Agreement with Terms and Conditions</p>	<p>The completion of all RFQ requirements in accordance with the instructions in this RFQ and submission to DAI/AVC of a quote will constitute an offer and indicate the Offeror's agreement to the terms and conditions in this RFQ and any attachments hereto. Issuance of this RFQ in no way obligates DAI to award a purchase order, nor does it commit DAI to pay any costs incurred by the Offeror in preparing and submitting the quote. DAI/AVC has the rights to increase or decrease the goods and services mentioned in this RFQ.</p>

Attachment A: Scope of Work

DAI seeks transportation services with 7-seater car for its offices in Dhaka, Barisal and Jessore AVC will require four 4) vehicles. Below are the terms:

1. Four vehicles (2 for Dhaka monthly basis, 1 for Barisal on a ad hoc basis –contracted at a daily rate and 1 for Jessore monthly basis)
2. Type of vehicle: 07 seated Toyota X Noah, Toyota Sedan F-Premio, Toyota Allion. Year of manufacturing: 2009 or later.
3. Offeror should quote rate per kilometer for Octane, CNG and Petrol.
4. Rates of drivers overtime, daily allowance (conditional: if day long trip more than 10 hours but no overnight stay), overnight stay allowance and other allowances (if any).
5. Offerors can quote for one vehicle or multiple vehicles as well as one location or several locations.
6. Working days Sunday to Thursday. Friday and Saturday is weekend. The project will follow it's own list of holiday.
7. DAI will not bear the driver's cost separately, therefore the Offeror should quote the rate including the driver's salary, maintenance and any other cost (category wise)
8. 10 hours is normal work hours for a driver, therefore the Offeror should quote the overtime rate per hour for weekday, weekend and holiday.
9. DAI will reimburse Offeror for toll and parking cost upon submission of actual voucher/receipts.
10. In addition to the monthly basis vehicles, DAI may hire additional vehicles on a daily basis as and when needed. Offeror should quote on monthly, daily, and hourly basis for the proposed models.
11. The period of performance for the contract will be for minimum of one year for each of the vehicles.
12. Vendor will be required to show the cars at a specified date for inspection.
13. The project will not carry out any type of repair and maintenance works. Vendor is responsible for all types of maintenance, servicing, registration or any other legal fees of the vehicles.

AIT will be deducted as per Bangladesh law. Please reviewed the Tax Implications and Rules of USAID AVC Project for contracting Vendors? Information found on AVC website under Working with AVC -> Current Procurement -> Current RFP -> "Tax Information for Bidders"

Only VAT shall be shown separately. AVC will provide VAT coupons.

Payment will be made by AVC Dhaka office upon submission and verification of invoice



Attachment B: Cover Letter (On Company Letterhead)

<Insert date>

TO:
Agricultural Value Chains (AVC) Project
Dhaka, Bangladesh

To whom it may concern:

We, the undersigned, provide the **Request for Quotation (RFQ)– AVC-Dhaka-045** in accordance with your Request for Quotation dated November 20, 2017. Our attached Quotation is for the total price <Sum in Words (BDT Sum in Figures) >.

We certify a validity period of 90 days for the prices provided in the attached Price Schedule/Bill of Quantities. Our Quotation shall be binding upon us subject to the modifications resulting from any discussions.

We understand that DAI is not bound to accept any Quotation it receives.

Yours sincerely,

Authorized Signature:
Name and Title of Signatory:
Name of Firm:
Address:
Telephone:
Email:

Company Seal/Stamp:

Attachment C: Representations and Certifications of Compliance

1. Federal Excluded Parties List - The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.
2. Executive Compensation Certification- FAR 52.204-10 requires DAI, as prime contractor of U.S. federal government contracts, to report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS)
3. Executive Order on Terrorism Financing- The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor/Recipient to ensure compliance with these Executive Orders and laws. Recipients may not engage with, or provide resources or support to, individuals and organizations associated with terrorism. No support or resources may be provided to individuals or entities that appear on the Specially Designated Nationals and Blocked persons List maintained by the US Treasury (online at www.SAM.gov) or the United Nations Security Designation List (online at: http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml). This provision must be included in all subcontracts/sub awards issued under this Contract.
4. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.
5. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.
6. Organizational Conflict of Interest – The Bidder certifies that will comply FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide DAI with a disclosure statement describing this information.
7. Business Size and Classification(s) – The Bidder certifies that is has accurately and completely identified its business size and classification(s) herein in accordance with the definitions and requirements set forth in FAR Part 19, Small Business Programs.
8. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
9. Equal Opportunity – The Bidder certifies that it does not discriminate against any employee or applicant for employment because of age, sex, religion, handicap, race, creed, color or national origin.
10. Labor Laws – The Bidder certifies that it is in compliance with all labor laws..
11. Federal Acquisition Regulation (FAR) – The Bidder certifies that it is familiar with the Federal Acquisition Regulation (FAR) and is in not in violation of any certifications required in the applicable clauses of the FAR, including but not limited to certifications regarding lobbying, kickbacks, equal employment opportunity, affirmation action, and payments to influence Federal transactions.
12. Employee Compliance – The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of an DAI Purchase Order to comply with the provisions of the resulting Purchase Order and with all Federal, State, and local laws and regulations in connection with the work associated therein.

By submitting a proposal, offerors agree to fully comply with the terms and conditions above and all applicable U.S. federal government clauses included herein, and will be asked to sign these Representations and Certifications upon award.

Attachment F: Proposal Checklist

Offeror: _____

Have you?

- Submitted your proposal to DAI in sealed envelopes to the address as specified in General Instructions above? If submitting electronically the cost and the necessary document attached into emails?
- Begun the process of fulfilling the DUNS requirement (mandatory if above \$30,000) and getting SAM registered which is recommended but not required for contracting? Evidence of a DUNS Number OR Self Certification for Exemption from DUNS Requirement and attempt to begin the process for SAM Registration (Attachment E – G)
- Reviewed the Tax Implications and Rules of USAID AVC Project for contracting Vendors? Information found on AVC website under Working with AVC -> Current Procurement -> Current RFP -> "Tax Information for Bidders"

Does your proposal include the following?

- Signed Cover Letter (*use template in Attachment B*)
- Cost proposals** (use Attachment E: Price Schedule)
- Response to each of the evaluation criteria
- Evidence of a DUNS Number OR Self Certification for Exemption from DUNS Requirement (Attachment E and F)
- Copy of current, valid registration to operate in Bangladesh
- Evidence of ready cars to provide services from 1st February 2018.
- Drivers CV with valid driving license
- List of references from within the past three years who you provided a similar service providing the full name, title, organization, phone number and e-mail address (*use Attachment D: Past Performance References*)