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## Request for Quotation – Security Guard Services

DAI, implementer of the USAID funded Appui à la Valorisation du Potentiel Agricole Nord pour la Sécurité Economique et Environnementale (AVANSE), invites qualified firms to submit quotations to provide Armed Security Guards services to AVANSE Project, as follows:

1. RFQ No.	RFQ-AVANSE-2018-447
2. Issue Date	Oct. 25, 2018
3. Title	Guard Services
4. Issuing Office & Email/Physical Address for Submission of Proposals	Please submit to <a href="mailto:avanse_procurementbids@dai.com">avanse_procurementbids@dai.com</a> or drop off at 2, GM village, Breda, Haut du Cap, Cap-Haitien to the attention of DAI. Please include the subject line “Quote for RFQ-AVANSE- 2018-447” for the email or on the sealed envelope.
5. Deadline for Receipt of Questions	Oct 30, 2018
6. Deadline for Receipt of Proposals.	Nov 8, 2018 at 5:00 PM <b>Modification 001:</b> Nov 15, 2018 at 5:00 PM <b>Modification 002:</b> Nov 20, 2018 at 5:00 PM
7. Contact Person for clarification questions	HAITIFTF_Procurement@dai.com
8. Anticipated Award Type	The anticipated specific terms and conditions are as follows:  - A firm fixed price purchase order for 12 months Jan – Dec 2019 - Invoices will be a flat fee, billable monthly - DAI may award a contract without discussions. Therefore, initial quotes should contain the company’s best and final price, and demonstrate excellent experience and competencies. - Issuance of this RFQ in no way obligates DAI to award a subcontract or purchase order and Offeror 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 Simplified 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.



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<p>10. General Instructions to Offerors</p>	<ul style="list-style-type: none"><li>• Submit any written quotations by 5:00 pm on Nov 8, 2018 or via email. Late offers will be rejected except under extraordinary circumstances at DAI’s discretion.</li><li>• Offerors shall submit 1 full proposal in either hard copy form or electronically (via email) in English. Enter “Quote for RFQ-AVANSE-2018-447” for the email subject or on the sealed envelope.</li><li>• Offerors shall confirm in writing that the Offeror fully understands that their proposal must be valid for a period of sixty (60) days.</li><li>• Offerors shall sign and date the Price Schedule, in lieu of a formal cover letter.</li><li>• Offerors shall complete Attachment A: Price Schedule template.</li><li>• These services are eligible for VAT/ TCA exemption under the DAI prime contract.</li><li>• Price shall include all costs</li></ul>
<p>11. Questions Regarding the RFP</p>	<p>Each Offeror is responsible for reading very carefully and understanding fully the terms and conditions of this RFP. 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.</p>
<p>12. Scope of Work Requirements for Technical Acceptability</p>	<p>The Scope of Work for this contract is outlined in Attachment C. Offerors will respond in detail the assumptions and questions outlined.</p>
<p>13. Determination of Responsibility</p>	<p>DAI will not enter into any type of agreement 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"><li>1. Provide copies of the required business licenses to operate in Haiti.</li><li>2. Evidence of a DUNS number (explained below and instructions contained in the Annex).</li></ol>



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	<ol style="list-style-type: none"> <li>3. The source, origin and nationality of the services are not from a Prohibited Country (explained below).</li> <li>4. Having adequate financial resources to deliver goods or the ability to obtain financial resources.</li> <li>5. Ability to comply with required or proposed delivery or performance schedules.</li> <li>6. Have a satisfactory past performance record.</li> <li>7. Have a satisfactory record of integrity and business ethics. Be qualified and eligible to perform work under applicable laws and regulations.</li> </ol>
<p>14. Geographic Code</p>	<p>Under the authorized geographic code for its contract DAI may only procure goods and services from the following countries:</p> <ul style="list-style-type: none"> <li>- 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:  <a href="http://www.usaid.gov/policy/ads/300/310maa.pdf">http://www.usaid.gov/policy/ads/300/310maa.pdf</a> and  <a href="http://www.usaid.gov/policy/ads/300/310mab.pdf">http://www.usaid.gov/policy/ads/300/310mab.pdf</a> respectively.</li> <li>- 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 proposal 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.</li> </ul>
<p>15. Data Universal Numbering</p>	<p>All U.S. and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$30,000 and above</p>



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System (DUNS)	<p><b>are required</b> 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>For those required to obtain a DUNS number, you may request Attachment D: Instructions for Obtaining a DUNS Number. For those not required to obtain a DUNS number, you may request Attachment E: Self-Certification for Exemption from DUNS Requirement</p>
16. Compliance with Terms and Conditions	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 B
17. Procurement Ethics	By submitting an offeror, 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 <a href="mailto:FPI_hotline@dai.com">FPI_hotline@dai.com</a> .



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**1.1 Attachment A: Price Schedule**

<b>Item Number</b>	<b>Item Name</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total Price</b>
1	Security services for main office and its Annex – 24 hours per day/7 days per week (including weekends) from the period of Jan. 1st to Dec. 31, 2019	Month	12		
2	Security services for Parking lot – 24 hours per day/7 days per week (including weekends) from the period of Jan. 1st to Dec. 31, 2019	Month	12		
3	Security services for Warehouse – 24 hours per day/7 days per week (including weekends) from the period of Jan. 1st to Dec. 31, 2019	Month	12		
<b>GRAND TOTAL IN UNITED STATES DOLLARS</b>					<b>\$</b>

**Period of Performance: January 1, 2019 – December 31, 2019**

We, the undersigned, provide the attached proposal in accordance RFQ # 447 \_\_\_\_\_ dated \_\_\_\_\_. Our attached proposal is for the total price of \_\_\_\_\_ (figure and in words). I certify a validity period of \_\_\_\_\_ days for the prices provided in the attached Price. Our proposal shall be binding upon us subject to the modifications resulting from any discussions. We understand that DAI is not bound to accept any proposal it receives. Authorized Signature:  
 Name and Title of Signatory:  
 Name of Firm: Address:  
 Telephone: Email:  
 Company Seal/Stamp:



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### Attachment B: 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](http://www.SAM.gov)) or the United Nations Security Designation List (online at: [http://www.un.org/sc/committees/1267/aq\\_sanctions\\_list.shtml](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.



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### Attachment C: Detailed Scope of Work

The AVANSE project, funded by United States Agency for International Development (USAID) and implemented by DAI, supports the USAID Mission in Haiti in its Development Objective to increase agricultural incomes in Haiti's Northern Corridor by achieving the following results: 1) Agricultural Productivity Increased 2) Watershed Stability above Selected Plains Improved 3) Agricultural Markets Strengthened 4) Capacity of Local Organizations Strengthened.

The project started in April 2013 and has a main office in Cap Haitien, with project activities managed by a number of international and local staff. AVANSE seeks a security provider to provide security services for the period from January to December 2019 for its office and warehouse.

The anticipated locations, facilities, staffing, and movement needs for AVANSE are as follows:

- Cap-Haitian: 1 Office plus its annex
- Cap-Haitian: Parking lot
- Cap-Haitian: 1 warehouse

The service provider will provide 24/7 static armed guard services and related support for the AVANSE office and residences to include the following:

- One Guard during the day and night at Cap Haitian Office including Annex
- One Guard during the day and night at Warehouse located in Cap Haitian
- Vehicles and pedestrians access control
- Security and safety incident response
- Maintain guard log

### Assumptions

- The service provider will be fully licensed and insured to provide armed guard services.
- The service provider will be responsible for management of all personnel issues and guard schedules.

### Proposal requirements

Please provide a technical proposal that clearly and concisely responds to the following:

1. Describe the basic training and skill requirements for all of your guards;
2. Describe the process by which the security guards are vetted;
3. Provide details on all equipment you provide to your guards;
4. Indicate or provide a copy of your guard's rules of engagement;
5. Indicate or provide a copy of your guard's Standard Operating Procedures/Protocols;
6. Provide details on your standard guard rotations;
7. Describe your company's management and oversight structure for your guards;
8. Describe your company's standard response (quick response force) in the event of a security incident for which the guards on duty require assistance.



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9. Provide contact information for three references.
10. Provide proof of licensing and insurance. Insurance certificate must describe the type of coverage:  
e.g. Bodily Injury and Property Damage Liability, Damage to Rented Premises, Employers' liability, Medical Expenses, etc.