

Request for Quotations (RFQ)

RFQ Number: PSM-OPS-1074

Issuance Date: June 20, 2019

Deadline for Offers: July 05, 2019

Description: Warehouse's Floor marking
For: Global Health Supply Chain Program (GHSC) – Procurement and Supply Management (PSM)

Funded By: United States Agency for International Development (USAID),
Prime Contract No. AID-OAA-I-15-00004; TASK ORDER NO. AID-OAA-TO-15-00007; TASK ORDER NO. AID-OAA-TO-15-00010; and AID-OAA-TO-16-00018

Implemented By: Chemonics Foundation Haiti

Point of Contact: psmhaiticontract@ghsc-psm.org Airport Industrial Parc Fleuriot Warehouse
119

***** 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/Standards-of-Business-Conduct/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 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 **Florence Duperval GUILLAUME** 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

Introduction:

1. The purpose of the Global Health Supply Chain - Procurement and Supply Management (GHSC-PSM) single award IDIQ contract is to ensure uninterrupted supplies of health commodities to prevent suffering, save lives, and create a brighter future for families around the world. The IDIQ has five task orders that directly support the President's Emergency Plan for AIDS Relief (PEPFAR), the President's Malaria Initiative (PMI), and USAID's population and reproductive health program. In Haiti, we are providing health commodity procurement services and systems strengthening technical assistance that encompass all elements of a comprehensive supply chain. As part of project activities in Haiti, GHSC-PSM requires to mark the floor of the warehouse with bright colored painting in an effort to clearly identify the various working areas of the warehouse. The purpose of this RFQ is to solicit quotations for the floor marking in the Warehouse.

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 to the 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 **4:00 PM** local Eastern time on **July 05, 2019** by email or by hard copy delivery to the GHSC-PSM office. Any emailed offers must be emailed to Psmhaiticontract@ghsc-psm.org. Any hard copy deliveries must be stamped and signed by the offeror's authorized representative and delivered to the GHSC-PSM Office located at **Airport Industrial Parc Fleuriot Warehouse # 119**.

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 4:00 pm local Eastern time on **June 26, 2019** by email to psmhaiticontract@ghsc-psm.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. In addition, all electrical commodities must operate on **110V, 60Hz**.

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. Proposition to use industrial floor marking tape instead of high traffic paint is acceptable if quantities and quality are available on the market.

5. **Quotations:** Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including delivery and all other costs. Pricing may be presented in **Gourdes or Dollars**. 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:

- a copy of their official registration or business license to operate in Haiti.

6. **Delivery:** The delivery location for the items described in this RFQ is **Airport Industrial Park, Fleuriot, Warehouse # 119**. As part of its response to this RFQ, each offeror is expected to provide an estimate (in calendar days) of the delivery timeframe (after receipt of order). The delivery estimate presented in an offer in response to this RFQ must be upheld in the performance of any resulting contract.
7. **Source/Nationality/Manufacture:** All goods and services offered in response to this RFQ 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](#). The cooperating country for this RFQ is Haiti. However, Preference will be given to US manufactured vehicles.

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: **Burma (Myanmar), Cuba, Iran, North Korea, Sudan, Syria**.

8. **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.
9. **Taxes and VAT:** The USAID 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 USAID 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.

10. **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.
11. **Evaluation and Award:** The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements or exceeds the minimum required technical specifications, and is judged to be the best value based on a lowest-price, technically-acceptable basis.

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 based on 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 GHSC-PSM 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 Chemonics for the GHSC-PSM 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.

12. **Terms and Conditions:** This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Chemonics, the GHSC-PSM 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: Burma (Myanmar), Cuba, Iran, North Korea, Sudan, 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 USAID 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 USAID.

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 paint to be used (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

Preparation of the Concrete Surface

Before applying any type of paint, the concrete should first be etched with a shot blaster or grinder to remove the smooth finish on identified locations for the lines. Concrete floor shall be prepared by removing oil spots, cleaning/degreasing the floor.

High traffic epoxy floor paint, colors: yellow, red, black

Floor paint shall be **Water-Based Epoxy Floor Coating System with a VOC (volatile organic content) of <50 g/L (<0.42 lbs/gal)** and shall provide excellent chemical, abrasion and impact resistance as well as high visibility. Painting shall be easy to clean, shall not gather dust and bacteria, the finish must be a smooth surface, anti-slip, water resistant and oil resistant.

All painting work shall include the preparation of the concrete surface.

Subcontractor are allowed to make another proposition than floor painting. Uses of industrial floor marking tape will be allowed if subcontractor can guarantee that marking tape can be found quickly and in the desired quantities (More details in phase 5 point below).

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: [enter project name]
[enter address of field office]

Reference: RFQ No. PSM-OPS-1074

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 Global Health Supply Chain Program (GHSC) – Procurement and Supply Management (PSM) 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): _____

Annex 1- Scope of work

A. OBJECTIVE

The purpose of the Global Health Supply Chain program- Procurement and Supply Management (GHSC PSM) single award IDIQ contract in Haiti is to ensure uninterrupted supplies of health commodities to prevent suffering, save lives, and create a brighter future for families in Haiti. As part of its operations in Haiti, the GHSC-PSM operates a 60,000 sq feet pharmaceutical warehouse. The intent of this work is to create a visual communication in our work environment with clear lines and signs on the floors to maintain a safe working space for employees as well as for the overall organization and efficiency of the operation. Specifically, the proposed floor marking will allow GHSC-PSM to identify specific areas of the warehouse for forklift traffic and charging as well as storage and organization of pallets.

A.1 SCOPE OF WORK

The work to be performed under this subcontract shall consist of the following: providing all tools, equipment, materials, supplies, and manufactured articles; furnishing all labor, transportation, and services, including testing, shipping, fuel, power, water, and essential communications; and performing all work or other operations required for the fulfillment of the subcontract. The work shall be complete, including all materials, labor, and services not expressly indicated or called for in the Scope of Work, which may be necessary for the marking of the floor. The subcontractor shall be responsible for the procurement, fabrication, and installation services associated with the floor marking. The works to be performed include the following:

Phase 1 – Implementation Plan

The subcontractor shall be responsible for the development of an Implementation Plan. At a minimum, the Implementation Plan shall include a summary of the design criteria, finalized work schedule, a description of the means and methods to be employed for a successful delivery, maintenance of traffic (MOT) plan, a listing of the names of responsible personnel, site safety plan, quality control plan, as well as the suppliers retained by the subcontractor.

Phase 2 – Review and Update of Preliminary Design Documents

The Preliminary Design Documents associated with this project were prepared by Chemonics and completed in March 2019. The Preliminary Design Documents are presented under Annex 4 and include plans and bill of quantities as prepared by Chemonics for the implementation of the project. The subcontractor shall verify all information and quantities contained therein. In particular, the subcontractor shall review all layouts, alignments, quantities, locations and sizes contained in the Preliminary Design Documents. As part of the review process and prior to starting the work, the subcontractor shall also identify any changes in site conditions since the time the documents were originally prepared, as well as potential flaws in the design, details, specifications not initially provided but necessary for a complete project. The subcontractor shall make the Preliminary Design Documents their own and assume all responsibility and liability associated with their use.

The subcontractor shall submit all color samples and finishes, including but not limited to paint, to Chemonics/GHSC-PSM for approval prior to work. The above criteria have been prepared to assist the offerors in understanding the requirements in respect to expectations in design quality, scope, and standards. The above criteria are to be used as guidelines in development of the offerors proposed design and are not intended to be conclusive in all design respects.

Phase 3 – Kick-Off Meeting

The Subcontractor shall participate in a kick-off meeting and site visit with representatives of the GHSC-PSM project. The purpose of the kick-off meeting is to identify existing constraints and review the Implementation Plan and Preliminary Design Documents for the project. The Subcontractor shall summarize the comments generated during the meeting in a memorandum to finalize the Design Documents and Implementation Plan accordingly.

Phase 4 – Final Design Documents

The Final Design Documents shall be prepared and submitted to the Chemonics/GHSC-PSM Haiti Architect for review prior to installing work item.

Phase 5 – Site Works

The Subcontractor shall secure and isolate the worksite for the protection of its workforce, GHSC-PSM staff, and the general public. The subcontractor shall install the proposed components associated with the floor marking as per the implementation plan and approved final design documents. The subcontractor shall clear the work site as necessary for the installation of the proposed work. All debris

shall be disposed of at an approved location by the subcontractor. The work shall include but not be limited to:

- Cleaning of floor and preparation with shot blaster or grinder. Area shall be properly cleaned from dust and debris before painting.
- Marking/Drawing of straight lines, numbers and letters with appropriate machinery or with the use of appropriate tape
- Painting with Water-Based Epoxy Floor Coating System with a VOC (volatile organic content) of <50 g/L (<0.42 lbs/gal) for lines, letters, and numbers. Recommended painting brand: Glidden for concrete floor /high traffic.
- Translation of signs and texts into Creole
- Marking of signs on floor

The work shall include the patching and repair of all existing items disturbed by the subcontractor during the installation of the general site works. The subcontractor shall be responsible for the disposal of all unsuitable material removed from the work area during the work. The subcontractor shall also be responsible for all cleaning and site maintenance activities during the installation phase and for final cleanup. The subcontractor shall be responsible for cleaning up the worksite following each workday.

Subcontractor are allowed to make another proposition than floor painting. Uses of industrial floor marking tape will be allowed if subcontractor can guarantee that marking tape can be found quickly and in the desired quantities. Floor marking tape shall be industrial type, 3" wide. Letters and numbers shall be at least 4" tall. Area shall be properly cleaned and dried. After clearing dust and debris, a non-citrus based degreaser shall be used on any tough stains or oily spots of the floor. Floor shall be mopped with warm soapy water and leave to dry. On dry surface tape will be applied with even pressure (with a floor tape applicator or other vehicle) to ensure a strong adhesive bond and avoid bubbles or creases. Tape shall allow 24 hours to fully cure for heavy use.

Phase 6 – Environmental Compliance

USAID Mission-funded and GHSC-PSM managed activities are required to comply with national and donor funding environmental requirements. The Subcontractor are responsible for preparing country-specific activity based Environmental, Health and Safety Compliance Plans (EHSCP), EHSCP amendments, and other environmental documents for this activity.

Subcontractor shall submit an Environmental Health and Safety Compliance Plan (EHSCP) that includes the appropriate environmental and contractual mitigation and monitoring measures based on the GHSC-PSM, Environmental Mitigation and Monitoring Plan (EMMP) and GHSC-PSM, Waste Management Plan for the activity to GHSC-PSM.

Annex 2- Schedule of work

WAREHOUSE'S FLOOR MARKING

SCHEDULE OF VALUES

Item #	Description	Quantity	Units	Est. Unit Price USD	Est. Total Price USD
1	Cleaning of floor and preparation with shot blaster or grinder to be executed in each location where paint will be applied	1	ls		
2	Marking line with yellow floor paint for pallet's space (line width: 7.5cm)	644	lm		
3	Marking with yellow floor paint for pallet's space numbers - (text height: 10cm)	298	u		
4	Marking line with yellow floor paint for pallet jack's station - (line width: 7.5cm)	18	lm		
5	Marking with yellow and black floor paint text "PALLET JACK 01 (02-to 08)" - (text height: 7cm)	8	u		
6	Sign marking with yellow/black floor paint: forklift traffic sign logo - (45cm diameter)	5	u		
7	Marking line with yellow floor paint for forklift parking/ charging station - (line width: 7.5cm)	34	lm		
8	Marking with yellow/ black floor paint) text "FORKLIFT 01 (02 to 04)" and station numbers - (text height name: 7cm - text height number: 10cm)	3	u		
9	Marking with yellow and red floor painttext "STOP" - (line width:7.5cm line length:80cm - text height: 7cm)	4	u		
10	Marking with yellow and red floor paint text "ATENSYON TRAFIK FORKLIFT" - (line width:7.5cm line length:180cm - text height: 7cm)	22	u		
11	Sign "Forklift area" - (lenght=50CMx width=30cm)	2	u		
12	Marking with yellow and black floor paint texts List of texte: - (text height: 7cm) PHARMA VRAC 1 (4 times) PHARMA VRAC 2 (2 times)	375	Letter u		

PHARMA VRAC 3 (2 times)				
QUARANTINE				
RECEPTION AREA 1 (2 times)				
RECEPTION AREA 2 (2 times)				
AMBIANT VRAC 1				
DISTRIBUTION AREA 1 (6 times)				
DISTRIBUTION AREA 2 (6 times)				
TOTAL ESTIMATED COST (USD):				

Annex 3 - Table of Deliverables

Deliverables	Description	Due Date
1	Kick-off Meeting Report (Including Implementation Plan and Review and Update of Preliminary Design Documents)	
2	Final design Documents	
3	Site Works	
3A	Preparation of the Concrete Surface Marking of lines and tape installation to location	
3B	Painting of lines, letters, numbers and signs	
4	Environmental Compliance	

Annex 4-Plan and Layout