

REQUEST FOR QUOTATIONS (RFQ)

RFQ Number: PSM-OPS-2940

Issuance Date: May 7, 2025 9:00 AM EDT

Deadline for Quotes: May 26, 2025 6:00 PM EDT

Description: Installation of 5 York air conditioning systems and testing/troubleshooting of 3 Carrier units

For: Global Health Supply Chain – Procurement and Supply Management (GHSC-PSM) in Haiti

Funded By: United States Agency for International Development (USAID),
Global Health Supply Chain – Procurement and Supply Management (GHSC-PSM) project
Contract No. AID-OAA-I-15-00004 and Task Order No. AID-OAA-TO-15-00007

Implemented By: Chemonics Foundation Haiti

Point of Contact: Isabelle A. Saliba, Operations Director, isaliba@ghsc-psm.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 **Isabelle A. Saliba**, isaliba@ghsc-psm.org with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to BusinessConduct@chemonics.com or by phone/Skype at 888.955.6881.

Section 1: Instructions to Offerors

1. **Introduction:** The Global Health Supply Chain Program – Procurement and Supply Management (GHSC-PSM) Project is a USAID program implemented by Chemonics International in Haiti. The goal of the GHSC-PSM in Haiti project is to ensure the uninterrupted supply of health commodities in support of U.S. government-funded public health initiatives around the world. In Haiti, the project provides direct procurement and supply-chain management support to the President’s Emergency Plan for AIDS Relief (PEPFAR). GHSC-PSM in Haiti also provides health commodity procurement services and systems support that encompass all elements of a comprehensive supply chain. As part of project activities, the GHSC-PSM project in Haiti requires the purchase of services of mechanical technicians to install five (5) new York split type air conditioning systems and troubleshoot and test three (3) Carrier units which are back-ups to the York units to determine the repairs needed to restore them to operation. The purpose of this RFQ is to solicit quotations for these services.
The GHSC-PSM Haiti Warehouse is currently served by five (5) York split type air conditioning systems and three (3) Carrier packaged units that serve as a back-up to the York Units. The York AC systems have reached the end of their service life. The GHSC-PSM Haiti project has procured replacement York equipment and requires the services of certified technicians to fully install and test the new units. Additionally, the project’s Carrier units have experienced failures and testing is required to determine the repairs needed to restore their operation, so they can continue to serve as back-ups to the York systems. These services are essential to ensuring that commodities stored at the Warehouse can be maintained at proper temperature control.
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 6:00 PM EDT local on May 26, 2025 by electronically submitting the required documents to the following email addresses: psmhaitiachat@ghsc-psm.org; isaliba@ghsc-psm.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 5:00 PM on May 23, 2025 by email to psmhaitiachat@ghsc-psm.org and isaliba@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. **Scope of Work:** Section 3 contains the Scope of Work for the required services.
5. **Quotations:** Quotations in response to this RFQ must be priced on a **fixed-price, all-inclusive** basis. Prices must be presented in USD. Prices must be inclusive of all costs (including worker’s compensation insurance mandated by U.S. Defense Base Act (DBA insurance)). Offers must remain valid for not less than ninety (90) 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.
- Individuals responding to this RFQ are requested to submit a copy of their identification card and patente (if residing in Haiti).
- Company profile. 1-2 pages introduction to the company's areas of expertise and practice, and description of the main clients the company has completed work for. This narrative should include a description of past performance for similar services, specifically servicing the same or similar types of York air conditioning units and Carrier units;
- Personnel:
 - Description of the company's crew who will be conducting work on site in Port-au-Prince indicating their role and their relevant experience for this work.
 - On site team lead's CV. This individual is the professional responsible for the coordination and direction in Port-au-Prince of the company's crew to implement the objective of the work defined in this RFQ
 - CVs of all personnel with references of previous similar installations and repairs of air conditioning units, as well as copies of their certifications from recognized technical institution (e.g. trade school, community college, university) and letter from previous supervisor or employer certifying they are licensed and trained to perform the requested work. (See Section 3 – Scope of Work for more details on the work involved).
- List of all equipment and supplies that will be used to complete the installation and testing as outlined in the Scope of Work
- A minimum of three (3) references (with name and contact information) indicating the relevant services carried out in the last five (5) years that best illustrate organization/individual's qualifications and past performance. References from USAID or similar donor-funded projects are preferred. Independent verification of the references may be carried out. Chemonics reserves the right to obtain past performance information from sources other than those identified by the offeror;
- Official price quotation (fixed price); see Section 3 for scope of work, required technical qualifications and the template to provide quotations

The price quotation must be submitted separately from the other above documents. All other parts of this quotation must not make reference to pricing data so that the technical evaluation may be made strictly on the basis of technical merit.

6. **Delivery:** 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 and Authorized Geographic Code:**

- a) All 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.

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

Any and all items that are made by Huawei Technology Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, Dahua Technology Company will not be accepted. If quotes include items from these entities please note that they will be deemed not technically responsive and excluded from competition.

- b) **Taxes and VAT:** The agreement under which this procurement is financed does not permit the financing of any taxes, VAT, tariffs, duties, or other levies imposed by any laws in effect in the Cooperating Country. No such Cooperating Country taxes, VAT, charges, tariffs, duties or levies will be paid under an order resulting from this RFQ.
- c) **UEI Number:** Companies or organizations, whether for-profit or non-profit, shall be requested to provide a Unique Entity Identifier (UEI) 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 UEI number and is unable to obtain one before the submission deadline, Offeror shall include a statement noting their intention to obtain a UEI number should it be selected as the successful offeror or explaining why registration for a UEI number is not possible. Contact sam.gov to obtain a number. Further guidance on obtaining a UEI number is available from Chemonics upon request.
- d) **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.
- e) **Evaluation and Basis for 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. Points will not be awarded for cost which will be primarily evaluated for realism and reasonableness. For overall evaluation purposes of this RFQ, technical evaluation factors other than cost, when combined, are considered significantly more important than cost factors. If technical scores are determined to be equal or nearly equal, cost will become the determining factor.

Technical Qualifications:

- Offeror must have minimum of 2 years of experience and proven track of record in installation and/or maintenance of AC York equipment or similar brands.
- Identified technicians assigned to these tasks must have minimum of 2 years of experience in AC equipment installation and maintenance and have a certificate or diploma in HVAC or similar relevant field (provide copies of certification from recognized technical institution and letter from previous employers or supervisor indicating such certification). Must have experience installing and repairing York type air conditioning units or similar brands. Experience with Carrier units is a plus. Only certified technicians will handle the electrical and mechanical aspects of this work.
- Provide own transportation, lodging, and security for personnel performing the work in Port-au-Prince, Haiti

The relative importance of each individual criterion is indicated by the number of points below:

- **Technical Know How– 25 points:** Chemonics will assess whether the proposal explains, understands and responds to the objectives of the project as stated in the Scope of Work. Does the Offeror understand the materials and supplies needed to install the listed air conditioning systems as detailed in the Scope of Work? Describe the approach for executing

the work along with an anticipated timeline and confirm if estimation provided in SOW is possible.

- **Corporate Capabilities: 25 points:** Chemonics will evaluate whether the offeror's experience is relevant to the project Scope of Work and demonstrates they have the relevant staff, management and expertise to complete this SOW.
- **Personnel Qualifications – 25 points:** Chemonics will evaluate the curriculum vitae (CV) of the proposed team members and evaluate if the offeror has the experience and capabilities carry out the Scope of Work. The selected personnel should have at least 2 years of specific experience installing and performing maintenance on HVAC equipment and/or air conditioning units.
- **Past Performance – 25 points:** Offerors must include 3 past performance references of similar work (under contracts, subcontracts or any kind of agreements) previously implemented as well as contact information for the companies for which such work was completed. Contact information must include at a minimum: 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 email and phone number of the point of contact. Chemonics will assess the past performance of the Offerors by contacting three references who may indicate the Offeror's past performance for projects of similar size and scope.

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 Vendors, if in the best interest of the GHSC-PSM in Haiti Project.
- Chemonics may cancel this RFQ at any time.
- Chemonics may reject any and all offers, if such action is considered to be in the best interest of Chemonics.

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 GHSC-PSM in Haiti 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.

- f) **Terms and Conditions:** This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Chemonics, the GHSC-PSM in Haiti 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 or subcontract.
- (c) No services or commodities 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 Vendor under any award resulting from this RFQ must ensure compliance with these laws.

g) DEFENSE BASE ACT (DBA) INSURANCE

a) FAR 52.228-3 WORKER'S COMPENSATION INSURANCE (DEFENSE BASE ACT INSURANCE) (Jul 2014) [Updated by AAPD 22-01- 6-10-22]

The Subcontractor shall (a) provide, before commencing performance under this Subcontract, such workers' compensation or security as the Defense Base Act (DBA) (42 U.S.C. 1651, et seq.) requires and (b) continue to maintain it until performance is completed. The Subcontractor shall insert, in all lower-tier subcontracts authorized by Chemonics under this Subcontract to which the Defense Base Act applies, a clause similar to this clause imposing upon those lower-tier subcontractors this requirement to comply with the Defense Base Act. DBA insurance provides critical protection and limits on liability. The Subcontractor shall provide proof of DBA insurance coverage to Chemonics upon request. Chemonics will verify coverage for, at least, projects in high-risk environments and where Chemonics may be providing security.

(b) AIDAR 752.228-3 WORKERS' COMPENSATION (DEFENSE BASE ACT) [Updated by AAPD 22-01- 6-10-22] As prescribed in AIDAR 728.308, the following supplemental coverage is to be added to the clause specified in FAR 52.228-3.

(1) The Subcontractor agrees to procure DBA insurance pursuant to the terms of the contract between USAID and USAID's DBA insurance carrier unless the Subcontractor has a DBA self-insurance program approved by the U.S. Department of Labor or has an approved retrospective rating agreement for DBA.

(2) If USAID or Subcontractor has secured a waiver of DBA coverage (See AIDAR 728.305-70(a)) for Subcontractor's employees who are not citizens of, residents of, or hired in the United States, the Subcontractor agrees to provide such employees with worker's compensation benefits as required by the laws of the country in which the employees are working, or by the laws of the employee's native country, whichever offers greater benefits.

(3) The Subcontractor further agrees to insert in all lower-tier subcontracts hereunder to which the DBA is applicable a clause similar to this clause, including the sentence, imposing on all lower-tier subcontractors authorized by Chemonics a like requirement to provide overseas workmen's compensation insurance coverage and obtain DBA coverage under the USAID requirements contract.

(4) Contractors must apply for coverage directly to Starr Indemnity & Liability Company through its agent, Marsh McLennan Agency (MMA), using any of the following methods:

1. **Website.** There is a website with the option to print a PDF application form and submit it or complete an online application. The link to the website is: <https://www.starr.com/Insurance/Casualty/Defense-Base-Act/USAID---Defense-Base-Act>

2. **Email.** An application form can be emailed to: USAID@marshmma.com

3. Additional Contacts. Contacts for Starr Indemnity & Liability Company and its agent, Marsh MMA are available for guidance and question regarding the required application form and submission requirements:

- Tyler Hlawati (Starr) tyler.hlawati@Starrcompanies.com Telephone: 646-227-6556
- Bryan Cessna (Starr) bryan.cessna@starrcompanies.com Telephone: 302-249-6780
- Mike Dower (Marsh MMA) mike.dower@marshmma.com Telephone: 703-813-6513
- Diane Proctor (Marsh MMA) diane.proctor@marshmma.com Telephone: 703-813-6506

For instructions on the required application form and submission requirements, please refer to [AAPD 22-01](#). Pursuant to AIDAR 752.228-70, medical evacuation is a separate insurance requirement for overseas performance of USAID funded subcontracts; the Defense Base Act insurance does not provide coverage for medical evacuation. The costs of DBA insurance are allowable and reimbursable as a direct cost to this Subcontract.

Before starting work, the offeror must provide Chemonics with a copy of the DBA coverage policy that covers each of its employees.

Section 2: Offer Checklist

To assist offerors in preparation of the quote, 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 proof of technical qualifications and warranty information for completed work, (see Section 3 for scope of work, required technical qualifications, and the template to provide quotations);
- ☐ Copy of offeror's registration or business license (see Section 1.5 for more details); Individuals responding to this RFQ are requested to submit a copy of their identification card and patente (if residing in Haiti);
- ☐ Narrative description of past performance for similar services, specifically servicing the same or similar types of York air conditioning units;
- ☐ Company/individual' profile or 1-2 pages introduction to company/individual's areas of expertise, and description of the team and main clients;
- ☐ The CVs of all personnel with references of previous similar installations and repairs of the type of air conditioning units specified in the Scope of Work, as well as copies of certifications/diplomas from recognized technical institution and letter from previous employer/supervisor indicating that they are certified and trained to perform the requested electronic and mechanical work. (See Section 1.5 for more details);
- ☐ List of all equipment and supplies that will be used to complete the installation and testing as outlined in the Scope of Work;
- ☐ Contact information for at least three (3) references of past or present clients indicating the relevant services carried out within the last five (5) years that best illustrate company/individual's qualifications and past performance (see Section 1.5 for more details). References from USAID or similar donor-

funded projects are preferred. Independent verification of the references may be carried out. Chemonics reserves the right to obtain past performance information from sources other than those identified by the offeror;

☐ Federal Funding Accountability and Transparency Act (FFATA) Subaward Reporting Questionnaire, signed by an authorized representative of the offeror (see Section 5 for questionnaire). This form shall be completed only if the value is over \$30,000.

Section 3: Scope of Work, Deliverables and Technical Qualifications

The purpose of this RFQ is to engage a firm or individual to provide engineers and/or technicians to install five (5) York split type air conditioning systems for Chemonics and the GHSC-PSM in Haiti project. Firms that also have the experience and capability to troubleshoot and test three (3) Carrier units, which are back-ups to the York units, to determine the repairs needed to restore them to operation are also encouraged to provide a response to the optional portion of this work.

Overview

The PSM Haiti Warehouse is currently served by five (5) York split type air conditioning systems and three (3) Carrier packaged units that serve as a back-up to the York systems. The York systems have reached the end of their service life, so PSM Haiti has procured replacement York equipment with an anticipated delivery by June 2025. The project confirms the York units will be on site weeks in advance of the replacement work. Additionally, the Carrier units have experienced failures and require testing to determine the repairs needed to restore them to operation.

Equipment Description:

York Units

Three (3) of the York condensing units are rated at 25-tons in capacity and two (2) are rated at 20-tons in capacity. The indoor units all are rated at 25-tons.

The York systems, each consist of (*see pictures of systems in **Annex A** and layout in **Annex B***):

- a. A vertical indoor evaporator unit mounted on a concrete pad. The evaporator has a vertical fan discharge that connects to a duct riser and horizontal branches with diffusers. The evaporator has a lower front return inlet.
- b. Air distribution ductwork starting at the evaporator discharge and then extending to ductwork overhead connecting to multiple ceiling diffusers.
- c. Outdoor condensing unit mounted on a concrete pad.
- d. Refrigerant piping connecting the evaporator and condensing units.
- e. Wall mounted thermostat.

Carrier units

The three (3) Carrier packaged type systems include the following:

- a. The units are mounted at approximately 24-inches above grade, on concrete pads outside the warehouse and are of the horizontal discharge type.
- b. The supply and return air ductwork extend from the unit and pass through the building wall.
- c. The supply ductwork connects to a Tee into the supply ductwork originating at the York units. There are isolation dampers that facilitate the supply air selection from either the York or Carrier unit.
- d. The return air ductwork passes through the perimeter wall and terminates at the wall into an intake grille.
- e. Currently only one (1) Carrier unit is in operation.

PSM Haiti has procured the replacement York air conditioning systems. Therefore, the work sought after through a subcontract by the selected firm is to provide the following services, when requested:

SCOPE OF WORK:

A. Installation of York AC Equipment:

1. Provide the management, supervision, labor, materials and supplemental equipment necessary to implement the installation of three (3) York air conditioning systems rated at 25-tons and two (2) units rated at 20 tons in capacity.

2. Coordinate, schedule and select the phased replacement of the York systems. PSM Haiti management will provide the replacement sequence so that a non-operating system is replaced, and the replacement equipment is tested fully prior to replacing the next system. This approach shall be continued until all five (5) systems are replaced and fully tested. The contractor shall closely follow the manufacturer's written start-up instructions.
3. Test and record the airflow (CFM) at each evaporator prior to demolition. The CFM recorded will be the basis for balancing the new equipment once installed.
4. Reclaim the refrigerant from the York system being demolished. Dispose of the reclaimed refrigerant in accordance with local codes and ordinances.
5. Disconnect the ductwork, thermostat, electrical wiring, the refrigerant piping and condensation drain piping from the indoor unit. Exercise care not to damage the ductwork, refrigerant piping or electrical wiring.
6. Disconnect the electrical wiring including the disconnect switch and circuit breaker for the condensing unit. New disconnect and circuit breaker will be provided along with the equipment by PSM Haiti.
7. Disconnect the refrigerant piping from the outdoor condensing unit.
8. Remove the existing indoor evaporator unit, the condensing unit and interconnecting refrigerant (copper piping). Record the refrigerant pipe sizes so that equal size replacement can be installed.
9. Clean and prepare the existing wall penetrations to receive new wall sleeves to facilitate the installation of new refrigerant piping and condensation drain piping. Provide new galvanized steel sleeves and caulk the gaps between the sleeves and the wall openings. Once the piping is installed, fill the gaps with fire resistant compound equal to 3M Fire Barrier.

Clean, and check the existing indoor and outdoor equipment concrete pads for cracks. Check the pads for plumbness. Repair the concrete pads as needed.

10. Install the new indoor evaporator on its corresponding pad. Provide shims if necessary to ensure the equipment is level. Install fan motor drive kit into the unit shell and connect the fan motor to the wiring harness. Install air filters.
11. Install outdoor condensing units, centered on the concrete pads. Provide 4"x4"x 3/4" thick vibration isolation mats under the equipment corners, equal to Mason Super K. Ensure the equipment orientation matches that of the existing equipment.
12. Install new refrigerant piping, piping supports with cushion clamps equal to Hydra-Zorb Closure, and test piping at 100 PSIG for 12 hours, prior to connecting the piping to the equipment.
13. Charge the system with refrigerant R410A and test system pressure in accordance with the manufacturer's instructions.
14. Install piping insulation. The piping insulation shall be of the closed-cell type equal to Armaflex type AP, 1-inch thick.
15. Prepare the equipment for start-up in accordance with the manufacturer's instructions.
16. Coordinate the equipment start-up and testing procedures with PSM Haiti and request a witness from PSM Haiti.

17. Test and balance the system. Prepare a concise written balance report indicating the delivered CFM, discharge static pressure, entering and leaving temperatures. The project goal is to replace the York units with in-kind replacement units also from York.
18. As part of quotation, provide estimated time required to complete installation outlined above. The Project's estimated time for the replacement of each York system is 5 working days.
19. Provide the warranty information the offeror will be providing on the installation of the AC units.
20. Please note that any mechanical or electrical work included under this procurement work must be completed by certified technicians. Copy of the certifications must be included in the proposal.

OPTIONAL SCOPE OF WORK:

B. Testing and troubleshooting of Carrier Equipment:

Offerors who have the requisite expertise on **Carrier Type Equipment** are encouraged to provide offers for this scope of work as well. Offerors, without the expertise or ability to complete this service on **Carrier Type Equipment**, will still be considered for the installation of the 5 York AC units and the associated work described above.

1. Provide the management, supervision, labor, materials and supplemental equipment necessary to test and troubleshoot three (3) Carrier 35-ton (nominal) packaged type air conditioning units.
2. Coordinate and schedule the testing and troubleshooting work for each of the Carrier units.
3. Testing shall include but not be limited to the following:
 - a. Testing the quality and quantity of oil and refrigerant.
 - b. Analysis if the oil sample for possible metal debris.
 - c. Leaks – pressure test refrigerant circuits up to 350 PSIG.
 - d. Vacuum test down to 200-300 microns
 - e. Test for resistance and continuity at the wiring to compressors.
4. Following completion of testing and troubleshooting, prepare a concise written report with the findings, recommendations, quote and estimated time required for repairs as well as warranty information for proposed repairs of the Carrier units.

Deliverables

The successful offeror shall deliver to Chemonics the following deliverables, in accordance with the schedule set forth below.

Deliverable No. 1: York AC Installation and balance report

Installation of five (5) York AC units and prepare a concise written balance report indicating the delivered CFM, discharge static pressure, entering and leaving temperatures of the five (5) York AC units following completion of installation and testing. CFM and leaving temperatures must be within anticipated range according to AC manual for this deliverable to be accepted.

Deliverable No. 2: Provision of York AC Installation Warranty documents

Following the completion of the York AC Installation balance report, the Subcontractor shall provide warranty documents and confirmation of warranty status and details of what is included in the warranty.

Deliverable No. 3: Complete Testing and Findings Report on Carrier type air conditioning systems.*
Following completion of the testing and troubleshooting outlined in the Scope of work for the Carrier equipment, prepare a concise written report outlining the findings and recommendations for repairs. Subcontractor shall also provide a quote and estimated time required for repairs as well as warranty information for proposed repairs of the Carrier units

****Optional:** Offering the services to complete Deliverable 3 is optional. Offerors based on their experience and capabilities can decide to include in their proposals the work required for the repair of the Carrier units described in the equipment description section above.*

Deliverables Schedule

The successful offeror shall submit the deliverables described above in accordance with the following deliverables schedule*:

Deliverable Number	Deliverable Name	Due Date
1	York AC Installation and balance report	Within 48 hours of completing installation of all five York AC units
2	Provision of York AC Installation Warranty documents	Within 48 hours of completing installation of all five York AC units
3	Complete Testing and Findings Report on Carrier type air conditioning systems**	Within 48 hours of completing testing and troubleshooting of air conditioning systems

Deliverable numbers and names refer to those fully described above.

** Final due dates for deliverables will be determined at the time of contract award based on the timeline for delivery of services.*

***Optional: This is an optional deliverable which will only be required if selected Offeror indicates expertise and availability to complete this work.*

The table below contains the list of deliverables under this RFQ. Offerors are requested to provide quotations containing the information below on official letterhead or official quotation format.

Quotation Template

Offerors should provide pricing of the total costs associated with each deliverable, which should include labor and all non-labor costs such as other direct costs, travel and transport, security, lodging, etc.

Deliverable	Description	Qty	Notes on items/services included	Unit Price (USD)	Total Price (USD)
Required Deliverables					
1	Installation of each of York AC units and balance report for the remaining units (5 AC units total)	5			
2	York Air conditioning units installation Warranty documents (covering 5 units)	1			
*Optional: Offerors should complete this section if they have the expertise and capability to complete this portion of the Scope of Work. Proposals which do not include this pricing information will still be considered for the required work above (York unit installation and warranty).					
3*	Complete Testing and Findings Report on Carrier type air conditioning systems (3 units)	1			
Subtotal:					
Delivery Costs:					
Other Costs (Describe: _____):					
GRAND TOTAL(USD):					

Electronic deliveries shall be made by the Vendor to psmhaitiachat@ghsc-psm.org

Delivery time (after receipt of order): 60 calendar days

The delivery estimate presented in an offer in response to this RFQ must be upheld in the performance of any resulting contract.

The prices quoted above remain fixed for the next 12 months:

____ Yes ____ No

Section 4: Offer Cover Letter

The following cover letter must be placed on letterhead and completed/signed/stamped by a firm representative authorized to sign on behalf of the offeror. In case of individual offerors, this letter must be completed, signed by the individual and submitted with the proposal.:

To: Chemonics Foundation Haiti
Airport Industrial Parc, Fleuriot, Warehouse # 118
Port-au-Prince, Haiti

Reference: RFQ No. PSM-OPS-2940

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 GHSC-PSM in Haiti project staff members;
- We have no close, familial, or financial relationships with any other offerors submitting quotes 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 quote 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 UEI Number: _____

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

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

Section 5: Federal Funding Accountability and Transparency Act (FFATA) Subaward Reporting Questionnaire

If the offeror is selected for an award valued at \$30,000 or above and is not exempted based on a negative response to Section 3(a) below, any first-tier subaward to the organization may be reported and made public through FSRS.gov in accordance with The Transparency Acts of 2006 and 2008. Therefore, in accordance with FAR 52.240-10 and 2CFR Part 170, if the offeror positively certifies below in Sections 3.a and 3.b and negatively certifies in Sections 3.c and 3.d, the offeror will be required to disclose to Chemonics for reporting in accordance with the regulations, the names and total compensation of the organization's five most highly compensated executives. By submitting this quotation, the offeror agrees to comply with this requirement as applicable if selected for a subaward.

In accordance with those Acts and to determine applicable reporting requirements, Offeror Company Name certifies as follows:

- a) In the previous tax year, was your company's gross income from all sources above \$300,000?
- ☐ Yes ☐ No
- b) In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which the UEI number belongs) receive (1) 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; **and** (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?:
- ☐ Yes ☐ No
- c) Does the public have access to information about the compensation of the executives in your business or organization (the legal entity to which the UEI number it provided belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986? (FFATA § 2(b)(1)):
- ☐ Yes ☐ No
- d) Does your business or organization maintain an active registration in the System for Award Management (www.SAM.gov)?
- ☐ Yes ☐ No

I hereby certify that the above statements are true and accurate, to the best of my knowledge.

Authorized Signature: _____

Name and Title of Signatory: _____

Date: _____