

REQUEST FOR QUOTATION (RFQ)

RFQ Number:	RFQ0042
Issuance Date:	February 14, 2022
Submission Deadline:	February 25, 2022, 17:00 hours (South Sudan, UTC+2 Time zone)
Description:	Provision of Country Security Evacuation Support to DT Global United States Agency for International Development (USAID)
Funded By:	Shejeh Salam & Gender Aware, Sustainable WASH Activities, Implemented by DT Global South Sudan.
For:	

Section I: Instructions to Offerors

1. **Introduction:** The purpose of this RFQ is to solicit proposals from eligible vendors for as-needed, ad-hoc purchases of the goods and/or services as described in **Section 2 – Scope of Work**. This RFQ will be used to solicit quotes from potential suppliers/vendors for an award of Service Contract to the best bidder.
2. **Offer Deadline and Submission Protocol:** Offers must be received no later than the date and time specified in the “Submission Deadline:” section above. Offers are to be received in electronic version only and by email. Offers must be emailed to shejehsalam-procurement@dt-global.com

Please reference the RFQ number in any response to this RFQ. Offers received after the specified submission time and date will be considered late, hence disqualified. Late submissions will be considered only at the discretion of DT Global.

3. **Questions:** Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than **February 18, 2022 [17:00] hrs. (South Sudan, UTC+2 Time zone)** by email to shejehsalam-procurement@dt-global.com. Phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that DT Global believes may be of interest to other offerors, will be circulated to all RFQ recipients who have indicated an interest in bidding. DT Global would make efforts to provide responses to any questions within 24 hours.

Only the written answers issued by DT Global will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of DT Global or any other entity, should not be considered as an official response to any questions regarding this RFQ.

4. **Scope of Work:** Section 2 contains the Scope of Work for the required goods and/or services that may be ordered under the Service Contract and technical qualifications that the selected offeror must possess.
5. **Quotations:** Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis. Prices must be presented in United States Dollars (USD). Prices must be inclusive of all costs. Offers must remain valid for not less than ninety (90) calendar days after the offer deadline. If your offer results in a Service Contract, this price quoted must remain fixed for the entire period of 12 months

of the validity of the said contract. Offerors are requested to provide quotations on their official quotation format or letterhead.

6. **Required Documentation:** The offerors responding to this RFQ are requested to submit the following documentation, all in the **English language**:
- a. Valid Company Registration Certificate.
 - b. Tax Identification Number Certificate.
 - c. Current, valid Tax Clearance Certificate.
 - d. Valid Operational License.
 - e. Company certification and subscription from recognized international bodies dealing with evacuation services.
 - f. Proof of availability of both ground and air assets for the purpose of this RFQ. If the offeror does not own these assets, an MOU with the asset owner should be provided.
 - g. Company profile or a brief introduction to the company's areas of expertise.
 - h. Provide at least three (3) full names of your company Directors as they appear in your company's Article of Association and a copy of their IDs or passports.
 - i. A minimum of three (3) references (with name and contact information) relevant to the requested goods and/or services Section 2 – Scope of Work and carried out in the last two (2) years. References from USAID-funded or similar donor-funded projects are preferred. Independent verification of the references may be carried out. DT Global reserves the right to obtain past performance information from sources other than those identified by the offeror.
 - j. USD Bank Account Details (Issued on a Bank Letterhead with Bank name, Bank branch name, Bank Address, Company Name that matches the offeror's name, Account number, and swift code).
 - k. Provide valid documents and certificates of proposed aircraft as mentioned below **(Mandatory)**.
 - Brief Aircraft Safety Standards SOP
 - Comprehensive Insurance Cover for Aircraft
 - Air Operator Certificate
 - Aircraft Airworthiness Certificate
 - Aircraft Maintenance Certificate of Maintenance Release Document
 - Aircraft Registration Certificate
 - Aircraft Station license
 - Air Operation Permit by South Sudan Aviation Authority
 - MOU in absence of Air Operation Permit by the Charter Flight Company
 - j. Provide valid documents of proposed vehicle for ground evacuation as mentioned below **(Mandatory)**.
 - Vehicle Logbook
 - Vehicle Comprehensive Insurance Cover
 - Driver License
 - Vehicle maintenance Report for the past six (6) months
 - Photos of vehicle proposed displaying exterior and Interior section

The price quotation must be submitted separately from the above documents but in the same submission email. All other parts of this quotation must not refer to pricing data so that the technical evaluation may be made strictly based on technical merit. If any of the above documents are not in the English language, an original along with a notarized official translation in the English language should be submitted.

7. **Delivery:** The delivery location for the items described in this RFQ is South Sudan 7 States and 1 Administrative Areas namely **Central Equatoria, Eastern Equatoria, Western Equatoria, Jonglei, Upper Nile, Unity, Western Bahr El Ghazal and GPAA**. The delivery period for the required services shall be from April 1, 2022, to September 30, 2023.

8. **Source/Nationality/Manufacture:** All goods and/or services offered in response to this RFQ or supplied under any resulting award must meet **USAID Geographic Code 937** in accordance with the United States Code of Federal Regulations (CFR), [22 CFR §228](#). The cooperating country for this RFQ is South Sudan.

Offerors may not offer or supply goods and/or 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, (North) Sudan, Burma (Myanmar).

9. **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, charges, tariffs, duties, or levies will be paid under the Service Contract award from this RFQ.
10. **Data Universal Numbering System (DUNS) Number:** Companies or organizations, whether for-profit or non-profit, shall be requested to provide a DUNS number, if selected to receive a Service Contract award in response to this RFQ valued greater than or equal to \$30,000 (or equivalent in other currency). If the Offeror does not have a DUNS number and is unable to obtain one before the submission deadline, Offeror shall include a statement noting their intention to register for a DUNS number should it be selected as the successful offeror or explaining why registration for a DUNS is not possible. Contact Dun & Bradstreet through this webform to obtain a number: <https://fedgov.dnb.com/webform> to obtain DUNS. Further guidance on obtaining a DUNS is available from DT Global South Sudan/Shejeh Salam activity upon request.
11. **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. DT Global South Sudan will not award a Service Contract to a firm that is debarred, suspended, or considered to be ineligible by the U.S. Government. If the entity becomes debarred, suspended, or otherwise ineligible after an award of Service Contract, DT Global South Sudan will cancel such Service Contract and will not continue any cooperation with the said offeror.
12. **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 meets or exceeds the minimum required technical specifications, as laid out in Section 2 – Scope of Work and below.

This RFQ will use a reasonable and technically acceptable price source selection process to determine the best value as outlined in FAR 13: Simplified Acquisition Procedures. That means that each offer will be evaluated on whether it meets or exceeds the minimum required technical specifications and is judged to be the best value for DT Global South Sudan.

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. DT Global South Sudan reserves the right to waive immaterial deficiencies at its discretion.

Best-offer quotations are requested. It is anticipated that the award will be made solely based on these original quotations. However, DT Global South Sudan reserves the right to conduct any of the following:

- Negotiations with and/or request clarifications from any offeror before award of Service Contract.
- DT Global South Sudan may cancel this RFQ at any time; and
- DT Global South Sudan may reject any offers if such action is considered to be in the best interest of DT Global South Sudan.

13. **Evaluation Criteria:**

As per these RFQ requirements, all offers will be subjected to a preliminary examination to verify the overall completeness and responsiveness of the offers received. Any offer that will be found to be incomplete, invalid, or substantially unresponsive will be disqualified. Technical specification requirements are mentioned below and will be evaluated using the adjectival rating method.

- Evidence (Contacts and Recommendations) of work experience with USAID-funded or similar donor-funded projects for at least two (2) years
- The detailed specification of the proposed asset for country evacuation service
- Approach to response to incident and customer services

For additional information, please refer to **Section 2: Scope of Work**.

In line with Donor's rules and DT Global South Sudan Procurement Policy, the winning offer will be selected for an award of Service Contract based on the best offer and reasonable price quotation that meets the minimum technical specification.

14. **Terms and Conditions:** This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate DT Global South Sudan, or USAID to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer.

DT Global South Sudan will not in any way assist Offerors in preparing their bids nor reimburse any bid preparation costs incurred by the Offeror.

Offerors are responsible for ensuring that their offers are received by DT Global South Sudan in accordance with the instructions, terms, and conditions described in this RFQ. Failure to adhere to instructions described in this RFQ may lead to disqualification of an offer from consideration.

This request for a quote does not constitute an order. Buyer may accept other than the best-priced offer based on trade-offs between cost and other selection criteria, or to further its socio-economic programs. Buyer reserves the right to reject offers (a) received after the date and time specified, (b) not responsive to the solicitation, (c) with unbalanced line-item pricing, or (d) from vendors restricted from doing business with the U.S. Government.

Notwithstanding the terms of this Request for Quote/Proposal, the offeror acknowledges that DT Global South Sudan reserves the right to reject any or all Quotes/Proposals for whatever reason DT Global South Sudan determines, in its sole discretion, to be in its best interests. The offeror further acknowledges that DT Global South Sudan may for whatever reason waive any or all formalities and terms of this Request for Quote/Proposal and that nothing in the terms of this Request for Quote/Proposal shall give rise to any claim or cause of action, including without limitation any claim for breach of implied-in-fact contract to treat Quotes/Proposals the terms herein.

This solicitation is subject to DT Global South Sudan standard terms and conditions. Any resulting 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) DT Global South Sudan standard payment terms are net 30 days after receipt and acceptance of any commodities, services, or deliverables. Payment will only be issued to the entity submitting the offer in response to this RFQ and identified in the resulting Service Contract award; payment will not be issued to a third party.
- (b) The Vendor shall furnish the goods and/or services described in the Service Contract by DT Global.

DT Global is only obligated to pay for the goods and/or services to the extent Service Contract are issued resulting from this RFQ.

- (c) No goods and/or services may be supplied that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, Syria, (North) Sudan, and Burma (Myanmar).
- (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.

15. **Privity:** Please note that in submitting a response to this RFQ, the offeror understands that the United States Agency for International Development (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 DT Global South Sudan for consideration, as USAID will not consider protests regarding procurements carried out by implementing partners. DT Global, at its sole discretion, will make a final decision on the protest for this procurement.

DT Global South Sudan has zero-tolerance for fraud. Fraud is an act or omission that intentionally misleads, or attempts to mislead, to obtain a benefit, or to avoid an obligation.

If you suspect that fraud has been committed, please contact the DT Global South Sudan Chief of Party, or please use DT Global's anonymous third-party complaint reporting system that can be accessed by phone at +61 2 9053 9285, online at qrs.ly/DTGlobalEthicsHotline, or via email at speakup@coreintegrity.com.au

Your complaint should include the details of the incident or incidents, the names of the individuals involved, and the names of the witnesses. Thereafter, DT Global South Sudan Management or their designee will undertake a full and effective investigation of the allegations. This investigation will be completed, and a summary of the findings will be made and communicated to you as soon as practical.

Section 2: Scope of Work and General Requirements

DT Global South Sudan is seeking to select the best supplier/vendor for Provision of Country Evacuation support to DT Global South Sudan 7 States and 1 Administrative Area in Central Equatoria, Eastern Equatoria, Western Equatoria, Jonglei, Upper Nile, Unity and Western Bahr El Ghazal and GPAA. This RFQ will be used to solicit offers from potential suppliers/vendors for an award of Service Contract to the best bidder. The following items below constitute the scope of work.

A. Scope of Work Details

(i) **Period of Contract:**

- The security services shall commence from April 1, 2022, and end on September 30, 2023.

(ii) **Location of Operations:**

The main offices where these services will be offered are in Central Equatoria, Eastern Equatoria, Western Equatoria, Jonglei, Upper Nile, Unity and Western Bahr El Ghazal and GPAA.

(iii) **Country Security Evacuation Support:**

Country Security Evacuation Support is defined as the required support necessary to relocate international and national relocatable staff, due to an escalating security threat environment, from:

1. Other States to Juba, South Sudan.
2. From Juba to the closest secure location outside of South Sudan (e.g., Uganda, Kenya, Ethiopia, etc.).

The Contractor will provide Country Security Evacuation Support to ensure the safety and security of DT Global South Sudan and relocatable staff when DT Global South Sudan determines that the security threat in the areas of operation is no longer tenable.

Requirements:

- Primary and alternate routes will be pre-planned and coordinated with the DT Global South Sudan Project Risk Managers and Chief of Party.
 - Ground and air assets used will be pre-identified and coordinated with the DT Global South Sudan Project Risk Manager and Chief of Party.
 - All pre-identified Ground and Air Assets will have the requisite registrations, licenses, and insurance.
 - Ground and air assets pre-identified for support will be inspected regularly and documented by the Contractor ensuring they meet internationally recognized safety standards.
 - All ground and air assets will require the clearance through a DT Global South Sudan Transportation and Air Charter verification form.
 - Assembly points, safe-havens, departure, and relocation points will be pre-identified and coordinated with the DT Global South Sudan Project Risk Manager and Chief of Party.
 - The Contractor will ensure that 100% accountability of international evacuees is confirmed by the DT Global South Sudan Chief of Party or Project Risk Manager before departure.
 - The Contractor will not hold or delay the evacuation assets for other evacuees that are not affiliated with DT Global South Sudan and are not part of the DT Global South Sudan Evacuee Roster.
 - The Contractor will coordinate with the Project Risk Manager to update the DT Global South Sudan Hibernation, Relocation, and Evacuation Plan to reflect the new relocation and evacuation points identified.
- (iv) **Customer Inquiry and Services:**
- The bidder shall demonstrate the capability and reliability of 24/7 customer inquiry and services support.
- (v) **Equipment and Tools:**
- The Contractor will supply all equipment necessary for the delivery of services. Bidder shall submit to DT Global evidence of fleet (aircrafts and vehicles) availability and documents to demonstrate reliability and capability of offering services. Please refer to Section I – point 6, Required Documentation for more details.
- (vi) **Warning and Alerts:**
- The bidder should demonstrate the ability to provide warnings and alerts to safeguard the lives and property of the client. The information provided to DT Global shall be considered as “ After Sales Service” for contract resulted from this RFQ hence not chargeable.
- (vii) **Past Performance and Experience:**
- The offeror shall provide documented evidence indicating at least two years’ experience in the provision of Country Security Evacuation support, preferably to USAID-funded organizations, INGO, Embassies, UN Agencies, and corporates. The said documented evidence shall include a contact list, recommendation letter, and past completed Country Security Evacuation support contract details as required in **Section 3 Reference – Past Performance and Experience.**
- (viii) **Basic policy and procedures:**
- The bidder shall provide a detailed description of their security policy and procedures that applies to proposed services.

B. Quotation:

The bidder shall provide a price quotation in relation to the scope of work. The Quotation template is available in - **Section 4 - Price Quotation**. Please note that this is an indicative template only. The bidder should provide their offer on their own letterhead.

C. Certification and Subscription

DT Global South Sudan adheres to international security standards when engaging in security services. For that reason, bidders with international security certification and subscriptions will be given priority during selection. DT Global expects bidders to provide evidence of international security certification, i.e., ISO18788, PSCI, ICoCA registration, etc., which draws on provisions from and provides a mechanism to demonstrate compliance with relevant principles, legal obligations, and voluntary commitments and good practices of:

- The International Code of Conduct for Private Security Providers (ICoCA) 2010
- Guiding Principles on Business and Human Rights, Implementing the United Nations “Protect, Respect and Remedy” Framework, 2011
- The Montreux Document on Pertinent International Obligations and Good Practices for States Related to Operations of Private Military and Security Companies During Armed Conflict, 2008

Section 2: 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:

**DT Global South Sudan
Kololo Road, Plot 57, Block Number 3K
2nd Class area, Tong Ping, Juba, South Sudan**

Reference: RFQ No: RFQ0042 _ Provision of Country Evacuation Support to DT Global

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 goods and/or services offered in response to this RFQ—are eligible to participate in this procurement under the terms of this solicitation and 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 DT Global South Sudan 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 DT Global’s South Sudan 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: _____

Company Bank Account Number: _____

Official Company Name Associated with Bank Account: _____

Section 3: Reference - Summary of Past Performance and Experience

(The offeror shall fill the form below and submit details of at least 3 past orders completed to determine past performance and experience. DT Global South Sudan allows the offeror to add more than three past performances and experience as required by this RFQ. Information required below is for contracts related to the Provision of Country Security Evacuation Support to DT Global South Sudan)

Past Performance/Experience # 1	
Contract Number	
Description of Supply/Provision	
Geographical Cover (Contract Delivery Location)	
Client	
Contact Person	
Position	
Email Address	
Phone Number	
Contract Value (USD)	
Contract Duration (Start and End period)	

Past Performance/Experience # 2	
Contract Number	
Description of Supply/Provision	
Geographical Cover (Contract Delivery Location)	
Client	
Contact Person	
Position	
Email Address	
Phone Number	
Contract Value (USD)	
Contract Duration (Start and End period)	

Past Performance/Experience # 3	
Contract Number	
Description of Supply/Provision	
Geographical Cover (Contract Delivery Location)	
Client	
Contact Person	
Position	
Email Address	
Phone Number	
Contract Value (USD)	
Contract Duration (Start and End period)	

Section 4: Price Quotation

(The table below contains the list of services that are required as per RFQ - Provision of Country Security Evacuation Support to DT Global South Sudan. Offerors are requested to provide per-unit price quotations containing the information below on official letterhead or official quotation format).

No.	Item Description	Quantity	Unit	Unit Price (USD)
1	Country Security Evacuation Support to DT Global South Sudan/Shejeh Salam Activity by air from Juba to either Kenya or Uganda	10	Staff	
2	Country Security Evacuation Support to DT Global South Sudan/Shejeh Salam and GASWASH Activity by air or road from various locations in South Sudan 7 States and 1 Administrative Area Central Equatoria, Eastern Equatoria, Western Equatoria, Jonglei, Upper Nile, Unity and Western Bahr El Ghazal and GPAA to Juba.	15	Staff	

Non-Cost Factors

Payment Terms	
Payment Method	
Price Validity (as from the submission deadline, how long will your quotation remain valid)	
Response Timeframe (from the time evacuation is request by DT Global to time company conducts evacuation exercise)	

Section 5: Offer Checklist

(To assist offerors in preparation of the quotation, the following checklist summarizes the documentation to include an offer in response to this RFQ)

Please check on each item below to acknowledge that it has been submitted together with the quotation. Do not check any item that has not been included in your submission.

- Cover letter, signed by an authorized representative of the offeror, (see **Section 2: Offer Cover Letter**)
- Company' business profile, (see **Section 1.6 Required Documents**)
- Provide at least three (3) full names of your company's Directors, (see **Section 1.6 Required Documents**)
- Company legal documents, (see **Section 1.6 Required Documents**)
- Fleet (Aircrafts and Vehicles) documents, (see **Section 1.6 Required Documents**)
- Technical specification requirements, (see **Section 1.13: Evaluation Criteria**)
- Documents to support evaluation criteria of offers (see **Section 1.14: Evaluation Criteria**)
- A minimum of three (3) references relevant to the requested goods and/or services Section 2 – Scope of Work and carried out in the last two (2) years, (see **Section 1.6 Required Documents**)
- Company Bank Account Details in USD currency, (see **Section 1.6 Required Documents**)
- DUNS Number (see **Section 1.6 Required Documents**)
- Certification and subscription from recognized international bodies (see **Section 2.B: Certification and subscription**)
- Document supporting past performance and experience (see **Section 3: Reference**)
- Official quotation including proof of technical requirements, (see **Section 4: Price Quotation**)