

## REQUEST FOR QUOTATIONS (RFQ)

BPA RFQ Number:	<u>RFQ00110</u>
Issuance Date:	<u>September 20, 2023</u>
Submission Deadline:	<u>October 4, 2023, 0500 hours (South Sudan, UTC+3 Time zone)</u>
Description:	<u>Supply of Toyota Landcruiser Vehicles and Accessories United States Agency for International Development (USAID)</u>
Funded By:	<u>Contract Number: 72066820C00003</u>
For:	<u>Shejeh Salam Activity, implemented by DT Global</u>

### **Section I: Instructions to Offerors**

1. **Introduction:** Shejeh Salam is a 5-year USAID-funded Activity, implemented by DT Global, and has been operational in South Sudan since September 30, 2020. Shejeh Salam is meant to help strengthen the foundation for a more self-reliant South Sudan by empowering citizens and community actors who have been deeply affected by the current conflict.

The purpose of this RFQ is to solicit quotations from eligible vendors for the supply of Toyota Landcruiser Vehicles and associated accessories as described in **Section 2- Scope of Work**. This RFQ will lead to an award of a Firm Fixed Price (FFP) Purchase Order (PO) 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](mailto: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 **September 27, 2023 [12:00] hrs (South Sudan, UTC+3 Time zone)** by email to [shejehsalam-procurement@dt-global.com](mailto: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 **Purchase Order (PO) and the 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) days after the offer deadline and price must remain fixed for the entire period of price quotation validity. Offerors are requested to provide quotations on their official company 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 (if applicable).
  - d. Valid Operational License (if applicable).
  - e. Company profile or short introduction to company's areas of expertise.
  - f. Provide at least three (3) full names of your company Directors as they appear in your company's Article of Association and copy of their IDs or passports.
  - g. 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.
  - h. USD Bank Account Details (Issued on a Bank Letterhead with Bank name, Bank branch name, Bank Address, Company Name that match the offeror's name, Account number, and swift code); and
  - i. Unique Entity Identifier (UEI), as assigned by SAM.gov.

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 in order 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 a notarized official translation in the English language, should be submitted.

7. **Delivery:** The delivery location for the items described in this RFQ is **Juba, South Sudan**. As part of its response to this RFQ, each offeror is expected to provide an estimate (in calendar days) of the delivery timeframe for the required goods and/or service. The delivery estimate presented in an offer in response to this RFQ must be upheld in the performance of any resulting contract.
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 Purchase Order (PO) award from this RFQ.
10. **Unique Entity Identifier:** Companies or organizations, whether for-profit or non-profit, shall be

requested to provide a UEI number, if selected to receive a PO 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 register for a UEI number should it be selected as the successful offeror or explaining why registration for a UEI is not possible. Contact SAM.gov: [www.sam.gov](http://www.sam.gov) to obtain UEI. Further guidance on obtaining a UEI is available from DT Global 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 will not award a purchase order 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 purchase order, DT Global will cancel such purchase order 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 set forth 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 Shejeh Salam activity.

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 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 reserves the right to conduct any of the following:

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

13. **Evaluation Criteria:** 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 technical specification requirements mentioned in this RFQ and provide reasonable price quotation that is within the competitive market price.

As per this 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.

- Delivery timeframe and proposed logistics plan for delivery of required products
- Detailed specification of the vehicle and proposed accessories.
- Evidence (Contacts and Recommendations) of work experience with USAID-funded or similar donor-funded projects for at least two (2) years.

In line with Donor’s rules and DT Global Procurement Policy, the best offer will be selected for an award of Purchase Order (PO) 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, the Shejeh Salam Activity, or USAID to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer.

DT Global 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 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.

This request for 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 socioeconomic 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, offeror acknowledges that DT Global reserves the right to reject any or all Quotes/Proposals for whatever reason DT Global determines, in its sole discretion, to be in its best interests. Offeror further acknowledges that DT Global 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 in accordance with the terms herein.

This solicitation is subject to DT Global 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's 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 Purchase Order (PO) award; payment will not be issued to a third party.
- (b) The Vendor shall furnish the goods and/or services described in Purchase Order (PO) by the DT Global. The Shejeh Salam is only obligated to pay for the goods and/or services to the extent Purchase Orders 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

and the Shejeh Salam Activity 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 has zero tolerance for fraud. Fraud is any 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 Shejeh Salam 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](https://qrs.ly/DTGlobalEthicsHotline) or via email at [speakup@coreintegrity.com.au](mailto: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 Toyota Landcruiser vehicles and accessories for Shejeh Salam Activity with its main office in Juba, South Sudan. This RFQ will be used to solicit offers from potential suppliers/vendors for an award of a Firm Fixed Price (FFP) Purchase Order (PO) to the best bidder. The following items below constitute the scope of work.

- (i) **Quotation:** The offeror must submit a Price Quotation that includes not less than the following details: Product Description and Specification (Brand and/Model and full specification) and no-cost factors. Refer to **Section 4: Quotation** and submit on your company letterhead.
- (ii) **Complete Product:** Vehicles and accessories are requested as a set, not itemized. All accessories will be fitted in the vehicle before delivery.
- (iii) **Complete Built Unit (CBU):** It means vehicle is imported to the country as a whole piece.
- (iv) **Product Photos:** The offeror will submit photos of vehicles and accessories.
- (v) **Delivery Terms:** The vehicle and accessories will be made under INCOTERM 2021, "Delivery at Place" DAP, including unloading at the destination.
- (vi) **Delivery Location and Address:** DT Global South Sudan, Kololo Road, Plot 57, Block Number 3K, 2nd Class Area, Tong Ping, Juba, South Sudan.
- (vii) **Tax and Duties:** DT Global is implementing USAID funded Shejeh Salam Program in South Sudan hence exempted from any form of tax and duties due to Bilateral Agreement between the United States of America and the Government of Republic of South Sudan.
- (viii) **Exemption:** For products purchased under this RFQ, DT Global will be responsible for processing tax exemption letters in South Sudan
- (ix) **Custom Clearance:** DT Global will be responsible for customs clearance in South Sudan
- (x) **Delivery Timeframe:** The offeror will provide a reasonable delivery timeframe commencing immediately after the contract is signed by both parties.
- (xi) **Logistics Plan:** The offeror will provide a detail logistics plan that will include shipment details and port of entry for delivery of the vehicle to the DT Global Office in Juba, South Sudan. Refer to **Section 8: Logistics Plan**.
- (xii) **Rejection:** A vehicle supplied that does not meet order specification will be rejected.

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

Reference: RFQ No: RFQ I 10\_Supply of Toyota Landcruiser vehicles and Accessories

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 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 DT Global or Shejeh Salam 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 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: \_\_\_\_\_  
Company Bank Account Number: \_\_\_\_\_  
Official Company Name Associated with Bank Account: \_\_\_\_\_

#### **Section 4: 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 3: Offer Cover Letter**)
- Company or individual 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**)
- Technical specification requirements, (see **Section 1.13: Evaluation Criteria**)
- Official quotation including proof of technical requirements, (see **Section 2: Scope of Work**)
- 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**)
- UEI Number (see **Section 1.6 Required Documents**)

**Section 5: Quotation**

*(The offeror shall fill quotation form below and submit it on official company letterhead)*

<b>Issue Date:</b>	September 20, 2023	<b>Required Delivery Date</b>	<b>Commercial Item:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Quote Due Date:</b>	October 4, 2023		<b>Payment Terms:</b>	Wire Transfer
<b>Quote Valid Until:</b>			<b>Delivery At Place (DAP)</b>	<input type="checkbox"/> Origin <input checked="" type="checkbox"/> Destination

Line Item	QTY	U/M	Item	Description/Condition	Unit Price	Extended Amount
	2	Unit	Hardtop Station Wagon	Complete and fully assembled units Equivalent to Toyota Landcruiser Hardtop, 5 Doors White body color, Model HZJ76 series, 2023 Model, LHD, manual transmission, Diesel Engine fitted with 2nd inline fuel filter, Tropicalized, seat covers fitted with synthetic leather material, wheel reems fitted with all terrain tires and two all-terrain spare tires for each vehicle, heavy duty metallic Rear bumpers, and front bumpers mounted with electric winch and heavy duty metallic roof Racks.		
	1	Unit	Pick-Up Double cabin	Complete and fully assembled unit Equivalent to Toyota Land Cruiser Double Cabin 79 series, 4 doors, 2023 Model, White body color LHD, Diesel Engine fitted with 2nd inline fuel filter, seats covered with canvas material, Front and Rear Metallic bumpers, heavy duty metallic Roof rack, standard Metallic Toolbox, wheel Reems with all Terrain tires and two all-terrain spare tires.		
	3	Pcs	Lift Jack	High Lift Jack for each vehicle		
	3	Box	Toolbox	Standard basic Toolbox with sets of Spanners, pliers. please provide the list.		
	3	Sets	Boards	Recovery boards for each vehicle		
	3	Pcs	Fire Extinguisher	2Kg fire Extinguishers with mounting brackets for each vehicle		
	3	Pcs	Warning Triangle	Warning signal triangles for each vehicle		
					<b>Freight</b>	<b>NIL</b>
					<b>Tax</b>	<b>NIL</b>
					<b>Grand Total</b>	



**Please include the following information in your quotation**

Availability of Products in stock:	
Delivery Timeframe:	
Warranty:	
Service availability in South Sudan:	
Payment Terms and Method:	
Price Validity:	

**All equipment, labor, materials, freight, handling, warranty, and other associated costs shall be included in the cost quoted. Specifications indicate a minimum standard. Any offer, which proposes like quality, design, or performance, will be considered, providing sufficient descriptive literature, specifications sheets, catalogs, etc. are included with the offer for proper evaluation.**

**Section 6: Reference - Summary of Past Performance and Experience**

*(The offeror shall fill the form below and submit details of at least 3 past orders successfully completed to determine past performance and experience. DT Global allows offeror to add more than three past performance and experience as required by this RFQ. Information required below is for contracts related to supply of Toyota Landcruiser vehicles).*

Past Performance/Experience # 1	
Contract Number	
Description of Supply	
Site Location (Region/Country)	
Client	
Contact Person	
Position.	
Email Address	
Phone Number	
Contract Value (USD)	
Delivery Date (Days)	
Contract Commencing Date	
Delay Delivery and Reason (Days), If any	

Past Performance/Experience # 2	
Contract Number	
Description of Supply	
Site Location (Region/Country)	
Client	
Contact Person	
Position.	
Email Address	
Phone Number	
Contract Value (USD)	
Delivery Date (Days)	
Contract Commencing Date	

Delay Delivery and Reason (Days), If any	
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Past Performance/Experience # 3	
Contract Number	
Description of Supply	
Site Location (Region/Country)	
Client	
Contact Person	
Position.	
Email Address	
Phone Number	
Contract Value (USD)	
Delivery Date (Days)	
Contract Commencing Date	
Delay Delivery and Reason (Days), If any	

**Section 7: Logistics plan**

*(The offeror shall fill the form below and submit a logistic plan for successful delivery of the required vehicle and accessories in a reasonable timeframe)*

Logistics plan for Supply of Toyota Landcruiser Vehicles to DT Global office in Juba, South Sudan																				
Stage	Description of Logistics Plan <b>(Indicative steps for the delivery of Toyota Landcruiser)</b>	(Please provide brief information for each stage you will follow to achieve your plan as indicated in the column for "description of logistics plan")	No of Days	Start Date	Finish Date	Weeks/Months														
						Month 1				Month 2				Month 3						
						1	2	3	4	1	2	3	4	1	2	3	4			
1	Delivery to Port of Origin																			
2	Vehicle Shipment (Sea Transport)																			
3	Port Clearance - Port of Destination																			
4	Vehicle Shipment (Land Transport, if any)																			
5	Etc.... (please complete all steps until delivery to client)																			

**KEYS:**  Please use "green" to mark the respective timeframes for each step in the above Gant chart.