

## REQUEST FOR QUALIFICATIONS (RFQ)

|                      |   |
|----------------------|---|
| RFQ Number:          | <b>RFQ0023</b>  |
| Issuance Date:       | <b>October 19, 2021</b>   |
| Submission Deadline: | <b>November 5, 2021 before [17:00] hours (South Sudan, UTC+2 Time Zone)</b>   |
| Description:         | <b>Design and Quality Assurance / Quality Control services within South Sudan for future small-scale context-appropriate construction or renovation works</b> |
| Funded By:           | <b>United States Agency for International Development (USAID)<br/>Contract Number: 72066820C0003</b>  |
| For:                 | <b>Shejeh Salam Activity, implemented by DT Global</b>  |

### Section I: Instruction 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 will help the process toward its overall goal to strengthen the foundation for a more self-reliant South Sudan by empowering citizen and community actors who have been deeply affected by current conflict.

The purpose of this Request is to solicit technical qualification of eligible offerors for as-needed Architectural & Engineering (A&E) services for Design and Quality Assurance / Quality Control (QAQC) within South Sudan for future, small-scale context-appropriate construction or renovation works.

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 **October 28, 2021 before [17:00] hours (South Sudan, UTC+2 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 48 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. **Required Documentation:** The offerors responding to this RFQ are requested to submit the following documentation, all in the **English language**:
- Valid Company Registration Certificate;
  - Tax Identification Number Certificate;
  - Company's profile including areas of expertise. The profile should include company's professional engineering and/or architecture licenses by the corresponding professional licensing boards.
  - Up to 20 recent project data sheets that best indicate the extent and breath of company's relevant experience in relation to design of small infrastructure in **South Sudan or in Sub-Sahara Africa** for international organizations. At least three of the projects should have been completed in the last two years and the remaining projects should not be older than ten years.

| Project Data Sheet  |  |
|---|--|
| Project Name/Title:   |  |
| Description Of Work:  |  |
| Site Location (Region/County):  |  |
| Client:   |  |
| Reference Name:   |  |
| Email:  |  |
| Telephone:  |  |
| Type of Contract (e.g., fixed price, time-and-materials, cost plus fixed fee, etc.) |  |
| Were You a Prime or a Sub Consultant?   |  |
| Value of your professional services (USD):  |  |
| Start Date:   |  |
| End Date:   |  |

- Signed CVs of proposed professional engineers and architects for supporting Shejeh Salam's construction projects. Licensing under Boards of Engineers and/or Architects should be clearly stated and copy of the license be attached to each CV.
  - Full names of company Directors as they appear in your company's Article of Association (attach a copy) and copy of their IDs or Passports;
  - USD Bank Account Details (with Bank name, Bank branch name, Bank Address, Company Name that match the offeror's name, Account number, and swift code/routing number);
  - DUNS Number
  - Methodology for a sample project: Design and Quality control for Construction of Traditional Authority court in Ulang Upper Nile state.
5. **Delivery:** The delivery location for the services described in this RFQ are in any of the 13 counties and Juba city in South Sudan, as described in **Section 2.1. Scope of Work**. The delivery of all architectural and engineering modifications and approvals are in electronic version, through an email specified in each Call Order. **Source/Nationality/Manufacture:** All 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 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, and Burma (Myanmar)**.

6. **Data Universal Numbering System (DUNS) Number:** Companies or organizations, whether for-profit or non-profit, shall be requested to provide a DUNS number, 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 DUNS number: <https://fedgov.dnb.com/webform>. Further guidance on obtaining a DUNS is available from DT Global upon request.
7. **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 engage in any BPA with 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 issuance of a BPA, DT Global will cancel such BPA and will not continue any cooperation with the said offeror.
8. **Evaluation and Basis for Award:** The award will be made to up to three (3) responsible offerors whose offer follow the RFQ instructions, meet the eligibility requirements, and meet or exceeds the minimum required technical specifications, as laid out in **Section 1.9 – Evaluation Criteria Max Points** below.

This RFQ will use **Brooks Act – Qualification based method**. This means that contracts for Architectural and Engineering contractor are negotiated based on demonstrated competence and qualification for the type of professional services required, at a fair and reasonable price.

The selection of preferred offerors will be made solely based on given criteria. However, DT Global reserves the right to conduct any of the following:

- Negotiations with and/or request clarifications from any offeror prior to issuance of a BPA at which point the unit rates to be used by the offeror will be considered and set for the initial 12 months and an escalation formula shall be agreed to apply in the event that the services are extended beyond the initial 12 months period;
- DT Global may conduct site visit to Offeror' office or facility for inspection or request items proposed or any additional documentation for verification;
- While preference will be given to offerors who can address the full technical requirements of this RFQ, DT Global may select more than one offer and issue BPA with multiple companies. DT Global may compare the proposal for a Call Order by two or three companies under BPAs and select the proposal that is in the best interest of the Shejeh Salam before finalizing the Call Order;
- DT Global may cancel this RFQ at any time;
- DT Global may reject any and all offers, if such action is considered to be in the best interest of DT Global.

**Note: Companies that never worked in South Sudan but worked in Sub-Sahara Countires may apply for this competitive bidding. USA licensed companies are preferable and will be given priority.**

9. **Evaluation Criteria Max Points:** The award will be made up to three responsible offerors whose offers follow the RFQ instructions, meet the eligibility requirements, and meet or exceed the minimum technical specification requirements mentioned in this RFQ.

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 points rating method.

| <b>Evaluation Criteria</b>  | <b>Total Points<br/>100</b> |
|---|-----------------------------|
| Company Profile which includes experience of A/E firm related to this project and Presence in sub-Saharan Africa. Priority will be given to companies having experience in South Sudan.   | 25                          |
| Number of staff working in Africa, particularly the East Africa Region, and their availability to mobilize to South Sudan   | 10                          |
| Profile of the Technical staff. CVs to be provided for following proposed professionals: <ul style="list-style-type: none"> <li>•Design Architect</li> <li>•Design Engineer</li> <li>•QA/QC Engineer</li> </ul>   | 30                          |
| <b>If call order has been issued for Design and Quality control for Construction of Traditional Authority court in Upper Nile state. Kindly provide:</b>  |                             |
| a. Methodology and Number of Days to mobilize to site, after issuance of a Call Order, to perform tests and assessments (soil, water, environmental assessment etc....)   | 5                           |
| a. Number of Days to complete architectural and engineering plan after completing site assessment and issuance of call order  | 5                           |
| b. Ability to perform lab tests for concrete, soil, water in South Sudan  | 5                           |
| c. Methodology to mobilize and perform quality assurance and quality control at critical activities such as Foundation, Columns, Beams, roof, masonry, plastering, painting, electrical works, and Sanitation during the construction activities and assurance of high-quality works. | 10                          |
| d. Methodology to ensure that the contractor follows HESSP and EMMP as stipulated in the contract documents   |                             |
| Evidence (Contacts and Recommendations) of work experience with USAID-funded or similar donor-funded projects for last ten (10) years; - Preferably in South Sudan  | 10                          |

**10. Terms and Conditions:** This is a Request for Qualifications for Technical evaluation 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.

Notwithstanding the terms of this Request for Qualifications, offeror acknowledges that DT Global reserves the right to reject any or all offers 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 RFQ and that nothing in the terms of this RFQ shall give rise to any claim or cause of action, including without limitation any claim for breach of implied-in-fact contract to treat RFQ in accordance with the terms herein.

This solicitation is subject to **Brooks Act – Qualification based method** & 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' 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 BPA award; payment will not be issued to a third party;
- (b) Any award resulting from this RFQ will be in the form of a Blanket Purchase Agreement (BPA). The Shejeh Salam Activity anticipates issuing a BPA (or multiple BPAs) under which specific Call Orders can be issued—on an as-needed basis—at the pricing levels established in the BPA (unit prices will be established during negotiations prior to award of BPA). When the need arises for the services described in the BPA, the Shejeh Salam Activity will issue a Call Order to the BPA-holder. If there are multiple BPA-holders as a result of this RFQ, the Call Order will be issued to the BPA-holder that presents the best value for that specific order, based on price and delivery time. The Vendor shall furnish the services described in any Call Orders issued by the Shejeh Salam Activity under the BPA. The Shejeh Salam is only obligated to pay for services to the extent Call Orders are issued under any BPA 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) 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.

11. **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

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 II: Scope of Work**

**Scope of Work:** The Shejeh Salam Activity require the A&E Company to conduct assessment for new construction and renovation of existing structures, develop detailed specifications and drawings for solicitation of construction and renovation work, participate as a non-voting member in the selection of the construction contractor, and/or oversee the implementation of construction/renovation work and Operations and Maintenance manuals for the completed construction in below listed counties:

- a. Western Bahr el Ghazal: Jur River and Wau
- b. Greater Jonglei: Duk, Uror, Akobo, and Pibor
- c. Unity: Panyijiar, Mayandit, and Leer
- d. Eastern Equatoria: Kapoeta North and Budi
- e. Upper Nile: Baliel and Ulang
- f. Central Equatoria: Juba

As a result of this RFQ, Shejeh Salam anticipates issuing one or multiple Blanket Purchase Agreement(s) (BPA), to establish specific pricing levels and parameters for ordering of these services. It will allow the Shejeh Salam Activity to issue specific Call Orders, on an as-needed basis, for the procurement of these services over a 12-months period, which may be renewable for up to 36 months. The Offeror shall furnish the services described in any Call Order issued by DT Global under the BPA resulted from this RFQ which may include but not limited to:

- j. Site visit for technical assessment and to perform soil, water, environmental or any other assessment anywhere in the target counties and submission of technical assessment report.
- k. Production of architectural drawings of the proposed layout for new structure and existing and proposed layout for renovation.
- l. Detailed structural design.
- m. Detailed specifications.
- n. Bill of Quantity (BOQ). The BOQ shall list all required materials and the required quantity and estimated cost for each.
- o. Preparation of Construction documents package for approval of USAID that has to include
  1. CAD Drawings
  2. Technical Specifications
  3. Bill of Quantity (BOQ)
  4. Environmental Review Form (ERF) that includes an Environmental Review Report (ERR) & Environmental Monitoring and Mitigation Plan (EMMP)
  5. QA/QC Plan
  6. HESSP (Health, Environmental, Safety & Security Plan)
  7. Project Schedule (Timeline)
- p. Site visits by an approved site inspector on regular basis (the frequency will be determined in the Call Order) for inspection of quality of construction and site progress. Detailed report is required to be submitted for each site visit.
- q. Perform sampling of construction material at site and conduct quality control test through approved laboratories and submit the report to Shejeh Salam.
- r. Provision of Operation and Maintenance manual for end user.

Currently, due to the nature of the Shejeh Salam Activity, specific services or quantities under any BPA resulting from this RFQ are unknown. Specific services or quantities will depend on the needs of the Shejeh Salam Activity. Individual Call Orders will be issued under the BPA agreement, as the need arises for additional services.

Please note the following additional information:

- All construction work must be done to the standards specified by USAID.
- It is anticipated that construction projects will average \$100,000 in construction work.
- The cost of any design must not exceed 6% of the cost of the associated construction.

**Section III: 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: RFQ0023

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 qualifications 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

All information in our offer 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: \_\_\_\_\_

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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 IV: Offer Checklist**

To assist offerors in preparation of their quotes. The following checklist summarizes the documentation to include an offer in response to this RFQ:

- Valid Company Registration Certificate (see **Section 1.4 Required Documentation**)
- Tax Identification Number Certificate (see **Section 1.4 Required Documentation**)
- Company's profile including areas of expertise (see **Section 1.4 Required Documentation**)
- Up to 20 recent project data sheets (see **Section 1.4 Required Documentation**)
- Signed CVs of proposed professional (see **Section 1.4 Required Documentation**)
- Copy Company's Article of Association indicating full names of company Directors (see **Section 1.4 Required Documentation**)
- A minimum of three (3) references (with name and contact information), at least 2 years' experience; (see **Section 1.4 Required Documentation**)
- Company Bank Account Details in USD currency, (see **Section 1.4 Required Documentation**)
- DUNS Number (see **Section 1.4 Required Documentation**)
- Documents to support evaluation criteria of offers (see **Section 1.9 Evaluation Criteria max. Points**)
- Methodology for a sample project (see **Section 1.9 Evaluation Criteria Max. Points Required Documentation**)
- Cover letter, signed by an authorized representative of the offeror (see **Section III: Offer Cover Letter**)