

REQUEST FOR QUOTE No. RFQ0086

DEFENSIVE DRIVING TRAINING SERVICES IN SOUTH SUDAN

Buyer Name: DT Global South Sudan Email: shejehsalam-procurement@dt-global.com Location: Juba, South Sudan		Ship To Name: Attention: Jill Morris Address: Tongping /Juba Nabari: Juba		Vendor Name: Attention: Address: City/State/Zip: Telephone: Fax: Email:	Business Size:
Issue Date:	November 2, 2022	Required Delivery Date Tentative: November 21, 2022,	Commercial Item:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Quote Due Date:	November 11, 2022		Payment Terms:	Wire Transfer	
Questions Due Date:	November 8, 2022		Freight on Board (FOB):	<input type="checkbox"/> Origin <input type="checkbox"/> Destination	
Quote Valid Until:	Not less than 3 months				

Line Item	QTY	U/M	Item	Description/Condition	Unit Price USD	Extended Amount USD
1.	8	Persons	Defensive Vehicle Driving	Defensive driving training of DT Global Drivers in Juba, two (2) days of training that includes one day theoretical lesson and 1-day practical driving with assessment		
					Grand Total \$	

PLEASE SUBMIT COMPLETE OFFER ON YOUR LETTERHEAD

Instructions to Offerors:

- **Submission Deadline:** Final submissions will be due no later than the date indicated in the "Quote Due Date" section above.
- **Submission method:** All offers should be submitted to shejehsalam-procurement@dt-global.com only.
- **Question & Answers:** Questions regarding this RFQ could be submitted to shejehsalam-procurement@dt-global.com no later than the date indicated in the "Questions Due Date" section above. DT Global will ensure that answers to questions are distributed via email to all interested parties within 24 hours of the question due date.

DT Global will not respond to questions pertaining to this RFQ over the phone. DT Global will not in any way assist Offerors in preparing their bids nor reimburse any bid preparation costs incurred by the Offeror.

Submission Requirements: (Do not assume DT Global/Shejeh Salam has your information already)

1. Valid Company Certificates
 - a. **Valid Company Registration Certificate**
 - b. **Valid Tax Clearance Certificate**
 - c. **Valid driver License of Trainer/s**
 - d. **Company Profile**
 - e. **Operation License**
2. Bidder must submit quotation specifying.
 - a. **Delivery Time,**
 - b. **Payment Terms, and**
 - c. **Price Validity**
3. Bidder must provide evidence of at least 2 years' experience in training in Defensive driving skills in South Sudan. Please provide previous or current contracts or recommendation letters and contact list of clients, especially INGOs, NGOs, UN, and Corporate Clients.
4. Bidder should be able to provide a portfolio of evidence, curriculum and training for defensive driving strategies
5. Quotation must be submitted in United States Dollars (USD) currency.
6. Bidder must submit USD Bank Account Details (Issued on a Bank Letterhead with Company Name, Bank name, Bank Address, Account number, Bank branch name and swift code)
7. Bidder must submit quotations and required documents submission shall be in the English Language.

This request for quote does not constitute an order. Buyer will not pay offer preparation costs. Buyer may accept other than the lowest priced offer based on trade-offs between cost and quality 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.

The following apply to this Request for Quote:

- Tax Exempt as provided
- Prime Contract Flow Downs as provided in Mandatory Flow Downs

Terms and Conditions:

- Terms and Conditions—Commercial

Background:

DT Global South Sudan was selected by USAID to implement the 5-Year SHEJEH SALAM Activity in South Sudan, commencing on September 30, 2020. SHEJEH SALAM Activity will help USAID/South Sudan process toward its overall goal to 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.

Description of Scope:

DT Global South Sudan is seeking to select the best supplier/vendor for the provision of Defensive Driving services to its staff in Juba. The training covers development of the skills required to become a safe and competent defensive driver, gaining the practical skills needed to deal with various road, traffic situations and terrain and to understand and adhere to traffic rules for vehicle users in South Sudan. This RFQ will be used

to solicit quotes from potential suppliers/vendors for an award of Firm Fixed Price (FFP) Purchase Order (PO) to the best bidder(s).

To realize the above objectives, DT Global South Sudan is therefore calling for qualified, competent suppliers/vendors to participate in competitive bidding for the supply of training course/ Instructor services to its staff members to support the implementation of the SHEJEH SALAM Activity.

Selection Criteria

The award will be made to a responsible offeror whose offer follows the RFQ/F instructions, meets the eligibility requirements, meets or exceeds the minimum technical requirements mentioned in this RFQ, and provides a reasonable price quotation within the competitive market price.

Evaluation Criteria

As indicated below, evaluation criteria shall be based on responsiveness, compliance to RFQ requirements and reasonable price,

Responsiveness/Experience

- Experience of the company/ Individual in the provision of Defensive training in both muddy and rough terrains to clients especially INGOs, NGOs, UN Agencies, and Corporate Clients (at least 2 years).
- Training manual and training methodology
- List of current and previous clients indicating – Name of Client, size of purchase, contact person's name, title, email, and phone number/Recommendations
- Meet specifications provided in the item description on pg. 1.

Compliance to RFQ requirements

- Adhere to "Quote Due Date" and,
- Meets "Submission Requirements"

Reasonable Price:

All quotations received will be analyzed for Price reasonableness to determine a fair and reasonable price.

Scope of Work:

This Scope of Work (SoW) will result in a contract award to support DT Global in Defensive Driving for DT Global staff, Shejeh Salam Activities. The said contract will tentatively be implemented in the month of November 2022.

1. Objectives:

The overall goal of training is to teach defensive and safe driving techniques and to instill responsible driving habits in drivers. It goes beyond mastery of the rules of the road and the basic mechanics of driving. Its aim is to reduce the risk of collisions by anticipating dangerous situations, despite adverse conditions or the mistakes of others. The training shall be tailored to meet the following objectives for motor vehicle driving.

- a) To develop the skills required to become a safe and competent defensive driver
- b) To gain the practical skills needed to deal with various road, traffic situations and terrain in South Sudan
- c) To understand and adhere to traffic rules for vehicle users

2. Task

Below is a summary of the tasks for this training.

- I. Develop training materials in line with the guidelines provided by DT Global in "Nets' Guide to defensive drivers training".
- II. Two (2) days of training that includes one day theoretical lesson, 1-days practical driving with assessment.
- III. The training will be done in Juba and the training site will be selected by the vendor.
- IV. Conduct training for all persons recommended by DT Global.

3. Deliverables:

- a. Compile a training report, along with photos and attendance sheets for each day.
- b. The trainer must provide a report per person on their learning competences and knowledge, as well as define areas of improvement.
- c. Submit final report on completed tasks, shared with Risk Management Office.

4. Training Guide:

- Vehicle Pre-drive Task: The driver understands and follow national, local laws, internal driving policies and regulations. The driver understands the procedures for getting ready to drive a vehicle, the risks associated with operating a vehicle, and the importance and function of proper defensive driving skills.
- Vehicle Control Skills: The driver understands the vehicle controls and information displays. The driver demonstrates proper techniques for mounting, starting, stopping, dismounting, and securing a vehicle. The driver demonstrates proper techniques for clutch, break and accelerator control, driving in a straight line, slowing, stopping, turning, and shifting a vehicle. The driver demonstrates proper techniques for normal stopping in a curve, turning from a stop, use of indicators and making tight turns defensively.
- Street Strategies: The driver understands the hazards associated with driving, the process of searching the roadway environment to identify hazards and escape routes, strategies for avoiding hazards, and the correct responses for dealing with hazards.
- Roadway Management Skill: The driver understands proper techniques for slowing quickly, stopping in the shortest distance, cornering, and swerving. The driver understands space and path-of-travel management and proper techniques for making lane changes, passing, and adjusting to surface hazards. The driver understands proper techniques to adjust to rain, wind, and conditions of reduced traction and visibility.
- Factors affecting driver Performance: The driver understands the elevated risks of alcohol and other drugs on drivers' performance and the legal, social, personal, economic, and safety consequences of operating a motor vehicle under the influence of alcohol and other drugs. The driver understands and avoids factors that adversely affect drivers' performance.
- Journey Management: Journey management is a planned and systematic process of reducing road transportation-related risks within a Shejeh Salam operations. Elements of journey management include: • Assessing the need for travel by road • Fitness to drive • Managing trips by planning safe routes and ensuring communication between drivers and supervisors • Vehicle pre-trip inspection • Vehicle breakdown and emergency response procedures

Shejeh Salam is responsible for flights, airport pickup, and drop-off, accommodation, per-diem, as well as mobilizing participants and providing the training venue.