



The Feed the Future Policy Leadership, Interactions, Networks and Knowledge project (POLICY LINK)

## REQUEST FOR QUOTATIONS (RFQ)

**Issue date: 23/11/2020**

**Deadline: 30/11/2020**

**Request No: LINK-RFQ-S/Sudan-2020/0002**

**Selection of vendor for the provision of cleaning and maintenance services for DAI office in Juba, South Sudan**

**WARNING:** Prospective Offerors who have received this document from a source other than the LINK Project, should immediately contact [LINKprocurement@dai.com](mailto:LINKprocurement@dai.com) and provide their name and mailing address in order for amendments to the RFQ or other communications can be sent directly to them. Any prospective Offeror who fails to register their interest assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation will be issued and posted via email.



## 1. Synopsis of the Request for Quotation

DAI is implementing a five-year (2019 – 2024) USAID funded program in South Sudan with its main office in Juba and field operations in Aweil, Torit, Wau and Yambio. The Feed the Future Policy Leadership, Interactions, Networks and Knowledge (Policy LINK or LINK) project will strengthen the capacity of local actors and institutions to lead and manage the agricultural transformation process and contribute effectively and collectively to improved, broad-based food security policy outcomes.

Specifically, the program aims to strengthen food security policy systems by investing in and reinforcing productive human and social capital and developing strategic partnerships that help bring these innovations and capacity investments to scale in order to achieve a critical mass of local actors with the ability and opportunity to effect positive policy change through collective action.

**DAI hereby invites qualified offerors to submit their proposals/bids to provide cleaning and maintenance services for its office in Juba, South Sudan.**

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| 1. RFQ No.  | LINK-RFQ-S/Sudan-2020/0002   |
| 2. Issue Date   | <b>23/11/2020</b>  |
| 3. Title  | Selection of vendor for the provision of cleaning and maintenance services for DAI office in Juba, South Sudan   |
| 4. Issuing Office & Email/Physical Address for Submission of Quotes | Policy Link project – Juba, South Sudan<br>All bids must be submitted by email only to the following address: <a href="mailto:LINKprocurement@dai.com">LINKprocurement@dai.com</a> and include the reference "LINK-RFQ-S/Sudan-2020/0004-Company's name" in the subject line.  |
| 5. Deadline for Receipt of Quotes.                                  | Quotes must be submitted no later than <b>30/11/2020 at 5:30pm, local time.</b>  |
| 6. Point of Contact   | Bidders may request clarifications by email no later than <b>26/11/2020 at 3pm, local time.</b> Clarification requests are received at: <a href="mailto:LINKprocurement@dai.com">LINKprocurement@dai.com</a>   |
| 7. Anticipated Award Type   | <b>DAI anticipates awarding a one-year Purchase Order (PO) for the provision of the cleaning Services.</b><br>Issuance of this RFQ in no way obligates DAI to award a subcontract or purchase order and Bidders will not be reimbursed for any costs associated with the preparation of their quote.   |
| 8. Basis for Award  | An award will be made to the responsible bidder whose bid is responsive to the terms of the RFQ and is most advantageous to DAI, considering price or/and other factors included in the RFQ. To be considered for award, bidders must meet the requirements identified in Section 12, "Determination of Responsibility". No discussions or negotiations are permitted with bidders, and therefore bidders shall submit their best and final price. |

## 2. Request for Quotation

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| <p>9. General Instructions to Bidders</p>  | <ul style="list-style-type: none"> <li>• All bids must be submitted by email only to the following address: <a href="mailto:LINKprocurement@dai.com">LINKprocurement@dai.com</a> and include the reference "<b>LINK-RFQ-S/Sudan-2020/0004-Company's name</b>" in the subject line. Late offers will be rejected except under extraordinary circumstances at DAI's discretion.</li> <li>• Bidders shall submit quotes electronically via this procurement email mentioned above.</li> <li>• By submitting their quote, bidders fully understand that their quote must be valid for a <b>period of 60 days</b>.</li> <li>• Bidders shall sign, date and stamp their quotation.</li> <li>• Quotes must be submitted on Company's letterhead.</li> <li>• <b>Bidders shall complete Attachment C: Price Schedule template. Value Added Tax (VAT) if applicable shall be included on a separate line. (Note that these services are eligible for VAT exemption under the DAI prime contract in South Sudan.)</b></li> </ul> |
| <p>10. Questions Regarding the RFQ</p>   | <p>Each Bidder is responsible for reading very carefully and understanding fully the terms and conditions of this RFQ. All communications regarding this solicitation are to be made solely through the Issuing Office and must be submitted via email or in writing delivered to the Issuing Office no later than the date specified above. All questions received will be compiled and answered in writing and distributed to all interested Bidders.</p>   |
| <p>11. Technical Specifications and requirements for Technical Acceptability</p> | <ol style="list-style-type: none"> <li>1. Please refer to <b>Attachment A: Technical specifications and requirements</b>.</li> <li>2. In addition to meeting the scope of work listed above, offerors are required to meet or exceed the significant non-cost factors listed below:             <ol style="list-style-type: none"> <li>1. <i>The offer must be accompanied by a letter providing the company profile, professional capabilities and experiences</i></li> <li>2. <i>Offeror must have completed or have currently in progress provided such services for 3 organizations/companies at least (see Attachment D). The Offeror may include in its offer, the recommendation letter he may have from other clients.</i></li> <li>3. <i>Completed Pricing Schedule (see Attachment C – offerors may use their own template but must include all information as indicated in Attachment C).</i></li> </ol> </li> </ol>   |
| <p>12. Determination of Responsibility</p>                                       | <p>DAI will not enter into any type of agreement with a vendor prior to ensuring the vendor's responsibility. When assessing a vendor's responsibility, the following factors are taken into consideration:</p> <ol style="list-style-type: none"> <li>1. <b>Copy of certificate of incorporation/registration</b></li> <li>2. <b>Evidence of a DUNS number (explained below and</b></li> </ol>   |

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|   | <p><b>instructions contained in the Annex).</b></p> <p><b>3. The source, origin and nationality of the services are not from a Prohibited Country (explained below).</b></p> <p><b>4. Ability to comply with required or proposed delivery or performance schedules.</b></p> <p><b>5. Be qualified and eligible to perform work under applicable laws and regulations.</b></p>   |
| <p>13. Geographic Code</p>                        | <ul style="list-style-type: none"> <li>• Under the authorized geographic code for its contract DAI may only procure goods and services from the following countries.</li> <li>• Geographic Code 937: Goods and services from the United States, the cooperating country, and "Developing Countries" other than "Advanced Developing Countries: excluding prohibited countries. A list of the "Developing Countries" as well as "Advanced Developing Countries" can be found at: <a href="http://www.usaid.gov/policy/ads/300/310maa.pdf">http://www.usaid.gov/policy/ads/300/310maa.pdf</a> and <a href="http://www.usaid.gov/policy/ads/300/310mab.pdf">http://www.usaid.gov/policy/ads/300/310mab.pdf</a> respectively.</li> <li>• DAI must verify the source, nationality and origin, of goods and services and ensure (to the fullest extent possible) that DAI does not procure any services from prohibited countries listed by the Office of Foreign Assets Control (OFAC) as sanctioned countries. The current list of countries under comprehensive sanctions include: Cuba, Iran, North Korea, Sudan, and Syria. DAI is prohibited from facilitating any transaction by a third party if that transaction would be prohibited if performed by DAI.</li> <li>• By submitting a quote in response to this RFQ, Bidders confirm that they are not violating the Source and Nationality requirements and that the services comply with the Geographic Code and the exclusions for prohibited countries.</li> </ul> |
| <p>14. Data Universal Numbering System (DUNS)</p> | <p>All U.S. and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$30,000 and above <b>are required</b> to obtain a DUNS number prior to signing of the agreement. Organizations are exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. DAI requires that Bidders sign the self-certification statement if the Bidder claims exemption for this reason.</p> <p>For those required to obtain a DUNS number, you may request Attachment C: Instructions for Obtaining a DUNS Number.<br/>For those not required to obtain a DUNS number, you may request Attachment D: Self-Certification for Exemption from DUNS Requirement</p>  |
| <p>15. Compliance with Terms and Conditions</p>   | <p>Bidder shall be aware of the general terms and conditions for an award resulting from this RFQ. The selected Bidder shall comply with all Representations and Certifications of Compliance listed in Attachment B.</p>  |

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| 16. Procurement Ethics | By submitting a bid, Bidders certify that they have not/will not attempt to bribe or make any payments to DAI employees in return for preference, nor have any payments with Terrorists, or groups supporting Terrorists, been attempted. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Bidders or the DAI staff may report violations to the Toll-Free Ethics and Compliance Anonymous Hotline at +1 855-603-6987, via the DAI website, or via email to <a href="mailto:FPI_hotline@dai.com">FPI_hotline@dai.com</a> . |
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## 1.1 Attachment A: Technical specifications and requirements

### I. Objective

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DAI is requesting qualified vendors to provide a long-term cleaning services for its office in Juba. The office of 328 m2 will house approximately 15 staffs and is composed of the following:

1. One reception desk with waiting area
2. Five offices
3. One conference room up to 20 seats
4. One conference room up to 8 seats
5. One kitchen
6. One server room
7. One storage room
8. One Ladies toilet
9. One Men toilet

Bidders are asked to carefully read the below instructions and specifications to ensure that their bids contain all the required information.

### II. Scope of Work and other requirements

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#### 1. Description of the services requirements

The services to be carried out consist of cleaning and maintenance of the office premises.

The operations and frequencies defined below are not limiting in nature and are given for information purposes only. The offeror must take all the necessary measures to ensure that the services covered by this contract are correctly provided.

The offeror must provide the necessary cleaning products and materials (for example: **cleaning products:** Toilet papers, handwashing soap, detergent products, paper towel, glass cleaning products etc..... **materials:** vacuum bags, scouring powder, disinfectants, sprays, single-use and multiple-use wipes, mops, sponges, gloves, bags for floor cleaning, bags for cleaning offices, buckets, brooms, and other necessary equipment to carry out the cleaning services). The list of products and materials must be included in the proposal.

The offeror will abide by the schedule planned for the cleaning and maintenance.

The offeror must provide one (1) cleaning agent that will execute the following services:

#### A. Daily cleaning and maintenance

- Emptying and cleaning paper bins, carrying waste in the "garbage" area in plastic bags and others;
- Dust removal with specific products for each piece of furniture or furnishings;

- Wet wiping of desk tops, low furniture and shelves using a suitable and hypoallergenic product;
- Cleaning the handrails of the guardrails;
- Wiping of telephone sets, computer sets, provided that they are turned off (printers, screens, monitor, keyboards, mice);
- Wet cleaning of floors;
- Daily sweeping and cleaning of steps, counter steps using brooms with a non-greasy dusting liquid;
- Glass cleaning (interior faces) with suitable products and materials;
- Complete cleaning and disinfection of sanitary facilities with washing of wall tiles, doors, earthenware, toiletries, fittings. The floors and nooks will be scoured as many times as necessary;
- Permanent placement of first choice liquid soaps and toilet papers;
- Cleaning of light fixtures;
- Cleaning of doors;
- Dusting of the surroundings likely to retain dust, paintings, window sills, framing of plinths on external sides, etc....;
- Cleaning of the kitchen (Plates, glasses etc....).

**NB: Due to COVID situation, the cleaning and maintenance agent must disinfect the common areas (Ladies and Gent toilets, every door handle etc....) and office rooms frequently during the day for safety precaution in respect of the barrier measures in force.**

### **B. Weekly maintenance**

- Removal of various traces on doors, handles and electric switches, rating plates, signal plates;
- Maintenance of glazing of glass doors, removable glass partitions;
- Cleaning both side of the windows with a suitable detergent;
- Installation of towels and deodorizing products in the ladies and gent rooms as well as the filling of the dispensing equipment of liquid soap or made available liquid soaps in bottle intended for this purpose;
- Vacuuming furniture and shelving, sweeping and washing floors in the premises;
- Dust removal on both sides of the blind store and window sills;
- Dust removal of electric and wall baseboards;
- Wet dust removal of plastic seats, PVC coated fabric and other available fabrics, exterior cleaning of closets with appropriate products;
- Cleaning of each light points.

### **C. Monthly maintenance**

- Dust removal using a damp cloth from the high parts of the furniture (top of high and low unobstructed cabinets, shelves, etc....);

- Thorough squeegee cleaning on both sides of all exterior and interior windows and interior glass partitions;
- Dust removal of walls and ceilings, globes, chandeliers and light fixtures using a duster or rag.

#### **D. Quarterly maintenance**

- Major cleaning of chandeliers and lighting fixtures with disassembly and washing of globes and wiping of bulbs and fluorescent tubes;
- Major cleaning of seats (armchairs, benches, chairs...) made of fabric or plastic: backrests, seats, and legs;
- Dust removal and cleaning of all interior blinds and curtains.

#### **E. Coffee/Tea services**

- Serve coffee/Tea during meeting held in the office premises;
- Clear the table at the end of the meeting.

#### **F. Regulations and Behavior**

The offeror will be responsible for its personnel who must be authorized and comply with all general and specific regulations applicable to cleaning companies.

The cleaning and maintenance agent must have a good behavior and conduct himself/herself in a manner that is free from reproach from anyone. The use of equipment and materials contained in the office premises, including telephone sets, laptops, printers are prohibited except of work-related emergency.

#### **G. Access to the office premises**

The keys to the office premises are available to the cleaning agent for the strict performance of his tasks. These keys must be left and placed after each use in an area determined to this effect.

In the event of loss or theft of the keys provided, the cleaning and maintenance agent will immediately notify DAI point of contact.

The offeror is responsible for the use and custody of the keys provided to his staff.

#### **H. Work schedule**

The services covered by this purchase order must be carried out as follows:

- **For cleaning:** Incumbent staff must be on site eight hours per day Monday to Friday of each week. The exact timeframe will be determined by DAI and communicate to the offeror after the selection process;
- **For weekly cleaning and other periodicities:** The services will be performed according to a cleaning and maintenance schedule;



Note that the working hours, if necessary, will have no impact on the methods of execution and on the remuneration of the services.

## **2. Site visit schedule**

A site visit is scheduled on 24/25/26 Nov 2020 at 12noon to the following address: **Goshen House, Kololo, Juba.**

## **3. Estimated performance**

The period of performance will be for 12 months, with an estimated start date of 4<sup>th</sup> January 2021 and an estimated completion date of 3<sup>rd</sup> January 2022.

## **4. Termination of Purchase Order**

Once executed, either party may terminate the anticipated purchase order by giving 30 (thirty) days' notice. An equitable adjustment shall be negotiated between the parties for services rendered prior to termination of this agreement. Terms and conditions will be further specified in the purchase order.

## **5. Payment terms**

Payment will be made on a monthly basis based on a fixed price.

The offeror will be paid in full after service delivery completion upon submission of invoices by wire transfer.

## 1.2 Attachment B: Representations and Certifications of Compliance

1. Federal Excluded Parties List - The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.
2. Executive Compensation Certification- FAR 52.204-10 requires DAI, as prime contractor of U.S. federal government contracts, to report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS)
3. Executive Order on Terrorism Financing- The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor/Recipient to ensure compliance with these Executive Orders and laws. Recipients may not engage with, or provide resources or support to, individuals and organizations associated with terrorism. No support or resources may be provided to individuals or entities that appear on the Specially Designated Nationals and Blocked persons List maintained by the US Treasury (online at [www.SAM.gov](http://www.SAM.gov)) or the United Nations Security Designation List (online at: [http://www.un.org/sc/committees/1267/qa\\_sanctions\\_list.shtml](http://www.un.org/sc/committees/1267/qa_sanctions_list.shtml)). This provision must be included in all subcontracts/sub awards issued under this Contract.
4. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.
5. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.
6. Organizational Conflict of Interest – The Bidder certifies that will comply FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide DAII with a disclosure statement describing this information.
7. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
8. Equal Opportunity – The Bidder certifies that it does not discriminate against any employee or applicant for employment because of age, sex, religion, handicap, race, creed, color or national origin.
9. Labor Laws – The Bidder certifies that it is in compliance with all labor laws.
10. Federal Acquisition Regulation (FAR) – The Bidder certifies that it is familiar with the Federal Acquisition Regulation (FAR) and is in not in violation of any certifications required in the applicable clauses of the FAR, including but not limited to certifications regarding lobbying, kickbacks, equal employment opportunity, affirmation action, and payments to influence Federal transactions.
11. Employee Compliance – The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of an DAI Purchase Order to comply with the provisions of the resulting Purchase Order and with all Federal, State, and local laws and regulations in connection with the work associated therein.

By submitting a quote, bidders agree to fully comply with the terms and conditions above and all applicable U.S. federal government clauses included herein, and will be asked to sign these Representations and Certifications upon award.

**1.3 Attachment C: Price schedule**

| Item #                                      | Item Name                                   | Specifications  | Quantity  | Unit         | Unit Price (USD) | Total Price (USD) |
|---|---|---|-----------|--------------|------------------|-------------------|
| 1   | <b>Cleaning and maintenance service fee</b> | As specified in Attachment A: Technical specifications and requirements                           | <b>12</b> | <b>Month</b> |                  |                   |
| 2   | <b>VAT</b>                                  | Specify VAT percentage and amount if applicable (Shall not be included in the Grand total amount) | <b>1</b>  | <b>Each</b>  |                  |                   |
| <b>GRAND TOTAL IN UNITED STATES DOLLARS</b> |   |   |           |              |                  | <b>\$</b>         |

**Delivery Date:**

We, the undersigned, provide the attached quote in accordance RFQ # \_\_\_\_\_ dated \_\_\_\_\_ Our attached quote is for the total price of \_\_\_\_\_ (figure and in words)

I certify a validity period of \_\_\_ days for the prices provided in the attached Price Schedule/Bill of Quantities. Our quote shall be binding upon us subject to the modifications.

We understand that DAI is not bound to accept any quotes it receives.

**Should a contract be awarded, we confirm that we accept the proposed payment terms specified in Attachment A.**

Authorized Signature:  
 Name and Title of Signatory:  
 Name of Firm:  
 Address:  
 Telephone:  
 Email:

Company Seal/Stamp:

#### 1.4 Attachment D: Past performance

##### Client # 1

|  |  |
|--|--|
| <b>Name of Project:</b>                  |  |
| <b>Location of Project:</b>              |  |
| <b>Contract Amount:</b>                  |  |
| <b>Period of Performance:</b>            |  |
| <b>Company size:</b>                     |  |
| <b>Description of Services Provided:</b> |  |
|  |  |
| <b>Reference Contact Name:</b>           |  |
| <b>Reference Contact Number:</b>         |  |
| <b>Reference Contact Address:</b>        |  |

##### Client # 2

|  |  |
|--|--|
| <b>Name of Project:</b>                  |  |
| <b>Location of Project:</b>              |  |
| <b>Contract Amount:</b>                  |  |
| <b>Period of Performance:</b>            |  |
| <b>Company size:</b>                     |  |
| <b>Description of Services Provided:</b> |  |
|  |  |
| <b>Reference Contact Name:</b>           |  |
| <b>Reference Contact Number:</b>         |  |

|                                   |  |
|-----------------------------------|--|
| <b>Reference Contact Address:</b> |  |
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**Client # 3**

|  |  |
|--|--|
| <b>Name of Project:</b>                  |  |
| <b>Location of Project:</b>              |  |
| <b>Contract Amount:</b>                  |  |
| <b>Period of Performance:</b>            |  |
| <b>Company size:</b>                     |  |
| <b>Description of Services Provided:</b> |  |
|  |  |
| <b>Reference Contact Name:</b>           |  |
| <b>Reference Contact Number:</b>         |  |
| <b>Reference Contact Address:</b>        |  |

***NB: This RFQ serves as a guide to the Vendor in preparing its quotation. Quotes must be submitted per the requirements on official Letterhead, signed and stamped.***

***Please do not fill the attachments by handwriting***