



Request for Quotations (RFQ)

RFQ Number: RFQ-HSEA-2024-051

Issuance Date: October 14, 2024

Deadline for Offers: October 20, 2024, no later than 04:59 PM local Bangladesh time

Description: Warehousing, Inventory and Logistics Management of HSEA Training Materials.

For: USAID's Higher Secondary Education Activity (HSEA)

Funded By: United States Agency for International Development (USAID), Cooperative Agreement No.: 72038823CA00007

Implemented By: Chemonics International Inc.

Point of Contact: Shaikh Shahinur Islam

Submit To: BGD-HSEA-Procurement@chemonics.com

***** ETHICAL AND BUSINESS CONDUCT REQUIREMENTS *****

Chemonics is committed to integrity in procurement, and only selects vendors based on objective business criteria such as price and technical merit. Chemonics expects vendors to comply with our Standards of Business Conduct, available at <https://www.chemonics.com/our-approach/standards-business-conduct/>.

Chemonics does not tolerate fraud, collusion among offerors, falsified proposals/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported to both USAID and the Office of the Inspector General.

Employees and agents of Chemonics are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors in exchange for or as a reward for business. Employees and agents engaging in this conduct are subject to termination and will be reported to USAID and the Office of the Inspector General. In addition, Chemonics will inform USAID, and the Office of the Inspector General of any vendor offers of money, fee, commission, credit, gift, gratuity, object of value, or compensation to obtain business.

Offerors responding to this RFQ must include the following as part of the proposal submission:

- Disclose any close, familial, or financial relationships with Chemonics or project staff. For example, if an offeror's cousin is employed by the project, the offeror must state this.
- Disclose any family or financial relationship with other offerors submitting offers. For example, if the offeror's father owns a company that is submitting another offer, the offeror must state this.
- Certify that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- Certify that all information in the offer and all supporting documentation are authentic and accurate.
- Certify understanding and agreement to Chemonics' prohibitions against fraud, bribery and kickbacks.

Please contact Fiona C Rowand with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to Chemonics' Washington office through the contact information listed on the website found at the hyperlink above.

Section 1: Instructions to Offerors

1. **Introduction:** USAID’s Higher Secondary Education Activity (HSEA), implemented by Chemonics International Inc. will support the Ministry of Education’s DSHE, its higher secondary teacher training institutes, and the National Academy for Educational Management to improve the quality of HSE teaching. The project’s objectives are as follows:
 - a. Teachers’ instructional and management skills enhanced.
 - b. Leadership and supervision capacity of principals and education officers strengthened.
 - c. Coordinated and harmonized training for teachers/principals/education officers introduced in HSE

The purpose of this RFQ is to solicit quotations for monthly storage facility, inventory and logistics management with delivery support to HSEA regional offices.

Offerors are responsible for ensuring that their offers are received by Chemonics 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.

2. **Offer Deadline and Protocol:** Offers must be received no later than **04:59 PM** local Bangladesh time, on **October 20, 2024**, by email to **BGD-HSEA-Procurement@chemonics.com**

Please reference the RFQ number in any response to this RFQ. Offers received after the specified time and date will be considered late and will be considered only at the discretion of Chemonics.

3. **Questions:** Questions regarding the requirements of this RFQ may be submitted no later than **04:59 PM** local Bangladesh time, on **October 16, 2024**, by email to **BGD-HSEA-Procurement@chemonics.com** . Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that Chemonics believes may be of interest to other offerors will be circulated to all RFQ recipients who have indicated an interest in bidding.

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

4. **Scope of Work:** Section 3 contains the Scope of Work for the required services.
5. **Quotations:** Quotations in response to this RFQ must be priced on a fixed-unit price, all-inclusive basis, including delivery and all other costs. Pricing must be presented in BDT (Bangladeshi Taka). Offers must remain valid for not less than thirty (30) calendar days after the offer deadline. Offerors are requested to provide quotations on their official quotation format or letterhead; in the event this is not possible, offerors may complete the table in Section 3.

In addition, offerors responding to this RFQ are requested to submit the following:

- Organizations responding to this RFQ are requested to submit a copy of their official registration or business license/trade license, TIN Certificate, Updated Tax Acknowledge Certificate and BIN Certificate.

- Company Profile, areas of expertise and practice, and description of the team and main clients
 - A minimum of three (3) references (with name and contact information) indicating the relevant services carried out in the last three (3) years that best illustrate organization/individual's qualifications and past performance. References from USAID or similar donor-funded projects are preferred. Independent verification of the references may be carried out. Chemonics reserves the right to obtain past performance information from sources other than those identified by the offeror;
 - Narrative description of past performance for similar services.
6. **Delivery:** In addition to storage of training materials, and as part of this scope of work, the selected vendor shall be required to deliver the training materials from the warehouse storage to nationwide districts, and information on the delivery locations shall be provided to the vendor within a minimum of 72 hours before actual delivery. As part of its response to this RFQ, each offeror is expected to provide an estimate (in calendar days) of their delivery timeframe (after receipt of order). The delivery estimate presented in an offer in response to this RFQ must be upheld in the performance of any resulting contract.
7. **Source/Nationality/Manufacture:** All goods and 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 Bangladesh.

Offerors may not offer or supply any commodities or services that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: **Cuba, Iran, North Korea, Syria**.

Any and all items that are made by **Huawei Technology Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, Dahua Technology Company** will not be accepted. If offers include items from these entities, please note that they will be deemed not technically responsive and excluded from comp

8. **Inspection:** Chemonics will inspect the warehouse facilities and the inventory periodically, such as sample quality checking, crossmatch the inventory report with physical inventory counting, etc.
9. **Report Submission:** The awarded vendor will submit a monthly inventory report for periodic inspection and verification purposes. Before award of an agreement resulting from this RFQ, selected bidder shall be required to submit a template of an inventory report for review of Chemonics
10. **Taxes and VAT:** In accordance with the agreement under which this procurement is financed, Chemonics is exempt from payment of VAT, tariffs, duties, or other levies imposed by the Bangladesh government. Offerors must include taxes, VAT, charges, tariffs, duties and levies in accordance with the laws of the Bangladesh as a separate cost line. Chemonics will provide the successful offeror with VAT coupon for VAT amount, VAT coupon will be issued upon submission of Mushok-6.3.
11. **UEI Number:** Companies or organizations, whether for-profit or non-profit, shall be requested to provide a Unique Entity Identifier (UEI) number if selected to receive an 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 UEI number and is unable to obtain one before the offer submission deadline, the 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 number is not possible. UEI numbers can be obtained online at SAM.gov. Further guidance on obtaining a UEI number is available from Chemonics upon request.

12. **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. Chemonics will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.
13. **Evaluation and Basis for Award:** The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements. The vendor will be evaluated via a **tradeoff** analysis to be the best value based on the application of the following evaluation criteria. Points will not be awarded for cost, which will be primarily evaluated for realism and reasonableness.

The relative importance of each individual criterion is indicated by the number of points below:

- **Technical Know How– 20 points:** Chemonics will assess whether the proposal explains, understands and responds to the objectives of the project as stated in the Scope of Work.
- **Warehouse Capacity and Safety Facilities – 40 points:** Chemonics will assess whether that the offerors provide safe and quality structure such as Warehouse building structure, adequate safety and security for the premises as well as the inventory, sufficient lighting and exhaust facilities, insurance facility, automated firefighting system including smoke detectors, water sprinkler, CCTV facilities, 24/7 security guards and vehicle parking places.
- **Warehouse Location – 20 points:** Chemonics will assess the most convenient warehouse location.
- **Distribution Capabilities: 20 points:** Chemonics will evaluate whether the company has minimum 10 vehicles and tracking mechanisms relevant to the project delivery requirements?

Please note that in submitting a response to this RFQ, the offeror understands that 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 the HSEA Project for consideration, as USAID will not consider protests regarding procurements carried out by implementing partners. Chemonics, at its sole discretion, will make a final decision on the protest for this procurement.

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

This solicitation is subject to Chemonics' standard terms and conditions. Any resultant 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) Chemonics' standard payment terms are net 30 days after receipt and acceptance of any commodities or deliverables. Payment will only be issued to the entity submitting the offer in response to this RFQ and identified in the resulting award; payment will not be issued to a third party.
- (b) Any award resulting from this RFQ will be firm based on consumption, in the form of a purchase order/Lease Agreement.
- (c) No services or commodities 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.
- (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.
- (f) The title to any goods supplied under any award resulting from this RFQ shall pass to Chemonics following delivery and acceptance of the goods by Chemonics. Risk of loss, injury, or destruction of the goods shall be borne by the offeror until title passes to Chemonics.

g) DEFENSE BASE ACT (DBA) INSURANCE

a) FAR 52.228-3 WORKER'S COMPENSATION INSURANCE (DEFENSE BASE ACT INSURANCE) (Jul 2014) [Updated by AAPD 22-01- 6-10-22]

The Subcontractor shall (a) provide, before commencing performance under this Subcontract, such workers' compensation or security as the Defense Base Act (DBA) (42 U.S.C. 1651, et seq.) requires and (b) continue to maintain it until performance is completed. The Subcontractor shall insert, in all lower-tier subcontracts authorized by Chemonics under this Subcontract to which the Defense Base Act applies, a clause similar to this clause imposing upon those lower-tier subcontractors this requirement to comply with the Defense Base Act. DBA insurance provides critical protection and limits on liability. The Subcontractor shall provide a proof of DBA insurance coverage to Chemonics upon request. Chemonics will verify coverage for, at least, projects in high-risk environments and where Chemonics may be providing security.

(b) AIDAR 752.228-3 WORKERS' COMPENSATION (DEFENSE BASE ACT) [Updated by AAPD 22-01-6-10-22] As prescribed in AIDAR 728.308, the following supplemental coverage is to be added to the clause specified in FAR 52.228-3.

(1) The Subcontractor agrees to procure DBA insurance pursuant to the terms of the contract between USAID and USAID's DBA insurance carrier unless the Subcontractor has a DBA self-insurance program approved by the U.S. Department of Labor or has an approved retrospective rating agreement for DBA.

(2) If USAID or Subcontractor has secured a waiver of DBA coverage (See AIDAR 728.305-70(a)) for Subcontractor's employees who are not citizens of, residents of, or hired in the United States, the Subcontractor agrees to provide such employees with worker's compensation benefits as required by the laws of the country in which the employees are working, or by the laws of the employee's native country, whichever offers greater benefits.

(3) The Subcontractor further agrees to insert in all lower-tier subcontracts hereunder to which the DBA is applicable a clause similar to this clause, including the sentence, imposing on all lower-tier subcontractors authorized by Chemonics a like requirement to provide

overseas workmen's compensation insurance coverage and obtain DBA coverage under the USAID requirements contract.

(4) Contractors must apply for coverage directly to Starr Indemnity & Liability Company through its agent, Marsh McLennan Agency (MMA), using any of the following methods:

1. **Website.** There is a website with the option to print a PDF application form and submit it or complete an online application. The link to the website is: <https://www.starr.com/Insurance/Casualty/Defense-Base-Act/USAID---Defense-Base-Act>

2. **Email.** An application form can be emailed to: USAID@marshmma.com

3. **Additional Contacts.** Contacts for Starr Indemnity & Liability Company and its agent, Marsh MMA are available for guidance and question regarding the required application form and submission requirements:

- Tyler Hlawati (Starr) tyler.hlawati@Starrcompanies.com Telephone: 646-227-6556
- Bryan Cessna (Starr) bryan.cessna@starrcompanies.com Telephone: 302-249-6780
- Mike Dower (Marsh MMA) mike.dower@marshmma.com Telephone: 703-813-6513
- Diane Proctor (Marsh MMA) diane.proctor@marshmma.com Telephone: 703-813-6506

For instructions on the required application form and submission requirements, please refer to [AAPD 22-01](#). Pursuant to AIDAR 752.228-70, medical evacuation is a separate insurance requirement for overseas performance of USAID funded subcontracts; the Defense Base Act insurance does not provide coverage for medical evacuation. The costs of DBA insurance are allowable and reimbursable as a direct cost to this Subcontract.

Before starting work, the offeror must provide Chemonics with a copy of the DBA coverage policy that covers each of its employees.

Section 2: Offer Checklist

To assist offerors in preparation of the quote, the following checklist summarizes the documentation to include an offer in response to this RFQ:

- Cover letter, signed by an authorized representative of the offeror (see Section 4 for template)
- Official quotation, including proof of technical qualifications, (see Section 3 for scope of work, required technical qualifications, and the template to provide quotations);
- Copy of offeror's registration or business license, Tin Certificate and BIN Certificate (see Section 1.5 for more details);
- Contact information for at least three (3) references of past or present clients indicating the relevant services carried out in the last three (3) years that best illustrate company/individual's qualifications and past performance (see Section 1.5 for more details).

□ Federal Funding Accountability and Transparency Act (FFATA) Subaward Reporting Questionnaire, signed by an authorized representative of the offeror (see Section 5 for questionnaire). This form shall be completed only if the value is over \$30,000.

Section 3: Scope of Work and Technical Qualifications

The purpose of this RFQ is to engage the firm to provide warehouse/storage facilities, inventory and logistics management and delivery service for **HSEA Project** implemented by Chemonics International. The firm shall, and when requested, provide the following services:

- 1. Warehouse/storage facility**
- 2. Inventory and logistics management**
- 3. Distribution/delivery services**

Technical Qualifications that the selected offeror must possess:

The table below contains the list of services under RFQ. Offerors are requested to provide quotations containing the information below on official letterhead or official quotation format. In the event this is not possible, offerors may complete this Section 3 and submit a signed/stamped version to Chemonics.

SI No	Line Item	Description and Scope	Qty	Services Offered	Unit Price BDT	Total Price BDT
1	Warehousing management	<ul style="list-style-type: none"> • Warehouse must be concrete structure building. • Training materials will be stored in a pest and rodent-free environment, with adequate lighting and exhaust facilities. • Stored materials must be secured through automated firefighting systems, including smoke detectors, water sprinklers and well guarded by CC TV and Security personnel. • Warehouse size should be minimum of 15000 square feet • Warehouse location must be within Dhaka city. • Training materials should be stored as per consumption basis. 	400 CBM approx.			
2	Inventory Management	Inventory Packaging Size: L 21" x W 18" x H 19"	As per consumption			
		Inventory Packaging Size: L 15" x W 15" x H 13"	As per consumption			
		Inventory Reporting Training stocks in and out should be reported on monthly basis Periodic verification will be conducted by Chemonics based on submitted report.	12 Month			
3	Logistics and Distribution Management	Request number of stored materials will be distributed at Khulna, Barishal, Rajshahi, Sylhet, Rangpur, Comilla, Mymensingh, Chittagong regional offices <ul style="list-style-type: none"> • Materials should be delivered with a 	As per annex 1			

		packing list.				
					Subtotal:	
					Other Costs VAT:	
					GRAND TOTAL BDT:	

Electronic deliveries shall be made by the Vendor to (insert contact information)

Delivery time (after receipt of order): _____ calendar days

The delivery estimate presented in an offer in response to this RFQ must be upheld in the performance of any resulting contract.

The prices quoted above remain fixed for the next **12** months:

___ Yes ___ No

Annex 1
Distribution Pricing format

SL NO	District	UOM	Quantity	Unit Price BDT	Total Price BDT
1	Khulna,	Box Size Size: L 21" x W 18" x H 19"	At actual Consumption		
		Box Size Size: L 15" x W 15" x H 13"	At actual Consumption		
2	Barishal,	Box Size Size: L 21" x W 18" x H 19"	At actual Consumption		
		Box Size Size: L 15" x W 15" x H 13"	At actual Consumption		
3	Rajshahi,	Box Size Size: L 21" x W 18" x H 19"	At actual Consumption		
		Box Size Size: L 15" x W 15" x H 13"	At actual Consumption		
4	Sylhet,	Box Size Size: L 21" x W 18" x H 19"	At actual Consumption		
		Box Size Size: L 15" x W 15" x H 13"	At actual Consumption		
5	Rangpur,	Box Size Size: L 21" x W 18" x H 19"	At actual Consumption		
		Box Size Size: L 15" x W 15" x H 13"	At actual Consumption		
6	Comilla,	Box Size Size: L 21" x W 18" x H 19"	At actual Consumption		
		Box Size Size: L 15" x W 15" x H 13"	At actual Consumption		
7	Mymensingh,	Box Size Size: L 21" x W 18" x H 19"	At actual Consumption		
		Box Size Size: L 15" x W 15" x H 13"	At actual Consumption		
8	Chittagong	Box Size Size: L 21" x W 18" x H 19"	At actual Consumption		
		Box Size Size: L 15" x W 15" x H 13"	At actual Consumption		

Section 4: 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: USAID’s Higher Secondary Education Activity (HSEA)
Chemonics International Inc.
House # 15B, Apartment # 2A, Road # 50
Gulshan 2, Dhaka-1212, Bangladesh

Reference: RFQ No. RFQ-HSEA-2024-051

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 commodities and 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 Chemonics or HSEA project 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 Chemonics’ 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: _____

Does the company have an active bank account (Yes/No)? _____

Official name associated with bank account (for payment): _____

Section 5: Federal Funding Accountability and Transparency Act (FFATA) Subaward Reporting Questionnaire

If the offeror is selected for an award valued at \$30,000 or above and is not exempted based on a negative response to Section 3(a) below, any first-tier subaward to the organization may be reported and made public through FSRS.gov in accordance with The Transparency Acts of 2006 and 2008. Therefore, in accordance with FAR 52.240-10 and 2CFR Part170, if the offeror positively certifies below in Sections 3.a and 3.b and negatively certifies in Sections 3.c and 3.d, the offeror will be required to disclose to Chemonics for reporting in accordance with the regulations, the names and total compensation of the organization's five most highly compensated executives. By submitting this quotation, the offeror agrees to comply with this requirement as applicable if selected for a subaward.

In accordance with those Acts and to determine applicable reporting requirements, **Company Name** certifies as follows:

- a) In the previous tax year, was your company's gross income from all sources above \$300,000?
 Yes No

- b) In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which the UEI number belongs) receive (1) 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; **and** (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?:
 Yes No

- c) Does the public have access to information about the compensation of the executives in your business or organization (the legal entity to which the UEI number it provided belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986? (FFATA § 2(b)(1)):
 Yes No

- d) Does your business or organization maintain an active registration in the System for Award Management (www.SAM.gov)?
 Yes No

I hereby certify that the above statements are true and accurate, to the best of my knowledge.

Authorized Signature: _____

Name and Title of Signatory: _____

Date: _____