



EMBASSY OF THE
UNITED STATES OF AMERICA
P.O. BOX 606 - 00621, VILLAGE MARKET
NAIROBI, KENYA

Date: February 4, 2020

Dear Prospective Offeror,

SUBJECT: REQUEST FOR QUOTATION NUMBER PR8976422

The Embassy of the United States of America, Mogadishu, invites you to submit a request for proposal for a **courier services delivery and pick up of diplomatic pouch from Aden Adde International Airport (AAIA) to US Embassy Mogadishu in International Campus and visa vie**, for a period of one Base year and either one or two option years.

The U.S. Government intends to award a firm fixed price Purchase Order with option years to a responsible company submitting Lowest Price Technically Acceptable Price. The RFQ does not commit the American Embassy to make any award. The Embassy may cancel this RFQ or any part of it.

Your proposal must be submitted in two separate attachments as follows;

RFQ No. PR8976422 FINANCIAL PROPOSAL
RFQ No. PR8976422 TECHNICAL PROPOSAL

This should be submitted on or before February 19, 2020 at 17 Hours addressed to;

The Contracting Officer, America Embassy through NairobiGSO-bids@state.gov

The U.S. Government intends to award a purchase order to the responsible vendor submitting a technically acceptable quote with the lowest price, based on initial quotations without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so. Prior to contract award, the successful offeror(s) will be required to have a DUNS number and be registered in SAM/COR through the following sites: DUNS – www.dnb.com and SAM/CCR www.sam.gov.

Offerors must have regular and routine security access to Mogadishu International Airport (MIA), including staff, vehicles, materials, and equipment. The US Government will not provide assistance in retaining security, medical services, visas, and access to Mogadishu International Airport. If there are any other unique requirements for doing business or restrictions in terms of doing business in the host country, the offeror will be responsible for identifying and resolving the issue.

Direct any questions regarding this solicitation to the Contracting Officer, Nairobi NairobiGSO-bids@state.gov during regular business hours.

Sincerely,

Nathaniel Tishman
Contracting Officer

REQUEST FOR QUOTATIONS <i>(THIS IS NOT AN ORDER)</i>	THIS RFQ [] IS [x] IS NOT A SMALL BUSINESS- SMALL PURCHASE SET-ASIDE (52.219-4)	PAGE 1	OF 1	PAGES 6
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1. REQUEST NO. PR8976422	2. DATE ISSUED February 4, 2020	3. REQUISITION/PURCHASE REQUEST NO. PR8983301	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING1
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5A. ISSUED BY GSO/Procurement Office U.S Embassy, P.O Box 606-00621, Village Market. Nairobi Kenya	6. DELIVER BY (Date) January 4, 2020 – February 19, 2020
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5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls)		7. DELIVERY <input checked="" type="checkbox"/> FOB DESTINATION OTHER (See Schedule)	
NAME Nathaniel Tishman	TELEPHONE NUMBER		
	AREA CODE +254	NUMBER 20-363-6210	

8. TO:		9. DESTINATION	
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a. NAME	b. COMPANY	a. NAME OF CONSIGNEE U.S Embassy Mogadishu, Somalia
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c. STREET ADDRESS	b. STREET ADDRESS
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d. CITY	e. STATE	f. ZIP CODE	c. CITY
			d. STATE e. ZIP CODE

10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5A ON OR BEFORE CLOSE OF BUSINESS (Date) February 19, 2020 on or before 17 Hours.	IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5A. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter
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11. SCHEDULE (Include applicable Federal, State and local taxes)

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
	See attached SOW				

12 DISCOUNT FOR PROMPT PAYMENT	a. 10 CALENDAR DAYS %	b. 20 CALENDAR DAYS %	c. 30 CALENDAR DAYS %	d. CALENDAR DAYS	
				NUMBER	%

NOTE: Additional provisions and representations [] are [] are not attached.

13 NAME AND ADDRESS OF QUOTER			14 SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15 DATE OF QUOTATION	
a. NAME OF QUOTER			16. SIGNER			
b. STREET ADDRESS						
c. COUNTY			a. NAME (Type or print)		b. TELEPHONE	
d. CITY	e. STATE	f. ZIP CODE	c. TITLE (Type or print)		AREA CODE	
						NUMBER

STANDARD FORM 18

RFQ PR8976422

This RFQ includes option(s) as addressed in the schedule and applicable FAR provisions/clauses. Separate pricing is requested for the base period and each option period.

Description/Statement of Work:

**CONTINUATION TO SF-1449,
RFP NUMBER
SCHEDULE OF SUPPLIES/SERVICES, BLOCK 20
DESCRIPTION/SPECIFICATIONS/WORK STATEMENT**

The contractor shall provide all personnel, equipment, tools, materials, supervision, and other items and services necessary to perform the Courier Services; delivery and pickup of diplomatic pouches as described for US Embassy Mogadishu.

1. The Contractor shall be responsible for timely and satisfactory delivery of diplomatic pouches as described below. All services under this contract are to be provided on a fixed price (per Kilogram) basis.
2. Retrieve INBOUND diplomatic pouches dispatched by Cavalier Logistics from Aden Adde International Airport (AAIA) and deliver to U.S. Embassy Mogadishu located on Mogadishu International Campus operated by Bancroft located next to the AAIA in Mogadishu, Somalia. The contractor shall be notified not less than 24 hours in advance as to how many pouches are to be picked up. Estimated pickup frequency is weekly, 52 weeks/year with an average pickup of 200 kgs (in pouches). Additional diplomatic pouch pickups or increase in weight to be shipped may be required on an adhoc basis.
3. Pickup OUTGOING diplomatic pouches from the U.S. Embassy Mogadishu located on Mogadishu International Campus operated by Bancroft located next to the AAIA and ship via air to Washington D.C. (IAD – Dulles International Airport). The Contractor shall be notified 24 hours in advance how many pouches are to be picked up and will provide Embassy with Airway Bill number for shipment tracking. Estimated pickup frequency is bi-weekly, 26 weeks/year with an average pickup of 50 kgs (in pouches). Additional diplomatic pouch pickups or increase in weight to be shipped may be required on an adhoc basis.
4. The Contractor shall control and provide confidentiality and security for all shipments transported.

5. The Contractor shall get tarmac access at Mogadishu Aden Adde International Airport (AAIA) and the Bancroft International Compound for their vehicles and staff that will be used to pick-up and deliver the pouches.
6. The Contractor shall be expected to use the same pool of trucks for all pickups and deliveries. If there will be any change of vehicle, they should notify the COR.
7. The contractor shall provide a monthly summarized electronic billing and provide detailed reports showing the total amount of shipments and the charges for each. The Contractor shall also provide a quarterly quality service report. This report shall describe the level of service obtained for each shipment to include, at a minimum, the actual pick-up and delivery service times.
8. The Contractor shall immediately notify US Embassy Mogadishu mailroom of any potential delay. Notifications should be sent to MogadishuMailroom@state.gov as well as a phone call to designated Embassy personnel.
9. The Contractor shall perform services Monday through Thursday from 8.00 am to 15.30pm, Friday 8.00am to 11.30am, except U.S. Government and Somalia Government legal holidays.
10. **Costs of Operation.** All costs of operation under this contract shall be borne by the Contractor, including, but not limited to tolls, licenses and costs of overtime.
11. **Safety and Environmental Precautions.** The Contractor shall comply with applicable industry standards and practices for safety to perform the services in the contract. The Contractor's personnel shall take all reasonable steps and precautions to prevent accidents during the performance. The Contractor shall also comply with applicable environmental precautions.
12. The Contractor shall be required to operate a customs bond to enable the clearance of shipments consigned to the US Embassy under bond, not to exceed US\$5,000 Bond in Force (BIF).

Sr. No	Description of Items	Estimated Quantity per year*	Unit of Measurement	Unit Price	Total Estimated Price
1	Will pickup all the inbound diplomatic pouches dispatched by Cavalier Logistics from Aden Adde International Airport, Mogadishu and deliver to U.S. Embassy Mogadishu on the International Campus Aden Adde International Airport Compound Mogadishu, Somalia. Phone: +252-(0)-682-553-670	9600	1 kg		
2	Pickup outbound diplomatic pouches from U.S. Embassy Mogadishu on the International Campus Aden Adde International Airport Compound Mogadishu, Somalia ship via air to Washington D.C. IAD, provide airwaybill number for tracking.	1500	1 kg		

GRAND TOTAL PRICE:
Prices per Option Years

0001 Base Period of Service (March 1, 2020- February 28, 2021)

Price: \$ _____/month x 12 Months = _____/Est. Total base year

0002 Option 1 period of Maintenance (March 1, 2021- February 28, 2022)

Price: \$ _____/month x 12 Months = _____/ Est. Total Option 1

0003 Option 2 period of Maintenance (March 1, 2022 - February, 2023)

Price: \$ _____/month x 12 Months = _____/Est. Total Option 2

Please return SF 18 (2 copies) signed and dated no later than February 19, 2020, 17 hours.

Submit any questions in writing.

RFQ PR8976422- CLAUSES

FAR 52.252-2 Clauses Incorporated By Reference (FEB 1998)

This purchase order or BPA incorporates the following clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address:

FAR 52-217-8 Option to Extend Services (Nov 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 10 day.

FAR 52.217-9 Option to Extend the Term of the Contract (Mar 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 10 day. provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed Three (3) years.

**CONTINUATION TO SF-18,
RFP NUMBER PR8976422**

Evaluation Criteria

1. List of clients over the past 3 years, demonstrating prior experience with relevant past performance information and references (provide dates of contracts, places of performance, value of contracts, contact names, telephone and fax numbers and email addresses). The performance should include handling **Diplomatic Cargo** that applies to shipments originating from, consigned to, routed through, and/or moved within the geographic area of Mogadishu, Somalia. If the offeror has not performed comparable services in **Somalia** then the offeror shall provide its international experience. Offerors are advised that the past performance information requested above may be discussed with the client's contact person. In addition, the client's contact person may be asked to comment on the offeror's:
 - Quality of services provided under the contract;
 - Compliance with contract terms and conditions;
 - Effectiveness of management;
 - Willingness to cooperate with and assist the customer in routine matters, and when confronted by unexpected difficulties; and
 - Business integrity / business conduct.

The Government will use past performance information primarily to assess an offeror's capability to meet the solicitation performance requirements, including the relevance and successful performance of the offeror's work experience. The Government may also use this data to evaluate the credibility of the offeror's proposal. In addition, the Contracting Officer may use past performance information in making a determination of responsibility.

2. Evidence that the offeror/quoter can provide the necessary personnel, equipment, and financial resources needed to perform the work;
3. The offeror shall address its plan to obtain all licenses and permits required by local law (see DOSAR 652.242-73 in Section 2). If offeror already possesses the locally required licenses and permits, a copy shall be provided. Offeror is also required to have access to Mogadishu International Airport.

4. The offeror's strategic plan for Diplomatic pouch services to include but not limited to:
 - (a) A work plan taking into account all work elements in Section 1, Performance Work Statement.
 - (b) Identify types and quantities of equipment, supplies and materials required for performance of services under this contract. Identify if the offeror already possesses the listed items and their condition for suitability and if not already possessed or inadequate for use how and when the items will be obtained;
 - (c) Plan of ensuring quality of services including but not limited to contract administration and oversight; and
 - (d) (1) If insurance is required by the solicitation, a copy of the Certificate of Insurance(s), **or** (2) a statement that the contractor will get the required insurance, and the name of the insurance provider to be used.