



JSI Research & Training Institute, Inc.

JSI Research & Training Institute, Inc. - Advancing Partners & Communities (APC)

REQUEST FOR PROPOSAL (RFP)

RFP No.: 006

Issuance Date: March 2, 2017

Deadline Date/Time for Questions: March 8, 2017 by 5:00 PM GMT

Date/Time All Questions and Answers Will Be Posted in Newspapers and the Executive Mansion Website: March 10, 2017 by 5:00 PM GMT

Proposal Due Date/Time: March 22, 2017 by **5:00 PM GMT**

JSI Research & Training Institute, Inc. (JSI) is a public health management consulting and research organization dedicated to improving the health of individuals and communities across 50 states in the US and 75 countries globally.

Presently, JSI is implementing USAID-funded Advancing Partners and Communities/Ebola Transmission Prevention and Survivor Services (ETP&SS) program in Liberia. The program focuses on Ebola transmission prevention, strengthening clinical care support for Ebola survivors, and reducing stigma and related barriers to health care delivery.

JSI is soliciting proposals from established, reputable photography/identification card companies that have the capacity to provide laminated photo identification cards for up to two thousand (2000) Ebola survivors within the following counties: Montserrado, Margibi, Bong and Lofa.

The table below indicates the approximate number of persons per county

Location/Counties	# of persons per Counties
Montserrado	1398
Margibi	267
Bong	104
Lofa	231

PART A: INSTRUCTIONS

PART B: CLAUSES

CERTIFICATIONS

A. INSTRUCTIONS

Please submit your proposal by hard copy (3 copies requested) by **5:00 PM GMT** on March 22, 2017 to:

Desmond Harris
Office Supervisor
John Snow, Inc.
Horton Avenue
Monrovia, Liberia
Tel: +231 777142666

The proposal should include separate **technical** and **cost** information detailed below.

1. Technical Proposal Requirement

Documents/information to be submitted:

- Cover letter on the official letterhead of the entity indicating the list of documents attached with the proposal.
- Copy of current company registration and business certificate(s) with the requisite governmental institution in Liberia indicating all the legal documents for operating in Liberia, must be attached.
- Detail of branches/sub-offices across the country, if applicable.
- Full names, email addresses and contact numbers for reference/verification. USAID funded organizations would be an added advantage.
- Name and Title of authorized company representative.
- Copy of tax clearance certificate indicating tax remittance to the Directorate of Taxation in the Ministry of Finance for the last three years with TIN number.
- Documents such as the oath indicating that the firm/company has never been blacklisted from any Government, Semi-Government, or Autonomous body.
- Company name and address.
- Length of time the quote is valid.
- **Completed certifications** regarding debarment and terrorism financing (see attachments).

2. Cost Information Requirements

The cost information must be in US Dollars and should include but **NOT be** limited to the following:

- Cost of each ID card
- Transportation cost of the ID cards teams to the counties
- Per diem for Team traveling out of Monrovia

Scope and Responsibilities

The successful vendor shall perform the following services simultaneously within the four (4) counties:

The vendor shall photograph and print the photo ID Cards

The vendor shall print sample photo ID cards and be submitted along with the proposal documents.

Note: JSI shall provide the vendors with the template of the photo ID cards.

The vendor shall have mobile equipment that can be used for the provision of the required services.

3. CONTRACT BASIS

Proposals should be responsive to be considered for a contract, or they will be eliminated from further consideration. Responsive proposals are those submitted on time and include all requested information and documents.

JSI will evaluate responsive proposals considering the factors outlined below.

Technical (20 points)

- Degree to which the features of proposed model coincides with the desired features.
- Appropriate services: services are beneficial and accepted.
-

Payment Terms (15 points)

The time vendor will request payment from JSI, after completing the services. The approved payment term for JSI is net 30 days upon submission of invoice to JSI. The ability of the vendor to provide the requested services without the necessity for advance payment is a significant factor.

Past Experience (10 points)

- Duration (length and time, the photography company has been providing required services to other organizations, particularly INGO).

Delivery (15 points)

- Turnaround time (the time vendor will take to complete the entire services)

Past Performance References (15 points)

- References from clients who are benefiting such services
- Quality of previous business relationship with INGOs and JSI, if any.

Price (25 points)

- Economic value for money (services required have monetary value relating to others bidders or quality of services match the monetary value).

B. CLAUSES

1. DEADLINE

Quotes must be received by the designated deadline, or they will not be considered.

2. QUESTIONS OF CLARIFICATION

Interested companies should direct any questions about this RFP by email to agardy@lr.jsi.com. Responses will be distributed to all RFP participants. Deadline for submission of questions is March 8, 2017 by 5:00 PM GMT. Deadline for posting of responses in the Newspapers and Executive Mansion Website is March 10, 2017 by 5:00 PM GMT. All hard copies of correspondence with JSI pertaining to this RFP must reference the contact person and RFP number on Page 1.

3. OFFER VALIDITY

Your proposal must remain valid for a minimum of 60 days. Proposals should be signed by an official authorized to do so.

4. LANGUAGE

The proposal, as well as correspondence and related documents should be in English.

5. NEGOTIATIONS

The most competitive proposal is requested. It is anticipated that a contract will be awarded solely on the basis of information received. However, JSI reserves the right to request responses to questions and conduct negotiations with any potential vendor prior to awarding a contract.

6. REJECTION OF QUOTES

This document is a request for proposal only, and in no way obligates JSI to make an award. JSI reserves the right to reject any and all offers received and/or to cancel the RFP. Vendors whose proposal is not selected will be notified.

7. INCURRING COSTS

JSI is not liable for any costs incurred during preparation, submission, or negotiation of a contract for this RFP. The costs are solely the responsibility of the potential vendor.

8. REPRESENTATIONS AND CERTIFICATIONS

The proposal shall be accompanied by any requested representations and certifications completed and signed by an official authorized by the potential supplier.

9. AWARD TYPE

JSI anticipates awarding a fixed-price contract. The contract will include a statement of the total fixed price; the delivery date; guiding JSI policies, and invoicing information. Any expenses incurred in excess of the agreed fixed amount will be the responsibility of the company and not that of JSI. Therefore, provide the most competitive and realistic cost/budget proposal to cover all foreseeable expenses related to the tasks outlined in this document.

10. FINANCIAL RESPONSIBILITY

Proposals must certify as to the financial viability and resources of the company to complete the proposed activities within the period of performance and under the terms of payment mentioned below. JSI reserves the right to request and review the latest financial statements and audit reports as part of the basis of the award.

11. PAYMENT

Payments will be made on the following basis:

- Advance payment of 40% of the total fixed-price contract will be made to the selected company after completion of 60% of the deliverable.
- The vendor will submit final invoice for payment of the balance 60% after being notified of receipt and acceptance of the goods/services by the JSI Capacity Development Advisor or his/her designee(s). Acceptance is predicated upon the compliance of the goods/services with the specifications set forth in the contract.
- The vendor will be paid the fixed amount stated in the contract. JSI payment cycle is net 30 days upon receipt and acceptance of vendor invoice.
- Should the vendor require payment along other terms and conditions, these will need to be negotiated with JSI prior to final award and issuance of the contract. Full cooperation with JSI in meeting the terms and conditions of payment will be given the highest consideration.

12. EXECUTIVE ORDER ON TERRORISM FINANCE

The Vendor is reminded that U.S. laws prohibit transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the recipient to ensure compliance with such laws. The Treasury Department's list of Specially Designated Nationals appears at www.treas.gov/offices/enforcement/ofac/sdn.

13. CLAUSES TO BE INCORPORATED INTO THE CONTRACT AS APPLICABLE

The following clauses will be incorporated by reference in the contract. The term "JSI" shall be substituted for the term "Government" and the term "JSI International Division Director/Project Director or his/her designee(s)" shall be substituted for the term "Contracting Officer" in such clauses for purposes of the contract.

Relationship. It is understood and agreed that vendor is furnishing services to JSI as an independent vendor, and nothing contained in the contract between JSI and vendor shall create any association, partnership, joint venture, employer-employee or agent-principal relationship.

Confidential Information. Each party shall treat as confidential all information obtained from the other during the course of performance under the Purchase order, unless such information is in the public domain. Neither party shall disclose such information without prior written consent of the other, unless compelled to do so by law.

Assignment. Neither party may assign its rights nor responsibilities under this purchase order without the prior written consent of the other, except that JSI may assign its rights under the Purchase order if required to do so by law or as collateral for a bank loan or other financing.

Compliance with Laws. Each party shall comply with all applicable laws, ordinances, rules and regulations of federal, state, and local governments and agencies relating to or affecting the work to be performed under the contract.

Modifications. The scope of work and other terms and conditions contained in shall not be added to, modified, superseded or otherwise changed except by a writing signed by both parties.

Indemnification. Vendor shall indemnify and hold JSI harmless from any damages or liability caused by or arising out of vendor's negligence, failure to perform as required by the contract, intentional misconduct, or failure of goods or services provided under the contract.

Entire Agreement. The contract supersedes all prior oral or written agreements, if any, between the parties and constitutes the entire agreement between the parties with respect to the work to be performed hereunder.

Inspection/Acceptance. The vendor shall tender for acceptance only items that conform to the requirements of the contract JSI reserves the right to reject or revoke acceptance of any non-conforming items, and to inspect or test any supplies or services tendered for acceptance. JSI may require repair or replacement of nonconforming supplies or re-performance of nonconforming services at no increase in contract price.

Termination for Convenience. JSI reserves the right to terminate this purchase order or any part hereof for its sole convenience. In the event of such termination, the vendor shall immediately stop all work hereunder and shall immediately cause any and all of its suppliers and sub vendors to cease work. Subject to the terms of this contract, the vendor shall be paid a percentage of the contract price reflecting the percentage of the work performed prior to the notice of termination.

Termination for Cause. JSI may terminate the contract or any part thereof, for cause in the event of any default by the vendor, or if the vendor fails to comply with any term or condition of the contract, or fails to provide JSI upon request with adequate assurance of future performance, or in the event of termination of the prime contract for convenience. In the event of termination for cause, JSI shall not be liable to the vendor for any amount for supplies or services not accepted, and vendor shall be liable to JSI for any and all rights and remedies provided under the contract or by law. If it is determined that JSI improperly terminated the contract for default, such termination shall be deemed a termination for convenience.

Representations and Warranties. The vendor represents and warrants that: (a) it has good title to all tangible and intangible products delivered or to be delivered pursuant to this purchase order, subject to no lien or security interest, (b) such products are merchantable and fit for JSI's intended use of the same, and (c) such products do not infringe the patent, trademark, copyright or other rights of any third party.

END CLAUSE

CERTIFICATION REGARDING TERRORIST FINANCING

Within the following certification the term “JSI” shall be substituted for the term “Quote/proposal shall be substituted for the term “application”.

CERTIFICATION:

By signing and submitting this certification, the prospective recipient provides the certification set out below:

1. The Recipient, to the best of its current knowledge, did not provide, within the previous ten years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts, as that term is defined in paragraph 3.

2. The following steps may enable the Recipient to comply with its obligations under paragraph 1:

a. Before providing any material support or resources to an individual or entity, the Recipient will verify that the individual or entity does not (i) appear on the master list of Specially Designated Nationals and Blocked Persons, which list is maintained by the U.S. Treasury’s Office of Foreign Assets Control (OFAC) and is available online at OFAC’s website: <http://www.treas.gov/offices/eotffc/ofac/sdn/t11sdn.pdf>, or (ii) is not included in any supplementary information concerning prohibited individuals or entities that may be provided by USAID to the Recipient.

b. Before providing any material support or resources to an individual or entity, the Recipient also will verify that the individual or entity has not been designated by the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the “1267 Committee”) [individuals and entities linked to the Taliban, Usama bin Laden, or the Al Qaida Organization]. To determine whether there has been a published designation of an individual or entity by the 1267 Committee, the Recipient should refer to the consolidated list available online at the Committee’s website: <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>.

c. Before providing any material support or resources to an individual or entity, the Recipient will consider all information about that individual or entity of which it is aware and all public information that is reasonably available to it or of which it should be aware.

d. The Recipient also will implement reasonable monitoring and oversight procedures to safeguard against assistance being diverted to support terrorist activity.

3. For purposes of this Certification:

a. “Material support and resources” means currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safehouses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials.”

b. “Terrorist act” means:

(i) an act prohibited pursuant to one of the 12 United Nations Conventions

and Protocols related to terrorism (see UN terrorism conventions Internet site: <http://untreaty.un.org/English/Terrorism.asp>); or

(ii) an act of premeditated, politically motivated violence perpetrated against noncombatant targets by subnational groups or clandestine agents; or

(iii) any other act intended to cause death or serious bodily injury to a civilian, or to any other person not taking an active part in hostilities in a situation of armed conflict, when the purpose of such act, by its nature or context, is to intimidate a population, or to compel a government or an international organization to do or to abstain from doing any act.

c. "Entity" means a partnership, association, corporation, or other organization, group or subgroup.

d. References in this Certification to the provision of material support and resources shall not be deemed to include the furnishing of funds or -financed commodities to the ultimate beneficiaries of assistance, such as recipients of food, medical care, micro-enterprise loans, shelter, etc., unless the Recipient has reason to believe that one or more of these beneficiaries commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

e. The Recipient's obligations under paragraph 1 are not applicable to the procurement of goods and/or services by the Recipient that are acquired in the ordinary course of business through purchase order or purchase, e.g., utilities, rents, office supplies, gasoline, etc., unless the Recipient has reason to believe that a vendor or supplier of such goods and services commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

This Certification is an express term and condition of any agreement issued as a result of this application, and any violation of it shall be grounds for unilateral termination of the agreement prior to the end of its term.

OFFEROR: _____

Authorized Signatory: _____

Title: _____

Date: _____

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, OR
PROPOSED DEBARMENT**

By signing and submitting this certification, the prospective recipient provides the certification set out below:

By signing and submitting this certification, the prospective recipient provides the following assertion: to the best of its knowledge and belief, the prospective recipient and/or any of its Principals are () are not () presently debarred, suspended, proposed for debarment, or declared ineligible for award of purchase orders by any Federal agency.

OFFEROR: _____

Authorized Signatory: _____

Title: _____

Date: _____