



Subject: Request for Quotations (RFQ) No. **669/ RENTAL- VEH-001 -05/24**

Date of Issuance: May 02, 2024

Deadline for Offers: May 16, 2024 at 05:00 p.m. and Coordinated Universal Time (UTC)

Description: RFQ for BPA for Vehicle rental services"

For: Liberia DELTA Activity (implemented by International Business Initiatives, d/b/a IBI)

Point of Contact: DELTA Procurement Committee at procurements@liberia-delta.org.

Cooperating Country: Liberia

Dear Interested Party,

The Liberia **DELTA Activity** (hereinafter "The Project") is an official project of the U.S. Agency for International Development (**USAID Contract No. 72066922F00004**) and is being carried out in Liberia (hereinafter "Cooperating Country") by IBI. As part of project activities, IBI requires the purchase of vehicle rental services.

The purpose of this RFQ is to solicit quotations from eligible suppliers for as-needed, ad hoc purchases of vehicle rental services to support project field activities within and outside Monrovia. As a result of this RFQ, the Project anticipates issuing a blanket purchase agreement (BPA)—or possibly multiple BPAs—to establish specific pricing levels and parameters for ordering these commodities/services. This will allow the Project to issue specific purchase orders, on an as-needed basis, for the procurement of these items over the next the Project months. The Supplier shall furnish the supplies/services described in any purchase orders issued by IBI under this BPA. IBI is only obligated to pay for supplies/services ordered through purchase orders issued under this BPA and delivered by the Supplier in accordance with the terms/conditions of this BPA.

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

This RFQ includes the following sections:

1. Instructions to Offerors
2. Specifications Sheet
3. Offeror's Cover Sheet

All correspondence and/or inquiries regarding this Request for Quotation must reference the above RFQ number and be directed to the Point of Contact.

For IBI:

Procurement committee at procurements@liberia-delta.org



SECTION 1.0 INSTRUCTIONS TO OFFERORS

1.1 OFFER DEADLINES

Emailed offers must be received no later than 5:00 p.m. local Monrovia time on **16, May, 2024**, to the email addresses provided below. Late offers will be considered at the discretion of IBI. Submission of a quotation is not automatic qualification for award.

Please reference the RFQ number in any response to this RFQ. Offers must be submitted electronically by email to procurements@liberia-delta.org.

1.2 QUESTIONS

Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 05:00 p.m. local Monrovia time on **9, May, 2024** by email to procurements@liberia-delta.org. Questions and requests for clarification—and the responses thereto—that IBI 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 IBI will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of IBI or any other entity should not be considered as an official response to any questions regarding this RFQ.

1.3 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. IBI will reject all offers which do not meet this minimum eligibility requirement.

1.4 REQUIRED DOCUMENTS

Offerors must include the following requirements documents with their offer:

- Specifications Sheet
- Offeror's Cover Sheet
- Copy of Offeror's official registration or business license

1.5 SPECIFICATIONS

Section 2 contains the minimum required specifications of the items that may be ordered under the BPA. All vehicles and equipment offered in the response to this RFQ must be in excellent working order. Please note that, unless otherwise indicated, stated brand names or models are for illustrative description only. An equivalent substitute, as determined by the specifications, is acceptable.

1.6 PRICING

Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including delivery and all other costs. Pricing must be presented in United States Dollars. Offers must remain valid for not less than twelve months after the offer deadline. Prices quoted must remain fixed for a minimum of 12 months.

1.7 VALUE ADDED AND OTHER TAXES

In accordance with the agreement under which this procurement is financed, IBI will be reimbursed by the Cooperating Country government for taxes imposed on suppliers and subcontractors. Therefore, offerors must include taxes, VAT, charges, tariffs, duties and levies in their offers in accordance with the laws of the Cooperating Country. If selected for award, the selected supplier will cooperate in providing IBI with the documentation necessary to obtain tax reimbursement.

1.8 DELIVERY

The delivery location for the items described in this RFQ is USAID DELTA Activity office, Adjacent Wellington Building, UN Driver, Mamba Point, Monrovia, Liberia. As part of its response to this RFQ, each offeror is expected to provide an estimate (in calendar days) of the 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 BPA or Task Order.

1.9 IN-COUNTRY WARRANTY AND SERVICE AND REPAIR

In-country warranty, after-sales service, and repair for the quoted items are required. The offeror should include the name and contact information of the in-country agent/dealer or representative of the items offered.

1.10 SOURCE/ORIGIN

All goods and services supplied under this order must meet **USAID Geographic Code 935** (United States, the recipient country, and developing countries other than advanced developing countries, and excluding prohibited sources¹). Offerors are requested to specify the geographic location in which the item was manufactured.

1.11 PROHIBITED TECHNOLOGIES

Products or services manufactured by the following companies, or any subsidiary or affiliate of such entities, including any entity owned or controlled by them or that owns or controls them, are strictly prohibited and must not be included in an offeror's proposal.

- Huawei Technologies Company

¹ Please check [Sanctions Programs and Country Information | Office of Foreign Assets Control \(treasury.gov\)](#) for current list of prohibited sources as determined by OFAC.



- ZTE Corporation
- Hytera Communications Corporation
- Hangzhou Hikvision Digital Technology Company
- Dahua Technology Company
- Kaspersky Labs

1.12 BASIS FOR AWARD

The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and meets or exceeds the minimum required technical specifications, and is judged to be the best value based on a lowest-price, technically acceptable basis.

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed “non-responsive” and thereby disqualified from consideration. IBI reserves the right to waive immaterial deficiencies at its discretion.

Furthermore, IBI will give preference to offerors who are able to supply all items sought under this RFQ. However, IBI reserves the right to issue a partial award or split the award among various suppliers, if in the best interest of the Project.

IBI reserves the right to cancel or amend this RFQ at any time.

Evaluation Criteria:

- I. **Capacity and Technical Experience (30%)** – Demonstrate capabilities and technical experience by providing the following:
 - Company Overview
 - Company Capabilities to provide services requested
 - Past performance/List of clients and contacts
 - Business Registration documents (current)
 - Tax Clearance (current)
 - Vehicle(s) registration and insurance documents as confirmation of ownership (title documentation) and legality
 - Indicate the total number of fleets.
- II. **Reference (10%)**– Please include three client references with detailed contact information - email and phone numbers. References that have hired your rental services within the past 12 months and if possible, subject matter applicable to this RFP.
- III. **Cost Proposal (60%)** - Based on the total price offer, if deemed responsive to technical specifications (Section 2.0). The higher price offered will receive a correspondingly lower score.

1.13 NEGOTIATIONS

Best offer quotations are requested. It is anticipated that awards will be made solely on the basis of these original quotations. However, IBI reserves the right to conduct negotiations and/or request clarifications



prior to award.

1.14 IBI TERMS AND CONDITIONS

This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate IBI to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer.

Furthermore, this solicitation is subject to IBI's 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) Payment terms are net 30 days after receipt and acceptance of any commodities or deliverables.
- (b) Payment for purchase orders issued under any BPA resulting from this RFQ will only be issued to the entity submitting the offer in response to this RFQ and identified in the corresponding BPA award; payment will not be issued to a third party.
- (c) Any award resulting from this RFQ will be in the form of a Blanket Purchase Agreement (BPA). The Project anticipates issuing a BPA (or multiple BPAs) under which specific purchase orders can be issued—on an as-needed basis—at the pricing levels established in the BPA. When the need arises for the commodities/services described in the BPA, the Project will issue a purchase order to the BPA-holder. If there are multiple BPA-holders as a result of this RFQ, the purchase order will be issued to the BPA-holder that presents the best value for that specific order, based on price and delivery time. The Supplier shall furnish the supplies/services described in any purchase orders issued by the Project under the BPA. The Project is only obligated to pay for supplies/services to the extent purchase orders are issued under any BPA resulting from this RFQ.
- (d) United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The supplier under any award resulting from this RFQ must ensure compliance with these laws.
- (e) The title to any goods supplied under any award resulting from this RFQ shall pass to IBI following delivery and acceptance of the goods by IBI. Risk of loss, injury, or destruction of the goods shall be borne by the offeror until title passes to IBI.



SECTION 2.0 SPECIFICATIONS SHEET

The table below contains the list of commodities/services that may be ordered under the BPA mechanism. Offerors are requested to provide per-unit quotations containing the information below on official letterhead or official quotation format.

At this time, specific quantities to be purchased under any BPA resulting from this RFQ are unknown. Specific quantities will depend on the needs of the Project. Individual purchase orders will be issued under the BPA agreement, as the need arises for additional items.

A. Specification: Provide 4 Wheel Drive vehicles and Drivers for the below counties or destinations:

Description and Minimum Required Specifications of Item	Unit	Items and Specifications Offered	Unit Price Inclusive of VAT (Per hour)	Unit Price Inclusive of VAT (USD)	Country of Manufacture
Montserrado County					
Margibi County					
Grand Bassa County					
Bong County					
Rivercess County					
Maryland County					
Sinoe County					
Grand Kru					
Grand Cape Mount					
Rivergee County					
Gbarpolu County					
Bomi County					
Grand Gedeh County					
Nimba County					
Lofa County					
B. Mini SUV and Sedan Required					
RIA to Monrovia (Mini SUV)					
Monrovia and Environs (Mini SUV)					
RIA to Monrovia (Sedan)					
Monrovia and Environs (Sedan)					

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

Length of warranty on offered equipment, if applicable: ____N/A____ years

Location of service center(s), if applicable for after-sales service, including warranty repair: _____



Scope of Work and Deliverables

The vehicles are needed to support the project implementation within and around Monrovia, Montserrado, Bong, Nimba, Lofa, Grand Gedeh, Grand Bassa, Cape Mount, Rivercess, Maryland, Sinoe, Margibi, Bomi, Gbarpolu, Rivergee, and Grand Kru counties.

IBI will carry out physical inspections of each vehicle to ensure its roadworthiness. High-quality, sanitized, neat, and tidy vehicles are required.

Scope of Work

- Provide vehicle rental service with qualified drivers to support the USAID Data, Evaluation, Learning, and Technical Assistance as per the locations in this RFP.
- Ensure passengers onboarding the vehicles always sign in and out of the vehicle log sheet.
- Drivers should be capable of clearly filling up the log sheets and verifying that the vehicle log sheets are properly filled in with mileages well recorded.
- Ensure passengers safety during the performance of services
- Submit completed log sheets and invoices Liberia DELTA Activity upon completion of services.
- Report any incident, major or minor, which occurs at any given time, immediately to Liberia DELTA Finance and Administrative Manager or designee

Deliverables

- The service provider must provide the DELTA team with trained and licensed drivers that have valid Liberian driver's licenses, Valid vehicle registration, and insurance documents for each vehicle proposed
- Fully air-conditioned vehicles with spare tires, jack, wheel rim, spanner, fire extinguisher, and all required items to ensure the safety of the vehicle in compliance with Liberian law.
- The Service Provider will be fully responsible for the maintenance of both drivers and vehicles.
- Log sheets, provided by the DELTA team, must be completed, and submitted to the Operations Officer by the Service Provider.
- DELTA is responsible for fueling the rental vehicles in the presence of drivers to ensure that all fuel purchases are accurately reported on the log sheets.
- As mandatory, a detailed contingency plan(s) must be provided in the event of a mechanical breakdown of the vehicle.

SECTION 3.0 OFFEROR'S COVER SHEET

The following cover letter must be placed on the offeror's letterhead and completed/signed/stamped by a representative authorized to sign on behalf of the offeror:

To: [enter project name]
[enter address of field office]

Reference: RFQ No. [enter RFQ #]

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 IBI or Project staff members;
- We have no close, familial, or financial relationships with any other offerors submitting proposals 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 proposal and all supporting documentation is authentic and accurate.
- We understand and agree to IBI's prohibitions against fraud, bribery, and kickbacks.

Name of Offeror: _____

Address: _____

Telephone No. _____

Email: _____

Signature: _____

Authorized Signatory: _____

Title: _____