

Request for Quote (RFQ)

Commodity/Service Required:	Vehicle Rental Services in North and Northeast
Type of Procurement:	Master Services Agreement (MSA)
Type of Contract:	Fixed Unit Price
Term of Contract:	12 months
Contract Funding:	USAID
This Procurement supports:	Project: Act to End NTDs East Program; Client Award Number: 7200AA18CA00040 Project: CHISU Program; Client Award Number: 7200AA20CA00009
Submit Proposal to:	To: Haiti_procurements@rti.org CC: Huberte Estiverne hestiverne@rti.org CC: Uder Antoine uantoine@rti.org
Date of Issue of RFP:	29 February 2024
Date Questions from Supplier Due:	4 March 2024
Date Proposal Due:	7 March 2024 at 4.00 PM
Approximate Date Purchase Order Issued to Successful Bidder(s):	15 March 2024
Method of Submittal: Electronic Mail (E-mail)	
To: Haiti_procurements@rti.org CC: Huberte Estiverne hestiverne@rti.org ; Uder Antoine uantoine@rti.org	
Respond via e-mail with attached document in MS Word / pdf format. The Bidder/Seller agrees to hold the prices in its offer firm for 90 days from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFQ.	
Solicitation Number:	RFP-Act-East-FY24-003

Attachments to RFP:

- Attachment "A" – Commodity Specifications
- Attachment "B" – Instructions to Bidders/Sellers
- All PO Terms and Conditions are listed on our website at forth at: [RTI-po-terms English Version - v1.19.pdf](http://www.rti.org/files/PO_FAR_Clauses.pdf), [http://www.rti.org/files/PO FAR Clauses.pdf](http://www.rti.org/files/PO_FAR_Clauses.pdf) or for commercial items: [http://www.rti.org/files/PO FAR Clauses Commercial Items.pdf](http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf) (hereinafter the "Terms"). Supplier's delivery of products, performance of services, or issuance of invoices in connection with this purchase order establishes Supplier's agreement to the Terms. The Terms may only be modified in writing signed by both parties.

All bidders/sellers are responsible to carefully review each attachment and follow any instructions that may be relevant to this procurement.

Attachment A

Statement of Work

Description of Activity/Service:

RTI is an independent organization dedicated to conducting innovative, multidisciplinary research that improves the human condition. Founded as a centerpiece of the Research Triangle Park in North Carolina in 1958, RTI offers innovative research and development and a full spectrum of multidisciplinary services.

RTI envisages entering into a Master Services Agreement (MSA) with the successful bidders for the provision of an indefinite quantity of Transportation Services (Vehicle with Driver Rental) in North and Northeast, Haiti in support of its operations. In the event of RTI signing MSAs, the following shall apply:

1. The agreements shall be valid for 12 months from the date where both parties have signed the MSA with an option for a further extension of 12 months at RTI's discretion.
2. RTI will not be committed to purchase any minimum quantity, and purchases will be made only if there is an actual requirement. RTI shall not be liable for any cost if no purchases are made under any resulting MSA.
3. RTI intends to award more than one MSA to the responsive and best evaluated bidders.
4. The MSA holders must be able to provide quality and on-time services.
5. If there is an annual schedule of rates adjustment by the vendor for all clients, such as January 1 each year, the established rates may be renegotiated at that time and reflected through an Amendment to the MSA.
6. The confirmation of orders for specific requirements will be placed by issuing Purchase Orders or Task Orders/Letter of Authorization.
7. Typical yearly RTI requirement deliverables are listed in the attached Pricing and Description of Proposed Services, which bidders will need to fill out and submit to RTI.

ATTACHMENT B

A. Pricing and Description of Proposed Services

	Rental Rates Per Type of Vehicle				Additional Charge in Excess of Min. Destinations
Type of Vehicle	CAR	SUV	VAN	BIG VAN / OTHERS	
Name of Vehicle					
Year model of vehicle					
Number of Seats					
DESTINATION:					
North					
Northeast					

B. Vehicle Rental Services

DESCRIPTION OF SERVICES	REMARKS	
	YES	NO
With business registration		
Issue Official Receipt		
The vehicle has a comprehensive insurance		
Is the rate inclusive of driver, gasoline, and meals for driver		
Can respond to RTI needs/vehicle specification at short notice		
Payment will be made within 30 days after the receipt of invoice		
Willing to accommodate unanticipated changes in the itinerary		
Drivers are familiar/knowledgeable of areas of destination		

C. Delivery

- Cancellation Policy**

The cancellation and modification of confirmed rental services will be accepted within

twenty-four hours prior to departure date, (YES or NO).

If you propose different cancellation and modification policy, please describe it here.

D. Past Performance

- To enable us to find information about the quality of your services, please provide information of at least 3 of your previous clients for reference check.
 1. Client name/organization
 2. Contact person
 3. Contact phone numbers and email address
- Describe previous services provided to RTI (if any)

Required Documents for Submission

- Completed and signed RFP/RFQ submitted on Bidders' company letterhead. Please make sure to fill in the complete information in Sections A, B, C and D.
- Company profile
- Legal Registration Documents

Evaluation Criteria for Competitive Bidding

Refer to Attachment C, #11

Pricing and description of proposed services (vehicle type, year model) (Section A)	40%
Service factors described in Section B	30%
Delivery (Section C)	10%
Past Performance (Section D)	20%

By signing this attachment, the bidder confirms he has a complete understanding of the specifications and fully intends to deliver items that comply with the above listed specifications.

Signature:

Title:

Date:

Attachment “C”

Instructions to Bidders/Sellers

1. **Procurement Narrative Description:** The Buyer (RTI) intends to purchase commodities and/or services identified in Attachment A. The Buyer intends to purchase the quantities (for commodities) and/or services (based on deliverables identified in a Statement of Work). The term of the Ordering Agreement shall be from Award Date to the Delivery date of the Offeror unless extended by mutual agreement of the parties. The Buyer intends to award to a single “approved” supplier based on conformance to the listed specifications, the ability to service this contract, and selling price. We reserve the right to award to more than one bidder. If an Ordering Agreement is established as a result of this RFQ/RFP, supplier understands that quantities indicated in the specifications (Attachment A) are an estimate only and RTI does not guarantee the purchase quantity of any item listed.
2. **Procuring Activity:** This procurement will be made by **Research Triangle Institute (RTI International)**, located at

RTI International – Haiti 17, Rue Moise, Pétion-ville
Phone: (509)3177-4444/4409-8436

(Insert full address of the office)

who has a purchase requirement in support of a project funded by

US Agency for International Development (USAID)

(Insert client’s name)

RTI shall award the initial quantities and/or services and any option quantities (if exercised by RTI) to Seller by a properly executed Purchase Order as set forth within the terms of this properly executed agreement.

3. **Proposal Requirements.** All Sellers will submit a quote/proposal which contains offers for all items and options included in this RFQ. All information presented in the Sellers quote/proposal will be considered during RTI’s evaluation. Failure to submit the information required in this RFQ may result in Seller’s offer being deemed non-responsive. Sellers are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach RTI’s office designated in the RFQ by the time and date specified in the RFQ. Any offer, modification, revision, or withdrawal of an offer received at the RTI office designated in the RFQ after the exact time specified for receipt of offers is “late” and may not be considered at the discretion of the RTI Procurement Officer. The Seller’s proposal shall include the following:
 - (a) The solicitation number:
 - (b) The date and time submitted:
 - (c) The name, address, and telephone number of the seller (bidder) and authorized signature of same:

- (d) Validity period of Quote: 90 days
 - (e) A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary.
 - (f) If RTI informs Seller that the Commodity is intended for export and the Commodity is not classified for export under Export Classification Control Number (ECCN) "EAR99" of the U.S. Department of Commerce Export Administration Regulations (EAR), then Seller must provide RTI the correct ECCN and the name of Seller's representative responsible for Trade Compliance who can confirm the export classification.
 - (g) Lead Time Availability of the Commodity/Service.
 - (h) Terms of warranty describing what and how the warranties will be serviced.
 - (i) Special pricing instructions: Price and any discount terms or special requirements or terms (special note: pricing must include guaranteed firm fixed prices for items requested.)
 - (j) Payment address or instructions (if different from mailing address)
 - (k) Acknowledgment of solicitation amendments (if any)
 - (l) Past performance information, when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including points of contact with telephone numbers, and other relevant information)
 - (m) **Special Note:** *The Seller, by his response to this RFQ/RFP and accompanying signatures, confirms that the terms and conditions associated with this RFQ/RFP document have been agreed to and all its attachments have been carefully read and understood and all related questions answered.*
4. **Forms:** Sellers (potential bidders or suppliers) must record their pricing utilizing the format found on Attachment "A". Sellers must sign the single hardcopy submitted and send to address listed on the cover page of this RFQ/RFP.
5. **Questions Concerning the Procurement.** All questions in regard to this RFQ/RFP to be directed to

Huberte Estiverne

(insert name of procurement officer)

at this email address:

hestiverne@rti.org

(insert email address of the procurement officer).

The cut-off date for questions is (insert date).

4 March 2024

6. **Notifications and Deliveries:** Time is of the essence for this procurement. Seller shall deliver the items or services no later than the dates set forth in the contract that will be agreed by both parties as a result of this RFQ/RFP. The Seller shall immediately contact the Buyer's Procurement Officer if the specifications, availability, or the delivery schedule(s) changes. Exceptional delays will result in financial penalties being imposed of Seller.
7. **Documentation:** The following documents will be required for payment for each item:
 - (a) A detailed invoice listing Purchase Order Number, Bank information with wiring instructions (when applicable)
 - (b) Packing List
 - (c) All relevant product/service documentation (manuals, warranty doc, certificate of analysis, etc.)
8. **Payment Terms:** Refer to RTI purchase order terms and conditions found in [RTI-po-terms English Version - v1.19.pdf](#), [http://www.rti.org/files/PO FAR Clauses.pdf](http://www.rti.org/files/PO_FAR_Clauses.pdf), or [http://www.rti.org/files/PO FAR Clauses Commercial Items.pdf](http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf). Payment can be made via wire transfer or other acceptable form. Sellers may propose alternative payment terms and they will be considered in the evaluation process.
9. **Alternative Proposals:** Sellers are permitted to offer "alternatives" should they not be able to meet the listed requirements. Any alternative proposals shall still satisfy the minimum requirements set forth in Attachment A Specifications.
10. **Inspection Process:** Each item shall be inspected prior to final acceptance of the item. All significant discrepancies, shortages, and/or faults must be satisfactorily corrected and satisfactorily documented prior to delivery and release of payment.
11. **Evaluation and Award Process:** The RTI Procurement Officer will award an agreement contract resulting from this solicitation to the responsible Seller (bidder) whose offer conforms to the RFQ/RFP will be most advantageous to RTI, price and other factors considered. The award will be made to the Seller representing the **best value** to the project and to RTI. For the purpose of this RFQ/RFP, price, delivery, technical and past performance are of equal importance for the purposes of evaluating, and selecting the "best value" awardee. RTI intends to evaluate offers and award an Agreement without discussions with Sellers. Therefore, the Seller's initial offer should contain the Seller's best terms from a price and technical standpoint. However, RTI reserves the right to conduct discussions if later determined by the RTI Procurement Officer to be necessary.

The evaluation factors will be comprised of the following criteria:

- (a) **TECHNICAL CAPACITY AND QUALITY FACTORS.** Items/Services shall satisfy or exceed the specifications described in RFQ/RFP Attachment B.
- (b) **PRICE.** Seller offers best charging rate for each services.
- (c) **DELIVERY.**
 - The cancellation and modification of confirmed rental services will be accepted within twenty-four hours prior to departure date.
 - Payment terms will be made within 30-days period after the receipt of invoice.
- (d) **PAST PERFORMANCE.**
 - Past performance information for the past three (3) years to include three (3)

recent and relevant contracts for the same or similar service.

1. Client name/organization
 2. Contact person
 3. Contact numbers and email address
- Quality and timeliness of previous services provided to RTI.

12. **Award Notice.** A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful supplier within the time acceptance specified in the offer, shall result in a binding contract without further action by either party.

13. **Validity of Offer.** This RFP in no way obligates RTI to make an award, nor does it commit RTI to pay any costs incurred by the Seller in the preparation and submission of a proposal or amendments to a proposal. Your proposal shall be considered valid for 90 days after submission.

14. **Representations and Certifications.** Winning suppliers under a US Federal Contract are required to complete and sign as part of your offer RTI Representations and Certifications for values over \$10,000.

15. **Certifications.**

Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions - Certification and Disclosure Regarding Payments to Influence Certain Federal Transaction as referenced in FAR 52.203-11 is hereby incorporated into this Request for Proposal as a condition of acceptance.

Limitation on Payments to Influence Certain Federal Transactions- Limitation on Payments to Influence Certain Federal Transactions as referenced in FAR 52.203-12 is hereby incorporated into this Request for Proposal as a condition of acceptance.

16. **Anti- Kick Back Act of 1986.** Anti-Kickback Act of 1986 as referenced in FAR 52.203-7 is hereby incorporated into this Request for Proposal as a condition of acceptance. If you have reasonable grounds to believe that a violation, as described in Paragraph (b) of FAR 52.203-7 may have occurred, you should report this suspected violation to the RTI's Ethics Hotline at 1-877-212-7220 or by sending an e-mail to ethics@rti.org. You may report a suspected violation anonymously.

17. **The John S. McCain National Defense Authorization Act for fiscal year 2019 - section 889.** RTI cannot use any equipment or services from specific companies, or their subsidiaries and affiliates, including Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, and Dahua Technology Company ("Covered Technology"). In response to this request for proposal, please do not provide a quote which includes any Covered Technology. Any quote which includes Covered Technology will be deemed non-responsive. Additionally, if the United States Government is the source of funds for this RFP, the resulting Supplier shall not provide any equipment, system, or service that uses Covered Technology as a substantial or essential component.



3040 Cornwallis Road ■ PO Box 12194 ■ Research Triangle Park, NC 27709-2194 ■ USA
Telephone 919.541.6000 ■ Fax 919.541.5985 ■ www.rti.org

Acceptance:

Seller agrees, as evidenced by signature below, that the seller's completed and signed solicitation, seller's proposal including all required submissions and the negotiated terms contained herein, constitute the entire agreement for the services described herein.

By:

(Seller Company Name)

Signature: _____

Title:

Date: