# Request for Proposal (RFP)

**RFP - FY21 – 001 - Somalia**

<table>
<thead>
<tr>
<th>Services Required:</th>
<th>Secured Office, Life Support and Security Services for Southern Somalia</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Contract:</td>
<td>Subcontract / Purchase Order</td>
</tr>
<tr>
<td>Term of Contract:</td>
<td>One (1) Year with possibility for annual renewals</td>
</tr>
<tr>
<td>This Procurement supports:</td>
<td>The anticipated USAID-funded Resilient and Inclusive Economic Development (RIED) project in Somalia</td>
</tr>
</tbody>
</table>
| Submit Proposal to: | Mohamed Jallow, Sr. Supply Chain Specialist  
Email: mjallow@rti.org |
| Date of Issue of RFP: | **Monday, February 8, 2021**                                      |
| Date Proposal Due:  | **Friday, February 26, 2021**                                      |
| Approximate Date of Subcontract/Purchase Order Issued to Successful Bidder(s): | TBD (Approximately the last quarter of 2021) |

**Method of Submittal:**

Via email to [mjallow@rti.org](mailto:mjallow@rti.org)

Respond via e-mail with attached document in MS Word / pdf format.

The Bidder/Offeror agrees to hold the prices in its offer firm for **120 days** from the date specified for the receipt of offers unless another time is specified in the addendum of the RFP/RFQ.

**Solicitation Number:**

**RFP- FY21- 001-Somalia**

**Attachments to RFP:**

1. Attachment “A” – Service Specifications
2. Attachment “B” – Instructions to Bidders
3. All PO Terms and Conditions are listed on our website at forth at:
   - [http://www.rti.org/files/PO_FAR_Clauses.pdf](http://www.rti.org/files/PO_FAR_Clauses.pdf) or for commercial items:

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 are responsible to carefully review each attachment and follow any instructions that may be relevant to this procurement.
Attachment A
Statement of Work

Part I – Introduction

RTI seeks proposals from suitably qualified firms to provide security services for an upcoming USAID-funded Resilient and Inclusive Economic Development (RIED) project. The RIED proposal is expected to be released on or around February 25th, 2021, for an anticipated award date towards the end of the 2021 calendar year.

The RIED program seeks to accelerate economic recovery by objective of RIED is to strengthen resilience and promote inclusive economic opportunities for marginalized groups by catalyzing systemic change in targeted rural and urban economies and communities. RIED’s geographic coverage is described in Graphic 1 and includes all or part of the following regions: Lower Shabelle, Middle Shabelle, Bay, Bakool, Middle Juba, Lower Juba, and Gedo.

RTI International seeks proposals from qualified firms to provide one, some, or all of the services listed below:

- Life Support - Mogadishu
- Life Support - Baidoa
- Security Services - Mogadishu
- Security Services - Baidoa
- Office space - Mogadishu
- Office space – Baidoa

Offerors should only propose services that they have the experience and existing resources to provide, and RTI may issue several awards to one or more companies to cover all or some of the components. The prices must be provided on a per unit basis to adjust to the requirements once the RIED proposal is released.

Offerors must respond to the full Request for Proposal (RFP) to mjallow@rti.org no later than Friday, February 26, 2021. Submissions should summarize relevant qualifications, as outlined in Part II – Statement of Work. Issuance of this RFP does not constitute a commitment on the part of RTI for any costs incurred in the preparation and submission of proposals.
Part II – Statement of Work

Offeror will be responsible for the provision of the following services on an ongoing basis over the duration of the Subcontract/Purchase Order.

Offerors can submit proposals for one or a combination of proposals for the following services at the locations listed in the below in Table 1.

Table 1. Services and Locations

<table>
<thead>
<tr>
<th>A. Living Space</th>
<th>B. Office Space</th>
<th>C. Secure Transfers</th>
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</thead>
<tbody>
<tr>
<td>1. Mogadishu</td>
<td>1. Mogadishu</td>
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<td>3. All other locations</td>
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Offeror will be required to:

**Service A: Residential Facilities inside the control zone**

The residential facilities will be in a control zone, in Aden Adde International Airport (AAIA) in Mogadishu and other control zone in Baidoa. The facilities must meet the following requirements:

**Mogadishu**

- Secured compound facilities with controlled access.
- Residential space for permanent expatriate staff and consultants, assume ten (10) rooms.
- Rooms to have adequate soundproofing, if near the airport/ runway.
- Full kitchen with dining space and meal services for three meals per day.
- Fully equipped gym and morale, welfare, and recreation facilities.
- Parking for up to five (5) vehicles.
- Ability to expand the lodging or other spaces on facility in the future, as necessary.

**Baidoa**

- Secured compound facilities with controlled access.
- Temporary residential space for expatriate staff and consultants travelling on short assignments, assume four (4) rooms for RFP per unit pricing.
- Full kitchen with dining space and meal services for three meals per day.
- Parking for up to three (3) vehicles.
- Ability to expand the lodging or other spaces on facility in the future, as necessary.

Life Support Services on residential facilities will include:

- Security access and facilitation at the AMISOM gates and checkpoints.
- Somalia temporary visa process facilitation for short-term consultants.
- Routine maintenance and repairs of compound and facilities.
• Provision of utilities including water, electricity from main and district power grids (with generator as a back-up), high-speed internet (with back-up dongle devices), cable television for residential rooms and recreation area, and wastewater collection and removal.
• Full-time chef and kitchen assistants providing three (3) meals per day for up to six (6) staff members and four (4) visiting/temporary staff.
• Safe Room/Bunker, fully stocked with water, dried food rations or meals ready to eat (MRE’s) and medical supplies.
• First aid and/or medical response capability on-site.
• Vector/Pest control.
• Laundry services.
• Cleaning services.
• Registers and logs for all services provided, which will always include an updated maintenance plan/record of serviceability.
• Personal protective equipment (PPE) for project members lodged in the living quarters that includes body armor and helmet.
• All services provided must be Minimum Operating Security Standards (MOSS) compliant.

For all staff and consultants arriving to the residential facilities, the Offeror will provide Security Briefs that will contain the following:

• Welcome brief and ground orientation.
• Introduction of the Offeror’s team.
• Standard Operating Procedures (SOP) for operating in the relevant location.
• Current threat and recent incidents.
• Medical facilities within the area of operations.
• Information on how to evacuate medically or other reasons.
• Immediate Action drills (In the event of an attack on current location office/guesthouse/hotels etc.).

Safety Requirements must be in-line with that of the UN Minimum Operating Security Standards (MOSS) or Facility Safety and Security Standards (FSSS).

• Security: The premises must have 24-hour armed guard security and surveillance services.
• The premises must have access control procedures at all main ingress/egress points including but not limited to, vehicle mirror search, physical and bag searches. (X-ray machines and walk-through metal detecting devices would be of an advantage).
• CCTV System: A fully monitored CCTV system. All access points into the compound along with the perimeter wall should be monitored by the CCTV.
• Guard Force: Maintain a register for the entire guard force that has a roster of all guards as well as sign in and out dates.
• Standard Operating Procedures (SOPs) on hand for guard force protocols and procedures.
• Weapons Licenses: Weapons licenses must be always maintained and available for review upon request.
  - Guard training logs and testing should be available for review upon request.
• Guards are to not work more than 8 hours per day.
• Overhead protection: Residence and common areas, such as the dining room area, must have overhead protection.
• Building wall protection: Side walls should meet specifications to protect against shrapnel and small arms fire.
• Pre-existing buildings should be reinforced around the base for In Direct Fire (IDF).
• Doors: All doors in the occupied area of the facility must open outwards.
• Windows: Shatter Resistant Film (SRF) & window frame catchers - All windows must be covered with SRF and outfitted with window frame catchers.
• Perimeter Wall: Perimeter wall must be fully protected by barbed wire and ensure that it is well maintained.
• Smoke alarms to be installed in each room and fire extinguishers should be available outside each building, and floor if a multistory building.
• Perimeter Guard Towers: All guard towers should be manned by guard force personnel.
• Safe Room: The Safe Room/ Bunker needs to be reinforced with adequate overhead protection for IDF and must also include:
  o Blast proof doors, ideally with hinges on the inside and opening outwards and an internal locking system.
  o Air-conditioning and ventilation (to reduce the buildup of carbon monoxide).
  o Lighting and electricity power points.
  o Medical equipment, cold storage, dried food rations or meals ready to eat (MRE’s) and water for all guests for up to 72 hours.
  o Toilet facilities and seating.
  o Safe Room door CCTV monitor system or camera.

Service B: Office Facilities inside a control zone

The office facilities will be in a control zone, in Aden Adde International Airport (AAIA) in Mogadishu and other control zone in proximity to the airport in Baidoa. The facilities must meet the following requirements:

• Provide office space for up to thirty (30) staff and consultants in Mogadishu, and twenty (20) staff and consultants in Baidoa.
• Secured office facilities with controlled access via fingerprint/card or keypad controlled access.
• For Mogadishu: Provide lunch meal provisions/options for up to forty (40) staff as well as ability to host catered meeting events.
• Prayer space: Provide prayer space for male and female staff.
• Tea and coffee facilities – there should be tea and coffee facilities available to staff.
• Parking: shall have ample parking spaces with minimum five (5) parking spaces always confirmed for office vehicles in Mogadishu, and three (3) parking spaces in Baidoa.
• Storage: Should have a storage space for equipment and office supplies with locks and access control. Storage space should at least 1,200 cubic feet.
• Conference room: Office space must also have a conference room that can accommodate the full staff level based on location (30 in Mogadishu, and 20 in Baidoa), or the Offeror must allow RIED access to a conference room that is available only for RIED usage.
• Work cubicles: Within the office, the non-closed offices should be divided using cubicles or sturdy dividers.
Within the cubicle, there should be a space for a desk and a chair. RIED has furnished the dividers and office equipment for the office space. The vendor is required to provide the square footage needed for the office space to accommodate the work cubicles.

- **Office Furniture:** The office furniture will be provided by RIED, while the vendor is only responsible for common areas and conference areas outside of the main building rented for the RIED office.
- **Server room:** Within the Mogadishu office there must be a separate room for a server with a separate air-conditioning unit, locks and access control in place.
- **Air Conditioning:** The office space should have a well-functioning air-conditioning system in individual offices, rooms, open cubicles, and conference rooms. Air condition installation and maintenance is the responsibility of the bidder. The A/C unit’s capacity (BTUs per hour) needs to meet the requirements for the area to be cooled (square feet).
- **Lighting, aeration, and ventilation:** the office must have enough windows to allow for natural lighting, aeration and ventilation. Windows should be in compliance with safety requirements /MOSS/FSSS standards as outlined below.
- **Toilet/Bathroom:** There should be a minimum of four (4) separate toilets – two (2) for male and another two (2) for female – that are designated to the RIED office and conference rooms.
- **Keys:** There should be an access door card/ fingerprint locks or keypad access locks on office doors, and all exterior doors should self-close and lock after someone enters/exits.
- **Fire escape:** For offices on multiple levels, office space must have 2 fire escapes on each floor.
- **Noise Pollution:** Office space should be soundproofed against airport noises.

Facility Amenities and Other Services at office facilities will include:

- Security access and facilitation at the AMISOM gates and checkpoints.
- Provision of utilities including water, electricity from main and district power grids (with generator as a back-up), high-speed internet, cable television for residential rooms and recreation area, and wastewater collection and removal.
- A first aid and/or medical response capability on-site.
- Vector/Pest control.
- Registers and logs for all services provided.

Maintenance and Repairs: Routine maintenance and repairs of compound and facilities

- Routine maintenance and repairs of compound and facilities.
- Utilities: reliable water supply (both drinking and general usage), electricity from main and district power grids (with generator as a back-up), and waste management system.
- Lunch meal provision for Mogadishu: Meal capability/options for 30 local National staff and any events on the Mogadishu compound. Staff shall have access to microwave and refrigerator. Dedicated chef and kitchen assistants providing 1 meal per day for all staff members and consultants.
- Lunch facilities in Baidoa will require access to a kitchen with a microwave and refrigerator as well as a dedicated area to eat meals.
- Cleaning services: Dedicated cleaner for the office space with registered roster. Bathroom cleaning with a register of all the times it is cleaned.
Safety Requirements must be in-line with that of the UN Minimum Operating Security Standards (MOSS) or Facility Safety and Security Standards (FSSS)

- **Security:** The premises must have 24-hour armed guard security and surveillance services
- The premises must have access control procedures at all main ingress/egress points including but not limited to, vehicle mirror search, physical and bag searches. (X-ray machines and walk-through metal detecting devices would be of an advantage).
- **CCTV System:** A fully monitored CCTV system. All access points into the compound along with the perimeter wall should be monitored by the CCTV.
- **Guard Force:** Maintain a register for the entire guard force that has a roster of all guards as well as sign in and out dates.
- **Standard Operating Procedures (SOPs)** on hand for guard force protocols and procedures.
- **Weapons Licenses:** Weapons licenses must be maintained at all times and available for review upon request.
  - Guard training logs and testing should be available for review upon request.
- Guards are to not work more than 8 hours per day.
- **Overhead protection:** Office/Conference room and common areas, such as the dining room area, must have overhead protection to mitigate against IDF.
- **Building wall protection:** Side walls should meet specifications to protect against shrapnel and small arms fire.
- **Pre-existing buildings** should be reinforced around the base for In Direct Fire (IDF).
- **Doors:** All doors in the occupied area of the facility must open outwards.
- **Windows:** Shatter Resistant Film (SRF) & window frame catchers - All windows must be covered with SRF and outfitted with window frame catchers.
- **Perimeter Wall:** Perimeter wall must be fully protected by barbed wire and ensure that it is well maintained.
- **Perimeter Guard Towers:** All guard towers should be manned by guard force personnel.
- **Smoke alarms** to be installed in each room and fire extinguishers should be available outside each building, and floor if a multistory building.
- **For Mogadishu:** Facilitation of entry to AMISOM gate: The Offeror shall facilitate the Security access at the AMISOM gate.
- **Safe Room:** The compound where the office is located must have a Safe Room that can fit a minimum of 30 people comfortably. The Safe Room needs to be reinforced with adequate overhead protection for IDF and must also include;
  - Blast proof doors, ideally with hinges on the inside and opening outwards and an internal locking system.
  - Air-conditioning and ventilation (to reduce the buildup of carbon monoxide).
  - Lighting and electricity power points.
  - Medical equipment, cold storage, dried food rations or meals ready to eat (MRE’s) and water for all guests for up to 72 hours.
  - Toilet facilities and seating.
  - Safe Room door CCTV monitor system or camera.
Compliance with MOSS/FSSS and UNDSS: The premises and all services provided must comply with the Minimum Operating Security Standards (MOSS) and UNDSS requirement.

Services C: Security Services and Secure Movements

The Security Provider offeror must be an internationally recognized organization with a track record of operating within hostile environments. Somalia-wide experience would be preferred over Mogadishu only based companies and a proven track record of their close protection officer (CPO) operating in south central Somalia, CPOs with vast experience in these regions will be at an advantage.

RTI’s RIED project are looking for a dedicated CPO to be assigned to their project by the successful bidder, the security provider will be required to provide the RIED team with one (1) CPO and relief CPO cover when their dedicated CPO is out on leave. And available to supply extra CPO’s and other services on an ad-hoc basis for; events, meetings and in the event of a serious incident on the AAIA or within the city of Mogadishu. The security provider must be amenable to house their CPO within the complex of the RIED international team members be it in Mogadishu (AAIA) or Baidoa’s green zone. Other services to be considered are ad-hoc CPO and vehicle movements in both Mogadishu/ Baidoa and other areas of operation shown in the graphic one (1) below.

The security provider must identify if they have a footprint and assets within Baidoa as well as Mogadishu. Secure movements within Mogadishu and Baidoa on an “as-needed basis” based on client requirements. The security provider will be required to share their local partners and or local national security escort team company details in both Mogadishu and Baidoa.

The security provider must be able to provide an armored vehicle no more than 3 years old and in good serviceable working order with no defects. The vehicle must be a minimum of B6 level armor, companies with B7/VR7 vehicles will be at an advantage.

The security company must be fully registered within Somalia and have all up to-date documentation readily available including but not limited to, arming authority, weapons registration, company registration and licensing with the government of Somalia.

Security options to be considered are:

1. Pricing for a dedicated CPO and B6 vehicle in Mogadishu AAIA.
2. Pricing for red zone movements in Mogadishu and Baidoa (utilizing the dedicated CPO for fly away missions).

- Secure movements will be required for the following:
  - Inside the AAIA or other control zones (for high-profile meetings).
  - Inside the AAIA or other control zones (for travel to and from the residence and office).
  - Inside the AAIA or other control zones (for airport – residence pick up of international staff).
  - Outside the AAIA in Mogadishu (Red zone moves)
  - Outside of control zones in Baidoa. (Red zone moves)
  - To other locations within southern Somalia (see Graphic 1).

- Vehicle profiles:
• Inside control zone Mogadishu – B6 vehicle and dedicated CPO only
• Outside control zone Mogadishu for 1-2 clients – B6 vehicle, dedicated CPO and one (1) driver, two (2) escort vehicles two (2) escort vehicle drivers and a minimum of eight (8) local national armed security guards.
• Outside control zone in Mogadishu 3-4 clients – Extra B6 vehicle, second CPO and (1) driver.
• Inside control zone in Baidoa – B6 vehicle and dedicated CPO only.
• Outside control zone in Baidoa for 1-2 clients – B6 vehicle, dedicated CPO and one (1) driver, two (2) escort vehicles two (2) drivers and a minimum of eight (8) local national armed security guards.
• Outside the control zone in Baidoa for 3-4 clients – Extra B6 vehicle, second CPO and driver.

• Vehicle requirements:
  o Vehicle profile must meet the security profile requirements that are pre-approved by the RTI Security Manager including vehicle personnel such as a driver and/or other support assigned for each vehicle.
  o The Vehicle must be no older than 3 years old and must be serviceable to what the security manager deems as appropriate.
  o The Offeror will provide drivers, vehicles, and other security personnel as appropriate based on specific location requirements. This may include extra CPOs, or other personnel as agreed upon between the vendor and RTI Security Manager.
  o B6 vehicles must have a full break-down kit, first aid kit, firefighting materials, radio equipment to enable coordination between vehicles and their base of operation, tracking equipment, extra PPE, and other equipment to operate in a hostile environment.

• Driver of the main transport vehicle must meet the following criteria:
  o Valid driving license with completed background checks.
  o Training records in Defensive Driving, Anti ambush; blocking and maneuvering, one, two and three vehicles etc.
  o Basic English capability to understand destinations and other routing information.
  o Any other licenses, such as weapons licenses, required by the government of Somalia.

• For all movements, the Offeror will:
  o Present a narrative description of their proposed configuration of transportation and security including teams’ composition for traveling to specified locations above. It should include transportation and security from airports to selected destinations, and an escalation of security measures to meet the current threat level.
  o Provide adequate transportation, including tracking systems. This will include drivers, fuel, vehicles, and maintenance costs associated with these vehicles. In the event that an incident renders a vehicle unusable, the Offeror will immediately replace the vehicle with another from its fleet. The Offeror will propose a fixed price (all inclusive) for own vehicles.
  o Provide adequate medical services in case of an incident. The Offeror will have personnel trained in emergency first aid and documentation and training records available when requested by RTI.
  o Daily transportation logs with vehicle mileage and passengers, completed and signed on an at-use-basis. A weekly RTI summary of the vehicle movements must have the daily transportation logs
attached for approval by the RTI Security Manager or designee. Absence/incomplete transportation logs will result in the cost being disallowed.

- If the movement requires accommodation in hotels the Offeror will assess and propose secure accommodation options during travel in the destination location, at stoppable locations en route in the case of multi-day journeys, or in the closest available location based on assessment of available facilities.

- The dedicated Close Protection Officer (CPO) will be responsible for the following tasks:
  - Emergency planning.
  - On call 24/7/365 security armed response for RTI staff based at the residence.
  - Dedicated mission planning and used for the execution of the task.
  - Reporting:
    - Daily risk reporting / threat assessments
    - Weekly written summary – incident / threat / summary for the next 7 days
    - Provide notice of any potential security flash points over the 30 days.
  - Internal compound movements utilizing the RTI soft skin vehicle and driver.
  - Act as the CPO team leader for any city moves.
  - Act as the CPO / team lead for any fly away missions.
  - Security briefings of new RIED personnel and international consultants.
  - Provide a security brief prior to any movement or event.
  - Security assessments: threats, routes, venue and;
  - To work closely with the RIED security manager and assist in his duties as and when required.

Close Protection Officers must be licensed and armed personnel with a minimum of 5 years of experience in hostile environments in a close protection role with military or armed police background. They must be medically qualified to that of FPOS I or FREC, ALS/ITLS will be of advantage.

All proposed CPO’s will be assessed by the RIED security manager to ensure suitability for all RIED personnel. 2 years Mogadishu experience is vital, and knowledge of South-Central Somalia with previous travel to areas such as Baidoa, Kismayo and Beled Weyne would be preferred.

**Note:** If a CPO is deployed on a fly away mission with RIED then another CPO will be assigned to the remaining staff based in Mogadishu or Baidoa at the discretion of the RIED security manager.

**Eligible Requirements**

- Legally registered and licensed in Somalia.
- Meet the requirements of the scope of work, legal registration, and licensing to employ armed guards and possess firearms.
- Legally own or leased the proposed compound land and facilities.
- Experience providing secure compound facilities for residence and office purposes.
- All vehicles inside the AAIA need to be registered with the Government of Somalia as well as AMISOM.
- CPO Security Industry Authority (SIA) or country equivalent licensing.
Graphic 1: Geographic Coverage
# Annex 1. Movement Price and Cost

## Price breakdown

<table>
<thead>
<tr>
<th>Security Profile Level</th>
<th>Profile Requirements</th>
<th>Within Mogadishu AAIA</th>
<th>Mogadishu Red Zone</th>
<th>Baidoa Control Zone</th>
<th>Baidoa Red Zone</th>
<th>Other Locations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level #1</strong></td>
<td>1 x Dedicated CPO</td>
<td>Price Per Day</td>
<td>Not Applicable</td>
<td>Price Per Day</td>
<td>Not Applicable</td>
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<td></td>
<td>1 x Dedicated CPO</td>
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<td>1 x B6 vehicle</td>
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<td>Extra CPO</td>
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<td>1 x B6 vehicle (If required)</td>
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<td><strong>Level #2</strong></td>
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<td>1 x Dedicated CPO</td>
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<td>1 x B6 vehicle</td>
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<td></td>
<td>1 x B6 driver (LN)</td>
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<td></td>
<td>2 x Escort vehicles</td>
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<td>2 x Drivers (LN)</td>
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<td>10 x Armed escort guards (LN)</td>
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<td><strong>Level #3</strong></td>
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<td>1 x Dedicated CPO</td>
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<td>1 x B6 driver (LN)</td>
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<td>1 x Extra CPO</td>
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<td>1 x B6 vehicle</td>
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<td>10 x Armed escort guards (LN)</td>
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**Notes:**

1. Level one is inside the Mogadishu Green Zone only.
2. Level two is a three (3) vehicle Red Zone movement.
3. Level three is a four (4) vehicle Red Zone movement.
Level #1 is inside the Mogadishu Green Zone only.

Level #2 is a three (3) vehicle Red Zone movement.

Level #3 is a four (4) vehicle Red Zone movement.
Attachment “B”
Instructions to Bidders/Offerors

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 or multiple “approved” suppliers based on conformance to the listed specifications, the ability to service this contract, past performance considerations, and price. 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

<table>
<thead>
<tr>
<th>Address</th>
<th>Location</th>
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<tbody>
<tr>
<td>3040 East Cornwallis Road</td>
<td>Research Triangle Park, NC 27709-2194</td>
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</table>

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

<table>
<thead>
<tr>
<th>Agency</th>
<th>Location</th>
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<tbody>
<tr>
<td>UNITED States Agency for International Development</td>
<td></td>
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RTI shall award the initial quantities and/or services and any option quantities (if exercised by RTI) to Offeror by a properly executed Purchase Order as set forth within the terms of this properly executed agreement.

3. **Proposal Requirements.** Offerors will submit a proposal which contains offers for all services and options included in this RFP. All information presented in the Offerors proposal will be considered during RTI’s evaluation. Failure to submit the information required in this RFP may result in Offeror’s offer being deemed non-responsive. Offerors are responsible for submitting offers, and any modifications, revisions, or withdrawals, to reach RTI’s office designated in the RFP by the time and date specified in the RFP. Any offer, modification, revision, or withdrawal of an offer received at the RTI office designated in the RFP 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 Offeror’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 Offeror (bidder) and authorized signature of same:
- (d) Validity period of Quote:
- (e) A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation.
- (f) 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.
(g) 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)

(h) **Special Note:** The Offeror, by responding to this RFP and accompanying signatures, confirms that the terms and conditions associated with this RFP document have been agreed to and all of its attachments have been carefully read and understood and all related questions answered.

4. **Forms:** Offerors (potential bidders or suppliers) must record their pricing utilizing the format found on Attachment “A”.

5. **Questions Concerning the Procurement.** All questions in regard to this RFP to be directed to Mohamed Jallow at mjallow@rti.org

6. **Payment Terms:** Refer to RTI purchase order terms and conditions found in https://www.rti.org/sites/default/files/rti-purchase-order-terms-and-conditions-v1.16.pdf, http://www.rti.org/files/PO_FAR_Clauses.pdf, or http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf. Payment can be made via wire transfer or other acceptable form. Offerors may propose alternative payment terms and they will be considered in the evaluation process.

7. **Alternative Proposals:** Offerors 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.

8. **Location Assessment Prior to Contract: Process:** Prior to awarding a Subcontract/Purchase Order, RTI may conduct an assessment of the offerors proposed location(s) to ensure appropriateness to carry out the requirements set forth in Attachment A.

9. **Evaluation and Award Process:** The RTI Procurement Officer will award an agreement contract resulting from this solicitation to the responsible Offeror (bidder) whose offer conforms to the RFP will be most advantageous to RTI, price and other factors considered. The award will be made to the Offeror representing the **best value** to the project and to RTI. For the purpose of this RFP, price, 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 Offerors.

   Therefore, the Offeror’s initial offer should contain the Offeror’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) **PRICE.** Lowest evaluated ceiling price (inclusive of option quantities).
   
   (b) **TECHNICAL.** Items/Services shall satisfy or exceed the specifications described in RFQ/RFP Attachment A.

   (c) **PAST PERFORMANCE** - Offeror can demonstrate his/her capability and resources to provide the items/services requested in this solicitation in a timely and responsive manner.

10. **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.
11. **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 Offeror in the preparation and submission of a proposal or amendments to a proposal. Your proposal shall be considered valid for 120 days after submission.

12. **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.

13. **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.

14. **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.

**Acceptance:**
Offeror agrees, as evidenced by signature below, that the Offeror’s completed and signed solicitation, Offeror’s proposal including all required submissions and the negotiated terms contained herein, constitute the entire agreement for the services described herein.

By: (Offeror Company Name)

Signature: __________________________________________________________

Title: ____________________________

Date: ____________________________