

REQUEST FOR INFORMATION (RFI)

RFI Number: 2017 PSM Global Freight Forwarding RFI-1

Description: Request for Information and Prequalification for **International Freight Forwarding Services**

Release Date: Sept 12 2017

Due Date: 5:00 PM on October 3, 2017

Project Implementer: Chemonics International Inc.
1717 H. Street, NW, Washington, DC 20006 USA

Funded by: Global Health Supply Chain (GHSC) – Procurement and Supply Chain Management (PSM) Project, United States Agency for International Development (USAID), Contract/Order Nos. AID-OAA-I-15-00004/AID-OAA-TO-15-00007; AID-OAA-TO-15-00009; AID-OAA-TO-15-00010; AID-OAA-TO-16-00018

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******* ETHICAL AND BUSINESS CONDUCT REQUIREMENTS *******

Chemonics is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit. Chemonics expects suppliers to comply with our Standards of Business Conduct, available at <http://www.chemonics.com/OurStory/OurMissionAndValues/Pages/default.aspx>.

Chemonics does not tolerate fraud, collusion among offerors, falsified proposals/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported to both USAID and the Office of the Inspector General.

Employees and agents of Chemonics are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business. Employees and agents engaging in this conduct are subject to termination and will be reported to USAID and the Office of the Inspector General. In addition, Chemonics will inform USAID and the Office of the Inspector General of any supplier offers of money, fee, commission, credit, gift, gratuity, object of value or compensation to obtain business.

Offerors responding to this RFI must include the following as part of the proposal submission:

- Disclose any close, familial, or financial relationships with Chemonics or project staff. For example, if an offeror's cousin is employed by the project, the offeror must state this.
- Disclose any family or financial relationship with other offerors submitting proposals. For example, if the offeror's father owns a company that is submitting another proposal, the offeror must state this.
- Certify that all information in the proposal and all supporting documentation are authentic and accurate.
- Certify understanding and agreement to Chemonics' prohibitions against fraud, bribery and kickbacks.

Potential violations referencing this RFP number and title may be reported directly to Chemonics at to BusinessConduct@chemonics.com or by phone/Skype at 888.955.6881.

SECTION 1: INTRODUCTION

Chemonics International Inc. (hereinafter referred to as “Chemonics”) is the prime contractor implementing the United States Agency for International Development (USAID) funded Global Health Supply Chain – Procurement and Supply Chain Management (GHSC-PSM) project (contract numbers as identified on the cover page) and hereinafter referred to as “GHSC-PSM” or “Project”. The purpose of the USAID funded GHSC-PSM project is to ensure uninterrupted supplies of health commodities to prevent suffering, save lives, and create a brighter future for families around the world. The IDIQ has four task orders that directly support the U.S. President’s Emergency Plan for AIDS Relief, the President’s Malaria Initiative, and USAID’s maternal and child health, and population and reproductive health programs. The project provides health commodity procurement services and systems-strengthening technical assistance that address all elements of a comprehensive supply chain. The project services over 100 distinct origin and destination cities with an estimated freight spend in excess of \$40,000,000.

Chemonics is issuing this Request for Information (RFI) for International Freight Forwarding Services in order to prequalify freight forwarders that meet the eligibility requirements defined herein and have sufficient experience working across the countries outlined in the RFI. With shipping requirements similar to those under the GHSC-PSM project. Chemonics is seeking to identify capable global air, sea and land freight forwarding providers to participate in future requests for proposal or requests for quotations under the GHSC-PSM project to deliver life-saving pharmaceuticals and supplies to developing countries across the world. GHSC-PSM requires that freight forwarders have existing, demonstrated capabilities in the destination countries where the Project operates and comparable technical experience.

The purpose of the pre-qualification process is:

- To establish the existence and interest of identified providers who are qualified to provide global air, sea and land freight forwarding services.
- To identify up to 8-10 qualified freight forwarders that, in the opinion of Chemonics, have the prerequisite qualifications and the technical and managerial capabilities to successfully undertake the responsibilities and duties of the contract as well as the experience required to submit full quotations for the services required.

Interested Parties are invited to submit their response in accordance with Section 2 (Instructions). A submittal of a response serves as notice to Chemonics of the Party’s interest in being considered as a potential partner for International Freight Forwarding Services under the GHSC-PSM project.

SECTION 2: INSTRUCTIONS

2.1 Submittal Deadline

Responses must be completed and submitted online no later than 5:00 PM local time on October 3 2017. Late submittals will be considered at the discretion of the Project.

Note that responses must be submitted through the GHSC-PSM online procurement portal. Therefore, interested parties must complete a basic registration process for the company within the portal. To register as a supplier for PSM please contact GHSC-PSMProcurement/BidResponses@ghsc-psm.org. With your name and email. Upon receipt of your email we will send you a link to register **your company. Upon registration you will receive a **user ID and password and then** access to the RFI. If you have previously registered with PSM you can skip this step log in straight to the RFI.**

The registration process takes approximately 10-20 minutes and requires basic information on company location, legal status and contact information. There is an option to download the RFI Offline and later upload your response. For further instructions on registering and the RFI process please follow this link.

https://www.ibm.com/support/knowledgecenter/en/SSAT72/com.ibm.help.esc_suppliertutorials.doc/r_AccessingSupplierTutorials.html

2.2 Protocol for Submission of Submittals

Respondents are responsible for ensuring that their submittals are received in accordance with the instructions stated herein and in the online RFI format. Any questions or concerns about the registration process may be submitted to GHSC-PSMProcurement/BidResponses@ghsc-psm.org.

2.2 Questions and Clarifications

All questions and/or clarifications regarding the questions in the RFI must be submitted via email to GHSC-PSMProcurement/BidResponses@ghsc-psm.org no later than 5:00 PM local time on Sept 29 2017. No phone calls or in-person inquiries will be entertained; all questions and inquiries must be in writing.

Only the written answers will be considered official. Any verbal information received from a Chemonics or Project employees, or other entity, should not be considered as an official response to any questions regarding this RFI.

2.3 Time Schedule

Chemonics has developed the following tentative schedule, subject to revision, for the solicitation of requests for proposals for global air, ocean and land freight forwarding services. Chemonics reserves the right to change the timelines as necessary to respond to project needs.

Activity	Date
Release the RFI to interested and incumbent parties	Sept 12 2017
Deadline for written requests for clarification on the RFI	Sept 29 2017
Deadline for submittal of responses to the RFI	October 3 2017
Announcement of list of pre-qualified contractors	Approx. CW 41-42
RFP solicitation issued	Approx. CW 41-42
Deadline for submittal of RFP responses	Approx. CW 46-47
Announcement of award	Early Q1 2018

2.4 Technical Capability Requirements

The online RFI includes a series of questions related to the volume and nature of freight forwarding services that may be provided by the responder. Specifically, this includes questions related to the volume of freight being moved into specific countries. Interested parties are encouraged to review the RFI questions and gather detailed information in advance prior to completing the full online response. The online form is designed to be completed within 60 min, so please allow for sufficient time to collect this information. Note that a respondent does not need demonstrate capability in ALL destination countries to be considered for possible inclusion in the GHSC-PSM program.

Pre-qualification will be based on a demonstrated ability to provide required technical services at a comparatively high level among respondents. The following areas will be considered relative to other respondents:

- Number of customers requiring duty free waiver support
- Number of cold chain shipments successfully completed
- Ability to establish EDI set up
- Volume of shipments to identified country/region

- Number of cities providing delivery of international shipments past port

Additionally, the following minimum, pass/fail criteria regarding the Respondent's general and particular experience will be included in the online response:

- Demonstrated understanding of US Flag shipping requirements and ability to contract with US Flag carriers when required.
- Is not debarred, suspended, or proposed for debarment, by the US Government or who proposes to do business with firms or firms' principals who are debarred, suspended, or proposed for debarment by the US Government, in the performance of the requirement of this activity.
- Is legally registered and recognized under the laws of the country where the company is headquartered and is in compliance with all applicable civil, fiscal, and other applicable regulations.
- Agree to work under U.S. Government and USAID regulations applicable to future Requests for Quotations or Proposals.
- Qualify under the authorized USAID geographic code for the Project, which is **Code 935**. All commodities and services supplied for any work awarded under future Invitations to Bid or Requests for Proposals must meet this geographic code in accordance with the US Code of Federal Regulations (CFR), [22 CFR §228](#). No items, items with components from, or related services may be offered from the following countries: Cuba, Iran, Syria, and North Korea. Related services include incidental services pertaining to any/all aspects

2.5 Selection and Notification of Prequalification

Chemonics reserves and holds the following rights and options, which it may exercise at its sole discretion nor be under any obligation to inform the Applicant of the grounds for them:

- By written notice to the Respondent(s), reject any or all Pre-qualification Responses or cancel the pre-qualification process.
- To request and receive written clarifications from any Respondent at any time during the pre-qualification period.
- To establish or modify any item of the Time Schedule.
- To establish a committee to review and evaluate pre-qualification responses.
- To make decisions regarding a Respondent's compliance with the minimum qualification criteria.
- To amend the scope of any Request for Proposal or Request for Quotation under this project; in such event, the solicitation will only be issued to those pre-qualified respondents who meet the revised requirements in the opinion of Chemonics.

This RFI does not obligate Chemonics to execute a subcontract nor does it commit Chemonics to pay any costs incurred in the preparation and submission of information requested in the RFI or in any subsequent requests for proposal or request for quotation. Chemonics may procure similar services to those anticipated in this RFI under the Project separate from the prequalified activities.

In accordance with the estimated Time Schedule in this RFI, Respondents will be advised by email of the result of their application, without assigning any reason for Chemonic's decision.

2.6 Privity

By submitting a response, Respondents understand that USAID is not a party to this RFI.

