



Date: Friday, July 5, 2024

SUBJECT: Request for Quotation No. AE RDC AUDIT 2024-001

Dear Sir/Madam,

The Global Health Supply Chain Program – Procurement and Supply Management (GHSC-PSM) project (alternately referred to herein as “Chemonics” or “GHSC-PSM” or “Buyer”) is seeking proposals from qualified and eligible offerors to acquire the products/services in Dubai, United Arab Emirates described herein.

This procurement will be conducted in accordance with Part 15 (Contracting by Negotiations) of the Federal Acquisition Regulation (FAR).

Chemonics/GHSC-PSM will select the proposal(s) that demonstrates the technical understanding required to achieve the objectives at the most reasonable cost to Chemonics. Offerors are requested to submit proposals that are both realistic and reasonable for this effort.

Please also pay careful attention to all Annexes (please refer to pg. 12) and other attachments. All submitted proposals must be signed by an authorized official. Proposals received after the closing date and time will be processed as late and handled in accordance with FAR 15.208 at Chemonics’s discretion. All documents submitted with the quotation must be signed by the bidding company’s authorized representative and submitted in PDF format. Pricing information must be included in the proposal as a separate attachment.

The subject field of the submission via email must read: “Solicitation No. [AE RDC AUDIT 2024-001].”

Thank you for your interest in Chemonics/GHSC-PSM procurement opportunities,

/S/

Khalid Atif
Senior Contracts Manager
Contractor for USAID Global Health Supply Chain Program
Procurement and Supply Management
1275 New Jersey Avenue SE, Suite 200,
Washington, DC 20003 United States

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Section I: General Information

1. Summary table

1. Solicitation No.	AE RDC AUDIT 2024-001
2. Solicitation Type.	Request for Quotations
3. Requisition Order No.	Not Applicable
4. Issuing Commodity Office/Section:	GHSC-PSM - Global Supply Chain - Regional Distribution Center Management
5. For the Procurement of:	Warehouse stock count and inventory audit services as described herein.
6. Issuance Date:	Friday, July 5, 2024
7. Question(s) Due Date (if applicable):	Friday, July 19, 2024
8. Closing Date:	Friday, August 2, 2024
9. RFx For:	USAID Global Health Supply Chain (GHSC) Program Procurement and Supply Management (PSM) project
10. RDC Country	Dubai, United Arab Emirates
11. Type of Award:	Firm Fixed Price
12. USAID Contract No.	AID-OAA-I-15-00004
13. USAID Task Order No.	<input checked="" type="checkbox"/> AID-OAA-TO-15-00007 <input type="checkbox"/> AID-OAA-TO-15-00009 <input checked="" type="checkbox"/> AID-OAA-TO-15-00010 <input type="checkbox"/> AID-OAA-TO-15-00018
14. Basis for Award:	FAR Part 15 and FAR Part 16.2
15. Donor:	United States Agency for International Development
16. Implemented by:	Chemonics International, Inc

2. Ethical and Business Conduct Requirements:

Chemonics and its partners on GHSC-PSM (the GHSC-PSM Project) are 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 <https://chemonics.com/our-approach/standards-business-conduct/>

The GHSC-PSM Project does not tolerate fraud, collusion among Suppliers, 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 and the GHSC-PSM Project 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.

Suppliers/Service providers responding to this solicitation must include the following as part of the proposal submission:

- Disclose any close, familial, or financial relationships with Chemonics or the GHSC-PSM Project. For example, if a Supplier's cousin is employed by the GHSC-PSM Project, the Supplier must state this.
- Disclose any family or financial relationship with other Suppliers submitting proposals. For example, if the Supplier's father owns a company that is submitting another proposal, the Supplier must state this.
- Certify that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other Supplier or competitor for the purpose of restricting competition.
- Certify that all information in the proposal and all supporting documentation are authentic and accurate.
- Certify understanding and agreement to the prohibitions against fraud, bribery and kickbacks.

Please contact Risk Management at PSMRiskManagement@ghsc-psm.org with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to Chemonics' Washington office through the contact information listed on the website found at the hyperlink above.

3. Introduction:

The Global Health Supply Chain Program – Procurement and Supply Management (GHSC-PSM) project (alternately referred to herein as “Chemonics” or “GHSC-PSM” or “Buyer”) is an official project of the United States Agency for International Development (USAID) implemented by Chemonics International and its consortium members. The purpose of GHSC-PSM is to ensure uninterrupted supplies of health commodities in support of USG-funded public health initiatives around the world. The project provides direct procurement and supply chain management support to the President’s Emergency Plan for AIDS Relief (PEPFAR), the President’s Malaria Initiative (PMI), and Population and Reproductive Health (PRH). GHSC-PSM supports health programs through the supply of a wide range of health commodities, including contraceptives and condoms, essential drugs; and select commodities for HIV/AIDS, malaria, maternal and child health, and infectious diseases.

4. Objectives and scope of the solicitation:

As part of project activities, GHSC-PSM requires inventory audit services at the project’s regional distribution center (RDC) in Dubai, U.A.E. to confirm the accuracy of individual SKUs product description, batch number, manufactured and expire date, and the available quantity based on an inventory report generated by close of business, the day prior to the count date. Chemonics estimates that the selected offeror will need to audit approximately 1000 pallet positions, though this figure is an estimate and may be revised.

The awardee is expected to conduct the stock count but all the material handling operations (e.g., operating lift trucks, moving pallets in the warehouse) will be done by the Regional Distribution Center staff.

All interested offerors should note that the scope of work of the RFQ does not require the vendor to have insurance for the value of the products to be counted. The vendor is only responsible for the stock count. The handling of all physical products is done by the staff at the Regional Distribution Center. If any damages occur during the operations of the stock count, they will be handled through the Regional Distribution Center insurance protocols already established.

5. General information/questions submission process:

Questions or requests regarding the technical or administrative requirements of this solicitation shall be submitted to: psmrdcservices@ghsc-psm.org | Questions should be submitted no later than **Friday, July 5, 2024**.

Section II: Instructions for Offerors

1. Overview and Contents of Proposals

The Suppliers/Service providers (alternatively referred to herein as “Subcontractors” or “Suppliers” or “Vendors”) are responsible for ensure that their offers are received by GHSC-PSM in accordance with the instructions, terms, and conditions described in this solicitation. Failure to adhere to instructions described in this solicitation may lead to disqualification of an offer from consideration. GHSC-PSM anticipates the award of a subcontract with the Supplier who meets the criteria established in this solicitation and is determined to be a responsible, eligible supplier for the specified item(s). Chemonics reserves the right to cancel the solicitation or split orders across multiple successful Suppliers in order to meet the needs of the GHSC-PSM project and the U.S. government.



Chemonics/GHSC-PSM will only accept the submission of quotations via email for this procurement, submitted by the time specified above in the table with the relevant information. Email submissions shall be sent to the contacts listed below. Phone calls will not be accepted. Only the written answers issued by GHSC-PSM authorized individuals will be considered official and carry weight in the solicitation process and subsequent evaluation process. Any verbal information received from employees of the project, Chemonics International, Inc. or any other entity should not be considered as an official response to any questions regarding to this solicitation. All documents submitted with the quotation must be signed by the bidding company's authorized representative and submitted in PDF format. Annex 4- Price Quotation Form shall also be submitted in Excel format.

Quotations must contain:

1. Administrative proposal including all required documents listed in Annex. 2, 3, 4, and 5
2. Cost proposal to be submitted in the proposal as a separate attachment.
3. Technical Proposal outlining:
 - a. Narrative (not more than 1 page) detailing the offeror's experience and expertise
 - b. Proposed timeline and methodology
 - c. Proposed budget/cost proposal
 - d. Management/corporate structure and summary of corporate capabilities of the offeror
 - e. Minimum of 2 examples of similar inventory audit reports conducted in the past (sensitive information in reports may be redacted) or minimum of 2 client references from similar activities.

Please make sure to pay close attention to Annex 2, ensuring that you have marked all of the required check boxes.

2. Offer deadline and submission protocol:

Quotations should be prepared based on the guidelines listed in this solicitation, along with properly filled out and signed price quotation form (Annex 4) proposal.

Quotations and all correspondence and documents relating to the offer shall be in English. Quotations must be submitted no later than 5:00PM Washington, DC Time (U.S. EST) on **Friday, July 19, 2024** by email to psmrdcservices@ghsc-psm.org.

Please include only "Solicitation No. AE RDC AUDIT 2024-001" in the email subject line.

Offers received after the specified time and date will be considered late and will be handled in accordance with FAR 15.208 and at Chemonics's discretion.

3. Amendments to this Solicitation:

At any time prior to the deadline for submission of the quote, GHSC-PSM may for any reason, such as in response to clarification requested by Offeror, modify the solicitation in the form of a Supplemental Information Amendment to the solicitation. All prospective Offerors will be notified in writing of all changes and additional instructions through the Supplemental Information Amendment to the solicitation via direct communication with the prospective Offerors.

To afford prospective Offerors reasonable time to consider the amendments in preparing their quote, GHSC-PSM may, at its discretion, extend the deadline for submission of the quote, if the nature of the amendment to the solicitation justifies such extension.

4. Technical specifications:

Services offered in the quotations must fully comply with the technical specifications, including reporting requirements, listed in **Annex 1 Dubai Stock Count Subcontract 07.01.2024 and Annex 4 – Sample Inventory Report Samples / Formatting**. The quotations must contain detailed specifications of the services offered.

The contractor is expected to perform a one-time wall-to-wall inventory audit in the regional distribution center. The inventory count should verify SKU descriptions, Task order, Batch numbers, Quantity, Expiry Date, Manufacture Date, Stock status, Unit of measure, and Storage bin location for the following categories comparing Warehouse Management System report to Physical inventory and vice versa.

- Unallocated inventory
- Allocated inventory
- Quarantined inventory (if applicable)

Note: The sample reports requested are attached below in Annex 4 –Inventory Report Samples / Formatting **RDC Location** (where the services will be provided by vendor):

United Arab Emirates (Dubai) RDC:
Kuehne + Nagel L.L.C.
Dubai Logistics City
P.O. Box 22577
Dubai
United Arab Emirates

Warehouse Volume and Pallet Type:

Estimated Total Pallet Positions	Ambient Temperature Pallet positions	Bonded / Free Trade Zone
1000	Yes	Yes

The warehouse may carry a maximum of 50 SKUs at any given time. All inventory in the warehouse is palletized (EUR Pallets), except for damaged and/or quarantined stock. The products that may be included are as follows:

- Task Order 1: HIV/AIDS products.
- Task Order 3: Reproductive Health products.

Pallet positions are estimates only, and the exact pallet position count may vary at the time of the inventory count.

Duration:

The offerors should plan on completing the counting activity within 3 business days from the agreed start date. Any expected delay in this timeline should be communicated by contractor to PSM at least 1 business day prior to agreed completion date.



Chemonics intends to schedule the stock count activity (Deliverable 1.a) in or around November of 2024, with the exact date to be determined in coordination with the selected offeror, the RDC facility, and the GHSC-PSM project.

Deliverables:

Deliverable No. 1: Stock Count, Draft and Final Audit Report

1.a: Stock Count:

The contractor is expected to perform one-time wall-to-wall inventory audit of up to 1000 pallets at the regional distribution center at the RDC as described in section A.2.

1.b: Draft Audit Report

Upon completion of the audit, the subcontractor shall submit a draft report within 5 business days of completion of the physical inventory audit for comments and questions from GHSC-PSM.

1.c: Final Audit Report

Within 10 business days of receiving input on the draft, the subcontractor shall submit the final audit report including at a minimum SKUs, SKU descriptions, inventory by GHSC-PSM task order, batch numbers, quantity, stock status, expiry date, manufacturing date, units of measure, and bin location. The report shall highlight the following:

- Document in company letterhead certifying that the stock count was done, date, and major audit findings.
- Assessment of the current state of inventory integrity and inventory management accuracy levels.
- Summary statement of inventory (units) per Task Order prior to the physical inventory count.
- Summary statement of inventory (units) per Task Order after the physical inventory count.
- Comparison of the results of the physical inventory count against existing inventory records.

The report shall be submitted to GHSC-PSM electronically in PDF format. The Subcontractor shall submit the deliverables described above in accordance with the following Deliverables Schedule:

Deliverable No.*	Deliverable Name*	Due Date
1a	Stock Count	Within 3 business days from the start of the count
1b	Draft Audit Report	5 business days after completion of the physical inventory audit
1c	Final Audit Report	10 business days after receiving feedback from GHSC-PSM on 1b.

5. Quotations:

Suppliers are requested to provide quotations for the required services listed described above and in **Annex 1**. GHSC-PSM reserves the right to order for less or more quantities as required during the period of performance of any award(s) in response to this solicitation.

6. Prices:



Quotations in response to this solicitation must be priced on a fixed-price, all-inclusive basis, including all costs. Pricing must be presented in U.S. Dollars.

****Offers must remain valid for a minimum of six (4) months after the offer deadline date.**

The Suppliers are expected to provide their best-estimated estimated lead time for the requested services (in calendar weeks). Lead time means the period between the receipt of a firm order and the time when the services will be delivered. The lead time estimate presented in an offer in response to this solicitation must be upheld in the performance of any resulting contract.

The prices specified in the offer, and any subsequent subcontract, are firm, fixed, all-inclusive covering performance of all subcontractor obligations under the subcontract. No additional sums will be payable for any change or escalation in the cost of materials, equipment, packaging, or labor; the costs of cooperating with sampling, testing, inspection and other quality assurance requirements, when applicable; warranty-related costs and charges; and any and all other costs and charges of whatever description or amount in connection with, necessary for, or resulting from a subcontractor's required performance.

7. Period of performance:

Chemonics anticipates the period of performance of this subcontract to be from the time the subcontract is signed by both the vendor and Chemonics International, Inc. until the entirety of the deliverables are in the possession of Chemonics International, Inc. The exact period of performance will be negotiated based on actual proposed delivery timelines submitted with vendor's responses.

8. Taxes and Value Added Tax (VAT):

The GHSC-PSM prime contract under which this procurement is funded does not permit the financing of any taxes, VAT, tariffs, duties, or other levies imposed by any laws in effect in the Cooperating Country. No such Cooperating Country taxes, VAT, charges, tariffs, duties or levies will be paid under a subcontract resulting from this solicitation. The Supplier shall not assess any cooperating country taxes, duties, levies, etc. from which this USAID project is exempt.

9. Withdrawal, Substitution, and Modification:

Offerors are expected to have sole responsibility for taking steps to carefully examine in detail the full consistency of its quote to the requirements of the solicitation, keeping in mind that material deficiencies in providing information requested by GHSC-PSM, or lack of clarity in the description of the services to be provided, may result in the rejection of the quote.

An Offeror may withdraw, substitute, or modify its quote after it has been submitted by sending a written notice to the email listed in the coversheet of this solicitation for receipt of quotes, duly signed by an authorized representative. All notices must be received by Chemonics prior to the deadline for submission. The respective email shall clearly mark in the subject line "Solicitation No. AE RDC AUDIT 2024-001" and then type either "Withdrawal", "Substitution", or "Modification".

No quote may be withdrawn, substituted, or modified in the interval between the deadline for submission of the quote and the expiration of the period of quote validity specified by the Offeror on the Offer Submission Form or any extension thereof.

10. Confidentiality:



Information relating to the examination and evaluation of the quote, and the recommendation of the award, shall not be disclosed to any other Offerors/persons not officially concerned with such process.

If the Offeror is unsuccessful, the Offeror will receive an “Unsuccessful Offeror Letter” from GHSC-PSM. The purpose of the letter is to provide feedback on the strengths and weaknesses of the Offeror’s submission to assist the Offeror in improving subsequent Offer(s) presented to GHSC-PSM and to be stronger competitor in all future procurement opportunities.

Section III: Eligibility Requirements

1. Offeror Eligibility:

By submitting an offer in response to this solicitation, the Suppliers certify that it and their principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the U.S. Government. Chemonics will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.

Please be advised that all interested parties who will be receiving a sub-award valued at \$30,000 or more are required to be registered in Dun and Bradstreet and are subject to SAM registration before an award can be made. Information on obtaining the Data Universal Numbering System (DUNS), can be found at this website: <http://fedgov.dnb.com/webform>. Suppliers are also required to register their business on the U.S. Government’s System for Award Management (SAM) at www.sam.gov. Information on this process for foreign vendors is available here: (http://photos.state.gov/libraries/thailand/591452/gso/duns_ncage_instructions.pdf). Prospective Suppliers are encouraged to register in SAM prior to the submittal of quotations.

2. Source/Nationality/Manufacturer:

All goods and services offered in response to this solicitation or supplied under any resulting award must meet **USAID Geographic Code 935** in accordance with the United States Code of Federal Regulations (CFR), [22 CFR 228](http://www.ecfr.gov/title22/chapterI/part201/subpart201.22/section201.22.8).

The Supplier may not offer or supply any commodities or services that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the countries on USAID’s list of prohibited sources, available here: <https://www.usaid.gov/ads/policy/300/310mac>. The Supplier must also ensure that they do not offer or supply any commodities or services provided by individuals or entities on the sanction’s lists maintained by OFAC, available here: <https://sanctionssearch.ofac.treas.gov/>

Section IV: Evaluation Process and Award Criteria

1. Overview of Evaluation process and Award Criteria:

GHSC-PSM anticipates the award of a subcontract with the Supplier(s) who follow the solicitation instructions, meet the eligibility requirements established in this solicitation, are determined to be responsible, eligible supplier(s) for the specified items. Proposals that meet the minimum technical requirements indicated herein will be evaluated on the basis of the following criteria in the order indicated below:

Evaluation Criteria:	Order of Importance
Price	1st
Technical Capacity	2nd
Lead Time*	3rd

Supplier Past Performance**	4th
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**Lead Time will be evaluated based on the extent to which the Offeror is able to complete the stock count in the timeframe required by Chemonics and described in Section 4. Technical specifications. Chemonics intends to schedule the Stock Count (Deliverable 1.a) in or around June or July of 2024.*

***Past performance will be evaluated based on references provided as part of an offeror's proposal.*

Price is an important criterion in the evaluation of the offers, but it is not the only determinant factor. The relative importance of the criteria in the table above is indicated in the “Order of Importance” column, and offerors should take this into consideration when preparing their quotations. It is anticipated that award(s) will be made based on original quotations and the above referenced evaluation criteria among all qualified vendors. However, Chemonics/GHSC-PSM reserves the right to conduct negotiations with and/or request clarifications from any vendor prior to award.

2. Additional Specific Solicitation Requirements:

- The contractor will be given a copy of the latest stock report (as of COB previous day) to verify the details.
- The required equipment and operators will be provided by the K&N team in Dubi or the PSM RDC team from Chemonics based in the US to facilitate counting process. Exact count of the same can be agreed after award of the contract based on the volume and other constraints.
- The contractor personnel may be required to be part of crane crew (operators) to verify the details of the stock stacked in racks. (Could be up to 40-50 ft in height). The team from K&N in Dubai will be operating the equipment.
- The contractor may be responsible for any safety measures of their team, e.g.: Hard hats, safety boots, PPE's etc.
- The contractor must adhere to COVID-19 related safety protocols of the premises where the services are rendered.

3. Clarification of Quote:

To assist in the examination and evaluation of the Offers, GHSC-PSM may, at its discretion, ask the Offeror to clarify the Offer, after which scores may be re-evaluated.

4. Responsiveness of Quote:

GHSC-PSM's determination of an Offer's responsiveness will be based on the contents of the quote itself. A substantially responsive quote is one that conforms to all the terms, conditions, and specification of this solicitation without material deviation, reservation, or omission. If a quote is not substantially responsive, it shall be rejected by GHSC-PSM and may not subsequently be made responsive by the Offeror by correction of the material deviation, reservation, or omission.

5. Nonconformities, Repairable Errors and Omissions:

Provided that the quote is substantially responsive, GHSC-PSM may waive any non-conformities or omissions in the quote that, in the opinion of GHSC-PSM, do not constitute a material deviation.

6. Questions or Concerns Regarding Award Criteria:

In submitting a response to this solicitation, the Suppliers shall understand that USAID is not a party to this solicitation and the Suppliers agree that any questions or concerns hereunder must be presented—in

writing with full explanations—in accordance with the guidance set forth in Section C. above, only to Chemonics for consideration.

Section V: Terms, Conditions, and Annexes

1. Terms and Conditions:

Issuance of this solicitation does not in any way obligate Chemonics, the GHSC-PSM project, or USAID to make an award or pay for costs incurred by the Supplier in the preparation and submission of an offer.

Any award resulting from this solicitation will be in the form of a subcontract.

This solicitation is subject to Chemonics general terms and conditions and any attachments thereto. A copy of the general terms and conditions are attached as (Annex 1) to this solicitation. Any resultant award will be governed by these terms and conditions. By submitting a proposal, offerors certify that they understand and agree to the terms and clauses contained in Annex 1. Chemonics/GHSC-PSM reserves the right to revise the content, order, and numbering of the provisions in the actual subcontract document prior to execution by Chemonics and the selected Supplier. Issuance of a subcontract thereunder is subject to the availability of sufficient funds.

Risk of loss, damage, injury, or destruction of the goods shall be borne by the Supplier until custody is transferred upon delivery to GHSC-PSM on behalf of USAID.

United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The Subcontractor under any award resulting from this solicitation must ensure compliance with these laws.

2. Disclaimers:

- Chemonics/GHSC-PSM may cancel the solicitation at any time and not award
- Chemonics/GHSC-PSM may reject any or all responses received
- Issuance of the solicitation does not constitute an award commitment by Chemonics/GHSC-PSM
- Chemonics/GHSC-PSM reserves the right to disqualify any offer based on failure of the offeror to follow solicitation instructions
- Chemonics/GHSC-PSM will not compensate any offeror for responding to solicitation
- Chemonics/GHSC-PSM reserves the right to issue award based on initial evaluation of offers without further discussion
- Chemonics/GHSC-PSM may choose to award only part of the activities in the solicitation, or issue multiple awards based on the solicitation activities
- Any significant deficiencies regarding responsiveness to the requirements of this solicitation, an offer may be deemed “non-responsive” and thereby disqualified from consideration. Chemonics/GHSC-PSM reserves the right to waive immaterial deficiencies at its discretion.
- Chemonics/GHSC-PSM may choose to contact each offeror to confirm contact person, address and that bid was submitted for this solicitation

3. List of Attachments:

Annex 1 – Dubai Stock Count Subcontract Draft 07.05.2022

Annex 2 – Required Representations and Certifications

Annex 3 – Offer Cover letter Template



Annex 4 – Sample Inventory Report Samples and Formatting
Annex 5 - International Wire Transfer Form

[END OF |RFx No. AE RDC AUDIT 2024-001 .|]