

## 1. Synopsis of the Request for Quotation

DAI, implementer of the USAID funded Iraq Governance Performance Accountability Project, invites qualified vendors to submit proposals/bids to **Provision of On Demand Transportation Services for IGPA Baghdad office**, as outlined below.

1. RFQ No.	RFQ-DAI-IGPA-BAG-19-082 Transportation services
2. Issue Date	<b>Sep 26<sup>th</sup> , 2019</b>
3. Title	Provision of On Demand Transportation Services for IGPA Baghdad office
4. Issuing Office & Email/Physical Address for Submission of Quotes	Attn: Procurement Department, Iraq Governance Performance Accountability (IGPA) Project. Jadriya- Baghdad- Iraq Please contact this email for directions and submission of hard copies of bids: <a href="mailto:IGPAProcurementINBOX@dai.com">IGPAProcurementINBOX@dai.com</a>
5. Deadline for Receipt of Questions	<b>October 8<sup>th</sup>, 2019 by 2:00 PM Baghdad Local Time</b>
6. Deadline of Receipt of Quotes	<b>October 10<sup>th</sup>, 2019 by 05:00 PM Baghdad Local Time</b> Each Offeror is responsible for reading very carefully and understanding fully the terms and conditions of this RFQ. All communications regarding this solicitation are to be made solely through the Issuing Office and must be submitted via email or in writing delivered to the Issuing Office no later than the date specified above. All questions received will be compiled and answered in writing and distributed to all interested Offerors.
7. Point of Contact	<a href="mailto:IGPAProcurementINBOX@dai.com">IGPAProcurementINBOX@dai.com</a> – Procurement Manager
8. Anticipated Award Type	The anticipated specific terms and conditions are as follows:  DAI anticipates issuing a Blanket Purchase Agreement BPA. This is only the anticipated type of award and may be changed as a result of negotiations. Issuance of this RFQ in no way obligates DAI to award a subcontract or purchase order and offerors will not be reimbursed for any costs associated with the preparation of their bid.
9. Basis for Award	An award will be made to the responsible bidder whose bid is responsive to the terms of the RFQ and is most advantageous to DAI, considering price or/and other factors included in the RFQ. To be considered for award, bidders must meet the requirements identified in Section 12, “Determination of Responsibility”. No discussions or negotiations are permitted with bidders, and therefore bidders shall submit their best and final price.

## 2. Request for Quotation

<p>10. General Instructions to Bidders</p>	<p><b>1.Quotes due by August 20<sup>th</sup> ,2019 5:00 pm Baghdad Local Time.</b> Late offers will be rejected except under extraordinary circumstances at DAI’s discretion.</p> <p>2.Quotes shall be received in hard copy (they must be in a sealed envelope), or electronically (via procurement email <a href="mailto:procurementIGPA@dai.com">procurementIGPA@dai.com</a> (this is a strict access controlled email account set up ONLY to receive solicitation responses), or both.</p> <p>3.Include a statement that the vendor fully understands that their quote must be valid for a period of 90 Day.</p> <p>4.Bidders shall sign and date their quotation.</p> <p>5.Bidders shall complete Attachment A: Price Schedule template. Value Added Tax (VAT) shall be included on a separate line.</p>
<p>11. Questions Regarding the RFQ</p>	<p>Each Bidder is responsible for reading very carefully and understanding fully the terms and conditions of this RFQ. All communications regarding this solicitation are to be made solely through the Issuing Office and must be submitted via email or in writing delivered to the Issuing Office no later than the date specified above. All questions received will be compiled and answered in writing and distributed to all interested Bidders.</p>
<p>12. Technical Specifications and requirements for Technical Acceptability</p>	<p>Technical specifications or requirements for the services/goods to be provided are explained in attachment C.</p>
<p>13. Determination of Responsibility</p>	<p>DAI will not enter into any type of agreement with a vendor prior to ensuring the vendor’s responsibility. When assessing an vendor’s responsibility, the following factors are taken into consideration:</p> <ol style="list-style-type: none"> <li>1. Provide copies of the required business licenses to operate in the host country.</li> <li>2. Evidence of a DUNS number (explained below and instructions contained in the Annex).</li> <li>3. The source, origin and nationality of the services are not from a Prohibited Country (explained below).</li> <li>4. Ability to comply with required or proposed delivery or performance schedules.</li> </ol>
<p>14. Geographic Code</p>	<ol style="list-style-type: none"> <li>1. Under the authorized geographic code for its contract DAI may only procure goods and services from the following countries.</li> <li>2. Geographic Code 937: Goods and services from the United States, the cooperating country, and "Developing Countries" other than "Advanced Developing Countries:, excluding</li> </ol>

	<p>prohibited countries. A list of the "Developing Countries" as well as "Advanced Developing Countries" can be found at:  <a href="http://www.usaid.gov/policy/ads/300/310maa.pdf">http://www.usaid.gov/policy/ads/300/310maa.pdf</a> and  <a href="http://www.usaid.gov/policy/ads/300/310mab.pdf">http://www.usaid.gov/policy/ads/300/310mab.pdf</a> respectively.</p> <p>3.Geographic Code 937: Goods and services from any area or country including the cooperating country, but excluding Prohibited Countries.</p> <p>4.Geographic Code 110: Goods and services from the United States, the independent states of the former Soviet Union, or a developing country, but excluding Prohibited Countries.</p> <p>5.DAI must verify the source, nationality and origin, of goods and services and ensure (to the fullest extent possible) that DAI does not procure any services from prohibited countries listed by the Office of Foreign Assets Control (OFAC) as sanctioned countries. The current list of countries under comprehensive sanctions include: Cuba, Iran, North Korea, Sudan, and Syria. DAI is prohibited from facilitating any transaction by a third party if that transaction would be prohibited if performed by DAI.</p> <p>6.By submitting a quote in response to this RFQ, Bidders confirm that they are not violating the Source and Nationality requirements and that the services comply with the Geographic Code and the exclusions for prohibited countries.</p>
<p>15.Data Universal Numbering System (DUNS)</p>	<p>All U.S. and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$30,000 and above <b>are required</b> to obtain a DUNS number prior to signing of the agreement. Organizations are exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. DAI requires that Bidders sign the self-certification statement if the Bidder claims exemption for this reason.</p> <p>For those required to obtain a DUNS number, you may request Attachment C: Instructions for Obtaining a DUNS Number.</p> <p>For those not required to obtain a DUNS number, you may request Attachment D: Self-Certification for Exemption from DUNS Requirement</p>
<p>16.Compliance with Terms and Conditions</p>	<p>Bidder shall be aware of the general terms and conditions for an award resulting from this RFQ. The selected Bidder shall comply with all Representations and Certifications of Compliance listed in Attachment B.</p>
<p>17.Procurement Ethics</p>	<p>By submitting a Bid, Bidders certify that they have not/will not attempt to bribe or make any payments to DAI employees in return for preference, nor have any payments with Terrorists, or groups supporting Terrorists, been attempted. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Bidders or the DAI staff may report violations to the Toll-Free Ethics and Compliance Anonymous Hotline at +1 855-603-6987, via the DAI website, or via email to <a href="mailto:FPI_hotline@dai.com">FPI_hotline@dai.com</a>.</p>



**1.1 Attachment A: Price Schedule**

Item Number	Item Name	Specifications	Quantity	Unit Price/per day	Total Price
1	Provision of transportation services	Driver with car, fuel and maintenance all-inclusive for DAI - Baghdad office, 8 working hours/day, 5 working days/week including weekends	150 days		
<b>GRAND TOTAL IN</b> <a href="#">Click here to enter text.</a>					
<b>GRAND TOTAL IN UNITED STATES DOLLARS</b>					\$

We, the undersigned, provide the attached quote in accordance **RFQ-DAI-IGPA-BAG-19-082** dated \_\_\_\_\_. Our attached quote is for the total price of \_\_\_\_\_ (figure and in words).

I certify a validity period of \_\_\_\_ days for the prices provided in the attached Price Schedule/Bill of Quantities. Our quote shall be binding upon us subject to the modifications.

We understand that DAI is not bound to accept any quotes it receives.

Authorized Signature:  
 Name and Title of Signatory:  
 Name of Firm:  
 Address:  
 Telephone:  
 Email:

Company Seal/Stamp:

## 1.2 Attachment B: Representations and Certifications of Compliance

1. Federal Excluded Parties List - The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.
2. Executive Compensation Certification- FAR 52.204-10 requires DAI, as prime contractor of U.S. federal government contracts, to report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS)
3. Executive Order on Terrorism Financing- The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor/Recipient to ensure compliance with these Executive Orders and laws. Recipients may not engage with, or provide resources or support to, individuals and organizations associated with terrorism. No support or resources may be provided to individuals or entities that appear on the Specially Designated Nationals and Blocked persons List maintained by the US Treasury (online at [www.SAM.gov](http://www.SAM.gov)) or the United Nations Security Designation List (online at: [http://www.un.org/sc/committees/1267/aq\\_sanctions\\_list.shtml](http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml)). This provision must be included in all subcontracts/sub awards issued under this Contract.
4. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.
5. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.
6. Organizational Conflict of Interest – The Bidder certifies that will comply FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide DAII with a disclosure statement describing this information.
7. Business Size and Classification(s) – The Bidder certifies that is has accurately and completely identified its business size and classification(s) herein in accordance with the definitions and requirements set forth in FAR Part 19, Small Business Programs.
8. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
9. Equal Opportunity – The Bidder certifies that it does not discriminate against any employee or applicant for employment because of age, sex, religion, handicap, race, creed, color or national origin.
10. Labor Laws – The Bidder certifies that it is in compliance with all labor laws..
11. Federal Acquisition Regulation (FAR) – The Bidder certifies that it is familiar with the Federal Acquisition Regulation (FAR) and is in not in violation of any certifications required in the applicable clauses of the FAR, including but not limited to certifications regarding lobbying, kickbacks, equal employment opportunity, affirmation action, and payments to influence Federal transactions.
12. Employee Compliance – The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of an DAI Purchase Order to comply with the provisions of the resulting Purchase Order and with all Federal, State, and local laws and regulations in connection with the work associated therein.

By submitting a quote, bidders agree to fully comply with the terms and conditions above and all applicable U.S. federal government clauses included herein, and will be asked to sign these Representations and Certifications upon award.

### 1.3 Attachment C: Detailed Technical Specifications

#### Scope of Work:

The primary responsibility of the full time drivers is to facilitate the staff movement and equipment inside the standers working days/hours of Iraq areas of operations. the drivers will be based in Baghdad. Special term and conditions of the purchase order will be:

The vendor/service provider shall ensure that all necessary documents are valid specified herein and driver identification and licensing documents are valid and present in the vehicle and on the person of the driver at all time while operating the vehicle in service of DAI and shall ensure emergency equipment is present.

The price specified herein for transportation service provided shall cover Baghdad province. DAI agrees to pay the service provider a daily rate per working day based on submitting and invoice by the first week of the next month. If the transportation service is extended beyond the covered area, prior DAI authorization is required in this incident and the service provider shall invoice this amount separately.

The service specified herein requires that the vehicle and driver shall be the disposal of DAI five (5) days a week including weekends and holidays. Outside Baghdad, the driver must stay with the DAI staff at the work site and office site both day and night, unless otherwise instructed. As a result, DAI will be responsible for lodging costs and the driver will receive certain paid amount by DAI to cover food costs.

The vendor / Service provider shall invoice DAI on monthly basis in the first week of the following month upon presentation of an invoice by the vendor detailing the number of days the vehicle has been in service . Payment shall be made after DAI review and verification of the invoice.

The vendor shall ensure that vehicle is properly maintained and functional at all time. Any necessary repairs must be immediately carried out. DAI will not provide engine oil or fuel of any kind for upkeep of the vehicle. The vendor / Service Provider is responsible for providing sufficient fuel in a timely manner for the needs of DI activities.

This agreement is on demand contract, driver / service provider should be called/notified in 24 hours in advance.

The VENDOR/SERVICE PROVIDER shall provide the vehicle in full working condition with good tires including one spare tire (two spare tires for 4WD vehicles and trucks) and equipment inside the vehicle to change the tire in the event of a flat tire. At a minimum, the vehicle must be equipped with the following:

Ack and handle
Wheel Brace
One spare tires (and two for 4WD) in good condition
Tool kit
Jumper cables
Loud horn
All mirrors
Functional electrical systems, including lights
Working windscreen wipers
Very good brakes
Windows and doors intact and operable
Fire extinguisher.

h. The VENDOR/SERVICE PROVIDER shall be liable for any and all damage or any claims whatsoever (personal or damage to the vehicle) following an accident, including claims for transported goods, caused by the driver of the vehicle or brought about as a result of the technical state of the vehicle. Any and all related costs are at the VENDOR/SERVICE PROVIDER’S expense.

i. The Vehicle should be fully insured, commensurate with all legal requirements of Iraq. DAI will not be responsible whatsoever for any loss, damage or theft of the vehicle nor any damage whatsoever. DAI will not be responsible for the bodily injury or death of vehicle staff/driver while in service or when out of the service to DAI. All related negotiations and compensation are the sole responsibility of the VENDOR/SERVICE PROVIDER. DAI shall not pay compensation to pedestrians or any other person involved in an accident of the vehicle(s) either when on or off duty from DAI assignments.

In the event an insurance policy is not available due to locality, the VENDOR/SERVICE PROVIDER shall take full responsibility of any damages, loss, theft, or bodily injury of the vehicle(s), the driver(s) and other parties. DAI takes NO responsibility for any damages, loss, theft or bodily injury.

j. Drivers with IZ badges are preferable and will be considered for competition.

k. DAI reserves the right to terminate this agreement immediately in the following situations:

- \* The vehicle breaks down or is maintained in an unacceptable condition.
- \* The VENDOR/SERVICE PROVIDER or driver of the vehicle do not follow any of the DAI guidelines as defined in this transportation services agreement, or the DAI Security and transport policies and procedures where and when applicable, or the VENDOR/SERVICE PROVIDER or Driver fails to follow the instructions of DAI staff.
- \* Any kind of misbehavior by VENDOR/SERVICE PROVIDER or driver(s) at any time whatsoever.
- \* Budgetary/Funding Issues/Changes in DAI Project Activities.
- \* Unilateral decision of DAI at its convenience.

\* VENDOR/SERVICE PROVIDER fails in complying with DAI times of daily attendance policy or staying after working hours as instructed by DAI.

In such cases, the payment for service will be according to the number of days the service has been provided to DAI up to the time the agreement is terminated.

k. The vehicles provided for the service under this agreement have been cleared by DAI Security. In case of any technical problem with the vehicles, the VENDOR/SERVICE PROVIDER is responsible to replace the vehicle immediately and payment will be made just for service days. DAI security may require clearing the replacement prior going into service.

This agreement will automatically terminate in the case of evacuation of DAI from the project area. In this case, no further claims will be accepted from the VENDOR/SERVICE PROVIDER, other than payment up to the date of the evacuation.

The car should be,

- 10< years old.
- Functional and maintained Airconditioning system.
- Clean and well maintained.
- Good mechanical condition.
- Have valid registration and documents.
- 4- doors sedan or SUV.
- Airbags and seat belts are functional.
- Doesn't have any damage or missing pieces.
- Clear and intact windshield.