

Request for Proposals

RFP # GHSC-PSM/RFP/2021/GuatemalaO2Distribution

For the provision of

RFP for Transportation of Oxygen Commodities
Contracting Entity:

Chemonics International Inc.

Funded by:
United States Agency for International Development (USAID)

Funded under:
USAID Global Health Supply Chain Program – Procurement and Supply Management (GHSC-PSM)
Project

Prime Contract Number
United States Agency for International Development (USAID),
Contract No. AID-OAA-I-15-00004; Task Order No. AID-OAA-TO-15-00007

******* 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 <https://www.chemonics.com/our-approach/standards-business-conduct/>.

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 RFP 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 the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror 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 Chemonics' prohibitions against fraud, bribery and kickbacks.

Please contact Emily Day at eday@chemonics.com with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to Chemonics at to BusinessConduct@chemonics.com or by phone/Skype at 888.955.6881.

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List of Acronyms

AIDAR	Agency for International Development (USAID) Acquisition Regulation
CFR	Code of Federal Regulations
CO	USAID Contracting Officer

COP	Chief of Party
COR	USAID Contracting Officer's Representative
CV	Curriculum Vitae
DBA	Defense Base Act
DUNS	Data Universal Numbering System
FAR	Federal Acquisition Regulations
GHSC-PSM	Global Health Supply Chain Program – Procurement and Supply Management
MEDEVAC	Medical Evacuation
MOH	Ministry of Health
O2	Oxygen
PMU	Project Management Unit
POC	Point of Contact
RFP	Request for Proposals
SAM	System for Award Management
SOW	Scope of work
U.S.	United States
USAID	U.S. Agency for International Development
USAID/Guatemala	USAID Mission in Guatemala
USG	U.S. Government
VAT	Value Added Tax
WHO	World Health Organization

Section I. Instructions to Offerors

I.1. Introduction

Chemonics, under U.S. Agency for International Development (USAID) Global Health Supply Chain Program – Procurement and Supply Management (GHSC-PSM), single award indefinite delivery indefinite quantity (IDIQ) contract number AID-OAA-I-15-00004, is soliciting offers from companies and organizations to submit proposals to provide transportation services for oxygen (O₂) generating health commodities to designated health facilities in Guatemala.

The Global Health Supply Chain Program-Procurement and Supply Management (GHSC-PSM) project is an official project of USAID, implemented by Chemonics 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. As part of a broader response to the COVID-19 pandemic, USAID has engaged the GHSC-PSM project to procure, deliver, provide and manage technical assistance (TA) for a range of commodities in support of country-level management of COVID-19.

Building upon GHSC-PSM's recent work to procure and deliver ventilators, USAID has requested assistance to the oxygen (O₂) sector in several countries, including Guatemala. Specifically, USAID has requested support for three separate but interrelated activities:

1. Coordination of in-country oxygen supply activities
2. Procurement of oxygen-related equipment and supplies
3. Provision of clinical and non-clinical TA to host-country counterparts related to maintenance of oxygen equipment and its use in clinical care for COVID-19 patients

In support of the second activity, procurement of oxygen-related equipment and supplies, GHSC-PSM seeks Offeror's services in Guatemala to manage the pick and pack and distribution of O₂ concentrators and related equipment to health facilities mutually identified by USAID and the Ministry of Health (MOH).

Offerors are invited to submit proposals in response to this RFP in accordance with **Section I Instructions to Offerors**, which will not be part of the subcontract. The instructions are intended to assist interested Offerors in the preparation of their offer. Any resulting subcontract will be guided by Sections II and III.

This RFP does not obligate Chemonics to execute a subcontract nor does it commit Chemonics to pay any costs incurred in the preparation and submission of the proposals. Furthermore, Chemonics reserves the right to reject any and all offers, if such action is considered to be in the best interest of Chemonics.

Unless otherwise stated, the periods named in the RFP shall be consecutive calendar days.

I.2. Chronological List of Proposal Events

The following calendar summarizes important dates in the solicitation process. Offerors must strictly follow these deadlines.

RFP published	03/22/21
Deadline for written questions	04/08/21
Proposal conference pre-registration deadline	04/08/21
Proposal conference	04/09/21
Answers provided to questions/clarifications	04/13/21
Proposal due date	04/19/21
Subcontract award (estimated)	05/03/21

The dates above may be modified at the sole discretion of Chemonics. Any changes will be published in an amendment to this RFP.

Proposal Conference. A proposal conference will be held virtually on April 9, 2021 at 10am Guatemala City Local Time to provide interested offerors an opportunity to learn more about the GHSC-PSM project Oxygen Ecosystem Activity and to ask any questions about this RFP and the solicitation process. Chemonics welcomes any organization to attend this proposal conference. Pre-registration to attend the proposal conference is required. Please email your registration request and any advance questions to Emily Day at guatemalaoxygenpsmpmu@chemonics.com.

Written notes from the proposal conference will be provided electronically to all registered offerors, including those offerors who submitted written questions prior to the proposal conference, but were unable to attend the proposal conference in person.

Written Questions and Clarifications. All questions or clarifications regarding this RFP must be in writing and submitted to Emily Day, Director, PSM Guatemala Oxygen PMU no later than 5pm local time April 8, 2021. Questions and requests for clarification, and the responses thereto, will be circulated to all RFP recipients who have indicated an interest in this RFP.

Only written answers from Chemonics will be considered official and carry weight in the RFP process and subsequent evaluation. Any answers received outside the official channel, whether received verbally or in writing, from employees or representatives of Chemonics International, the GHSC-PSM project Oxygen Ecosystem Activity, or any other party, will not be considered official responses regarding this RFP.

Proposal Submission Date. All proposals must be received by the date and time and complying with the instructions as provided in Section I.3.

Oral Presentations. Chemonics reserves the option to have select offerors participate in oral presentations with the technical evaluation committee. Interviews may consist of virtual oral presentations of offerors' proposed activities and approaches. Offerors should be prepared to give virtual presentations to the technical evaluation committee within 2 days of receiving notification.

Fleet Evaluation. Offerors are required to make their vehicles available for inspection and evaluation by Chemonics. The offeror's vehicles will be inspected and evaluated against the standards outlined in Annex 8. Offerors should be prepared for this evaluation within two (2) days of receiving notification from Chemonics.

Subcontract Award (estimated). Chemonics will select the proposal that offers the best value based upon the evaluation criteria stated in this RFP.

I.3. Offer Submission Requirements

Offerors shall submit their offers electronically only.

Emailed offers must be received by the same time and date at the following address:

Emily Day
Director, PSM Guatemala Oxygen PMU
guatemalaoxygenpsmpmu@chemonics.com

Faxed offers will not be considered.

Offerors are responsible for ensuring that their offers are received in accordance with the instructions stated herein. Late offers may be considered at the discretion of Chemonics. Chemonics cannot guarantee that late offers will be considered.

Proposals must be submitted electronically only. Late offers will be considered at the discretion of Chemonics.

Separate technical and cost proposals must be submitted by email no later than the time and date specified in I.2. The proposals must be submitted to the point of contact designated in I.2.

The Offeror must submit the proposal electronically with up to 3 attachments (5 MB limit) per email compatible with MX Word, MS Excel, readable format, or Adobe Portable Document (PDF) format in a Microsoft XP environment. Offerors must not submit zipped files. Those pages requiring original manual signatures should be scanned and sent in PDF format as an email attachment or signed by using e-signatures.

Technical proposals must not make reference to pricing data in order that the technical evaluation may be made strictly on the basis of technical merit.

I.4. Eligibility Requirements

To be determined responsive, an offer must include all of documents and sections included in I.4.A and I.4.B.

Chemonics anticipates issuing a subcontract to Guatemalan or international company provided it is legally registered and recognized under the laws of Guatemala and is in compliance with all applicable civil, fiscal, and other applicable regulations. Such a company or organization could include a private firm, non-profit, civil society organization, or university.

The award will be in the form of a firm fixed price subcontract (hereinafter referred to as “the subcontract”). The successful Offeror shall be required to adhere to the statement of work and terms and conditions of the subcontract, which are incorporated in Section III herein.

Companies and organizations that submit proposals in response to this RFP must meet the following requirements:

- (i) Companies or organizations, whether for-profit or non-profit, must be legally registered under the laws of Guatemala upon award of the subcontract.
- (ii) Firms operated as commercial companies or other organizations or enterprises (including nonprofit organizations) in which foreign governments or their agents or agencies have a controlling interest are not eligible as suppliers of commodities and services.
- (iii) Companies or organizations must have a local presence in Guatemala at the time the subcontract is signed.
- (iv) Companies or organizations, whether for-profit or non-profit, shall be requested to provide a DUNS number if selected to receive a subaward valued at USD\$30,000 or more, unless exempted in accordance with information certified in the Evidence of Responsibility form included in the required certifications in Annex 3.

Offerors may present their proposals as a member of a partnership with other companies or organizations. In such cases, the subcontract will be awarded to the lead company in the partnership. The leading company shall be responsible for compliance with all subcontract terms and conditions and making all partnership arrangements, including but not limited to division of labor, invoicing, etc., with the other company(ies). A legally registered partnership is not necessary for these purposes; however, the different organizations must be committed to work together in the fulfillment of the subcontract terms.

I.5. Source of Funding, Authorized Geographic Code, and Source and Origin

Any subcontract resulting from this RFP will be financed by USAID funding and will be subject to U.S. Government and USAID regulations.

All goods and services offered in response to this RFP 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, available at: <http://www.gpo.gov/fdsys/pkg/CFR-2012-title22-vol1/pdf/CFR-2012-title22-vol1-part228.pdf>.

The cooperating country for this RFP is Guatemala.

Offerors may not offer or supply any products, commodities or related services that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, Syria. Related services include incidental services pertaining to any/all aspects of this work to be performed under a resulting contract (including transportation, fuel, lodging, meals, and communications expenses).

I.6. Validity Period

Offerors' proposals must remain valid for 60 calendar days after the proposal deadline.

I.7. Instructions for the Preparation of the Proposal

1. Cover Letter

The offeror shall use the cover letter provided in Annex 1 of this RFP, which confirms organizational information and consent to the validity of this proposal.

2. Technical Proposal

The technical proposal shall comprise the parts below. Please note that the proposal must be responsive to the detailed information set out in Section II of this RFP, which provides the background, states the scope of work, describes the deliverables, and provides a deliverables schedule.

- Part 1: Technical Approach, Methodology and Detailed Work Plan. This part shall be between 5 and 10 pages long but may not exceed 10 pages.
 - a. **Approach and Methodology:** The Offeror should provide a presentation of their strategy and approach to the scope of work described in **Section II.2**. Technical proposals should highlight components of the approach including details of the offeror's response to the specific transportation services responsibilities under the scope of work and the resources, technical expertise and equipment which will be utilized to meet the required transportation deliverables detailed under the scope of work of this RFP solicitation during implementation of the proposed subcontract.
 - b. **Fleet Size, Quality and Variety:** This part must include information on offeror's fleet management structure. Details should include the total number and types (truck and/or 4x4 size, model, and year) of vehicles in offeror's fleet, specifying whether vehicles are owned, rented, or leased through third-party sub-contractors that meet the specifications included in the RFP. Hard-sided vehicles are preferred for commodity transport to the extent possible. Offerors may use third-party fleet/vehicles (rented) to transport the products. If renting vehicles, offeror must include details on how they identify and select transporters. The offeror's vehicles should at a minimum comply with all standards provided under **Annex 8, Vehicle Verification Checklist**. After an initial review/evaluation of submitted offers, the GHSC-PSM project Oxygen Ecosystem activity will contact short-listed candidates will be required to participate in a physical fleet evaluation, presenting both its owned as well as leased vehicles. Vehicles will be inspected for overall condition, up-to-date documentation (license plates, registration, and insurance) as well as "road readiness" (quality of tires, overall kilometrage to date, etc.) and that the transporter has the capacity to maintain products in appropriate storage conditions during transport. For each vehicle owned or leased, offerors must submit one (1) copy of the title and registration. Any bidder whose vehicles do not pass inspection will not be awarded a contract.
 - c. **Capability for In-Transit Tracking:** The offeror must describe the offeror's capability for real-time in-transit tracking. Chemonics' preference is that offerors should use Global Positioning (GPS) tracking devices for in-transit tracking, and the capacity to provide route-tracking documentation to Chemonics to verify and validate the specific route taken by any given vehicle that is tasked with delivering Chemonics commodities. If GPS tracking data is not available, offeror shall provide an adequate solution for vehicle tracking, for example detailed vehicle and phone/SMS/GPS location logs using smart phone maps, which shall be provided to Chemonics upon request. The offeror should include the number of vehicles in its possession or that shall be used in this scope of work which carry GPS tracking equipment. Offeror shall provide route-tracking and route-validation documentation to Chemonics, upon request. Chemonics may confirm the offeror's proposal with the fleet-evaluation event.
 - d. **Standard Operating Procedures for Security of Commodities:** The offeror shall provide standard operating procedures (SOP) that address the full range of security issues related to distribution and the operating environment to assure the quality, security and integrity of the health commodities being transported. Such issues include, but are not limited to, appropriate vehicle and equipment

- selection and maintenance (e.g. locks, security seals, alarm systems), preventing unauthorized access to and theft or misappropriation of health commodities, operating procedures while commodities are in-transit, selecting delivery routes and re-routing as conditions change or concerns arise, and incident management and reporting. The SOPs should comply with World Health Organization (WHO) Good Distribution Practices, provided under Annex 9 Alternatively, if the offeror is compliant with country standards and best practices, offeror should submit those for consideration.
- e. The offeror must disclose any services that may result in additional fees such as fuel, road conditions, maintenance, expedited services and hours of travel.
 - f. Standard Operating Procedures for Non-Cold Chain Capacity: The offeror is required to submit with their proposal one (1) copy of the offeror's established SOP for transportation of all commodities, including temperature-controlled goods, pharmaceuticals, and ambient commodities. The offeror's SOP should comply with the WHO standards provided under Annexes 9, 10, and 12. Alternatively, if the offeror is compliant with country standards and best practices, offeror should submit those for consideration.
- Part 2: Management, Key Personnel, and Staffing Plan. This part shall be between 2 and 5 pages long but may not exceed 5 pages. CVs for key personnel may be included in an annex to the technical proposal and will not count against the page limit.

Offerors shall propose staff for the following key personnel positions necessary for the implementation of the scope of work:

Offerors shall provide a detailed organogram of staff, with names (can use "to-be-determined" (TBD), if appropriate), titles, and physical location of personnel to be assigned to the implementation of the subcontract. Offerors shall also provide a list of focal points, with phone numbers and other contact information, who will be the direct contacts under the subcontract and provide each focal point's direct supervisor's name, title, and contact information.

The offeror shall provide one paragraph job description, relevant to the scope of work, for each of the positions within the organization. The offeror shall provide the CVs of staff in these key positions, that will be assigned to the subcontract, and CVs of the management personnel which shall be included in an annex to the technical proposal and will not count against the page limit. Key positions are as follows, but offeror may modify per their organigram.

Key positions:

- Supervisor/Project Leader (the individual in this role should be proficient in English as well as Spanish and may also serve as the Account Manager **or** the Logistics/Distribution Manager.
- Account Manager
- Logistics/Distribution Manager (the position should ideally have at least two (2) or more years of experience in managing other staff, including drivers, ensuring accurate paperwork and other data logs are completed reliably and accurately by drivers, ensuring boxes, containers and/or non-cold chain items are delivered on time and without damage, and ensuring that communication between distribution provider and outsourcer is seamless and reliable)
- Purchasing/Procurement Specialist

- Safety/Quality Specialist
 - Additional core positions may include, but not required:*
 - Dispatch Personnel
 - Receiving Personnel
 - Inventory Controller
 - Inventory Personnel
 - Picking Operations Personnel
- Part 3: Corporate Capabilities, Experience, and Past Performance. This part shall be between 2 and 7 pages long but may not exceed 7 pages.

Part 3 must include a description of the company and organization, with appropriate reference to any parent company and subsidiaries. Offerors must include details demonstrating their experience and technical ability in implementing the technical approach/methodology and the detailed work plan.

- Additionally, offerors must include 3 past performance references of similar work (under contracts or subcontracts) previously implemented as well as contact information for the companies for which such work was completed. The narrative will include the following:
 - i. Three (3) past performance references, for the implementation of similar program warehousing, and distribution services and confirming application of SOPs. The past performance narrative will include the following information
 - 1. Name of the company for which the work was performed
 - 2. Address of the company for which the work was performed,
 - 3. Contact information for the company for which the work was performed including name of point of contact who can speak to the offeror's performance, Email and phone number of the point of contact.
 - 4. Geographic scope
 - 5. Value
 - 6. Type of materials distributed
 - 7. Period of performance - References should be for recently-supplied services of similar technical scope and/or capacity (i.e. – within the past three years).
 - 8. Descriptions - Descriptions shall include:
 - a. Explanation of relevance to the current solicitation and how it demonstrates Offeror's ability to complete the services being requested.
 - b. Explanation of any challenges that were encountered and steps taken to resolve them.

Chemonics reserves the right to check additional references not provided by an offeror.

3. Cost Proposal

The cost proposal is used to determine which proposals represent the best value and serves as a basis of negotiation before award of a subcontract.

The price of the subcontract to be awarded will be an all-inclusive fixed price. Nevertheless, for the purpose of the proposal, offerors must provide a detailed budget showing major line items as well as a budget

narrative. The cost proposal is used to determine which proposals represent the best value and serves as a basis of negotiation before award of a subcontract. All offers must show unit prices, quantities, and total price. All items, services, etc. must be clearly labeled and included in the total offered price. All cost information must be expressed in Guatemalan Quetzales. See Annex 2 for a sample cost structure.

The cost proposal shall also include a budget narrative that explains the basis for the estimate of every cost element or line item. Supporting information must be provided in sufficient detail to allow for a complete analysis of each cost element or line item. Chemonics reserves the right to request additional cost information if the evaluation committee has concerns of the reasonableness, realism,

No profit, fees, taxes, or additional costs may be added after award. Because GHSC-PSM is a USAID funded project and is implemented under a bilateral agreement between the Government of Guatemala and the U.S. Government, offerors must not include VAT and customs duties in their cost proposal.

I.8 Evaluation and Basis for Award

This RFP will use the tradeoff process to determine best value as set forth in FAR 15.101-1. That means that each proposal will be evaluated and scored against the evaluation criteria and evaluation sub-criteria, which are stated in the table below. Chemonics will award a subcontract to the offeror whose proposal represents the best value to Chemonics and the GHSC-PSM project. Chemonics may award to a higher priced offeror if a determination is made that the higher technical evaluation of that offeror merits the additional cost/price.

Evaluation points will not be awarded for cost, but for overall evaluation purposes of this RFP, technical evaluation factors other than cost, when combined, are considered significantly more important than cost factors. Cost will primarily be evaluated for realism and reasonableness. If technical scores are determined to be nearly equal, cost will become the determining factor.

In evaluating proposals, Chemonics will use the following evaluation criteria and sub-criteria:

Evaluation Criteria	Evaluation Sub-criteria	Maximum Points
Technical Approach, Methodology, and Detailed Work Plan		
	<p>Approach and Methodology: Does the technical approach and detailed service implementation methodology proposed fulfill the requirements of the Scope of Work and expected deliverables effectively and efficiently?</p> <p>Fleet Size, Quality, and Variety: Total number, variety and adequacy of vehicles (Please refer to Annex 8 the vehicles verification checklist) in offeror's fleet (with trucks of varying size that meet the specifications included in the RFP);</p> <p>Proof of Fleet Ownership: Chemonics will use the offeror's title and registration to</p>	30 points

	confirm the whether the offeror owns its entire fleet. E-POD capability	
	Standard Operating Procedures: The offeror’s standard operating practices (e.g. the offer has established rules for customer service, maintenance/servicing for vehicles in fleet, security, proper driver’s licenses for the drivers, personnel rotation, etc.).	10 points
	Sector Knowledge – Does the proposal demonstrate the offeror’s knowledge related to technical sectors required by the SOW? E.g. health commodity pick and pack and distribution and understanding of the specific regions	10 points
Total Points – Technical Approach		50 points
Management, Key Personnel, and Staffing Plan		
	Personnel Qualifications – Do the proposed team members have necessary experience and capabilities to carry out the Scope of Work?	10 points
	Management Strategy—Does the proposed management strategy address both the technical and administrative aspects of the Scope of Work.	15 points
Total Points – Management		25 points
Corporate Capabilities, Experience, and Past Performance		
	Company Background and Experience – Does the company have adequate experience in carrying out health commodity or other similar material warehousing and distribution processes?	15 points
	Demonstrated Record of Success---Does the company demonstrate a record of successfully carrying out at least three projects of similar scope and size?	10 points
Total Points – Corporate Capabilities		25 points
Total Points		100 points

I.9 Negotiations

Best offer proposals are requested. It is anticipated that a subcontract will be awarded solely on the basis of the original offers received. However, Chemonics reserves the right to conduct discussions, negotiations and/or request clarifications prior to awarding a subcontract. Furthermore, Chemonics reserves the right to conduct a competitive range and to limit the number of offerors in the competitive range to permit an efficient evaluation environment among the most highly-rated proposals. Highest-rated offerors, as determined by the technical evaluation committee, may be asked to submit their best prices or technical responses during a competitive range. At the sole discretion of Chemonics, offerors may be requested to conduct oral presentations. If deemed an opportunity, Chemonics reserves the right to make separate awards per component or to make no award at all.

I.10 Terms of Subcontract

This is a request for proposals only and in no way obligates Chemonics to award a subcontract. In the event of subcontract negotiations, any resulting subcontract will be subject to and governed by the terms and clauses detailed in Section III. Chemonics will use the template shown in section III to finalize the subcontract. Terms and clauses are not subject to negotiation. By submitting a proposal, offerors certify that they understand and agree to all of the terms and clauses contained in section III.

I.11 Insurance and Services

Within two weeks of signature of this subcontract, the Offeror at its own expense (e, shall procure and maintain in force, on all its operations, insurance in accordance with the charts listed below as applicable, and Goods-In-Transit, Commercial General Liability, Workers Compensation and Auto/Vehicle insurance applicable with the laws of Guatemala. The policies of insurance shall be in such form and shall be issued by such company or companies as may be satisfactory to Chemonics. Upon request from Chemonics, the Supplier shall furnish Chemonics with certificates of insurance from the insuring companies which shall specify the effective dates of the policies, the limits of liabilities there under, and contain a provision that the said insurance will not be canceled except upon thirty (30) days' notice in writing to Chemonics. The Supplier shall not cancel any policies of insurance required hereunder either before or after completion of the work without written consent of Chemonics.

DEFENSE BASE ACT (DBA) INSURANCE

a) FAR 52.228-3 WORKER'S COMPENSATION INSURANCE (DEFENSE BASE ACT INSURANCE) (APR 1984) [Updated by AAPD 05-05 — 02/12/04]

The Subcontractor shall (a) provide, before commencing performance under this Subcontract, such workers' compensation or security as the Defense Base Act (DBA) (42 U.S.C. 1651, et seq.) requires and (b) continue to maintain it until performance is completed. The Subcontractor shall insert, in all lower-tier subcontracts authorized by Chemonics under this Subcontract to which the Defense Base Act applies, a clause similar to this clause imposing upon those lower-tier subcontractors this requirement to comply with the Defense Base Act. DBA insurance provides critical protection and limits on liability. The Subcontractor shall provide a proof of DBA insurance coverage to Chemonics upon request. Chemonics will verify coverage for, at least, projects in high risk environments and where Chemonics may be providing security.

(b) AIDAR 752.228-3 WORKERS' COMPENSATION (DEFENSE BASE ACT) [Updated by AAPD 05-05 — 02/12/04] As prescribed in AIDAR 728.308, the following supplemental coverage is to be added to the clause specified in FAR 52.228-3.

(b)(1) The Subcontractor agrees to procure DBA insurance pursuant to the terms of the contract between USAID and USAID's DBA insurance carrier unless the Subcontractor has a DBA self-insurance program approved by the U.S. Department of Labor or has an approved retrospective rating agreement for DBA.

(b)(2) If USAID or Subcontractor has secured a waiver of DBA coverage (See AIDAR 728.305-70(a)) for Subcontractor's employees who are not citizens of, residents of, or hired in the United States, the Subcontractor agrees to provide such employees with worker's compensation benefits as required by the laws of the country in which the employees are working, or by the laws of the employee's native country, whichever offers greater benefits.

(b)(3) The Subcontractor further agrees to insert in all lower-tier subcontracts hereunder to which the DBA is applicable a clause similar to this clause, including the sentence, imposing on all lower-tier subcontractors authorized by Chemonics a like requirement to provide overseas workmen's compensation insurance coverage and obtain DBA coverage under the USAID requirements contract.

(b)(4) USAID's DBA insurance carrier. Pursuant to the clause of this Subcontract entitled "Worker's Compensation Insurance (Defense Base Act)" (AIDAR 752.228 03), the Subcontractor shall obtain DBA coverage from USAID's current insurance carrier for such insurance. This insurance carrier as of the effective date of this Subcontract is AON Risk Insurance Services West, Inc. Address is: AON, 2033 N. Main St., Suite 760, Walnut Creek, CA 94596-3722. Point of contact is Fred Robinson: (o) 925-951-1856, fax: 925-951-1890, E-Mail: Fred.Robinson@aon.com. Subcontractor must apply for coverage directly to AON Risk Insurance Services Inc., the agent for AWAC DBA Insurance. For instructions on the required application form and submission requirements, please refer to AAPD 17-01. Pursuant to AIDAR 752.228-70, medical evacuation is a separate insurance requirement for overseas performance of USAID funded subcontracts; the Defense Base Act insurance does not provide coverage for medical evacuation. The costs of DBA insurance are allowable and reimbursable as a direct cost to this Subcontract.

(c) AIDAR 752.228-7 INSURANCE ON PRIVATE AUTOMOBILES Pursuant to the clause of this Subcontract entitled "Insurance Liability to Third Persons" (AIDAR 752.228-07), if the Subcontractor or any of its employees, consultants, or their dependents transport or cause to be transported (whether or not at Subcontract expense) privately owned automobiles to the Cooperating Country, or if any of them purchase an automobile within the Cooperating Country, the Subcontractor shall, during the period of this Subcontract, ensure that all such automobiles during such ownership within the Cooperating Country will be covered by a paid-up insurance policy issued by a reliable company providing minimum coverage of US\$10,000/US\$20,000 for injury to persons and US\$5,000 for property damage, or such other minimum coverages as may be set by the cognizant Mission Director, payable in U.S. dollars or its equivalent in the currency of the Cooperating Country. The premium costs of such insurance shall not be a reimbursable cost under this Subcontract.

(d) AIDAR 752.228-70 Medical Evacuation Services (MEDEVAC) Services (JULY 2007) [Updated by AAPD 06-01].

(1) The Subcontractor shall provide MEDEVAC service coverage to all U.S. citizen, U.S. resident alien, and Third Country National employees and their authorized dependents (hereinafter "individual") while overseas under a USAID-financed direct contract. Chemonics will reimburse reasonable, allowable, and allocable costs for MEDEVAC service coverage incurred under this Subcontract. The USAID Contracting Officer through Chemonics will determine the reasonableness, allowability, and allocability of the costs based on the applicable cost principles and in accordance with cost accounting standards.

(2) Exceptions: (i) The Subcontractor is not required to provide MEDEVAC insurance to eligible employees and their dependents with a health program that includes sufficient MEDEVAC coverage as approved by Chemonics. (ii) The USAID Mission Director through Chemonics, may make a written determination to waive the requirement for such coverage. The determination must be based on findings

that the quality of local medical services or other circumstances obviate the need for such coverage for eligible employees and their dependents located at post.

(3) If authorized to issue lower-tier subcontracts, the Subcontractor shall insert a clause similar to this clause in all lower-tier subcontracts that require performance by Subcontractor employees

e) In addition to the foregoing insurance requirements, the Supplier shall, as a minimum, obtain the following insurance in form and substance satisfactory to Chemonics that are covered by the standard fixed rates in Section 3.

TYPE	MINIMUM LIMIT
(a) Defense Base Act or equivalent for waived nationals per FAR 52.228-3 and 52.228-4. The coverage shall extend to Employers Liability for bodily injury, death, and for occupational disease.	As required by DBA
(b) Comprehensive General Liability Each Occurrence Combined Single Limit for Personal Injury and/or Property Damage.	\$1,000,000 \$2,000,000
(c) Automobile Liability Combined Single Limit each occurrence	As per AIDAR 752.228-7 and \$1,000,000
(d) Other Required Insurance- Umbrella Insurance additive to (b) and (c) above	\$1,000,000/ \$2,000,000

I. 12 Privity

By submitting a response to this request for proposals, offerors understand that USAID is NOT a party to this solicitation and the offeror agrees that any protest hereunder must be presented—in writing with full explanations—to Chemonics International for consideration, as USAID will not consider protests made to it under USAID-financed subcontracts. Chemonics, at its sole discretion, will make a final decision on the protest for this procurement

Section II Background, Scope of Work, Deliverables, and Deliverables Schedule

II.1. Background

The Global Health Supply Chain Program-Procurement and Supply Management (GHSC-PSM) project is an official project of USAID, implemented by Chemonics 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. As part of a broader response to the COVID-19 pandemic, USAID has engaged the GHSC-PSM project to procure, deliver, provide and manage technical assistance (TA) for a range of commodities in support of country-level management of COVID-19.

Building upon GHSC-PSM's recent work to procure and deliver ventilators, USAID has requested assistance to the oxygen (O2) sector in Afghanistan, Ghana, Guatemala, Haiti, Honduras, Kenya, Mozambique, and Tajikistan. Specifically, USAID has requested support for three separate but interrelated activities:

1. Coordination of in-country oxygen supply activities
2. Procurement of oxygen-related equipment and supplies
3. Provision of clinical and non-clinical TA to host-country counterparts related to maintenance of oxygen equipment and its use in clinical care for COVID-19 patients

In support of the second activity, procurement of oxygen-related equipment and supplies, GHSC-PSM seeks Offeror's services in Guatemala to manage the pick and pack and distribution of O2 concentrators and related equipment to health facilities mutually identified by USAID and the Ministry of Health (MOH). Any selected Offeror may be responsible for the distribution of the concentrators (Lot A), the consumables and durables (Lot B), or all of the equipment.

II.2. Scope of Work

The purpose of this subcontract is to provide staging, break bulk and assembly (picking and packing), and transportation services of the O2 equipment described in Annex 6 from the MOH's central warehouse to twenty (20) health facilities in accordance with the locations and quantities in Annex 7.

The Scope of Work includes:

- a) Staging, Picking, Packaging, and Assembly Services
- b) Transportation Services

Staging, Picking, Packaging, and Assembly Services

- a) Prior to initiating the pick and pack process, the Offeror shall procure all necessary materials in accordance with its SOPs for picking and packing. Chemonics shall inspect all packing materials to ensure that they are compliant.
- b) A detailed facility list may be found in Annex 7 which includes detailed information of recipients and the quantities of each type of O2 equipment to be delivered to each facility, including on-site signatory.

The Offeror shall consolidate the equipment and pack them in accordance with the quantities established in Annex 7.

- c) The Offeror shall band and label the packages as required by GHSC-PSM.

Transportation Services

- a) Transportation: The Offeror's obligations related to the provision of transportation services are as follows:
- i. The Offeror shall ensure workers and drivers are trained on the applicable standard operating procedures.
 - ii. Provide vehicles that shall meet the following minimum requirements, but they can include additional conditions which assure the quality, security and integrity of the health commodities being conveyed:
 - a) In proper working order, with no damage that would impact their ability to operate;
 - b) Appropriate for the volume and type of commodities being shipped;
 - c) Clean, dry, and free of vermin;
 - d) Lockable cargo compartments;
 - e) Well serviced and regularly maintained with evidence of a maintenance log
 - iii. Ensure that the commodities and quantities match the shipping documents prior to taking possession of the commodities. The Offeror must notify Chemonics immediately of any damage, tampering, theft or missing items upon arrival or during transit.
 - iv. Load and transport commodities within 24 hours of notification by Chemonics.
 - v. Provide lockable, clean containers attached to truck at all times during the transport.
 - vi. Take the most direct route while in transit.
 - vii. All trucks to be used for the distribution services shall be subject to a visual inspection prior to commencement of required tasks. Prior to any distribution services, truck make and model, as well as plate numbers of the trucks to be used and any parking locations shall be provided to the designated Chemonics's representative.
 - viii. Assume responsibility for loading prior to transit and off-loading at delivery destinations, including labor and other costs associated with off-loading.
 - ix. Maintain the trucks in optimal working conditions throughout the durations of the subcontract.
 - x. Be responsible for the maintenance (mechanical, electrical and otherwise) including the fueling of the truck(s).
 - xi. Provide sufficient drivers and trucks to distribute health commodities to the destinations in the timeframe specified by Chemonics.
 - xii. Ensure drivers are sufficiently literate to manage the inventory of listed health commodities. Drivers may be assigned the responsibilities of keeping the truck movement log and maintenance schedule.
 - xiii. Drivers shall be responsible and accountable for the health commodities from the point they are loaded on the trucks, up to the point they are offloaded and delivered and shall ensure all the stipulated documentation is completed to demonstrate clear transfer of custody of commodities between the truck and the recipient. Should open bed or flatbed trucks be utilized, commodities must be covered to prevent exposure to direct sun/heat during transport.
 - xiv. The Offeror will be legally and financially responsible for the commodities during the transportation process and is required to provide insurance against all loss or damage to products as specified below.

- xv. The Offeror must continually assess security in the operating environment and must communicate all changes or concerns immediately to Chemonics (within 24 hours). Please note that no other goods should be transported in trucks used for our goods.
 - xvi. SOPs shall be in place for all vehicles and equipment involved in the distribution process, including:
 - a) Cleaning
 - b) Pest control
 - c) Ensuring the product's identity is maintained
 - d) Prevention of cross-contamination
 - e) Precautions against spillage or breakage
 - f) Procedures for transportation of hazardous products which can present risks of abuse, cleaning, maintenance, fire or explosion (these products are to be stored and transported in safe dedicated containers and vehicles)
 - g) Process wherein unauthorized persons are prevented from entering and/or tampering with vehicles and/or equipment
 - h) Theft or misappropriation thereof.
- b) *Delivery:*
- i. Offeror will provide written confirmation, i.e. Proof of Delivery (POD), to Chemonics for all delivered shipments. PODs must include: consignee name and physical address, delivery location; date of departure; list and description of commodities delivered; quantity of items delivered; date and time of delivery; name and signature of driver and recipient at destination; remarks or notation of any loss or damages. All PODs should be submitted with the Offeror's invoice to Chemonics. E-PODs are preferable.
 - ii. In addition to a POD, the Offeror is responsible for obtaining a signed Act of Acceptance (AoA) that shall also be submitted with the Offeror's invoice to Chemonics.
 - iii. Offeror is responsible for all offloading costs at the point of delivery, including labor.
 - iv. The Offeror shall supervise the offloading and handover of the correct quantity of commodities to the designated recipient(s).
 - v. The MOH, rather than the Offeror, will be responsible for any necessary reverse logistics.
- c) *Security:* Offerors shall ensure and deploy reasonable and cost-effective strategies, actions, processes and measures to ensure that all commodities being transported are not lost in transit, from the point of pick-up until custody of the commodities are transferred to the designated recipients.
- a) The Offerors shall ensure that planned routes for transit of vehicles are the safest routes based on the assessments of different roads available.
 - b) The Offerors shall provide information on drivers and the accompanying team to track them to destinations from the point of loading

II.3. Deliverables

The successful offeror shall submit to Chemonics the following deliverables, in accordance with the schedule set forth in II.4 below.

Deliverable No. 1: Updated Distribution Plan with Timeline

Deliverable No. 1 shall be comprised of an updated distribution plan with a timeline outlining the number of total days (including weekends) required to deliver the commodities, once they have arrived at the central warehouse as listed in Annex 7. This should include contingency planning and notification timelines should product be undeliverable to a facility. It should be noted that deliveries will be made with FOB Shipping point; any required revers logistics will be the responsibility of the MOH rather than the Offeror. The plan should be sent electronically to Emily Day with copy to Guatemalaoxygenpsmpmu@chemonics.com.

Deliverable No. 2: Proof of Pick and Pack Completion

Delivery No. 2 shall be comprised of written confirmation of the finalization of the pick and pack process in the form packing materials receipt and goods dispatch receipt with photos of the O2 commodities packaged per facility. It should be submitted to Emily Day with copy to Guatemalaoxygenpsmpmu@chemonics.com.

Deliverable No. 3: Proof of Delivery and Act of Acceptance

Delivery No. 3 shall be comprised of written confirmation, i.e. Proof of Delivery (POD) and Act of Acceptance (AoA), to Chemonics for all delivered shipments. PODs must include: consignee name and physical address, delivery location; date of departure; list and description of commodities delivered; quantity of items delivered; date and time of delivery; name and signature of driver and recipient at destination; remarks or notation of any loss or damages. PODs and AoA should be submitted with the Subcontractor’s invoice to Emily Day with copy to Guatemalaoxygenpsmpmu@chemonics.com.

II.4. Deliverables Schedule

The successful offeror shall submit the deliverables described above in accordance with the following deliverables schedule:

Deliverable Number	Deliverable Name	Due Date
1	Updated Distribution Plan with Timeline	5 days after all commodities are delivered to the central warehouse
2	Proof of Pick and Pack Completion	3 days after the finalization of pick and pack
3	Proof of Delivery and Act of Acceptance	3 days after delivery, sent with submission of invoice

*Deliverable numbers and names refer to those fully described in II.3 above.

Section III Firm Fixed Price Subcontract (Terms and Clauses)

See Attached as Annex 5

Annex 1 Cover Letter

[Offeror: Insert date]

Emily Day
Director, PSM Guatemala Oxygen PMU

USAID GHSC- PSM project
Chemonics International Inc.

Reference: Request for Proposals GHSC-PSM/RFP/2021/GTO2Distribution

Subject: [Offeror: Insert name of your organization]'s technical and cost proposals

Dear Ms. Day:

[Offeror: Insert name of your organization] is pleased to submit its proposal in regard to the above-referenced request for proposals. For this purpose, we are pleased to provide the information furnished below:

Name of Organization's Representative	_____
Name of Offeror	_____
Type of Organization	_____
Taxpayer Identification Number	_____
DUNS Number	_____
Address	_____
Address	_____
Telephone	_____
Fax	_____
E-mail	_____

As required by section I, I.7, we confirm that our proposal, including the cost proposal will remain valid for 90 calendar days after the proposal deadline.

We are further pleased to provide the following annexes containing the information requested in the RFP.:

[Offerors: It is incumbent on each offeror to clearly review the RFP and its requirements. It is each offeror's responsibility to identify all required annexes and include them]

- I. Copy of registration or incorporation in the public registry, or equivalent document from the government office where the offeror is registered.
- II. Copy of company tax registration, or equivalent document.
- III. Copy of trade license, or equivalent document.
- IV. Evidence of Responsibility Statement.

Sincerely yours,

Signature
[Offeror: Insert name of your organization's representative]
[Offeror: Insert name of your organization]

Annex 2 Guide to Creating a Financial Proposal for a Fixed Price Subcontract

The purpose of this annex is to guide offerors in creating a budget for their cost proposal. Because the subcontract will be funded under a United States government-funded project, it is important that all offerors' budgets conform to this standard format. It is thus strongly recommended that offerors follow the steps described below.

Under no circumstances may cost information be included in the technical proposal. No cost information or any prices, whether for deliverables or line items, may be included in the technical proposal. Cost information must only be shown in the cost proposal.

Step 1: Design the technical proposal. Offerors should examine the market for the proposed activity and realistically assess how they can meet the needs as described in this RFP, specifically in section II. Offerors should present and describe this assessment in their technical proposals.

Step 2: Determine the basic costs associated with performing the work by stage and preparing each deliverable requested. Offerors should consider best estimate of the costs associated with each deliverable, which should include labor and all non-labor costs, e.g. other direct costs, such as fringe, allowances, travel and transport, etc. The Offeror should consider and respond to three different options: distribution of just the concentrators (Lot A), delivery of just the consumables and durables (Lot B), and delivery of everything together (Lots A and B).

Step 3: Create a budget for the cost proposal in two parts: Stage 1: Stage 1. Staging, Picking, Packaging, and Assembly Services and Stage 2. Transportation Services.

For Stage 1, each offeror must create a budget using a spreadsheet program compatible with MS Excel. The budget period should follow the technical proposal period. A sample budget is shown on the following page. All items and services must be clearly labeled and include the total offered price. The detailed budget must show major line items, including, for example:

1. Salaries
2. Indirect costs
3. Any other costs applicable to the work
4. DBA – see clause I. 11

For Stage 2, the Offeror should translate its own budget into a table of prices, similar to the sample table provided below. Offerors should propose their best prices in the sample table format requested in the Stage 2 budget below. In the table, one route represents one truck, the gray lines should be subtotals by route, and distance should be one-way from starting point to end point (the facilities). The Offeror may modify the table to include as many routes as needed. The Offeror is required to submit only the price table showing its best prices, not a detailed budget.

All cost information must be expressed in Guatemalan Quetzales.

Step 4: Write Budget Narrative. The spreadsheets shall be accompanied by written notes in MS Word that explain each cost line item and the assumption why a cost is being budgeted as well as how the amount is reasonable. Supporting information must be provided in sufficient detail to allow for a complete analysis of each cost element or line item. Chemonics reserves the right to request additional cost information if the

evaluation committee has concerns of the reasonableness, realism, or completeness of an offeror's proposed cost.

If it is an offeror's regular practice to budget indirect rates, e.g. overhead, fringe, G&A, administrative, or other rate, Offerors must explain the rates and the rates' base of application in the budget narrative. Chemonics reserves the right to request additional information to substantiate an Offeror's indirect rates.

Sample Budget

Offerors should revise the budget line items accordingly in response to the technical and cost requirements of this RFP.

Stage 1: Staging, Picking, Packaging, and Assembly Services				Base/Units	Rate	Total
I.	Stage 1					
	A.	Salaries (daily rate)				
		Personnel #1				
		Personnel #2				
		Personnel #3				
	B.	Travel, Transportation and per diem				
	C.	Material Costs				
	D.	Other Costs (detail)				
Total, Stage 1						

Stage 2: Transportation Services								
Route	Stop	SDP name	Volume in CBM	Types of Truck (40/20 ft, 10ton, 5 ton)	KM between drops	Total Price, one way, for drops	Price, per km	Expected delivery date
A								
	A1							
	A2							
	A3							
	A4							
	A5							
	A6							
	A7							
B								
	B1							
	B2							
	B3							
	B4							
C								
	C1							
	C2							
Total								

Annex 4

DUNS and SAM Registration Guidance

What is DUNS?

The Data Universal Numbering System (DUNS) is a system developed and regulated by Dun & Bradstreet (D&B) - a company that provides information on corporations for use in credit decisions - that assigns a unique numeric identifier, referred to as a DUNS number, to a single business entity. The DUNS database contains over 100 million entries for businesses throughout the world, and is used by the United States Government, the United Nations, and the European Commission to identify companies. The DUNS number is widely used by both commercial and federal entities and was adopted as the standard business identifier for federal electronic commerce in October 1994. The DUNS number was also incorporated into the Federal Acquisition Regulation (FAR) in April 1998 as the Federal Government's contractor identification code for all procurement-related activities.

Why am I being requested to obtain a DUNS number?

U.S. law – in particular the Federal Funding Accountability and Transparency Act of 2006 (Pub.L. 109-282), as amended by section 6202 of the Government Funding Transparency Act of 2008 (Pub.L. 110-252) - make it a requirement for all entities doing business with the U.S. Government to be registered, currently through the System for Award Management, a single, free, publicly- searchable website that includes information on each federal award. As part of this reporting requirement, prime contractors such as Chemonics must report information on qualifying subawards as outlined in FAR 52.204-10 and 2CFR Part 170. Chemonics is required to report subcontracts with an award valued at greater than or equal to \$30,000 under a prime contract and subawards under prime grants or prime cooperative agreements obligating funds of \$25,000 or more, whether U.S. or locally based. Because the U.S. Government uses DUNS numbers to uniquely identify businesses and organizations, Chemonics is required to enter subaward data with a corresponding DUNS number.

Is there a charge for obtaining a DUNS number?

No. Obtaining a DUNS number is absolutely free for all entities doing business with the Federal government. This includes current and prospective contractors, grantees, and loan recipients.

How do I obtain a DUNS number?

DUNS numbers can be obtained online at <http://fedgov.dnb.com/webform/pages/CCRSearch.jsp> or by phone at 1-800-234-3867 (for US, Puerto Rico and Virgin Island requests only).

What information will I need to obtain a DUNS number?

To request a DUNS number, you will need to provide the following information:

- Legal name and structure
- Tradestyle, Doing Business As (DBA), or other name by which your organization is commonly recognized
- Physical address, city, state and Zip Code
- Mailing address (if separate)
- Telephone number
- Contact name
- Number of employees at your location

- Description of operations and associated code (SIC code found at <https://www.osha.gov/pls/imis/sicsearch.html>)
- Annual sales and revenue information
- Headquarters name and address (if there is a reporting relationship to a parent corporate entity)

How long does it take to obtain a DUNS number?

Under normal circumstances the DUNS is issued within 1-2 business days when using the D&B web form process. If requested by phone, a DUNS can usually be provided immediately.

Are there exemptions to the DUNS number requirement?

There may be exemptions under specific prime contracts, based on an organization's previous fiscal year income when selected for a subcontract award, or Chemonics may agree that registration using the D&B web form process is impractical in certain situations. Organizations may discuss these options with the Chemonics representative.

What is CCR/SAM?

Central Contractor Registration (CCR)—which collected, validated, stored and disseminated data in support of agency acquisition and award missions—was consolidated with other federal systems into the System for Award Management (SAM). SAM is an official, free, U.S. government-operated website. There is NO charge to register or maintain your entity registration record in SAM.

When should I register in SAM?

While registration in SAM is not required for organizations receiving a grant under contract, subcontract or cooperative agreement from Chemonics, Chemonics requests that partners register in SAM if the organization meets the following criteria requiring executive compensation reporting in accordance with the FFATA regulations referenced above. SAM.gov registration allows an organization to directly report information and manage their organizational data instead of providing it to Chemonics. Reporting on executive compensation for the five highest paid executives is required for a qualifying subaward if in your business or organization's preceding completed fiscal year, your business or organization (the legal entity to which the DUNS number belongs):

- (1) received 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; **and**
- (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; **and**,
- (3) The public **does not** have access to information about the compensation of the executives in your business or organization (the legal entity to which the DUNS number it provided belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the US Internal Revenue Code of 1986.

If your organization meets the criteria to report executive compensation, the following sections of this document outline the benefits of and process for registration in SAM.gov. Registration may be initiated at <https://www.sam.gov>. There is NO fee to register for this site.

Why should I register in SAM?

Chemonics recommends that partners register in SAM to facilitate their management of organizational data and certifications related to any U.S. federal funding, including required executive compensation reporting. Executive compensation reporting for the five highest paid executives is required in connection with the reporting of a qualifying subaward if:

- a. In your business or organization's preceding completed fiscal year, your business or organization (the legal entity to which the DUNS number belongs) received (1) 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and,
- b. The public have does not have access to information about the compensation of the executives in your business or organization (the legal entity to which the DUNS number it provided belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986.

What benefits do I receive from registering in SAM?

By registering in SAM, you gain the ability to bid on federal government contracts. Your registration does not guarantee your winning a government contract or increasing your level of business. Registration is simply a prerequisite before bidding on a contract. SAM also provides a central storage location for the registrant to supply its information, rather than with each federal agency or prime contractor separately. When information about your business changes, you only need to document the change in one place for every federal government agency to have the most up-to-date information.

How do I register in SAM?

Follow the step-by-step guidance for registering in SAM for assistance awards (under grants/cooperative agreements) at: [https://www.sam.gov/sam/transcript/Quick Guide for Grants Registrations.pdf](https://www.sam.gov/sam/transcript/Quick%20Guide%20for%20Grants%20Registrations.pdf)

Follow the step-by-step guidance for contracts registrations at:
[https://www.sam.gov/sam/transcript/Quick Guide for Contract Registrations.pdf](https://www.sam.gov/sam/transcript/Quick%20Guide%20for%20Contract%20Registrations.pdf)

You must have a Data Universal Numbering System (DUNS) number in order to begin either registration process.

If you already have the necessary information on hand (see below), the online registration takes approximately one hour to complete, depending upon the size and complexity of your business or organization.

What data is needed to register in SAM?

SAM registrants are required to submit detailed information on their company in various categories. Additional, non-mandatory information is also requested. Categories of required and requested information include:

* General Information - Includes, but is not limited to, DUNS number, CAGE Code, company name, Federal Tax Identification Number (TIN), location, receipts, employee numbers, and web site address.

* Corporate Information - Includes, but is not limited to, organization or business type and SBA-defined socioeconomic characteristics.

* Goods and Services Information - Includes, but is not limited to, NAICS code, SIC code, Product Service (PSC) code, and Federal Supply Classification (FSC) code.

* Financial Information - Includes, but is not limited to, financial institution, American Banking Association (ABA) routing number, account number, remittance address, lock box number, automated clearing house (ACH) information, and credit card information.

* Point of Contact (POC) Information - Includes, but is not limited to, the primary and alternate points of contact and the electronic business, past performance, and government points of contact. * Electronic Data Interchange (EDI) Information* - Includes, but is not limited to, the EDI point of contact and his or her telephone, e-mail, and physical address. (*Note: EDI Information is optional and may be provided only for businesses interested in conducting transactions through EDI.)

Annex 8 Vehicle Verification Checklist

GHSC-PSM PSC VEHICLE INSPECTION TOOL			
DISTRICT (S)		DATE	
PLACE OF LOADING			
DESTINATION (S)			
NB: Please explain in the Comments column for any 'No' response to any of the questions.			
VARIABLE	YES	NO	COMMENTS
ACTUAL VAN AGREE TO PLANNED VAN			Vehicle Reg. No.:
			Mileage (KM):
			Tonnage:
EXTERIOR INSPECTION			
a) Headlights, indicators, reverse and hazard lights working			
b) All mirrors are present, unobstructed, and adjustable			
c) Windshield wipers are wiper fluid pump working			
d) All tires have adequate inflation and acceptable tread wear.			
e) Vehicle has up to date insurance, COF and Class B disks on windshield			
f) Driver has a valid driver's licence matching the type of van			
g) Van is painted white on the outside to insulate commodities against high temperatures			
h) Rear doors are locked securely to prevent the doors from opening during transit and to secure the goods			
i) Carriage cabin entrance sealed to prevent entry of dust or water			
INTERIOR INSPECTION			
a) The odometer and speedometer are in good working order			
b) The horn is working properly			
d) Driver's cabin separated from the carriage cabin to avoid direct access			
e) Inside of the carriage cabin clean and free of contaminants			
Name of GHSC-PSM Officer			Signature:
Name of Van Driver			Signature:

Annex 9 WHO Technical Report Series, No. 957, 2010, Good Distribution Practices for Pharmaceutical Products

Link:

https://www.who.int/medicines/areas/quality_safety/quality_assurance/qas19_793_good_storage_and_distribution_practices_may_2019.pdf?ua=1

Annex 10 WHO Technical Report Series, No. 961, 2011, Model Guidance for the Storage and Transport of Time- and Temperature-Sensitive Pharmaceutical Products.

Link:

https://www.who.int/medicines/areas/quality_safety/quality_assurance/ModelGuidanceForStorageTransportTRS961Annex9.pdf?ua=1

Annex 11 Guidance for Loading a Truck

Distribution space

<https://us001.blueworkslive.com/scr/processes/20000559d2966fd>

Last modified on Jun 23, 2016 5:15 PM

1. Loading a Truck

- 1.1. Boxes used for delivery of health commodities shall be clean and provide adequate protection to the commodities.
- 1.2. Ensure that the truck appears to be in proper working order, with no visible damage that would impact its ability to operate properly.
- 1.3. The interior of vehicles and containers shall remain clean and dry whilst in transit.
- 1.4. Ensure the truck is appropriate for type of product being transported.
- 1.5. Sufficient security shall be provided by the vehicle and driver to prevent theft, misappropriation, and unauthorized access to products being transported.
- 1.6. Ensure the size of the truck is appropriate for volume of commodities being shipped. In order to prevent being over charged, PSM staff should be present at loading to ensure the size truck being used is what is actually needed for the volumes being transported.
- 1.7. Ensure trucks are loaded in a manner that cargo is stable and limits the possibility of shifting during transport. Necessary materials should be used to secure the cargo to prevent movement and subsequent damage to the cargo.
- 1.8. Ensure there is an agreed upon POD form used by the warehouse and transporter that meets the needs of PSM and is filled out completely. Check to make sure all information listed is correct.
- 1.9. Security seal is used and the identification number is recorded on the POD.
- 1.10. Pharmaceutical products in transit must be accompanied by the appropriate documentation.
- 1.11. Damage to containers and any other event or problem which occurs during transit must be recorded, reported, and investigated.

Annex 12 Technical supplements to Model Guidance for the storage and transport of time- and temperature sensitive pharmaceutical products, (WHO Technical Report Series, No. 961, 2011)

Link:

https://www.who.int/medicines/areas/quality_safety/quality_assurance/Annex5-TRS992.pdf?ua=1