



## REQUEST FOR QUOTATIONS (RFQ)

RFQ Number: RFQ-2022-PSM-ZMB-PAYROLL SERVICES

Issuance Date: 27 December 2021

Deadline for Quotes: 17 January 2022

Description: Human Resource and Payroll management services

For: USAID Global Health Supply Chain Program, Procurement and Supply Management (GHSC-PSM)  
Chemonics International Inc.  
P.O Box 50718 Plot 2473, 1st Floor, Metropolitan House, Off Kelvin Siwale Road Mass Media  
Lusaka Zambia

Funded By: United States Agency for International Development (USAID),  
Contract No. AID-OAA-1-15-00004/TASK ORDER NO. AID-OAA-TO-15-00007/ TASK  
ORDER NO. AID-OAA-TO-15-00009/TASK ORDER NO. AID-OAA-TO-15- 00010

Implemented By: Chemonics International Inc.

Point of Contact: [SPDprocurement@ghsc-psm.org](mailto:SPDprocurement@ghsc-psm.org)

### \*\*\*\*\* 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 RFQ 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 [jvstichelen@ghsc-psm.org](mailto:jvstichelen@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.

## **Section 1: Instructions to Offerors**

1. **Introduction:** The GHSC-PSM Project is a USAID program implemented by Chemonics International in Zambia. The goal of the GHSC-PSM project is to ensure uninterrupted supplies of health commodities in support of United States Government (USG)-funded public health initiatives in Zambia. As part of project activities, the GHSC-PSM project requires the purchase of in-country employment and payroll services for project embedded staff at Zambia Medicines and Medical Supplies Agency (ZAMMSA) and Zambia Medicines Regulatory Authority (ZAMRA) to ensure that the project's mandates are executed diligently through these strategic institutions. The purpose of this RFQ is to solicit quotations for these services.

Offerors are responsible for ensuring that their offers are received by Chemonics in accordance with the instructions, terms, and conditions described in this RFQ. Failure to adhere with instructions described in this RFQ may lead to disqualification of an offer from consideration.

2. **Offer Deadline and Protocol:** Offers must be received no later than 17:00 hours local Lusaka time on January 17, 2022 by email to [SPDprocurement@ghsc-psm.org](mailto:SPDprocurement@ghsc-psm.org).

Please reference the RFQ number in any response to this RFQ. Offers received after the specified time and date will be considered late and will be considered only at the discretion of Chemonics.

3. **Questions:** Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 12:00 hours local Lusaka time on January 04, 2022 by email to [SPDprocurement@ghsc-psm.org](mailto:SPDprocurement@ghsc-psm.org). Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that Chemonics believes may be of interest to other offerors will be circulated to all RFQ recipients who have indicated an interest in bidding.

Only the written answers issued by Chemonics will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of Chemonics, or any other entity should not be considered as an official response to any questions regarding this RFQ.

4. **Scope of Work:** Section 3 contains the Scope of Work for the required services.
5. **Quotations:** Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis. Prices must be presented in Zambian Kwacha. Prices must be inclusive of all costs (including worker's compensation insurance mandated by U.S. Defense Base Act (DBA insurance)). Offers must remain valid for not less than thirty (30) calendar days after the offer deadline. Offerors are requested to provide quotations on their official quotation format or letterhead; in the event this is not possible, offerors may complete the table in Section 3.

In addition, offerors responding to this RFQ are requested to submit the following:

- Organizations responding to this RFQ are requested to submit a copy of their official registration or business license.
- Company's profile or 2-3 pages introduction to company's areas of expertise and practice, and description of the team and main clients
- Curriculum vitae (CV) of the proposed team members. Maximum number of CVs – 4. Maximum number of pages in each CV – 3.
- A minimum of three (3) references (with name and contact information) preferably from USAID or similar donor-funded projects indicating the relevant services carried out in the last three (3) years that best illustrate organization's qualifications and past performance. Independent verification of the references may be carried out. Chemonics reserves the right to obtain past performance information from sources other than those identified by the offeror.
- Narrative description of past performance for similar services.

The price quotation be submitted separately from above documents. All other parts of this quotation must not make reference to pricing data in order that the technical evaluation may be made strictly on the basis of technical merit.

6. **Delivery:** As part of its response to this RFQ, each offeror is expected to follow the delivery schedule provided under section 3 of this RFQ.
7. **Source/Nationality/Manufacture:** All services offered in response to this RFQ 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](#). The cooperating country for this RFQ is Zambia.

Offerors may not offer or supply services or any commodities that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, Syria.

Any and all items that are made by Huawei Technology Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikivision Digital Technology Company, Dahua Technology Company will not be accepted. If quotes include items from these entities, please note that they will be deemed not technically responsive and excluded from competition.

8. **Taxes and VAT:**  
The agreement under which this procurement is financed does not permit the financing of any taxes, VAT, tariffs, duties, or other levies imposed by any laws in effect in Zambia. No such Cooperating Country taxes, VAT, charges, tariffs, duties or levies will be paid under an order resulting from this RFQ.
9. **DUNS Number:** Companies or organizations, whether for-profit or non-profit, shall be requested to provide a Data Universal Numbering System (DUNS) number if selected to receive an award in response to this RFQ valued greater than or equal to USD\$30,000 (or equivalent in other currency). If the Offeror does not have a DUNS number and is unable to obtain one before the submission deadline, Offeror shall include a statement noting their intention to register for a DUNS number should it be selected as the successful offeror or explaining why registration for a DUNS number is not possible. Contact Dun & Bradstreet through this webform to obtain a number: <https://fedgov.dnb.com/webform>. Further guidance on obtaining a DUNS number is available from Chemonics upon request.
10. **Eligibility:** By submitting an offer in response to this RFQ, the offeror certifies that it and its 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.
11. **Evaluation and Basis for Award:** The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and is determined via a trade-off analysis to be the best value based on application of the following evaluation criteria.

Points will not be awarded for cost which will be primarily evaluated for realism and reasonableness. For overall evaluation purposes of this RFQ, technical evaluation factors other than cost, when combined, are considered approximately equal to cost factors. The relative importance of each individual criterion is indicated by the number of points below:

- **Technical Know How– 20 points:** Chemonics will assess whether the proposal explains, understands and responds to the objectives of the project as stated in the Scope of Work.
- **Approach and Methodology – 15 points:** Chemonics will assess whether the proposed program approach and detailed activities and suggested timeline fulfill the requirements of executing the Scope of Work effectively and efficiently.

- **Corporate Capabilities: 15 points:** Chemonics will evaluate whether is the company experience relevant to the project Scope of Work.
- **Personnel Qualifications – 20 points:** Chemonics will evaluate the curriculum vitae (CV) of the proposed team members and evaluate if the offer has the experience and capabilities to carry out the Scope of Work.
- **Past Performance – 30 points:** 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. Contact information must include at a minimum: name of point of contact who can speak to the offeror’s performance, name and address of the company for which the work was performed, and email and phone number of the point of contact. Chemonics will assess the past performance of the Offerors by contacting three references who may indicate the Offeror's past performance for projects of similar size and scope.

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed “non-responsive” and thereby disqualified from consideration. Chemonics reserves the right to waive immaterial deficiencies at its discretion.

Best-offer quotations are requested. It is anticipated that award will be made solely on the basis of these original quotations. However, Chemonics reserves the right to conduct any of the following:

- Chemonics may conduct negotiations with and/or request clarifications from any offeror prior to award.
- While preference will be given to offerors who can address the full technical requirements of this RFQ, Chemonics may issue a partial award or split the award among various Vendors, if in the best interest of the GHSC-PSM Project.
- Chemonics may cancel this RFQ at any time.
- Chemonics may reject any and all offers, if such action is considered to be in the best interest of Chemonics.

Please note that in submitting a response to this RFQ, the offeror understands 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 the GHSC-PSM Project for consideration, as USAID will not consider protests regarding procurements carried out by implementing partners. Chemonics, at its sole discretion, will make a final decision on the protest for this procurement.

12. **Terms and Conditions:** This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Chemonics, the GHSC-PSM Project, or USAID to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer.

This solicitation is subject to Chemonics’ standard terms and conditions. Any resultant award will be governed by these terms and conditions; a copy of the full terms and conditions is available upon request. Please note the following terms and conditions will apply:

- (a) Chemonics’ standard payment terms are net 30 days after receipt and acceptance of any commodities or deliverables. Payment will only be issued to the entity submitting the offer in response to this RFQ and identified in the resulting award; payment will not be issued to a third party.
- (b) Any award resulting from this RFQ will be firm fixed price, in the form of a Subcontract.
- (c) No services or commodities may be supplied that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, Syria.
- (d) Any international air or ocean transportation or shipping carried out under any award resulting from this RFQ must take place on U.S.-flag carriers/vessels.

- (e) United States law prohibits transactions with, and the provision of resources and support to organizations associated with terrorism. The Vendor under any award resulting from this RFQ must ensure compliance with these laws.

## **Section 2: Offer Checklist**

To assist offerors in preparation of the quote, the following checklist summarizes the documentation to include an offer in response to this RFQ:

- Cover letter, signed by an authorized representative of the offeror (see Section 4 for template)
- Official quotation, including proof of technical qualifications, (see Section 3 for scope of work, required technical qualifications, and the template to provide quotations);
- Copy of offeror's registration or business license (see Section 1.5 for more details);
- Contact information for at least three (3) references of past or present clients indicating the relevant services carried out in the last three (3) years that best illustrate company's qualifications and past performance (see Section 1.5 for more details).
- Federal Funding Accountability and Transparency Act (FFATA) Subaward Reporting Questionnaire, signed by an authorized representative of the offeror (see Section 5 for questionnaire). This form shall be completed only if the value is over \$30,000
- Narrative description of past performance for similar services;
- Company profile or 2-3 pages introduction to company's areas of expertise, and description of the team and main clients (see Section 1.5 for more details);
- Curriculum vitae (CV) of the proposed team members. Maximum number of CVs – 4. Maximum number of pages in each CV – 3.

**Section 3: Scope of Work and Technical Qualifications**

The purpose of this RFQ is to engage the firm to provide employment and payroll management services to Chemonics and GHSC-PSM Project. The firm shall, and when requested, provide the following services:

The selected Subcontractor shall be responsible for furnishing up to 111 project staff embedded at Zambia Medicines and Medical Supplies Agency (ZAMMSA) and Zambia Medicines Regulatory Authority (ZAMRA) with fixed-term employment agreement, required benefits package, health insurance, and ensure monthly payroll services are administered to all employees. The Subcontractor shall ensure the following:

- Issue and modify fixed term agreements for individuals as directed by Chemonics to serve as warehouse staff for ZAMMSA at the central warehouse and ZAMRA in Lusaka. As part of these contracts, any leave previously accrued by the staff member shall be retained under the new contract.
- Administer monthly payroll in line with the fixed-term employment agreement referenced above and any associated human resource (HR) related functions for the employees, such as health insurance, liability insurance for staff (including employee and Chemonics’ contributions for NAPSA) and employment benefits.
  - Payment to employees shall be made through a client bank account, under which Chemonics shall control the beneficiaries of the payments. Beneficiaries shall be the 98 employees supervised by ZAMMSA and 13 employees supervised by ZAMRA and employed through the Subcontractor and added or deleted as a beneficiary only with the written approval of Chemonics. The beneficiary list will also include relevant government agencies for the purposes of remitting withheld taxes and benefits to the appropriate government authority.
  - Subcontractor shall be responsible for reviewing the submitted timesheets to ensure that they are complete and compliant with Chemonics timesheet submission requirements.
  - Employees shall be paid monthly on the last day of the month. Subcontractor shall follow the illustrative schedule for monthly payroll processing:

Task	Day
Subcontractor will provide Chemonics with a preliminary payroll estimate for all employees	20 <sup>th</sup> of the month
Funding for payroll transferred to the subcontractor	25 <sup>th</sup> of the month
Employee submits timesheet to supervisor and supervisor signs, if time entered is approved.	Fifth to last working day of the month
ZAMMSA/ZAMRA submits timesheet for closing pay period. Subcontractor works directly with ZAMMSA/ZAMRA at their location to review and process timesheets.	Fifth to last working day of the month
Subcontractor reviews to ensure all signatures on timesheets are provided. Subcontractor works directly with	Fourth to last working day of the month

Task	Day
ZAMMSA/ZAMRA at their location to review and process timesheets.	
Subcontractor initiates payroll for the pay period	Fourth to last working day of the month
Subcontractor confirms to Chemonics that the Bank has transmitted payments to Employees	Last working day of the month
Subcontractor submits payroll form with supporting documentation to Chemonics	Last working day of the month

**Technical Qualifications that the selected offeror must possess:**

- Offeror must have a minimum (3 years) of years of experience and proven track of record providing the services outlined in Scope of Work
- Staff assigned to these tasks must have minimum 2 of years of experience and have completed all required certifications and licenses required by local law and regulations.
- Experience with USAID or other donor-funded projects in Zambia, especially those implemented by for-profit international firms like Chemonics, is highly preferred.

**Electronic deliveries shall be made by the Vendor to [SPDprocurement@ghsc-psm.org](mailto:SPDprocurement@ghsc-psm.org)**

The prices quoted above remain fixed for the next 12 months:

Yes  No

**Table to present financial offer:**

Item #	Description/Specifications of Service	Unit Price ZMW (price per employee)	Quantity (total number of current employees)	Total Price ZMW
1	One-time fee to issue and modify fixed term agreements per employee		111	
2	Monthly payroll services fee per employee		111	
				<b>VAT EXCLUSIVE</b>
				<b>TOTAL COST* ZMW:</b>



**Section 4: Offer Cover Letter**

*The following cover letter must be placed on letterhead and completed/signed/stamped by a representative authorized to sign on behalf of the offeror:*

To: USAID GLOBAL HEALTH SUPPLY CHAIN PROGRAM  
Procurement and Supply Management

Metropolitan House  
Plot 2374, Off Kelvin Siwale Road  
P. O. Box 50718  
Lusaka, Zambia

Reference: RFQ No. RFQ-2022-PSM-ZMB-PAYROLL SERVICES

To Whom It May Concern:

We, the undersigned, hereby provide the attached offer to perform all work required to complete the activities and requirements as described in the above-referenced RFQ. Please find our offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFQ. We further certify that the below-named firm—as well as the firm’s principal officers, and all commodities and services offered in response to this RFQ—are eligible to participate in this procurement under the terms of this solicitation and under USAID regulations.

Furthermore, we hereby certify that, to the best of our knowledge and belief:

- We have no close, familial, or financial relationships with any Chemonics or GHSC-PSM project staff members;
- We have no close, familial, or financial relationships with any other offerors submitting quotes in response to the above-referenced RFQ; and
- The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- All information in our quote and all supporting documentation is authentic and accurate.
- We understand and agree to Chemonics’ prohibitions against fraud, bribery, and kickbacks.

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.

Authorized Signature: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Company Telephone and Website: \_\_\_\_\_

Company Registration or Taxpayer ID Number: \_\_\_\_\_

Company DUNS Number: \_\_\_\_\_

Does the company have an active bank account (Yes/No)? \_\_\_\_\_

Official name associated with bank account (for payment): \_\_\_\_\_

**Section 5: Federal Funding Accountability and Transparency Act (FFATA) Subaward Reporting Questionnaire**

If the offeror is selected for an award valued at \$30,000 or above, and is not exempted based on a negative response to Section 3(a) below, any first-tier subaward to the organization may be reported and made public through FSRS.gov in accordance with The Transparency Acts of 2006 and 2008. Therefore, in accordance with FAR 52.240-10 and 2CFR Part170, if the offeror positively certifies below in Sections 3.a and 3.b and negatively certifies in Sections 3.c and 3.d, the offeror will be required to disclose to Chemonics for reporting in accordance with the regulations, the names and total compensation of the organization's five most highly compensated executives. By submitting this quotation, the offeror agrees to comply with this requirement as applicable if selected for a subaward.

In accordance with those Acts and to determine applicable reporting requirements, **Company Name** certifies as follows:

- a) In the previous tax year, was your company's gross income from all sources above \$300,000?

Yes  No

- b) In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which the DUNS number belongs) receive (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?:

Yes  No

- c) Does the public 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? (FFATA § 2(b)(1)):

Yes  No

- d) Does your business or organization maintain an active registration in the System for Award Management ([www.SAM.gov](http://www.SAM.gov))?

Yes  No

I hereby certify that the above statements are true and accurate, to the best of my knowledge.

Authorized Signature: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Date: \_\_\_\_\_