

REQUEST FOR QUOTATIONS FOR SECURITY SERVICES

RFQ Number	:	RFQ-2023-PSM-ZMB-Security Services
Issuance Date	:	October 25, 2023
Deadline for Questions:		November 2, 2023
Deadline for Offers	:	November 10, 2023
Description	:	Provision of Unarmed Security, Panic Alarm System, Monitoring and Emergency Rapid Response Services at Lusaka Metropolitan House Office, Choma Provincial Office, Ndola Provincial Office, Mansa Provincial Office, Chipata Provincial Office and Two (2) International Staff Residences in Lusaka.
For	:	USAID Global Health Supply Chain Program-Procurement and Supply Management (GHSC-PSM) Project
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; Task Order 04: AID-OAA-TO-16-00018
Implemented By	:	Chemonics International Inc.
Point of Contact	:	psmzambiaprourement@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 PSMZambiaProcurement@ghsc-psm.org with any questions regarding the above information. Potential violations or concerns should be reported directly to Chemonics by email (BusinessConduct@chemonics.com) and/or to the Country Director (dkimera@ghsc-psm.org) or by phone/Skype at 888.955.6881.

Section I: Instructions to Offerors

1. **Introduction:** The Global Health Supply Chain Procurement and Supply Management (GHSC-PSM) Project is a USAID program implemented by Chemonics International Inc. in Zambia. The goal of the GHSC-PSM Project is to promote uninterrupted supplies of health commodities in support of USG-funded public health initiatives around the world. The project provides direct procurement and supply chain management support to the President's Emergency Plan for AIDS Relief (PEPFAR), the President's Malaria Initiative (PMI), the USAID Office of Population and Reproductive Health (PRH), and the USAID Office of Maternal and Child Health and Nutrition. As part of project activities, the GHSC-PSM Project requires the purchase of qualified unarmed security services, panic alarm system and monitoring and emergency rapid response services to be provided at Lusaka Metropolitan House Office, Choma Provincial Office, Ndola Provincial Office, Mansa Provincial Office, Chipata Provincial Office and Two (2) International Staff Residences in Lusaka (Jesmondine and Woodlands) 24 hours per day and 7 days a week, including holidays and weekends on a 24-hour basis. 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 **17:00hrs** local Lusaka time on **November 10, 2023** by email **ONLY** to PSMZambiaProcurement@ghsc-psm.org.

Please reference the RFQ number in any response to this RFQ in the email subject and on your submission. 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 **12:00hrs** local Lusaka time on November **2, 2023** by email to PSMZambiaProcurement@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 work for the services that might be ordered under this RFQ and the technical qualifications that the selected offeror must possess.
5. **Quotations:** Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including delivery and all other costs related to security service provision. Prices must be inclusive of the following costs: salaries, fringe, overhead costs, equipment maintenance, fee, and insurance (including worker's compensation insurance mandated by U.S. Defense Base Act (DBA insurance). Pricing must be presented in Zambian Kwacha (ZMW). Offers must remain valid for not less than **90 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(B).

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

- Copy of required licenses and official registration to operate a security firm within Zambia
- Copy of offeror's registration or business license if separate and different from registration in Zambia
- Three (3) past performance references for the delivery of services similar to the type contemplated in this solicitation, including a description of the services provided and contact information with telephone and email address. The past performance references must include contact information with telephone and email.
- Company policies governing duty of care and/or that restrict services being offered to include policies on usage of firearms, licensing, and liability including copy of Escalation of Force or Use of Force policies.
- Communications Protocol - Description of the communication's protocol between the guard force and operations room that provides oversight/supervision/support to guards, outlining the offeror's response capabilities in the event of an emergency, including 1) speed of response (where stationed, distance from facilities) and 2) how offeror would respond (number of people, if response force is armed, etc.)
- Official quotation, including any cost notes (see Section 3 for requirements).
- Company policies/regimen related to staff training. The training regimen shall include initial training and qualifications as well as regularly scheduled sustainment training. Proof of training and/or certifications associated with providing security services.
- CVs for all proposed security guards and other personnel
- The price quotation **MUST** be submitted separately from above documents. All other parts of this quotation must not refer to pricing data in order that the technical evaluation may be made strictly on the basis of technical merit.
- Current first aid certification
- Cover letter, signed by an authorized representative of the offeror (see Section 4 for template)
- Evidence of Responsibility
- Signed certification stating the offeror's detailed current level of insurance coverage which should include but is not limited to Defense Based Act (DBA) worker's compensation, Comprehensive General Liability, Automobile Liability, and Umbrella insurances.
- Federal Funding Accountability and Transparency Act (FFATA) Subaward Reporting Questionnaire, signed by an authorized representative of the offeror.

6. **Delivery timeframe:** As part of its response to this RFQ, each offeror is expected to provide an estimate (in calendar days) of the delivery timeframe (after receipt of Subcontract/Order). The delivery estimate presented in an offer in response to this RFQ must be upheld in the performance of any resulting contract.

7. **Source/Nationality/Manufacture:** All goods and 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 any commodities or services that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, and 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. Any and all electronic gadgets that have the Tik Tok app installed on them. If quotes include any items listed above, 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 the Cooperating Country. No such Cooperating Country taxes, VAT, charges, tariffs, duties or levies will be paid under an order resulting from this RFQ.
9. **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.
10. **UEI Number:** Companies or organizations, whether for-profit or non-profit, shall be requested to provide a Unique Entity Identifier (UEI) 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 UEI number and is unable to obtain one before the submission deadline, Offeror shall include a statement noting their intention to obtain a UEI number should it be selected as the successful offeror or explaining why registration for a UEI number is not possible. UEI numbers can be obtained online at sam.gov. Further guidance on obtaining a UEI number is available from Chemonics upon request.
11. **Evaluation and Award:** An award will be made to the offeror whose proposal is determined to be responsive to this solicitation document, meets the eligibility criteria stated in this RFQ, meets the technical, management/personnel, and corporate capability requirements, and is determined to represent the best value to Chemonics. Best value will be decided using the tradeoff process.

This RFQ 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 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		
	Technical know-how – Chemonics will assess whether the quotation clearly explains, understands and responds to the objectives of the project as stated in the Scope of Work?	20 points
	Sector Knowledge – Chemonics will assess whether the offer demonstrates the offeror’s knowledge related to technical sectors required by the SOW? <ul style="list-style-type: none"> - Guard Qualifications & Equipment: Please describe the qualifications of the guards, including but not limited to a description of the level of training and the type of equipment that will be used. - 24/7 Alarm Monitoring and Response: Please describe the response team and alarm monitoring services, including, but not limited to a description of the composition of the response force, whether the team is armed or unarmed, how the response is activated, where the operations center is located, 	20 points

	whether movements are tracked in real time, and average response time upon activation in each location (i.e. various neighborhoods of Lusaka, Mansa, Ndola, Chipata and Choma).	
Total Points – Technical Approach		40 points
Evaluation Criteria	Evaluation Sub-criteria	Maximum Points
Management, Key Personnel, and Staffing Plan		
	- Personnel Qualifications – Chemonics will evaluate whether the proposed team members have necessary experience and capabilities to carry out the scope of work	10 points
	- Offerors will provide their management and staffing approach, and any additional information relating to policies and procedures governing the provision of services (such as standard operating procedures, training plans, and rules for the use of force) and experience providing services described in Section 3	20 points
Total Points – Management		30 points
Evaluation Criteria	Evaluation Sub-criteria	Maximum Points
Corporate Capabilities, Experience, and Past Performance		
	- Company Background and Experience – Chemonics will evaluate whether the company have experience relevant to the project Scope of Work	20 points
	- 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. 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	10 points
Total Points – Corporate Capabilities		30 points
Total Points		100 points

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 based on 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 suppliers, if in the best interest of the GHSC-PSM Project.
- Chemonics may cancel this RFQ at any time.
- Chemonics may reject all offers, if such action is considered to be in the best interest of Chemonics.

12. **Privity:** 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 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.

13. **Terms and Conditions:** This is a RFQ 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) Subcontracts may not be assigned, sub-contracted, or delegated, in whole or in part, by the Supplier without the written consent of Chemonics; in the absence of such written consent, any assignment to a third party is void.
- (d) 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
- (e) 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.
- (f) United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The supplier under any award resulting from this RFQ must ensure compliance with these laws.

14. **Insurance and Services:**

The Offeror shall procure Defense Base Act (DBA) insurance pursuant to the terms of the subcontract for work activities as described in Section C. Failure to obtain DBA insurance in accordance with FAR Clause 52.228-3. Workers' Compensation Insurance (DBA) and AIDAR 752.228 03, shall be considered a material breach and could cause this contract to be terminated for default/cause.

For purposes of this proposal, Offerors must calculate the costs of the DBA policy by applying the rate according to the nature of the work (general services, construction or security) for each USD \$100 of compensation to employees who are working outside of the United States.

$$\text{DBA costs} = (\text{compensation} / 100) \times \text{DBA rate}$$

Remuneration means the salary of employees, plus recruitment incentives, differential payments, security payments, but excludes per diem payments, accommodation / housing / travel / education and other miscellaneous benefits.

Rate and Year of coverage of the USAID Policy General Services Construction Security
DBA Rate (2019-2020): For general services USD \$ 0.75, for construction work USD \$ 2.75 and for security USD \$ 5.80.

Example: For a technical assistance subcontract with a budget of COP30,000,000 in salaries, the DBA would be calculated: $(\text{COP}30,000,000 / 100) \times 0.75 = \text{COP}225,000$. While for a construction subcontract the DBA would be calculated: $(\text{COP}30,000,000 / 100) \times 2.75 = \text{COP}825,000$.

Contractors must apply for coverage directly to Starr Indemnity & Liability Company through its agent, Marsh McLennan Agency (MMA), using any of the following methods:

1. **Website.** There is a website with the option to print a PDF application form and submit it or complete an online application. The link to the website is: <https://www.starr.com/Insurance/Casualty/Defense-Base-Act/USAID---Defense-Base-Act>

2. **Email.** An application form can be emailed to: USAID@marshmma.com

3. **Additional Contacts.** Contacts for Starr Indemnity & Liability Company and its agent, Marsh MMA are available for guidance and question regarding the required application form and submission requirements:

- Tyler Hlawati (Starr) tyler.hlawati@Starrcompanies.com Telephone: 646-227-6556
- Bryan Cessna (Starr) bryan.cessna@starrcompanies.com Telephone: 302-249-6780
- Mike Dower (Marsh MMA) mike.dower@marshmma.com Telephone: 703-813-6513
- Diane Proctor (Marsh MMA) diane.proctor@marshmma.com Telephone: 703-813-6506

For instructions on the required application form and submission requirements, please refer to AAPD 22-01. 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.

Before starting work, the offeror must provide Chemonics with a copy of the DBA coverage policy that covers each of its employees.

a) 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

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
(d) Other Required Insurance • Umbrella Insurance additive to (b) and (c) above	(b) \$1,000,000/ (c) \$2,000,000

15. Compliance with U.S. Export Laws

The Offeror agrees to comply with all U.S. export laws and regulations, including but not limited to: (i) the Arms Export Control Act (AECA), 22 U.S.C. 2778 and 2779; (ii) Trading with the Enemy Act (TWEA), 50 U.S.C. App. §§ 1-44; (iii) International Traffic in Arms Regulations (ITAR), 22 C.F.R. Parts 120-130.; (iv) Export Administration Act (EAA) of 1979 and the Export Administration Regulations (EAR) 15 C.F.R. Parts 730-774, (including the EAR anti-boycott provision); (v) the International Emergency Economic Powers Act (IEEPA), 50 U.S.C. 1701-1706 and Executive Orders of the President under IEEPA, 50 U.S.C. app. §§ 2401-2420; (vi) Office of Foreign Asset Controls (OFAC) Regulations, 31 C.F.R. Parts 500-598; and (vii) other applicable U.S. laws and regulations. As required, subject to Chemonics' prior approval for all exports or imports under the Subcontract, Offeror shall determine any export license, reporting, filing or other requirements, obtain any export license or other official authorization, and carry out any customs formalities for the export of goods or services. Offeror agrees to cooperate in providing any reports, authorizations, or other documentation related to export compliance requested by Chemonics. Offeror agrees to indemnify, hold harmless and defend Chemonics for any losses, liabilities and claims, including as penalties or fines as a result of any regulatory action taken against Chemonics as a result of Offeror's non-compliance with this provision.

Section 2: Offer Checklist

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

- Copy of required licenses, identification card and official registration to operate a security firm within Zambia.
- Copy of offeror's registration or business license if separate and different from registration in Zambia
- Signed certification stating the offeror's detailed current level of insurance coverage which should include but is not limited to Defense Based Act (DBA) worker's compensation, Comprehensive General Liability, Automobile Liability, and Umbrella insurances.
- Three (3) past performance references for the delivery of services similar to the type contemplated in this solicitation, including a description of the services provided and contact information with telephone and email address. The past performance references must include contact information with telephone and email
- Company policies governing duty of care and/or that restrict services being offered to include policies on usage of firearms, licensing, and liability including copy of Escalation of Force or Use of Force policies.
- Communications Protocol - Description of the communication's protocol between the guard force and operations room that provides oversight/supervision/support to guards, outlining the offeror's response capabilities in the event of an emergency, including 1) speed of response (where stationed, distance from facilities) and 2) how offeror would respond (number of people, if response force is armed, etc.).
- Company policies/regimen related to staff training. The training regimen shall include initial training and qualifications as well as regularly scheduled sustainment training. Proof of training and/or certifications associated with providing security services.
- Official quotation, including any cost notes (see Section 3 for requirements)
- CVs for all proposed security guards and other personnel.
- Current first aid certification (Offeror shall provide copy of certification).
- Cover letter, signed by an authorized representative of the offeror (see Section 4 for template)
- Evidence of Responsibility Form (see Section5 for template)
- Federal Funding Accountability and Transparency Act (FFATA) Subaward Reporting Questionnaire, signed by an authorized representative of the offeror (see Section 6 for questionnaire)

Section 3: Scope of Work and Pricing Schedule

Section 3.A (1): Scope of Work:

The Offeror shall provide security services to support the safety and security of the Lusaka Metropolitan House Office, Choma Provincial Office, Ndola Provincial Office, Mansa Provincial Office, Chipata Provincial Office and Two (2) International Staff Residences in Lusaka (Jesmondine and Woodlands) 24 hours per day and 7 days a week, to both personnel working or residing at the site and all property housed in the facility. The sole function of the security services and security personnel provided by the Offeror is to minimize the risk of loss or damage by fire, theft, burglary, vandalism, terrorism, natural disaster, riot, or civil commotion. The Offeror will use its best endeavors to minimize or prevent loss or damage to the Chemonics property. The Offeror shall complete the following tasks:

Tasks: Guards must be qualified to provide unarmed static security services, to which include the duties of securing facility entry points, conducting perimeter patrols of the premises, reporting suspicious activities and other potential safety and security threats, monitoring receiving and dispatch processes, and responding to security incidents in accordance with designated standard operating procedures (SOPs). Tasks may include, but will not be limited to:

- Ensuring staff and visitors entry into the premises is subject to verification of Identification Badge. All visitors must be accompanied to the offices.
- Ensuring that all vehicles (cars and motorcycles) are logged out and logged back into the compound. The log will include the time that the vehicle exited or entered the site and the name of the driver.
- Ensuring that staff or visitors entering the premises, either on foot or in vehicles, do not bring in any unauthorized items such as explosive/ non-explosive weapons, sharp objects or dangerous weapons and flammable/corrosive/explosive chemical materials.
- Routinely conducting perimeter patrols of the site in order to monitor the site and its surroundings for any potential security or safety concerns.
- Promptly reporting any suspicious activity or encountered incidents within or immediately outside of the premises to the Country Director, Deogratius Kimera dkimera@ghsc-psm.org and Senior Operations Manager, Mwela Sikazwe - msikazwe@ghsc-psm.org. Submit an incident report for any security incidents within the same day of occurrence. Such reports must include, at a minimum, (a) date, time and place of the location, (b) description of the events, (c) injuries to personnel or damage/loss of property, (d) witnesses, (e) current security assessment, and (f) other relevant information. Providing incident response and management in accordance with guard training and standard operating procedures. Assigned guards should be supported by periodic mobile patrols for back up during all shifts.

3.A.2 Provision of Unarmed Guard Security Services. Lusaka Metropolitan House Office, Choma Provincial Office, Ndola Provincial Office, Mansa Provincial Office, Chipata Provincial Office and Two (2) International Staff Residences in Lusaka (Jesmondine and Woodlands) are subject to high levels of street crime, burglary, civil unrest, and random violence which necessitate the use of 24-hour armed protective services on all Chemonics' premises. The Offeror shall provide a static guard force to provide unarmed guard services at the Chemonics offices and applicable residences for 24 Hours a day, 7 days a week. Schedule illustrated in the table below.

Location	Number of Day guards	Number of Night guards
Chemonics Metropolitan House office-Lusaka	2	1
Choma Provincial office	1	1
Ndola Provincial office	1	1
Chipata Provincial office	1	1
Mansa Provincial office	1	2
Residence 1	1	2
Residence 2	1	2

This will comprise one 12-hour shift of unarmed guards during the day, and one 12-hour shift of unarmed guards during the night. The provider may be required to install a Guard Monitoring Unit (GMU) to facilitate remote supervision of guards completed rounds. Guards must be qualified to provide static security services, to which include the duties of securing the main gate and entry points, managing access control protocols as directed by project office management, conducting roving patrol of the premises and perimeter, monitoring receiving and dispatch processes. Offeror will ensure all shifts are covered with appropriate head count, and adequately trained individuals.

Guards must meet the following minimum service standards:

- Have at least 3 years of previous experience as a security guard in Zambia protecting staff, materials, and structures against common risks (as evidenced by resume / work history)
- Minimum grade 9 education
- Have proficiency in English; including the ability to read and write and maintain the security logbooks in each post.
- Certified, trained, and licensed in accordance with local laws to carry and use a weapon (Offeror shall certify that the guard meets local requirements and provide training records and licenses upon request; Offeror shall also provide a sample training curriculum for Chemonics to review)
- Trained in static guard operations including security tactics, access control, and personnel and vehicle searches (Offeror shall be able to provide details of completed guard training as requested by Chemonics)
- Fully vetted to ensure a clean criminal record, no dependence on drugs or alcohol, and positive reference checks (Offeror shall be able to provide evidence of vetting process as requested by Chemonics)
- Physically fit to perform all job functions to include lift, move, and carry objects weighing 25kg unimpeded and without assistance; standing for long periods of time, walk, run, jump, and climb unimpeded and without assistance; ability to distinguish basic colors, distinguish depth, and see clearly at night and in lowlight (Offeror shall ensure that personnel are medically fit to perform the functions of the job)
- In possession of National Identity Cards issued by the Government of Zambia (Offeror shall be able to provide personnel identification as requested by Chemonics)
- Current first aid certification (Offeror shall provide copy of certification).

Equipment: Guards shall be equipped and supplied, at a minimum, with the following individual equipment:

- Work uniform(s) sufficient to maintain professional dress and appearance for all guards
- Work boots
- Wet/cold weather jacket
- Baton/nightstick
- Whistle
- Handcuffs
- Flashlight and spare batteries

- Two-way radio and spare battery
- First aid kit
- Mobile/cellular telephone (including airtime / phone credit)
- Patrol waypoint check-in equipment at properties where a GMU is installed
- At least one manual panic button per site

Rotations: The Offeror shall not schedule any security staff more than 5 days a week without having a 24-hour rest period (Offeror staff shall also not work more than 5 days in a row (sequentially) before having a full 24-hour period of rest and must have off no less than 8 hours between shifts.

Adjustments: Upon Chemonics request, the Offeror must be able to increase or decrease the number of guards on duty within 48 hours of the request being ordered by Chemonics in writing through the changes clause described in the future subcontract.

Policy on Use of Deadly Force: The Offeror's security procedures shall comply with local law.

In-extremis Response: Guards shall be managed 24/7 by a designated control room capable of deploying an immediate response team in the event of an alarm activation by the guards or residents. Immediate response teams must be able to respond to the distress call in under 15 minutes in accordance with a proven rapid response protocol. Immediate response teams must further be trained in incident management and emergency response, to include training in managing a range of site security incidents.

Management: Security personnel shall be managed by the Offeror. The Offeror shall ensure security personnel presence at Lusaka and Choma, including all required monitoring and oversight to ensure that guards are at their posts and performing their duties as required. Security personnel shall maintain adequate records of operations on site. The Offeror shall produce a Security Service Monthly Report that will at a minimum contain: the names of the personnel who worked and their specific shift rotations (dates and times), any observations made by their personnel, any issues or observations that were reported, and a high-level analysis of GMU reports at sites where such a system is installed. Chemonics shall in return provide the Offeror monthly feedback on guard performance or any other items of note. Security personnel must comply with the instructions of the GHSC-PSM Office management team and must always exhibit courtesy and the highest levels of professionalism in the performance of their duties. Chemonics will notify the Offeror verbally and, either before or after verbal notification, also in writing of any conduct problems concerning the Offeror's employees or agents about the services as soon as possible after Chemonics becomes aware of them. The Offeror shall substitute any of the security guards within 2 days of written notice by Chemonics if any such guard is negligent in the performance of his/her duties or if s/he repeatedly refuses to follow the instructions of Chemonics. Chemonics emphasizes the importance of information for the proactive management of security. To support the provision of security services, the Offeror shall ensure security personnel liaise regularly with other security stakeholders around the Chemonics office locations to remain apprised of potential threats or relevant incidents. Any information which may have an impact on the security of staff and operations of the Chemonics offices will be communicated to Chemonics in writing (and verbally if appropriate). The Offeror shall further provide real-time updates on immediate security issues and threats around operations such as demonstrations, riots, police operations, criminal activity, road closures, and heavy traffic. These should be provided to the designated personnel via email or phone depending on the immediacy of the situation.

Reporting: The Offeror shall provide Chemonics in writing with any observations and recommendations pertaining to the safety and security of the location, and the security measures implemented on site. Chemonics emphasizes the importance of information for the proactive management of security. Any information which may have an impact on the security of project staff and operations will be communicated to Chemonics either in writing or verbally as appropriate. The

Offeror shall further provide real-time updates on immediate security issues and threats in operations such as demonstrations, riots, police operations, criminal activity, road closures, and heavy traffic. These should be provided to the designated personnel via phone or email depending on the immediacy of the situation. The Offeror shall produce monthly service reports that will at a minimum contain: the names of the personnel who worked and their specific shift rotations (dates and times), any observations made by their personnel, and any issues or observations that were reported. The monthly report shall include a brief written analysis of the guard's performance and necessary corrective action.

The Offeror shall further provide baseline Standard Operating Procedures (SOP) for security personnel and assist in the development of site-specific SOPs including, but not limited to, access control and incident response. The Offeror shall provide a guard post and relief log, detailing when guards are posted and relieved, when supervisors make rounds, and any incidents or other information of note.

3.A.3. Offeror Performance Clause

The Offeror is required to ensure that all guards follow prescribed issue resolution standard operating procedures. Failure to notify appropriate personnel in the event of an alarm at the Metropolitan House, Choma Provincial Office, Ndola Provincial Office, Mansa Provincial Office, Chipata Provincial Office, and applicable residences could be considered a breach of the contract and result in the loss of the security contract with Chemonics. Additionally, it is the responsibility of the Offeror to identify any gaps in the existing alarm response protocol and notify all appropriate Chemonics leadership with recommendations to resolve said gap.

Training. The Offeror shall have an established training regimen for all security personnel appropriate to job requirements. The training regimen shall include initial training and qualifications as well as regularly scheduled refresher training. All training must be in accordance with the local law. The Offeror shall provide documentation for individual training covering rules for the use of force including whether defense of others is consistent with local law. The Offeror shall provide written acknowledgement that personnel were briefed about and understand limitations on the use of force.

Mobilization. The Offeror shall mobilize personnel and resources within 7 days after award of the subcontract.

The table below contains the technical requirements of the services that may be provided under the subcontract.

Line Item	Description	Location	Requirements
I	Unarmed static security guard personnel	<ol style="list-style-type: none"> 1) Metropolitan House Office- Lusaka 2) 2 Expat Residences 3) Choma PSM Office 	<p>The project requires unarmed guards to be stationed at Metropolitan House Office, Choma Office, Chipata office, Ndola office, Mansa office and two (2) staff residences 24 hours a day.</p> <p>Static security guard personnel should meet the following minimum requirements:</p> <ul style="list-style-type: none"> • Have at least 3 years of previous experience as a security guard in Zambia protecting staff, materials, and structures against common risks (as evidenced by resume / work history) • Minimum grade 9 education

		<p>4) Chipata PSM office</p> <p>5) Mansa PSM office</p> <p>6) Ndola PSM office</p>	<ul style="list-style-type: none"> • Certified, trained, and licensed in accordance with local laws to carry and use a weapon (Offeror shall certify that the guard meets local requirements and provide training records and licenses upon request; Offeror shall also provide a sample training curriculum for Chemonics to review) • Have proficiency in English; including the ability to read and write and maintain the security logbooks in each post. • Trained in static guard operations including security tactics, access control, and personnel and vehicle searches (Offeror shall be able to provide details of completed guard training as requested by Chemonics) • Fully vetted to ensure a clean criminal record, no dependence on drugs or alcohol, and positive reference checks (Offeror shall be able to provide evidence of vetting process as requested by Chemonics) • Physically fit to perform all job functions to include lift, move, and carry objects weighing 25kg unimpeded and without assistance; standing for long periods of time, walk, run, jump, and climb unimpeded and without assistance; ability to distinguish basic colors, distinguish depth, and see clearly at night and in lowlight (Offeror shall ensure that personnel are medically fit to perform the functions of the job) • In possession of National Identity Cards issued by the Government of Zambia (Offeror shall be able to provide personnel identification as requested by Chemonics) Current first aid certification (Offeror shall provide copy of certification). • Current first aid certification (Offeror shall provide copy of certification).
			<p>a) If the guards will rotate shifts, please provide confirmation that Offeror will provide adequate coverage.</p>
2	Alarm installation, monitoring and response	<p>1) Metropolitan House - Lusaka</p> <p>2) 2 Expat Residences</p> <p>3) Choma PSM Office</p> <p>4) Chipata PSM office</p> <p>5) Mansa PSM office</p> <p>6) Ndola PSM office</p>	<ul style="list-style-type: none"> • 24/7 Panic Button Monitoring and Response: The project requires alarm monitoring and emergency response services for its staff, which will be installed at project locations. Alarm systems should be monitored 24/7 by a designated control room capable of deploying an immediate response team in the event of alarm activation. • Immediate response teams must be able to respond to the alarm activation in a timely manner in accordance with proven rapid response protocol. Offerors must specify the estimated response time in minutes for the immediate response teams. • Immediate response teams must further be trained in incident management and emergency response, to include training in managing a range of security incidents. • Costs should be broken out to include initial installation of alarm systems, and monthly recurring costs to include maintenance and response to alarm activations.

Section 3 (B): Pricing Schedule:

Offerors are requested to provide quotations containing the information below in response to the Section 3 (A) Scope of Work, on official letterhead or official quotation format. In the event this is not possible, offerors may complete this Section 3(B) and submit a signed/stamped version to Chemonics. The table below only requests the unit price for the guard service that meets the specifications defined in the previous section. At the time of the award the Chemonics will state the total number of guards Chemonics will require in each location in Lusaka, the four (4) Provincial offices and the 2 Expat residences and will apply the unit cost to calculate the total amount of the subcontract.

Line Item	Description and Requirements	Number of guards/ location for 24 hrs period	Monthly Cost	
			Monthly Unit Price PER guard In local currency	Monthly Total Price (for requested number of guards) in local currency
1	Unarmed static security guard – 24-hour guard post comprising 3 x 12-hour guard shifts (2-day guards and one night guard) - Metropolitan House Office	3	ZMW	ZMW
2	Unarmed static security guard – 24-hour guard post comprising 3 x 12-hour guard shifts (1 day guard and 2-night guards) - Expat residence Jesmondine	3	ZMW	ZMW
3	Unarmed static security guard – 24-hour guard post comprising 3 x 12-hour guard shifts (1 day guard and 2-night guards) - Expat residence Woodlands	3	ZMW	ZMW
4	Unarmed static security guard – 24-hour guard post comprising 3 x 12-hour guard shifts (1 day guard and 2-night guards)- Mansa PSM office	3	ZMW	ZMW
5	Unarmed static security guard – 24-hour guard post comprising 2 x 12-hour guard shifts (1 day guard and 1-night guards)- Choma PSM office	2	ZMW	ZMW
6	Unarmed static security guard – 24-hour guard post comprising 2 x 12-hour guard shifts (1 day guard and 1-night guards)- Chipata PSM office	2	ZMW	ZMW
7	Unarmed static security guard – 24-hour guard post comprising 2 x 12-hour guard shifts (1 day guard and 1-night guards)- Ndola PSM office	2	ZMW	ZMW
*Offeror's pricing shall account for proper armed guard coverage as requested above, and unarmed guard rotation requirements, as stated in Section 3(A) .				
			Subtotal:	
			16% VAT (Exempted):	N/A
			GRAND TOTAL:	ZMW

Fill the table below for any supplementary costs and indicate if it is one off cost or if it is a recurring monthly cost.

Delivery time (after receipt of signed subcontract/order): _____ calendar days

Line Item	Description and Requirements	Qty	Monthly Cost	
			Unit Price In local currency	Total Price in local currency
1	Installation of panic alarm system with 2 fixed and 2 remote buttons	7	ZMW	ZMW
2	VHF handheld 2-way radios	7	ZMW	ZMW
3	Mobile phones with talk time	7	ZMW	ZMW
4	One off installation and logistics costs	7	ZMW	ZMW
	Add and describe any other costs in this table as needed		ZMW	ZMW
			ZMW	ZMW
			ZMW	ZMW
			Subtotal:	
			16% VAT (Exempted):	N/A
			GRAND TOTAL:	ZMW

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 (GHSC-PSM) Project
Plot 2473, 1st Floor Metropolitan House, Off Kelvin Siwale Road,
Mass Media, Lusaka

Reference: RFQ No. RFQ-2023-PSM-ZMB – Security 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 Chemonics or any project implemented in Zambia by Chemonics project staff members;
- We have no close, familial, or financial relationships with any other offerors submitting proposals 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 proposal 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 UEI Number:

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

Official name associated with bank account (for payment): _____

SECTION 5: EVIDENCE OF RESPONSIBILITY

Evidence of Responsibility

1. Offeror Business Information

Company Name: Full Legal Name

Address: Address

UEI Number: Enter the Unique Entity Identifier(UEI) assigned to the company.

(Instructions to Offerors: Offerors will provide their registered UEI number for subawards valued at USD\$30,000 and above with Chemonics unless exempted. Exemption may be granted by Chemonics or based on a negative response to Section 3(a) below (ie, the offeror, in the previous tax year, had gross income from all sources under USD\$300,000). Sam.gov regulates the system and registration may be obtained online. If Offeror does not have a UEI number and is unable to obtain one before proposal submission deadline, Offeror shall include a statement in their Evidence of Responsibility Statement noting their intention to obtain a UEI number should it be selected as the successful offeror or explaining why obtaining a UEI number is not applicable or not possible. Additional guidance on obtaining a UEI number is available upon request.)

2. Authorized Negotiators

Company Name proposal for Proposal Name may be discussed with any of the following individuals. These individuals are authorized to represent Company Name in negotiation of this offer in response to RFQ No.

List Names of Authorized signatories

These individuals can be reached at Company Name office:

Address

Telephone/Fax

Email address

3. Adequate Financial Resources

Company Name has adequate financial resources to manage this contract, as established by our audited financial statements (OR list what else may have been submitted) submitted as part of our response to this proposal.

4. Ability to Comply

Company Name is able to comply with the proposed delivery of performance schedule having taken into consideration all existing business commitments, commercial as well as governmental.

5. Record of Performance, Integrity, and Business Ethics

Company Name record of integrity is (Instructions: Offeror should describe their record. Text could include example such as the following to describe their record: "outstanding, as shown in the Representations and Certifications. We have no allegations of lack of integrity or of questionable business ethics. Our integrity can be confirmed by our references in our Past Performance References, contained in the Technical Proposal."

6. Organization, Experience, Accounting and Operational Controls, and Technical Skills

(Instructions: Offeror should explain their organizational system for managing the subcontract, as well as the type of accounting and control procedure they have to accommodate the type of subcontract being considered.)

7. Equipment and Facilities

(Instructions: Offeror should state if they have necessary facilities and equipment to carry out the contract with specific details as appropriate per the subcontract SOW.)

8. Eligibility to Receive Award

(Instructions: Offeror should state if they are qualified and eligible to receive an award under applicable laws and regulation and affirm that they are not included in any list maintained by the US Government of entities debarred, suspended or excluded for US Government awards and funding. The Offeror should state whether they have performed work of similar nature under similar mechanisms for USAID.)

9. Commodity Procurement

(Instructions: If the Offeror does not have the capacity for commodity procurements - delete this section. If the Offeror does have the capacity, the Offeror should state their qualifications necessary to support the proposed subcontract requirements.)

10. Cognizant Auditor

(Instructions: Offeror should provide Name, address, phone of their auditors – whether it is a government audit agency, such as DCAA, or an independent CPA.)

11. Acceptability of Contract Terms

(Instructions: Offeror should state its acceptance of the proposed contract terms.)

12. Recovery of Vacation, Holiday and Sick Pay

(Instructions: Offeror should explain whether it recovers vacation, holiday, and sick leave through a corporate indirect rate (e.g. Overhead or Fringe rate) or through a direct cost. If the Offeror recovers vacation, holiday, and sick leave through a corporate indirect rate, it should state in this section the number of working days in a calendar year it normally bills to contracts to account for the vacation, holiday, and sick leave days that will not be billed directly to the contract since this cost is being recovered through the corporate indirect rate.)

13. Organization of Firm

(Instructions: Offeror should explain how their firm is organized on a corporate level and on practical implementation level, for example regionally or by technical practice.)

Signature : _____

Name : _____

One of the authorized negotiators listed in Section 2 above should sign

Title : _____

Date : _____

SECTION 6: 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 2 CFR Part 170, 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 proposal, 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,

Prime Contract Insert Prime Contract Name
Insert Prime Contract Number/Task Order Number
Subcontractor Data
Insert Subcontractor Name
Insert Subcontractor Address
Insert Subcontractor City
Insert Subcontractor State in USA, or Province/Other
Insert Subcontractor Zip code or Postal Code
Insert Subcontractor Country
Subcontract/Grant Number: Insert Subcontract Number
Start Date: Insert Subcontract Start Date

- a) Subcontract/Grant Value: Insert Subcontract Value 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 UEI 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 UEI 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 (<https://www.sam.gov/>)?

Yes No

e) If you have indicated “Yes” for paragraph (b) and “No” for paragraphs (c) and (d) above, provide the names and total compensation* of your five most highly compensated executives** for the preceding completed fiscal year.

1. Name:

Amount: _____

2. Name:

Amount: _____

3. Name:

Amount: _____

4. Name:

Amount: _____

5. Name:

Amount: _____

By signature below, I hereby certify that the information provided above is true and accurate as of the date of execution of this document, and I further understand that annual certification is required for information provided in paragraph (e) above.

Signature and Title (required) Date

*“Total compensation” means the cash and noncash dollar value earned by the executive during the Subcontractor’s preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):

(1) Salary and bonus.

(2) Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Financial Accounting Standards Board’s Accounting Standards Codification (FASB ASC) 718, Compensation-Stock Compensation.

(3) Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.

(4) Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.

(5) Above-market earnings on deferred compensation which is not tax-qualified.

(6) Other compensation, if the aggregate value of all such other compensation (e.g., severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

**"Executive" means officers, managing partners, or any other employees in management positions.

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: