

REQUEST FOR QUOTATION (RFP)

RFP Number:	RFP125
Issuance Date:	March 26, 2024
Submission Deadline:	April 12, 2024, 5:00PM, Juba Time
Description:	1. Provision of Country Security Evacuation Support Service 2. Provision of Unarmed Guards Security Services -Juba Office 3. Supply of Vehicle Tracking and Personal Tracking Services 4. Hostile Environment Awareness Training-HEAT
Funded By:	United States Agency for International Development (USAID)
For:	Shejeh Salam Activity & Afia WASH Activity, Implemented by DT Global South Sudan

Section 1: Instructions to Offerors

1. **Introduction:** The purpose of this RFP is to solicit proposals from eligible vendors for as-needed, ad-hoc purchases of the goods and/or services as described in **Section 2 – Scope of Work**. This RFP will be used to solicit quotes from potential suppliers/vendors for an award of Service Contract to the best bidder(s).
2. **Offer Deadline and Submission Protocol:** Offers must be received no later than the date and time specified in the “Submission Deadline:” section above. Offers are to be received in electronic version only and by email. Offers must be emailed to shejehsalam-procurement@dt-global.com

Please reference the RFP number in any response to this RFP. Offers received after the specified submission time and date will be considered late, hence disqualified. Late submissions will be considered only at the discretion of DT Global.

3. **Questions:** Questions regarding the technical or administrative requirements of this RFP may be submitted no later than April 5 , 2024 [12:00 PM] hrs. (**South Sudan, UTC+2 Time zone**) by email to shejehsalam-procurement@dt-global.com. Phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that DT Global believes may be of interest to other offerors, will be circulated to all RFP recipients who have indicated an interest in bidding. DT Global would make efforts to provide responses to any questions within 24 hours.

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

4. **Scope of Work:** Section 2 contains the Scope of Work for the required goods and/or services that may be ordered under the Service Contract and technical qualifications that the selected offeror must possess.

5. **Quotations:** Quotations in response to this RFP must be priced on a fixed-price, all-inclusive basis. Prices must be presented in United States Dollars (USD). Prices must be inclusive of all costs. Offers must remain valid for not less than ninety (90) calendar days after the offer deadline. If your offer results in a Service Contract, this price quoted must remain fixed for the entire period of 17 months of the validity of the said contract. Offerors are requested to provide quotations on their official quotation format or letterhead.

6. **Eligibility Required Documentation** (For Country Security Evacuation, Unarmed Guards Security Services, Vehicle and Personal tracking and HEAT training services)

The offerors responding to this RFP are requested to submit the following documentation, all in the English language:

- a. Valid Company Registration Certificate.
- b. Tax Identification Number Certificate.
- c. Current, valid Tax Clearance Certificate.
- d. Valid Operational License.
- e. Provide at least three (3) full names of your company Shareholders as they appear in your company's Article of Association and a copy of their IDs or passports.
- f. A minimum of three (3) references (with name and contact information) relevant to the requested goods and/or services Section 2 – Scope of Work and carried out in the last two (2) years. References from USAID-funded or similar donor-funded projects are preferred. Independent verification of the references may be carried out. DT Global reserves the right to obtain past performance information from sources other than those identified by the offeror.
- g. USD Bank Account Details (Issued on a Bank Letterhead with Bank name, Bank branch name, Bank Address, Company Name that matches the offeror's name, Account number, and swift code).
- h. **Provide valid documents and certificates for the proposed aircraft as mentioned below (Mandatory) for Country Security Evacuation only.**
 - Brief Aircraft Safety Standards SOP
 - Comprehensive Insurance Cover for Aircraft
 - Air Operator Certificate
 - Aircraft Airworthiness Certificate
 - Aircraft Maintenance Certificate of Maintenance Release Document
 - Aircraft Registration Certificate
 - Aircraft Station license
 - Air Operation Permit by South Sudan Aviation Authority
 - MOU in absence of Air Operation Permit by the Charter Flight Company
 - Company certification and subscription from recognized international bodies dealing with evacuation services.
 - Proof of availability of both ground and air assets for the purpose of this RFP. If the offeror does not own these assets, an MOU with the asset owner should be provided.
 - Company profile or a brief introduction to the company's areas of expertise
- j. **Provide valid documents of the proposed vehicle for ground evacuation as mentioned below (Mandatory) for Country Security Evacuation only.**
 - Vehicle Logbook
 - Vehicle Comprehensive Insurance Cover
 - Driver License

- Vehicle maintenance Report for the past six (6) months
 - Photos of vehicle proposed displaying exterior and Interior section
- K. **Provide valid documents of the proposed Unarmed Guards Security Services as mentioned below (Mandatory) for Unarmed Guards Security Service only).**

The price quotation must be submitted separately from the above documents but in the same submission email. All other parts of this quotation must not refer to pricing data so that the technical evaluation may be made strictly based on technical merit. If any of the above documents are not in the English language, an original along with a notarized official translation in the English language should be submitted.

7. **Delivery:** The delivery location for the items described in this RFP is South Sudan 7 States and in Administrative Areas namely Central Equatoria, Eastern Equatoria, Western Equatoria, Jonglei, Upper Nile, Unity, Western Bahr El Ghazal and GPAA. The delivery period for the required services shall tentatively be from **May 1, 2024, to September 30, 2025.**
8. **Source/Nationality/Manufacture:** All goods and/or services offered in response to this RFP or supplied under any resulting award must meet **USAID Geographic Code 937** in accordance with the United States Code of Federal Regulations (CFR), [22 CFR §228](#). The cooperating country for this RFP is South Sudan.

Offerors may not offer or supply goods and/or 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, (North) Sudan, Burma (Myanmar).**

9. **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, charges, tariffs, duties, or levies will be paid under the Service Contract award from this RFP.
10. **Unique Entity Identifier (UEI) Number:** Companies or organizations, whether for-profit or non-profit, shall be requested to provide a number, if selected to receive a BPA award in response to this RFP 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, the Offeror shall include a statement noting their intention to register for a UEI number should it be selected as the successful Offeror or explaining why registration for a UEI is not possible. Contact SAM.Gov through this website: www.sam.gov to obtain UEI. Further guidance on obtaining is available from DT Global upon request.
11. **Eligibility:** By submitting an offer in response to this RFP, 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. DT Global South Sudan will not award a Service Contract to a firm that is debarred, suspended, or considered to be ineligible by the U.S. Government. If the entity becomes debarred, suspended, or otherwise ineligible after an award of Service Contract, DT Global South Sudan will cancel such Service Contract and will not continue any cooperation with the said offeror.
12. **Evaluation and Basis for Award:** The award will be made to a responsible offeror whose offer follows the RFP instructions, meets the eligibility requirements, and meets or exceeds the minimum required technical specifications, as laid out in Section 2 – Scope of Work and below.

This RFP will use a reasonable and technically acceptable price source selection process to determine the best value as outlined in FAR 13: Simplified Acquisition Procedures. That means that each offer will be evaluated on whether it meets or exceeds the minimum required technical specifications and is judged to be the best value for DT Global South Sudan.

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

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

- Negotiations with and/or request clarifications from any offeror before award of Service Contract.
- DT Global South Sudan may cancel this RFP at any time; and
- DT Global South Sudan may reject any offers if such action is considered to be in the best interest of DT Global South Sudan.

13. **EVALUATION CRITERIA:**

(I) Country Security Evacuation

As per these RFP requirements, all offers will be subjected to a preliminary examination to verify the overall completeness and responsiveness of the offers received. Any offer that will be found to be incomplete, invalid, or substantially unresponsive will be disqualified. Technical specification requirements are mentioned below and will be evaluated using the numerical rating method.

- 1) Evidence (Contacts and Recommendations) of work experience with USAID-funded or similar donor-funded projects for at least two (2) years
- 2) The detailed specification of the proposed asset for country evacuation service
- 3) Approach to response to incident and customer services

Compliance with RFP requirements

- Adhere to “Submission Deadline” and,
- Meets “Mandatory Submission Requirements”

Reasonable Price: All quotations received will be analyzed for price reasonableness to determine a fair and reasonable price.

(II) Provision of Unarmed Guards Security Services (Juba Office)

As indicated below, evaluation criteria shall be based on technical responsiveness, compliance with RFP requirements, and reasonable price,

Technical Responsiveness

1. Experience in the provision of Unarmed Guards Security Services to clients especially INGOs, NGOs, UN Agencies, and Corporate Clients with at least 2 years reparably in Juba, Central Equatoria State.
2. List of current and previous clients indicating the name of the Client, size of purchase, contact person’s name, title, email, and phone number.
3. Meet Specification provided in the item description on pg. 1. **Provision of Unarmed Guards Security Services.**
4. The bidding company should provide proof of it having a supervisor and or field officer at the assigned area (Juba County) who will be responsible for daily unarmed guards security monitoring and supervision for both day and night security guards.

Compliance with RFP requirements

- Adhere to “Submission Deadline” and,
- Meets “Mandatory Submission Requirements”

Reasonable Price: All quotations received will be analyzed for price reasonableness to determine a fair and reasonable price.

(III). **Supply and Installation of Vehicle Tracking and Personal Trackers**

1. Bidder shall provide relevant & brief information about source, type, brand name and exact model offered, installation, software support and platform of the proposed devices and tracking systems.
2. Bidder must provide evidence of at least 2 years' experience in supply and installation of tracking devices and provision of vehicle tracking services. Please provide previous completed contracts, recommendation letters and contact list of clients, especially INGOs, NGOs, UN and Corporate Clients.
3. Bidder must submit signed copy of Annex A. NDAA Section 889 Representation Form. DT Global reserves the right to disqualify any offeror using covered materials. See attached copy Annex A.
4. No substitutes or Form Fit and Function alternative part numbers will be accepted.
5. Product or Service is in support of a Government Contract.
6. **Reasonable Price:** All quotations received will be analyzed for price reasonableness to determine a fair and reasonable price.

Deliverables:

Provision of Tracking Equipment and Tracking System Services that includes **not less than supply, installation, training of use, and troubleshooting of the tracking system and testing of devices.** The items required are Vehicle Tracking Device, Vehicle Tracking Airtime, Vehicle Track Monitoring Platform, Handheld Tracking Device, Handheld Tracking Airtime and Handheld Track Monitoring Platform

(IV) **Provision of Hostile Environment Awareness Training-HEAT**

1. Evidence (Contacts and Recommendations) of work experience with USAID-funded or similar donor-funded projects for at least two (2) years
2. Detailed specification/proposals for HEAT training.
3. Training Guide Manual/Training plan/schedule

Compliance with RFP requirements

- Adhere to "Submission Deadline" and,
- Meets "Mandatory Submission Requirements"

Reasonable Price: All quotations received will be analyzed for price reasonableness to determine a fair and reasonable price.

For additional information, please refer to *Section 2: Scope of Work.*

In line with Donor's rules and DT Global South Sudan Procurement Policy, the winning offer will be selected for an award of Service Contract based on the best offer and reasonable price quotation that meets the minimum technical specification.

14. **Terms and Conditions:** This is a Request for Quotations only. Issuance of this RFP does not in any way obligate DT Global South Sudan, or USAID to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer.

DT Global South Sudan will not in any way assist Offerors in preparing their bids nor reimburse any bid preparation costs incurred by the Offeror.

Offerors are responsible for ensuring that their offers are received by DT Global South Sudan in accordance with the instructions, terms, and conditions described in this RFP. Failure to adhere to

instructions described in this RFP may lead to disqualification of an offer from consideration.

This request for a quote does not constitute an order. Buyer may accept other than the best-priced offer based on trade-offs between cost and other selection criteria, or to further its socio-economic programs. Buyer reserves the right to reject offers (a) received after the date and time specified, (b) not responsive to the solicitation, (c) with unbalanced line-item pricing, or (d) from vendors restricted from doing business with the U.S. Government.

Notwithstanding the terms of this Request for Quote/Proposal, the offeror acknowledges that DT Global South Sudan reserves the right to reject any or all Quotes/Proposals for whatever reason DT Global South Sudan determines, in its sole discretion, to be in its best interests. The offeror further acknowledges that DT Global South Sudan may for whatever reason waive any or all formalities and terms of this Request for Quote/Proposal and that nothing in the terms of this Request for Quote/Proposal shall give rise to any claim or cause of action, including without limitation any claim for breach of implied-in-fact contract to treat Quotes/Proposals the terms herein.

This solicitation is subject to DT Global South Sudan standard terms and conditions. Any resulting 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) DT Global South Sudan standard payment terms are net 30 days after receipt and acceptance of any commodities, services, or deliverables. Payment will only be issued to the entity submitting the offer in response to this RFP and identified in the resulting Service Contract award; payment will not be issued to a third party.
- (b) The Vendor shall furnish the goods and/or services described in the Service Contract by DT Global. DT Global is only obligated to pay for the goods and/or services to the extent Service Contract are issued resulting from this RFP.
- (c) No goods and/or services 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, (North) Sudan, and Burma (Myanmar).
- (d) Any international air or ocean transportation or shipping carried out under any award resulting from this RFP must take place on U.S.-flag carriers/vessels.
- (e) United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The Vendor under any award resulting from this RFP must ensure compliance with these laws.

15. **Privity:** Please note that in submitting a response to this RFP, the offeror understands that the United States Agency for International Development (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 DT Global South Sudan for consideration, as USAID will not consider protests regarding procurements carried out by implementing partners. DT Global, at its sole discretion, will make a final decision on the protest for this procurement.

DT Global South Sudan has zero-tolerance for fraud. Fraud is an act or omission that intentionally misleads, or attempts to mislead, to obtain a benefit, or to avoid an obligation.

If you suspect that fraud has been committed, please contact the DT Global South Sudan Chief of Party, or please use DT Global's anonymous third-party complaint reporting system that can be accessed by phone at +61 2 9053 9285, online at qrs.ly/DTGlobalEthicsHotline, or via email at speakup@coreintegrity.com.au

Your complaint should include the details of the incident or incidents, the names of the individuals involved, and the names of the witnesses. Thereafter, DT Global South Sudan Management or their designee will undertake a full and effective investigation of the allegations. This investigation will be completed, and a summary of the findings will be made and communicated to you as soon as practical.

Section 2: Scope of Work and General Requirements

DT Global South Sudan is seeking to select the best supplier/vendor for the Provision of Country Security Evacuation ,Unarmed Guards Security service, (In Juba) ,Vehicle tracking and Personal Trackers and HEAT training support services to DT Global South Sudan in 7 States and 1 Administrative Area in Central Equatoria, Eastern Equatoria, Western Equatoria, Jonglei, Upper Nile, Unity and Western Bahr El Ghazal and Greater Pibor Administrative Area (GPAA). This RFP will be used to solicit offers from potential suppliers/vendors for an award of Service Contract to the best bidder. The following items below constitute the scope of work.

A. SCOPE OF WORK DETAILS

(i) ***Period of Contract:***

- The security services shall commence from May 1, 2024, and end on September 30, 2025.

(ii) ***Location of Operations:***

The main offices where these services will be offered are in Central Equatoria, Eastern Equatoria, Western Equatoria, Jonglei, Upper Nile, Unity and Western Bahr El Ghazal and GPAA.

(I) Country Security Evacuation Support:

Country Security Evacuation Support is defined as the required support necessary to relocate international and national relocatable staff, due to an escalating security threat environment from:

1. Other States to Juba, South Sudan.
2. From Juba to the closest secure location outside of South Sudan (e.g., Uganda, Kenya, Ethiopia, etc.).

The Contractor will provide Country Security Evacuation Support to ensure the safety and security of DT Global South Sudan and relocatable staff when DT Global South Sudan determines that the security threat in the areas of operation is no longer tenable.

Requirements:

- Primary and alternate routes will be pre-planned and coordinated with the DT Global South Sudan Project Security Managers and Chief of Party-COP
- Ground and air assets used will be pre-identified and coordinated with the DT Global South Sudan Project Security Manager and Chief of Party.
- All pre-identified Ground and Air Assets will have the requisite registrations, licenses, and insurance.
- Ground and air assets pre-identified for support will be inspected regularly and documented by the Contractor ensuring they meet internationally recognized safety standards.
- All ground and air assets will require clearance through a DT Global South Sudan Transportation and Air Charter verification form.
- Assembly points, safe havens, departure, and relocation points will be pre-identified and coordinated with the DT Global South Sudan Project Risk Manager and Chief of Party.
- The Contractor will ensure that 100% of international evacuees' accountability is confirmed by the DT Global South Sudan Chief of Party or Project Security Manager before departure.
- The Contractor will not hold or delay the evacuation assets for other evacuees that are not

affiliated with DT Global South Sudan and are not part of the DT Global South Sudan Evacuee Roster.

- The Contractor will coordinate with the Project Risk Manager to update the DT Global South Sudan Hibernation, Relocation, and Evacuation Plan to reflect the new relocation and evacuation points identified.
- (iii) **Customer Inquiry and Services:**
 - The bidder shall demonstrate the capability and reliability of 24/7 customer inquiry and services support.
- (iv) **Equipment and Tools:**
 - The Contractor will supply all equipment necessary for the delivery of services. Bidder shall submit to DT Global evidence of fleet (aircrafts and vehicles) availability and documents to demonstrate reliability and capability of offering services. Please refer to Section I – point 6, Required Documentation for more details.
- (v) **Warning and Alerts:**
 - The bidder should demonstrate the ability to provide warnings and alerts to safeguard the lives and property of the client. The information provided to DT Global shall be considered as “ After Sales Service” for contract resulted from this RFP hence not chargeable.
- (vi) **Past Performance and Experience:**
 - The offeror shall provide documented evidence indicating at least two years’ experience in the provision of Country Security Evacuation support, preferably to USAID-funded organizations, INGO, Embassies, UN Agencies, and corporates. The said documented evidence shall include a contact list, recommendation letter, and past completed Country Security Evacuation support contract details as required in **Section 3 Reference – Past Performance and Experience**.
- (vii) **Basic policy and procedures:**
 - The bidder shall provide a detailed description of their security policy and procedures that applies to proposed services.

(II) Provision of Unarmed Guards Security Services in Juba.

DT Global South Sudan is seeking to select the best supplier/vendor for RFP125_Unarmed Guards Security Services. This RFP will be used to solicit quotes from potential suppliers/vendors for an award of Firm Fixed Price (FFP) Purchase Order (PO) to the best bidder. To realize the above objectives, DT Global South Sudan is therefore calling for qualified, competent suppliers/vendors to participate in competitive bidding for RFP125_Unarmed Guards Security Services. In most of the procurement processes DT Global South Sudan ensures that competitive prices and value for money are obtained by way of a “Competitive Negotiated Procedure”.

(III) Supply and Installation Vehicle tracking and Personal Trackers- Specifications

DT Global South Sudan is seeking to select the best supplier/vendor for Supply of Tracking Equipment and Services. This RFP will be used to solicit quotes from potential suppliers/vendors for an award of Purchase Order (PO) to the best bidder. To realize the above objectives, DT Global South Sudan is therefore calling for qualified, competent supplier/vendor to participate in competitive bidding for Supply of Tracking Equipment and Services to support implementation of the Shejeh Salam Activity. In most of the procurement processes DT Global South Sudan ensures that competitive prices and value for money is obtained by way of “Competitive Negotiated Procedure.

Item	Description/Condition
Vehicle Tracking Device	<ul style="list-style-type: none"> • Dual-mode IVMS Solution (Satellite and GSM capable) • Track, trace and panic capable
Vehicle Tracking Airtime	<ul style="list-style-type: none"> • 400 satellite position reports per month • Only triggered when GSM network fails

Vehicle Track Monitoring Platform	<ul style="list-style-type: none"> • Enable administrator/s to view real-time locations • Enable administrators to receive alerts • Enable administrators to run reports • 24/7 support
Handheld Tracking Device	<ul style="list-style-type: none"> • Handheld satellite personal tracking device • Panic button capable • Two-way messaging capable
Handheld Tracking Airtime	<ul style="list-style-type: none"> • 800 satellite position reports per month
Handheld Track Monitoring Platform	<ul style="list-style-type: none"> • Enable administrator/s to view real-time locations • Enable administrators to receive alerts • Enable administrators to run reports • 24/7 support

(IV) Provision of Hostile Environment Awareness Training-HEAT

DT Global South Sudan is seeking to select the best supplier/vendor for Supply of HEAT Training to DT Global, Shejeh Salam in Juba. This RFP will be used to solicit quotes from potential suppliers/vendors for an award a service contract to the best bidder. To realize the above objectives, DT Global South Sudan is therefore calling for qualified, competent supplier/vendor to participate in competitive bidding for Supply advanced security training to support implementation of the Shejeh Salam Activity. In most of the procurement processes DT Global South Sudan ensures that competitive prices and value for money is obtained by way of "Competitive Negotiated Procedure.

Below are the course module requirements. The modules are not listed in priority order. The order of delivery will be at the discretion of the Selected Vendor.

#	Course Module	Sub-Tasks
1	Personal Security and Situational Awareness:	<ul style="list-style-type: none"> ▪ Threat Awareness and Identification ▪ Office Security ▪ Residential Security ▪ Safe Rooms ▪ Fire Safety
2	Communication	<ul style="list-style-type: none"> ▪ Sat Phone ▪ Tracking Devices (we will be using Diablo Dual Vehicle Trackers and Argus RT) ▪ Emergency Communication (theoretical application- we have a specific incident comms plan that staff must follow beginning with Signal Security Groups)
3	Journey Management	<ul style="list-style-type: none"> ▪ Driving in South Sudan ▪ Basic negotiation skills (Checkpoints & roadblocks) ▪ Vehicle safety drills Crowds, mobs, and demonstrations ▪ Flat tire practical ▪ Navigation and mapping ▪ Convoy procedures
4	Medical	<ul style="list-style-type: none"> ▪ Basic First Aid ▪ CPR ▪ Triage ▪ Emergency First Aid (stop-the-bleed- to include use of Combat App. Tourniquet "CAT" and pressure bandage)
5	Kidnap Awareness	<ul style="list-style-type: none"> ▪ Indicators

		<ul style="list-style-type: none"> ▪ Mitigation Measures ▪ Hostage Survival Techniques
6	Weapons, UXO, Mines Familiarization	<ul style="list-style-type: none"> ▪ Threat Identification ▪ Avoidance ▪ Mitigation

B. Quotation:

The bidder shall provide a price quotation in relation to the scope of work. The Quotation template is available in - **Section 4 - Price Quotation**. Please note that this is an indicative template only. The bidder should provide their offer on their own letterhead.

C. Certification and Subscription

DT Global South Sudan adheres to international security standards when engaging in security services. For that reason, bidders with international security certification and subscriptions will be given priority during selection. DT Global expects bidders to provide evidence of international security certification, i.e., ISO18788, PSCI, ICOCA registration, etc., which draws on provisions from and provides a mechanism to demonstrate compliance with relevant principles, legal obligations, and voluntary commitments and good practices of:

- The International Code of Conduct for Private Security Providers (ICOCA) 2010
- Guiding Principles on Business and Human Rights, Implementing the United Nations “Protect, Respect and Remedy” Framework, 2011
- The Montreux Document on Pertinent International Obligations and Good Practices for States Related to Operations of Private Military and Security Companies During Armed Conflict, 2008

Section 2: 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:

**DT Global South Sudan
Kololo Road, Plot 57, Block Number 3K
2nd Class area, Tong Ping, Juba, South Sudan**

Reference: RFP No: RFP125:

- 1. Provision of Country Security Evacuation Support for Experts**
- 2. Provision of Unarmed Guards Security Services-Juba Office**
- 3. Vehicle Tracking and Personal Tracking Services**
- 4. Hostile Environment Awareness Training-HEAT**

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 RFP. Please find our offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFP. We further certify that the below-named firm—as well as the firm’s principal officers, and all goods and/or services offered in response to this RFP—are eligible to participate in this procurement under the terms of this solicitation and 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 DT Global South Sudan staff members.
- We have no close, familial, or financial relationships with any other offerors submitting quotes in response to the above-referenced RFP; 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 DT Global’s South Sudan 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:	
Company Bank Account Number:	
Official Company Name Associated with Bank Account:	

Section 3: Reference - Summary of Past Performance and Experiences

I. Provision of Country Security Evacuation Support

(The offeror shall fill the form below and submit details of at least 3 past orders completed to determine past performance and experience. DT Global South Sudan allows the offeror to add more than three past performances and experience as required by this RFP. Information required below is for contracts related to the Provision of Country Security Evacuation Support to DT Global South Sudan)

Past Performance/Experience # I			
Contract Number			
Description of Supply/Provision			
Geographical Location)	Cover (Contract Delivery		
Client			
Contact Person			
Position			
Email Address			
Phone Number			
Contract Value (USD)			
Contract Duration (Start and End period)			

Past Performance/Experience # 2			
Contract Number			
Description of Supply/Provision			
Geographical Location)	Cover (Contract Delivery		
Client			
Contact Person			
Position			
Email Address			
Phone Number			
Contract Value (USD)			
Contract Duration (Start and End period)			

Past Performance/Experience # 3			
Contract Number			
Description of Supply/Provision			
Geographical Location)	Cover (Contract	Delivery	
Client			

Contact Person	
Position	
Email Address	
Phone Number	
Contract Value (USD)	
Contract Duration (Start and End period)	

ii. Information required below is for contracts related to the Provision of Unarmed Guards Security Services.

Past Performance/Experience # 1	
Contract Number	
Description of Supply/Provision	
Geographical Cover (Contract Location)	Delivery
Client	
Contact Person	
Position	
Email Address	
Phone Number	
Contract Value (USD)	
Contract Duration (Start and End period)	

Past Performance/Experience # 2	
Contract Number	
Description of Supply/Provision	
Geographical Cover (Contract Location)	Delivery
Client	
Contact Person	
Position	
Email Address	
Phone Number	
Contract Value (USD)	
Contract Duration (Start and End period)	

Past Performance/Experience # 3	
Contract Number	
Description of Supply/Provision	
Geographical Cover (Contract Location)	Delivery
Client	
Contact Person	
Position	
Email Address	
Phone Number	
Contract Value (USD)	
Contract Duration (Start and End period)	

Phone Number	
Contract Value (USD)	
Contract Duration (Start and End period)	

iii. Information required below is for contracts related to the Supply and Installation of Vehicle and Personal Trackers.

Past Performance/Experience # 1	
Contract Number	
Description of Supply/Provision	
Geographical Cover (Contract Delivery Location)	
Client	
Contact Person	
Position	
Email Address	
Phone Number	
Contract Value (USD)	
Contract Duration (Start and End period)	

Past Performance/Experience # 2	
Contract Number	
Description of Supply/Provision	
Geographical Cover (Contract Delivery Location)	
Client	
Contact Person	
Position	
Email Address	
Phone Number	
Contract Value (USD)	
Contract Duration (Start and End period)	

Past Performance/Experience # 3	
Contract Number	
Description of Supply/Provision	
Geographical Cover (Contract Delivery Location)	
Client	
Contact Person	
Position	
Email Address	
Phone Number	
Contract Value (USD)	
Contract Duration (Start and End period)	

iv. Information required below is for contracts related to the provision of Hostile Environment Awareness Training. HEAT

Past Performance/Experience # 1	
Contract Number	
Description of Supply/Provision	
Geographical Cover (Contract Location)	Delivery
Client	
Contact Person	
Position	
Email Address	
Phone Number	
Contract Value (USD)	
Contract Duration (Start and End period)	

Past Performance/Experience # 2	
Contract Number	
Description of Supply/Provision	
Geographical Cover (Contract Location)	Delivery
Client	
Contact Person	
Position	
Email Address	
Phone Number	
Contract Value (USD)	
Contract Duration (Start and End period)	

Past Performance/Experience # 3	
Contract Number	
Description of Supply/Provision	
Geographical Cover (Contract Location)	Delivery
Client	
Contact Person	
Position	
Email Address	
Phone Number	
Contract Value (USD)	
Contract Duration (Start and End period)	

Section 4: Price Quotation

(The table below contains the list of services that are required as per RFP - Provision of Country Security Evacuation Support to DT Global South Sudan. Offerors are requested to provide per-unit price quotations containing the information below on official letterhead or official quotation format).

No.	Item Description	Quantity	Unit	Unit Price (USD)
I. Country Security Evacuation Service (for Shejeh Salam and Afia WASH)				
1	Country Security Evacuation Support to DT Global South Sudan/Shejeh Salam Activity and Afia WASH Activity by air from Juba to either Kenya or Uganda (for Expatriate staff only)	7	Staff	
2	Country Security Evacuation Support to DT Global South Sudan/Shejeh Salam and Afia WASH Activity by air or road from various locations in South Sudan 7 States and 1 Administrative Area Central Equatoria, Eastern Equatoria, Western Equatoria, Jonglei, Upper Nile, Unity and Western Bahr El Ghazal and GPAA to Juba (for Expatriate staff only).	7	Staff	
3.	Country Security Evacuation Support of to DT Global South Sudan/Shejeh Salam and Afia WASH Activity by air or road from various locations in South Sudan 7 States and 1 Administrative Area Central Equatoria, Eastern Equatoria, Western Equatoria, Jonglei, Upper Nile, Unity and Western Bahr El Ghazal and GPAA to Juba (for relocatable national staff from various field locations to Juba only).	15	Staff	
II. Unarmed Guards Security Services -Juba Office (for Shejeh Salam and Afia WASH)				
4	Unarmed security guards working Monday to Friday, from 0700 to 1900. (7 guards* 17 months)	119	Person	
5	Site Supervisor working Monday to Friday, from 0700 to 1900. (1 guard* 17 months).	17	Person	
6	Unarmed security guards working weekends (Saturday and Sunday) from 0700 to 1500. (1 guard* 17 months)	17	Person	
7	Mobile Rapid Response Services 24/7, monthly, including monitoring the current alarm systems	17	Person	

8	Provide weekly and monthly security advisory reports (1 x 17= 17months)	17		
III. Vehicle Tracking & Personal Trackers (for Shejeh Salam and Afia WASH)				
9	Skywave IDP 782: Supply installation, maintenance, and monitoring of Hybrid Vehicle tracking system for DT Global South Sudan 18 vehicles, including Airtime. and Tracking platform. Equipment will be provided on Lease (18 vehicle trackers * 17 months = 306 Qty)	306 (18*17)	PC	
10	Personal tracking devices for DT Global in South Sudan 14 Staff, including Airtime and Tracking platform. Garmin – inReach Mini Unit: supply, maintenance, and monitoring Satellite Equipment will be provided on Lease. {14* 17 months = 238 Qty)	238 (14*17)	PC	
IV. Hostile Environment Awareness-HEAT (for Shejeh Salam and Afia WASH)				
11	SAFE/HEAT Training (Shejeh Salam and Afia WASH projects). 2 days training per session.	113	Person	

Non-Cost Factors

Payment Terms	
Payment Method	
Price Validity (as from the submission deadline, how long will your quotation remain valid)	
Response Timeframe (from the time evacuation is request by DT Global to time company conducts evacuation exercise) -How long will it take you to respond to security alerts	

Section 5: Offer Checklist

(To assist offerors in preparation of the quotation, the following checklist summarizes the documentation to include an offer in response to this RFP)

Please check ☒ on each item below to acknowledge that it has been submitted together with the quotation. Do not check ☐ any item that has not been included in your submission.

- ☐ Cover letter, signed by an authorized representative of the offeror, (see **Section 2: Offer Cover Letter**)
- ☐ Company' business profile, (see **Section 1.6 Required Documents**)
- ☐ Provide at least three (3) full names of your company's Directors, (see **Section 1.6 Required Documents**)
- ☐ Company legal documents, (see **Section 1.6 Required Documents**)
- ☐ Fleet (Aircrafts and Vehicles) documents, (see **Section 1.6 Required Documents**)
- ☐ Technical specification requirements, (see **Section 1.13: Evaluation Criteria**)
- ☐ Documents to support evaluation criteria of offers (see **Section 1.14: Evaluation Criteria**)
- ☐ A minimum of three (3) references relevant to the requested goods and/or services Section 2 – Scope of Work and carried out in the last two (2) years, (see **Section 1.6 Required Documents**)
- ☐ Company Bank Account Details in USD currency, (see **Section 1.6 Required Documents**)
- ☐ **UEI** Number (see **Section 1.6 Required Documents**)
- ☐ Certification and subscription from recognized international bodies (see **Section 2.B: Certification and subscription**)
- ☐ Document supporting past performance and experience (see **Section 3: Reference**)
- ☐ Official quotation including proof of technical requirements, (see **Section 4: Price Quotation**)

ANNEX I

REPRESENTATION REGARDING CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT

(a) Prohibitions.

Section 889(a) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the U.S. Government and any of its contractors and subcontractors from procuring or obtaining, or extending or renewing a contract to procure or obtain, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.

(b) Definitions:

Covered foreign country means The People's Republic of China.

Covered telecommunications equipment or services means telecommunications equipment produced by Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital

Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities)

Critical technology means defense articles or defense services included on the United States Munitions List set forth in the International Traffic in Arms Regulations under subchapter M of chapter I of title 22, Code of Federal Regulations; Items included on the Commerce Control List set forth in Supplement No. 1 to part 774 of the Export Administration Regulations under subchapter C of chapter VII of title 15, Code of Federal Regulations, and controlled- (i) Pursuant to multilateral regimes, including for reasons relating to national security, chemical and biological weapons proliferation, nuclear nonproliferation, or missile technology; or (ii) For reasons relating to regional stability or surreptitious listening; Specially designed and prepared nuclear equipment, parts and components, materials, software, and technology covered by part 810 of title 10, Code of Federal Regulations (relating to assistance to foreign atomic energy activities); Nuclear facilities, equipment, and material covered by part 110 of title 10, Code of Federal Regulations (relating to export and import of nuclear equipment and material); Select agents and toxins covered by part 331 of title 7, Code of Federal Regulations, part 121 of title 9 of such Code, or part 73 of title 42 of such Code; or Emerging and foundational technologies controlled pursuant to section 1758 of the Export Control Reform Act of 2018 (50 U.S.C. 4817).

Reasonable inquiry means an inquiry designed to uncover any information in the entity's possession about the identity of the producer or provider of covered telecommunications equipment or services used by the entity that excludes the need to include an internal or third-party audit.

Substantial or essential component means any component necessary for the proper function or performance of a piece of equipment, system, or service.

(c) Representation. After conducting a reasonable inquiry Subcontractor represents that it ☐ will or ☒ will not provide covered telecommunications equipment or services to DT Global in the performance of any contract, subcontract, order, or other contractual instrument resulting from this contract. This representation shall be provided as part of the proposal and resubmitted on an annual basis from the date of award.

(d) Disclosures. If the Subcontractor has responded affirmatively to the representation in paragraph (c) of this clause, the Subcontractor shall provide the following additional information to DT Global:

(1) List of all covered telecommunications equipment and services offered or provided (Entity name, brand; model number, such as original equipment manufacturer (OEM) number, manufacturer part number, or wholesaler number; and item description, as applicable);

(2) Explanation of the proposed use of covered telecommunications equipment and services and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b) of this provision;

(e) Reporting requirement.

(1) In the event the Subcontractor identifies covered telecommunications equipment or services used as a substantial or essential component of any system, or as critical technology as part of any system, during contract performance, or the Subcontractor is notified of such by a subcontractor at any tier or by any other source, the Subcontractor shall report the information in paragraph (d)(2) of this clause to DT Global.

(2) The Subcontractor shall report the following information pursuant to paragraph (d)(1) of this clause

(i) Immediately upon such identification or notification: the contract number; the order number(s), if applicable; supplier name; supplier unique entity identifier (if known); supplier Commercial and Government Entity (CAGE) code (if known); brand; model number (original equipment manufacturer number, manufacturer

part number, or wholesaler number); item description; and any readily available information about mitigation actions undertaken or recommended.

(ii) Within 5 business days of submitting the information in paragraph (d)(2)(i) of this clause: any further available information about mitigation actions undertaken or recommended. In addition, the Subcontractor shall describe the efforts it undertook to prevent use or submission of covered telecommunications equipment or services, and any additional efforts that will be incorporated to prevent future use or submission of covered telecommunications equipment or services.

(f) 2nd Tier Subcontracts. The Subcontractor shall insert the substance of this clause, including this paragraph (f), in all 2nd Tier subcontracts and other contractual instruments, including subcontracts for the acquisition of commercial items.

(g) SAM Verification. The Subcontractor shall regularly review the list of excluded parties in the System for Award Management (SAM) (<https://www.sam.gov>) to identify entities excluded from receiving federal awards for “covered telecommunications equipment or services”.

Signature: _____

Date: _____

Name: _____

Title/Position: _____

Organization: _____