



Request for Proposal (RFP)

Provision of Transportation Services _Luapula Province

RFP No:	2024_RFP0002
Title:	Provision of Transportation Services _Luapula Province
Issuing Office and Address:	Address: The PMI Evolve Project Zambia, Plot 73468, Stand Number 5/C Kabulonga Road, Kabulonga, Lusaka. Email: pmi_evolvezambia@abtglobal.com .
RFP Issuance Date:	August 1, 2024
RFP Closing Date:	August 9, 2024, 17:00hrs CAT,
Mode of Submission	Email to: pmi_evolvezambia@abtglobal.com . Subject Line: 2024_RFP0002– [your company name]
Anticipated Type of Award:	Firm Fixed Price Purchase Orders (FFPO)
Basis of Award:	See “Evaluation Criteria” section
Funding Agency	United States Agency for International Development (USAID)
Prime Contract Name	PMI Evolve
Prime Contract Number:	7200AA23C00012
USAID Source / Nationality (Geo) Code:	935 <i>Under this code, goods and services can come from any area or country except US foreign policy restricted countries.</i>
List of Attachments:	<ol style="list-style-type: none"> 1. Appendix A: Bid Sheet 2. Attachment A: Purchase Order Standard Terms and Conditions 3. Attachment B: List of Exceptions 4. Attachment C: Prime Contract Mandatory Flow Downs



Introduction:

Since 2006, the US President Malaria Initiative (PMI) has protected millions of people in sub-Saharan Africa from malaria through three vector control initiatives. Indoor residual spraying (IRS) sprays insecticide on walls, ceilings, and other indoor resting places to kill mosquitoes that transmit malaria. Insecticide-treated bed nets (ITNs) protect people as they sleep. And entomological monitoring helps countries monitor, adapt, and respond to changes in mosquito populations, including their resistance to insecticides. Abt Associates has contributed to this work since 2011 by leading the Africa Indoor Residual Spraying (AIRS), PMI AIRS, and PMI VectorLink projects.

In December 2022, PMI awarded Abt the PMI Evolve Project, which supports PMI and U.S. Agency for International Development (USAID) missions and bureaus with the planning, implementing, and monitoring of malaria vector control programs in 21 countries. PMI Evolve is building on the prior projects' IRS, ITN, and larval source management (LSM) activities and entomological monitoring. The new project is strengthening the capacity of local institutions, including national malaria programs, district health offices, and research institutions, to independently conduct vector control programs. PMI Evolve is also responsible for program evaluation and conducting operations research on new vector control innovations. Activities are carried out in full collaboration with the National Malaria Control/Elimination Programs (NMCP/NMEP).

Requested Services

Abt Associates Inc. is currently seeking firm, fixed-price bids for transport services as described in the chart below:



RFP Line #	Service/Vehicle Description	Service District	Service Site/Location	Requested Qty	Number of days	Total Number of Vehicle days [qty x # of days]
1	Transportation services: <i>Truck, 3.5 Ton-capacity</i>	Nchelenge	Nchelenge Boma	2	23	46
2	Transportation services: <i>Truck, 3.5 Ton-capacity</i>	Nchelenge	Kashishiki	2	23	46
3	Transportation services: <i>Truck, 3.5 Ton-capacity</i>	Nchelenge	Toka toka	2	23	46
4	Transportation services: <i>Truck, 3.5 Ton-capacity</i>	Nchelenge	Kabuta	2	23	46
5	Transportation services: <i>Truck, 3.5 Ton-capacity</i>	Chiengi	Kabole	2	23	46
6	Transportation services: <i>Truck, 3.5 Ton-capacity</i>	Chiengi	Mukunta	2	23	46
7	Transportation services: <i>Truck, 3.5 Ton-capacity</i>	Chiengi	Chiengi Boma	2	23	46
8	Transportation services: <i>Truck, 3.5 Ton-capacity</i>	Chiengi	Lunchinda	2	23	46
9	Transportation services: <i>Truck, 3.5 Ton-capacity</i>	Kawambwa	Chibote	1	23	23
10	Transportation services: <i>Truck, 3.5 Ton-capacity</i>	Kawambwa	Boma	2	23	46
11	Transportation services: <i>Truck, 3.5 Ton-capacity</i>	Kawambwa	Mushota	2	23	46



Instructions to bidders:

1. All documents submitted in response to this RFP, as well as all related correspondence, should be in English.
2. All documents submitted via email in response to this RFP must be in a PDF format with file name as vendor name-document type e.g., Proposal/Registration certificate etc].
3. Offerors are required to fully review all instructions and specifications contained in this RFP. Failure to do so will be at the offeror's risk.
4. At any time prior to award of the contract, should Abt Associates deem it necessary to change the RFP provisions, it will provide such amendment(s) in writing. No oral instructions by any person will in any way be considered to limit, exclude, modify, or otherwise affect any terms or conditions of this solicitation, and no vendor shall rely on any such instructions.
5. No inquiries will be answered over the phone or in person, except for administrative clarification regarding submission format or location of the office, etc.
6. Responses to technical questions will be distributed to all bidders in writing.
7. Quotes from Offeror(s) on US government debarred list will not be considered.
8. Bids shall be valid for **120 days** after submission.
9. The financial offer must use a bid sheet clearly indicating the Price in ZMW with all associated cost as in appendix A.
10. Bids must be signed by a duly authorized representative of the bidder, and must contain the bidder's full address, and contact details.
11. Interested Bidders should submit their quotes and required documents via email to the mailbox pmi_evolvezambia@abtglobal.com subject line **Provision of Transportation services– [your company name]**.
12. The deadline for submission of bids is **August 9, 2024 at 17:00 PM**
13. Abt Associates Inc reserves the right to reject bids submitted without all requested information as non-responsive.
14. Since the length of the spray campaigns or applicable activities can vary due to many legitimate reasons, the RFQ stated number of vehicles and total vehicles days represent our best estimates at this point. Abt Associates Inc., reserves the right to increase the number of vehicle and/or days to the awardee, should this be necessary, without issuing a new solicitation; and provided the awardee's unit price remains the same as or below the awarded unit price.



15. At a minimum, offered vehicles must meet the following minimum requirements (except where otherwise provided/explained, these requirements are absolute):
 - a. Not older than 10 years. While this is not an absolute requirement, all things being equal, vehicles that are less than 10 years old will be given priority over older vehicles due to risk to mechanical issues with older vehicles.
 - b. Wholly owned by the offeror (include copy of vehicle registration). If offeror is not the legal owner, a letter authorizing the offeror to commit the offered vehicles and associated terms is required.
 - c. Include certified copy of vehicle registration certificate.
 - d. Include certified copy of insurance certificate.
16. Notwithstanding any prior agreement in place between Abt and the vendor, by signing and returning this RFP and/or submitting an offer, offeror:
 - a. Acknowledges receipt and acceptance of all terms and conditions contained in this RFP.
 - b. Confirms that all information contained in the offeror's quotation (including all applicable supporting documentation) is complete (i.e. no material omission), accurate, and current.
17. As you may be aware, the US government transitioned from using DUNS number to a new Unique Entity Identifier (UEI) on April 4, 2022. This is a 12-character unique number assigned to all entities (public and private companies, individuals, institutions, or organizations) who must register to do business with the US federal government in SAM.GOV. To request a Unique Entity Identifier here is the link: <https://sam.gov/content/entity-registration> Note that there are 2 options available – Please choose the option that says: Get Unique Entity ID (SAM) and follow the steps. You can view a step-by-step video at: <https://www.youtube.com/watch?v=ouv1YNAsINK>
Tip to ensure smooth process:
Make sure the *legal company name* you enter in SAM as well as the *Address* match your registration record in your state/country. Also know the *exact date/year of incorporation* (as recorded in your registration in your respective city/state/country)

Required documents:

- Completed quotation form (Appendix) – should reflect RFP number, Signed and Stamped
- Copy of valid Tax clearance Certificate.
- Copy of Certificate of incorporation.
- Proof of Past experience (Providing similar services).



- Signed letter confirming bidder 's compliance with requirements spelled out under "Instructions to Bidders" # 15 and 16 above, namely:
 - a. Age of quoted vehicles. Note that preference is for vehicles no more than 10 years old.
 - b. Who owns the vehicles proposed (include copy of vehicle registration). Note that If offeror is not the legal owner, a letter authorizing the offeror to commit the offered vehicles and associated terms is required.
 - c. Guarantee to replace defective vehicles within 24 hours of reporting.
 - d. Confirmation of acceptance Abt payment terms, which are net 30 days after completion of service.
 - e. Certified copy (one for each vehicle proposed) of vehicle registration certificate.
 - f. Certified copy of insurance certificate/Proof of insurance coverage

Award Criteria:

Award will be based on offer overall best value the following factors considered:

- a. Compliance with specifications (required documents) and RFP instructions
- b. Price and price related factors
- c. Past Performance (used to disqualify previous non- performing vendors)
_Experience Providing similar services.
- d. Payment terms.

If awarded, the following requirements shall apply:

1. All vehicles must be delivered to PMI Evolve office located at Plot NO N/D 2524, Off Mansa Road , Robby Compound.
2. All vehicles are to be delivered with **full tanks** of gas. If not, the fuel level willbe recorded and countersigned by the respective driver as acknowledgement. Upon completion of contract, vehicle will be handed over to the driver with the same amount of fuel as recorded at time of arrival.
3. Provision of a driver and all associated expenses such as per diem, accommodation, meals etc. shall be the responsibility of the vendor.
4. The vendor is aware that the PMI Evolve project will supply a vehicle logbook and fuel for vehicles during the operational spray campaign days. Hence, it is essential that all vehicles are equipped with functional speedometers and odometers to accurately track daily kilometers traveled.
5. Strict adherence to timetable/program for the spraying exercise as provided by the district. Any driver who is seen to be acting in an inappropriate



manner, for example, erratic driving, and discourteous treatment of pedestrians, refusing a reasonable and legitimate request will be dismissed and payments reduced for that day as appropriate.

6. Security, Maintenance, and other vehicle repairs will be under the responsibility of the Vendor/ Transport Company. The PMI Evolve Project requires that vendors must always be available to deal with any challenges or problems incurred with their vehicles. As time is of the essence during the campaign period. Should a vehicle have a breakdown or driver, or spare part need to be replaced. It must be done within 12hrs and with the Knowledge and approval of the PMI Evolve project.
7. At their own expense, the vendor must retrofit the rear compartment of any truck used by spray operators. This includes installing side hand bars around the periphery, sturdy benches along the middle and sides of the back pan and fitting a roll cage with a tent cover.
8. All drivers **MUST** have valid driver licenses.
9. All vehicles assigned to work on this contract must be equipped with
 - a. A fire extinguisher,
 - b. An international reflecting emergency-warning triangle, and
 - c. A set of tools appropriate to deal with standard vehicular emergencies.
9. All vehicles supplied under the contract shall have properly installed and functioning seatbelts for every passenger seat.
10. In each operation site, all vehicles that will be hired to transport spray operators will be required to have their vehicles inspected at the district before the award is offered and/allowed to provide services to Evolve post award, as applicable. It is compulsory to avail vehicles that will accommodate the number of personnel listed per district. Overloading will **NOT** be acceptable.
11. All vehicles supplied under the resultant contract must have a functioning spare tire and all required jacks and tools allowing a tire to be replaced by a driver in the field.
12. The vendor understands and acknowledges that if both drivers and vehicles supplied under the contract do not meet the above stated requirements or corrections are not immediately addressed (within no more than 24 hours), it will be grounds for termination of contract.
13. Finally, selected bidder shall bear full safety responsibility and risks for its staff while deployed to provide the services contracted in response to this bid; whether on site(s) or en-route to and from the site(s); and shall in no way hold Abt Associates or its affiliates liable for any adverse incidents while performing the contracted duties.



NOTES:

1. Abt Associates is an equal opportunity employer and strongly encourages female entrepreneurs to apply for this tender.
2. Vendors should be aware that the project is tax-exempt, so all quotations must be exclusive of VAT.
3. This RFP shall not be misconstrued to be a commitment on the part of Abt Associates to award any form of contract to any respondent nor shall it entitle any organization or individual to be reimbursed the costs preparing or delivering bids to Abt Associates.



APPENDIX A: BID SHEET

Supplier Name and Address: _____

RFP #: _____

Seq #	Description of service offered including vehicle description	Year of Manufacture	Service site/Location	Unit Daily Rate/Price (in ZMW)
1				
2				
3				
4				
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Taxes (specify type of tax and % as applicable)				
Other costs (specify type)				
Total daily cost				



ATTACHMENT A:

Abt Standard Purchase Order Terms and Conditions

1. defects in design, material, workmanship and shall operate in accordance **PRICES**. All prices are firm unless otherwise agreed in writing.
2. **EXTRA CHARGES**. No charges of any kind will be allowed unless specifically agreed to by Buyer in writing.
3. **CHANGES**. No modification of this order shall be binding on Buyer unless made by a formal purchase order document issued by Buyer.
4. **WARRANTIES**. Seller warrants that for a period of one-year goods shall be free from with the specifications. Buyer shall notify Seller of any failure to meet the foregoing warranties and Seller shall, at its sole expense, promptly repair or replace such defective goods.
5. **AGREEMENT AND MODIFICATION**. This order shall constitute the entire agreement between the parties, and no obligations not written in the agreement are binding upon them. No alteration of any of the provisions shall be binding, unless in writing and signed by the Buyer.
6. **SUB-CONTRACTING**. Seller shall not subcontract nor delegate performance called for under this Order without the prior written consent of Buyer.
7. **FORCE MAJEURE**. Any delay or failure of either party to perform its obligations hereunder shall be excused if caused by an event or occurrence beyond the reasonable control of the party and without its fault
– provided that written notice of such delay shall be given by the affected party to the other party within thirty (30) days.
During the period of such delay by Seller, the Buyer may purchase goods from other sources and reduce its schedule to Seller by quantities without liability to Buyer, or have Seller provide the goods from other sources in quantities requested by Buyer at the price set forth in this order.
8. **DELIVERY**. Except as hereinafter provided, delivery shall be made in accordance with the time stated on this Purchase Order and Buyer reserves the right to cancel the order if delivery is not made as specified.
When the Seller has reason to believe that deliveries will not be made as requested in Buyer's Purchase Order, the Seller shall provide written notice setting forth the cause and period of the anticipated delay.
9. **TERMINATION FOR CONVENIENCE**. The Buyer may terminate this contract by written notice in whole or in part, when it is in the best interest of the Buyer to do so. If this contract is so terminated, the Seller and the Buyer may agree upon the amount to be paid to the seller by reason of such termination.
10. **DEFAULT**. The Buyer may by written notice terminate all or any part of this contract:
 - If the Seller fails to make delivery of goods or perform services within the time specified, or
 - If the Seller fails to perform any other requirement of this contract and does not cure such failure within thirty (30) days after receipt of notice from the Buyer specifying such



failure.

- 11. LIABILITY FOR INJURY.** Seller shall indemnify Buyer against any liability for all personal injury and property damage caused by the Goods or Services performed by Seller.
- 12. NON-WAIVER.** The failure of Buyer to enforce any of the provisions does not waive these provisions nor the right of Buyer to enforce every provision.
- 13. APPLICABLE LAW AND FORUM.** This order shall be interpreted in accordance with, and shall be governed by the Laws of Malawi.
- 14. COMPLIANCE WITH LAWS.** Seller agrees to comply with the provisions of all present and future federal and local law or ordinance and all other rules, and regulations applicable to this order and its performance.
- 15. INVOICING.** After each shipment or service provided under this order, the Seller shall send a separate invoice. Payment of invoice shall not constitute acceptance of the Goods or Services and shall be subject to appropriate adjustment for failure of Seller to meet the requirements of this order. All invoices must reference an Abt Global Purchase Order number(s) to prevent delay in payment.
- 16. PAYMENT.** Abt Associates Inc. shall make payment to the vendor within 30 days of receiving, in good condition, all goods and services specified in the Purchase Order and a full and complete vendor invoice.
- 17. REMEDIES.** If any of the goods are found within a reasonable time after delivery to Buyer to be defective Buyer shall have the right to reject and return such goods at Seller's expense and deduct the cost from the Seller's invoice.



ATTACHMENT B : List of Exceptions
2024_RFP0002: -[your company name]

Line Item #	Exception(s) Explained
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ATTACHMENT C

Prime Contract Mandatory Flow Downs

(See Section Below)

Signature: _____ Date: _____

*****End of document*****

**Mandatory Federal Acquisition Regulation (FAR)
Flow-down Clauses for Commercial Items under
United States Government Prime Contracts**



This procurement, including Purchase Orders, Consulting Agreements, Subcontracts, Professional Services Agreements (hereinafter “Agreement” or “Award”) is issued to Vendor, Supplier, Consultant, or Subcontractor (hereinafter “Subcontractor”) in support of the performance of a federally funded Prime Contract, or Subcontract issued thereunder. This Agreement incorporates one or more clauses by reference, below, with the same force and effect as if they were given in full text. Upon request, the Abt Associates Subcontracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at <http://www.acquisition.gov>.

In addition to terms, conditions, and clauses incorporated by reference elsewhere in the Agreement, mandatory FAR clauses are hereby made a part of this Agreement by reference and are applicable to it with the following modifications:

Where necessary to make the language of the FAR clause applicable to the Agreement, the term “Contractor” shall mean “Supplier”, “Vendor”, “Consultant”, or “Subcontractor” as appropriate; the term “Contract” shall mean the “Purchase Order” “Consulting Agreement” or “Subcontract” as appropriate; the terms “Government,” “Covered Entity,” “Contracting Officer,” and equivalent terms and phrases shall mean “Abt Associates”.

The following instances are exceptions to the general rules as provided above:

1. Where it is clear, by the context of the provision itself or the conditions under which it is being applied, that the reference is intended to refer to the Government, its officers or agents, or the prime contractor specifically;
2. Where an explicit provision of the Agreement states a contrary intent;
3. Where access to proprietary financial information or other proprietary data is required; or
4. Where interpretation in accordance with the rules stated above would place the prime contractor in a position of violating the equivalent or related provisions of the Prime Contract whereas construction of the terms without modification would not.

Subcontractor shall incorporate these requirements into all lower-tier procurements to the extent required by the terms of the clauses.

No provision contained in a FAR clause shall be taken to imply any direct access on the part of the Subcontractor to the Disputes process as defined in the terms of Abt’s Prime Contract, but rather shall be governed by the “Disputes” provision included in this Agreement.

Clause	Title	Year	Applicability
52.203-13	Contractor Code of Business Ethics and Conduct	Nov 2021	Awards > \$6,000,000 with performance period > 120 days
52.203-16	Preventing Personal Conflicts of Interest	Jun 2020	Service Subcontracts (other than Construction) that exceed \$250,000 and require performance of acquisition functions closely associated with inherently government functions
52.203-19	Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements	Jan 2017	All Awards
52.204-2	Security Requirements	Mar 2021	All Awards involving access to classified information
52.204-9	Personal Identity Verification of Contractor Personnel	Jan 2011	All Awards where it is required to have routine physical access to a Federally-controlled facility and/or routine access to a Federally-controlled information system
52.204-10	Reporting Executive Compensation and First-Tier Subcontract Awards.	Jun 2020	Awards > \$30,000
52.204-21	Basic Safeguarding of Covered Contractor Information Systems	Nov 2021	All awards in which Subcontractor may have Federal contract information residing in or transition through its information systems

Clause	Title	Year	Applicability
52.204-23	Prohibition on Contracting for Hardware, Software, and Services Developed or Provided by Kaspersky Lab and Other Covered Entities	Nov 2021	All Awards
52.204-25	Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment	Nov 2021	All Awards
52.219-8	Utilization of Small Business Concerns	Oct 2018	Awards > \$750,000
52.222-21	Prohibition of Segregated Facilities	Apr 2015	Awards > \$10,000
52.222-26	Equal Opportunity	Sep 2016	Awards > \$10,000
52.222-35	Equal Opportunity for Veterans	Jun 2020	Awards > \$150,000
52.222-36	Equal Employment for Workers with Disabilities	Jun 2020	Awards > \$15,000
52.222-37	Employment Reports on Veterans	Jun 2020	Awards > \$150,000
52.222-40	Notification of Employee Rights Under the National Labor Relations Act	Dec 2010	Awards > \$10,000 performed in whole or in part in the United States
52.222-41	Service Contract Labor Standards	Aug 2018	All Awards subject to the Service Contract Labor Standards statute
52.222-50	Combating Trafficking in Persons	Nov 2021	Awards > \$550,000 for supplies, other than commercially available off-the-shelf items, acquired outside the United States, or services to be performed outside the United States.
52.222-54	Employment Eligibility Verification	Nov 2021	All Awards > \$3,500
52.222-55	Minimum Wages Under Executive Order 13658	Nov 2020	All Awards subject to the Service Contract Labor Standards statute, or the Wage Rate requirements (Construction) statute, and are to be performed in whole or in part in the United States
52.222-62	Paid Sick Leave Under Executive Order 13706	Jan 2017	All Awards subject to the Service Contract Labor Standards statute, or the Wage Rate requirements (Construction) statute, and are to be performed in whole or in part in the United States
52.223-99	Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors	Oct 2021	Awards >\$250k for services, including construction, performed in whole or in part within the United States or its outlying areas.
52.224-3	Privacy Training	Jan 2017	Review paragraph (f) of clause for applicability
52.225-13	Restrictions on Certain Foreign Purchases	Feb 2021	All Awards
52.225-26	Contractors Performing Private Security Functions Outside the U.S.	Oct 2016	Review paragraph (f) of clause for applicability
52.226-6	Promoting Excess Food Donation to Nonprofit Organizations	Jun 2020	>\$30,000 involving the provision, service, or sale of food
52.227-14	Rights in Data—General.	May 2014	All Awards
52.232-40	Providing Accelerated Payments to Small Business Subcontractors	Nov 2021	Awards to small business concerns
52.233-3	Protest After Award	Aug 1996	All Awards
52.236-13	Accident Prevention	Nov 1991	All Awards for construction, dismantling, demolition, or removal if improvements
52.242-15	Stop-Work Order	Aug 1989	All Awards
52.243-1	Changes Fixed-Price	Aug 1987	All Supplies

Clause	Title	Year	Applicability
52.243-1	Changes Fixed-Price, Alt I	Aug 1987	All Services
52.243-1	Changes Fixed-Price, Alt II	Aug 1987	All Supplies and Services
52.244-6	Subcontracts for Commercial Products and Commercial Services	Nov 2021	All Awards
52.245-1	Government Property	Sep 2021	All Awards when property is acquired, furnished, or provided
52.247-64	Preference for Privately Owned U.S. Flag Commercial Vessels	Nov 2021	All Awards
52.249-2	Termination for Convenience of the Government (Fixed Price)	Apr 2012	All Fixed Price Awards