**REQUEST FOR PROPOSALS (RFP)**

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| --- | --- |
| **RFP Number:** |  SI\_Gendev\_RFP\_01 |
| **Issuance Date:** | December 2, 2024 |
| **Deadline for Questions:** | December 6, 2024 , 5PM EST |
| **Deadline for Proposals:** |  December 15, 2024, 5PM EST |
| **Description:** | Provision of Secure Transportation Services |
| **For:**  | Gendev Institutional Support Contract (ISC) |
| **Funded By (Client):**  | United States Agency for International Development (USAID),Contract No. GS-00F-120DA/7200AA22M00006 |
| **Subcontracted By:** | Subcontracted by Social Impact, Implemented by Jefferson Solutions  |
| **Contact:** | Abigail Price, Project Manager, aprice@socialimpact.com |
| **Geographic Code:** |  937 |
| **Cooperating Country:** | Pakistan |

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# Background

Social Impact (SI) is a Washington, DC-area international development management consulting firm. SI’s mission is to improve the effectiveness of international development programs to improve people’s lives. SI provides a full range of management consulting, technical assistance, and training services to strengthen international development programs, organizations, and policies. SI provides services globally in the areas of monitoring and evaluation, strategic planning, project, and program design, organizational capacity building, and gender and social analysis. SI services crosscut all development sectors including democracy and governance, health and education, the environment, and economic growth. SI’s clients include US government agencies such as USAID, the Millennium Challenge Corporation, and the US Department of State; bilateral donors; multilateral development banks; foundations; and non-profits.

SI’s official home page is: <http://www.socialimpact.com/>

SI is currently a Subcontractor on the Gender Equality and Women’s Empowerment Hub (GenDev) for Institutional Support Project (the “Project”), Primed by Jefferson Solutions primarily in the United States with funding from USAID. The goal of the Project is to engage subject matter experts and technical expertise to support efforts related to gender integration and equality. The purpose of this RFP is to solicit quotations from qualified security firms to provide secure transportation services for personnel in Islamabad, Pakistan. The selected vendor will ensure safe and reliable movement, adhering to industry best practices and security protocols.

# Scope of Work

The detailed Scope of Work is attached in Annex A of this RFP.

# Submission Instructions

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

## **Questions**

Questions regarding the technical or administrative requirements of this RFP may be submitted by the deadline and to the contact specified on page 1. Questions must be submitted in writing; **phone calls will not be accepted**. Questions and requests for clarification—and the responses thereto—that SI believes may be of interest to other offerors will be circulated to all RFP recipients who have indicated an interest in bidding.

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

## **Proposal Deadline and Protocol**

Proposals must be received no later than the deadline and to the contact specified on page 1. Please reference the RFP number in any response to this RFP. Proposals received after the specified time and date will be considered late and may be considered only at the discretion of SI.

## **Eligibility**

By submitting a proposal 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. SI will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.

## **Proposals**

Offerors must submit the following as part of their proposal:

## Detailed quotation outlining:

## Per trip cost for two airport transfers.

## Daily rates for in-city secure transportation within Islamabad for approximately 11 days.

## Optional services such as close protection or enhanced vehicle specifications.

## Description of security protocols, vehicle specifications, and personnel qualifications.

## Sample risk assessment methodology and incident response plan.

## **Financial Proposals and Notes**

Offeror must submit a complete price/cost proposal **in Excel**, clearly identifying any taxes or fees. Offeror must submit budget notes accompanying the financial proposal.

Proposals must be priced on a fixed unit price all-inclusive basis, including delivery and all other costs. Pricing must be presented in USD

# Evaluation and Award

An award may be made to one or more responsible offeror(s) who follow the RFP instructions, meet the eligibility requirements, and is selected via a trade-off analysis judged to offer best value based on application of the following evaluation criteria:

|  |  |
| --- | --- |
| **Points** | **Evaluation Criteria** |
| Staffing  |
| 30 points | Qualifications of Key Personnel |
| Corporate Capabilities, Experience, and Past Performance  |
| 10 points | Quality and reliability of vehicles |
| 10 points | Experience in providing secure transportation in similar contexts. |
| 10 points | Past Performance and References |
| 10 points | Corporate Capabilities & Compliance with security industry standards. |
| Cost/Price |
| 30 Points | Proposed price/cost |
| **Maximum Points: 100** |

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

# Terms and Conditions

## **Offer Validity**

Offers must remain valid for not less than ninety (90) calendar days after the offer deadline.

## **Best Offer Proposals**

Best-offer proposals are requested. It is anticipated that award will be made solely based on these original proposals. However, SI reserves the right to conduct negotiations with and/or request clarifications from any offeror prior to award.

## **Taxes and VAT**

The agreement under which this procurement is financed is not exempt from the payment of taxes, VAT, tariffs, duties, or other levies imposed by any laws in effect in the Cooperating Country.  Therefore, offerors must include taxes, VAT, charges, tariffs, duties and levies in accordance with the laws of the Cooperating Country.

## **Source and Nationality**

All goods and 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](https://www.gpo.gov/fdsys/pkg/CFR-2015-title22-vol1/pdf/CFR-2015-title22-vol1-part228.pdf). The cooperating country for this RFP is specified on the cover page of this RFP.

Offerors may not offer or supply any commodities or services that are manufactured or assembled in, shipped from, transported through, or otherwise involving any countries which are deemed ineligible by the US Government.

## **Prohibition of Terrorism**

In addition, Offerors understand that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the offerors to ensure compliance with these Executive Orders and laws.

## **Payment Terms**

SI’s standard payment terms are net 30 days after receipt and acceptance of an approved invoice, and submission of deliverables if applicable. Payment will only be issued to the entity submitting the offer in response to this RFP and identified in the resulting award; payment will not be issued to a third party.

## **Additional Terms and Conditions**

This is an RFP only. Issuance of this RFP does not in any way obligate SI or its client to make an award, nor does it commit SI or its client to pay for costs incurred in the preparation and submission of a proposal.

By submitting a response to this RFP, the offeror understands that SI’s client is not a party to this solicitation and the offeror agrees that any protest hereunder must be presented—in writing with full explanations—to SI for consideration, as SI’s client will not consider protests regarding procurements carried out by implementing partners. SI, at its sole discretion, will make a final decision on the protest for this procurement.

This solicitation is subject to SI’s 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.

SI may cancel this RFP at any time.

# Annex A: Scope of Work

**Scope of Work: Secure Transportation Services:**

**Service Requirements**

**1. Secure Airport Transfers**

* **Arrival and Departure Coverage:**
	+ Meet travelers in the terminal, preferably with a sign displaying names and send credentials ahead of time for travelers to easily identify assigned transportation personnel.
	+ Provide secure transportation for airport pickups and drop-offs at Islamabad International Airport.
	+ Ensure timely coordination with flight schedules, including contingencies for delays.
	+ Provide confirmation that travelers have safely arrived at the hotel at the start of the trip and safely arrived at the airport at the end of the trip to an identified SI point of contact via WhatsApp or email.
* **Operational Details:**
	+ Deploy security-trained drivers familiar with threat assessment and evasive driving techniques.
	+ Use vehicles with appropriate security measures (e.g., tinted windows, reinforced body panels, GPS tracking).
	+ Provide real-time communication updates to designated personnel during transit.

**2. Secure In-City Movement**

* **Movement within Islamabad:**
	+ Facilitate secure transportation for scheduled and unscheduled movements within Islamabad.
	+ Provide route planning based on threat intelligence to avoid high-risk areas.
* **Operational Details:**
	+ Ensure vehicles are equipped with safety features, including first aid kits and panic buttons.
	+ Maintain a low-profile or high-profile presence based on the assessed threat level and client requirements.
	+ Drivers must be trained in defensive driving, situational awareness, and emergency response.
* **Accompaniment (Optional):**
	+ Provide close protection officers (armed or unarmed) to accompany personnel, if required.
	+ Ensure protection staff have prior experience in similar security operations.

**Additional Requirements**

* **Pre-Movement Planning:**
	+ Conduct a risk assessment for all scheduled movements.
	+ Provide an itinerary review and security brief for personnel upon arrival in Islamabad prior to all daily movements, as needed.
* **Communication Protocols:**
	+ Ensure 24/7 communication with an operations control room to monitor vehicle movement.
	+ Provide emergency contact numbers and rapid response capability in case of incidents.
	+ Communicate with SI security focal points on a daily basis any challenges, logistics, and upcoming vehicle movement.
* **Compliance and Credentials:**
	+ Firm must be licensed and compliant with local laws and regulations for providing security services.
	+ Submit proof of vehicle maintenance and driver background checks as part of the proposal.

# Annex B: Past Performance

1. Describe your experience relevant to this RFP or similar activities:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Description of Activities** | **Period of Performance** | **Location** | **Client Name** | **Total Contract Value**  |
| 1 |   |  |   |   |   |
| 2 |   |  |   |   |   |
| 3 |   |  |   |   |   |
|  |  Add additional rows as needed |  |   |   |   |

1. Provide names of references and specify your consent authorizing SI to reach out to references:

|  |  |  |  |
| --- | --- | --- | --- |
| # | **Reference Name** | **Reference Contact Information**  | **Relevance of the Reference to this RFP (how the reference is known to offeror)** |
| 1 |   |  |   |
| 2 |   |  |   |
| 3 |   |  |   |
|  |  Add additional rows as needed |  |   |

*Company Letterhead*

**Evidence of Responsibility**

*Company Name*

*Company Name* (hereinafter “Company”)makes the following statements with respect to Contractor Responsibility:

1. Company has adequate financial resources to perform the contract, or the ability to obtain them;
2. Company is able to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments;
3. Company has a satisfactory performance record;
4. Company has a satisfactory record of integrity and business ethics;
5. Company has the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them (including, as appropriate, such elements as production control procedures, property control systems, quality assurance measures, and safety programs applicable to materials to be produced or services to be performed by the prospective contractor and subcontractors);
6. Company has the necessary production, construction, and technical equipment and facilities, or the ability to obtain them; and
7. Company is qualified and eligible to receive an award under applicable laws and regulations.

I declare under penalty of perjury that the foregoing is true and correct.

*Signature*

*Name*

*Title*

*Company Name*