

PATH/DRC Request for Quotations (RFQ)

Of Relocation/Moving Services

No. 021/04/2019

RFQ Number: **No. 021/04/2019**
Issuance Date: **April 25, 2018**
Deadline for Offers: **April 30, 2018 at 16:00**
Description: **Relocation Services for Office Premises**
For: **PATH/DRC**
Point of Contact: **Procurement Department**

Section 1: Instructions to Offerors

1. **Introduction:**

PATH is relocating its project office from **Immeuble Kavali II, No. 10/13, Avenue Mutombo Katshi, commune de la Gombe/Kinshasa** to the **Matrix Building, Fifth Floor, Boulevard du 30 Juin, Commune de la Gombe, Kinshasa, DRC**. Therefore, PATH/DRC is seeking quotations from qualified and experienced movers or logistics companies specializing in relocation from its current offices and to its new office location. The relocation will include preparation of and moving of but not limited to 1. office equipment, furniture, computer equipment, Office files, and general office items and the 2. Secure transportation, and the installation or placement as directed of fixtures, furniture IT equipment and general office items such as file cabinets and filing boxes at the new premises.

2. **Offer Deadline and Protocol:** Offers must be received no later than 16:00 PM Kinshasa time on April 30, 2019 by either hard or soft copy delivery to the PATH/DRC office with subject line **RFQ No. 021/04/2019– Relocation Services for Office Premises** at the following address:

PATH DRC COUNTRY PROGRAM
Immeuble Kavali II,
No. 10/13
Avenue Mutombo Katshi,
Kinshasa/Gombe
Kinshasa, DRC

For soft copy submission: drc.procurement@path.org

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

3. **Questions:** All interested parties who meet the criteria cited under **Section 1.11 – Evaluation and Award** are instructed to send a request by 16:00, April 25, 2019 at drcprocurement@path.org with a subject line **Site Visit Request: RFQ No. 021/04/2019X Relocation Services for Office Premises**. Technical questions shall be answered during the site visit. Only written requests will be accepted, phone calls will not be accepted. There will be a site visit certificate provided to the surveyor.
4. **Specifications:** Section 3 contains the technical details of the required services.

Please note that, unless otherwise indicated, stated brand names or models are for illustrative

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description only. An equivalent substitute, as determined by the specifications, is acceptable.

5. **Quotations:** Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including Boxing, preparation to move of items and removal services, delivery, installation, transportation, taxes and all other costs. Pricing must be presented in United States Dollar (USD). Offers must remain valid for not less than forty-five (45) calendar days after the offer deadline. Offerors are requested to provide quotations on official letterhead or format; in the event this is not possible, offerors may complete the table in Section 3.

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

- Organizations responding to this RFQ are requested to submit a copy of their official current business license for the services being requested in this RFQ and a current tax payment record through March 2019
 - Banking information for the company such as but not limited to the RCCM, Bank Accounts
 - Sales Revenue for the past 5 years of operations (2013, 14, 15,16, and 17) in the DRC
 - Organizations responding to this RFQ are requested to submit their company profile,
 - List of clients, points of contacts, value of relocation service by client for the period of January 2015 through March 2019.
6. **Delivery:** The vendor will relocate the office premises from from **Immeuble Kavali II, No. 10/13, Avenue Mutombo Katshi, commune de la Gombe/Kinshasa** to the **Matrix Building, Fifth Floor, Boulevard du 30 Juin, Commune de la Gombe, Kinshasa, DRC** as per SOW in section 3. 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 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:**
- 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: Burma (Myanmar), Cuba, Iran, North Korea, (North) Sudan, Syria.
8. **Warranty:** The offeror must provide warranty for the safe relocation of all office assets and their placement at the new premises.
9. **Taxes and VAT:** PATH/DRC is not exempt at this time from cooperating country taxes, duties, and VAT.
10. **Eligibility:** By submitting an offer in response to this RFQ, the offeror certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the U.S. Government. PATH/DRC and PATH will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.
11. **Evaluation and Award:** The award will be made to a responsible offeror whose offer follows the RFQ instructions, provides the service in Section 3, and is **best quality, lowest priced and technically acceptable**. In order to be considered technically acceptable, the offeror must meet the following stated criteria.

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- Past experience of at least 5 years in corporate moving and relocation support services
- Verifiable list of similar nature assignments under taken for the corporate sector (offerors may be requested to provide references or copies of prior purchase orders as proof)

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. PATH 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, PATH/DRC reserves the right to conduct any of the following:

- PATH/DRC may conduct negotiations with and/or request clarifications from any offeror prior to award.

Please note that in submitting a response to this RFQ, the offeror understands that PATH/DRC is the primary sponsor to this solicitation and the offeror agrees that any protest hereunder must be presented—in writing with full explanations—to PATH/DRC for consideration. PATH at its sole discretion, will make a final decision on the protest for this procurement.

12. **Terms and Conditions:** This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate PATH/DRC 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 PATH/DRC 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) PATH/DRC’s standard payment terms are net 30 days after receipt and acceptance of any commodities or service 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 fixed price subcontract.
 - (c) No commodities or services may be supplied that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Burma (Myanmar), Cuba, Iran, North Korea, (North) Sudan, Syria.
 - (d) Any international air or ocean transportation or shipping carried out under any award resulting from this RFQ must take place on U.S.-flag carriers/vessels.
 - (e) United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The supplier under any award resulting from this RFQ must ensure compliance with these laws.
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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:

- Cover letter, signed by an authorized representative of the offeror (see Section 4 for template)
- Official quotation, including specifications of offered services (see Section 3 for example format)
- Copy of current offeror's registration or current business license (see Section 1.5 for more details)
- Current official Tax Payment Record
- RCCM
- National ID
- Sales Revenue for the period of 2014 – 2018 (by year)
- Company profile of offeror demonstrating 5 years of prior experience in corporate relocation support
- List of similar nature assignments



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Section 3: Description and Specifications

The table below contains the technical requirements of the commodities/services. Offerors are requested to provide quotations containing the information below on official letterhead or official quotation format. In the event this is not possible, offerors may complete this Section 3 and submit a signed/stamped version to PATH/DRC.

Line Item	Required Description and Specifications	Qty	Items and Specifications Offered	Unit Price USD	Total Price
1	<ul style="list-style-type: none"> a. numbering system and color codes for boxing, outgoing and incoming site identification for boxes and items being transferred to the new office site b. Monitoring/supervision of implementation of the numbering and color coding. 				
2	<ul style="list-style-type: none"> a. dismantling of Desks and conference tables and other office furniture as necessary, b. preparation of desks and conference tables for transport, c. Preparation of copiers and printers for Transport, d. boxing and identification of files e. boxing of Office Supplies and kitchen supplies f. Preparation to transport equipment, Office furniture including desk and visitor chairs, display cabinets, lights, floor fans, office filing cabinets, water stations, wall panels, audio video equipment, white 				



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	boards, projector screens, computer equipment and laptops/desktops.				
2	Secure transportation of the items in No. 2 above that includes sensitive electronic equipment,				
3	Placement and installation of items in No. 2 above as supervised by PATH/DRC move coordinators.				
4	Provision of Boxing material, tape, and pens for staff to box files, close the boxes and identify them by number and color code				
Subtotal:					
Other Costs (Describe: _____) :					
Applicable VAT rate (required for tax exemption purposes):					
GRAND TOTAL (USD):					

Offerors are requested to arrange a site visit in accordance with Section 1.3 – Questions of this RFQ in order to provide accurate and realistic quotations.

A. Total relocation time (after receipt of order): _____ calendar days

B. Total Supplier staffing/teams (after receipt of order): _____

i. Supervisors: _____

ii. Laborers: _____

C. Total Trucks/Vehicles to be made available: _____

Types: _____

D. Total hand equipment to be made available: _____

i. Hand Carts: _____

ii. Banding equipment: _____

iii. Other: _____

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Warranty offered for safe and satisfactory relocation of office assets? Yes/No

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: DRC Procurement
Reference: RFQ No. 021/04/2019 – Relocation 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 USG regulations.

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

- We have no close, familial, or financial relationships with any PATH/DRC staff, PATH staff or the PATH 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 PATH 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, Website, Email: _____

Company Registration or Taxpayer ID Number: _____

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

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

