



REQUEST FOR QUOTATION (RFQ)

Solicitation Number and Date:	72066820Q00003 EXO- VEH MAINT, July 23, 2020
Subject:	Vehicle Maintenance Services_2021
Issuance Date:	July 24, 2020
Issuing Office/Section:	USAID South Sudan/Executive Office
Closing date for receipt of questions:	August 5, 2020, 16:00 (South Sudan Time)
Closing date for receipt of quotations:	August 21, 2020, 16:00 (South Sudan Time)
Type of Award:	FIXED FIRM PRICE
Basis for Award:	Soliciting competition, evaluation of quotations or offers, award and documentation [FAR Part 13.106, FAR 5.102 (a)(5)(iii)], AIDAR 706.302-70(b)(2).

Description of Requirements

The United States Government, represented by the U.S. Agency for International Development (USAID), invites qualified companies/individuals to submit quotations for the services specified below to support the operations of USAID/South Sudan in Juba.

Submission of quotations shall be delivered in a sealed bid envelope by the time specified above with the relevant information for this procurement. Bidding documents shall be sent/delivered to: US Embassy Reception. Kololo Street/Juba Na Bari)

Late or incomplete submissions will not be accepted. The award of a contract hereunder is subject to the availability of funds.

Any questions regarding this RFQ should be sent to <jubaprocurments@usaid.gov>. Issuance of this RFQ does not constitute an award or commitment on the part of the U.S. Government (USG), nor does it commit the USG to pay for costs incurred in the preparation and submission of a quotation.

DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK

PURPOSE

The purpose of this RFQ is for the successful bidder to provide vehicle maintenance services for the entire U.S. Mission vehicle fleet in Juba, South Sudan under a contract with the United States Agency for International Development (USAID), South Sudan. The name of the contract will be “Vehicle Maintenance Services Purchase Order”.

Terms of Contract:

The contract will be for a period of one Base year with 4 Option years effective from the date of the award.



STATEMENT OF WORK

Description of Services: Working as a service provider to the General Services Office in USAID's Executive Office (EXO) the successful bidder will be responsible for providing vehicle maintenance as described herein in accordance with the terms and conditions of this vehicle maintenance services.

BACKGROUND:

The United States Agency for International Development (USAID) manages vehicle maintenance for 82 USG vehicles in Juba, South Sudan. The fleet consists mostly of Toyota armored diesel fuel SUVs but also includes 2 lift booms/telehandlers (Caterpillar and JLG), 2 Forklifts and 5 utility trucks that will require maintenance under this contract.

The successful vendor must have a professional vehicle maintenance workshop within Juba, South Sudan. Additionally, the vendor must have the ability to efficiently source genuine vehicle spare parts.

The vendor must have a current certificate of incorporation allowing them to do business in South Sudan and must have all current required host country registration certifications.

This purchase order establishes the relationship between the successful bidder and USAID for the purpose of providing vehicle maintenance services as described herein and provides the operating requirements, which follow, establishing the specifications and performance requirements expected of the successful bidder.

Specific Duties and Responsibilities of the Successful bidder

DELIVERABLES:

The vendor shall have a commercial vehicle shop with diagnostics equipment for vehicles/equipment manufactured by or and for use in Caterpillar, JLG, Yale, Hino, Isuzu, Toyota, Nissan and Mitsubishi.

The vendor shall accept to use USG supplied vehicle parts when provided without additional charge beyond the agreed labor charge. Supplied parts include parts for auto electrics, cannibalized body parts and transmission system parts.

The vendor shall source and use only genuine spare parts for all maintenance and repairs.

The US government sets priorities for its equipment/vehicles.

Bidding Dossier:

1. A price list on company stationery or letterhead signed as an original copy as outlined below. The price list, at a minimum, will include the flat rate prices for providing the following services as well as the labor rate per hour for all other repairs or work performed:

- a) Standard routine service of armored or unarmored regular sized vehicles such as a Toyota Land Cruiser. Full service of vehicle shall include:
- b) Hourly labor rate for body repair including painting. Price does not include cost of parts and supplies.
- c) Hourly labor rate for non-preventive maintenance repairs. Rate does not include the cost of any parts or supplies.
- d) Sample price list.



- e) Demonstrated expertise in maintenance of Toyota manufactured vehicles and other models.
- f) Company certificate of incorporation.

- g) USAID is a US Government Agency and Federal rules require that companies obtain a DUNS (Data Universal Numbering System) number and register with [SAM.gov](https://sam.gov) before doing business with the US Government.

Selection Criteria:

- A) Comprehensiveness and reasonableness of prices for labor and parts (40%)
- B) Demonstrated expertise in its ability to maintain Toyota manufactured vehicles with original parts (40%)
- C) Demonstrated Customer Service standards/ability to provide timely repairs (10%)
- D) Emergency Repair/Towing capacity (10%)

All interested parties must submit by **August 21, 2020, 12:00 (South Sudan Time)** a detailed maintenance proposal based on the provided inventory of vehicles addressing all selection criteria as stated above.

A technical review committee will conduct an analysis of part prices and required labor and labor rates based on whether they are realistic, fair and reasonable in relation with the Independent Government Cost Estimate.

The Contracting Officer may require offerors to clarify proposal/quotations. Upon successful negotiations with the offeror, a fixed-price Purchase Order will be used to procure the services, and the total payment made upon acceptance of deliverables and within 30 days of receipt of invoice.