



Solicitation
Request for Quotation (RFQ)

Dear Prospective Quoter:

Request for Quotation (RFQ): USAID/West Africa – Facility Services (Packing, Transport & Storage).

The United States Government, represented by the USAID, through the Ghana and West/Africa Mission in Accra, Ghana, is seeking quotations as per the below detailed Statement of Work (SOW) from a qualified contractor to provide professional services to management, supervision, required labor, moving supplies and equipment to a designated storage facility during contract performance period.

You are hereby invited to submit a quotation.

Basis for Award:

The Mission intends to award a purchase order to the responsible contractor (based on required registrations, compliance, past performance, price, and technical related factors) submitting an acceptable quotation at the lowest price technically acceptable (LPTA). The Mission may award a purchase order depending on the results of the solicitation and may award a contract without holding discussions with the Offeror should the quotation conform to the specifications outlined in this RFQ. The Government, however, reserves the right to conduct discussions, if later determined by the Contracting Officer to do so.

Mode & Date of Submission:

Please read the RFQ carefully, and if you are interested, submit your quotation in Ghanaian Cedis via email (electronically) including the completed Vendor Request Form accraaidprocurementdl@usaid.gov on or before **Thursday, September 16, 2024 at or before 12.30hrs GMT**. Please note to submit your proposal in two parts: **Technical Proposal** and **Pricing Proposal**.

To help you submit a complete and accurate quote, a site visit will be held on September 9, 2024, at 10:30hrs GMT, please submit the names of the designated officials assigned to represent your company to process security access clearances ahead of time.

Registration Certification: All contractors must be registered in the System for Award Management (SAM) (<https://www.sam.gov>) and should have obtained a UEI number in order to conduct business with the U.S. Government.

Place of Performance:

The required services and administration activities shall take place in Accra, Ghana.

Payment Method:

The contractor shall be paid under monthly basis for the required services till the end of the contract period of performance in Ghana Cedis by Electronic Funds Transfer (EFT) on satisfactory completion or full performance of the award, inspection and acceptance of actual deliverables by the USAID Point of Contact (POC), and submission of a valid final invoice with supporting documents and a copy of the signed Purchase Order to Mission's payment section through: accrapayments@usaid.gov



**STATEMENT OF WORK (SOW)
FOR PACKING, TRANSPORTING AND STORING
USAID OFFICE FURNITURE AND EQUIPMENT**

1. GENERAL PURPOSE

The purpose of this Statement of Work (SOW) outlines the requirements for packing, handling, transporting and storage services for a variety of USAID office items in a weatherproof and climate-controlled storage facility for one year with option to extend for additional six months or one year if determined by the Contracting Officer to do so based on funds availability and need. The Contractor must possess the appropriate expertise and capabilities to orderly and efficiently pack, transport and store required office and IT equipment, furniture, and electrical gadgets.

The Contractor shall provide all management, supervision, labor, moving supplies and equipment to assure effective performance of all Services described herein. **The Contractor must not perform any work outside the scope of this contract. Any work requested to be performed outside the scope must be approved in advance by the Contracting Officer (CO) in writing.**

2. SCOPE OF WORK

The contractor shall be required to provide all services in accordance with the requirements as listed in this scope of work with the following deliverables. The evaluation criteria will be based on the feedback on packing, transporting, storing, past performance, certification, capabilities and compliance with required registrations (SAM and UEI).

a. General Deliverable

- Conduct a joint inventory and assessment of all furniture and equipment to be packed with designated USAID personnel.
- Maintain an inventory list of all items stored, including their condition at the time of packing.
- Storage facility shall always be accessible to USAID personnel (24/7 accessibility).
- Provide the following boxes for individual packing:
 - Large: 20"L x 20"W x 15"H
 - Medium: 18"L x 14"W x 12"H
 - Small: 16"L x 10"W x 10"H
- The period of this contract shall be one year with option to extend for addition six to 12 months.

b. Packing And Moving Services

This service includes the preparation, transportation, and relocation of equipment, furniture, files and other miscellaneous office content (Property). The contractor must possess the appropriate expertise to orderly and efficiently prepare and transport all the office furniture and equipment which includes, not limited to, the following: Sofas, ergonomic chairs; paintings/portraits, refrigerators, cabinets, printers, tonners, computer desks, tables, and Other miscellaneous office equipment and supplies.

1) Packing:

The contractor shall provide all necessary packing materials, including:

- Bubble wrap
- Packing paper
- Boxes (various sizes)
- Tape
- Furniture blankets
- Stretch wrap



- Carefully wrap and pack sensitive equipment (e.g., computers, printers) to prevent damage.
- Disassemble larger furniture items (e.g., desks, cabinets) as needed for safe transport.
- Label all boxes and items clearly for easy identification.

2) **Moving (Transportation).** Develop a detailed transportation plan which shall including:

- Delivery timeline for moving activities
- Scheduled Routes to be taken to minimize delays
- Contingency plans for potential issues (e.g., traffic, weather)
- Provide suitable vehicles equipped with straps and padding to secure safety of items during transits.
- All personnel involved in transportation must be professionally trained in handling office furniture and equipment to ensure safety and to prevent damages.

3. STORAGE SERVICES

This shall include storing and returning US Government properties of the USAID office furniture and equipment as specified in the SOW. All USAID property must be stored in a secured facility, weatherproof, free from rodents, safe from mold and mildew, well-lit facility for easy viewing of stored contents, and clear access for USAID personnel. In addition, all USAID property must be stored separate and secured from other customers' property, if this is a shared location (facility).

a) Storage Facility Requirements:

- Size: 500 to 600 sqft
- Climate controlled
- Availability of CCTV Cameras
- Provision of 24/7 Security guards services
- Free from rodents
- Safe from mold and mildew
- Proper and adequate lighting system
- USAID property must be stored separate and secure from the property of other customers (if shared facility).
- The storage facility should not be more than 45 minutes' drive from the US Embassy
- Organize items for optimal space utilization and easy access.

4. MOVING SUPPLIES

This service category includes providing packing supplies and equipment which the Contractor may offer, to be used to prepare property for moving. These materials shall include, but not limited to, boxes, various types of tape, bubble wrap, dollies and other related support services in this direction.

a) Return Of Items

After the storage period, the contractor must return all the stored items to the embassy in good working and useable conditions, as they were prior to storage.

b) Damages

This applies to damages caused by the Contractor at any given time while performing contracted services (during transport, storage, packing, moving, etc.). The contractor shall be fully liable for any damages to USAID property.

c) Deliverables

- Inventory Lists: A comprehensive inventory list of all required items packed and stored.



- Packing Documentation: Documentation detailing the packing process, including photographs of packed items.
- Transportation Schedule: A timeline outlining the transportation process, including pick-up and drop-off times.
- Storage Agreement: A formal agreement with the storage facility, including terms and conditions.
- Returning Items: The items must be returned to the Embassy in good condition at the end of the storage period.

5. PERIOD OF PERFORMANCE

The mission intends to award this under a one year period of performance with an option to extend services for six months or one year if determined by the Contracting Officer to do so based on funds availability and need of the US Government.

6. REPORTING RELATIONSHIPS

a) USAID Point of Contact (COR) - After award of contract, the contractor will work independently and will collaborate closely with the identified Contracting Officer's Representative (COR) Douglas Karboni at dkarboni@usaid.gov with alternate personnel; Alex Mwangagbo at amwagagbo@usaid.gov, will both be responsible for the administration and technical support services if awarded this contract.

Please Note - This is a request for quote and does not constitute an award. The US Government is under no obligation to make an award out of this solicitation (RFQ) and will not be liable for any other cost incurred in preparing of quotation to this solicitation.

Approved By:

Michael Fritz
Senior Executive Officer (REXO/CO)