



*Embassy of the United States of America
General Services Office
Yaounde, Cameroon*

SCOPE OF WORK

Product/service required: Vehicle rental services

Detailed Description:

The US Embassy is seeking a qualified contractor to provide passenger transportation services including vehicles (10) with drivers for the CDC office team located in Yaounde between September 14 through September 27, 2014.

The purpose of this firm fixed price contract is to transport several teams to conduct field work in the Northwest and Southwest regions and attend meetings in Yaounde. The Contractor shall be in charge of providing 4 x 4 vehicles that drive through unpaved, remote and muddy roads and the workforce that will be responsible for transporting teams consisting of 3-4 persons each (42 people total) to conduct independent field work and attend meetings in the following regions and districts:

Southwest: Kumba, Tiko, Buea, Muyuka

Northwest: Bamenda, Wum, Kumbo East, Kumbo West, Fundong

Centre: Yaounde

(See detailed schedule on pages 3, 4 and 5)

Each team will require two vehicles (and drivers) to safely transport between 3-4 personnel each. The vendor will be required to cover a workload of 9 hours minimum each day with a half hour off for lunch break including all associated costs (fuel, driver lodging and feeding, toll gates, insurance etc.).

Pricing information:

Item Number	Description	Unit	Total Est. Amount
01	Team 1 SUV with driver	Daily	
02	Team 2 SUV with driver	Daily	
03	Team 3 SUV with driver	Daily	
04	Team 4 SUV with driver	Daily	
05	Team 5 SUV with driver	Daily	
VAT if any			
Total			

The above daily rates with driver shall include all the costs necessary to accomplish the work as required by this contract, including all managerial cost, administrative cost, vehicles, drivers, communication equipment, and all vehicle operation expenses, including but not limited to fuel, oil and all other maintenance such vehicles. They also include the necessary passenger insurance.

Project Manager;

The Contractor shall designate a Project Manager who shall be the Contractor's point of contact. The Project Manager shall be responsible for managing the Contractor's work under this contract ensuring a smooth and effective operation. The Contractor's Project Manager's name and telephone number should be included in the quotation.

Personnel;

The Contractor shall provide qualified drivers for each vehicle specified in this contract. Drivers employed to perform services shall be experienced and competent in the performance of such services, and shall possess the appropriate license and insurance. The Contractor shall provide the Government all information required for drivers with any licenses required to provide services under this contract.

Standards. Each driver shall meet minimum standards including:

- a. English skills - have a good working level of English language skills
- b. Local knowledge - Be completely familiar with local areas; at any given time, know alternate routes should primary route be impassable or otherwise not the best alternative
- c. Licenses – Possess a valid driver's license

Other instructions;

Each offer must consist of the following:

A.1. Pricing information

A.2. Information demonstrating the offeror's/quoter's ability to perform, including:

(1) Name of a Project Manager (or other liaison to the Embassy) who understands written and spoken English;

(2) Evidence that the offeror/quoter operates an established business with a permanent address and telephone listing;

(3) List of clients over the past three (3) years, demonstrating prior experience with relevant past performance information and references (provide dates of contracts, places of performance, value of contracts, contact names, telephone and fax numbers and email addresses). If the offeror has not performed comparable services in Cameroon then the offeror shall provide its international experience. Offerors are advised that the past performance information requested above may be discussed with

the client's contact person. In addition, the client's contact person may be asked to comment on the offeror's:

- Quality of services provided under the contract;
- Compliance with contract terms and conditions;
- Effectiveness of management;
- Willingness to cooperate with and assist the customer in routine matters, and when confronted by unexpected difficulties; and
- Business integrity / business conduct.

The Government will use past performance information primarily to assess an offeror's capability to meet the solicitation performance requirements, including the relevance and successful performance of the offeror's work experience. The Government may also use this data to evaluate the credibility of the offeror's proposal. In addition, the Contracting Officer may use past performance information in making a determination of responsibility.

(4) Evidence that the offeror/quoter can provide the necessary personnel, equipment, and financial resources needed to perform the work;

(5) The offeror shall address its plan to obtain all licenses and permits required by local law (see DOSAR 652.242-73 in Section 2). If offeror already possesses the locally required licenses and permits, a copy shall be provided.

(6) A statement that the Contractor will get the required insurance, and the name of the insurance provider to be used.

Detailed work schedule:

DATE	TEAM 1	TEAM 2	TEAM 3	TEAM 4	TEAM 5	COMMENTS
Sun, Sep 14	CDC-CM drive to Buea via Douala					Drivers: Hotel: Chariot (Buea)
Mon, Sep 15	Training at CBC Complex					Hotel: Chariot (Buea)
Tues, Sep 16	Training at CBC Complex					Hotel: Chariot (Buea)
Wed, Sep 17	HF1: Kumba PGH (B+) Hotel: Vianello (Kumba)	HF2: Kumba DH (B+) Hotel: Vianello (Kumba)	HF3: Kumba Urban Hotel: Vianello (Kumba)	HF5: BHM Mbingo Hotel: Chariot (Buea)	HF7: Buea RH Hotel: Chariot (Buea)	
Thurs, Sep 18	HF1: Kumba PGH (B+)	HF2: Kumba DH (B+)	HF3: Kumba Urban	HF5: BHM Mbingo	HF7: Buea RH	Hotel: Chariot (Buea)
Fri, Sep 19	Reporting and debriefing site visit experience at CBC Complex Departure for Dana Duncan from DLA; Day use at Djeuga ; Flight No: DL 8489 at 23:05 (CDC Driver to drop off in DLA)					Hotel: Chariot (Buea)
Sat, Sep 20	Hotel: Chariot (Buea)	Travel to NW Hotel: Azam (Bamenda)				
Sun, Sep 21	Resting day					

Mon, Sep 22	HF4: Cath Fiango (B+) Hotel: Chariot (Buea)	Travel to Kumbo Hotel: Fomo	Travel to Kumbo Hotel: Fomo	HF9: Bamenda RH (B+) Hotel: Azam (Bamenda)	HF12: Nkwen BHC (B+) Hotel: Azam (Bamenda)	
Tues, Sep 23	HF6: Mutengene CMA Hotel: Chariot (Buea)	HF15: Banso Bapt Hosp Hotel: Fomo	HF16: Shisong Hosp Hotel: Fomo	HF9: Bamenda RH (B+) Hotel: Azam (Bamenda)	HF12: Nkwen BHC (B+) Hotel: Azam (Bamenda)	
Wed, Sep 24	Travel to NW Hotel: Morning Star	HF15: Banso Bapt Hosp Hotel: Fomo	HF16: Shisong Hosp Hotel: Fomo	HF10: Nkwen CMA (B+) Hotel: Azam (Bamenda)	HF13: St Mary Soledad (B+) Hotel: Azam (Bamenda)	
Thurs, Sep 25	HF17: Wum Urban	Travel to Bamenda	Travel to Bamenda	HF11: Azire IHC (B+)		Hotel: Azam (Bamenda)
Fri, Sep 26	Data entry and internal debriefing at CBC Bamenda					Hotel: Azam (Bamenda)
Sat, Sep 27	Drive to Yaounde Departure for 9 CDC-HQ staff from NSI					Hotel: Hilton

HF ID	Facility Name Abbreviated	Facility Name	Region	District	Date	Team #
1	Kumba PGH	Kumba Presbyterian Hospital	SW	KUMBA	Sept. 17-18	1
2	Kumba DH	Kumba District Hospital	SW	KUMBA	Sept. 17-18	2
3	Kumba Urban	Kumba Urban Health Centre	SW	KUMBA	Sept. 17-18	3
4	Cath Fiango	Cath. H/C Fiango	SW	KUMBA	Sept. 22	1
5	BHM Mbingo	Mbingo Annex (Baptist) BHM	SW	TIKO	Sept. 17-18	4
6	Mutengene CMA	Mutengene CMA	SW	TIKO	Sept. 23	1
7	Buea RH	Buea Regional Hospital	SW	BUEA	Sept. 17-18	5
8	Muyuka DH	Muyuka District Hospital	SW	MUYUKA	Sept. 17-18	6
9	Bamenda RH	BAMENDA Regional Hospital	NW	BAMENDA	Sept. 22-23	4
10	Nkwen CMA	NKWEN CMA	NW	BAMENDA	Sept. 24	4
11	Azire IHC	AZIRE IHC	NW	BAMENDA	Sept. 25	4
12	Nkwen BHC	NKWEN BAPT HC	NW	BAMENDA	Sept. 22-23	5
13	St Mary Soledad	ST MARY SOLEDAD	NW	BAMENDA	Sept. 24	5

14	Njinkom Hosp	NJINIKOM HOSPITAL	NW	FUNDONG	Sept. 22-23	6
15	Banso Bapt Hospital	BANSO BAPTIST HOSPITAL	NW	KUMBO EAST	Sept. 23-24	2
16	Shisong Hosp	SHISONG HOSPITAL	NW	KUMBO WEST	Sept. 23-24	3
17	Wum Urban	WUM URBAN	NW	WUM	Sept. 25	1
18	Akum Holy Fam	AKUM HOLY FAMILY	NW	SANTA	Sept. 24	6

Due Date: Your quote must be submitted in a sealed envelope marked "Proposal Enclosed" to Karen Doig, American Embassy Yaounde, on or before 17:00 on Monday August 25, 2014. All questions must be received by August 11 and should be sent by e-mail to: yaounde_procurement@state.gov.

Contract vehicle: Open Market

Set-aside restrictions? There are no set-aside restrictions for this procurement

Meet or Exceed? Offers must meet or exceed requested specifications described here

Award type: Government Purchase Order

Evaluation criteria: lowest price, technically-acceptable

Offer validity: 30 days

Applicable FAR clauses: The selected offeror must comply with all applicable FAR clauses. Please see final contracting instrument for a complete list, the full text of which may be accessed electronically at <http://www.acqnet.gov/far>.

Contracting Authority: This request for quotation does not constitute a contract with the U.S Government. Per FAR 1.602, the sole representative of the Government authorized to enter into an agreement is a warranted Contracting Officer. The selected Offeror must ensure that a valid obligating document (e.g. Government Purchase Order) signed by a Contracting Officer is in place before commencement of work. Any and all modifications after the commencement of work must likewise be authorized by a Contracting Officer.

Delivery: within 30 days

Shipping: All quotations/proposals must include shipping to FOB Destination as designated on the contract instrument.