



Request for Quotation (RFQ)

RFQ Number : 060-RFQ/SEGAR/10/2024

Issuance Date : October 10, 2024

Deadline for Offers : October 31, 2024

Description : Travel Agency Services, for January 1, 2025 – December 31, 2025

For : Sustainable Environmental Governance Across Regions (SEGAR)

Funded By : United States Agency for International Development (USAID),
Contract No. 72049721C00001

Implemented By : USAID SEGAR/Chemonics International Inc.

Point of Contact : IDN-SEGAR-FOOperations@chemonics.com

***** ETHICAL AND BUSINESS CONDUCT REQUIREMENTS *****

USAID SEGAR/USAID SEGAR/Chemonics is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit. USAID SEGAR/USAID SEGAR/Chemonics expects suppliers to comply with our Standards of Business Conduct, available at <https://www.chemonics.com/our-approach/standards-business-conduct/>.

USAID SEGAR/USAID SEGAR/Chemonics does not tolerate fraud, collusion among offerors, falsified proposals/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported to both USAID and the Office of the Inspector General.

Employees and agents of USAID SEGAR/USAID SEGAR/Chemonics are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business. Employees and agents engaging in this conduct are subject to termination and will be reported to USAID and the Office of the Inspector General. In addition, USAID SEGAR/USAID SEGAR/Chemonics will inform USAID and the Office of the Inspector General of any supplier offers of money, fee, commission, credit, gift, gratuity, object of value, or compensation to obtain business.

Offerors responding to this RFP must include the following as part of the proposal submission:

- Disclose any close, familial, or financial relationships with USAID SEGAR/USAID SEGAR/Chemonics or project staff. For example, if an offeror's cousin is employed by the project, the offeror must state this.
- Disclose any family or financial relationship with other offerors submitting proposals. For example, if the offeror's father owns a company that is submitting another proposal, the offeror must state this.
- Certify that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- Certify that all information in the proposal and all supporting documentation are authentic and accurate.
- Certify understanding and agreement to USAID SEGAR/USAID SEGAR/Chemonics' prohibitions against fraud, bribery and kickbacks.

Please contact USAID SEGAR Chief of Party, Peter Doyle, pdoyle@chemonics.com with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to USAID SEGAR/USAID SEGAR/Chemonics' Washington office through the contact information listed on the website found at the hyperlink above.

Section 1: Instructions to Offerors

1. **Introduction:** The USAID Sustainable Environmental Governance Across Regions (SEGAR) Activity is a USAID program implemented by USAID SEGAR/Chemonics International in Indonesia. The goal of the SEGAR is to advance Indonesia's own development goals of balancing biodiversity conservation and sustainable land use with inclusive economic and livelihoods development. To achieve the overall goal, this Activity will achieve the following two objectives: 1) Strengthened inclusive environmental governance in targeted subnational jurisdictions that advances biodiversity conservation, sustainable forest management, and sustainable land use and 2) Increased implementation of environmental and social sustainability goals within private sector natural resource commodity production supply chains that reduces threats to biodiversity and greenhouse gas emissions from land use. As part of the project activities, USAID SEGAR requires Travel Agent Services to support USAID SEGAR activity. The purpose of this RFQ is to solicit quotations for these items.

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

2. **Offer Deadline and Protocol:** Offers must be received no later than **16:00hr** local Jakarta time on **October 31, 2024**, by email to IDN-SEGAR-FOOperations@chemonics.com. Offers received after this date or time will be considered late and will be considered only at the discretion of USAID SEGAR/USAID SEGAR/Chemonics.

- RFQ published : October 10, 2024
- Q&A Technical/Administration : October 17-18, 2024
- Expression of Interest : October 22, 2024
- Proposal due date : October 31, 2024
- Award notification : November 15, 2024
- Commencement date : January 1, 2025

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 USAID SEGAR/Chemonics International.

No later than **17:00hr** local Jakarta time on **October 22, 2024**, the USAID SEGAR expects to receive:

- Expression of Interest
- Company Profile
- Client lists with contact details

3. **Questions:** Questions regarding the technical or administrative requirements of this RFP may be submitted no later than **17:00hr** local Jakarta time on **October 17, 2024** and will be responded on **October 18, 2024** by email to IDN-SEGAR-FOOperations@chemonics.com. Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that USAID SEGAR/Chemonics 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 USAID SEGAR/Chemonics will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from

employees of USAID SEGAR/Chemonics, or any other entity should not be considered as an official response to any questions regarding this RFQ.

4. **Specifications:** Section 3 contains the terms of reference for the requested services. Through this RFQ, USAID SEGAR/Chemonics is soliciting travel services that include train reservations, flight reservations, vehicle rental (car), hotel reservations and vouchers, 24th Hour emergency travel services (after office hours and during weekend/holidays), a dedicated point of contact, and the ability to accept a guaranteed letter in lieu of advance payment.
5. **Quotations:** Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including delivery and all other costs. Pricing must be presented in Indonesian Rupiah (IDR) and must be broken out in accordance with the format found in Section 3. Offers must remain valid for not less than thirty (30) calendar days after the offer deadline. Offerors are requested to provide quotations on their official quotation format or letterhead; 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 registration or business license.
 - Organizations responding to this RFQ are requested to submit a copy of their Tax Registration card (NPWP)
 - Organizations responding to this RFQ are requested to submit a company profile.
 - Organizations responding to this RFQ are requested to submit client lists with contact details.
 - Individuals responding to this RFQ are requested to submit a copy of their identification card.
 - Individuals responding to this RFQ are requested to submit a copy of their Tax Registration card (NPWP)
6. **Delivery:** The delivery location for the items described in this RFQ is USAID SEGAR - Jakarta. 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:** All goods and services offered in response to this RFQ 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](#). The cooperating country for this RFQ is Indonesia.

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: Cuba, Iran, North Korea, Syria.

Any and all items that are made by Huawei Technology Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikivision Digital Technology Company, Dahua Technology Company will not be accepted. If offers include items from these entities, please note that they will be deemed not technically responsive and excluded from competition.

8. **Taxes and VAT:** The agreement under which this procurement is financed does not permit the financing of any taxes, VAT, tariffs, duties, or other levies imposed by any laws in effect in the Cooperating Country. No such Cooperating Country taxes, VAT, charges, tariffs, duties, or levies will be paid under an order resulting from this RFQ.

If a bidder is required by the Government of Indonesia to pay VAT, the bidder must include VAT as a separate cost element in their bid. USAID SEGAR will suspend payment of VAT to the successful bidder while exemption requests are processing in the Government of Indonesia. VAT exemption request can take 180 days (about 6 months) or more to reach a conclusion. The awarded vendor will be required to provide PROFORMA INVOICES prior to the anticipated delivery of goods and/or services under this contract unless you are a non-VAT collector (non-PKP).

The successful bidder will be required to include PROFORMA/ACTUAL Invoices as a separate cost element and provide a *faktur pajak* with the following information:

Tax ID Holder : USAID SEGAR
Tax ID No. : 42.442.516.3-063.000
Address : Chase Plaza, Lantai 19, Jl. Jendral Sudirman Kav. 21, Karet Setiabudi, Jakarta Selatan, 12920, DKI Jakarta, Indonesia.

9. **UEI Number:** Companies or organizations, whether for-profit or non-profit, shall be requested to provide a Unique Entity Identifier (UEI) number if selected to receive an award in response to this RFQ valued greater than or equal to \$30,000 (or equivalent in other currency). If the Offeror does not have a UEI number and is unable to obtain one before the offer submission deadline, the Offeror shall include a statement noting their intention to register for a UEI number should it be selected as the successful offeror or explaining why registration for a UEI number is not possible. UEI numbers can be obtained online at [SAM.gov](https://sam.gov). Further guidance on obtaining a UEI number is available from USAID SEGAR under this link – [UEI Guidance](#).
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. USAID SEGAR/Chemonics 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, meets the eligibility requirements, and is determined via a trade-off analysis to be the best value based on application of the following evaluation criteria. The relative importance of each individual criterion is indicated by the number of points below:

- **Technical – 25 points:** Responsiveness to the technical specifications and requirements.
- **Delivery service – 25 points:** The speed of delivery or turnaround time.
- **Past Performance – 20 points:** Client list and reference check.
- **Price – 30 points:** The overall cost presented in the offer.

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. USAID SEGAR/Chemonics reserves the right to waive immaterial deficiencies at its discretion.

Best-offer quotations are requested. It is anticipated that the award will be made solely on the basis of these original quotations. However, USAID SEGAR/Chemonics reserves the right to conduct any of the following:

- USAID SEGAR/Chemonics may conduct negotiations with and/or request clarifications from any offeror prior to award.
- While preference will be given to offerors who can address the full technical requirements of this RFQ, USAID SEGAR/Chemonics may issue a partial award or split the award among various vendors, if in the best interest of the USAID SEGAR Activity.
- USAID SEGAR/Chemonics may cancel this RFQ at any time.

Please note that in submitting a response to this RFQ, the offeror understands that USAID is not a party to this solicitation and the offeror agrees that any protest hereunder must be presented—in writing with full explanations—to the USAID SEGAR Activity for consideration, as USAID will not consider protests regarding procurements carried out by implementing partners. USAID SEGAR/Chemonics, 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 USAID SEGAR/Chemonics, the USAID SEGAR Activity, or USAID 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 USAID SEGAR/Chemonics' 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) USAID SEGAR/Chemonics' standard payment terms are 30 days after receipt and acceptance of any commodities or 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 a firm fixed price, in the form of a purchase order.
- (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: Cuba, Iran, North Korea, 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 vendor under any award resulting from this RFQ must ensure compliance with these laws.
- (f) The title to any goods supplied under any award resulting from this RFQ shall pass to USAID SEGAR/Chemonics following delivery and acceptance of the goods by USAID SEGAR/Chemonics. Risk of loss, injury, or destruction of the goods shall be borne by the offeror until title passes to USAID SEGAR/Chemonics.

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 equipment (see Section 3 for example format)
- Copy of offeror's registration or business license (see Section 1.5 for more details)
- Copy of offeror's Tax registration Card (NPWP) (see Section 1.5 for more details)
- Copy of offeror's Company Profile and Client List
- Federal Funding Accountability and Transparency Act (FFATA) Subaward Reporting Questionnaire, signed by an authorized representative of the offeror (see Section 5 for questionnaire)

Section 3: Specifications and Technical Requirements

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 under company letterhead to USAID SEGAR/Chemonics.**

Chemonics is seeking quotations from eligible organizations for the provision of the above services. The offeror must be able to provide these services from January 3, 2024 – January 4, 2025.

Offerors will be awarded full points for technical responsiveness per the evaluation criteria outlined in Section 12 of this RFQ if they are able to accommodate all the following needs:

- Flight reservations (Domestic)
- Train reservations
- Vehicle (Car) rental
- Hotel reservations and vouchers
- 24th Hour Emergency services after office hour and during weekend/holiday
- Self-booking service (optional)
- Dedicated PIC for USAID SEGAR bookers team.

Plane Reservation Fees	Quantity	Agency fee (incl. VAT)
Provide a reservation/quotation	1	
Issue a Domestic/Regional Air Ticket	1	
Ticket change fee (reschedule – reroute)	1	
Ticket cancellation fee	1	
Other fees (please describe)		

Train Reservation Fees	Quantity	Agency fee (incl. VAT)
Provide a reservation/quotation	1	
Issue a Train ticket	1	
Ticket change (reschedule – reroute) fee	1	
Ticket cancellation fee	1	
Other fees (please describe)		

Car Rental Service	Quantity	Agency fee (incl. VAT)
Car reservation fee	1	
Car reservation cancellation fee	1	
Car rental fee (for 8-12 hours) in following cities:		
<ul style="list-style-type: none"> Jabodetabek 	1	
<ul style="list-style-type: none"> Aceh <i>(Banda Aceh, Aceh Utara, Aceh Timur, Aceh Tamiang, Lhokseumawe, Langsa, Takengon)</i> 	1	
<ul style="list-style-type: none"> Medan 	1	
<ul style="list-style-type: none"> West Kalimantan <i>(Pontianak, Sintang, Sanggau, Ketapang)</i> 	1	
<ul style="list-style-type: none"> East Kalimantan <i>(Balikpapan, Samarinda, Kutai Timur, Berau, Mahakam Ulu)</i> 	1	
<ul style="list-style-type: none"> Central Kalimantan <i>(Palangkaraya, Pangkalan Bun, Seruyan, Sampit)</i> 	1	

Hotel Reservation	Quantity	Agency fee (incl. VAT)
Hotel Reservation fee	1	
Hotel voucher system	1	
Hotel Reservation Cancellation Fee	1	
Airport Transfer (pick-up and drop off) services	1	

Another fee	Available (Yes or No)	Additional cost (Inc. VAT)
After hours service fee beyond the service fees above		
Any additional management fees (such as for having a point of contact at the travel agency)		

Additional Information	Yes or No	Remarks
The issued e-ticket will be sent to USAID SEGAR using Airplane ticket or based on a letter from the company letter head?		

The issued voucher hotel that will be send to USAID SEGAR using voucher provided by hotel or voucher under company letter head?		
The issued train ticket that will be send to USAID SEGAR using train ticket or under company letter head?		
The car rental Invoice that will be send to USAID SEGAR using vendor invoice or under company letter head?		
Able to provide Proforma Invoice in regards for VAT exemption?		

Availability: Are all these services available from **January 1, 2025 – December 31, 2025** (*Yes / No*)

Provide additional details, as needed:

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: USAID SEGAR
Chase Plaza Level 19th, Jl. Jenderal Sudirman Kav. 21, Karet-Setiabudi, Jakarta Selatan
12920

Reference: RFQ No. 060/SEGAR/10/2024

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 USAID regulations.

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

- We have no close, familial, or financial relationships with any USAID SEGAR/Chemonics or USAID SEGAR project staff members.
- We have no close, familial, or financial relationships with any other offerors submitting offers 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 offer and all supporting documentation is authentic and accurate.
- We understand and agree to USAID SEGAR/Chemonics’ 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 and Website: _____

Company Registration or Taxpayer ID Number: _____

Company UEI Number: _____

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

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

Section 5: Federal Funding Accountability and Transparency Act (FFATA) Subaward Reporting Questionnaire

If the offeror is selected for an award valued at \$30,000 or above and is not exempted based on a positive response to paragraph (a) below, any first-tier subaward to the organization may be reported and made public through FRS.gov in accordance with The Transparency Acts of 2006 and 2008. Further, in accordance with FAR 52.204-10 and 2 CFR Part 170, if the offeror positively certifies below in paragraph (b) and negatively certifies in paragraphs (c) and (d), the offeror will be required to disclose to USAID SEGAR/Chemonics for reporting in accordance with the regulations, the names and total compensation of the organization's five most highly compensated executives. By submitting this offer, the offeror agrees to comply with this requirement as applicable if selected for a subaward.

Prime Contract **Insert Prime Contract Name**
Insert Prime Contract Number/Task Order Number

Subcontractor Data
Insert Subcontractor Name
Insert Subcontractor Address
Insert Subcontractor City
Insert Subcontractor State in USA, or Province/Other
Insert Subcontractor Zip code or Postal Code
Insert Subcontractor Country

Subcontract/Grant Number: **Insert Subcontract Number**
Start Date: **Insert Subcontract Start Date**
Subcontract/Grant Value: **Insert Subcontract Value**

- a) In the previous tax year, was your company's gross income from all sources **under** \$300,000?
- Yes No

If **"No"** is the response to the preceding question, please provide the below information and answer the remaining questions.

- b) In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which the UEI number belongs) receive (1) 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; **and** (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?:
- Yes No

c) Does the public have access to information about the compensation of the executives in your business or organization (the legal entity to which the UEI number it provided belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986)?:

Yes No

d) Does your business or organization maintain an active registration in the System for Award Management (www.SAM.gov)?

Yes No

e) If you have indicated “Yes” for paragraph (b) **and** “No” for paragraphs (c) and (d) above, provide the names and total compensation* of your five most highly compensated executives** for the preceding completed fiscal year.

1. Name: _____
Amount: _____

2. Name: _____
Amount: _____

3. Name: _____
Amount: _____

4. Name: _____
Amount: _____

5. Name: _____
Amount: _____

By signature below, I hereby certify that the information provided above is true and accurate as of the date of execution of this document, and I further understand that annual certification is required for information provided in paragraph (e) above.

Signature and Title (required)

Date

*“Total compensation” means the cash and noncash dollar value earned by the executive during the Subcontractor’s preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):

(1) *Salary and bonus.*

(2) *Awards of stock, stock options, and stock appreciation rights.* Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Financial Accounting Standards Board’s Accounting Standards Codification (FASB ASC) 718, Compensation-Stock Compensation.

(3) *Earnings for services under non-equity incentive plans.* This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives and are available generally to all salaried employees.

- (4) *Change in pension value.* This is the change in the present value of defined benefit and actuarial pension plans.
- (5) *Above-market earnings on deferred compensation which is not tax-qualified.*
- (6) Other compensation, if the aggregate value of all such other compensation (*e.g.*, severance, termination payments, value of life insurance paid on behalf of the employee, perquisites, or property) for the executive exceeds \$10,000.

**" Executive" means officers, managing partners, or any other employees in management positions.

I hereby certify that the above statements are true and accurate, to the best of my knowledge.

Authorized Signature: _____

Name and Title of Signatory: _____

Date: _____