



Request for Quote (RFQ)  
**Security Assessment and Training Services**  
For Equal Access International Cote d'Ivoire

**To:** Offerors

**From:** Equal Access International

**Subject:** Request for Quote (RFQ) No. RFQ-EAI-CI06-21-0005

**RFQ No:** RFQ-EAI-CI06-21-0005

**Performance Period:** One month (Estimated July 1, 2021 – July 31, 2021)

**RFQ Issue Date:** May 28, 2021

**RFQ Closing Date:** June 11, 2021

**RFQ Closing Time:** 5:00 PM – Eastern Daylight Time (GMT -04:00)

**WARNING:** Prospective Offerors who have received this document from a source other than the Equal Access International Procurement Department ([eprourement@equalaccess.org](mailto:eprourement@equalaccess.org)) should immediately contact EAI and provide their name and mailing address in order that amendments to the RFQ or other communications can be sent directly to them. Any prospective Offeror who fails to register their interest assumes complete responsibility in the event that they do not receive communications prior to the closing date.

## 1. Synopsis of the Request for Quotation

EAI is seeking a security firm to conduct Hostile Environment Awareness Training (HEAT), Security Staff Training, Driver Training, and implement a security risk assessment and recommended improvements for the four facilities leased by Equal Access International (EAI) in Abidjan, Bouna, Ferké, and Kimbirila Nord, Côte d'Ivoire under Cooperative Agreement No. 72062420CA00003 Accountability for Development (A4D), funded by the United States Agency for International Development (USAID). Contractor must clearly state previous security experience, familiarity with the Ivorian context, and showcase knowledge of conducting HEAT trainings in past performance section.

1. RFQ No.	RFQ-EAI-CI06-21-0005
2. Issue Date	May 28, 2021
3. Title	Security Assessment & Training Services
4. Issuing Office & Email/Physical Address for Submission of Quotes	<p>Equal Access International  <a href="mailto:eaprourement@equalaccess.org">eaprourement@equalaccess.org</a></p> <p>Or</p> <p>Equal Access International          Corporate Offices          1001 Connecticut Ave NW UNIT 909,          Washington, DC 20036          (202) 787-3871</p>
5. Deadline for Receipt of Quotes.	The deadline for receiving quotation is no later than <b>5:00 pm EDT on June 11, 2021</b>
6. Contact Person	<a href="mailto:eaprourement@equalaccess.org">eaprourement@equalaccess.org</a>
7. Anticipated Award Type	<p>EAI anticipates awarding a Purchase Order Agreement. This is only the anticipated type of award and may be changed as a result of negotiations.</p> <p>Issuance of this RFQ in no way obligates EAI to award a subcontract or purchase order and offerors will not be reimbursed for any costs associated with the preparation of their bid.</p>
8. Basis for Award	<p>An award will be made to the responsible bidder whose bid is responsive to the terms of the RFQ and is most advantageous to EAI, considering price or/and other factors included in the EAI. To be considered for award, bidders must meet the requirements identified in Section 11, "Determination of Responsibility." No discussions or negotiations are permitted with bidders, and therefore bidders shall submit their best and final price.</p>

## 2. Request for Quotation

<p>9. General Instructions to Bidders</p>	<ul style="list-style-type: none"> <li>• Vendors wishing to submit quotation must do so on or before <b>June 11, 2021 at 5:00 P.M., EDT</b>, Late offers will be rejected except under extraordinary circumstances at EAI’s discretion. <ul style="list-style-type: none"> <li>➢ Offerors can submit PDF proforma electronically to <a href="mailto:eprocurement@equalaccess.org">eprocurement@equalaccess.org</a>; in case of electronically submission must be mailed with the subject line: “<b>RFQ NO. RFQ-EAI-CI06-21-0005- Security Services</b>”</li> <li>➢ Or, Quotation shall be sealed in an envelope, and shall be clearly labeled as: “<b>RFQ-EAI-CI06-21-0005– Security Services</b>”</li> </ul> </li> <li>• Offerors shall confirm in writing that the Offeror fully understands that their quote must be valid for a period of one (1) year for the price provided. (Attachment C: Cover Letter)</li> <li>• Offerors shall sign and date their quotation.</li> <li>• Offerors shall complete <b>Attachment B: Price Schedule template</b>.</li> <li>• Offerors shall submit <b>Attachment D: Past Performance details</b>.</li> <li>• Please see <b>Attachment A: Scope of Work</b> for reference as to required components of this task.</li> </ul>
<p>10. Questions Regarding the RFQ</p>	<p>Each Bidder is responsible for reading very carefully and understanding fully the terms and conditions of this RFQ. All communications regarding this solicitation are to be made solely through the Issuing Office and must be submitted via email or in writing delivered to the Issuing Office no later than the date specified above. All questions received will be compiled and answered in writing and distributed to all interested Bidders.</p> <p><b>Questions for this RFP are due 5 P.M. EDT, June 4, 2021.</b></p>
<p>11. Determination of Responsibility</p>	<p>EAI will not enter into any type of agreement with a vendor prior to ensuring the vendor’s responsibility. When assessing a vendor’s responsibility, the following factors are taken into consideration:</p> <ol style="list-style-type: none"> <li>1. Evidence of a DUNS number (explained below and instructions contained in the Annex).</li> <li>2. The source, origin and nationality of the services are not from a Prohibited Country (explained below).</li> <li>3. Ability to comply with required or proposed delivery or performance schedules.</li> <li>4. Have a satisfactory past performance record.</li> <li>5. Have a satisfactory record of integrity and business ethics.</li> <li>6. Have the necessary organization, experience, accounting and operational controls, and technical skills.</li> <li>7. Be qualified and eligible to perform work under applicable laws and regulations.</li> </ol>
<p>12. Geographic Code</p>	<ul style="list-style-type: none"> <li>• Under the authorized geographic code for its contract, EAI may only procure goods and services from the following countries.</li> </ul>

	<ul style="list-style-type: none"> <li>• EAI must verify the source, nationality and origin, of goods and services and ensure (to the fullest extent possible) that EAI does not procure any services from prohibited countries listed by the Office of Foreign Assets Control (OFAC) as sanctioned countries. The current list of countries under comprehensive sanctions include: Cuba, Iran, North Korea, Sudan, and Syria. EAI is prohibited from facilitating any transaction by a third party if that transaction would be prohibited if performed by EAI.</li> <li>• By submitting a quote in response to this RFQ, Bidders confirm that they are not violating the Source and Nationality requirements and that the services comply with the Geographic Code and the exclusions for prohibited countries.</li> </ul>
13. Data Universal Numbering System (DUNS)	<p>All U.S. and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$25,000 and above <b>are required</b> to obtain a DUNS number prior to signing of the agreement. Organizations are exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. EAI requires that Bidders sign the self-certification statement if the Bidder claims exemption for this reason.</p> <p>For those required to obtain a DUNS number, you may request Attachment F: Instructions for Obtaining a DUNS Number. For those not required to obtain a DUNS number, you may request Attachment G: Self-Certification for Exemption from DUNS Requirement</p>
14. Compliance with Terms and Conditions	<p>Bidder shall be aware of the general terms and conditions for an award resulting from this RFQ. The selected Bidder shall comply with all Representations and Certifications of Compliance listed in <b>Attachment E</b>.</p>
15. Procurement Ethics	<p>By submitting a Bidder, Bidders certify that they have not/will not attempt to bribe or make any payments to EAI employees in return for preference, nor have any payments with Terrorists, or groups supporting Terrorists, been attempted.</p>

## 1.1 Attachment A: Scope of Work

### **Background**

Equal Access International (EAI) is a non-governmental organization (NGO) with U.S. regional offices in Washington, D.C. EAI partners with communities around the world to co-create sustainable solutions utilizing community engagement and participatory media and technology. With funding from bi-laterals, multi-laterals, foundations, and individual donors, EAI has a 17-year track record implementing social change projects and currently operates in Afghanistan, Burkina Faso, Cameroon, Chad, Côte d'Ivoire, Kenya, Mali, Nepal, Niger, Nigeria, Pakistan and the Philippines.

### **General Description**

The Contractor shall conduct Hostile Environment Awareness Training (HEAT), Security Staff Training, Driver Training, and implement a security risk assessment and recommended improvements for the four facilities leased by Equal Access International (EAI) in Abidjan, Bouna, Ferké, and Kimbirila Nord, Côte d'Ivoire under Cooperative Agreement No. 72062420CA00003 Accountability for Development (A4D), funded by the United States Agency for International Development (USAID).

### **Key Duties**

- Identify and assess the overall security risks and vulnerabilities of the following EAI A4D offices in Côte d'Ivoire:
  - Abidjan
  - Bouna
  - Ferké
  - Kimbirila Nord
- Recommend options and associated resources to mitigate or eliminate threats and vulnerabilities
- Produce a Security Risk Assessment Report in French and English
- Conduct a 1-day training for supervising security staff in French language, in each location listed above, totaling four days of training
- Conduct a Hostile Environment Awareness Training (HEAT) for up to 30 EAI staff in French language, in each location listed above.
- Conduct a 1-day training for drivers in French language, in each location listed above

### **Task 1 – Facility Security Assessment**

The Contractor shall conduct an Assessment on all of EAI A4D Offices (Abidjan, Bouna, Ferké, and Kimbirila Nord) in Côte d'Ivoire. The Assessment will correspond to a level of risk that relates directly to a Level of Protection (LOP) and associated set of baseline security measures, determine by the Contractor.

### **Task 2 - Physical Security Risk Assessment and Recommendations**

The Contractor shall:

- Provide a thorough inspection and evaluation of all aspects of the physical security features of each EAI A4D Office.
- Provide an industry-standard assessment, which as a minimum shall include
  - Identifying security related threats from internal and external sources during and after operating hour
  - Identifying critical assets
  - Identifying security scenarios on which to base the security program
  - Analyzing vulnerabilities
  - Assessing impacts of threat scenarios
  - Identifying actions that mitigate risk
  - Providing an analysis of mitigation actions using a risk matrix scoring approach with risk scores that consider likelihood and severity of impacts.
- Review the current security systems (e.g., restricted and unrestricted access control, intrusion detection, video surveillance, lock and key control) and policies and provide recommendations. Recommendations shall include, at a minimum, any physical changes required, any suggested equipment purchases or upgrades, their estimated cost, and any recommended changes to security policies or staffing resources. Note: For the purposes of this SOW, the assessment should not include the electronic infrastructure (e.g., IT, computer and communication systems), except to the extent that these systems are interconnected with physical access. Assessment of cyber-terrorism threat is not included in the scope of this SOW.
- Provide a Crime Prevention Through Environmental Design (CPTED) evaluation of areas surrounding the buildings including grounds, parking lots, lighting, and landscape.
- Produce and deliver a written Physical Security Risk Assessment Report for review by EAI staff. The report should detail findings and present a summary of recommended solutions to address any identified vulnerabilities and risks. In addition to other requirements set out in this SOW, the Physical Security Risk Assessment Report shall include:
  - Identification of multiple solutions for identified risks.
  - A cost estimate for implementation of all recommended improvements. Where multiple solutions exist, provide an estimated cost for each.
  - Prioritized implementation plans for all recommendations. To the extent feasible, identify and prioritize immediate, short term, and long-term improvements.
  - Review of current Emergency Response Plans and Emergency Notification System capabilities.
- Prepare a security assessment report presenting the information listed below in the format outlined below:
  - Site Information
  - Site Description
  - Methodology
  - Approach
  - Facility Security Level Determination
  - Assessment Information & Findings
  - Site Security
  - Structure Security
  - Facility Entrance Security

- Interior Security
- Security Systems
- Security Operations and Administration
- Physical Security Risk Assessment Report in French & English languages in both Word and PDF formats
- Physical Security Risk Assessment Report shall be submitted to EAI for review within five (5) business days after all four site assessments are complete. The final version of the facility security assessment report shall be submitted no later than seven (7) business days after notice that the EAI's internal review and editing process is complete, and after the Contractor addressed all EAI questions.

### **Task 3 – Hostile Environment Awareness Training (HEAT)**

The Contractor shall conduct a Hostile Environment Awareness Training (HEAT) for staff at the EAI A4D Abidjan, Bouna, Ferké, and Kimbirila Nord, Côte d'Ivoire offices. This training will be conducted in French language to industry-standards and with local or cultural changes made to standard training design.

### **Task 4 – Security Staff Training**

The Contractor shall provide training to individual security guards at each A4D office in French language with a focus on:

- Security Guard Conduct
- Protecting Buildings, Property, and Assets
- Emergencies, Threats, and Evacuations

### **Task 5 – Driver Training**

The Contractor shall provide a training to all EAI A4D drivers including, at a minimum:

- Vehicle Motorcade Tactics
- Defensive Driving
- Vehicle Handling Skills
- High Center Of Gravity (SUV's ) Training
- Vehicle Ambush Countermeasures

### **Task 6 – Project Management, Meetings, and Quality Assurance/ Quality Control (QA/QC)**

Contractor shall keep EAI staff fully apprised of the project by providing timely meetings and other forms of communication including, but not limited, to:

- Maintaining a designated Project Manager who will be the point-of-contact for EAI. This individual shall attend all meetings and be responsible for the overall coordination of all project communication, activities, and deliverables.
- Scheduling and leading a kickoff meeting and/or workshop with EAI staff to discuss existing security policies and procedures, as well as to define critical assets.

- Within seven (7) business days of receiving the service agreement, the Contractor shall provide EAI a Master Schedule detailing when each task will be completed.

### **Languages**

- Written and spoken fluency in English and French. Knowledge of local languages preferred.

All qualified vendors are welcome to apply. All travel throughout Cote d'Ivoire will be arranged by EAI. Travel to Cote d'Ivoire must be arranged by the vendor, and the total price must be included in the response to the proposal.

Selected vendor will be required to sign an NDA as some documents may contain confidential information.



### 1.2 Attachment B: Price Schedule (Example)

SN	Labor Needed	Daily Rate	Est. No. of Days	Est. Total Price
1	Security Consultant - Return Travel to CDI	\$		\$
2	Security Consultant - Initial Meeting	\$		\$
3	Security Consultant - Security Assessments x 4	\$		\$
4	Security Consultant - Inter-Office Internal Travel	\$		\$
5	Security Consultant - Risk Assessment Writing Phase	\$		\$
6	Security Consultant - Risk Assessment Modification Phase	\$		\$
7	Security Consultant - HEAT Training Preparation	\$		\$
8	Security Consultant - HEAT Training (up to 2 days per training)	\$		\$
9	Security Consultant - Security Guard Training Preparation	\$		\$
10	Security Consultant - Security Guard Training	\$		\$
11	Security Consultant - Driver Training Preparation	\$		\$
12	Security Consultant - Driver Guard Training	\$		\$
13	Translation Services	\$		\$
<b>Total</b>				\$
	Other Expenses	Unit Amount	Units	Est. Total Price
1	Item	\$		\$
2	Item	\$		\$
3	Item	\$		\$
<b>Total</b>				\$
<b>Labor and Reimbursable Expenses Total:</b>				\$

**1.3 Attachment C: Cover Letter**

We, the undersigned, provide the attached quote in accordance RFQ # \_\_\_\_\_ dated \_\_\_\_\_.

Our attached quote is for the total price of \_\_\_\_\_ (figure and in words)

I certify a validity period of **1 year** for the prices provided in the attached Price Schedule/Bill of Quantities. Our quote shall be binding upon us subject to the modifications.

We understand that EAI is not bound to accept any quotes it receives.

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Telephone:

Email:

Company Seal/Stamp:



## 1.5 Attachment E: Representations and Certifications of Compliance

1. Federal Excluded Parties List - The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.
2. Executive Compensation Certification- FAR 52.204-10 requires EAI, as prime contractor of U.S. federal government contracts, to report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS)
3. Executive Order on Terrorism Financing- The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor/Recipient to ensure compliance with these Executive Orders and laws. Recipients may not engage with, or provide resources or support to, individuals and organizations associated with terrorism. No support or resources may be provided to individuals or entities that appear on the Specially Designated Nationals and Blocked persons List maintained by the US Treasury (online at [www.SAM.gov](http://www.SAM.gov)) or the United Nations Security Designation List (online at: [http://www.un.org/sc/committees/1267/faq\\_sanctions\\_list.shtml](http://www.un.org/sc/committees/1267/faq_sanctions_list.shtml)). This provision must be included in all subcontracts/sub awards issued under this Contract.
4. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.
5. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.
6. Organizational Conflict of Interest – The Bidder certifies that will comply FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide EAI with a disclosure statement describing this information.
7. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
8. Equal Opportunity – The Bidder certifies that it does not discriminate against any employee or applicant for employment because of age, sex, religion, handicap, race, creed, color or national origin.
9. Labor Laws – The Bidder certifies that it is in compliance with all labor laws.
10. Federal Acquisition Regulation (FAR) – The Bidder certifies that it is familiar with the Federal Acquisition Regulation (FAR) and is in not in violation of any certifications required in the applicable clauses of the FAR, including but not limited to certifications regarding lobbying, kickbacks, equal employment opportunity, affirmation action, and payments to influence Federal transactions.
11. Employee Compliance – The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of an EAI Purchase Order to comply with the provisions of the resulting Purchase Order and with all Federal, State, and local laws and regulations in connection with the work associated therein.

By submitting a quote, bidders agree to fully comply with the terms and conditions above and all applicable U.S. federal government clauses included herein, and will be asked to sign these Representations and Certifications upon award.