

AL01 – Strengthening the Role of Media in CVE

Request for Quotation (RFQ)

No. # AL01-2021-03

Travel Support Services

Issue Date: 29 November 2021

WARNING: Prospective Offerors who have received this document from a source other than the EAI, should immediately contact kdietrich@equalaccess.org 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. Any amendments to this solicitation will be issued and posted via email.

1. Project Overview

Equal Access International is implementing two projects funded by the U.S. Embassy in Algiers. Both projects seek to increase the knowledge, capacity, and effectiveness of media professionals and messengers in priority North and West African countries to counter extremist narratives and messaging and prevent media actors from feeding into terrorist propaganda. Both projects feature innovative training curriculum, expert trainers, extensive tailored training, and three-month fellowship. Both projects will train, network, and empower a diverse group of 24 strategic influencers and amplify their voices to strengthen responsible media, alternative narratives, and social cohesion. During the fellowship period, fellows will receive ongoing mentorship and will work together with participants from their countries to tailor workshop materials and toolkits to their country's context, develop and conduct a training of trainers aimed at strengthening/scaling responsible media sectors, sharing experiences, and diffusing new media approaches. EAI will implement two in-person workshops in Abidjan, Côte d'Ivoire in January 2022.

Services Overview: EAI seeks a travel firm or specialized agent to procure flights for roughly 45 participants from 12 different countries in West Africa, North Africa, and the Middle East to travel to Abidjan, Cote d'Ivoire in January 2022. All flights must be Fly America compliant and the most direct and affordable option. All tickets must be economy class and refundable. EAI will provide a list of names, departing cities, and other relevant information to facilitate.

Duration: The Travel Support Services firm or agent will work from December 1, 2021 – January 30, 2022, with the bulk of work done during the first week of December to book and confirm travel arrangements for all workshop participants.

Place of Performance: The selected travel firm or agent will perform these duties at their own facilities.

Deliverables:

- Identify and book cost effective, direct, refundable, and Fly America compliant air travel for roughly 45 participants from their host country to Abidjan, Cote d'Ivoire and back.

Terms and Conditions: All terms and conditions governing the performance of the Scope of Work and relationship between EAI and the Consultant is included in the EAI Consulting Agreement.

Scope of Work:

General Scope: Working with the Project Director and Technical Project Officer to ensure itineraries work with participants' schedules.

The consultant/vendor is expected to utilize their own equipment/materials to complete the work.

EAI will make available the following:

EAI contracts, annexes, and any other documents to be reviewed as required, including: traveler name, birthday date, nationality, visa status, etc.

2. Request for Quotation

EAI, implementer of the U.S. Department of State's Strengthening the Role of Media in CVE, seeks a travel firm or specialized travel agent to procure flights for roughly 45 participants from 12 different countries in West Africa, North Africa, and the Middle East to travel to/from Abidjan, Cote d'Ivoire in January 2022. All flights must be Fly America compliant and the most direct and affordable option. All tickets must be economy class and refundable. EAI will provide a list of names, departing cities, and other relevant information to facilitate. See attached TOR for more information

1. RFQ No.	AL01-2021-03
2. Issue Date	November 29, 2021
3. Title	Travel Support Services
4. Issuing Office & Physical Address for Submission of Quotations	Attn: Procurement Department, EAI, 1001 Connecticut Avenue, NW, Suite 909, Washington, DC 20036
5. Deadline for Questions	<p>Questions due by 1 pm local Washington, DC time on 2 December 2021</p> <p>Each Offeror 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 Offerors.</p>
6. Deadline for Receipt of Proposals	Proposals are due by 5 pm local Washington, DC on 6 December 2021
7. Contact Person	Kyle Dietrich, kdietrich@equalaccess.org
8. Anticipated Award Type	EAI anticipates issuing a Cost Reimbursable Purchase Order. This is only the anticipated type of award and may be changed as a result of negotiations.
9. Basis for Award	An award will be made to the firm offering best value to EAI considering cost and technical factors.

3. Request for Quotation

<p>10. General Instructions to Offerors</p>	<ul style="list-style-type: none"> • Late offers will be rejected except under extraordinary circumstances at EAI’s discretion. • Submission of Proposals - Proposals must be in English and include one (1) soft copy to kdietrich@equalaccess.org All proposals must be signed and stamped by the Offeror. • Offerors shall confirm in writing that the Offeror fully understands that their proposal must be valid for a period of ninety (90) days by signing the Attachment B: Cover Letter. • Offers must show unit prices, extensions, and total price. All items, services, spare parts, etc. must be clearly labeled and included in the total price. Quotations must be a fixed price, expressed in PHP.
<p>11. Invoice Payment and General Sales Tax (GST)</p>	<ul style="list-style-type: none"> • All payments will be made in the name of the individual and/or entity to whom the contract is awarded. • Offerors should include General Sales Tax (GST) as a separate line on the invoice.
<p>12. Scope of Work Requirements for Technical Acceptability</p>	<p>EAI seeks vendors to provide travel support services listed in Attachment A. Offerors are required to meet or exceed the significant non-cost factors listed below:</p> <ul style="list-style-type: none"> • Copy of Brochure; • Specifications Sheet based on the Technical Specifications; • Past Performance (Attachment C); • Cover Letter (Attachment D); and <p>A complete offer must include all of the above. Failure to adhere with instructions described herein may lead to disqualification.</p>
<p>13. Compliance with Terms and Conditions</p>	<p>Offerors shall be aware of the general terms and conditions for an award resulting from this RFQ. The selected Offeror shall comply with all Representations and Certifications of Compliance listed in Attachment E.</p>
<p>14. Procurement Ethics</p>	<p>By submitting an offer, offerors 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. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Offeror or the EAI staff may report violations to the Toll-Free Ethics and Compliance Anonymous Hotline at +1-720-514-4400 to report the issue with the help of a call center representative and language interpreter. The call center supports more than 300+ languages.</p>
<p>15. Offeror’s Agreement with Terms and Conditions</p>	<p>The completion of all RFQ requirements in accordance with the instructions in this RFQ and submission to EAI of a quote will constitute an offer and indicate the Offeror’s agreement to the terms and conditions in this RFQ and any attachments hereto. Issuance of this RFQ in no way obligates EAI to award a purchase order, nor does it commit EAI to pay any costs incurred by the Offeror in preparing and submitting the quote. EAI has the rights to increase or decrease the goods and services mentioned in this RFQ.</p>

16. Determination of Responsibility	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: 1. Provide copies of the required business licenses to operate in the host country. Ability to comply with required or proposed delivery or performance schedules.
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Attachment A: Technical Specifications / Price Schedule

Please submit the Financial Proposal in the format below for each item in the list:

No	Item	Description	Quantity	Unit Price	Total Price
1	Travel Support Services - Round-trip air travel	Round-trip travel for workshop participants to/from Abidjan, Cote d'Ivoire, and the country of residence. Workshop participants come from 12 different countries in West Africa, North Africa, and the Middle East and will travel to/from Abidjan, Cote d'Ivoire in January 2022.	45 participants	\$500	\$22,000
Recommended Considerations:					
*All flights must be Fly America compliant and the most direct and affordable option. All tickets must be refundable. EAI will provide a list of names, departing cities, and other relevant information to facilitate. See attached TOR for more information					
Total in USD					
GST					
GRAND TOTAL					

Descriptive Literature

Descriptive literature for travel support services is required. Descriptive literature means information (e.g., *brochures*) that is submitted as part of an offer. Any discrepancy between written technical specifications in the RFQ and the literature must be clearly explained.

Evaluation Criteria:

- Relevant expertise/past performance 40%
- Availability/Staffing/Performance Timeline 40%
- Cost/Per ticket 20%

Contract Duration:

The contract duration will be for a period of 2 months beginning December 1, 2021, ending January 31, 2022, subject to satisfactory performance by the provider and approval by EAI.

Notice Requirements:

All quotes must clearly indicate underwriting assumptions, enrollment requirements and any terms and conditions associated with their prospective contract.

Attachment C: Cover Letter

We, the undersigned, provide the attached proposal in accordance to RFQ AL01-2021-03, dated _____.

I certify a validity period of ninety (90) days for the prices provided in the attached Price Schedule/Bill of Quantities. Our proposal shall be binding upon us subject to the modifications resulting from any discussions.

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

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Telephone:

Email:

Company Seal/Stamp:

Attachment D: 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) or the United Nations Security Designation List (online at: http://www.un.org/sc/committees/1267/aq_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 proposal, offerors 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.