

Request for Proposal (RFP)

Subject RFP #:	RFP-CATALYZE-217772-Ethiopia-2023-0162
RFP Issue Date:	December 18, 2023
Terms of Reference / Specifications:	Safety and Security Consulting Services
Project	Multiple
The Company	Palladium Global Management, LLC
Country of Performance	Ethiopia
Closing Date and Time	December 31, 2023, at 5:00 PM Addis Ababa time (UTC +3)
Questions Deadline	<input checked="" type="checkbox"/> Accepted at EthiopiaMS4G.procurement@thepalladiumgroup.com by December 20, 2023 at 02:00 PM, Addis Ababa time (UTC+3) <input type="checkbox"/> N/A
Bidders' Conference	<input checked="" type="checkbox"/> Virtually on December 21, 2023, at 02:00 PM Addis Ababa time (UTC+3) <input type="checkbox"/> N/A
Details for Submission	Submissions will be accepted: <input checked="" type="checkbox"/> Electronically: email to: EthiopiaMS4G.procurement@thepalladiumgroup.com <input type="checkbox"/> In hard copy (sealed bids): Kirkos Sub City, Woreda 09, House No. 501/004/498, Minaye Building 5th floor, Addis Ababa Phone # 251118220830
Offer Validity Period	120 days

Thank you for being so interested in the above procurement. As an implementer for the Project, Palladium invites you to submit a proposal for the terms of reference below. Your proposal must be valid for the Validity Period.

Please submit your proposal in accordance with the Details for Submission above by the Closing Date and Time. This RFP in no way obligates Palladium to award a contract nor does it commit Palladium to pay any cost incurred in preparing and submitting a proposal. Palladium bears no responsibility for data errors resulting from transmission or conversion processes.

We look forward to your response. If you have any queries, please do not hesitate to contact via e-mail at EthiopiaMS4G.procurement@thepalladiumgroup.com

Yours sincerely,

Procurement Team

Terms and conditions

1. Proposal Conditions

By submitting a proposal, potential suppliers are bound by these terms and conditions. Potential suppliers must submit offers with all details provided in English and with prices quoted in a single currency.

2. Proposal Lodgement

The Company may grant extensions to the Closing Time at its discretion. The Company will not consider any quotes received after the Closing Time specified in the RFP unless the Company determines to do so otherwise at its sole discretion.

3. Evaluation

The Company may review all proposal to confirm compliance with this RFP and to determine the best proposal in the circumstances.

4. Alterations

The Company may decline to consider a proposal in which there are alterations, erasures, illegibility, ambiguity or incomplete details.

5. The Company's Rights

The Company may, at its discretion, discontinue the RFP; decline to accept any proposal; terminate, extend or vary its selection process; decline to issue any contract; seek information or negotiate with any potential supplier that has not been invited to submit a proposal; satisfy its requirement separately from the RFP process; terminate negotiations at any time and commence negotiations with any other potential supplier; evaluate proposals as the Company sees appropriate (including with reference to information provided by the prospective supplier or from a third party); and negotiate with any one or more potential suppliers.

6. Amendments and Queries

The Company may amend, or clarify any aspect of the RFP prior to the RFP Closing Time by issuing an amendment to the RFP in the same manner as the original RFP was distributed. Such amendments or clarifications will, as far as is practicable be issued simultaneously to all parties.

Any queries regarding this RFP should be directed to the Contact Person identified on the cover page of this RFP.

7. Clarification

The Company may, at any time prior to execution of a contract, seek clarification or additional information from, and enter into discussions and negotiations with, any or all potential suppliers in relation to their proposals. In doing so, the Company will not allow any potential supplier to substantially tailor or amend their proposal.

8. Confidentiality

In their proposal, potential suppliers must identify any aspects of their proposal that they consider should be kept confidential, with reasons. Potential suppliers should note that the Company will only agree to treat information as confidential in cases that it considers appropriate. In the absence of such an agreement, potential suppliers acknowledge that the Company has the right to disclose the information contained in their proposal.

The potential supplier acknowledges that in the course of this RFP, it may become acquainted with or have access to the Company's Confidential Information (including the existence and terms of this RFP and the TOR). It agrees to maintain the confidence of the Confidential Information and to prevent its unauthorised disclosure to any other person. If the potential supplier is required to disclose Confidential Information due to a relevant law or legal proceedings, it will provide reasonable notice of such disclosure to the Company. The parties agree that this obligation applies during the RFP and after the completion of the process.

9. Alternatives

Potential suppliers may submit proposals for alternative methods of addressing the Company's requirement described in the RFP where the option to do so was stated in the RFP or agreed in writing with the Company prior to the RFP Closing Time. Potential suppliers are responsible for providing a sufficient level of detail about the alternative solution to enable its evaluation.

10. Reference Material

If the RFP references any other materials including, but not limited to, reports, plans, drawings, samples or other reference material, the

potential supplier is responsible for obtaining the referenced material and considering it in framing their proposal. And provide it to the Company upon request.

11. Price/Cost Basis

Prices or costs quoted must show the tax exclusive price, the tax component and the tax inclusive price.

The contract price, which must include any and all taxes, supplier charges and costs, will be the maximum price payable by the Company for the Goods and/or Services.

12. Financial information

If requested by the Company, potential suppliers must be able to demonstrate their financial stability and ability to remain viable as a provider of the Goods and/or Services over the term of any agreement.

If requested by the Company, the potential supplier must promptly provide the Company with such information or documentation as the Company reasonably requires in order to evaluate the potential supplier's financial stability.

13. Referees

The Company reserves the right to contact the potential supplier's referees, or any other person, directly and without notifying the potential supplier.

14. Conflict of interest

Potential suppliers must notify the Company immediately if any actual, potential or perceived conflict of interest arises (a perceived conflict of interest is one in which a reasonable person would think that the person's judgement and/or actions are likely to be compromised, whether due to a financial or personal interest (including those of family members) in the procurement or the Company).

15. Inconsistencies

If there is inconsistency between any of the parts of the RFP, the following order of precedence shall apply:

- (a) these Terms and Conditions.
- (b) the first page of this RFP; and
- (c) the Schedule

so that the provision in the higher ranked document will prevail to the extent of the inconsistency.

16. Collusion and Unlawful Inducements

Potential suppliers and their officers, employees, agents and advisors must not engage in any collusive, anti-competitive conduct or any other similar conduct with any other potential supplier or person or quote any unlawful inducements in relation to their proposal or the RFP process.

Potential suppliers must disclose where proposals have been compiled with the assistance of current or former the Company employees (within the previous 9 months and who was substantially involved in the design, preparation, appraisal, review, and or daily management of this activity) and should note that this may exclude their proposal from consideration.

Potential suppliers warrant that they have not provided or offered any payment, gift, item, hospitality or any other benefit to the Company, its employees, consultants, agents, subcontractors (or any other person involved in the decision-making process relating to this RFP) which could give rise to a perception of bribery or corruption in relation to the RFP or any other dealings between the parties.

17. Jurisdiction

This RFP shall be subject to the laws of the District of Columbia, United States of America. The language of the arbitration will be English.

The Potential Supplier and the Company will use their best efforts to settle amicably any dispute, controversy, or claim arising out of, or relating to this RFP or the breach, termination, or invalidity thereof. If no agreeable settlement can be found, any dispute, controversy, or claim arising out of or relating to this RFP or the breach, termination, or invalidity thereof, shall be settled by mediation through the American Arbitration Association by filing a request for mediation with the AAA and the other party. The Parties will be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute.

Company Information

Palladium is a global leader in the design, development, and delivery of Positive impact — the intentional creation of enduring social and economic value. We work with corporations, governments, foundations, investors, communities, and civil society to formulate strategies and implement solutions that generate lasting social, environmental, and financial benefits.

Project Background

In Ethiopia, Palladium employs approximately 66 national and international staff. Additional international visitors travel to Ethiopia routinely to support project implementation and oversight. Palladium maintains its principal office in Addis Ababa, Ethiopia.

Palladium requires a subcontractor to provide information support and a nuanced approach to security risk management based on the contextualized evolving threat and adapting operational requirements of our projects.

Purpose

The purpose of this RFP is to issue an Indefinite Delivery Indefinite Quality (IDIQ) subcontract agreement to an eligible organization with a recognized track record in providing Ethiopia-wide safety and security support to large multi-national development organizations.

Type of Contract

Indefinite Delivery Indefinite Quality (IDIQ) Subcontract Agreement.

Anticipated Contract Period of Performance

Palladium anticipates issuing a 1-year agreement to the winning bidder that may be renewed based on performance and the availability of funding, at the sole discretion of Palladium.

Place of Performance

The activities to be performed under this subcontract will take place in Ethiopia.

Staffing and Level of Effort

The offeror will propose a team of people with the skill sets suitable to carry out the scope of work detailed in ***Annex A, Scope of Work***.

Instructions to Offerors

All interested organizations should submit electronic copies of their technical and financial proposals in English to EthiopiaMS4G.procurement@thepalladiumgroup.com. If you have further queries, please submit all questions electronically via EthiopiaMS4G.procurement@thepalladiumgroup.com. Please note that all questions must be submitted by December 14, 2023.

The following items are required to be submitted as part of the proposal:

1. Technical Proposal

For the technical proposal, the offeror must submit:

- (a) **Cover letter** with the following information:
 1. Offeror's contact info and address.
 2. Type of company or organization.
 3. Signed by an authorized representative of the offeror.

4. Unique Entity Identification (UEI) Number (bidders must have a UEI number or obtain one within 10 days of being notified of selection). Bidders are advised to apply on SAM.gov for ease of obtaining UEI number.
- (b) **Sector Coverage and Firm Profile:** Including the background of the offeror and relevant expertise, describing specific projects performed, and results achieved by the offeror highlighting relevant expertise. (max 2 pages)
- (c) **Technical Proposals:** Outlining by component, describe in detail how the offeror would achieve the tasks outlined in **Annex A, Scope of Work** of this RFP, and the evaluation criteria in Table 2. (max 15 pages)
- (d) **Key Personnel and Staffing Plan:** The offeror will provide a team of experts with relevant qualifications and experience to adequately support the required activities. A brief description of staffing resources required to complete the assignment should be provided, along with their technical specialties and availability. A team leader and other senior staff that the offeror believes are essential to the successful completion of the activity must be named in the proposal and curriculum vitae (CV) provided. CVs must be provided in an annex to this proposal. (max 5 pages excluding CVs)
- (e) **Past Performance:** showing how the offeror has executed similar work for similar clients, including contact details for up to three references. (max. 5 pages)
- (f) All supporting documentation specified below in the pass/fail evaluation criteria.
- (g) The selected offeror will be required to complete a Due Diligence Questionnaire and **provide a UEI number within 10 days** of being notified of selection.

2. Cost Proposal

Offers must submit a detailed cost proposal. Offerors will find the Budget Template posted with this RFP or can request it through EthiopiaMS4G.procurement@thepalladiumgroup.com. The cost proposal consists of:

- (a) Budget in Microsoft Excel with all formulas visible (unlocked)
- (b) Accompanying Word Document with all cost assumptions and explanations

Key assumptions

- Budget in Ethiopian Birr, unless not registered in Ethiopia.
- All prices are to be inclusive of relevant taxes.
- Separate unit cost and number of units for each of the four components in the Scope of Work.
- Break down activity costs in as much detail as possible.
- Offeror should budget for:
 - Defense Base Act (DBA) insurance by FAR 52.228-3, as applicable.

Submission of Offers

Electronic proposals must be submitted by sending **two separate emails, one for a technical proposal and one for a cost proposal** with the RFP number **RFP-CATALYZE-217772-Ethiopia-2023-0162** in the subject lines.

Offers received past the deadline stated on the cover page will be deemed non-responsive and will not be considered for award.

Evaluation and Award Process

Proposals will be evaluated using a best-value trade-off methodology. This is a three-stage process.

- (1) The first set of criteria is graded on a pass/fail basis. Offerors must meet the following minimum eligibility qualification criteria and provide supporting documentation:

Table 1. Eligibility requirement

#	Requirement	Supporting Documentation
(a)	<ul style="list-style-type: none"> Must be a registered legal entity Resumes/CVs of the Key Personnel are included to ensure completion. 	Copy of the Business License Certificate or Articles/Memorandum of Association. The following renewed legal registration documents for firms registered in Ethiopia (Commercial Registration Licence, Business License, TIN, VAT).
(b)	Must not have any active exclusions from working with the US government (www.sam.gov), the UN (Sanctions List), or the US Department of the Treasury Office of Foreign Asset Control	N/A (Palladium will conduct the vetting to check the exclusion)

(2) If these minimum criteria are met, the offeror's technical proposal will be evaluated as follows:

Table 2. Technical evaluation criteria

Evaluation Criteria	Documents Evaluated	Points
1. Sector Coverage and Firm Profile		
a. Description of knowledge and expertise in the security sector. <ul style="list-style-type: none"> i. Minimum of ten (10) years of international experience in safety and security with international organizations or multinationals. j. Familiarity with the safety and security procedures of international organizations and multinationals operating in Ethiopia. k. Specific experience and clear understanding of the bigger picture threats and issues affecting large organizations in worldwide. l. Proven familiarity and experience with the Ethiopian context, or a demonstrated ability to rapidly acquire contextual knowledge for all regions. 	Reference to the service provided and other documentation showing the experience.	20
2. Technical Proposal		
a. Description of the general approach and execution of the four (4) specific tasks included in the scope of work (annex A).	The main body of the technical proposal should not exceed 10 pages, single-spaced in 12 Gill Sans MT font.	20
b. Management approach – describing the team roles and responsibilities with regards to completing the deliverables, where they are located, their travel expectations, etc.	Management approach part of the technical proposal, with detailed outlined activity, planning and execution strategy clearly outlined. The technical proposal includes a management approach with a well-detailed activity, planning, and execution strategy.	20
3. Key Personnel and Staffing Plan		

<p>The offeror must provide a brief description of the staffing resources required to complete this activity, their technical specialties and their availability, and time requirement.</p> <p>The consulting firm should have staff that demonstrate the following:</p> <ul style="list-style-type: none"> i. Solid international experience in safety and security with international organizations or multinationals. j. Familiarity with the safety and security procedures of international organizations and multinationals operating in Ethiopia. k. Specific experience and clear understanding of the bigger picture threats and issues affecting large organizations in worldwide. l. Proven familiarity and experience with the Ethiopian context, or a demonstrated ability to rapidly acquire contextual knowledge for all regions. 	<ul style="list-style-type: none"> - Individual Bios - Team Structure & Roles & Responsibilities - CVs 	20
4. Past Performance		
<ul style="list-style-type: none"> a. Demonstrated experience working with and providing services to clients such as USAID, DIFD or other UN Agencies b. Demonstrated experience in facilitation of large group security training in the country. 	<ul style="list-style-type: none"> - At least two sample sitreps from previous experience working with similar organization like UN agencies, USAID and DIFID. - Reference contact information. - Training certifications offered. 	20
TOTAL		100

(3) The offeror's cost proposal will be evaluated for:

- Proposed unit prices for each of the four (4) tasks detailed in the Scope of Work, relative to other offers received.
- Realism and reasonableness of the work to be performed.
- Price reflects a clear understanding of the requirements.
- Price is consistent with various elements of the technical proposal.
- Compliance with USAID cost principles

Palladium reserves the right to award under this solicitation without further negotiations. The offerors are encouraged to offer their best terms and prices with the original submission.

PROCUREMENT INTEGRITY AND ETHICS

It is Palladium's Policy that no gifts of any kind and of any value be exchanged between vendors/contractors and Palladium personnel. Discovery of the same will be grounds for disqualification of the vendor/contractor from participation in any Palladium's procurements and may result in disciplinary actions against Palladium personnel involved in such discovered transactions.

Resulting Award

This RFP in no way obligates Palladium to award a contract. Palladium may opt to select multiple offers in response to this RFP.

Any contract/purchase order resulting from this solicitation must be signed by both parties in order to be considered valid and in force. All costs associated with, but not limited to, production, preparation and/or delivery of goods or services, including deliveries, accepted by Palladium staff, without a fully executed (signed by both parties) contract/purchase order, are at the vendor's risk only. Palladium shall not pay for any costs, without limitation, associated with the production, preparation, or delivery of goods and/or services under this or any other contract/purchase order, which has not been signed by both parties.

If your proposal is successful, you will be required to enter into the Company's standard contract for the types of goods or services being provided. In the provision of the Goods and Services, you will be required to comply with the Company's policies, including (without limitation) its Business Partner Code of Conduct and any relevant client terms and conditions. Potential suppliers must also comply with the Company's Business Partner Code of Conduct in the submission of any proposals under this RFP.

If you are bidding as part of a joint venture, partnership, or similar, please make this clear in your submission. Likewise, if you propose to subcontract any part of the goods or services provision, then disclose this fact within your submission. The Company may require additional information from you and approval for subcontracting will not be automatic as subcontractors will be subject to Palladium's Due Diligence process.

Attachments

Please review the additional documentation and proposed contract terms and conditions which should be given consideration when preparing your proposal. By submitting your bid, you will certify that you are in agreement with the contract terms and conditions as included in this solicitation and that all prices include all aspects of the required compliance with the terms and conditions of the proposed contract.

Attachment 1 - Budget Template

Attachment 2 - Due Diligence Questionnaire

Attachment 3 - FFATA Form (will be required only for successful offeror, where applicable – included for awareness only)

Attachment 4- FFP-Subcontract-Template (will be required only for successful offeror, where applicable – included for awareness only)

Palladium Business Partner Code of Conduct and Child Protection Guidelines can be downloaded in full at: <http://www.thepalladiumgroup.com/policies> or requested through email from Catalyze.procurement@thepalladiumgroup.com

Note: GSA has developed a useful interactive PDF tool that guides through the most common scenarios about UEI (https://www.fsd.gov/sys_attachment.do?sys_id=af05f8fb1b44851006b09796bc4bcb6d)

Bidders can attach proof of application for UEI number following the above guideline for support in obtaining your UEI!

Annex A - Scope of Work

Palladium wishes to engage a security management firm to support security risk management for its projects in Ethiopia. A selected firm shall be expected to conduct activities as detailed below. Palladium can request any of the below services, on an as needs basis. Requests for any of these four tasks will be issued as a specific task order under the IDIQ subcontract.

Specific Tasks

1. **TASK 1 - HEAT (Hostile Environment Awareness Training)**: based on Palladium's request the security firm should deliver HEAT training with the below topics.
 - Basic first aid and psychological first aid
 - Personal safety and security, including travel.
 - Situational Awareness
 - Communications equipment
 - Capture and captivity included in kidnap and ransom.
 - Reaction to fire: small arms and indirect.
 - Threats in the field
 - Fire safety
 - Kidnap and Ransom
 - Understanding how to build individual situational awareness in high-risk environments.
 - In-house safety and security training on specific topics, as required.
 - Actions on Illegal Checkpoint.

2. **TASK 2 - Situational Reports (Sitreps)**: The firm should deliver a monthly report for Amhara, Oromia, Tigray, Sidama, and South Ethiopia regional states.
 - Provide details on safety and security risk assessment reports for the mentioned regions.
 - Perform a risk analysis to identify the security risk gap and develop appropriate countermeasures to the identified gaps in the regional cities.
 - Consider the safety and security implications for national staff working or traveling across Ethiopia in the context of ethnic violence in regions.
 - Provide real-time analyses and monitoring of the current situation in project locations, advising on potential threats and necessary precautions.
 - Manage information efficiently, ensuring data confidentiality and accuracy, while providing reports to the management.
 - Regular information exchanges with the Palladium Safety and Security Manager on specific security-related situations.

3. **TASK 3 - Driver Training**: The security firm is responsible for giving training on the following areas to Palladium project drivers. The training must be delivered by a recognised and certified instructor and should provide a recognized certification.
 - Defensive tactical driving techniques
 - Travel and road safety
 - Driver responsibility & the law
 - Movement and field visits
 - Organizational driving policy
 - Planning and movement
 - Communication
 - Driving and vehicle safety
 - Medical emergency
 - Driving in Dangerous Environments

- Accident Avoidance
- Passenger van safety
- Risk assessments
- Basic measure on vehicular accidents and injuries
- Actions on breakdown.

4. TASK 4 - Route Analysis: The consulting firm should provide a detailed route analysis for specific locations and or regions, within 48 hours upon request. Must include at the minimum:

- A map of the area
- Routes involved.
- Any Boundaries
- Social context including demographics, tribes, military, police, etc.
- The circumstances for example intent, weather, or anything else of note
- Risks associated with Route.
- Mitigation measures.