

**REQUEST FOR QUOTATION - QUOTE No: P1006-OPS-PR-1124-601**  
**BLANKET PURCHASE AGREEMENT— PROVISION OF TRAVEL MANAGEMENT SERVICES**  
**(AIR TICKETING SERVICES)**

<b>Buyer Name: DT Global</b>  Telephone: +252-610-272-821  Email: <a href="mailto:iris.procurement@dt-global.com">iris.procurement@dt-global.com</a>  Location: Mogadishu, Somalia	<b>Ship To Name: DT Global Office</b>  Attention: DT Global Address: MIA compound. City/State/Zip: Telephone: +252-610-272-821	<b>Vendor Name:</b>  Attention: Address: City/State/Zip: Telephone: Fax: Email:	<b>Business Size:</b>
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<b>Issue Date:</b>	<b>20<sup>th</sup> January 2025</b>
<b>Quote Due Date:</b>	<b>31<sup>st</sup> January 2025</b>
<b>Quote Valid Until:</b>	90 Days

<b>Required Delivery Date</b>
As per the task order

<b>Commercial Item:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Payment Terms:</b>	<b>NET 45 Days</b>
<b>FOB:</b>	<input type="checkbox"/> Origin <input checked="" type="checkbox"/> Destination

Line Item	Description of service- Return (Two-way) air tickets on Economy class based on the below routes:	Booking Class	Service fee percentage (%) per ticket cost issued, inclusive of all applicable taxes
1.	Issuing roundtrip Ticket for Domestic Flights	All Classes	
2.	Issuing roundtrip Ticket for International Flights	All Classes	

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Offeror's, Name, Title & Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Instructions to Offerors:**

- Questions Due: **Saturday 25<sup>th</sup> January 2024, 23:59, Hrs. (East African Time)**
- **Submission Deadline:** Final submissions will be due no later than **Friday 31<sup>st</sup> January 2024, 23:59, Hrs. (East African Time)** submitted to the email: [iris.procurement@dt-global.com](mailto:iris.procurement@dt-global.com)
- **Note:** Rates below should be a percentage of the service fee charged per cost of each ticket issued inclusive of all applicable taxes.

DT Global will not respond to questions pertaining to this RFQ over the phone. DT Global will not in any way assist Offerors in preparing their bids nor reimburse any bid preparation costs incurred by the Offeror.

The services and goods to be delivered are to be done to/in Somalia, which is the responsibility of the vendor to ensure this is done, under the supervision of IRiS Project.

**Mandatory Submission Requirements:**

1. Valid Business Registration Certificates
2. Tax Compliance Certificate /Proof evidence for tax payment in 2025
3. NDAA Section 889 Representation Form. DT Global reserves the right to disqualify any offeror using covered materials. See Annex A Below.

**Instructions to bidders:**

This request for quote does not constitute an order. Buyer will not pay offer preparation costs. Buyer may accept other than the lowest priced offer based on trade-offs between cost and quality or to further its socioeconomic programs. Buyer reserves the right to reject offers (a) received after the date and time specified, (b) not responsive to the solicitation, (c) with unbalanced line-item pricing, or (d) from vendors restricted from doing business with the U.S. Government.

Notwithstanding the terms of this Request for Quote/Proposal, offeror acknowledges that DT Global reserves the right to reject any or all Quotes/Proposals for whatever reason DT Global determines, in its sole discretion, to be in its best interests. Offeror further acknowledges that DT Global may for whatever reason waive any or all formalities and terms of this Request for Quote/Proposal and that nothing in the terms of this Request for Quote/Proposal shall give rise to any claim or cause of action, including without limitation any claim for breach of implied-in-fact contract to treat Quotes/Proposals in accordance with the terms herein.

- Material Safety Data Sheets (MSDS) are required with quote.

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- No substitutes or Form Fit and Function alternative part numbers will be accepted.
- Product or Service is in support of a Government Contract.
- Shipping – Package items for shipment in accordance with the International Air Transport Association (IATA) regulations.
- Freight MUST be priced Separately.

- (1) Please provide the applicable U.S. Department of State International Traffic in Arms Regulations (ITAR) United States Munition List (USML) classification category or the U.S. Dept. of Commerce Export Administration Regulations (EAR).
- (2) Export Controls Classification (ECCN) for your product.
- (3) Additionally, please provide the National Stock Number (NSN) of the products requested, if applicable.

The following apply to this Request for Quote:

- DPAS Rated Order:
- Buy American Act
- Buy American—Free Trade Agreements—Israeli Trade Act
- Trade Agreements Act
- Preference for Certain Domestic Commodities—Berry Amendment
- Restriction on Acquisition of Hand or Measuring Tools—Berry Amendment  Tax Exempt as provided
- Prime Contract Flow Downs as provided in Mandatory Flow Downs

Terms and Conditions:

- Terms and Conditions
- Terms and Conditions—Commercial

Representations and Certifications:

- Vendor Business Registration/Representations and Certifications—Non-Commercial
- Vendor Business Registration/Representations and Certifications—Commercial
- Indirect and Non-Government Vendor Business Registration
- Supplemental Certifications

Wage Determination:

- Service Contract Act as provided  Davis Bacon Act as provided

**BLANKET PURCHASE AGREEMENT— PROVISION OF TRAVEL MANAGEMENT SERVICES  
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DT Global IRiS issues this RFQ for the purpose of soliciting bids for the provision of Travel Agent Services.

**B. Condition of Contract and Expected Output**

DT Global IRiS is looking to establish one or multiple Blanket Purchase Agreements with able and qualified Suppliers. A Blanket Purchase Agreements is a type of agreement with terms and conditions under which procurement of goods or services can be affected over a specified period, but which places no obligation on DT GLOBAL IRIS to order any minimum or maximum quantity.

After entering into a Blanket Purchase Agreements, DT GLOBAL IRIS shall place orders on a “need basis”.

DT Global IRiS shall initiate a Secondary Tender to request confirmation from the Supplier on its goods and service availability and prices by email. The Supplier shall confirm by return email within 48 hours (including any applicable discounts).

DT Global IRiS shall make award decision based on “lowest-priced, most technically acceptable/compliant offer”.

The confirmed award shall be in the form of a duly authorized Work Order. The Call Order is DT Global IRiS commitment against Blanket Purchase Agreements s. The Call Order will provide information on the exact items, its quantities and unit prices (lifted from the Blanket Purchase Agreements) in addition to other logistic details.

The duration for Blanket Purchase Agreements (s) is 12 months with an option to extend at the same price, terms, and conditions for a second 48-month period subject to satisfactory performance and agreement by both parties.

This RFQ is for **TRAVEL AGENT SERVICES**.

The Travel Agent Services shall be in line with the below requirements. Bidders are advised to submit a bid as per the RFQ.

**C. General Requirements:**

- The travel agency shall provide the travel services as described in this document when and as requested by DT GLOBAL IRIS in its capacity as an accredited Travel Agent.
- The Travel Agent shall at all times follow the instruction given by DT GLOBAL IRIS notwithstanding its obligation to advise DT GLOBAL IRIS on better conditions available to it, in terms of tariffs, itineraries, and carriers.

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- On a monthly basis as applicable, the contractor shall submit a statement of account to DT GLOBAL IRIS attaching all invoices for tickets or vouchers issued, with specific reference to the Call Order number.
- If any of the invoices submitted does not comply with the authorized Call Order or do not conform to the instructions as given in the work order, DT GLOBAL IRIS shall only pay the amount authorized.
- Payments to the contractor will be processed via bank transfer as applicable.
- All unused funds paid to the Travel Agent against invoices for travel not undertaken or undertaken in part shall be credited to DT GLOBAL IRIS within one (1) month after receipt of complete and correct invoices.

**E. DT GLOBAL IRIS Travel Policy**

Current air travel policy requires the Travel Agents in all cases to book the lowest available fares on Economy class and to research alternate itineraries (at least three options, if available) in order to provide the lowest appropriate fares, which satisfy the DT GLOBAL IRIS travel policies and organizational requirements.

**F. Supplier Relations**

- The Travel Agent shall not favor any particular carrier when making reservations.
- The Travel Agent shall maintain excellent relations with all carriers for the benefit of DT GLOBAL IRIS

**G. Financial proposal**

The travel agent is requested to quote for each route in terms of the fixed fee cost or **percentage of chargeable service fee per ticket issued.**

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**EVALUATION CRITERIA**

TECHNICAL PROPOSAL EVALUATION

Proposals will be evaluated based on the criteria outlined in this document. The relative importance of each criterion is indicated by the points assigned. Each proposal can achieve a maximum technical score of **100 points**, with a passing mark set at a minimum of **70 points**.

<b>Criteria</b>	<b>Maximum Score</b>
<b>Technical Approach</b>	<b>40 points</b>
1. Detailed Company Profile, which should not exceed fifteen (15) pages.	10
2. Description of ability to manage booking travel tickets	10
3. Description of how your travel firm handles the issuance of bookings when needed/requested	10
4. Description of the process of resolving customer service issues	10
<b>Past Performance and Experience</b>	<b>50 points</b>
1. The Supplier shall have at least 4 years of relevant experience in conducting similar services in Somalia and in delivering similar projects with UN Agencies or other international equivalent organizations (Copies of 4 contract/POs/Framework agreement, /BPA's or Long-term Agreement)	20
2. List and value of projects performed over the last four years, plus clients' contact details (name, telephone number, email) who may be contacted for further information on those contracts in table format.	10
3. Airline authorization letter	10
4. Accreditation certificate from IATA or equivalent body like Somali Civil Aviation Authority	10
<b>Proposed Key Personnel</b>	<b>10 points</b>
1. Key staff (DT Global IRiS point of contact and direct supervisor) with minimum 3 years' work experience in provision of Travel Management Services -Air Ticketing Services in Somalia– please provide 2 CVs	10

**BLANKET PURCHASE AGREEMENT— PROVISION OF TRAVEL MANAGEMENT SERVICES  
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Section 889(a) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the U.S. Government and any of its contractors and subcontractors from procuring or obtaining, or extending or renewing a contract to procure or obtain, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.

**(b) Definitions:**

*Covered foreign country* means The People's Republic of China.

*Covered telecommunications equipment or services* means telecommunications equipment produced by Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities)

*Critical technology* means defense articles or defense services included on the United States Munitions List set forth in the International Traffic in Arms Regulations under subchapter M of chapter I of title 22, Code of Federal Regulations; Items included on the Commerce Control List set forth in Supplement No. 1 to part 774 of the Export Administration Regulations under subchapter C of chapter VII of title 15, Code of Federal Regulations, and controlled- (i) Pursuant to multilateral regimes, including for reasons relating to national security, chemical and biological weapons proliferation, nuclear nonproliferation, or missile technology; or (ii) For reasons relating to regional stability or surreptitious listening; Specially designed and prepared nuclear equipment, parts and components, materials, software, and technology covered by part 810 of title 10, Code of Federal Regulations (relating to assistance to foreign atomic energy activities); Nuclear facilities, equipment, and material covered by part 110 of title 10, Code of Federal Regulations (relating to export and import of nuclear equipment and material); Select agents and toxins covered by part 331 of title 7, Code of Federal Regulations, part 121 of title 9 of such Code, or part 73 of title 42 of such Code; or Emerging and foundational technologies controlled pursuant to section 1758 of the Export Control Reform Act of 2018 (50 U.S.C. 4817).

*Reasonable inquiry* means an inquiry designed to uncover any information in the entity's possession about the identity of the producer or provider of covered telecommunications equipment or services used by the entity that excludes the need to include an internal or third-party audit.

*Substantial or essential component* means any component necessary for the proper function or performance of a piece of equipment, system, or service.

**(c) Representation.** After conducting a reasonable inquiry Subcontractor represents that it [ ] will or [ ] will not provide covered telecommunications equipment or services to DT Global in the performance of any contract, subcontract, order, or other contractual instrument resulting from this contract. This representation shall

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be provided as part of the proposal and resubmitted on an annual basis from the date of award. **(d) Disclosures.** If the Subcontractor has responded affirmatively to the representation in paragraph (c) of this clause, the Subcontractor shall provide the following additional information to DT Global:

- (1) List of all covered telecommunications equipment and services offered or provided (Entity name, brand; model number, such as original equipment manufacturer (OEM) number, manufacturer part number, or wholesaler number; and item description, as applicable);
- (2) Explanation of the proposed use of covered telecommunications equipment and services and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b) of this provision.

**(d) Reporting requirement.**

(1) In the event the Subcontractor identifies covered telecommunications equipment or services used as a substantial or essential component of any system, or as critical technology as part of any system, during contract performance, or the Subcontractor is notified of such by a subcontractor at any tier or by any other source, the Subcontractor shall report the information in paragraph (d)(2) of this clause to DT Global.

(2) The Subcontractor shall report the following information pursuant to paragraph (d)(1) of this clause

(i) Immediately upon such identification or notification: the contract number; the order number(s), if applicable; supplier name; supplier unique entity identifier (if known); supplier Commercial and Government Entity (CAGE) code (if known); brand; model number (original equipment manufacturer number, manufacturer part number, or wholesaler number); item description; and any readily available information about mitigation actions undertaken or recommended.

(ii) Within 5 business days of submitting the information in paragraph (d)(2)(i) of this clause: any further available information about mitigation actions undertaken or recommended. In addition, the Subcontractor shall describe the efforts it undertook to prevent use or submission of covered telecommunications equipment or services, and any additional efforts that will be incorporated to prevent future use or submission of covered telecommunications equipment or services.

**(e) 2<sup>nd</sup> Tier Subcontracts.** The Subcontractor shall insert the substance of this clause, including this paragraph (f), in all 2<sup>nd</sup> Tier subcontracts and other contractual instruments, including subcontracts for the acquisition of commercial items.

**(f) SAM Verification.** The Subcontractor shall regularly review the list of excluded parties in the System for Award Management (SAM) (<https://www.sam.gov>) to identify entities excluded from receiving federal awards for “covered telecommunications equipment or services”.

**Signature:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Title/Position:** \_\_\_\_\_

**Name:** \_\_\_\_\_