



USAID | NIGERIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: AID-620-S-19-00002-00

ISSUANCE DATE: December 20, 2018

CLOSING DATE/TIME: January 4, 2019

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor (CCNPSC) Chauffeur**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Contracting Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** AID-620-S-00-19-00002-00
- 2. ISSUANCE DATE:** December 20, 2018
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** January 4, 2019
- 4. POSITION TITLE:** Chauffeur (4 positions)
- 5. MARKET VALUE:** **N3,599,599 – N5,366,455** equivalent to **FSN-4; 48 Hours per week**
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of United States Mission, Nigeria (Effective July 8, 2018).
Final compensation will be negotiated within the listed market value.
- 6. PERIOD OF PERFORMANCE:** Five (5) years renewable
- 7. PLACE OF PERFORMANCE:** Abuja, Nigeria with possible travel as stated in the Statement of Work.
- 8. SECURITY LEVEL REQUIRED:** Sensitive But Unclassified (SBU)

9. STATEMENT OF DUTIES

BASIC FUNCTION OF THE POSITION:

Under the supervision of the Deputy Executive Officer, the incumbent operates a variety of armored and non-armored motor vehicles to transport Mission personnel, VIP visitors, TDY staff, and other official passengers on field trips in support of program efforts in and outside Abuja, Nigeria. The incumbent performs minor preventive maintenance, cleaning of vehicle and completes trip ticket for each trip.

MAJOR DUTIES AND RESPONSIBILITIES:

The incumbent will operate passenger vehicles to transport Mission personnel, VIP visitors, and other official passengers in support of Mission's operational and program efforts in and outside Abuja. The incumbent will keep vehicles in clean and serviceable condition, and performs minor preventive maintenance. From time to time, H/She will be called upon to deliver documents or invitations to USAID/Nigeria implementing partners and carry out other important assignments for staff of USAID/Nigeria. The incumbent will provide routine assistance to VIP personnel, pointing out and describing places of interest. H/She will frequently undertake field trips, outside Abuja, Nigeria with other teams led by the Office of the Regional Security. Assist the Front Office chauffeurs from time to time. **55%**

Maintains accurate, up-to-date records on trip sheets by legibly recording the travel times, mileage and destinations; perform daily pre-trip vehicle inspection of the assigned vehicle as per

the preventive maintenance check list specified on the trip ticket. Ensures that all immediate actions required are taken in case of involvement in accidents. **15%**

Ensures the assigned vehicle is in good operating condition by performing minor maintenance tasks when necessary; ensuring that periodic scheduled vehicle maintenance is completed and reported; ensures that timely repairs, changes of oil, check of tires, brakes and fueling the vehicle(s) among others are carried out; keep the assigned vehicles(s) clean inside and outside. **15%**

Ensures availability of all the required documents/items including trip tickets, office telephone directory, accident report form and field trip expendable and non-expendable items. Holds fuel coupons and cash for fueling purpose while going on field trips. **15%**

H/She is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

10. AREA OF CONSIDERATION: Nigerians Only

11. PHYSICAL DEMANDS: The work requested does not involve undue physical demands.

12. POINT OF CONTACT: All applications should be sent to abujahrcha@usaid.gov

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. Education:** Completion of Secondary School education is required.
- b. Prior Work Experience:** Minimum of three (3) years' work experience as a professional chauffeur is required.
- c. Post Entry Training:** On-the-job defensive driver training will be provided and is required to pass an eye test.
- d. Language Proficiency:** Level III English ability (good working knowledge) speaking/writing/reading and must be fluent speaking and at least one local language (Igbo, Hausa, or Yoruba)) is required.
- e. Job Knowledge:** Knowledge of key locations and local traffic laws in and around Abuja; and knowledge of preventative maintenance, with the ability to recognize when vehicle is not working properly is required. U.S. Government vehicles mobile radio operation training.
- f. Skills and Abilities:** Ability to drive carefully and cautiously in heavy, chaotic traffic under poorly maintained roads, as well as the ability to recognize a potentially dangerous situation and take appropriate defensive action is required. Must have a valid Nigerian driver's license.

III. EVALUATION AND SELECTION FACTORS

1. Education (10 points)
2. Prior Work Experience (20 points)
3. Job Knowledge (30 points)
4. Language Proficiency (10 points)
5. Skills and abilities (30 points)

Per this scoring rubric, prior work Experience, Job Knowledge, Skills and Abilities are the most important factors. Applications will initially be screened for conformity with minimum requirements and a short list of applicants developed.

USAID reserves the right to interview only the highest ranked applicants in person or by phone OR not to interview any candidate.

After the closing date for receipt of applications, a committee will be convened to review applications and evaluate them in accordance with the evaluation criteria. Applications from candidates which do not meet the required selection criteria will not be scored. Only shortlisted applicants will be contacted. No response will be sent to unsuccessful applicants.

As part of the selection process, finalist candidates may be interviewed either in person or by telephone at USAID's discretion. Reference checks will be made only for applicants considered as finalists. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant. Only finalists will be contacted by USAID with respect to their applications.

IV. PRESENTING AN OFFER

Offerors are requested to submit application package to: abujahrcha@usaid.gov

1. Eligible Offerors are required to complete and submit the offer form DS-174 (Application for US Federal Employment); or a current resume or curriculum vitae that provides the same information as a DS-174.

Any documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, NYSC certificate/exemption etc.).

A type-written and signed application letter specifically applying for this position, and addressing the minimum requirements as advertised. Please reference the job title and announcement number on the application letter.

Limit all electronic (e-mail) submission to one entry/email not larger than 5MB. Please submit attachments in PDF and Word formats, not pictures. E-mails received without the appropriate subject line and incomplete applications will not be considered.

2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I, item 12**.
3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms.

1. Medical History and Examination Form (Department of State Forms)
2. RSO Security Questionnaire
3. BI Guide Questionnaire
4. THOR Enrollment Intake Form

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

1. BENEFITS:
 - a. Health Insurance
 - b. Annual Salary Increase (if applicable)
 - c. Annual and Sick leave
 - d. Annual Bonus
2. ALLOWANCES (as applicable):
 - a. Transportation Allowance
 - b. Meal Allowance
 - c. Miscellaneous Allowance
 - d. Housing Allowance

VII. TAXES

The Mission emphasize to its employees of the fact that they are obliged to observe Nigerian Laws, including those concerning income and related tax obligations. Payment of such taxes is a matter between the individual employee and the Nigerian Government. In the absence of a specific international agreement, the U.S. Government will not withhold local taxes from an employee's salary.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCNPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>
3. **Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs)** for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2 and 5 CFR 2635.** See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>