

**SOLICITATION NUMBER:** 72066025R10004

**ISSUANCE DATE:** October 23, 2024

**CLOSING DATE/TIME:** November 20, 2024 at 17:00 (Kinshasa Time)

**SUBJECT:** **Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC - Local Compensation Plan) – Chauffeur, based in Kinshasa. Multiple positions**

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** of this solicitation. Incomplete or unsigned offers may not be considered. Offerors should retain copies of all offer materials for their records.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including women and those from disadvantaged and under-represented groups, to respond to the solicitation.

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 1.

Sincerely,



Digitally signed by  
CLINTON JAMES BRANAM  
Date: 2024.10.21 12:27:43  
+01'00'

**Clint Branam**  
**Contracting Officer**

Physical Address: U.S. Agency for International Development Mobil Building N° 198 Avenue Isiro Gare Centrale / Gombe / Kinshasa Democratic Republic of Congo	Pouch address: USAID 2220 Kinshasa Place Dulles, VA 20189-2220	Tel: (+243) 81 700 5701 <a href="https://www.usaid.gov/democratic-republic-congo">https://www.usaid.gov/democratic-republic-congo</a>
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**I. GENERAL INFORMATION**

1. **SOLICITATION NO.:** 72066025R10004
2. **ISSUANCE DATE:** October 23, 2024
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** November 20, 2024 at 17:00 (Kinshasa Time)
4. **POINT OF CONTACT:** USAID/DRC, Executive Office/Human Resources Unit, e-mail at [usaidhrkinshasa@usaid.gov](mailto:usaidhrkinshasa@usaid.gov)
5. **POSITION TITLE:** Chauffeur
6. **MARKET VALUE:** Equivalent to FSN-4. In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/DRC. Final compensation will be negotiated within the market value.
7. **PERIOD OF PERFORMANCE:** The period of performance is Five (5) years, estimated to start o/June 2025 or earlier if required clearances are obtained. The services provided under this contract are expected to be of a continuing nature that will be executed by USAID through a series of sequential contracts, subject to the satisfactory performance, the continued need, and the availability of funds.
8. **PLACE OF PERFORMANCE:** Kinshasa, Democratic Republic of Congo with possible travel as stated in the Statement of Duties.
9. **ELIGIBLE OFFERORS:** Cooperating Country Nationals as defined in AIDAR Appendix J: "Cooperating country national ("CCN") means an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country."
10. **SECURITY LEVEL REQUIRED:** Security Certification issued by the U.S. Embassy Regional Security Office.

**11. STATEMENT OF DUTIES***1. General Statement of Purpose of the Contract*

The incumbent serves as the Chauffeur for the USAID Mission Directors and occasionally provides transportation service to VIP visitors and to the other members of the Mission, as directed, in accordance with instructions and schedules provided by the Mission Directors and the MD Administrative Assistant. The incumbent is responsible for driving light vehicles, as

assigned, to provide services in support of USAID/DRC program activities: transports the Mission Directors and official visitors, as/when appropriate, to conduct official business within Kinshasa and to points outside the city. As needed on special occasions and upon request (i.e. VIP visits), the incumbent may be called upon to provide back-up assistance. In the performance of these duties, the incumbent must rely heavily on his/her interpersonal skills, his/her knowledge of the procedures associated with the specific tasks assigned, and the relationships developed in the various DRC government offices, local companies, and/or governmental and international organizations. The incumbent performs daily preventive maintenance and emergency minor repairs, maintains daily trip sheets, reports all mechanical problems of the assigned vehicle to the Deputy Executive Officer. The incumbent must strictly adhere to all rules and regulations of U.S. Mission, USAID/DRC, and the laws of the country related to performance of official duties which are frequently and critically monitored.

## *2. Statement of Duties to be Performed*

### **1. Daily Operations 50%**

In accordance with instructions and schedules provided by the Mission Director and the MD Administrative Assistant, the incumbent operates the USAID official vehicle to provide transportation services to the USAID Mission Directors, official and VIP visitors within the city and surrounding areas. Responsible for the security and safety of passengers; observes all traffic laws; remains constantly alert to unusual situations and takes evasive action as appropriate.

### **2. Vehicle Maintenance and Record Keeping 20%**

Personally, ensures that the vehicle is clean (both interior as well as exterior), that it is in serviceable condition and properly maintained in order to provide safe transportation services to passengers. Performs daily preventive maintenance and emergency minor repairs. Reports any mechanical problems and malfunctioning of the vehicle immediately to the Deputy Executive Officer along with any other problems that may arise in the performance of his/her function. Ensures that preventive maintenance is performed on a regular basis (to include but not limited to daily, weekly, monthly, quarterly, yearly maintenance activities/requirements). Maintains an accurate daily record (Daily Log of Vehicle Usage) of vehicle usage, which must include signatures of all passengers and assists in the preparation of vehicle reports and inventories, when/as requested. Records daily mileage, gas consumption. Provides collective data from these records to the Motor Pool Supervisor for the monthly gasoline and annual vehicle reports.

### **3. Mail delivery and Pool Chauffeur functions 20%**

May provide regularly scheduled pick-up and delivery of mail or other items throughout the day to include but not limited to mail delivery and serving as special messenger delivering documents or invitations. Hand carries urgent purchase orders to local vendors and picks up airline tickets. Functions as pool chauffeur or field trip driver as necessary. Performs mission operations services when available.

### **4. Security Measures 10%**

Ensures that all passengers have fastened/buckled their seatbelts before starting the engine, in compliance with Agency and Post-specific safety requirements. Exercises sound judgment in selecting which roads to use and which areas to avoid, to ensure passengers' safety. Maintains high level of security awareness at all times to ensure that United States Government (USG) property is protected and that passengers are not endangered. Reports vehicular accidents immediately to the supervisor/dispatcher in accordance with USAID/DRC Mission procedures; completes all required paperwork to document the accident; and ensures that the Police and Insurance Company have all information required to complete their investigations/reports.

3. *Supervisory Relationship:* This position will work under the immediate supervision of the Mission Director or a designee for now on a day-to-day basis. Occasionally the Deputy Executive Officer will provide additional instructions/guidance and assign special tasks.

4. *Supervisory Controls:* None.

The contractor is eligible for temporary duty (TDY) travel to the United States, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

## **12. PHYSICAL DEMANDS**

The work requested does not involve undue physical demands.

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

- A. **Education:** Completion of secondary school is required.
- B. **Prior Work Experience:** At least three years of chauffeur experience is required, of which at least one year must have been in a USG agency or international organization.
- C. **Language Proficiency:** Good working knowledge of English and French (Level III) is required.

## **III. EVALUATION AND SELECTION FACTORS**

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated

offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

The technical evaluation committee may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed.

The Evaluation Factors listed below will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application.

**QUALITY RANKING FACTORS (QRFs):****Job Knowledge (60%)**

- Must be familiar with local traffic laws and area traffic patterns.
- Knowledge of motor pool regulations and directives as well as very good knowledge of various U.S Government offices and residences locations and knowledge of other destination points throughout the country.
- Must have "hands on" knowledge of, and experience in, operating a 4-wheel drive vehicle as well as performing light vehicle maintenance, is required.

**Skills and Abilities (40%)**

- Must have a valid local driver's license A, B and C appropriate to vehicle(s) operated.
- Knowledge of defensive driving techniques enough to exercise special precautions and take evasive action to protect passengers and the vehicle.
- The ability to deal tactfully with passengers in order to defuse and resolve difficult and potentially volatile situations that may arise during travel is required.
- The ability to exercise sound judgment in selecting the most appropriate routes at a given time is required.
- The ability to complete incident reports accurately is required.

**Satisfactory Professional Reference Checks-Pass/Fail****SELECTION PROCESS**

After the application deadline, the EXO/HR Unit will refer all correctly submitted applications to an English language test and other relevant skills tests as part of the screening process. The HR team will review the test results and invite candidates who meet the minimum standards to complete the form [AID 309-2](#) (*Offeror Information For Personal Services Contracts With Individuals*) for further consideration. Shortlisted candidates will then be evaluated by a committee based on the outlined criteria and will participate in a written test and/or interview at USAID's discretion.

Only shortlisted candidates will be contacted. No responses will be sent to unsuccessful applicants.

Reference checks will be conducted only for applicants under consideration for employment. References should provide detailed information about the applicant's past performance and abilities. Note: Additional references may be obtained independently beyond those provided by the applicant.

The security clearance and medical clearance are required for the top-ranking candidate, after conducting and receiving the positive reference checks at the conclusion of evaluations.

**IV. SUBMITTING AN OFFER**

Applicants must submit a **Curriculum Vitae (CV/resume) with a cover letter ONLY** by email to [usaidhrkinshasa@usaid.gov](mailto:usaidhrkinshasa@usaid.gov) by **November 20, 2024** using the email subject line: **"72066025R10004 Chauffeur (Front Office)"**. This number is the solicitation number. Email subject lines that do not strictly adhere to this policy may be considered invalid.

Submit only one offer per candidate.

Late or incomplete Offers will be considered invalid.

**V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

The Contracting Officer (CO) will provide instructions about how to complete and submit the following forms/documents after an offeror is selected for the contract award:

- Overseas Vetting Questionnaire (valid/Updated electronic copy)
- Diplomatic Security Identity Assurance System (DSIAS) enrollment form
- ID or Passport (all passport covering past 7 years)
- School Documents (Diploma, Certificates, and Transcripts)
- Proof of work/End of service Certificate,
- Proof of Residency .

**VI. BENEFITS AND ALLOWANCES**

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

1. **BENEFITS (as applicable): 13<sup>th</sup> month bonus; 14<sup>th</sup> month bonus; Anniversary Bonus; Severance Pay; Defined Contribution Plan (DCP); Medical Benefits; Funeral/Death Plan, Annual and Sick Leave; Casual Leave; Maternity Leave (for female employees)**

2. ALLOWANCES (as applicable): Housing Allowance; Miscellaneous Benefits Allowance; Family Allowance.

**VII. TAXES**

The employees are responsible for calculating and paying local income taxes. The USAID/DRC does not withhold or make local income tax payments.

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

USAID regulations and policies governing CCN PSC 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](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>. Pricing by line item is to be determined upon contract award as described below:

**LINE ITEMS**

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTI TY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	<b>Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: R497 - Accounting Info: TBC	1	LOT	\$ _TBD_	\$ _TBD_ at Award after negotiations with Contractor_

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/OGES%20Regulations>

**5. PSC Ombudsman**

The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

The PSC Ombudsman may be contacted via: [PSCOmbudsman@usaid.gov](mailto:PSCOmbudsman@usaid.gov).

**6. FAR Provisions Incorporated by Reference**

<b>52.204-27</b>	<b>PROHIBITION ON A BYTEDANCE COVERED APPLICATION</b>	<b>JUN 2023</b>
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**END OF SOLICITATION**