



REQUEST FOR QUOTATIONS (RFQ)

RFQ Number: 2022-003

Issuance Date: July 11, 2022

Deadline for Quotes: August 1, 2022

Description: Access to credit reports and related services for Ukraine's Export Credit Agency (ECA)

For: USAID Competitive Economy Program (CEP) in Ukraine
Funded By: United States Agency for International Development (USAID),
Contract No. 72012118C00002

Implemented By: Chemonics International Inc.

Point of Contact: CEPProcurement@chemonics.com

**** ETHICAL AND BUSINESS CONDUCT REQUIREMENTS ****

Chemonics is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit. Chemonics expects suppliers to comply with our Standards of Business Conduct, available at <https://www.chemonics.com/our-approach/standards-business-conduct/>.

Chemonics does not tolerate fraud, collusion among offerors, falsified proposals/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported to both USAID and the Office of the Inspector General.

Employees and agents of Chemonics are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business. Employees and agents engaging in this conduct are subject to termination and will be reported to USAID and the Office of the Inspector General. In addition, Chemonics will inform USAID and the Office of the Inspector General of any supplier offers of money, fee, commission, credit, gift, gratuity, object of value, or compensation to obtain business.

Offerors responding to this RFQ must include the following as part of the proposal submission:

- Disclose any close, familial, or financial relationships with Chemonics or project staff. For example, if an offeror's cousin is employed by the project, the offeror must state this.
- Disclose any family or financial relationship with other offerors submitting proposals. For example, if the offeror's father owns a company that is submitting another proposal, the offeror must state this.
- Certify that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- Certify that all information in the proposal and all supporting documentation are authentic and accurate.
- Certify understanding and agreement to Chemonics' prohibitions against fraud, bribery and kickbacks.

Please contact ozaluska@cepukraine.org with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to BusinessConduct@chemonics.com or by phone/Skype at 888.955.6881.

Section 1: Instructions to Offerors

1. **Introduction:** The US Agency for International Development (USAID)-funded Competitive Economy Program (CEP) is a five-year activity implemented by Chemonics International Inc. (Chemonics) in Ukraine. The goal of the Program is to encourage startup businesses and small and medium-sized enterprises (SMEs), increase domestic market competition, and support the competitiveness of Ukrainian firms in international markets. As part of project activities, CEP aims to **procure a 12-month subscription to access credit reports and related services** (as described below) for the benefit of Ukraine’s PrJSC “Export-Credit Agency” (ECA). ECA, a state-owned company, is vested by the Government of Ukraine with the responsibility and the powers to insure risks of Ukrainian exporters under export transactions/export financing in order to encourage large-scale expansion of exports of goods and services produced in Ukraine. In order to estimate the risks of the counterparty’s default under such transactions and to calculate required insurance premiums, ECA will use credit reports on such counterparties (debtors) to be issued by specialized agencies. It also expects to be able to use such agency’s online database with information (sector/country reports), the service of monitoring of changes in debtors’ financial standing, checks of ownership structure/connections with other companies, trainings provided by the agency, and related services/features all as detailed below. The purpose of this RFQ is to solicit quotations for these services.

Offerors are responsible for ensuring that their offers are received by Chemonics in accordance with the instructions, terms, and conditions described in this RFQ. Failure to adhere with the instructions described in this RFQ may lead to disqualification of an offer from consideration.

2. **Offer Deadline and Protocol:** Offers must be received no later than **11:00 pm local Kyiv time on August 1, 2022**, via email. Any emailed offers must be sent to CEPProcurement@chemonics.com Please reference the RFQ No. **CEP RFQ-2022-003** in any response to this RFQ. Offers received after the specified time and date will be considered late and will be considered only at the discretion of Chemonics.
3. **Questions:** Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than **11:00 pm local Kyiv time on July 20, 2022**, by email to CEPProcurement@chemonics.com. Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that Chemonics believes may be of interest to other offerors will be circulated to all RFQ recipients who have indicated an interest in bidding.

Only the written answers issued by Chemonics will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of Chemonics or any other entity should not be considered as an official response to any questions regarding this RFQ.

4. **Scope of Work:** Section 3 contains the Scope of Work for the required services.
5. **Quotations:** Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis (including any applicable taxes). The quotation terms should set out that ECA will be provided with a certain number of credit reports up to the monthly subscription price; no credit reports in excess of such price will be required to be provided within a respective month (no additional charges will be permitted/payable by Chemonics). Offers must remain valid for not less than 30 calendar days after the offer deadline. Offerors are requested to provide quotations on their official quotation format or letterhead.

Below is the template for provision of quotations under this RFQ.

The offeror offers to provide all the services described in the detailed description of services (submitted by the offeror separately) for the price of [EUR/USD] _____ per month for 12 months after the date of the agreement. The total price of the 12-month agreement shall be [EUR/USD] _____. The delivery estimate presented in an offer in response to this RFQ must be upheld in the performance of any resulting contract. The prices quoted above remain fixed for the next 12 months, and the offer is valid until _____.

In addition, offerors responding to this RFQ are requested to submit the following:

- A copy of offeror’s official registration or business license;

- Company profile or 2- or 3-page introduction to offeror's areas of expertise and practice, including a confirmation that the offeror is a valid member of the International Union of Credit and Investment Insurers (Berne Union);
- Information on the offeror's main long-term clients (with a special focus on clients similar to ECA) and a narrative description of past performance for similar services (2-3 pages);
- Description of the services to be provided by the offeror to ECA (see section 3 for more details);
- Sample credit report on a company incorporated in China, with a recommended credit decision

The price quotation shall be submitted separately from the above documents. All other parts of this quotation must not make reference to monthly/contract pricing data in order that the technical evaluation may be made strictly on the basis of technical merit.

Description of the services to be provided by the offeror to ECA shall, among other things, mention whether there are different types of credit reports that can be provided (e.g., full reports and brief versions). Timing for the provision of the individual reports (with a breakdown as per the urgency/different geographic areas, if applicable) shall be clearly set out in the proposal. Further, pricing for the provision of the individual reports or a number of reports that may be provided within one calendar month (with a breakdown as per the urgency/different geographic areas, if applicable) shall be clearly set out in the proposal.

6. **Source/Nationality/Manufacture:**

a) All services offered in response to this RFQ or supplied under any resulting award must meet USAID Geographic Code 110, 935 and 937 in accordance with the United States Code of Federal Regulations (CFR), 22 CFR §228. The cooperating country for this RFQ is Ukraine.

Offerors may not offer or supply services or any commodities that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, Syria.

Any and all items that are made by Huawei Technology Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikivision Digital Technology Company, Dahua Technology Company will not be accepted. If quotes include items from these entities please note that they will be deemed not technically responsive, and excluded from competition.

b) The USG has implemented a blanket prohibition on providing direct government financing to international solar projects that source from suppliers that are the subject of a [withhold release order](#) (Hoshine Silicon Industry), on the Commerce Entity List, or otherwise sanctioned for their use of forced labor. The PRC energy companies that were added to the Commerce Entity List for their ties to forced labor are found below.

NOTE: Offerors may not purchase from any of the Suppliers listed below without advance written approval from Chemonics/USAID.

- Hoshine Silicon Industry (metallurgical grade silicon and silicon products) - also subject to a WRO
- Xinjiang Daqo New Energy (polysilicon, wafers)
- Xinjiang East Hope Nonferrous Metals (polysilicon, ingots, wafers)
- Xinjiang GCL-New Energy Material (polysilicon, ingots, wafers, cells, modules)
- Xinjiang Production and Construction Corps (state-owned paramilitary organization, electricity supplier)

This does not mean that all PRC-produced solar panels are immediately blocked. Currently, the restriction is just on any panels or products that are directly purchased using USG funds from any of those above companies. Should the purchase of any solar panels or components be required, Chemonics/USAID prior review and written approval is required.

7. **Taxes and VAT:** The agreement under which this procurement is financed does not permit the financing of any taxes, VAT, tariffs, duties, or other levies imposed by any laws in effect in the Cooperating Country. No such Cooperating Country taxes, VAT, charges, tariffs, duties or levies will be paid under an order resulting from this RFQ.

8. **UEI Number:** Companies or organizations, whether for-profit or non-profit, shall be requested to provide a Unique Entity Identifier (UEI) number if selected to receive an award in response to this RFQ valued greater than or equal to USD\$30,000 (or equivalent in other currency). If the Offeror does not have a UEI number

and is unable to obtain one before the submission deadline, Offeror shall include a statement noting their intention to obtain a UEI number should it be selected as the successful offeror or explaining why registration for a UEI number is not possible. Contact sam.gov to obtain a number. Further guidance on obtaining a UEI number is available from Chemonics upon request.

9. **Eligibility:** By submitting an offer in response to this RFQ, the offeror certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the U.S. Government. Chemonics will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.
10. **Evaluation and Basis for Award:** The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and is determined via a trade-off analysis to be the best value based on application of the following evaluation criteria. Points will not be awarded for cost which will be primarily evaluated for realism and reasonableness. For overall evaluation purposes of this RFQ, technical evaluation factors other than cost, when combined, are considered approximately equal to cost factors. If technical scores are determined to be equal or nearly equal, cost will become the determining factor

The relative importance of each individual criterion is indicated by the number of points below:

- **Approach and Methodology – 70 points:** Chemonics will assess the sample credit report, detailed description of services and suggested timeline as to whether they fulfill the requirements of executing the Scope of Work effectively and efficiently.
- **Corporate Capabilities and Past Performance - 30 points:** Chemonics will evaluate whether the offeror's experience is relevant to the project Scope of Work and a list of the offeror's long-term clients as evidence of its past performance and experience serving clients similar to ECA.

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed "non-responsive" and thereby disqualified from consideration. Chemonics reserves the right to waive immaterial deficiencies at its discretion.

Best-offer quotations are requested. It is anticipated that award will be made solely on the basis of these original quotations. However, Chemonics reserves the right to conduct any of the following:

- Chemonics may conduct negotiations with and/or request clarifications from any offeror prior to award.
- While preference will be given to offerors who can address the full technical requirements of this RFQ, Chemonics may issue a partial award or split the award among various Vendors, if in the best interest of CEP.
- Chemonics may cancel this RFQ at any time.
- Chemonics may reject any and all offers, if such action is considered to be in the best interest of Chemonics.

Please note that in submitting a response to this RFQ, the offeror understands that USAID is not a party to this solicitation and the offeror agrees that any protest hereunder must be presented—in writing with full explanations—to CEP for consideration, as USAID will not consider protests regarding procurements carried out by implementing partners. Chemonics, at its sole discretion, will make a final decision on the protest for this procurement.

11. **Terms and Conditions:** This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Chemonics, CEP, or USAID to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer.

This solicitation is subject to Chemonics' standard terms and conditions. Any resultant award will be governed by these terms and conditions; a copy of the full terms and conditions is available upon request. Please note the following terms and conditions will apply:

- (a) Chemonics' standard payment terms are net 30 days after receipt and acceptance of any commodities or deliverables. Payment will only be issued to the entity submitting the offer in response to this RFQ and identified in the resulting award; payment will not be issued to a third party.
- (b) Any award resulting from this RFQ will be a firm fixed price agreement
- (c) No services or commodities may be supplied that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, Syria.

- (d) Any international air or ocean transportation or shipping carried out under any award resulting from this RFQ must take place on U.S.-flag carriers/vessels.
- (e) United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The Vendor under any award resulting from this RFQ must ensure compliance with these laws.

Section 2: Offer Checklist

To assist offerors in preparation of the quote, the following checklist summarizes the documentation to include an offer in response to this RFQ:

- Cover letter, signed by an authorized representative of the offeror (see Section 4 for template);
- Official quotation (see clause 5 for the template to provide quotations);
- Copy of offeror's registration or business license;
- Federal Funding Accountability and Transparency Act (FFATA) Subaward Reporting Questionnaire, signed by an authorized representative of the offeror (see Section 5 for questionnaire). This form shall be completed only if the value is over \$30,000
- Company profile or 2- or 3-page introduction to offeror's areas of expertise and practice, including a confirmation that the offeror is a valid member of the International Union of Credit and Investment Insurers (Berne Union);
- Information on the offeror's main long-term clients (with a special focus on clients similar to ECA) and a narrative description of past performance for similar services (2-3 pages);
- Description of the services to be provided by the offeror to ECA (see section 3);
- Sample credit report on a company incorporated in China, with a recommended credit decision.

Section 3: Scope of Work and Technical Qualifications

The purpose of this RFQ is to engage a qualified firm to provide access to credit reports and related services for PrJSC “Export Credit Agency” (ECA), such services to be payable by Chemonics/CEP in furtherance of the protocol of cooperation signed with ECA.

It is anticipated the selected firm will provide to ECA:

1. Provision of credit reports upon request of ECA’s contact persons (the list of contact persons to be indicated in the procurement agreement)

Credit reports on foreign debtors shall contain at least the following information (the scope of information may be wider/more detailed):

- Full name of the debtor;
- Legal address and contact information;
- Registration data in the country of incorporation;
- Company’s profile with assigned credit rating;
- Creditworthiness assessment of the company and the sector in which it operates;
- The company’s payment discipline and information on bankruptcy proceedings;
- Data on the ownership structure, owners and related companies;
- Areas in which the debtor operates;
- Analysis of key financial information: fixed assets, capital, profit, profit from operating activity, income;
- Branches and their addresses;
- Annual balance sheet with all annexes, balance sheet as of the most recent date;
- Annual profit and loss statement;
- Key financial indicators;
- Country rating;
- Recommendation on the credit risk appetite (recommended amount).

Credit reports on foreign debtors shall be provided with regard to debtors incorporated at least in the following countries (the list of countries may be wider):

- Western Europe – Denmark, Finland, Norway, Sweden, UK, Germany, Italy, France, Switzerland, Netherlands, Spain, Ireland, Turkey, Austria, Belgium.
- Eastern Europe – Poland, Czech Republic, Bulgaria, Croatia, Hungary, Romania, Slovakia, Slovenia, Serbia, Montenegro, Macedonia, Bosnia and Herzegovina, Latvia, Lithuania, Estonia.
- CIS (former CIS) – Russia, Belarus, Moldova, Kazakhstan, Armenia, Azerbaijan, Georgia, Kyrgyzstan, Tajikistan, Turkmenistan, Uzbekistan.
- South America – Argentina, Venezuela, Bolivia, Brazil, Chile, Columbia, Costa Rica, Cuba, Ecuador, Guatemala, Guyana, Haiti, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru.
- North America – Canada, USA.
- Africa – Nigeria, Egypt, Ethiopia, South Africa, Kenya, Algeria.
- Asia – Bangladesh, Brunei, Cambodia, China, Hong Kong, India, Indonesia, Japan, South Korea, Laos, Malaysia, Myanmar, Nepal, Pakistan, Philippines, Singapore, Taiwan, Thailand, Vietnam.

2. Monitoring of changes in the financial standing of debtors for which credit reports were previously provided (such monitoring to be provided during 12 months after the report issuance date)
3. Access to the offeror’s online database with information on the provided credit reports, monitoring data, data permitting checks of companies’ ownership structures/relations with other companies
4. Access to the offeror’s online database with surveys on sectors/countries
5. Trainings to be provided to ECA’s personnel (at least two trainings specifically for ECA’s personnel, one at the start of the contract and the second one in 3 months thereafter on how to use the resources made available to ECA by the offeror; and an opportunity to participate in other trainings/workshops/webinars organized by the offeror for all of its clients or certain segments of clients).

Technical Qualifications that the selected offeror must possess:

- The offeror must be a valid member of the International Union of Credit and Investment Insurers (Berne Union)
- The offeror should have experience of providing services to clients similar to ECA (export credit agencies, export-import banks and similar)

Section 4: Offer Cover Letter

The following cover letter must be placed on letterhead and completed/signed/stamped by a representative authorized to sign on behalf of the offeror:

To: Competitive Economy Program
04119, Ukraine, Kyiv City, Khokhlovykh Simyi (Family) Street, building 8

Reference: RFQ No. 2022-003

To Whom It May Concern:

We, the undersigned, hereby provide the attached offer to perform all work required to complete the activities and requirements as described in the above-referenced RFQ. Please find our offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFQ. We further certify that the below-named firm—as well as the firm’s principal officers and all commodities and services offered in response to this RFQ—are eligible to participate in this procurement under the terms of this solicitation and under USAID regulations.

Furthermore, we hereby certify that, to the best of our knowledge and belief:

- We have no close, familial, or financial relationships with any Chemonics or CEP project staff members;
- We have no close, familial, or financial relationships with any other offerors submitting quotes in response to the above-referenced RFQ; and
- The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- All information in our quote and all supporting documentation is authentic and accurate.
- We understand and agree to Chemonics’ prohibitions against fraud, bribery, and kickbacks.

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.

Authorized Signature: _____

Name and Title of Signatory: _____

Date: _____

Company Name: _____

Company Address: _____

Company Telephone and Website: _____

Company Registration or Taxpayer ID Number: _____

Company UEI Number: _____

Does the company have an active bank account (Yes/No)? _____

Official name associated with bank account (for payment): _____

Section 5: Federal Funding Accountability and Transparency Act (FFATA) Subaward Reporting Questionnaire

If the offeror is selected for an award valued at \$30,000 or above, and is not exempted based on a negative response to Section 3(a) below, any first-tier subaward to the organization may be reported and made public through FRS.gov in accordance with The Transparency Acts of 2006 and 2008. Therefore, in accordance with FAR 52.240-10 and 2CFR Part170, if the offeror positively certifies below in Sections 3.a and 3.b and negatively certifies in Sections 3.c and 3.d, the offeror will be required to disclose to Chemonics for reporting in accordance with the regulations, the names and total compensation of the organization's five most highly compensated executives. By submitting this quotation, the offeror agrees to comply with this requirement as applicable if selected for a subaward.

In accordance with those Acts and to determine applicable reporting requirements, **Company Name** certifies as follows:

- a) In the previous tax year, was your company's gross income from all sources above \$300,000?
 Yes No
- b) In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which the DUNS number belongs) receive (1) 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; **and** (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?:
 Yes No
- c) Does the public have access to information about the compensation of the executives in your business or organization (the legal entity to which the DUNS number it provided belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986? (FFATA § 2(b)(1)):
 Yes No
- d) Does your business or organization maintain an active registration in the System for Award Management (www.SAM.gov)?
 Yes No

I hereby certify that the above statements are true and accurate, to the best of my knowledge.

Authorized Signature: _____

Name and Title of Signatory: _____

Date: _____