



Request for Quotations (RFQ)

RFQ Number: RFQ-IPA-2023-026

Issuance Date: Thursday, September 7, 2023

Deadline for Offers: Thursday, September 14, 2023, 3:00 PM PST

Description: Services Required from an Event Management Firm to Implement Investment Roadshow in Dubai

For: USAID Pakistan Investment Promotion Activity (IPA)

Funded By: United States Agency for International Development (USAID), Contract No. 72039122C00001

Implemented By: Chemonics International Inc.

Point of Contact: IPA Procurement Department Procurement@pakistanipa.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 Farrukh Khan, fkhan@pakistanipa.com, with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to Chemonics' Washington office through the contact information listed on the website found at the hyperlink above.

Section 1: Instructions to Offerors

Introduction: The Investment Promotion Activity (IPA) project is a USAID program implemented by Chemonics International in Pakistan. The goal of the IPA is to promote a more stable, peaceful, and prosperous country by removing barriers to investment and trade by facilitating Pakistani-led improvements in government regulations, increasing the ease of doing business, and improving the overall investment climate. As part of project activities, IPA requires the services of the event management firm to Implement investment roadshow scheduled to be held in Dubai, UAE in November 5-7 2023. The purpose of this RFQ is to solicit quotations for these items.

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 instructions described in this RFQ may lead to disqualification of an offer from consideration.

1. **Offer Deadline and Protocol:** Offers must be received no later than 11:00pm local Pakistan time on **Thursday, September 14, 2023** by email to Procurement@pakistanipa.com

Please reference the RFQ number [RFQ-IPA-2023-026] 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.

2. **Questions:** Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than **5:00 pm** local Pakistan time on **Monday, September 11, 2023** by email to Procurement@pakistanipa.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.

3. **Specifications:** Section 3 contains the technical specifications of the required services. All commodities offered in response to this RFQ must be new and unused.

Please note that, unless otherwise indicated, stated brand names or models are for illustrative description only. An equivalent substitute, as determined by the specifications, is acceptable.

4. **Quotations:** Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including delivery and all other costs. Pricing must be presented in USD. Offers must remain valid for not less than sixty **(60) calendar days** after the offer deadline. Offerors are requested to provide quotations on their official quotation format or letterhead; in the event this is not possible, offerors may complete the table in Section 3.

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

- Organizations responding to this RFQ are requested to submit a copy of their official registration or business license via email.
- Individuals responding to this RFQ are requested to submit a copy of their identification card via email.

5. **Delivery:** The place of delivery of required services in this RFQ detailed at Annex A. is **Dubai, UAE**. As part of its response to this RFQ, each offeror is expected to provide an estimate (in calendar days) of the delivery timeframe (after receipt of order). The delivery estimate presented in an offer in response to this RFQ must be upheld in the performance of any resulting contract.
6. **Source/Nationality/Manufacture:** All goods and services offered in response to this RFQ or supplied under any resulting award must meet **USAID Geographic Code 937** in accordance with the United States Code of Federal Regulations (CFR), [22 CFR §228](#). The cooperating country for this RFQ is Pakistan.

Offerors may not offer or supply any commodities or services 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.”

7. **Warranty:** Warranty service and repair within the cooperating country is required for all commodities under this RFQ. The warranty coverage must be valid on all commodities for a minimum of **twelve (12) months** after delivery and acceptance of the commodities, unless otherwise specified in the technical specifications. At the time that any commodity is transferred to the Government of Pakistan, or another entity within the cooperating country, all rights to warranty support and service shall be transferred with the commodity to that entity’s end-user.
8. **Taxes, GST & VAT:** In accordance with the agreement under which this procurement is financed, Chemonics will be reimbursed by the Cooperating Country government for taxes imposed on suppliers and subcontractors. Therefore, offerors must include taxes, VAT, charges, tariffs, duties and levies in accordance with the laws of the Cooperating Country. If selected for award, the selected supplier will cooperate in providing Chemonics with the documentation necessary to obtain tax reimbursement.

All taxable commodities and services, whether exempted or paid in full, being rendered to Chemonics USAID Pakistan Investment Promotion Activity (IPA), if selected must be declared as such by supplier/Awardee to the appropriate revenue authorities of Pakistan.

9. **DUNS Number:** Companies or organizations, whether for-profit or non-profit, shall be requested to provide a Data Universal Numbering System (DUNS) 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 DUNS number and is unable to obtain one before proposal submission deadline, Offeror shall include a statement noting their intention to register for a DUNS number should it be selected as the successful offeror or explaining why registration for a DUNS number is not possible. Contact Dun & Bradstreet through this webform to obtain a number: <https://fedgov.dnb.com/webform>. Further guidance on obtaining a DUNS number is available from Chemonics upon request.
10. **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.

11. **Evaluation and 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.

- **Technical Approach–15 Points:** Responsiveness to the technical specifications and requirements.
- **Management, Key Personnel, and Staffing Plan–10 Points:** Personnel Qualifications –Do the proposed team members have necessary experience and capabilities to carry out the activities mentioned in Annex-A.
- **Corporate Capabilities, Experience, and Past Performance–35 Points:** Company Background and Experience – Does the company have experience relevant to the project activities mentioned in Annex-A. Minimum 3 similar assignments/relevant to the project implemented in UAE. The firm should have a physical and legal presence in UAE or demonstrable partnership with a UAE-based event management company.
- **Price –40 Points:** The total cost presented in the offer.

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 suppliers, if in the best interest of the IPA Project.
- Chemonics may cancel this RFQ at any time.

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 the IPA Project 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.

12. **Terms and Conditions:** This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Chemonics, the IPA Project, 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 firm fixed price, in the form of a purchase order.

- (c) No commodities or services 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 supplier under any award resulting from this RFQ must ensure compliance with these laws.
- (f) The title to any goods supplied under any award resulting from this RFQ shall pass to Chemonics following delivery and acceptance of the goods by Chemonics. Risk of loss, injury, or destruction of the goods shall be borne by the offeror until title passes to Chemonics.

Section 2: Offer Checklist

To assist offerors in preparation of proposals, 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, including specifications of offered equipment (see Section 3 for example format)

- Federal Funding Accountability And Transparency Act (FFATA) Subaward Reporting Questionnaire, signed by an authorized representative of the offeror (see Section 5 for questionnaire)

- Copy of offeror's registration or business license and NTN certificate (see Section 1.5 for more details)

Section 3: Specifications and Technical Requirements

The table below contains the technical requirements of the commodities/services. Offerors are requested to provide quotations containing the information below on official letterhead or official quotation format. In the event this is not possible, offerors may complete this Section 3 and submit a signed/stamped version to Chemonics.

Annex A: Budget details for services Required from Event Management Firm to carry out activities with respect to holding Investment Roadshow in Dubai:

S. No.	Description and Specifications (Column-A)	Qty	Unit Price USD	Total Price USD
1-	Hotel Booking for Group 1 (Room Charges)-Deluxe room or equivalent for 3 nights (Nov 5-8, 2023) in a 5-star hotel or equivalent with complimentary breakfast and airport pick and drop. The hotel should be in close proximity to the Dubai International Financial Centre (DIFC)- (our maximum ceiling for each room is 383 USD inclusive of tax). The name and relevant features of at least two hotels along with photos must be shared along with quotations.	45 persons		
2-	Hotel Booking Group 2 - (Room Charges)-Deluxe room or equivalent for 4 nights (Nov 4-8, 2023) in a 5-star hotel or equivalent with complimentary breakfast and airport pick and drop. Hotel should be in close proximity to the Dubai International Financial Centre (DIFC)- (our maximum ceiling for each room is 383 USD inclusive of tax). Both Group A and B should be staying in the same hotel.	8 persons		
3-	Networking Reception/Dinner -Book a venue with a good ambiance and view for 70 persons. Preferably the location should be close to the hotel where guests will be staying. (Reservation of facility, cocktail beverages, hors d'oeuvres, and buffet dinner). The name and relevant features (a combination of indoor and out door space) along with photos of at least 2 options should be shared along with quotations	70 persons		
4-	Book Venue for Investment Roadshow (Nov 6, 2023 – from 8:00 am – 7:00pm) . IPA would prefer to hold the event at the DIFC. However, the event management firm can suggest 2 other venues if DIFC facilities are not available. The name and relevant features of at least 2 options along with photos should be shared along with quotations. 1- For a minimum of 70 participants 2- Should have upto 3 small breakout rooms for individual firms to conduct one-on-one meetings with investors. 1x screen per meeting room with connectivity for macs and	1 Day		

	<p>android devices. Good to have: Chromecast/apple compatible casting option</p> <p>3- General seating area (lounge) with sofa seats for at least 50 persons for informal seating and discussions).</p>			
	<p>4- Keynote/Panel Discussion/fire side chat set up for 6 to 8 people on stage and for an audience of minimum 70 persons.</p> <p>5- Stage Backdrop: Require two quotations (i) Backdrop with two SMDs on each side – butterfly setup. (ii) Full SMD backdrop with butterfly arrangement.</p> <p>6- Running bar setup</p> <p>7- The event management firm will be responsible for all coordination with hotel and venues for availability of services during the entire day.</p> <p>*The setups should include provisions of basic facilities such as mics, projector, lights, sound system, backdrop, high speed internet & Backup Wi-Fi for online participants, placement of water bottles on the tables for panelists and audience.</p> <p>*Book venue as per the program schedule tentatively for Monday November 06, 2023. The venue should be in close proximity to the hotel. Venue cost should include rent for an all-day event (morning till evening) and other details of complimentary allied services as part of the venue cost.</p>	1 Day		
5-	<p>Logistics/Transportation</p> <p>The event management firm will be responsible for coordinating all travel/transport arrangements (provide three options for commuting inclusive of individual car, van or equivalent).</p> <p>1- Transfers to and from the hotel and airport. Arrivals are expected to be during the first half of the day.</p> <p>2- Transport to and from hotel and networking dinner venue</p> <p>3- Transport to and from hotel and event venue (proximity should be kept to minimum)</p> <p>4- Transfers to and from the hotel to excursion venue</p>	52		
6-	Arranging relevant approvals/NOCs for the event from authorities	1 event		
7-	Registration Desk and branded name tags and lanyards	1 Day		

	<ul style="list-style-type: none"> Set-up and manage a registration desk at the hotel/venue. Develop name tags and lanyards to be handed over to guests at the time of registration at the venue. 			
8-	Buffet Lunch, Running hot and cold beverages and assorted cookies (for minimum 70 people during the event for Monday November 06, 2023)	1 Day		
9-	Branding - Hall and venue (10 digital standees and 2 backdrops). Designs to be provided by Chemonics.	1 Day		
10-	Giveaways - tote bags with pens, note pads, USBs, and a mug (all branded). Event management firm can suggest other items. Designs to be provided by Chemonics.	150		
11-	Sound System Arrangements (With 8 collar mics for panelists and three handheld mics for Q&As.) Enabled for hybrid connectivity for remote audience.	1 Day		
12-	Media Wall - One branded media wall. Design to be provided by IPA. + lights	1 Day		
13-	Professional photography and videography services to cover the entire event (the services should include providing upto 3 rendered videos, 2-3 minutes each showcasing event highlights)	3 days		
14-	Exclusive Networking brunch in the hotel/restaurant on Tuesday November 7, 2023	1 Day		
15-	Sightseeing/Excursion on Tuesday November 7, 2023 (we would prefer a Desert Safari to be arranged). The excursion will include dinner.	55		
16-	SIM card	10		
17-	Firm Management Fee: Services including hiring of local staff for operational requirements – Ushers (In-Hall, Registration & Reception), support staff etc.			
	Sub-Total			
	GST (If any):			
	Delivery Costs:			
	Other Costs (Describe: _____):			
	GRAND TOTAL [US\$]:			

Instructions to Offerors:

1. **Specifications:** For each line item below, please indicate (in Column A) the proposed services, and describe the extent to which each specification is met. If there is a difference between the requested specifications and the offered services, please indicate and describe the difference. **If there is no difference, write "same".**

2. **Source and Pricing:** Please indicate the source (country or geographic code from where the item is shipped), unit price, and extended total price for each commodity in Columns B, C, and D respectively. Please indicate unit pricing for each line item.

3. **USAID Geographic Code:** The cooperating country for this procurement is **Pakistan**. The USAID geographic code applicable to this procurement is **Code 937**. Offers must meet the source/nationality requirements of this USAID geographic code in accordance with 22 CFR §228 (www.gpo.gov/fdsys/pkg/CFR-2012-title22-vol1/pdf/CFR-2012-title22-vol1-part228.pdf)

In addition, no equipment will be accepted that is manufactured in or contains components from any of the following prohibited countries: Burma (Myanmar), Cuba, Iran, North Korea, (North) Sudan, or Syria.

4. **Brand names:** Specific brands and/or models indicated, while often preferred, are for description only. An equivalent substitute, as determined by the specifications, will be acceptable.

5. **Electrical requirements:** Power requirements are **230V/50Hz**. All offered electrical equipment, peripherals and supplies must operate on this voltage and frequency. Transformers will not be accepted. Auto-sensing, multi-voltage power supplies are preferable to single-voltage.

6. **Software:** All software must be transferable to any organization or governmental entity in the cooperating country. For items where software is required, OEM media should be included with all items, unless otherwise indicated. For any Microsoft software, no MS Select licensing will be accepted. Microsoft Open Licensing will only be accepted if the license is transferable to any organization or governmental entity in the cooperating country. All Microsoft software should be activated and validated when installed; any software that fails validation will be returned to the supplier for replacement. Chemonics takes software piracy very seriously; please see the following URL for further information regarding piracy: <http://www.microsoft.com/en-us/piracy/default.aspx>

7. **Transfer:** All commodities offered in response to this RFQ must be transferable to any organization or governmental entity in the cooperating country.

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: Chemonics International
USAID Pakistan Investment Promotion Activity (IPA)
Islamabad, Pakistan

Reference: RFQ No. RFQ-IPA-2023-026

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 IPA project staff members;
- We have no close, familial, or financial relationships with any other offerors submitting proposals 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 proposal 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 DUNS 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 FSRS.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: _____