

Request for Quotations (RFQ)

RFQ Number: RFQ-IPA-2024-035

Issuance Date: Friday, April 5, 2024

Deadline for Offers: Tuesday, April 30, 2024, 11:30pm local Pakistan Standard Time (PST)

Description: Services Required from an Event Management Firm to Implement Investment Roadshow in San Francisco, New York, and Washington D.C. U.S.

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 vendors based on objective business criteria such as price and technical merit. Chemonics expects vendors 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 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 vendor 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 offers. For example, if the offeror's father owns a company that is submitting another offer, 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 offer 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](mailto: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 five-year United States Agency for International Development (USAID) project implemented by Chemonics International in Pakistan. The goal of the IPA is helping to strengthen Pakistan's business enabling environment, build the capacities of Pakistani institutions focused on investment promotion, improve the ecosystem of foreign direct investment (FDI), and increase United States-Pakistan bilateral trade and investment. The project is also helping to remove barriers to investment and trade by facilitating Pakistani-led improvements in government regulations and improving the overall investment climate. As part of project activities, IPA requires the services of a U.S.-based event management firm to help organize and implement IPA's Pakistan Investment Roadshows scheduled to be held in San Francisco on July 9, 2024 (Tuesday), New York City on July 12, 2024 (Friday), and Washington D.C. on July 15, 2024 (Monday). The purpose of this RFQ is to solicit quotations for the requirements listed in Annex- A. Preference will be given to firms with presence in San Francisco and NYC.

IPA encourages the receipt of offers by partnerships/joint ventures that can increase potential technical impact. However, the applicants must have a teaming agreement signed ahead of application submission and should be submitted along with the offer.

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 11:30pm Pakistan Standard Time on **Tuesday, April 30, 2024** by email to Procurement@pakistanipa.com

Please reference the RFQ number RFQ-IPA-2024-035 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 **11:30 pm** Pakistan Standard Time on **Friday, April 12, 2024** 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.
- Individuals responding to this RFQ are requested to submit a copy of their identification card via email.

5. **Delivery:** The delivery location for the items described in this RFQ is San Francisco, New York City, NY, and Washington DC, U.S. 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 offers 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.
8. **Taxes and 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. **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 \$30,000 (or equivalent in other currency). If the Offeror does not have a UEI number and is unable to obtain one before the offer submission deadline, the Offeror shall include a statement noting their intention to register for a UEI number should it be selected as the successful offeror or explaining why registration for a UEI number is not

possible. UEI numbers can be obtained online at SAM.gov. Further guidance on obtaining a UEI 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. The relative importance of each individual criterion is indicated by the number of points below:

| Evaluation Criteria | | |
|---|---|----------------------------------|
| Criteria | Description | Max Score |
| Technical Approach | Responsiveness to the technical specifications and requirements considering how technically oriented the response is to the request - approach and methodology of the proposed activities at section-3 (Annex-A) will be taken into consideration. The firm is required to submit an event management plan that specifies how the firm will commit resources (personnel and finances) to effectively implement the event requirements | 15 |
| Management, Key Personnel, and Staffing Plan | Personnel Qualifications – Do the submitted profiles of the proposed team members have the necessary and relevant experience and capabilities to carry out the activities mentioned in section-3 (Annex-A). The depth of experience in terms of arranging similar events will be considered. Offerors are expected to share profiles of core team/ key personnel and their roles in implementing the roadshow activities, who will be present physically on-site during the roadshow and who will be providing support otherwise. | 15 |
| Past Performance and Experience in similar events | Event Management Firm’s Background and Experience – Does the firm have relevant experience delivering the project activities mentioned in Section-3 (Annex-A). Latest 3 similar assignments carried out in the last 3 years relevant to implementing similar events specifically in San Francisco, New York City, and Washington DC. U.S will be given preference. Firms with a ground presence in San Francisco/Bay Area and New York City will be preferred. Please submit evidence and professional references from three prior clients for arranging similar events. | 30 10 10 10 |
| Cost | | 40 |
| Total Points | | 100 |

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 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 vendor 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 (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.

| Line Item | Description and Specifications | Qty | Items and Specifications Offered | Unit | Unit Price USD | Total Price USD |
|-----------|--|---------|----------------------------------|------|----------------|-----------------|
| 1 | <p><u>Hotel Room Reservations</u></p> <p>1st Group (4 individuals – single rooms)</p> <p>San Francisco (SF) Financial District</p> <p style="text-align: center;">OR</p> <p>Palo Alto</p> <p>Three (3) nights (July 7-10, 2024) - IPA’s maximum ceiling for SF for each room is 270 USD inclusive of tax per night and 245 USD for Palo Alto. Firms need to propose options within this range.</p> <p>*Firms to provide options for both SF and Palo Alto*</p> <hr/> <p>New York City (NYC) – 3 nights (July 10-13) - IPA’s maximum ceiling for NYC for each room is 225 USD inclusive of tax per night. Firms need to propose options within this range.</p> <p>The rooms should be single occupancy deluxe rooms with double beds or equivalent in a 3-5-star hotel or equivalent with complimentary breakfast</p> <p>The rooms should be in the same</p> | 4 rooms | | | | |

| | | | | | | |
|---|--|----|--|------|--|--|
| | <p>venue as the event and/or in close proximity to the venue.</p> <p>Event Management Firm is required to provide at least three hotel options along with hotel links and related photographs in quotations.</p> <p>The event management firm will need to select hotels that allow for room cancellation without penalty if done 48 hours prior to check in. In the event of cancellation within the 48-hour period, the hotel should only charge for the first night of the entire booking.</p> | | | | | |
| 2 | <p><u>Hotel Room Reservations</u></p> <p>2nd Group (50 individuals – single rooms)</p> <p>San Francisco (SF) Financial District</p> <p style="text-align: center;">OR</p> <p>Palo Alto</p> <p>Two (2) nights (July 8-10, 2024) - IPA’s maximum ceiling for SF for each room is 270 USD inclusive of tax per night and 245 USD for Palo Alto. Firms need to propose options within this range.</p> <p>*Firms to provide options for both SF and Palo Alto*</p> <hr/> <p>New York City (NYC) – 3 nights (July 10-13) IPA’s maximum ceiling for NYC for each room is 225 USD inclusive of tax per night. Firms need to propose options within this range.</p> <p>The rooms should be single occupancy deluxe room with double beds or equivalent in a 3-5-star hotel or equivalent with complimentary breakfast.</p> <p>The rooms should be in the same venue as the event and/or in close proximity to the venue.</p> <p>Event Management Firm is required to provide at least three hotel options along with hotel links and related photographs in</p> | 50 | | Room | | |

| | | | | | | |
|---|---|--------|--|-------|--|--|
| | <p>quotations.</p> <p>The event management firm will need to select hotels that allow for room cancellation without penalty if done 48 hours prior to check in. In the event of cancellation within the 48-hour period, the hotel should only charge for the first night of the entire booking.</p> | | | | | |
| 3 | <p><u>Hotel Room Reservations</u></p> <p>3rd Group (15 individuals – single rooms)</p> <p>Washington DC</p> <p>– 2 nights (July 13-15)</p> <p>IPA’s maximum ceiling for Washington DC for each room is 176 USD inclusive of tax per night. Firms need to propose options within this range.</p> <p>The rooms should be single occupancy deluxe room with double beds or equivalent in a 3-5-star hotel or equivalent with complimentary breakfast</p> <p>Event Management Firm is required to provide at least three hotel options along with hotel website.</p> <p>The event management firm will need to select hotels that allow for room cancellation without penalty if done 48 hours prior to check in. In the event of cancellation within the 48-hour period, the hotel should only charge for the first night of the entire booking.</p> | 15 | | | | |
| 4 | <p><u>Book Venues (event halls/rooms) for Pakistan Investment Roadshow</u></p> <p>The event venues should ideally be at the same hotels where the delegation will be staying. However, if different, should be in very close proximity to one other (a few blocks) .</p> <p>1- Tuesday, July 9, 2024 (for entire day)– Tuesday for San Francisco (financial district) or Palo Alto.</p> <p>*Firms to provide options for both</p> | 2 days | | Venue | | |

| | | | | | |
|---|--|--|--|--|--|
| <p>SF and Palo Alto*</p> <p>2- Friday, July 12, 2024 (for entire day)—for New York City</p> <p>Book event venues at 5-star hotels/facilities with outstanding ambiance and repute. The halls/rooms should be able to accommodate approximately 150 individuals with roundtable seating (6-7 persons per table). Final confirmed number of participants (can be below 100) to be communicated 2-3 days prior to the event. The name and relevant features options along with photos should be shared along with quotations.</p> <p>Please share multiple options for San Francisco/Palo Alto and New York City for consideration of different price options.</p> <p>Auxiliary Requirements for each event in San Francisco and New York City</p> <ul style="list-style-type: none"> • SMD Screen (24 feet by 12 feet). To be placed on a 2-foot-high stage (28 feet by 16 feet). Presentations to run on the SMD screens will be provided by IPA. • Two small comfort monitor screens (one to screen presentations and the other to show a timer) • 8 Digital Standees • Ambient lighting for venues • Sound system with 6 cordless mics • Podium with mic • High-speed internet access for participants • Printed agenda tents for each table (one per table) <p>Each venue must include access to a half-day running bar (hot and cold nonalcoholic beverages) and an assortment of halal edibles throughout event. Each table must include water bottles, writing pads, linen, chairs, and connectivity information (username and</p> | | | | | |
|---|--|--|--|--|--|

| | | | | | | |
|---|---|-----|--|--------|--|--|
| | password) for high-speed internet. | | | | | |
| 5 | <p>Networking Reception/Dinner – right after the main event.</p> <p>Tuesday, July 9, 2024</p> <p>in San Francisco (financial district) or Palo Alto.</p> <p>*Firms to provide options for both SF and Palo Alto*</p> <p>Friday, July 12, 2024</p> <p>In New York City</p> <p>This dinner will take place at the same hotel as the event for a minimum of 100 persons. Final confirmed numbers (which can be above 100) to be communicated 2-3 days prior to the event. Dinner should include:</p> <ul style="list-style-type: none"> • Non-alcoholic beverages • Buffet dinner with only Halal food options. • Desserts • Firms to provide indicative menus. | 100 | | Dinner | | |

| | | | | | | |
|---|--|--------|--|--------|--|--|
| 6 | <p>Catering for lunch in Washington DC at the Chemonics Office</p> <p>This lunch will take place at the Chemonics Office in (please include address) for a minimum of 60 people. Final confirmed numbers (which can be above 60) to be communicated 2-3 days prior to the event. Lunch should include:</p> <ul style="list-style-type: none"> • Non-alcoholic beverages • Buffet lunch with only Halal food options. • Desserts • Firms to provide indicative menus. | 60 | | | | |
| 7 | <p>Transport in Washington DC</p> <p><u>Arrange transport (one vehicle – large van and/or bus) for 15 individuals who will need to be transported from the Washington DC hotel to the Chemonics office and then back to the hotel. The firm will need to ensure that pick/drop is available on the times specified by IPA/Chemonics.</u></p> | 15 pax | | | | |
| 8 | Registration desk at the entrance | 1 | | Desk + | | |

| | | | | | | |
|----|---|---|--|----------------------|--|--|
| | of the SF and NYC event halls with space for three individuals to sit and register participants | | | Materials + tablets | | |
| 9 | Printing of colored name tags and lanyards (branded name tags will have three color themes for a) investor b) Pakistani firms c) organizers and enablers. IPA will provide designs/print-ready files for the lanyards and name tags. | 500 | | Name Tags + Lanyards | | |
| 10 | Printing and set-up of Media Wall 10 feet X 10 feet with stand for SF and NYC. Design to be provided by IPA. Require spotlights for media wall. | 1 | | | | |
| 11 | Professional photography and videography services to cover the three complete events (SF, NYC, and Washington DC). The services will include providing one edited video (1-1.5 minutes) with highlights of the event with captions. These videos need to be provided the following day of each event to be posted on social media. We would also require the recording of the entire three events. The videography team will also be required to record short interviews of investors and select Pakistani firms attending each event. Specific guidelines to be provided by IPA. | | | | | |
| | | Subtotal: | | | | |
| | | Other Costs (If any) (Describe: _____) | | | | |
| | | GRAND TOTAL (USD): | | | | |

The firm will be responsible to

- The event management firm will be responsible for all coordination with hotel and venues for availability of services during the entire stay.
- Confirm menus for catered events, confirming all set-up and timing with venue.
- Provide comprehensive oversight, management, and troubleshooting of main events as well as networking dinners.
- Oversee venue set-up including layout, set-up on stage for panel discussions, and quality control for branding
- Oversee and confirm installation of all audio-visual and technology set-ups, conducting technical rehearsals for all primary and auxiliary events one day prior to event.
- Ensure technical assistance is available to ensure all technical setup is working properly.

Note: The event management firm needs to be flexible to cater to changes and additional requirements that may come up during the time leading up to each event.

- **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-2024-035

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 offers 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 offer 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 positive response to paragraph (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. Further, in accordance with FAR 52.204-10 and 2 CFR Part 170, if the offeror positively certifies below in paragraph (b) and negatively certifies in paragraphs (c) and (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 offer, the offeror agrees to comply with this requirement as applicable if selected for a subaward.

Prime Contract Insert Prime Contract Name
Insert Prime Contract Number/Task Order Number

Subcontractor Data
Insert Subcontractor Name
Insert Subcontractor Address
Insert Subcontractor City
Insert Subcontractor State in USA, or Province/Other
Insert Subcontractor Zip code or Postal Code
Insert Subcontractor Country

Subcontract/Grant Number: Insert Subcontract Number
Start Date: Insert Subcontract Start Date
Subcontract/Grant Value: Insert Subcontract Value

- a) In the previous tax year, was your company’s gross income from all sources **under** \$300,000?
- Yes No

If “No” is the response to the preceding question, please provide the below information and answer the remaining questions.

- b) In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which the UEI 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 UEI 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)?:
- Yes No

d) Does your business or organization maintain an active registration in the System for Award Management (www.SAM.gov)?

Yes No

e) If you have indicated “Yes” for paragraph (b) **and** “No” for paragraphs (c) and (d) above, provide the names and total compensation* of your five most highly compensated executives** for the preceding completed fiscal year.

1. Name: _____
Amount: _____

2. Name: _____
Amount: _____

3. Name: _____
Amount: _____

4. Name: _____
Amount: _____

5. Name: _____
Amount: _____

By signature below, I hereby certify that the information provided above is true and accurate as of the date of execution of this document, and I further understand that annual certification is required for information provided in paragraph (e) above.

Signature and Title (required)

Date

*“Total compensation” means the cash and noncash dollar value earned by the executive during the Subcontractor’s preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):

(1) *Salary and bonus.*

(2) *Awards of stock, stock options, and stock appreciation rights.* Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Financial Accounting Standards Board’s Accounting Standards Codification (FASB ASC) 718, Compensation-Stock Compensation.

(3) *Earnings for services under non-equity incentive plans.* This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.

(4) *Change in pension value.* This is the change in present value of defined benefit and actuarial pension plans.

(5) *Above-market earnings on deferred compensation which is not tax-qualified.*

(6) Other compensation, if the aggregate value of all such other compensation (*e.g.*, severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

**“Executive” means officers, managing partners, or any other employees in management positions.

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: _____