

Request for Quotations (RFQ)

RFQ Number: RFQ-IPA-2024-037

Issuance Date: Thursday, April 18, 2024

Deadline for Offers: Sunday, May 12, 2024, 11:00 PM PST

Description: Services Required from an Investor Engagement Firm for Pakistan Investment Roadshows to be held in San Francisco, New York City, 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 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: Chemonics, the Buyer, acting on behalf of the U.S. Agency for International Development (USAID) and the Pakistan Investment Promotion Activity (IPA), under contract number 72039122C00001 is soliciting offers from companies and organizations to submit proposals for services required by USAID IPA from U.S.-based firms preferably having ground presence in San Francisco, New York City, and Washington D.C. for providing investor engagement services for IPA's Pakistan Investment Roadshows scheduled to be held in:

- San Francisco/Bay Area on Tuesday, July 9, 2024
- New York City on Friday, July 12, 2024
- Washington D.C. on Monday, July 15, 2024

Chemonics International is implementing the Pakistan Investment Promotion Activity (IPA), which is a 5-year, \$16.8 million project that is strengthening Pakistan's policy & regulatory regime and building institutional capacities to increase domestic and foreign investment, along with increasing bilateral trade between the United States and Pakistan.

The project is working closely with the Government of Pakistan (GoP) and the Provincial Governments to streamline their business practices, improve governance, promote regulatory reforms and competition with an aim to reduce the cost of doing business, strengthen the investment climate for foreign investors in Pakistan and promote opportunities for enhanced trade and investment between U.S. and Pakistani businesses.

The purpose of this RFQ is to solicit quotations for the requirements listed in Annex- A.

Background: As part of USAID IPA's objective of connecting and linking Pakistani firms with international investors to mobilize foreign direct investment (FDI), the project is hosting a series of international investment promotion events called the Pakistan Investment Roadshows. The main aim of these investment roadshows is to solicit FDI commitments to the tune of \$ 15 million.

IPA has successfully organized two roadshows in Dubai (UAE) and Riyadh (Saudi Arabia).

USAID IPA through this assignment plans to host the third round of roadshows in the United States (San Francisco on July 9, 2024, New York City on July 12, 2024, and Washington DC on July 15, 2024). These events aim to showcase IPA's carefully curated pipeline of Pakistani investment-ready firms to U.S.-based investors.

The first roadshow will take place in San Francisco, targeting investors active in the technology and innovation sectors. San Francisco, being a renowned hub for venture capital, provides an opportunity to connect with investors interested in global ventures. The second event will be organized in New York City to provide Pakistani firms access to a diverse pool of investors from various industries. Additionally, New York City's status as a global financial center and venture capital hub will enhance the visibility of dynamic Pakistani firms among potential investors, increasing the likelihood of attracting significant investment interests. The third will be held in Washington DC. Being the capital of the US, it offers opportunities to engage with institutional investors, policymakers, and economic stakeholders who can influence investment decisions and facilitate partnerships. The city is also home to a large investment community. Presenting Pakistan's investment potential in a prominent

international financial center like DC can help dispel misconceptions and highlight the country's economic opportunities and growth prospects.

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 Sunday, May 12, 2024 by email to procurement@pakistanipa.com

Please reference the RFQ number RFQ-IPA-2023-037 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 11:00 pm local Pakistan time on Monday, May 6, 2023 by sending an 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 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 document via email.

5. **Delivery:** The delivery location for the services described in this RFQ is San Francisco, New York City, and Washington D.C. 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.

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 for effective investor engagement to ensure their attendance and engagement with Pakistani firms will be taken into consideration. The firm is required to submit a plan that specifies how the firm will commit resources (personnel and finances) to effectively achieve the required targets. The firm should also demonstrate established connections with the investor community, specifically those with an interest in investing in Pakistan	25
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. The depth of experience in terms of arranging similar investment 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	Investor Engagement Firm’s Background and Experience –	30
	Does the firm have relevant experience delivering the project activities mentioned in Section-3 (Annex-A).	10
	Minimum 3 latest similar assignments related to investor engagement carried out preferably in San Francisco / the Bay Area, New York City, and Washington D.C. U.S.	10
	Please submit evidence and professional references from three prior clients for successfully mobilizing and engaging investors for similar investment promotion events.	10
Cost		30
Total Points		100

The submitted quotation shall also take into consideration the parts below.

- Part 1: Technical Approach, Methodology and Detailed Work Plan. This part shall preferably be between 5 and 10 pages long.

- Part 2: Management, Key Personnel, and Staffing Plan. CVs for key personnel may be included in an annex to the technical proposal and will not count against the page limit
- Part 3: Corporate Capabilities, Experience, and Past Performance. This part shall preferably be between 4-5 pages long but may not exceed 7 pages.

Part 3 must include a description of the company and organization, with appropriate reference to any parent company and subsidiaries. Offerors must include details demonstrating their experience and technical ability in implementing the technical approach/methodology and the detailed work plan.

Additionally, the offerors must include the latest 3 past performance references of similar work previously implemented as well as contact information for the companies for which such work was completed. Contact information must include at a minimum: name of point of contact who can speak to the offeror's performance, name and address of the company for which the work was performed, and email and phone number of the point of contact. Chemonics reserves the right to check additional references not provided by an offeror.

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 services (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 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

Line Item	Description and Specifications	Qty	Items and Specifications Offered	Unit	Unit Price USD	Total Price USD
1	<p><u>For Event in San Francisco/Bay Area on Tuesday, July 9, 2024</u></p> <p>Ensuring participation of at least 50 US based investors that have high potential / experience / interest to invest in Pakistan/region.</p> <p>The firm should ensure participation of senior officials that hold key decision-making positions.</p> <p>We define investors as follows (high net-worth individuals who are investors, investment funds, venture capital, private equity, family offices, institutional investor etc.)</p> <p>Each offeror needs to provide a concise strategy document to implement the following set of activities:</p> <ol style="list-style-type: none"> 1- Developing investor database 2- Developing program schedule 3- Suggesting, finalizing and ensuring participation of panelists along with finalizing the topics and related details. 4- Suggesting, finalizing and engaging master of ceremony 	1		1		

	<p>5- Carrying out Investor Outreach 6- Securing Investor Participation 7- Registering participants 8- Ensuring investor engagement during the event 9- Final report 10- Post-Event Investor Follow-up for investor engagement</p> <p>Refer to the details provided in Clause 11 (Technical Capability)– Evaluation and Awards and note-1 below for details.</p>				
2	<p><u>For Event in New York City on Friday, July 12, 2024</u></p> <p>Ensuring participation of at least 50 US based investors that have high potential / experience / interest to invest in Pakistan/region.</p> <p>The firm should ensure participation of senior officials that hold key decision-making positions.</p> <p>We define investors as follows (high net-worth individuals, investment funds, venture capitalists, private equity, family offices, institutional investor etc.)</p> <p>Each offeror needs to provide a concise strategy document to implement the following set of activities:</p> <p>11- Developing investor database 12- Developing program schedule 13- Suggesting, finalizing and ensuring participation of panelists along with finalizing the topics and related details. 14- Suggesting, finalizing and engaging master of ceremony 15- Carrying out Investor Outreach 16- Securing Investor Participation 17- Registering participants 18- Ensuring investor engagement during the event 19- Final report 20- Post-Event Investor Follow-up for investor engagement</p> <p>Refer to the details provided in Clause 11 (Technical Capability)– Evaluation and Awards and note-1 below for details.</p>	1		1	
3	<p><u>For Event in Washington D.C. on Monday, July 15, 2024</u></p> <p>Ensuring participation of at least 15 US based investors that have high potential / experience / interest to invest in</p>	1		1	

<p>Pakistan/region.</p> <p>The firm should ensure participation of senior officials that hold key decision-making positions.</p> <p>We define investors as follows (high net-worth individuals, investment funds, venture capitalists, private equity, family offices, institutional investor etc.)</p> <p>Each offeror needs to provide a concise strategy document to implement the following set of activities:</p> <p>21- Developing investor database 22- Developing program schedule 23- Suggesting, finalizing and ensuring participation of panelists along with finalizing the topics and related details. 24- Suggesting, finalizing and engaging master of ceremony 25- Carrying out Investor Outreach 26- Securing Investor Participation 27- Registering participants 28- Ensuring investor engagement during the event 29- Final report 30- Post-Event Investor Follow-up for investor engagement</p> <p>Refer to the details provided in Clause 11 (Technical Capability)– Evaluation and Awards and note-1 below for details.</p>								
<p>[describe any other general specification notes or comments]</p>								
<p>**Refer to the details below for above mentioned activities</p>								
	<p>Subtotal:</p>							
	<p>Delivery Costs (if any):</p>							
	<p>Other Costs (If any) (Describe: _____):</p>							
	<p>GRAND TOTAL [enter local currency]:</p>							

NOTE 1: The firm will be responsible for the following to achieve above mentioned deliverables.

- 1. Developing a Comprehensive Work Plan/Strategy and Presentation:** the firm will carry out the initial research and outreach to identify various sources that can be used to ensure investor attendance and propose an investor engagement plan for each city (pre, during and post event). The firm will hold meetings with IPA team.
- 2. Developing Investor Database:** the firm will prepare a list of investors to be engaged and invited for the three locations (San Francisco, New York City, and Washington DC). This list needs to be aligned with the profile of Pakistani firms that are part of IPAs investment pipeline and who will be participating in the roadshows. The lists for each city will include profile of investors such as name of firm, focal person’s name, designation, contact information [email],

LinkedIn profile links, website links and short introduction. This list should be a live document which IPA should have access to in order to track progress.

3. **Developing Program/Schedule for each event:** the firm will work closely with the IPA team to finalize the program format, duration etc. for each investment roadshow. This would also include suggesting panel discussion topics and formats along with recommendations for panelists and moderator that the firm will be able to invite and secure attendance. The panel discussion can revolve around Investment Opportunities in Pakistan. However, this is an inductive topic and the firm should suggest other topics based on their experience and expertise.
4. **Master of Ceremony/Moderator:** The firm will suggest recommendations for a Master of Ceremony/Moderator for each of the three roadshows and secure their participation after approval from the IPA team. The firm will be responsible for moderating the proceedings of each roadshow and associated panel discussions.
5. **Carrying out Investor Outreach:** The firm will prepare outreach material (emails and brochures) as approved and provided by IPA. The firm will carry out the outreach activity using different mediums and modes such as emails, calls, LinkedIn etc. This would involve:
 - a. Sending Save the date cards.
 - b. Sending Formal invitations for each event along with the agendas.
 - c. Introduction to the Pakistani pipeline firms by sharing the pipeline teaser pitchbook (to be provided by IPA) with investors.
 - d. Soliciting final confirmations and investor's interest to meet specific companies from the list. This activity will need to be tracked on a- live master document with the status of all levels of communication updated on a daily basis. The firm will be required to provide update briefings twice a week to the IPA team. At the conclusion of the outreach activity, the firm will prepare a final list of confirmations of participants. This list will be used during the registration process on the day of each roadshow.
6. **Securing Investor Participation:** The firm will ensure the participation of at least 50 investors (VCs/PE/Angel) for each of the roadshows in San Francisco and New York City. However, for Washington DC, IPA requires the presence of 10-15 investors. Email confirmations from investors and registration on the event day each event will be used as means of verification of attendance.
7. **Registering participants:** The firm will allocate at least three staff members at the registration desk (to be provided by IPA) to manage and ensure registration of each participant. The firm will ensure that the printed lists of the investors, pipeline firms and other stakeholders as confirmed as a result of outreach is available to the resources at the registration desk. The resources will be required to ensure that information of each participant is recorded, and each guest signs the registration sheet. If in case any name is not present in the pre-printed lists the resources will record their information manually.

The resources will also be responsible for handing out the printed lanyards to the registered participants and write names manually if the pre-printed lanyard is not available. The printed lanyards will be provided by IPA. The investor list will be provided by the firm.

The resources will also be responsible for handing out the marketing collateral to registered participants. The collateral will be provided by IPA

8. **Investor engagement and participation:** The firm will handle investor engagement activities as well as ensure their effective participation. The firm will pre-analyze the pipeline firms in collaboration with IPA and introduce relevant investors to the pipeline firms especially during

the networking sessions and the networking dinners. The firm will allocate dedicated senior resources to carry out this activity and suggest/submit engagement plan accordingly.

9. **Final report:** The firm will submit a post event report with a focus on activities carried out by the firm with respect to facilitating investor-investee engagements with the objective of reporting number of one-on-one meetings and FDI deals initiated as a result of the roadshow.
10. **Post-Event Investor Follow-up for investor engagement:** The firm will be required to carry out post-event follow ups that will require the firm to collect data on one-on-one interactions from the Pakistan firms on the format provided by IPA, re-introduce the Pakistani pipeline firms to investors and schedule follow-up virtual one-on-one meetings. The firm will also re-introduce the pipeline firms with investors that did not participate and secure scheduling of one-on-one meetings. The firm will need to complete one round of introductions and will then hand over the activity to IPA to take it further. Therefore, the firm will be required to always keep the IPA team in the loop, especially in email correspondence and virtual calls. The firm is required to suggest/submit a post event follow-up along with the proposal.

Note-2: The firm is required to maintain flexibility, as adjustments to the requirements may be made by USAID IPA in response to evolving circumstances.

**Indicative Program Schedule for Pakistan Investment Roadshow
San Francisco (SF) (July 7, 2024)
New York City (NYC) (July 12, 2024)**

13:30	Registration
14:00	Opening Remarks – IPA
14:05	Welcome Address – by an official
14:10	Pitch Session
14:30	Panel Discussion
15:00	Pitch Session
13:20	Panel Discussion
13:50	Pitch Session
16:10	Matchmaking Session – one-on-one interactions of Pakistani firms with investors
18:00	Networking / Dinner

**Invest Pakistan Symposium: Unveiling Investment Potential (Washington, D.C.)
Monday July 15, 2024**

10:00	Registration
10:30	Opening Remarks by Chemonics/IPA
10:40	Panel Discussion
11:30	Live Pitch Session
12:00	Elevator Pitch Videos
12:15	Remarks by USAID
12:20	Networking Session – one-on-one interactions of Pakistani firms with investors
1:30	Lunch

Note 3: The indicative program schedules provided should serve as guidance with firms expected to propose and develop program schedules based on their professional expertise and experience in order to ensure optimal marketing and showcasing of pipeline companies, as well as maximizing investor engagement.

- **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-2024-037

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: _____