



REQUEST FOR QUOTATIONS (RFQ)

RFQ Number: RFQ-IPA-2024-038

Issuance Date: May 15, 2024

Deadline for Quotes: June 9, 2024

Description: Services of Training Firm for Capacity Building of Government Officials on Public Private Partnership (PPP) Process Cycle

For: USAID 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 BusinessConduct@chemonics.com or by phone/Skype at 888.955.6881.

Section 1: Instructions to Offerors

1. **Introduction:** The Investment Promotion Activity (IPA) Project is a USAID program implemented by Chemonics International in Pakistan. The goal of the USAID IPA is 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. As part of project activities, the IPA requires the purchase of services of a training firm for capacity building of Government officials on Public Private Partnership (PPP) Process Cycle to enhance the institutional capacities in terms of handling PPP projects from conceptualization to completion and to improve the prospects for PPP projects in Pakistan.. The purpose of this RFQ is to solicit quotations for these services.

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

2. **Offer Deadline and Protocol:** Offers must be received no later than 11:59 pm local Islamabad, Pakistan time on **June 9th, 2024** by Procurement@pakistanipa.com email or by hard copy delivery to the IPA office. Any emailed offers must be emailed to Procurement@pakistanipa.com. Any hard copy deliveries must be stamped and signed by the offeror's authorized representative and delivered to the IPA Office located in Pakistan.

Please reference the RFQ number in any response to this RFQ-IPA-2024-038. Offers received after the specified time and date will be considered late and will be considered only at the discretion of Chemonics.

3. **Questions:** Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 05 pm local Islamabad Pakistan time on **June 03, 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.

4. **Scope of Work:** Section 3 contains the Scope of Work for the required services.
5. **Quotations:** Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis. Prices must be presented in US \$. Prices must be inclusive of all costs (including worker's compensation insurance mandated by U.S. Defense Base Act (DBA insurance)). Offers must remain valid for not less than thirty (30) 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.
- Company/individual' profile or 2-3 pages introduction to company/individual's areas of expertise and practice, and description of the team and main clients

- A minimum of three (3) references (with name and contact information) indicating the relevant services carried out in the last three (3) years that best illustrate organization/individual's qualifications and past performance. References from USAID or similar donor-funded projects are preferred. Independent verification of the references may be carried out. Chemonics reserves the right to obtain past performance information from sources other than those identified by the offeror;
- Narrative description of past performance for similar services;
- The CVs of all personnel with references of previous simultaneous interpretation. (See Section 1.5 for more details).

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

6. **Delivery**: 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.

7. **Source and Authorized Geographic Code**:

- a) All 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 services or any commodities that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, Syria.

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

- b) **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.
- c) **UEI Number**: Companies or organizations, whether for-profit or non-profit, shall be requested to provide a Unique Entity Identifier (UEI) number if selected to receive an award in response to this RFQ valued greater than or equal to USD\$30,000 (or equivalent in other currency). If the Offeror does not have a UEI number and is unable to obtain one before the submission deadline, Offeror shall include a statement noting their intention to obtain a UEI number should it be selected as the successful offeror or explaining why registration for a UEI number is not possible. Contact sam.gov to obtain a number. Further guidance on obtaining a UEI number is available from Chemonics upon request.
- d) **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.

- e) **Evaluation and Basis for Award:** The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and is determined via a trade-off analysis to be the best value based on application of the following evaluation criteria. The relative importance of each individual criterion is indicated by the number of points below:

In evaluating proposals, Chemonics will use the following evaluation criteria and sub-criteria:

Evaluation Criteria for Services of Training Firm for Capacity Building of Government Officials on Public Private Partnership Process Cycle		
Evaluation Criteria	Description	Maximum Score
Firm Technical Capabilities and Approach	Firm Technical Capabilities and Approach covering below;	20
	PPP Training Module covering the entire PPP Cycle already available with the firm (Supporting documentary evidence along with training table of contents is required)	5
	Training Delivery Methodology (Training Program Structure, Outline, Agenda)	5
	Training Tools and Techniques	5
	Internationally recognized certification or affiliation (supporting documentary evidence is required)	5
Management and Key Personnel, and Staffing Plan	Submit profiles of at least 3 trainers covering below;	30
	<p>PPP Expert / Lead Trainer</p> <p>Qualification: Master’s degree in finance, management, engineering, economics or other related field with preference to PPP professional certification from an international accredited body.</p> <p>Experience: Minimum 10 years’ experience in developing, managing, and regulating PPP projects or leading, developing, and delivering PPP training and should have the following expertise:</p> <p>be intimately familiar with the PPP methodology and frameworks for resource generation:</p> <p>demonstration familiarity with the formulation, appraisal, and approval procedures of PPP projects (including relevant concession agreements, due diligence process, value for money audits, public sector comparator, etc.);</p> <p>demonstrated knowledge and experience of infrastructure and social projects in PPP regulatory framework.</p>	10

	<p>Finance Expert</p> <p>Qualification: Graduate degree in finance, accounting, business or other related field with preference to PPP professional certification or financial modelling certification from an international accredited body.</p> <p>Experience: Minimum 10 years’ experience in developing, managing, and regulating PPP projects or leading, developing, and delivering finance training. Prior experience in capacity building of Government agencies is preferred.</p>	10
	<p>Legal Expert</p> <p>Qualification: Graduate degree in law. Professional certifications or degree/ diploma in the field of PPP will be preferred.</p> <p>Experience: Minimum 10 years’ experience in drafting laws, regulations and preferably an in depth understanding of Pakistan’s legal framework and policies. Extensive experience in government related legal matters, preferably in the public-private sector interface.</p> <p>Proven experience in conducting training sessions or workshops on PPP related matters.</p> <p>Strong understanding and good familiarity with international legal standards and best practices relevant to public-private partnerships.</p> <p>Strong communication and interpersonal skills to effectively convey legal concepts to diverse audiences.</p> <p>Experience in both public and private sector organization would be preferred.</p>	10
Past Performance and Experience in Similar Trainings	Company Background and Experience covering below;	25
	<p>Is the company offering international experts with experience of PPP process cycle and proven track record of conducting trainings in Asia. (international firm)</p> <p>Or</p> <p>Is the company offering local expertise with international exposure and experience on PPP process cycle with track record of conducting similar trainings in Asia. (local firm with international accreditation and affiliation)</p>	10
	Does the company have relevant experience delivering the training activities mentioned in Section 3. Is the offeror an international firm with experience in the Asian region?	10

	A minimum of 3 similar assignments carried out in last 3 years. (Provide evidence reports / links)	5
Cost		25
Total Points		100

Note: For the purposes of the bidding, consortium is allowed. In the case of a consortium, any of the member firm may claim to qualify or attain points with respect to the criteria mentioned above.

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.
- Chemonics may reject any and all offers, if such action is considered to be in the best interest of Chemonics.

f) **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 services or commodities may be supplied that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, Syria.
- (d) Any international air or ocean transportation or shipping carried out under any award resulting from this RFQ must take place on U.S.-flag carriers/vessels.
- (e) United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The Vendor under any award resulting from this RFQ must ensure compliance with these laws.

g) DEFENSE BASE ACT (DBA) INSURANCE

a) FAR 52.228-3 WORKER’S COMPENSATION INSURANCE (DEFENSE BASE ACT INSURANCE) (Jul 2014) [Updated by AAPD 22-01- 6-10-22]

The Subcontractor shall (a) provide, before commencing performance under this Subcontract, such workers’ compensation or security as the Defense Base Act (DBA) (42 U.S.C. 1651, et seq.) requires and (b) continue to maintain it until performance is completed. The Subcontractor shall insert, in all lower-tier subcontracts authorized by Chemonics under this Subcontract to which the

Defense Base Act applies, a clause similar to this clause imposing upon those lower-tier subcontractors this requirement to comply with the Defense Base Act. DBA insurance provides critical protection and limits on liability. The Subcontractor shall provide a proof of DBA insurance coverage to Chemonics upon request. Chemonics will verify coverage for, at least, projects in high-risk environments and where Chemonics may be providing security.

(b) AIDAR 752.228-3 WORKERS' COMPENSATION (DEFENSE BASE ACT) [Updated by AAPD 22-01- 6-10-22] As prescribed in AIDAR 728.308, the following supplemental coverage is to be added to the clause specified in FAR 52.228-3.

(1) The Subcontractor agrees to procure DBA insurance pursuant to the terms of the contract between USAID and USAID's DBA insurance carrier unless the Subcontractor has a DBA self-insurance program approved by the U.S. Department of Labor or has an approved retrospective rating agreement for DBA.

(2) If USAID or Subcontractor has secured a waiver of DBA coverage (See AIDAR 728.305-70(a)) for Subcontractor's employees who are not citizens of, residents of, or hired in the United States, the Subcontractor agrees to provide such employees with worker's compensation benefits as required by the laws of the country in which the employees are working, or by the laws of the employee's native country, whichever offers greater benefits.

(3) The Subcontractor further agrees to insert in all lower-tier subcontracts hereunder to which the DBA is applicable a clause similar to this clause, including the sentence, imposing on all lower-tier subcontractors authorized by Chemonics a like requirement to provide overseas workmen's compensation insurance coverage and obtain DBA coverage under the USAID requirements contract.

(4) Contractors must apply for coverage directly to Starr Indemnity & Liability Company through its agent, Marsh McLennan Agency (MMA), using any of the following methods:

1. **Website.** There is a website with the option to print a PDF application form and submit it or complete an online application. The link to the website is: <https://www.starr.com/Insurance/Casualty/Defense-Base-Act/USAID---Defense-Base-Act>

2. **Email.** An application form can be emailed to: USAID@marshmma.com

3. **Additional Contacts.** Contacts for Starr Indemnity & Liability Company and its agent, Marsh MMA are available for guidance and question regarding the required application form and submission requirements:

- Tyler Hlawati (Starr) tyler.hlawati@Starrcompanies.com Telephone: 646-227-6556
- Bryan Cessna (Starr) bryan.cessna@starrcompanies.com Telephone: 302-249-6780
- Mike Dower (Marsh MMA) mike.dower@marshmma.com Telephone: 703-813-6513
- Diane Proctor (Marsh MMA) diane.proctor@marshmma.com Telephone: 703-813-6506

For instructions on the required application form and submission requirements, please refer to [AAPD 22-01](#). Pursuant to AIDAR 752.228-70, medical evacuation is a separate insurance requirement for overseas performance of USAID funded subcontracts; the Defense Base Act insurance does not provide coverage for medical evacuation. The costs of DBA insurance are allowable and reimbursable as a direct cost to this Subcontract.

Before starting work, the offeror must provide Chemonics with a copy of the DBA coverage policy that covers each of its employees.

Section 2: Offer Checklist

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

- Cover letter, signed by an authorized representative of the offeror (see Section 4 for template)
- Official quotation, including proof of technical qualifications, (see Section 3 for scope of work, required technical qualifications, and the template to provide quotations);
- Copy of offeror's registration or business license (see Section 1.5 for more details);
- Contact information for at least three (3) references of past or present clients indicating the relevant services carried out in the last three (3) years that best illustrate company/individual's qualifications and past performance (see Section 1.5 for more details).
- Federal Funding Accountability and Transparency Act (FFATA) Subaward Reporting Questionnaire, signed by an authorized representative of the offeror (see Section 5 for questionnaire). This form shall be completed only if the value is over \$30,000

Section 3: Scope of Work and Technical Qualifications

The purpose of this RFQ is to engage an international firm to provide Services of Training Firm for Capacity Building of Government Officials on Public Private Partnership (PPP) Process Cycle to Chemonics and IPA project). The firm shall, and when requested, provide the following services:

The table below contains the list of services under RFQ. 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 Scope	Qty	Services Offered	Unit Price US \$	Total Price US \$
1	Inception Meeting with IPA and Relevant Government Counterparts, Pre-Assessment of training participants and finalization of training module	1			
2	Delivery of Five days Training to a batch of 40 officials through provision of following; a) Training module b) Handout Materials c) 3 Trainers as specified above d) Hard copy and online verifiable certification to 40 participants e) Trainees Feedback and Post Assessment	1			
3	Training Report	1			
Subtotal:					
Delivery Costs:					
Other Costs (Describe: _____):					
GRAND TOTAL US \$:					

Electronic deliveries shall be made by the Vendor to (insert contact information)

Delivery time (after receipt of order): _____ calendar days

The delivery estimate presented in an offer in response to this RFQ must be upheld in the performance of any resulting contract.

The prices quoted above remain fixed for the next 6 months:
 Yes No

The USAID IPA has been providing technical support to the Public Private Partnership (PPP) Unit, Finance Department, Government of Sindh to assist with improving the PPP Legal and Institutional Framework and make its more conducive for the foreign investor and private sector. Based on a detailed analysis of the existing legal framework (act, rules, regulations, policies, and guidelines) and international best practices, IPA suggested recommendations for reforming the regime governing unsolicited proposals (USPs), government-to-government (G2G) transactions, dispute resolution mechanisms, political risk insurance, gender inclusion and disaster management etc. with a special focus on 2022 floods and the resources necessary for thorough and durable recovery in Sindh. IPA is also assisting the PPP Unit, Sindh in “Development of Unsolicited Proposals (USP) Policy for Sindh”

to streamline PPP procurement mechanism and attract innovative project proposals from private sector and foreign investors.

Instead of these improvements in PPP legal and policy framework, the government agencies in Sindh still face institutional and technical capacity gaps to deal with PPP projects and innovative proposals from private sector and foreign investors. These government agencies include the PPP Unit, PPP Nodes (Health, Education, Planning & Development, Finance, Special Education, Mines & Minerals, Transport, Water, Local Government, Work and Services etc.) and key government departments like Planning and Development, Finance Division, Law Division, Sindh Public Procurement Regulatory Authority, PPP Support Facility, which lack information about latest developments and relevant expertise causing time and cost lapse and loss of potential project opportunities coming through private parties / foreign investors to government. The PPP Unit has identified that the historical data shows the government agencies in Sindh could successfully implement a small number of projects that also took 3 to 5 years due to such institutional and technical capacity challenges. The government currently holds around half a dozen unsolicited proposals projects under PPP modality that are still under the pre-feasibility or feasibility stage. Such projects implementation could have supported the government in attracting foreign investments, maintaining trade balance, and creating employment opportunities etc.

Considering these challenges, USAID IPA in collaboration with the PPP Unit, Sindh aims to develop capacity of almost 40 relevant officials of Government of Sindh with inclusion of officials of federal and other provincial governments of Pakistan in this training program. IPA will initiate selection of potential officials and tentatively plans to conduct this five-day training for a batch of 40 trainees in the end of June 2024 or early July 2024 in Karachi, Sindh. USAID IPA and PPP Unit Sindh has also specified a tentative training outline (provided below) while case studies-based training delivery approach is required for developing practical skills of the trainees in each area. The training firm / trainers is also expected to use the Training of Trainers (TOT) methodology / approach and will identify trainees with potential to work as Trainers in future based on their learnings and pre and post assessments. The firm needs to share its PPP Training Module, while tentative training contents have been identified by USAID IPA and PPP Unit, Sindh. The module will be finalized between selected firm, USAID IPA and PPP Unit considering the duration of training program, findings of pre-assessment and discussion of inception meeting;

- PPP Introduction
 - Scope and objectives
 - Infrastructure and services
 - Structure of PPP
 - Model of PPP or types of PPP contracts
 - Advantages and disadvantages
- PPP Framework and Process Cycle
 - PPP framework and its importance
 - Instrument to create PPP framework
 - Criteria and procedures
 - Project identification
 - PPP project cycle
- PPP Project Finance
 - Project financing overview
 - Sources of project finance
 - Climate finance

- Financial model
- Financial analysis (IRR, NPV, PB, ROE, etc.)
- Project cash flow
- Appraising and Risk
 - Appraising scope
 - Market sounding
 - Tendering strategy
 - Project risk
 - Risk allocation and evaluation
 - Currency devaluation
 - Dispute resolution (local or international arbitration) in view of global practices.
- Project Documents
 - Concession Agreement focusing on relief events, force majeure, termination payments, change in law
 - Equity Funding Agreement focusing on checks and balances on utilization of funds.
 - Price Escalation Agreement focusing on the extent to which government should bear this risk
 - Annuity Payment Agreement for Government pay models
 - Escrow Agreement for revenue model projects
 - Role of Independent Engineer and Auditor
- Specific Session on Gender Equality and Social Inclusion (GESI) by USAID IPA Gender Trainer / Gender Focal Person.

The purpose of this RFQ is to engage an international firm to provide **Training on Public Private Partnership (PPP) Process Cycle for Government Officials** to Chemonics and (IPA). The firm shall, and when requested, provide the following services:

1. Roles and Responsibilities of Training Firm including but not limited to
 - i) Training Delivery Methodology (Training Program Structure, Outline, Agenda)
 - ii) Finalizing Training Module (Already Developed by Firm) to be provided at least 7 days before the training
 - iii) Inception Meeting with USAID IPA team and relevant government counterparts
 - iv) Joint or one-on-one Pre-Assessment with selected training participants provided by USAID IPA
 - v) All travel, boarding, lodging and visa arrangements etc. and cost of firm and trainers. The firm should propose trainers considering their availability and travel arrangements for training delivery in June, 2024 in Karachi, Sindh.
 - vi) Five days training delivery in June, 2024 or Early July, 2024 at Karachi, Sindh Pakistan or other location as decided. Venue arrangements to be undertaken by USAID IPA directly.
 - vii) Post Training feedback / assessment
 - viii) Certification to final trainees i.e 40 participants. In case of JV, certification from international or lead training firm will be required.
 - ix) Training Report
2. Roles and Responsibilities of USAID IPA and PPP Unit, Sindh including but not limited to
 - i) Finalization of Operational arrangements for training (venue, trainees travel, communication material etc.)
 - ii) Development of criteria for selection of trainees
 - iii) Seeking nomination of relevant officials (PPP unit Sindh and representation from other PPP outfits in provinces) and other relevant departments

- iv) Communication and visibility arrangements
- v) Other tasks as found relevant to the execution of the assignment.

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-2024-038

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 quotes in response to the above-referenced RFQ; and
- The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- All information in our quote and all supporting documentation is authentic and accurate.
- We understand and agree to Chemonics’ prohibitions against fraud, bribery, and kickbacks.

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

Authorized Signature: _____

Name and Title of Signatory: _____

Date: _____

Company Name: _____

Company Address: _____

Company Telephone and Website: _____

Company Registration or Taxpayer ID Number: _____

Company UEI Number: _____

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

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

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

If the offeror is selected for an award valued at \$30,000 or above and is not exempted based on a negative response to Section 3(a) below, any first-tier subaward to the organization may be reported and made public through 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 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? (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: _____