

USAID Investment Promotion Activity

RFQ-IPA-2024-047

Frequently Asked Questions (FAQs)

1. Will the firm be responsible for arranging the logistics, including travel and accommodation for investors, or will these be provided and managed by the organizing body/IPA Team?
IPA team will arrange for the accommodation of investors and air travel ticket cost for economy class will be reimbursed to investor post conference. Please refer to section 3, line item 1 of RFQ for details.
2. Will the firm be expected to handle any aspect of event organization, or will all arrangements be solely managed by the organizing body/IPA Team?
The firm will not be responsible for any operational aspects of the event organisation other than what has been mentioned in the scope of work of the RFQ.
3. Please provide additional details regarding the scope and specifics of the DBA coverage policy.
Please refer to the following link: [Defense Base Act \(DBA\) Frequently Asked Questions \(FAQ\) | U.S. Department of Labor \(dol.gov\)](#)
4. Who will be responsible for onboarding the companies that are seeking investment? Will this process be handled by the firm or the organizing body/IPA Team?
IPA will be responsible for onboarding of the companies that are seeking investment. The firm will be responsible for matchmaking as per the details mentioned in the RFQ
5. Is there a policy or criteria in place regarding the maximum number of representatives/investors from each organization are allowed to attend?
IPA will be covering expenses for only one representative per investor firm, however multiple representatives can attend on their own expenses.
6. Visa Assistance:
 - i. Shall they need visa assistance to travel to Pakistan?
IPA will look into the possibility of providing visa assistance if required however IPA does not guarantee successful issuance of visa. However, the firm can provide assistance in applying for visa where required.
 - ii. Who will provide the Visa Invitation Letter to them?
IPA will look into the possibility of providing visa invitation letter to the investors.
7. Travel Plan:
 - i. What if he/she wants to arrive before 20th May & will leave Pakistan later on?
IPA will provide accommodation for the set dates mentioned in the RFQ; however, the investor can extend the visit as per their liking at their own expenses.

ii. Can they also visit other cities too after the conference?

They can visit other cities after the conference at their own expense, unless otherwise prohibited by Government of Pakistan.

8. Hotel Accommodation:

i. How many nights shall be offered to each investor?

The investors will be offered to stay 4 nights.

ii. Expenses other than room rent shall be covered during their stay or they will pay the extras by themselves?

The investors will pay the extras by themselves. We will provide them with accommodation plus three meals per day at the selected hotel.

9. As for the conference:

Are there any specific requirements related to topics, time duration, and any other technicalities?

Please refer to the tentative schedule shared in the RFQ for reference

10. For virtual meetings:

Any specific requirements for the meeting software?

There are none.

11. "Individuals responding to this RFQ are requested to submit a copy of their identification card." What kind of identification card is required?

A scanned copy of NIC or passport would be required.

12. "Organizations responding to this RFQ are requested to submit a copy of their official registration or business license." Example of license required?

Certificates of Incorporation from Securities and Exchange Commission in US or in Pakistan

13. "Narrative description of past performance for similar services." To what extent is the narrative description required?

The firm can decide the appropriate description that would best describe their past performance and results.

14. Can we hire an event management and marketing company as part of the consortium?

The firm may hire an event management firm and form consortiums.

15. What is a Unique Entity Identifier (UEI) number?

The **Unique Entity Identifier (UEI)** is a 12-character alphanumeric code assigned to businesses, organizations, and entities by the U.S. federal government. It is used to register entities in the System for Award Management (**SAM.gov**) and is required for applying for U.S. federal contracts, grants, loans, and other assistance. The UEI serves as a unique identification for tracking and verifying an entity's information within federal systems. It ensures clarity and consistency in identifying businesses across

federal systems and programs. To bid on U.S. federal contracts or receive grants, loans, or cooperative agreements, firms must have a UEI. Federal regulations mandate entities interacting with the government to have a registered UEI.

16. Under the Technical Approach – “The firm should also demonstrate established connections with the investor community (international and local), specifically those with an interest in investing in Pakistan or having existing presence/investments in Pakistan.” How do you need to show established connections? Through past events? Or any signed documentation?

They can be shown through past events.

17. “Chemonics’ standard payment terms are net 30 days after receipt and acceptance of any commodities or deliverables.” Will the amount be paid in trenches as services are being delivered or in full?

As soon as the deliverable/milestone is completed the payment will be made i.e. next 30 days after receipt and acceptance.

18. Can we include a funding partner under our consortium?

That will be your internal arrangement however we will not allow any branding against the funding you will raise through any sponsorship.

19. Who is an authorized representative of the offeror?

It can be the head of the firm like the CEO.

20. Is there any specific format for the CV of personnel?

No specific format, however, it is preferred that they are short.

21. Any specific format to submit the client profile?

No specific format, the firm may choose the best fit for the representation.

22. Time frame for reimbursement for travel of international delegation and hotels?

Accommodation will be provided by USAID IPA; hence no reimbursement will be made for accommodation. However, for travel reimbursement, USAID IPA will reimburse, within 30 days after participation in the conference, **ONLY economy class tickets cost (verifiable online)** and must be **compliant to FLY America Act**. Additionally, before the travel, assistance will be required to carry out vetting of each investor individually, once cleared from USAID IPA then they will be able to travel.

23. Can any e solution be used to manage investor invitations?

Any e-solution may be used to manage investor invitations.

24. Any criteria for the government officials that will be part of the event in terms of panel discussions etc.?

The officials should be heads of the prominent state departments that have a high impact on international investments and have a clear mandate/role in facilitating investments.

25. What will be the time frame of commitment for the post follow up activity?
The firm will be responsible for carrying out first outreach/follow up activity to reintroduce the Pakistani firms with the investors and to rekindle the connections made during the event and connect investors that were not able to attend in person with Pakistani firms.
26. Will the PM office networking dinner and inauguration by the highest government official be arranged by the offeror or IPA?
Yes, it will be arranged by IPA.
27. Need more details on what needs to be included in “Government of Pakistan – showcasing Pakistan” section.
Will be provided once the conference implementation and planning is in the advanced stages.
28. Do consortium partners need to individually submit the cover letter, profile etc.?
Profile of consortium partners should be submitted.
29. What kind of documentation is required to show formation of a consortium?
An MOU would suffice.
30. Distinction between RFQ and RFP: You have issued this as an RFQ, but the scope seems to align more with an RFP format. Could you kindly clarify how you are distinguishing this RFQ from an RFP, and what specific terms and conditions qualify it as an RFQ?
Please refer to section-3 Scope of Work and Technical Qualifications, where applicants are asked to quote against specific line items, in line with the responsibilities stated below the table. The quotation may be submitted accordingly.
31. Additionally, you have requested past experience, with 10 points listed. If we submit the bid as a consortium, and one individual from the proposed management team has previously held a leadership role with a different team and participated in a lead position, would you consider this as relevant experience?
Yes.