

## REQUEST FOR QUOTATIONS (RFQ)

RFQ Number: RFQ-IPA-2024-047  
Issuance Date: December 24, 2024  
Deadline for Quotes: January 19, 2025, 11:59 P.M. Pakistan Time  
Description: Services required from an Investor Engagement firm for Pakistan Investment Conference 2025 in Islamabad  
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](mailto: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](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 [BusinessConduct@chemonics.com](mailto: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 IPA is to promote a more stable, peaceful, and prosperous country by removing barriers to investment and trade by facilitating Pakistani-led improvements in government regulations, increasing the ease of doing business, and improving the overall investment climate. As part of project activities, IPA requires the services of an investor engagement firm to implement the Pakistan Investment Conference scheduled to be held in Islamabad, Pakistan in May, 2025.

Offerors are responsible for ensuring that their offers are received by Chemonics in accordance with the instructions, terms, and conditions described in this RFQ. Combining global expertise with local market insights, fostering stronger collaboration and more impactful outcomes are the key requirements from the offerors. Therefore, International offerors will be given preference, and are encouraged to form a consortium with local investment firms, associations, or partners, and vice versa. 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 time on January 19, 2025 by [Procurement@pakistanipa.com](mailto:Procurement@pakistanipa.com) email or by hard copy delivery to the USAID IPA office. Any emailed offers must be emailed to [Procurement@pakistanipa.com](mailto:Procurement@pakistanipa.com). Any hard copy deliveries must be stamped and signed by the offeror's authorized representative and delivered to the USAID IPA Office located at 1st Floor, Square 11, Hotel Grand Building, Street 1, MPCHS, E11/1, Islamabad, Pakistan.

Please reference the RFQ number 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.

3. **Questions:** Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 05:00 pm local Islamabad time on 5th January, 2025 by email to [Procurement@pakistanipa.com](mailto: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 ninety (90) 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.

All taxable commodities and services, whether exempted or paid in full, being rendered to Chemonics International Inc. USAID Projects, if selected must be declared as such by supplier/Awardee to the appropriate revenue authorities of Pakistan.

- 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:

<b>Evaluation Criteria for Investor Engagement Firm for Pakistan Investment Conference in Islamabad</b>		
<b>Criteria</b>	<b>Description</b>	<b>Max Score</b>
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 (international and local), specifically those with an interest in investing in Pakistan or having existing presence/investments in Pakistan.	25
Management, Key Personnel, and Staffing Plan	Personnel Qualifications – Do the submitted profiles of the proposed team members/partners 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 conference’s activities.	15
Past Performance and Experience in similar events	Investor Engagement Firm’s Background and Experience –	30 10

	Does the firm have relevant experience delivering the project activities mentioned in Section-3 (Annex-A).	10
	Minimum 3 latest similar assignments carried out in last 3 years relevant to implementing similar events preferably in Islamabad, Pakistan.	10
	Please submit evidence and contact details (for referral check) professional references from three prior clients for successfully mobilizing and engaging investors for similar investment promotion events.	
<b>Cost</b>		<b>30</b>
<b>Total Points</b>		<b>100</b>

**Note:** For the purposes of the bidding, consortium is allowed. In the case of a consortium, any of the member firms 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 USAID 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.

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 USAID 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.

- f) **Terms and Conditions:** This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Chemonics, the USAID 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](mailto: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](mailto:tyler.hlawati@starrcompanies.com) Telephone: 646-227-6556
- Bryan Cessna (Starr) [bryan.cessna@starrcompanies.com](mailto:bryan.cessna@starrcompanies.com) Telephone: 302-249-6780
- Mike Dower (Marsh MMA) [mike.dower@marshmma.com](mailto:mike.dower@marshmma.com) Telephone: 703-813-6513
- Diane Proctor (Marsh MMA) [diane.proctor@marshmma.com](mailto: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
- 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).
- Company/individual' profile or 2-3 pages introduction to company/individual's areas of expertise, and description of the team and main clients (see Section 1.5 for more details);

### **Section 3: Scope of Work and Technical Qualifications**

*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.*

<b>Line Item</b>	<b>Description and Specifications</b>	<b>Qty</b>	<b>Items and Specifications Offered</b>	<b>Unit Price USD</b>	<b>Total Price USD</b>
1	<p>Ensuring participation of at least 30 international investors (based outside Pakistan) that have high potential / experience / interest to invest in Pakistan or the 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>Sectoral focus of targeted investors will largely be tilted towards tech verticals such as (healthtech, edtech, fintech, AI, gaming, Climate tech, agritech, SaaS etc.).</p> <p>However, investors interested in investing in traditional sectors can also be considered.</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"> <li>1- Developing investor database.</li> <li>2- Reviewing investment pipeline and aligning</li> </ol>	1			

	<p>sectoral focus for investor outreach</p> <p>3- Conducting investor outreach.</p> <p>4- Securing in-person participation of at least 30 international investors at the conference.</p> <p>5- Coordinating and communicating travel and accommodation arrangements of investors, including assisting investors in planning their travel itineraries.</p> <p>Accommodation will be provided by IPA and Air Ticket (economy class) as per Fly America Act will be reimbursed by IPA.</p> <p>6- Developing program schedule per the tentative schedule below for the conference.</p> <p>7- Proposing, finalizing, and securing the participation of investor / other panelists and moderators, along with recommending/finalizing discussion topics and related details.</p> <p>8- Introducing the pipeline to investors and securing pre-interest of investors to manage investor-investee engagement. Securing, managing and holding onsite and virtual investor-investee engagements being one of primary goals of the assignment in addition to securing their participation.</p> <p>9- Carry out analysis of the</p>				
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	<p>pipeline with objective of carrying out targeted outreach.</p> <p>10- Managing investor invitations using e-solutions such as LUMA.</p> <p>11- Ensuring active investor engagement during the event.</p> <p>12- Address any concerns or issues raised by investors, ensuring their needs and expectations are met, and mitigate any risks that could affect their participation.</p> <p>13- Provide preparatory support- technical and operational in designing, managing and conducting segments on panel discussions, plenary sessions and key notes preparation for government officials</p> <p>14- Delivering the final report.</p> <p>15- Conducting post-event follow-up with investors to maintain engagement.</p> <p>Core team to travel to Islamabad, Pakistan for ensuring investor attendance, managing investor engagements, and providing real-time support to the investors.</p>				
<b>Subtotal:</b>					
<b>Delivery Costs:</b>					
<b>Other Costs (Describe: _____):</b>					
<b>GRAND TOTAL [enter local currency]:</b>					

The firm will be responsible for the following:

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 a comprehensive workplan to achieve all the targets of the assignment.
2. **Developing an Investor Database:** the firm will prepare a list of investors to be engaged and invited to the Pakistan Investment Conference. This list needs to be aligned with the profile of Pakistani firms that are part of IPAs investment pipeline. The list should include the 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 track progress.
3. **Developing Program/Schedule for the conference:** the firm will work closely with the IPA team to finalize the program format and schedule. This would also include suggesting panel discussion topics and formats along with recommendations for panelists and moderators 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 indicative topic, and the firm should suggest other topics based on their experience and expertise.
4. **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 investor 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 the conference 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 for attendance at the conference.
  - e) Coordinating travel details and arrangements of the confirmed investors who will be travelling to Islamabad to participate in the conference.

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 during the conference as well.

5. **Securing Investor Participation:** The firm will secure the participation of at least 30 international investors (VCs, PE firms, and angel investors) based outside Pakistan, ensuring their physical attendance at the conference in Islamabad. Physical presence at the event day and registration at the desk of investors will serve as verification of their attendance.
6. **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. The firm will allocate dedicated senior

resources to carry out this activity in-person and suggest/submit an engagement plan accordingly.

7. **Final report:** The firm will submit a post-event report detailing the activities related to facilitating investor-investee engagements. The report will include the number of one-on-one meetings held and the Foreign Direct Investment (FDI) deals initiated as a result of the conference.
  
8. **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.

The following is the tentative schedule of the conference for your quick reference and estimation of the services required.

Activities	
Checkin of guests in Serena Hotel	Tuesday May 20, 2025
Networking Dinner – Call on by PM – to be held in PM office	Wednesday, May 21, 2025
Day – 1 (Full day)	
Inauguration by highest Government Official	Thursday, May 22, 2025
Panel discussion / Keynote speakers from private and public sector	
Showcasing Investment Pipeline	
Lunch	
Panel discussion	
Facilitation and Information Desks for investors	
Investor – Investee Engagements	
Day -2 (Half day)	

Government of Pakistan – Showcasing Pakistan	Friday May 23, 2025
Panel Discussion / Keynote address by prominent government reps	
Special Announcements for Investors	
Facilitation and Information Desks for investors	
Closing ceremony by top government officials	

**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.**

Delivery time (after receipt of order): \_\_\_\_\_ calendar days

Length of warranty on offered equipment: \_\_\_\_\_ years

Location of service center(s) for after-sales service, including warranty repair: \_\_\_\_\_

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**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: USAID Pakistan Investment Promotion Activity (IPA)  
Islamabad, Pakistan

Reference: RFQ No. RFQ-IPA-2024-047

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 USAID 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](http://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: \_\_\_\_\_