

1. Synopsis of the Request for Quotation

DAI, implementer of the USAID funded Iraq Governance Performance Accountability Project, invites qualified vendors to submit proposals/bids for **Provision of Visa Issuance and Work Permit Services**, as outlined below.

1. RFQ No.	RFQ-DAI-IGPA-BAG-19-078
2. Issue Date	July 4th, 2019
3. Title	Provision of Visa Issuance and Work Permit Services
4. Issuing Office & Email/Physical Address for Submission of Quotes	Attn: Procurement Department, Iraq Governance Performance Accountability (IGPA) Project. Jadriya- Baghdad- Iraq Please contact this email for directions and submission of hard copies of bids: IGPAProcurementINBOX@dai.com
5. Deadline for Receipt of Questions	July 9th, 2019 by 2:00 PM Baghdad Local Time
6. Deadline of Receipt of Quotes	July 11th, 2019 by 2:00 PM Baghdad Local Time Each Offeror is responsible for reading very carefully and understanding fully the terms and conditions of this RFQ. All communications regarding this solicitation are to be made solely through the Issuing Office and must be submitted via email or in writing delivered to the Issuing Office no later than the date specified above. All questions received will be compiled and answered in writing and distributed to all interested Offerors.
7. Point of Contact	IGPAProcurementINBOX@dai.com – Procurement Manager
8. Anticipated Award Type	The anticipated specific terms and conditions are as follows: DAI anticipates issuing a Blanket Purchase Agreement BPA. This is only the anticipated type of award and may be changed as a result of negotiations. Issuance of this RFQ in no way obligates DAI to award a subcontract or purchase order and offerors will not be reimbursed for any costs associated with the preparation of their bid.
9. Basis for Award	An award will be made to the responsible bidder whose bid is responsive to the terms of the RFQ and is most advantageous to DAI, considering price or/and other factors included in the RFQ. To be considered for award, bidders must meet the requirements identified in Section 12, "Determination of Responsibility". No discussions or negotiations are permitted with bidders, and therefore bidders shall submit their best and final price.

2. Request for Quotation

<p>10. General Instructions to Bidders</p>	<p>1.Quotes due by July 11th ,2019 2:00 pm Baghdad Local Time. Late offers will be rejected except under extraordinary circumstances at DAI’s discretion.</p> <p>2.Quotes shall be received in hard copy (they must be in a sealed envelope), or electronically (via procurement email procurementIGPA@dai.com (this is a strict access controlled email account set up ONLY to receive solicitation responses), or both.</p> <p>3.Include a statement that the vendor fully understands that their quote must be valid for a period of 90 Day.</p> <p>4.Bidders shall sign and date their quotation.</p> <p>5.Bidders shall complete Attachment A: Price Schedule template. Value Added Tax (VAT) shall be included on a separate line.</p> <p>6.These services are not eligible for VAT exemption under the DAI prime contract.</p>
<p>11. Questions Regarding the RFQ</p>	<p>Each Bidder is responsible for reading very carefully and understanding fully the terms and conditions of this RFQ. All communications regarding this solicitation are to be made solely through the Issuing Office and must be submitted via email or in writing delivered to the Issuing Office no later than the date specified above. All questions received will be compiled and answered in writing and distributed to all interested Bidders.</p>
<p>12. Technical Specifications and requirements for Technical Acceptability</p>	<p>Technical specifications or requirements for the services/goods to be provided are explained in attachment C.</p>
<p>13. Determination of Responsibility</p>	<p>DAI will not enter into any type of agreement with a vendor prior to ensuring the vendor’s responsibility. When assessing an vendor’s responsibility, the following factors are taken into consideration:</p> <ol style="list-style-type: none"> 1. Provide copies of the required business licenses to operate in the host country. 2. Evidence of a DUNS number (explained below and instructions contained in the Annex). 3. The source, origin and nationality of the services are not from a Prohibited Country (explained below). 4. Ability to comply with required or proposed delivery or performance schedules.
<p>14. Geographic Code</p>	<ol style="list-style-type: none"> 1. Under the authorized geographic code for its contract DAI may only procure goods and services from the following countries. 2. Geographic Code 937: Goods and services from the United States, the cooperating country, and "Developing Countries" other than "Advanced Developing Countries";, excluding prohibited countries. A list of the "Developing Countries" as well as "Advanced Developing Countries" can be found at: http://www.usaid.gov/policy/ads/300/310maa.pdf and

	<p>http://www.usaid.gov/policy/ads/300/310mab.pdf respectively.</p> <p>3.Geographic Code 937: Goods and services from any area or country including the cooperating country, but excluding Prohibited Countries.</p> <p>4.Geographic Code 110: Goods and services from the United States, the independent states of the former Soviet Union, or a developing country, but excluding Prohibited Countries.</p> <p>5.DAI must verify the source, nationality and origin, of goods and services and ensure (to the fullest extent possible) that DAI does not procure any services from prohibited countries listed by the Office of Foreign Assets Control (OFAC) as sanctioned countries. The current list of countries under comprehensive sanctions include: Cuba, Iran, North Korea, Sudan, and Syria. DAI is prohibited from facilitating any transaction by a third party if that transaction would be prohibited if performed by DAI.</p> <p>6.By submitting a quote in response to this RFQ, Bidders confirm that they are not violating the Source and Nationality requirements and that the services comply with the Geographic Code and the exclusions for prohibited countries.</p>
<p>15.Data Universal Numbering System (DUNS)</p>	<p>All U.S. and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$30,000 and above are required to obtain a DUNS number prior to signing of the agreement. Organizations are exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. DAI requires that Bidders sign the self-certification statement if the Bidder claims exemption for this reason.</p> <p>For those required to obtain a DUNS number, you may request Attachment C: Instructions for Obtaining a DUNS Number.</p> <p>For those not required to obtain a DUNS number, you may request Attachment D: Self-Certification for Exemption from DUNS Requirement</p>
<p>16.Compliance with Terms and Conditions</p>	<p>Bidder shall be aware of the general terms and conditions for an award resulting from this RFQ. The selected Bidder shall comply with all Representations and Certifications of Compliance listed in Attachment B.</p>
<p>17.Procurement Ethics</p>	<p>By submitting a Bid, Bidders certify that they have not/will not attempt to bribe or make any payments to DAI employees in return for preference, nor have any payments with Terrorists, or groups supporting Terrorists, been attempted. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Bidders or the DAI staff may report violations to the Toll-Free Ethics and Compliance Anonymous Hotline at +1 855-603-6987, via the DAI website, or via email to FPI_hotline@dai.com.</p>

1.1 Attachment A: Price Schedule

Item Number	Item Name	Description	Quantity	Unit Price/ea	Total Price
1	Six months Multi entry Visa	Please read 1.3 Attachment C: Detailed Scope of Work	1		
2	Three months Multi entry Visa	Please read 1.3 Attachment C	1		
3	Three months' single entry Visa	Please read 1.3 Attachment C	1		
4	One month Multi entry Visa	Please read 1.3 Attachment C	1		
5	One month Single entry Visa	Please read 1.3 Attachment C	1		
6	Work Permit	Please read 1.3 Attachment C	1		
7	Sending doctor to the hotel for blood testing and avoid the requirement for the Expat to go to the MOI for interview.	Please read 1.3 Attachment C	1		
GRAND TOTAL IN Click here to enter text.					
GRAND TOTAL IN UNITED STATES DOLLARS					\$

We, the undersigned, provide the attached quote in accordance **RFQ-DAI-IGPA-BAG-19-078** dated _____ Our attached quote is for the total price of _____ (figure and in words).

I certify a validity period of ___ days for the prices provided in the attached Price Schedule/Bill of Quantities. Our quote shall be binding upon us subject to the modifications.

We understand that DAI is not bound to accept any quotes it receives.

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Telephone:

Email:

Company Seal/Stamp:

1.2 Attachment B: Representations and Certifications of Compliance

1. Federal Excluded Parties List - The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.
2. Executive Compensation Certification- FAR 52.204-10 requires DAI, as prime contractor of U.S. federal government contracts, to report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS)
3. Executive Order on Terrorism Financing- The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor/Recipient to ensure compliance with these Executive Orders and laws. Recipients may not engage with, or provide resources or support to, individuals and organizations associated with terrorism. No support or resources may be provided to individuals or entities that appear on the Specially Designated Nationals and Blocked persons List maintained by the US Treasury (online at www.SAM.gov) or the United Nations Security Designation List (online at: http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml). This provision must be included in all subcontracts/sub awards issued under this Contract.
4. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.
5. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.
6. Organizational Conflict of Interest – The Bidder certifies that will comply FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide DAI with a disclosure statement describing this information.
7. Business Size and Classification(s) – The Bidder certifies that is has accurately and completely identified its business size and classification(s) herein in accordance with the definitions and requirements set forth in FAR Part 19, Small Business Programs.
8. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
9. Equal Opportunity – The Bidder certifies that it does not discriminate against any employee or applicant for employment because of age, sex, religion, handicap, race, creed, color or national origin.
10. Labor Laws – The Bidder certifies that it is in compliance with all labor laws..
11. Federal Acquisition Regulation (FAR) – The Bidder certifies that it is familiar with the Federal Acquisition Regulation (FAR) and is in not in violation of any certifications required in the applicable clauses of the FAR, including but not limited to certifications regarding lobbying, kickbacks, equal employment opportunity, affirmation action, and payments to influence Federal transactions.
12. Employee Compliance – The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of an DAI Purchase Order to comply with the provisions of the resulting Purchase Order and with all Federal, State, and local laws and regulations in connection with the work associated therein.

By submitting a quote, bidders agree to fully comply with the terms and conditions above and all applicable U.S. federal government clauses included herein, and will be asked to sign these Representations and Certifications upon award.

1.3 Attachment C: Detailed Technical Specifications

- Vendor must oversee all aspects of the Visa / Work Permit services, ensuring that the process runs smoothly.
- Vendor must interview all clients and deal with all applications face to face and by post to ensure that the client is suitable.
- Vendor must oversee the completion of all Visa / Work Permit services and ensure that they are received within the time limit set by the government.
- Vendor must ensure that all of the information provided by the client is accurate and correct, preparing and checking all legal documents.
- Vendor must prepare all fee quotes and any information required by clients, colleagues or authorities.
- Vendor must maintain strong working relationships with all clients and colleagues.
- Vendor must be able to help the client to obtain all Visa / Work Permit and other documentation required.
- Vendor must take full responsibility of all Immigration issues and operations, remaining up to date with any changes to legislation.
- Vendor may be required train some HR staff to enhance their understanding of Visa / Work Permit rules to help them to fulfil their roles to a high level.

Key skills and qualifications of a Visa / Work Permit services vendor:

- Vendor will 'ideally' be educated to degree level and may also be required to hold any other qualifications relevant a Visa / Work Permit services.
- Vendor must be fluent in English and have experience in Visa / Work Permit procedures.
- Vendor must be motivated, energetic and able to work as a part of a team.
- Vendor must have strong communication and negotiation skills as the job is centred on communication with the client, colleagues and authorities.
- Vendor must be able to work to tight deadlines even when under pressure, whilst still being able to provide a high level of customer service.
- Vendor must be proficient in Microsoft Office and any other software related to Visa and Immigration Consultancy.