Iraq Governance and Performance Accountability Project (IGPA)

Request For Quotation (RFQ)

RFQ-DAI-IGPA-BAG-21-007
Provision of Event Facilitation and Accommodation Services
Issue Date: February 28, 2021

WARNING: Prospective Offerors who have received this document from a source other than the (Iraq Governance and Performance Accountability Project (IGPA), Baghdad-Iraq), should immediately contact (ProcurementIGPA@dai.com) and provide their name and mailing address in order that amendments to the RFQ or other communications can be sent directly to them. Any prospective Offeror who fails to register their interest assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation will be issued and posted in the same announcing website, where offerors are encouraged to check the website periodically.

DAI conducts business under the strictest ethical standards to assure fairness in competition, reasonable prices and successful performance or delivery of quality goods and equipment. DAI does not tolerate corruption, bribery, collusion or conflicts of interest. Any requests for payment or favors by DAI employees should be reported as soon as possible to ethics@dai.com or by visiting www.dai.ethicspoint.com. Further, any attempts by an offeror or subcontractor to offer inducements to a DAI employee to influence a decision will not be tolerated and will be grounds for disqualification, termination and possible debarment. See provision No. 18 for more details.

1. Synopsis of the Request for Quotation

DAI, an implementer of the USAID funded Iraq Governance and Performance Accountability (IGPA) project, invites qualified vendors to submit quotations for **Provision of Event Facilitation and Accommodation Services**, as follows:

1. RFQ No.	RFQ-DAI-IGPA-BAG-21-007
2. Issue Date	February 28, 2021
3. Title	Provision of Event Facilitation and Accommodation Services
4. Issuing Office & Email Address for Submission of Quotes	DAI - Iraq Governance and Performance Accountability Project, Baghdad Office Al Rasheed Tulip Hotel - Baghdad, Iraq *(only electronic bid submission is accepted)* IGPAProcurementINBOX@dai.com
5. Deadline for questions	March 07, 2021, at 12:00 PM Baghdad Local Time. All communications regarding this solicitation are to be made solely through the Issuing Office and must be submitted to procurementIGPA@dai.com no later than the date specified above. Email subject line must contain solicitation number and title: "RFQ-DAI-IGPA-BAG-21-007 Provision of Event Facilitation and Accommodation Services" All questions received will be compiled and answered in writing and distributed to all interested Offerors.
6. Deadline for Receipt of Quotes.	March 21, 2021, at 12:00 PM Baghdad Local time
7. Point of Contact	procurementIGPA@dai.com – Procurement Department
8. Anticipated Award Type	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 Bidders will not be reimbursed for any costs associated with the preparation of their quote.
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 an award, bidders must meet the requirements identified in Section 14, "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

10. General Instructions to Bidders	**Quotes due by March 21, 2021, at 12:00 PM Baghdad Local Time.** Late offers will be rejected except under extraordinary circumstances at DAI's discretion. • Quotes shall be submitted electronically solely to procurement email IGPAProcurementINBOX@dai.com (this is a strict access controlled email account set up ONLY to receive solicitation responses). • Include a statement that the offeror fully understands that their quote must be valid for at least 90 days. • Offerors shall sign and date their quotation and cover letter. • Offerors shall complete **Attachment A: Price Schedule**. • Offerors must submit their offer as described in **Attachment G: Proposal Checklist**. • The offeror is responsible for all applicable taxes and fees, as prescribed under the applicable laws for income, compensation, permits, licenses, and other taxes and fees due as required.
11. Questions Regarding the RFQ	Each bidder is responsible for reading very carefully and fully understanding 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 to ProcurementIGPA@dai.com no later than the date specified above. All questions received will be compiled and answered in writing and distributed to all interested Bidders.
12. Technical Specifications and requirements for Technical Acceptability	Please refer to **Attachment C: Detailed Technical Specifications**.
13. Prohibited Technology	Bidders MUST NOT provide any goods and/or services that utilize telecommunications and video surveillance products from the following companies: Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company, or any subsidiary or affiliate thereof, in compliance with FAR 52.204-25.
14. Determination of Responsibility	DAI will not enter into any type of agreement with a vendor prior to ensuring the vendor's responsibility. When assessing a vendor's responsibility, the following factors are taken into consideration: 1- Provide copies of the required business license(s) to operate in Iraq. Or to perfrom the related work (e.g. company registration, …etc.) 2- The source, origin, and nationality of the services are not from a Prohibited Country (explained below).

	3- Provide a document or a statement that states the vendor's ability to comply with required or proposed delivery or performance schedules. 4- Evidence of a DUNS number if the offer exceeds $30,000 (explained below under paragraph 16).
15. Geographic Code	• Under the authorized geographic code for its Contract DAI may only procure goods and services from the following countries. • 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 http://www.usaid.gov/policy/ads/300/310mab.pdf respectively. • 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. • 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.
16. Data Universal Numbering System (DUNS)	All US 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 before 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 an exemption for this reason. For those required to obtain a DUNS number, you may refer to the **Attachment D- Instructions for Obtaining a DUNS Number**. For those not required to obtain a DUNS number, you may refer and the **Attachment E - Self-Certification for Exemption from DUNS Requirement**
17. Compliance with Terms and Conditions	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: Representations and Certifications of Compliance**
18. Anti-Corruption and Anti-Bribery Policy and Reporting Responsibilities	DAI conducts business under the strictest ethical standards to assure fairness in competition, reasonable prices and successful performance or delivery of quality goods and equipment. **DAI does not tolerate the following acts of corruption:** • Any requests for a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by a DAI employee, Government official, or their representatives, to influence an award or approval decision. • Any offer of a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by an offeror or subcontractor to influence an award or approval decision. • Any fraud, such as mis-stating or withholding information to benefit the offeror or subcontractor. • Any collusion or conflicts of interest in which a DAI employee, consultant, or representative has a business or personal relationship with a principal or owner of the offeror or subcontractor that may appear to unfairly favor the offeror or subcontractor. Subcontractors must also avoid collusion or conflicts of interest in their procurements from vendors. Any such relationship must be disclosed immediately to DAI management for review and appropriate action, including possible exclusion from award. These acts of corruption are not tolerated and may result in serious consequences, including termination of the award and possible suspension and debarment by the U.S. Government, excluding the offeror or subcontractor from participating in future U.S. Government business. Any attempted or actual corruption should be reported immediately by either the offeror, subcontractor or DAI staff to: • Toll-free Ethics and Compliance Anonymous Hotline at (U.S.) +1-503-597-4328 • Hotline website – www.DAI.ethicspoint.com, or • Email to Ethics@DAI.com • USAID's Office of the Inspector General Hotline at hotline@usaid.gov.

	By signing this proposal, the offeror confirms adherence to this standard and ensures that no attempts shall be made to influence DAI or Government staff through bribes, gratuities, facilitation payments, kickbacks or fraud. The offeror also acknowledges that violation of this policy may result in termination, repayment of funds disallowed by the corrupt actions and possible suspension and debarment by the U.S. Government.
19. Special Considerations	IGPA/Takamul supports vendors which do not discriminate based on race, religion, gender, ethnicity, pollical party affiliation, disability, or any other minority/vulnerability/marginalized identity.

2.1 Attachment A: Price Schedule

#	Item Name and specifications	Quantity	Unit	Unit Price (USD)	Total Price (USD)
1	Middle Regional Area, renting a venue hall with a capacity of approx. 25 guests including all audio & video display backup equipment, Technician to check audio and video equipment at all times	1	Hall		
2	Middle Regional Area, renting a venue hall with a capacity of approx. 25-50 guests including all audio & video display backup equipment, Technician to check audio and video equipment at all times.	1	Hall		
3	Middle Regional Area, renting a venue hall with a capacity of approx. 75-100 guests including all audio & video display backup equipment, I.T to attend the audio and video equipment at all time	1	Hall		
4	Middle Regional Area-Accommodation for Single room (including breakfast)	1	Room		
5	Middle regional area -Accommodation for Double room (including breakfast)	1	Room		
6	Middle Regional area -lunch buffet type	1	Meal		
7	Middle Regional area - Lunch (meal type)	1	Meal		
8	Middle Regional area - Dinner buffet type	1	Meal		
9	Middle Regional area - Dinner (meal type)	1	Meal		
10	Middle regional area - coffee break with snacks	1	Meal		
11	South regional Area, renting a venue hall with a capacity of approx. 25 guests including all audio & video display backup equipment, Technician to check audio and video equipment at all times.	1	Hall		

12	South Regional Area, renting a venue hall with a capacity of approx. 25-50 guests including all audio & video display backup equipment, I.T to attend the audio and video equipment at all time	1	Hall		
13	South Regional Area, renting a venue hall with a capacity of approx. 75-100 guests including all audio & video display backup equipment, Technician to check audio and video equipment at all times.	1	Hall		
14	South Regional Area -Accommodation for Single room (including breakfast)	1	Room		
15	South Regional Area-Accommodation for Double room (including breakfast)	1	Room		
16	South Regional Area -lunch buffet type	1	Meal		
17	South Regional Area-lunch (meal type)	1	Meal		
18	South Regional Area -dinner buffet type	1	Meal		
19	South Regional Area -dinner meal type	1	Meal		
20	South Regional Area- coffee break with snacks	1	Meal		
				Total	

Delivery Date	

Note:

- Offerors are encouraged to read the RFQ instructions and pay special attention to Paragraphs 11, 12,13, and 14 of the RFQ.

Cover Letter:

We, the undersigned, provide the attached quote in accordance RFQ-DAI-IGPA-BAG-21-007 Provision of Event Facilitation and Accommodation Services to support the program operations in Iraq. for IGPA/ Iraq DAI, 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.

In addition, Our Office(s) is/are located in _____ and we oblige to adhere to the source, origin and nationality of the items provided are not from a prohibited country, and to comply with the required proposed delivery and/or performance schedules.

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:

2.2 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 DAII with a disclosure statement describing this information.

7. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.

8. 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.

9. Labor Laws – The Bidder certifies that it is in compliance with all labor laws..

10. 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.

11. 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.

2.3 Attachment C: Detailed Technical Specifications

Provision of Event Facilitation and Accommodation Services

Objective:

The purpose of this Solicitation is to provide lodging services for events and logistic needs for workshops including lunch, dinner, coffee breaks, and venues with prices that reflect the actual Iraqi market prices based on designated regions.

Statement of work:

Detailed Technical Specifications of Event Facilitation and Accommodation Services for the IGPA Program to provide lodging services for Events and logistic needs for workshops including lunch, dinner, coffee break and venues with prices that reflect the actual Iraqi market prices based on designated regions.

Cost:

The proposed cost for lunch and dinner is prefered to be in line with the US state department M&IE rates; https://aoprals.state.gov/web920/footnote.asp?Footnote=2,24,53

The offeror must clearly state the cancellation policy for the requested services. For example;

Accommodation/Room

- If the accommodation is canceled 72 hours before the event
- If the accommodation is canceled 48 hours before the event
- If the accommodation is canceled 24 hours before the event

Venues:

- If the event is canceled 72 hours before the event
- If the event is canceled 48 hours before the event
- If the event is canceled 24 hours before the event

In addition to meeting the scope of work listed above, offerors are required to meet or exceed the significant non-cost factors listed below:

1. Offeror must possess 3 years of relevant in-country experience. Please provide evidence.
2. Offeror must provide successful past performance record including at least three. references with the following information;
   - Organization's Name;
   - Point of Contact Name
   - E-mail address:
   - Phone No.
   - Address:
3. Offeror must provide evidence of the required business licenses to operate in Iraq.

2.4 Attachment D: Instructions for Obtaining a DUNS Number - DAI'S Vendors, Subcontractors

Note: There is a Mandatory Requirement for your to Provide a DUNS number to DAI

I. SUBCONTRACTS/PURCHASE ORDERS: Organization All domestic 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. *Your organization is exempt from this requirement if the gross income received from all sources in the previous tax year was under $300,000. Please see the self-certification form attached.*

II. MONETARY GRANTS: All foreign entities receiving first-tier monetary grants (standard, simplified and FOGs) with a value equal to or over $25,000 and performing work outside the U.S. must obtain a DUNS number prior to signing of the grant. All U.S. organizations who are recipients of first-tier monetary grants of any value are required to obtain a DUNS number; the exemption for under $25,000 applies to foreign organizations only.

NO SUBCONTRACTS/POs ($30,000 + above) or MONETARY GRANTS WILL BE SIGNED BY DAI WITHOUT PRIOR RECEIPT OF A DUNS NUMBER.

Note: The determination of a successful offeror/applicant resulting from this RFP/RFQ/RFA is contingent upon the winner providing a DUNS number to DAI. Organizations who fail to provide a DUNS number will not receive an award and DAI will select an alternate vendor/subcontractor/grantee.

Background:

Summary of Current U.S. Government Requirements- DUNS

The Data Universal Numbering System (DUNS) is a system developed and managed by Dun and Bradstreet that assigns a unique nine-digit identifier to a business entity. It is a common standard world-wide and users include the U.S. Government, European Commission and the United Nations. The DUNS number will be used to better identify related organizations that are receiving U.S. federal funding, and to provide consistent name and address data for electronic application systems.

Instructions detailing the process to be followed in order to obtain a DUNs number for your organization begin on the next page.

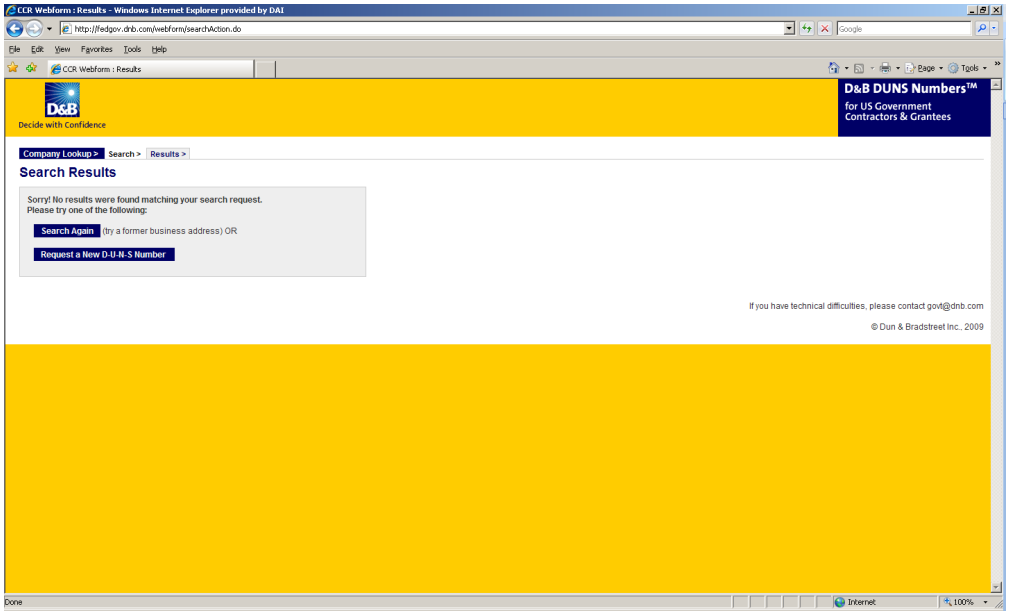
THE PROCESS FOR OBTAINING A DUNS NUMBER IS OUTLINED BELOW:

1. Log on to the D&B (Dun & Bradstreet) DUNS registration website to begin the process of obtaining a DUNS number free of charge.

   http://fedgov.dnb.com/webform/index.jsp

   Please note there is a bar on the left for Frequently Asked Questions as well as emails and telephone numbers for persons at Dun & Bradstreet for you to contact if you have any questions or difficulties completing the application on-line. DAI is not authorized to complete the application on your organization's behalf; the required data must be entered by an authorized official of your organization.

2. Select the Country where your company is physically located.
3. You will first be asked to search the existing DUNS database to see whether a DUNS number already exists for your organization/entity. Subcontractors/grantees who already have a DUNS number may verify/update their DUNS records.
4. Potential DAI subcontractors/vendors/grantees who do not already have a DUNS number will be shown the screen below. To request a new DUNS Number, the "Request a New D-U-N-S Number" button needs to be selected.

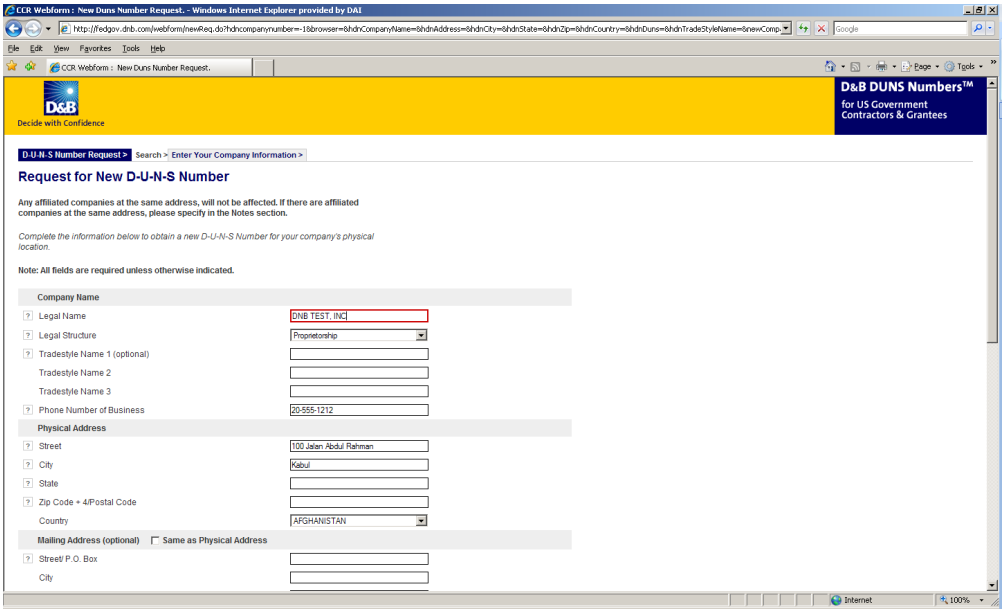


5. Enter the information regarding your organization listed on the next three screens. (See screen shots below.) Make sure you have the following information available (in English) prior to beginning the process of entering this section in order to ensure successful registration.

   - Legal Business Name (commas are allowed, periods are not allowed)
   - Address

- Phone
- Name of Owner/Executive
- Total Number of Employees
- Annual Sales or Revenue (US Dollar equivalent)
- Description of Operations

6. Note that some fields are Optional, however all other fields must be completed to proceed further with the application process. For example, all applicants must complete the Organization Information sections. The Company Name and Physical Address fields are self-populated based on information previously entered during the initial DUNS search. The question marks to the left of the field provide additional information when you click on them.



7. You must select the legal structure of your organization from the pull down menu. To assist you in selecting the appropriate structure that best represents your organization, a brief description of the various types follows:

- **Corporation –** A firm that meets certain legal requirements to be chartered by the state/province in which it is headquartered by the filing of articles of incorporation. A corporation is considered by law to be an entity separate and distinct from its owners. It can be taxed; it can be sued; it can enter into contractual agreements.
- **Government** - central, province/state, district, municipal and other U.S. or local government entities. Includes universities, schools and vocational centers owned and operated by the government.
- **Limited Liability Company (LLC) -** This is a type of business ownership combining several features of corporation and partnership structures. It is designed to provide the limited liability features of

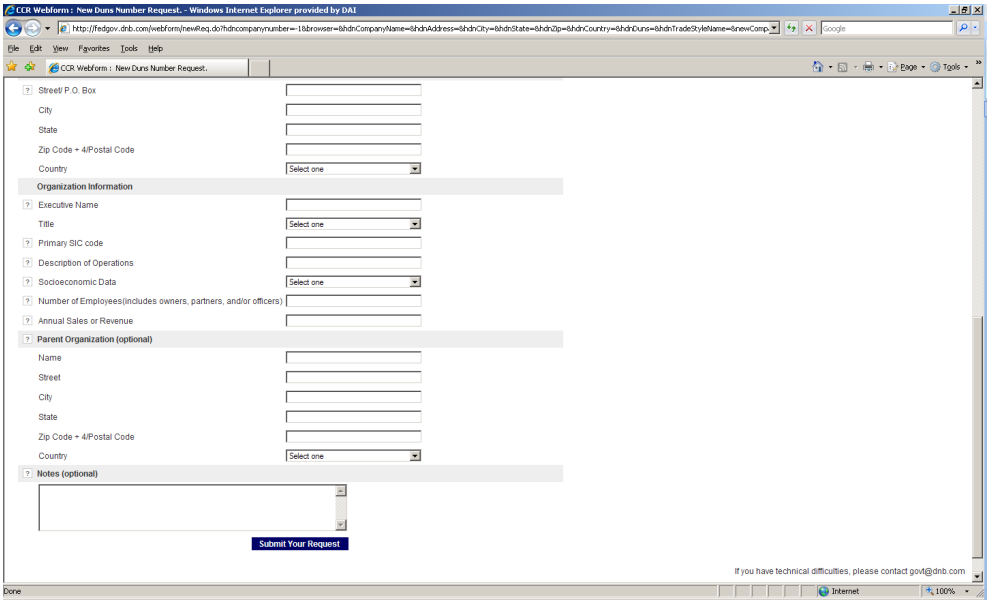
a corporation and the tax efficiencies and operational flexibility of a partnership. Its owners have limited personal liability for the LLC's debts and obligations, similar to the status of shareholders in a corporation. If your firm is an LLC, this will be noted on the organizations registration and licensing documents.

- **Non-profit -** An entity which exists for charitable reasons and is not conducted or maintained for the purpose of making a profit. Any money earned must be retained by the organization, and used for its own expenses, operations, and programs. Most organizations which are registered in the host country as a non-governmental organization (NGO) rather than as a commercial business are anon-profit entities.

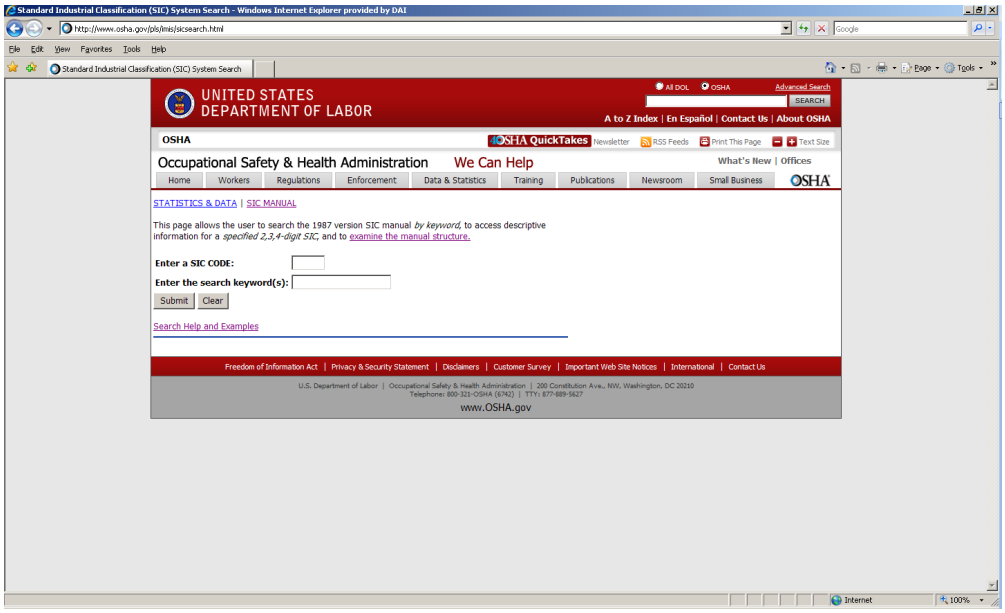
Community based organizations, trade associations, community development councils, and similar entities which are not organized as a profit-making organization should select this status, even if your organization is not registered formally in country as an NGO.

- **Partnership-** a legal form of operation in which two or more individuals carry on a continuing business for profit as co-owners. The profits and losses are shared proportionally.
- **Proprietorship**-These firms are owned by one person, usually the individual who has day-to-day responsibility for running the business. Sole proprietors own all the assets of the business and the profits generated by it.

8. One of the most important fields that must be filled in is the Primary SIC code field. (See screen shot below.) The Primary Standard Industrial Code classifies the business' most relevant industry and function.



9. If you are unsure of which SIC Code your organization's core business falls under, please refer to the following website: http://www.osha.gov/oshstats/sicser.html



You will need to enter certain keywords to bring up the potential SIC Codes. In the case above, "Research" was entered as the keyword, and resulted in the following:

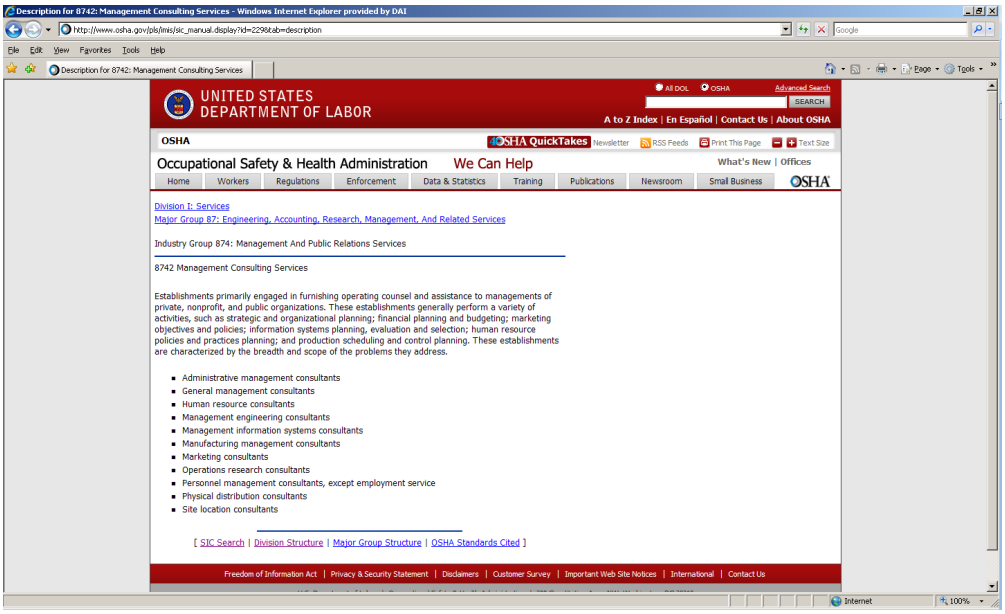


PLEASE NOTE: Many of the DAI subcontractors and grantees fall under one of the following SIC codes:

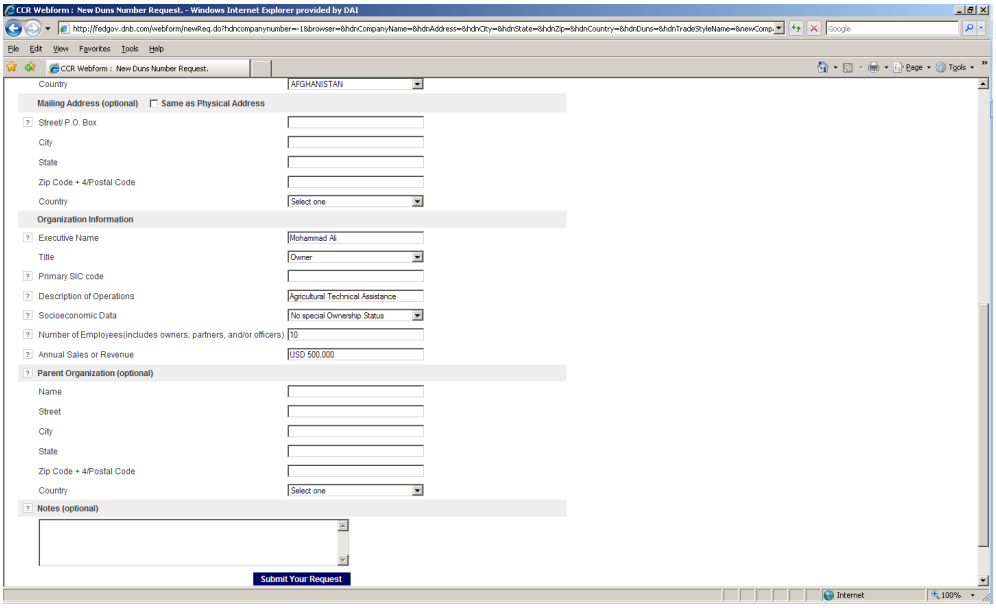
8742 Management Consulting Services

1542 General Contractors-Nonresidential Buildings, Other than Industrial Buildings and Warehouses or one of the codes within:

Industry Group 357: Computer and Office Equipment
Industry Group 355: Special Industry Machinery, Except Metalworking
Industry Group 356: General Industrial Machinery and Equipment
Industry Group 359: Miscellaneous Industrial and Commercial

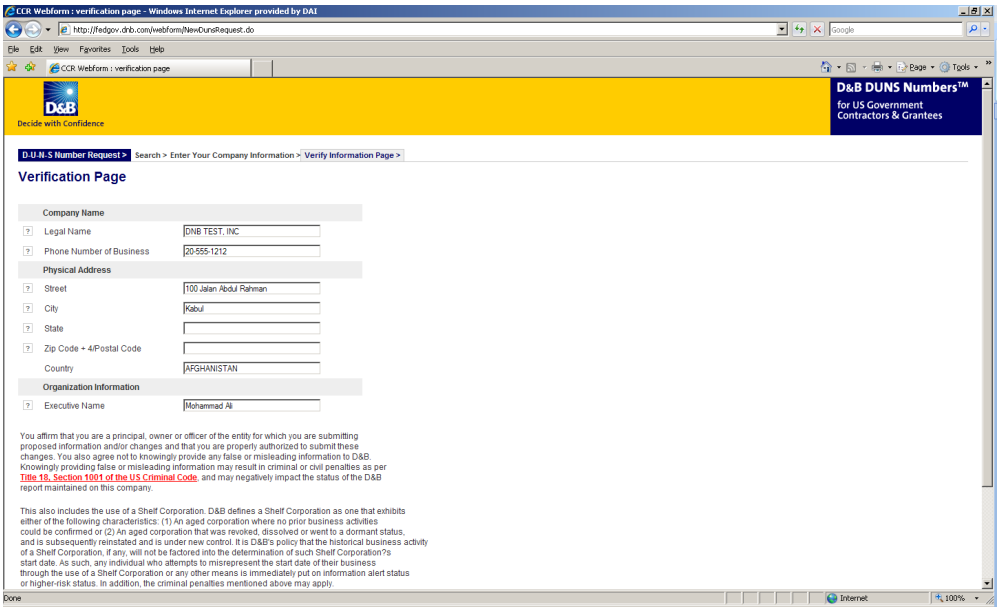


10. Description of Operations- Enter a brief description of the primary services you provide the example below, "agricultural technical assistance" was chosen as the primary function of the business.



11. The Annual Sales or Revenue figure should be provided in USD (US Dollar) equivalent.

12. Once all of the fields have been completed, click on "Submit Your Request" to be taken to the Verification page.
13. Note: Representative (Principal, Owner or Officer) needs to verify and provide affirmation regarding the accuracy of the data under criminal or civil penalties as per Title 18, Section 1001 of the US Criminal Code.
14. Once "Yes, continue" button is clicked, the registration application is sent to D&B, and a DUNS number should be available within 24-48 hours. DUNS database can be checked in 24-48 hours by entering the Business Information in the Search window – which should now display a valid result with the new DUNS number for the entity.



2.5 Attachment E: Self Certification for Exemption from DUNS Requirement for Subcontractors and Vendors

Legal Business Name: _____

Physical Address: _____

Physical City: _____

Physical Foreign Province (if applicable): _____

Physical Country: _____

Signature of Certifier _____

Full Name of Certifier (Last Name, First/Middle Names): _____

Title of Certifier: _____

Date of Certification (mm/dd/yyyy): _____

The sub-contractor/vendor whose legal business name is provided herein, certifies that we are an organization exempt from obtaining a DUNS number, as the gross income received from all sources in the previous tax year is under USD $300,000.

By submitting this certification, the certifier attests to the accuracy of the representations and certifications contained herein. The certifier understands that s/he and/or the sub-contractor/vendor may be subject to penalties, if s/he misrepresents the sub-contractor/vendor in any of the representations or certifications to the Prime Contractor and/or the US Government.

The sub-contractor/vendor agrees to allow the Prime Contractor and/or the US Government to verify the company name, physical address, or other information provided herein. Certification validity is for one year from the date of certification

2.6 Attachment F: Past Performance

Include projects that best illustrate your work experience relevant to this RFQ, sorted by decreasing order of completion date.
Projects should have been undertaken in the past three years. Projects undertaken in the past six years may be taken into consideration at the discretion of the evaluation stage.

#	Project Title	Description of Activities	Location Province/ District	Client Name/Tel No / Email	Cost in US$	Start-End Dates	Completed on schedule (Yes/No)	Completion Letter Received? (Yes/No)	Type of Agreement, Subcontract, Grant, PO (fixed price, cost reimbursable)
1									
2									
3									
4									

2.7 Attachment G: Proposal Checklist

Offeror: _____
Have you?

☐ Submitted your proposal to DAI electronic E-mail address IGPAProcurementINBOX@dai.com (as specified in General Instructions above?

Does your proposal include the following?

☐ Signed Cover Letter *(use template in Attachment A)*

☐ Price Proposal and Technical specification (fill, Sign and stamp attachedment A)

☐ Past Performance (*use template in Attachment F*)

☐ Documents used to determine Responsibility (As required in section "Responsibility Determination"):

1. Provide copies of the required business licenses to operate in the host country. (Company registration)
2. Evidence of a DUNS number if required (explained above under paragraph 16).
3. The source, origin, and nationality of the goods are not from a Prohibited Country.
4. Ability to comply with required or proposed delivery or performance schedules.