



## REQUEST FOR QUOTATIONS (RFQ)

**RFQ Number:** IRP-PROG-NAT034- Rehabilitation of National Card Department in Baiji in Salahaddin Province.

**Issuance Date:** September 9, 2021

**Date of Mandatory Site Visit :** September 14,2021

**Deadline for Site Visit Registration :** September 13,2021

**Deadline for Questions:** September 15,2021

**Deadline for Quotes:** September 20,2021

**Description:** Rehabilitation of National Card Department in Baiji in Salahaddin Province.

**For:** Iraq Community Resilience Initiative – Ta’afi

**Funded By:** United States Agency for International Development (USAID),  
USAID Contract No. AID-OAA-I-14-00006  
Task Order No. 7200AA18F00019

**Implemented By:** Chemonics Iraq LLC. (Chemonics)

**Point of Contact:** ICRI-Ta’afi Procurement Department at [Construction@icritaafi.org](mailto:Construction@icritaafi.org)

### \*\*\*\*\* 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 Jamie Crowley [jcrowley@icritaafi.org](mailto:jcrowley@icritaafi.org) with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to Chemonics’ Washington office through the contact information listed on the website found at the hyperlink above.

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## **Section 1: Instructions to Offerors**

**1. Introduction:** The Iraq Community Resilience Initiative (ICRI) – Ta’afi Project is a USAID program implemented by Chemonics Iraq LLC (Chemonics). As part of project activities, ICRI-Ta’afi, in order to improve the national ID card Department in Baiji in Salah al-Din province, Chemonics is soliciting quotations for rehabilitate National ID building in in Salaheddin Province. Work includes fabrication works, civil works, steel works, electrical works, sanitary works, and finishing works as detailed in attachment A.1 BoQ.

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

**2. Offer Deadline and Protocol:** Offers must be received no later than 4:00 PM local Baghdad time on Sep 20,2021 by submitting signed and stamped copies via email to [Construction@icritaafi.org](mailto:Construction@icritaafi.org).

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 2:00PM local Baghdad time on Sep,15,2021 by email to [Construction@icritaafi.org](mailto:Construction@icritaafi.org). 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. Technical Requirements for Offerors:**

The following documents must be included in the Technical Offer (failure to submit all the following documents may result in disqualification from award):

#### 4.a Technical Requirements

- Company must have a minimum (3) of years of experience with a proven track record of implementing similar work for the company.
- Staff assigned to this activity must have a minimum three year of experience and have completed all required certifications and licenses required by local law.
- Experience with USAID or other donor-funded projects in Iraq, especially experience with project implemented by international firms is highly preferred.

#### 4.b Required Documentation

- Implementation plan (work plan) detailing timeline and methodology for completing the activity.
- The CV of all personnel who will be implementing the activity.
- Information on Past Performance, Contact information (emails and phone numbers) for at least three (3) references, narrative description of past performance for similar services.
- Proposed detailed Bill of Quantities Annex A.
- Bank statements for the past six months and a financial tax report of the past two years.
- Health and safety plan offeror utilizes when implementing activities.
- Waste management plan offeror utilizes when implementing activities.
- A copy of company’s official registration or business license; in federal Iraq and/or Kurdistan region of Iraq.

- Company's profile or 2-3 pages introduction to company's areas of expertise, and description of the team and main clients.

**5. Mandatory Bidders Conference and Site Visit:** In order to provide offerors an opportunity to raise questions and learn more about the site and the scope of work described herein, a mandatory bidders conference and site visit will be held National Card Department in Baiji in Salahdin . Please confirm attendance via email to [Construction@icritaafi.org](mailto:Construction@icritaafi.org) by Sep 13,2021 local Baghdad time. The RFQ number must be included in the subject line of your email. This confirmation should include the full name and contact information of all participants.

**The site visit is mandatory. Chemonics will only accept proposals from those offerors who attend the site visit and bidders conference. Only two people from the offeror's firm may attend the mandatory site visit. In order to ensure that all offerors submit a comprehensive and accurate proposal, at least one of the offeror's personnel attending the site visit must be a qualified engineer.**

Participation in the site visit and bidder's conference are the responsibility of the bidder. Chemonics will not reimburse offerors for any costs associated with attending the site visit and bidder's conference.

Upon receipt of an award, the Offeror waives any claim arising from any errors, inconsistencies, or ambiguities, that the Offeror or any person or entity working with or under the Offeror on the contract became aware of, or should have reasonably become aware of, prior to Offeror's submission of its proposal.

Offerors must promptly report any errors, inconsistencies, or ambiguities regarding this RFQ by sending an email to [Construction@icritaafi.org](mailto:Construction@icritaafi.org) .

**6. Scope of Work:** Section 3 contains the Scope of Work for the required services.

**7. Quotations:** Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis. Pricing must be presented in American dollars (USD). 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.

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

**8. Delay Penalties:** If the Supplier fails to meet the delivery due date as specified in the fully executed purchase order, a penalty shall be assessed to the Supplier and Chemonics will reduce payment by 3% each business day, Sunday through Thursday, of the total purchase order amount unless the delay falls within the criteria of excusable delays, described above. The maximum amount of delay penalties may not exceed 15% of the purchase order total value.

**9. Delivery/Implementation Plan:** 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) for any materials, and an implementation plan/timeline to complete the activity. The delivery estimates an implementation timeline presented in an offer in response to this RFQ must be upheld in the performance of any resulting contract.

**10. Retention:** 10% shall be withheld from each progress payment as a retention amount. 50% of the retention amount shall be released upon issuance of the Certificate of Substantial Completion.in

accordance with Section 10 and the remaining 50% shall be released after the issuance of the Certificate of Final Acceptance by Chemonics.

**11. Final Completion and Acceptance:** "Final completion and acceptance" means the stage in the progress of the work as determined by Chemonics and confirmed in writing to the selected subcontractor, at which all work required under the subcontract has been completed in a satisfactory manner, subject to the discovery of defects after final completion, and except for items specifically excluded in the "Certificate of Final Acceptance."

The "date of final completion and acceptance" means the date determined by Chemonics when final completion of the work has been achieved, as indicated by written notice to the selected subcontractor.

**12. Mandatory Vetting:** Pursuant to AIDAR 752.204-71 all recipients of Chemonics Iraq awards above \$25,000 must comply with vetting requirements of all key individuals under the given award. No contract will be provided until the recipient organization and all key individuals under the organization have passed vetting. The purpose of vetting is to mitigate the risk that USAID funds and other resources do not, even inadvertently provide support or benefit to individuals or entities that are terrorists, supporters of terrorists, or affiliated with terrorists.

**13. Environmental Mitigation and Monitoring Plan and EMR:** Environmental Monitoring Report Construction when implementing the activity and completing an Environmental Mitigation and Monitoring Plan prior to project implementation, and EMRs Monitoring two weeks after work has started and every two weeks thereafter. Samples of these reports can be found in Attachments B1, and B2.

**14. Kick-off Meeting:** The Subcontractor shall participate in a kick-off meeting with ICRI-Ta'afi's engineer and grantee under the supervision of ICRI-Ta'afi. The purpose of the kick-off meeting is to introduce the Subcontractor to the beneficiaries, identify existing constraints, and review the Implementation Plan and Final Design Documents for the project. The Subcontractor shall summarize the comments generated during the meeting in a memorandum and revise the Final Design Documents and Implementation Plan accordingly.

**15. Source/Nationality/Manufacture:** All services offered in response to this RFQ or supplied under any resulting award must meet USAID Geographic Code 935 in accordance with the United States Code of Federal Regulations (CFR), 22 CFR §228. The cooperating country for this RFQ is Iraq.

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.

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.

**16. Taxes and VAT:** The agreement under which this procurement is financed does not permit the financing of any taxes, VAT, tariffs, duties, or other levies imposed by any laws in effect in the Cooperating Country. No such Cooperating Country taxes, VAT, charges, tariffs, duties, or levies will be paid under an order resulting from this RFQ.

**17. DBA Insurance:** Per FAR 52.228-3 Worker's Compensation Insurance (Defense Base Act Insurance) (APR 1984) and AIDAR 752.228-3 Worker's Compensation, **the selected offeror will be required to provide, before commencing performance under the 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 like this clause imposing upon those lower-tier subcontractors this requirement to comply with the Defense Base Act.

**The cost of this s insurance is required as a separate line item in your proposal submission.** Please contact Fred Robinson of Allied World Assurance Company on [Fred.Robinson@aon.com](mailto:Fred.Robinson@aon.com) & [usaiddbains@aon.com](mailto:usaiddbains@aon.com) to obtain a quotation for coverage from Allied World Assurance Company.

**18. DUNS Number:** Companies or organizations, whether for-profit or non-profit, shall be requested to provide a Data Universal Numbering System (DUNS) 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 DUNS number and is unable to obtain one before the submission deadline, Offeror shall include a statement noting their intention to register for a DUNS number should it be selected as the successful offeror or explaining why registration for a DUNS number is not possible. Contact Dun & Bradstreet through this webform to obtain a number: <https://fedgov.dnb.com/webform>. Further guidance on obtaining a DUNS number is available from Chemonics upon request.

**19. 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.

**20. Evaluation and 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:

- **Technical – 40 points:** Technical capacity as demonstrated through the following:  
The offeror shall be evaluated on the overall understanding of the scope of work. Specifically, the offeror shall be evaluated on how realistic the proposed technical solution is in completing projects on schedule and meeting delivery guidelines. The offeror's proposal shall include a draft work plan providing a step-by-step process for executing every phase of the work in the most efficient manner.
- **Implementation Plan – 40 points:** The quality and reasonableness of the implementation plan.
- **Past Performance – 10 points:** The offeror shall be evaluated on the experience the firm has with related projects of similar scope and size. Offerors must include (3) three past performance references of similar work (under contracts or subcontracts) previously implemented as well as contact information for the companies for which such work was completed. The references listed by the offeror might be contacted to complete a survey. Experience with USAID or other donor-funded projects in Iraq, especially those implemented by international firms like Chemonics, is highly preferred.
- **Key Personnel- 10 points:** The offeror should demonstrate that professional staff with extensive experience is available to oversee and carry out the scope of work. The professional staff deemed as Key Personnel shall be fully available throughout the duration of the purchase Order and shall not be replaced without prior written consent of Chemonics. The Technical Offer should include CVs for the following required key personnel:

- Project Manager: B.SC Degree or higher in civil engineering with 3 years of relevant work experience and should be a licensed professional engineer in this field.
- Electrical Engineer B.SC Degree or higher in Electrical engineering with 3 years of relevant work experience and should be a licensed professional engineer in this field.
- Safety officer: IOSH OR NEBOSH certificate with 3 years of relevant work experience.

Points will not be awarded for cost which will be primarily evaluated for realism and reasonableness. For overall evaluation purposes of this RFQ, technical evaluation factors other than cost, when combined, are considered significantly more important than, approximately equal to cost factors. If technical scores are determined to be equal or nearly equal, cost will become the determining factor. Please include your DBA insurance quote as a separate line item.

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 based on 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 ICRI-Ta’afi.
- Chemonics may cancel this RFQ at any time.
- Chemonics may reject all offers if such action is in the best interest of Chemonics.
- Chemonics currently envisions issuing one Purchase Order for the work under this RFQ. However, Chemonics reserves the right to issue more than one Purchase Order for this work if Chemonics determines that it is in the best interest of the project.

## **21. Protests**

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 Ta’afi 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.

**22. Terms and Conditions:** This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Chemonics, the Ta’afi 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 fixed price subcontract.
- (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.
- (f) The title to any goods supplied under any award resulting from this RFQ shall pass to Chemonics following delivery and acceptance of the goods by Chemonics. Risk of loss, injury, or destruction of the goods shall be borne by the offeror until title passes to Chemonics.



## **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), DBA quotation.
- A copy of their official registration or business license; in federal Iraq and/or Kurdistan region of Iraq.
- Information on Past Performance, Contact information (emails and phone numbers) for at least three (3) references, narrative description of past performance for similar services.
- The CV of all personnel who will be implementing activity.
- Company's profile or 2-3 pages introduction to company's areas of expertise, and description of the team and main clients).
- Implementation plan (work plan) detailing timeline and methodology for completing the activity.
- Bank statements for the past six months and a financial tax report of the past two years.
- Health and safety plan offeror utilizes when implementing activities.
- Waste management plan offeror utilizes when implementing activities.
- The company is required to send in the below attachment signed and stamped
  - **Attachment C**-Required Representations and Certifications
    - C1 Certification of Compliance
    - C2 Certificate of Price Determination
    - C3 FFATA
  - **Attachment D**- DUNS Number

### **Section 3: Scope of Work and Technical Qualifications (SOW).**

The Iraq Community Resilience Initiative (ICRI) – Ta’afi Project is a USAID program implemented by Chemonics Iraq LLC (Chemonics). As part of project activities, ICRI-Ta’afi, in order to improve the national ID card Department in Baiji in Salah al-Din province, Chemonics is soliciting quotations for rehabilitate National ID building in Salaheddin Province.

The work will include providing and installing a prefabricated waiting room including installing LED spotlight, external lighting, wiring, switch, exhaust fan and AC units, a concrete base and gypsum board, sub distribution board with all needed materials for the electrical connecting. In addition, latrine will be upgraded including water tanks, taps, wash basins, show heads and toilets. Also, the office will need electrical upgrades including lighting installing exhaust fan lastly installing a handicap ramp according to Iraqi safety standards.

A bill of quantities (BoQ) detailing the work can be found in Annex A.1

The selected offeror will be required to comply with the following:

- a) All works and materials must be in accordance with relevant Iraqi standard specifications; it is the selected Subcontractor’s responsibility to obtain any relevant specifications by visiting the ministry of construction and housing web site at [www.moch.gov.iq](http://www.moch.gov.iq) or physically obtain those documents from the mentioned ministry.
- b) All works and materials for the Handicap ramp must be in accordance with :-
  - 1- Ministry of Construction and Housing: Building requirement code for people with special needs
  - 2- ISO: Building Construction – Accessibility and the usability of the built environment.
  - 3- Handicap International, Iraq: Iraq National Accessibility Guidelines and Standards
- c) The bill of quantities (BOQ) Annex-A is a part of the proposed purchase order documents and shall be read and construed in association and conjunction with the drawings, specifications, and method of measurement.
- d) Samples of the material to be used must be provided to ICRI-Ta’afi’s engineer; catalogues for testing/inspection and approval by ICRI-Ta’afi’s site engineer.
- e) Personal protective equipment (PPE) shall be provided by the selected Subcontractor for all laborer's, personnel, engineers, and possible visitors to the sites and Subcontractor workers shall comply fully with all COVID precautions health and safety policies, procedures, and regulations.
- f) Should there be any damages caused by the work, the selected Subcontractor will be responsible for the cost of damages that may occur in public installations and repair them at their own expense.
- g) All materials and supplies shall be subjected to laboratory testing. The selected Subcontractor shall bear all related costs.
- h) All materials and supplies shall be subjected to the ICRI-Ta’afi engineer's approval before starting the works.
- i) Prior to commence of work, the selected Subcontractor shall verify all existing conditions on site and secure necessary permits for construction/installation work.
- j) While implementing the work, it shall be the selected Subcontractor’s responsibility to ensure traffic is not obstructed throughout implementation. It shall divert traffic with the necessary safety precautions as required and according to the access and safety plan.

Should there be rainy conditions, the selected Subcontractor shall continue work unless approved by Chemonics.

Annex-A includes the BoQ for the installation approved work plan by ICRI-Ta’afi’s engineer and the ICRI-Ta’afi’s grantee, required for this activity, offerors are to comply with the requirements list in the BOQ. Offerors are requested to provide quotations containing the information contained in Annex A on official letterhead or official quotation format. In the event this is not possible, offerors may complete (Annex A) and submit a signed/stamped version to Chemonics.

The prices quoted above remain fixed for the next 3 months:

Yes       No

**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: Iraq Community Resilience Initiative – Ta’afi

Reference: RFQ No. IRP-PROG-NAT034- Prefabricated Witting area ( Caravan )- with Sanitary , Electrical work and Handicap Ramp

**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 Iraq Community Resilience Initiative – Ta’afi 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 DUNS Number: \_\_\_\_\_

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

Official name associated with bank account (for payment): \_\_\_\_\_

## **ATTACHMENT C: Required Representations and Certifications**

### **C.1 CERTIFICATION OF COMPLIANCE**

\_\_\_\_\_ (*insert name of company*) (hereinafter called the "offeror")

The Offeror hereby certifies the following:

#### 1. Authorized Negotiators

The Company Name proposal in response to [RFQ No. IRP-PROG-NAT034- Prefabricated Witting area ( Caravan )- with Sanitary , Electrical work and Handicap Ramp] may be discussed with any of the following individuals. These individuals are authorized to represent Company Name in negotiation of this offer in response to [RFQ No. IRP-PROG-MSL096 Generator -supply- and-installation].

List Names of Authorized signatories

These individuals can be reached at Company Name office:

Address

Telephone/Fax

Email address

#### 2. Adequate Financial Resources

Company Name has adequate financial resources to manage any subcontract resulting from this offer.

#### 3. Ability to Comply

Company Name can comply with the technical requirements in Section 2, the proposed delivery of performance schedule having taken into consideration all existing business commitments, commercial as well as governmental.

#### 4. Record of Performance, Integrity, and Business Ethics

Company Name's record of integrity is outstanding. Company Name has no allegations of lack of integrity or of questionable business ethics. Our integrity can be confirmed by our references in our Past Performance References, contained in the Technical Volume.

#### 5. Organization, Experience, Accounting and Operational Controls, and Technical Skills

(Offeror should explain which department will be managing the contract, type of accounting and control procedure they must accommodate the subcontract type.)

#### 6. Equipment and Facilities

(Offeror should state they have necessary facilities and equipment to carry out the subcontract.)

#### 7. Eligibility to Receive Award

(Offeror should state that they are qualified and eligible to receive an award under applicable laws and regulation and if they have performed work of similar nature under similar mechanisms for USAID. They should provide their DUNS number here as well, if applicable.)

#### 8. Commodity Procurement

As applicable to this RFQ.

#### 9. Cognizant Government Audit Agency

(Offeror should provide name, address, phone of their auditors, and whether it is DCAA or independent CPA, if applicable)

10. Acceptability of Terms and Conditions

The offeror has reviewed the solicitation document and attachments and agrees to the terms and conditions set forth therein.

11. Organization of Firm

(Offeror should explain how their firm is organized – for example regionally or by technical practice)

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Company Name

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Name and title of authorized representative

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Signature

---

Date

**ATTACHMENT C.2: CERTIFICATE OF INDEPENDENT PRICE DETERMINATION, PER FAR 52.203-2 (APR 1985)**

\_\_\_\_\_ (*insert name of company*) (hereinafter called the "offeror")

(a) The offeror certifies that—

(1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to—

(i) Those prices.

(ii) The intention to submit an offer; or

(iii) The methods or factors used to calculate the prices offered.

(2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

(b) Each signature on the offer is a certification by the signatory that the signatory—

(1) Is the person in the offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to paragraphs (a)(1) through (a)(3) of this provision; or

(2) (i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to paragraphs (a)(1) through (a)(3) of this provision \_\_\_\_\_ [insert full name of person(s) in the offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the offeror's organization]; (ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) of this provision have not participated, and will not participate, in any action contrary to paragraphs (a)(1) through (a)(3) of this provision; and (iii) As an agent, has not personally participated, and will not participate, in any action contrary to paragraphs (a)(1) through (a)(3) of this provision.

(c) If the offeror deletes or modifies paragraph (a)(2) of this provision, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

\_\_\_\_\_ (*insert name of company*)

(Offeror)

BY (Signature) \_\_\_\_\_ TITLE \_\_\_\_\_

TYPED NAME \_\_\_\_\_ DATE \_\_\_\_\_

**ATTACHMENT C.3: FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA) SUBAWARD REPORTING QUESTIONNAIRE AND CERTIFICATION**

In accordance with the Federal Funding Accountability and Transparency Act (FFATA), the information in this form is required to be reported by prime contractors through FAR 52.204-10 "Reporting Executive Compensation and First-Tier Subcontract Awards" for subawards valued at \$30,000 and greater in the FFATA Subcontract Reporting System (FSRS.gov). As required by the referenced FAR, complete this questionnaire and certification as part of the Subcontract or Sub-Task Order with a value of \$30,000 or more. Please review the Subcontractor Data included herein for accuracy and note any adjustments necessary. The Subcontractor is exempted from the FSRS.gov reporting in the case of a positive response to Section A.

Prime Contract

Insert Prime Contract Name

Insert Prime Contract Number/Task Order Number

Subcontractor Data

Insert Subcontractor Name

Insert Subcontractor AddressLine1

Insert Subcontractor AddressLine2

Insert Subcontractor City, Insert Subcontractor State in USA, or Province/Other

Insert Subcontractor Zip code or Postal Code Insert Subcontractor Country

Subcontract Number: INSERT SUBCONTRACT NUMBER

Start Date: INSERT SUBCONTRACT START DATE

Subcontract Value: INSERT SUBCONTRACT VALUE

A. In the previous tax year, was your company's gross income from all sources under \$300,000?

Yes  No

B. If "No", please provide the below information and answer the remaining questions.

(i) Subcontractor DUNS Number: Insert DUNS on record

(ii) In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which the DUNS 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

(iii) Does the public have access to information about the compensation of the executives in your business or organization (the legal entity to which the DUNS 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:

Yes  No

(iv) Does your business or organization maintain a record in the System for Award Management ([www.SAM.gov](http://www.SAM.gov))?

Yes  No

(v) If you have indicated “Yes” for paragraph (ii) and “No” for paragraph (iii) and (iv) above, provide the names and total compensation\* of your five most highly compensated executives\*\* for the preceding completed fiscal year.

1. Name: \_\_\_\_\_  
Amount: \_\_\_\_\_

2. Name: \_\_\_\_\_  
Amount: \_\_\_\_\_

3. Name: \_\_\_\_\_  
Amount: \_\_\_\_\_

4. Name: \_\_\_\_\_  
Amount: \_\_\_\_\_

5. Name: \_\_\_\_\_  
Amount: \_\_\_\_\_

By signature below, I hereby certify that the information provided above is true and accurate as of the date of execution of this document, and I further understand that annual certification is required for information provided in paragraph (v) above.

**Signature and Title (required)**

**Date**

\*“Total compensation” means the cash and noncash dollar value earned by the executive during the Subcontractor’s preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):

(1) Salary and bonus.

(2) Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Financial Accounting Standards Board’s Accounting Standards Codification (FASB ASC) 718, Compensation-Stock Compensation.

(3) Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization, or medical reimbursement plans that do not discriminate in favor of executives and are available generally to all salaried employees.

(4) Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.

(5) Above-market earnings on deferred compensation which is not tax-qualified.

(6) Other compensation, if the aggregate value of all such other compensation (e.g., severance, termination payments, value of life insurance paid on behalf of the employee, perquisites, or property) for the executive exceeds \$10,000.

\*\*“ Executive” means officers, managing partners, or any other employees in management positions.



**ATTACHMENT D: DUNS Number**

Companies or organizations, whether for-profit or non-profit, shall be requested to provide a Data Universal Numbering System (DUNS) 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 DUN’S number and is unable to obtain one before proposal submission deadline, Offeror shall include a statement noting their intention to register for a DUNS number should it be selected as the successful offeror or explaining why registration for a DUNS number is not possible. Contact Dun & Bradstreet through this webform to obtain a number: <https://fedgov.dnb.com/webform>. Further guidance on obtaining a DUNS number is available from Chemonics upon request.

Company has DUNS number: \_\_\_\_\_ YES      \_\_\_\_\_ NO

Signature of Authorized Person: \_\_\_\_\_

Date: \_\_\_\_\_

If no, Offeror must provide a statement noting intention to register for a DUNS number within 3 days of being selected as the successful offeror or explain why registration for a DUNS number is not possible. Failure to obtain a DUNS number may result in termination of the award.