

Request for Quotations (RFQ)

RFQ Number: DCEO-OPS-BGD-035

Issuance Date: September 12th, 2021

Deadline for Offers: September 22nd, 2021

Description: Transportation Services for Baghdad Office

For: Durable Communities and Economic Opportunities (DCEO) Program

Funded By: United States Agency for International Development (USAID),
Contract No. AID-IDIQ 72026719D00001, Task Order 72026719F00001

Implemented By: Chemonics International in Iraq under its local registration "Samaa Altatawer
-Sky of Development for General Trading LLC".

Point of Contact: Procurement Team at dceoprocurement@iraqdceo.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 Chemonics Business Conduct at businessconduct@chemonics.com or on Skype at 1-888-955-6881 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.

Section 1: Instructions to Offerors

1. **Introduction:** The DCEO Program is a USAID program implemented by Chemonics International in Iraq under its local registration “Samaa Altatawer -Sky of Development for General Trading LLC”. As part of project activities, the DCEO Program requires proposal for Transportation Services to Baghdad Office to facilitate DCEO staff movement in DCEO Iraq areas of operations (Federal Iraq Governorates). The purpose of this RFQ is to solicit quotations for these services.

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 **5:00 pm local Iraq time on September 22, 2021** by email to dceoprocurement@iraqdceo.com.

Please reference the RFQ number in any response to this RFQ. Offers received after this 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 **5:00 pm local Iraq time on September 10, 2021**, by email to dceoprocurement@iraqdceo.com. 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. **Specifications:** Section 3 contains the technical specifications of the required services.
5. **Quotations:** Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including delivery and all other costs. Pricing must be presented in USD. Offers must remain valid for not less than *sixty (60) 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 a copy of their official registration or business license, as well as a copy of the drivers’ licenses for the drivers proposed.
6. **Delivery:** The delivery location for the service described in this RFQ are primarily in Baghdad, with usual travels to Iraq Federal Iraq Governorates.
7. **Source/Nationality/Manufacture:** All goods and 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 Iraq.

Offerors may not offer or supply any commodities or services that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, Syria.

8. **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 Iraq. No such taxes, charges, tariffs, duties or levies will be paid under any order resulting from this RFQ.
9. **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.
10. **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 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.
11. **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. **Important note:** Offerors will be evaluated against the “trade-off” process
12. **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. **Important note:** in order to fairly evaluate offerors in accordance with the criteria below, offerors are requested to submit their cost proposal separate from their technical proposal, please submit as separate documents. The relative importance of each individual criterion is indicated by the number of points below:

Criteria	Criteria Description	Points
Technical	<p>Technical requirements are described in Section 3 below. Offerors are requested to provide their full fleet details, including number of vehicles with make, model and year. Additional information such as standard operating procedures for maintenance and training will be considered advantageous during evaluation.</p> <p>Offerors are also requested to provide proof of insurance (or proof of being able to obtain such insurance); this is a minimum technical requirement and will be the basis for being considered eligible for an award.</p>	30
Corporate Capabilities	Offerors must provide a full description of their company, including experience providing transportation services to NGOs or other organizations, number of employees (including drivers), customer service policies, years of experience, unique capabilities operating in volatile regions, etc.	20
Past Performance	Offerors are requested to provide at least three references from previous or current clients, including point of contact, telephone	

	#, email, and the types of transportation services provided to the client. Points will be provided in accordance to favorable reviews which substantiate the offerors' corporate capabilities, customer service, and reaffirm the offerors' ability to meet the technical requirements. Chemonics reserves the right to contact additional references as needed.	20
Cost	Fixed unit rates as described in Section 3 below.	30
Total		100

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.
- Chemonics may issue a partial award or split the award among various vendors, depending on fleet location and price. Offerors should only quote for the locations where they can substantiate a fleet/office presence.
- Chemonics may cancel this RFQ at any time.

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 Chemonics 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.

13. **Terms and Conditions:** This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Chemonics 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 log books and receipts. 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 in the form of a transportation services agreement (TSA). Chemonics anticipates issuing multiple TSAs under which services will be requested on an as-needed basis. When a need arises, Chemonics will submit a request to selected vendors based on best-value and location. Chemonics is only obligated to pay for services ordered from the vendor under and TSA resulting from this RFQ.
- (c) No commodities or services 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 supplier 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 proposals, 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 specifications of offered vehicles (see Section 3 for example format)
- 3 Past Performance References as described in Section 12. of this RFQ
- Copy of the offeror's Corporate Capabilities as described in Section 12. of this RFQ
- Copy of offeror's registration or business license and drivers' licenses of proposed drivers
- The following information for the owner and authorized representative of the organization who is authorized to sign on behalf of the organization is requested, as follows:
 1. Official name and other names used (may include nicknames, pseudonyms not listed under name)
 2. Copy of passport or government issued ID
 3. Place of birth
 4. Date of birth
 5. Rank and title in organization
 6. Residence address
 7. Gender
 8. Citizenship
 9. Email

Section 3: Specifications and Technical Requirements

The Vendor is required to provide transportation services including vehicles with experienced drivers (5 years minimum experience) to facilitate DCEO staff movement in DCEO Iraq areas of operations (Federal Iraq Governorates) on monthly and/or daily basis. The service specified herein may require the Vendor to provide vehicles with driver for transportation inside and outside Baghdad with possibility of overnight staying as further described in “Additional working expectations (overtime)”.

1. Vehicle requirements:

- The vehicle must be no older than 5 years with milage no more than 150,000 km.
- The vehicle type may be requested:
 - 5 seats sedan.
 - 5 seats SUV.
 - 7 seats SUV.
 - 5 seats pickup truck.
- The vehicle must be in a good condition with interior and exterior free of rust and damage, functioning airbag for front and back seats, functioning AC system both cooling and heating, functioning ABS braking system.
- The vendor must ensure interior, and exterior of vehicles offered or replaced are deep cleaned and sanitized prior to first provision to DCEO, and cleaned on two regular bases while operating for DCEO as follows:
 - Daily basis: routine washing, and wiping dry all vehicle exterior and interior, as well as disinfecting of interior surfaces and removal of all debris from vehicles interior.
 - Weekly basis: reinforced cleaning of and exterior and interior surfaces including but not limited to cleaning of tires and rims, windows, dashboard, seats and clean/vacuum mats and all carpeted areas.
- The vehicle should be fully insured for collision insurance by the vendor covering for damages, loss, theft, or injury of the driver(s) and other parties.
- The vehicle should be fully equipped with all required equipment in cooperation with Security and Safety Departments (as per Table 1: Vehicle Emergency Equipment).
- Vehicles offered by the vendor are subject to assessment by DCEO Operations Department and Security Department and DCEO claims the right to replace any vehicle or driver or both as found necessary with proper justification and at no cost to DCEO.
- The Vendor should ensure all necessary documents for vehicles and drivers including but not limited to: vehicle registration documents, driver’s identifications document and driving license are all valid and present in the vehicle and on the driver operating the vehicle in the services of DCEO in cooperation with Operations and Security Departments.

Table 1: Vehicle Emergency Equipment.

#	Description
1	Vehicle tool kit (provide content list of tool kit)
2	Jack and handle
3	Jump leads
4	Warning triangle
5	Spare tire with 5mm tread depth minimum
6	Tire repair equipment
7	Tire pressure gauge
8	First aid kit (provide content list of first aid kit)
9	Vehicle tow row/strap
10	Handheld portable fire extinguisher (Dry Powder Fire Extinguisher)
11	Spare engine oil
12	Spare radiator coolant

13	Flash light (torch) and spare batteries
14	High visibility vests x 5
15	Heavy duty emergency escape window break/smash hammer
16	Heavy duty emergency seat belt cutter
17	Portable electric tire inflate pump

2. Maintenance and Repairs

- The Vendor must provide regular service, maintenance and repairs of vehicles covering all aspects: engine, chassis, suspension, and tires; oil change, body work and air conditioning.
- Maintenance must be carried out at an authorized service provider using genuine spare parts only.
- The vendor should ensure vehicles are serviceable all the time and should provide a replacement vehicle in case there is a breakdown or malfunctioning with immediate communication to DCEO Operations Department upon incidence.
- The Vendor is responsible for all maintenance and repairs and must take immediate action to maintain and repair the vehicle.
- Maintenance and repairs are to be conducted outside official operating hours.
- DCEO reserves the right to audit vehicles and maintenance records with no prior notice, and the vendor is expected to provide full support to the audit team (Operations Department and/or Security Department).

3. Driver's role and responsibilities

- The driver is expected to adhere to all aspects of this Agreement.
- The driver must be reliable, polite, honest, and respectful to DCEO staff, visitors, and beneficiaries.
- The driver must respect confidentiality of DCEO movements and activities.
- The driver should hold a valid driving license.
- The driver is to ensure all vehicle documentation is valid and always remains in the vehicle.
- The driver must wash and clean the vehicle on daily basis and prior to official operating hours with general inspection provided in a form of checklist in cooperation with Security and Operations Departments.
- The driver must be familiar with all driving routes in Federal Iraq.
- The driver should be familiar with safety and security policies and procedures of DCEO and Federal Iraq.
- The driver should be able to respond effectively to emergency situations.
- The driver should be able to use common sense in any unexpected abnormal events.
- The driver is liable to report any incident or event to DCEO Operations and Security Departments.
- The driver must get a minimum 7 hours night time sleep.
- The driver should be able to use basic communication equipment.
- The driver should hold a proper vehicle toolkit at all the times.
- The driver should be able to fix the basic vehicle mechanical problems.
- The driver should have some basic English language knowledge.
- The driver should be prepared to conduct other duties as assigned by to DCEO Operations Department.
- The drivers is expected to attend, and pass driver training provided by DCEO Security and Safety Department in cooperation with Operations Department.

The driver must:

- Ensure the fuel tank always remains at least half (1/2) full and must not fall below quarter (1/4) full under any circumstances. Fuelling the vehicle must be done prior to daily working hours. DCEO will not be responsible for providing fuel at any time.

- Never operate the vehicle under the influence of drugs or alcohol.
- Never permit entry to any persons carrying a weapon unless a special approval by the Security Department.
- Never permit smoking cigarettes in the vehicle.
- Wear seatbelt all the time.
- Ensure passengers wear seatbelts at all times.
- Never speak on the phone while the vehicle is in motion unless a headset is being used.
- Adhere to the local road regulations including speed limits at all the times.
- The driver will have to refund any damage or loss caused by misbehaviour.
- During operation for DCEO, the driver will not use the vehicle for personal use or transport individuals not cleared by DCEO Operations Department.
- The driver must have a log sheet for daily activities and movements during the month. The log sheet should be signed by the driver and one of the passengers for daily activities and by the Operations Department at the end of the month.
- The driver is responsible for the vehicle and must refuse any instructions, which could jeopardize the safety of the vehicle or of the passengers; therefore, DCEO will not accept any claim regarding misuse of the vehicle.

4. Insurance Requirements

- Insurance policy shall indemnify insured vehicles, its accessories and spare parts against any accidental loss or damage because of a traffic accident, collision, overturning and/or collision or overturning due to mechanical breakdown.
- The selected vendor shall also indemnify the insured for all sums, which it will be legally liable to pay for compensation and any costs or expenses in respect of accidental bodily injury or third-party including passengers and/or property damage to any third-party property, which may arise from the usage of the vehicles owned/hired by the insured. Coverage is as follows:
 - Personal accident up to USD 5,000 per person (death and TPD due to covered accident): USD 5,000 for sedans and SUVs (5 to 7 seats)
 - Third-party liability (material damage and bodily injury) up to \$19,000: \$5,000 material damage, \$14,000 bodily injury (\$5,000 in respect of death and TPD per person, \$2,000 medical expenses per person)
- The vendor must also have workers' compensation and any other insurance legally required in Federal Iraq with respect to employees and agents.

5. Provision of transportation services for DCEO Baghdad office:

The service specified herein requires that the vehicle and the driver shall be at the disposal of DCEO Baghdad office.

The driver must stay with DCEO staff at the worksite and office site during operation hours, unless otherwise instructed.

The Vendor shall invoice DCEO on monthly basis in the first week of the following month upon presentation of an invoice by the Vendor supported with a driver's log sheet.

The drivers are expected to operate outside the working hours and days as instructed and approved by the Operations Department and Security Department. The cost of this service shall be considered as a payable overtime.

Transporting DCEO staff out of Baghdad that require staying over the night, the driver must transport and stay with DCEO staff at the worksite and accommodation location during operation, unless otherwise instructed. DCEO will be responsible for the driver's accommodation and lodging costs. The driver shall receive \$30.00 per night stay paid by DCEO to cover food costs for each night outside Baghdad.

The transportation cost defined herein is inclusive of all costs, including the driver, fuel, routine maintenance, repair, taxes, legal fees, and insurance including third party insurance. DCEO is not financially responsible for the normal wear and tear of the vehicle, nor any other costs of repair associated with the vehicle.

DCEO have the right to install or place a GPS tracking device or any other tracking device as found necessary by DCEO Security Department and Operations Department. Cost of devices, subscription, installation, and removal shall be covered by DCEO.

DCEO cannot be held responsible for:

- Any material or physicals damage that may happen due to a road traffic accident and/or collision.
- Any natural disaster, acts of war and acts of terrorism.
- Banditry or acts of criminality.
- It is the driver’s responsibility to safeguard the vehicle at all the times, before, during and after working hours.
- Any loss, damage, or theft of the vehicle nor any damage whatsoever.
- DCEO will not be responsible for the bodily injury or death of vehicle staff/driver while in service or when out of the service to DCEO.
- All related negotiations and compensation are the sole responsibility of the vendor. DCEO shall not pay compensation to pedestrians or any other person involved in an accident of the vehicle(s) either when on or off duty from DCEO assignments.

DCEO reserves the right to **terminate** the agreement of the selected Vendor immediately in the following situations:

- The Vendor or driver of the Vehicle do not follow any of the DCEO guidelines as defined in this transportation services agreement, or the DCEO Security and transport policies and procedures where and when applicable, or the Vendor or driver fails to follow the instructions of DCEO designated supervisor.
- Any kind of misbehavior by Vendor or driver(s) at any time whatsoever.
- Vendor fails in complying with DCEO times of daily attendance policy or staying after working hours as instructed by DCEO Security and Operations Departments.
- In such cases, the payment for service will be according to the number of days the service has been provided to DCEO up to the time the agreement is terminated.

6. Working time schedule:

- Regular working days and hours:
 - Official Working Days: Sunday to Thursday.
 - Official Working Hours: eight (8) working hours a day from 08:30 AM to 17:30 PM with one hour lunch break.
- Additional working expectations (overtime):
 - Occasionally work outside of official working days (Fridays and Saturdays).
 - Occasionally work outside of official working hours (17:30 PM to 08:30 AM).

7. Cost Details

- Daily rate is defined as eight hours, plus a one-hour lunch break for drivers.
- Monthly rate is defined as full number of working days in each month, 8 hours a day as described above.
- Overtime hour rate is defined as any hour beyond the eight hours as described above.
- Overtime day rate is defined as working during weekends and official DCEO holidays.

- Parking fees and costs incurred in the direct performance of the services provided will be reimbursed directly by DCEO upon presentation of acceptable receipts in accordance to DCEO policies; these fees should not be included in the fixed rates provided by offerors. DCEO will pay the parking fees at the end of each month to the vendor upon submission of an invoice with supported parking receipts.

Vehicle Type Required	Minimum Requested Specifications/Criteria Must meet criteria or may be disqualified	
5 seats Sedan	Fuel:	Diesel or Gasoline
	Engine capacity:	Minimum 1800 cc
	Seat:	5 including driver seat
	Seatbelts for all passengers	
	Airbag for front and back seats	
	Air conditioning for front and back	
	Power steering	
	ABS	
	Gearbox type:	Manual or automatic
	Left Hand Drive	
	Colour: white preferred, if not please specify	
	5 seats SUV	Fuel:
Engine capacity:		Minimum 2000 cc
Seat:		(5) including driver seat
Seatbelts for all passengers		
Airbag for front and back seats		
Air conditioning for front and back		
Power steering		
ABS		

	Gearbox type:	Manual or automatic
	Left Hand Drive	
	Colour: white preferred, if not please specify	
	Year of manufacture:	2016 or newer
	Language skills	Fluent Arabic, basic English
7 seats SUV	Fuel:	Diesel or Gasoline
	Engine capacity:	Minimum 3500 cc
	Seat:	(7) including driver seat
	Seatbelts for all passengers	
	Airbag for front and back seats	
	Air conditioning for front and back	
	Power steering	
	ABS	
	Gearbox type:	Manual or automatic
	Left Hand Drive	
	Colour: white preferred, if not please specify	
	Year of manufacture:	2016 or newer
	Language skills	Fluent Arabic, basic English
5 seats pickup truck	Fuel:	Diesel or Gasoline
	Engine capacity:	Minimum 2700 cc
	Seat:	(5) including driver seat
	Seatbelts for all passengers	
	Minimum weight capacity:	1000 kg
	Airbag for front and back seats	
	Air conditioning for front and back	

	Power steering	
	ABS	
	Gearbox type:	Manual or automatic
	Left Hand Drive	
	Colour: white preferred, if not please specify	
	Year of manufacture:	2016 or newer
	Language skills	Fluent Arabic, basic English

Price Schedule

#	Description	Unit	Unit price in USD
1	Provision of monthly transportation services.		
1.1	5 seats sedan	Month	
1.2	5 seats SUV	Month	
1.3	7 seats SUV	Month	
1.4	5 seats pickup truck	Month	
2	Provision of daily transportation services.		
2.1	5 seats sedan	Day	
2.2	5 seats SUV	Day	
2.3	7 seats SUV	Day	
2.4	5 seats pickup truck	Day	
3	Overtime operation service per hour per vehicle (from 17:30 PM to 08:30 AM).		
3.1	5 seats sedan	Hour	
3.2	5 seats SUV	Hour	
3.3	7 seats SUV	Hour	
3.4	5 seats pickup truck	Hour	
4	Overtime operation service per day per vehicle (Fridays and Saturdays).		
4.1	5 seats sedan	Day	
4.2	5 seats SUV	Day	
4.3	7 seats SUV	Day	
4.4	5 seats pickup truck	Day	

The prices quoted above remain fixed for the next [enter number of months] 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: Durable Communities and Economic Opportunities (DCEO) Program
Iraq- Baghdad

Reference: RFQ No. DCEO-OPS-BGD-035

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 project staff members;
- We have no close, familial, or financial relationships with any other offerors submitting proposals 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 proposal 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: _____

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 FRS.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 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

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 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? (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)?

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: _____