



Request for Quotations (RFQ)

RFQ Number: DCEO-OPS-BGD-041

Issuance Date: January 9th, 2022

Deadline for Offers: January 16, 2022

Description: (RFQ) BPA Supply Printing Material 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 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 bid to purchase of printing material to the office in Baghdad to ensure the needs of employees in Baghdad office covered by this BPA. The purpose of this RFQ is to solicit quotations for these items.

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 05:00 pm local Iraq time on January 16th 11, 2022 by email to dceoprocurement@iraqdceo.com .

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 **5:00 pm local Iraq time on January 14th,2022** 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 items. All commodities offered in response to this RFQ must be new and unused. In addition, all electrical commodities must operate on 240V, 50Hz.

Please note that, unless otherwise indicated, stated brand names or models are for illustrative description only. An equivalent substitute, as determined by the specifications, is acceptable.

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 90 calendar days after the offer deadline. Offerors are requested to provide quotations on their official quotation format or letterhead; in the event this is not possible, offerors may complete the table in Section 3.

In addition, offerors responding to this RFQ are requested to submit the following:

- Organizations responding to this RFQ are requested to submit a copy of their official registration or business license.
- Individuals responding to this RFQ are requested to submit a copy of their identification card.

6. **Delivery:** The delivery location for the service described in this RFQ are primarily in Baghdad, DCEO – Baghdad Office in Almansour – Al Ameerat area. As part of its response to this RFQ, each offeror is expected to provide an estimate (in calendar days) of the delivery timeframe (after receipt of order). The delivery estimate presented in an offer in response to this RFQ must be upheld in the performance of any resulting contract.
7. **Source/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.

Any and all items that are made by Huawei Technology Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikivision 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.”

8. **Warranty:** Warranty service and repair within the cooperating country is required for all commodities under this RFQ. The warranty coverage must be valid on all commodities for a minimum of twelve (12) months after delivery and acceptance of the commodities, unless otherwise specified in the technical specifications. At the time that any commodity is transferred to the Government of Iraq, or another entity within the cooperating country, all rights to warranty support and service shall be transferred with the commodity to that entity’s end-user.
9. **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.
10. **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.
11. **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.

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 separately from their technical proposal, please submit as separate documents.** The relative importance of each individual criterion is indicated by the number of points below:

- *Technical requirements* – 20 points: Responsiveness to the technical specifications and requirements.
- *Corporate Capabilities* – 20 points: The speed of delivery.
- Past Performance, 20 points
- *Cost reasonableness* – 40 points: The overall cost presented in the offer.

Criteria	Criteria Description	Points
Speed of delivery	- Speed of delivery for the supplies	20
Corporate Capabilities	Offerors must provide a full description of their company, including experience related to providing printing materials to NGOs or other organizations, relevant and years of experience,	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 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 reasonableness	Fixed unit rates as described in Section 3 below.	40
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.
- 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 suppliers, if in the best interest of the DCEO Project.
- 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 resented—in writing with full explanations—to the DCEO 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.

13. **Terms and Conditions:** This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Chemonics, DCEO Project, or USAID to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer.

This solicitation is subject to Chemonics' standard terms and conditions. Any resultant award will be governed by these terms and conditions; a copy of the full terms and conditions is available upon request. Please note the following terms and conditions will apply:

- (a) Chemonics' standard payment terms are net 30 days after receipt and acceptance of any commodities or deliverables. Payment will only be issued to the entity submitting the offer in response to this RFQ and identified in the resulting award; payment will not be issued to a third party.
- (b) Any award resulting from this RFQ will be firm fixed price, in the form of a purchase order issued under a Blanket Purchase Agreement (BPA).
- (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 equipment (see Section 3 for example format)
- Federal Funding Accountability And Transparency Act (FFATA) Subaward Reporting Questionnaire, signed by an authorized representative of the offeror (see Section 5 for questionnaire)
- Copy of offeror's registration or business license (see Section 1.5 for more details)


Section 3: Specifications and Technical Requirements

The table below contains the technical requirements of the Service. Offerors are requested to provide quotations containing the information below on official letterhead or official quotation format. In the event this is not possible, offerors may complete this Section 3 and submit a signed/stamped version to Chemonics.

Description of Printing Items

#	Specification	المواصفات	Units	Unit price	Qty.	Total Price
1	ID card Dual-Sided color printing PVC card size (86*54mm), thickness (0.76mm), weight (6g), temp (-20+70C) with chip.	هوية وجهين بلاستيك ملونة قياس (٨٦*٥٤ ملم)	Pcs		1	
2	ID card badge holder size (86*54mm) high quality	حاملة باج	Pcs		1	
	Color printing size A4 , 80 gm.	طباعة ملونة ورقة حجم A4	Pcs		1	
	black & white printing size A4 , 80 gm.	طباعة اسود و ابيض ورقة حجم A4	Pcs		1	
3	Business card ,weight 300 gm. ,two sided ,the front and the back side of the card to be printed in color	كارت عمل ,وزن الورق ٣٠٠ غرام وجهين والطباعة ملونه	Pcs		1	
4	Poster size 50*70 cm with glossy cover, the paper weight is 250 gm.	بوستر قياس ٧٠*٥٠ سم ,سلفنه كلاسيه وزن الورق ٢٥٠ غرام	Pcs		1	
5	Poster size 100*70 cm with glossy cover, the paper weight 250 gm.	بوستر قياس ٧٠*١٠٠ سم ,سلفنه كلاسيه وزن الورق ٢٥٠ غرام	Pcs		1	
6	Poster size 60*90 cm with glossy cover ,the paper weight 250 gm.	بوستر قياس ٦٠*٩٠ سم سلفنه كلاسيه وزن الورق ٢٥٠ غرام	Pcs		1	

#	Specification	المواصفات	Units	Unit price	Qty.	Total Price
7	Hanging banner ,size 1m * 1m ,high quality	ستاند رول اب قياس 0.8*2 متر نوعية جيدة 	1 m		1	
8	Sticker size A4, color print.	ورق لاصق قياس A4 مطبوع ملون	Pcs		1	
9	Sticker size A5 ,color print	ورق لاصق قياس A5 , طباعة ملونه	Pcs		1	
10	Roll up Banner (85 cm width* 200cm height, rollup + alminuium +carry bag, colored printing Image to be attached85 cm width* 200cm height, rollup + alminuium +carry bag, colored	لافتة قابلة للطي (عرض 85 سم * ارتفاع 200 سم ، لافتته + ألمنيوم + حقيبة حمل, طباعة الصورة الملونة المطلوب إرفاقها عرض 85 سم * ارتفاع 200 سم ، لافتته + ألمنيوم + حقيبة حمل ، طباعة مطبوعة (صورة مرفقة) 	1 m		1	
11	Brochures (A5 brochures, glossy paper, front and back printed, color printing, foldable)	الكتيبات (كتيبات A5 ، ورق لامع ، مطبوع من الأمام والخلف ، طباعة ملونة ، قابلة للطي)	piece		1	

#	Specification	المواصفات	Units	Unit price	Qty.	Total Price
11	Pocket Folder; High grade quality					
12	Poster (A1 PVS glossy Poster, one side printing, Color printing)	ملصق (ملصق لامع A1 PVS ، طباعة من جانب واحد ، طباعة ملونة)	piece		1	
13	Sticker (A5 , Chemonics Logo)	ملصق (A5 ، شعار Chemonics)	piece		1	
14	COPY BOOK A5 spiral with logo hard cover with nylon	دفتر قياس A5 بشعار غلاف مقوى بالنايلون و ورق مثبت باللولب المعدني	piece		1	
15	Notebook A5 size, Number of paper : 100 SHEET ,Metallic spiral, Color of paper : white, each 10 paper one printing picture paper with logo and message	دفتر ملاحظات (١٠٠) ورقة حجم A5 الورق مثبت باللولب المعدني, لون الورق أبيض, كل عشر أوراق توجد مطبوع عليها الصورة و الشعار	pcs		1	
16	glossy STICKER paper size A4 the printing design will be provided later	الورق لاصق اللامع بحجم A4 سيتم توفير تصميم الطباعة لاحقاً	pcs		1	
17	glossy STICKER paper size A3 the printing design will be provided later	الورق لاصق اللامع بحجم A3 سيتم توفير تصميم الطباعة لاحقاً	pcs		1	
18	flex size 120cm width and 80cm height the design will be attached	فلكس ١٢٠ سم العرض والارتفاع ٨٠ سم سيتم إرفاق التصميم لاحقاً	pcs		1	
19	flex size 80cm width and 60cm height the design will be attached	فلكس ٨٠ سم العرض والارتفاع ٦٠ سم سيتم إرفاق التصميم لاحقاً	pcs		1	

#	Specification	المواصفات	Units	Unit price	Qty.	Total Price
20	Metal stand with printed flex on it the total size: 2.9 meter the total height of metal stand, the size of rectangular flex: 130 cm width 90cm height. Have two legs to fix to the ground, the design of the flex will be attached.	حامل معدني مع فلكس مطبوع عليه الحجم الكلي: ٢,٩ متر الارتفاع الكلي للحامل المعدني ، حجم الفلكس المستطيل: ١٣٠ سم عرض ٩٠ سم ارتفاع ، ولديه ساقان للثبيت على الأرض ، سيتم إرفاق تصميم الفلكس لاحقاً.	pcs		1	
21	Printing of training materials such as manuals. The manual would be bound, preferably with a clear cover, thick stock title page and back page, etc.	طباعة مواد التدريب مثل الكتيبات. سيكون الدليل مرتبطاً ، ويفضل أن يكون بغلاف واضح ، وصفحة عنوان أسهم سميكة وصفحة خلفية ، إلخ.	Pcs		1	
Total Price						

Delivery time (after receipt of order): _____ calendar days

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/ Mansour -Ameerat Area

Reference: RFQ No. RFQ No. DCEO-OPS-BGD-041

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 DCEO 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: _____

Company DUNS 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 5(a) below, any first-tier subaward to the organization may be reported and made public through FSRS.gov in accordance with The Transparency Acts of 2006 and 2008. Therefore, in accordance with FAR 52.240-10 and 2CFR Part170, if the offeror positively certifies below in Sections 3.a and 3.b and negatively certifies in Sections 3.c and 3.d, the offeror will be required to disclose to Chemonics for reporting in accordance with the regulations, the names and total compensation of the organization's five most highly compensated executives. By submitting this quotation, the offeror agrees to comply with this requirement as applicable if selected for a subaward.

In accordance with those Acts and to determine applicable reporting requirements, **Company Name** certifies as follows:

- a) In the previous tax year, was your company's gross income from all sources above \$300,000?

Yes No

- b) In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which the 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: _____