



Iraq Governance and Performance Accountability Project (IGPA)

Request For Quotation (RFQ)

RFQ-DAI-IGPA-BAG-22-002

Provision of Airport Facilitation (Meet & Greet) Services for Long and Short Term Expatriates Arriving at and Departing from Baghdad Airport (BIAP)

Issue Date: April 06, 2022

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

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

1. Synopsis of the Request for Quotation

DAI, an implementer of the USAID funded Iraq Governance and Performance Accountability (IGPA) project, invites qualified vendors to submit quotations for **Provision of Airport Facilitation (Meet & Greet) Services for Long and Short Term Expatriates Arriving at and Departing from Baghdad Airport (BIAP)**

1. RFQ No.	RFQ-DAI-IGPA-BAG-22-002
2. Issue Date	April 06, 2022
3. Title	Provision of Airport Facilitation (Meet & Greet) Services for Long and Short Term Expatriates Arriving at and Departing from Baghdad Airport (BIAP)
4. Issuing Office & E-mail Address for Submission of Quotes	DAI - Iraq Governance and Performance Accountability Project, Baghdad Office Al Rasheed Tulip Hotel - Baghdad, Iraq <i>(only electronic bid submission is accepted)</i> IGPAProcurementINBOX@dai.com
5. Deadline for questions	April 13, 2022, at 11:00 AM Baghdad Local Time. All communications regarding this solicitation are to be made solely through the Issuing Office and must be submitted to procurementIGPA@dai.com no later than the date specified above. E-mail subject line must contain the solicitation number and title: "RFQ-DAI-IGPA-BAG-22-002 Provision of Airport Facilitation (Meet & Greet) Services for Long and Short Term Expatriates Arriving at and Departing from Baghdad Airport (BIAP)" All questions received will be compiled and answered in writing and distributed to all interested Offerors.
6. Deadline for Receipt of Quotes.	April 20, 2022, at 11:00 AM PM Baghdad Local time
7. Point of Contact	procurementIGPA@dai.com – Procurement Department
8. Anticipated Award Type	DAI anticipates issuing a Blanket Purchase Agreement (BPA). This is only the anticipated type of award and may be changed as a result of negotiations. Issuance of this RFQ in no way obligates DAI to award a subcontract or purchase order and Bidders will not be reimbursed for any costs associated with the preparation of their quote.
9. Basis for Award	An award will be made to the responsible bidder whose bid is responsive to the terms of the RFQ and is most advantageous to DAI, considering price or/and other factors included in the RFQ. To be considered for an award, bidders must meet the requirements identified in Section 14, "Determination of Responsibility." No discussions or negotiations are permitted with bidders, and therefore bidders shall submit their best and final price.

2. Request for Quotation

<p>10. General Instructions to Bidders</p>	<p>Quotes are due by April 20, 2022, at 11:00 AM Baghdad Local Time. Late offers will be rejected except under extraordinary circumstances at DAI's discretion.</p> <ul style="list-style-type: none"> • Quotes shall be submitted electronically solely to procurement e-mail IGPAProcurementINBOX@dai.com (<u>this is a strict access controlled e-mail account set up ONLY to receive solicitation responses</u>). • Include a statement that the offeror fully understands that their quote must be valid for at least 90 days. • Offerors shall sign and date their quotation and cover letter. • Offerors shall complete Attachment A: Price Schedule. • Offerors must submit their offer as described in Attachment F: Proposal Checklist. • The offeror is responsible for all applicable taxes and fees, as prescribed under the applicable laws for income, compensation, permits, licenses, and other taxes and fees due as required.
<p>11. Questions Regarding the RFQ</p>	<p>Each bidder is responsible for reading very carefully and fully understanding the terms and conditions of this RFQ. All communications regarding this solicitation are to be made solely through the Issuing Office and must be submitted via e-mail to ProcurementIGPA@dai.com no later than the date specified above.</p> <p>All questions received will be compiled, answered in writing, and distributed to all interested Bidders.</p>
<p>12. Technical Specifications and requirements for Technical Acceptability</p>	<p>Please refer to Attachment B: Scope of Work Requirements.</p>
<p>13. Prohibited Technology</p>	<p>Bidders MUST NOT provide any goods and/or services that utilize telecommunications and video surveillance products from the following companies: Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company, or any subsidiary or affiliate thereof, in compliance with FAR 52.204-25.</p>
<p>14. Determination of Responsibility</p>	<p>DAI will not enter into any type of agreement with a vendor prior to ensuring the vendor's responsibility. When assessing a vendor's responsibility, the following factors are taken into consideration:</p> <ol style="list-style-type: none"> 1- Provide copies of the required business license(s) to operate in Iraq. Or to perform the related work (e.g. company registration, Iraqi ID for individuals or work permit...etc.)

	<p>2- The source, origin, and nationality of the services are not from a Prohibited Country (explained below).</p> <p>3- Provide a document or a statement that states the vendor's ability to comply with required or proposed delivery or performance schedules.</p> <p>4- Evidence of a Unique Entity ID (SAM) if the offer exceeds \$30,000 (explained below under paragraph 16).</p>
<p>15. Geographic Code</p>	<ul style="list-style-type: none"> • Under the authorized geographic code for its Contract DAI may only procure goods and services from the following countries. • Geographic Code 937: Goods and services from the United States, the cooperating country, and "Developing Countries" other than "Advanced Developing Countries", excluding prohibited countries. A list of the "Developing Countries" as well as "Advanced Developing Countries" can be found at: http://www.usaid.gov/policy/ads/300/310maa.pdf and http://www.usaid.gov/policy/ads/300/310mab.pdf respectively. • DAI must verify the source, nationality and origin, of goods and services and ensure (to the fullest extent possible) that DAI does not procure any services from prohibited countries listed by the Office of Foreign Assets Control (OFAC) as sanctioned countries. The current list of countries under comprehensive sanctions include Cuba, Iran, North Korea, Sudan, and Syria. DAI is prohibited from facilitating any transaction by a third party if that transaction would be prohibited if performed by DAI. • By submitting a quote in response to this RFQ, Bidders confirm that they are not violating the Source and Nationality requirements and that the services comply with the Geographic Code and the exclusions for prohibited countries.
<p>16. Unique Entity ID (SAM)</p>	<p>All US and foreign organizations that receive first-tier subcontracts/ purchase orders with a value of \$30,000 and above are required to obtain a UEI (SAM) number before signing the agreement.</p> <p>For those required to obtain a UEI (SAM), you may refer to the <u>Attachment D- Instructions for Obtaining a UEI (SAM).</u></p>
<p>17. Compliance with Terms and Conditions</p>	<p>Bidder shall be aware of the general terms and conditions for an award resulting from this RFQ. The selected bidder shall comply with all Representations and Certifications of Compliance <u>listed in Attachment C: Representations and Certifications of Compliance</u></p>
<p>18. Anti-Corruption and Anti-Bribery Policy and Reporting Responsibilities</p>	<p>DAI conducts business under the strictest ethical standards to assure fairness in competition, reasonable prices and successful</p>

	<p>performance or delivery of quality goods and equipment. DAI does not tolerate the following acts of corruption:</p> <ul style="list-style-type: none">• Any requests for a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by a DAI employee, Government official, or their representatives, to influence an award or approval decision.• Any offer of a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by an offeror or subcontractor to influence an award or approval decision.• Any fraud, such as mis-stating or withholding information to benefit the offeror or subcontractor.• Any collusion or conflicts of interest in which a DAI employee, consultant, or representative has a business or personal relationship with a principal or owner of the offeror or subcontractor that may appear to unfairly favor the offeror or subcontractor. Subcontractors must also avoid collusion or conflicts of interest in their procurements from vendors. Any such relationship must be disclosed immediately to DAI management for review and appropriate action, including possible exclusion from award. <p>These acts of corruption are not tolerated and may result in serious consequences, including termination of the award and possible suspension and debarment by the U.S. Government, excluding the offeror or subcontractor from participating in future U.S. Government business.</p> <p>Any attempted or actual corruption should be reported immediately by either the offeror, subcontractor or DAI staff to:</p> <ul style="list-style-type: none">• Toll-free Ethics and Compliance Anonymous Hotline at (U.S.) +1-503-597-4328• Hotline website – www.DAI.ethicspoint.com, or• E-mail to Ethics@DAI.com• USAID's Office of the Inspector General Hotline at hotline@usaid.gov. <p>By signing this proposal, the offeror confirms adherence to this standard and ensures that no attempts shall be made to influence DAI or Government staff through bribes, gratuities, facilitation payments, kickbacks or fraud. The offeror also acknowledges that</p>
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	violation of this policy may result in termination, repayment of funds disallowed by the corrupt actions and possible suspension and debarment by the U.S. Government.
19. Special Considerations	IGPA/Takamul supports vendors which do not discriminate based on race, religion, gender, ethnicity, political party affiliation, disability, or any other minority/vulnerability/marginalized identity.

2.1 Attachment A: Price Schedule

#	Item Name	Description/Specifications	Unit	QTY	Unit Price/per service
1	Airport Meet and Greet Services on Arrival at BIAP	<p>The service provider will:</p> <ol style="list-style-type: none"> 1. Meet and escort traveler/s upon arrival at BIAP. 2. Guide traveler/s through the visa and immigration process. 3. Assist with baggage claim and ensure safe passage through any airport checkpoints installed as COVID 19 preventive measure 4. Escort traveler/s to the designated pick-up area 	Service per person	1	
2	Airport Meet and Greet Services on Departure at BIAP	<p>The service provider will:</p> <ol style="list-style-type: none"> 1. Meet and greet traveler/s at the drop-off point at BIAP. 2. Assist traveler/s with the check-in process and obtaining Boarding passes. 3. Guide traveler/s through the visa and immigration process and COVID 19 checkpoints installed at the airport. 4. Guide traveler/s to the VIP waiting area. 5. Update traveler/s on any flight changes, including gate number. 	Service per person	1	
Total					

Note:

- Offerors are advised to read the RFQ instructions and pay special attention to Paragraphs 10, 11, 12,13, and 14.
- Delivery period: in accordance with each issued release order
- The price for each line item must be all-inclusive.

Cover Letter:

We, the undersigned, provide the attached quote in accordance with **RFQ-DAI-IGPA-BAG-22-002 Provision of Airport Facilitation (Meet & Greet) Services for Long and Short Term Expatriates Arriving at and Departing from Baghdad Airport (BIAP)** to support the DAI/IGPA program operations in Iraq, dated _____, our attached quote is for the total price of _____ (figure and in words)

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

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

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

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Telephone:

E-mail:

Company Seal/Stamp:

2.2 Attachment B: Scope of Work Requirements

Scope of Work (SoW)

Airport Facilitation Services for IGPA travelers

Background:

Access to and out of the airport in Baghdad for incoming and outgoing expatriates has never been easy. There have always been some unexpected checks, controls, and sometimes even extreme measures and questions that any individual would make hesitant and uneasy. For this reason, from its beginning, the program has started using extra help from an external facilitator to help passengers and allow them a smooth passage in and out. The procurement of this services will increase confidence and alleviate the stress of the program passengers using the airport in Baghdad. With the unexpected COVID 19 pandemic situation and extra precautionary measures imposed by the airport authorities, this service has become even more critical, and for this reason, the program intends to issue a Blanket Purchase Agreement (BPA) that will be valid for up to 12 months.

Statement of Work:

Select a reliable and experienced service provider/vendor to contract with the IGPA Takamul to provide "meet & greet" services and facilitate the transfer of IGPA long and short-term expatriates at Baghdad Airport (BIAP).

The selected vendor will support each expatriate on arrival or departure for inbound or outbound travels. The primary purpose of the service is to alleviate the process of obtaining a visa on arrival, escort travelers through visa and immigration checks, and ensure each traveler has the required documentation to allow him to exit the airport and safely arrive at the final destination. Furthermore, the service provider/vendor will be responsible for informing the travelers of any news and updates regarding PCR and COVID 19 restrictions at the airport and ensuring safe passage through such checkpoints.

The primary responsibilities will include:

Arrivals:

1. Meet and escort traveler/s upon arrival at BIAP.
2. Guide traveler/s through the visa and immigration process.
3. Assist with baggage claim and ensure safe passage through any airport checkpoints installed as COVID 19 preventive measures.
4. Escort traveler/s to the designated pick-up area.

Departures:

1. Meet and greet traveler/s at the drop-off point at BIAP.
2. Assist traveler/s with the check-in process and obtaining boarding passes.
3. Guide traveler/s through the visa, immigrants process, and COVID 19 checkpoints installed at the airport.
4. Guide the traveler/s to the VIP lounge.
5. Update traveler/s on any flight changes, including the gate number.

Selection Criteria:

An award will be made to the responsible bidder whose bid is responsive to the terms of the RFQ and is most advantageous to DAI, considering price or/and other factors included in the RFQ.

Besides the cost, the program will consider the following factors;

- 1- Prior experience with international organizations, as requested in **Attachment E (client contact information must be accurate and up to date. The program requires at least three contact information to contact the client and confirm the vendor's quality of service)**. Please provide accurately and up to date Company Name, Point of Contact Name/Tel No / E-mail
- 2- The vendor **must provide an affirmative statement** that can provide the required services at any given time, day and night.

2.3 Attachment C: Representations and Certifications of Compliance

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

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

2.4 Attachment D: Instructions for Obtaining a UEI (SAM) - DAI'S Vendors, Subcontractors

On April 4, 2022, the US Government will transition away from using the DUNS number as a unique identifier for organizations and will instead begin using a Unique Entity ID (SAM) generated in SAM.gov. This transition does not change the thresholds/requirements for when to obtain a unique identifier, rather the source for obtaining one.

Dear Vendors, this is a mandatory requirement for any future payments or awards.

Getting a UEI (SAM) is easy and FREE to all organizations. Follow the steps in the attached documents and review [this video](https://www.youtube.com/watch?v=4Hqs_LOB5kl) (https://www.youtube.com/watch?v=4Hqs_LOB5kl) from the US Government for more information about how to get a UEI (SAM). Any future US Government procurements or grants that exceed the thresholds will require organizations to have a UEI (SAM). By getting a UEI (SAM) now, you will also save your organization time in the future.

Quick Start Guide for Getting a Unique Entity ID (SAM)

You can get a Unique Entity ID (SAM) for your organization without having to complete a full entity registration. If you only conduct certain types of transactions, such as reporting as a sub-awardee, you may not need to complete an entity registration. Your entity may only need a Unique Entity ID (SAM).

If you want to only get a Unique Entity ID (SAM) and do not want to complete a full entity registration in SAM.gov, choose one of the following links that best describes your entity:

[Your entity has a DUNS Number and is registered in SAM.gov](#) [Your entity has a DUNS Number and is not registered in SAM.gov](#)

[Your entity does not have a DUNS Number and today's date is before April 4, 2022](#)

[Your entity does not have a DUNS Number and today's date is after April 4, 2022](#)

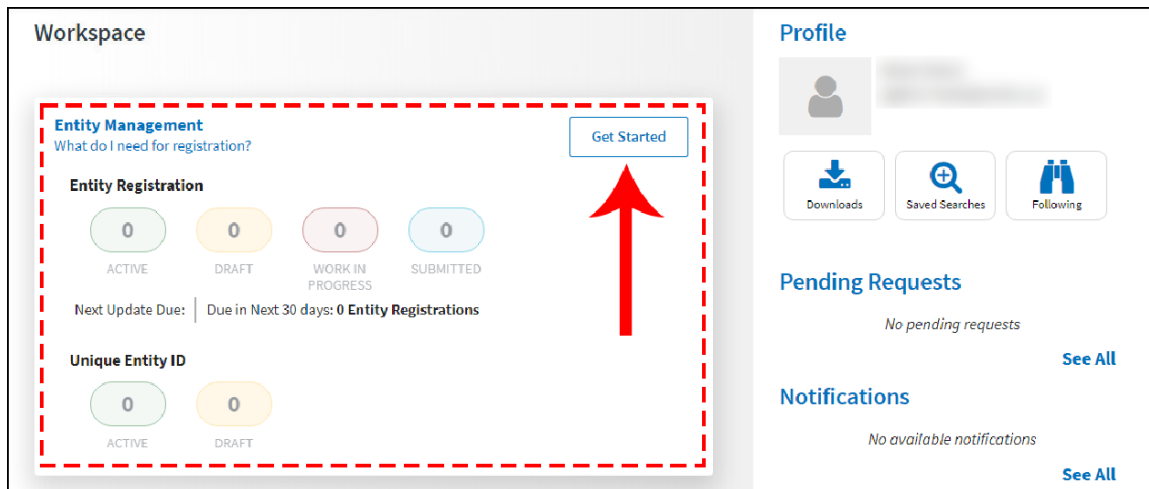
Your entity has a DUNS Number and is registered in SAM.gov

If you have an active or inactive registration in SAM.gov today, you've already been assigned a Unique Entity ID (SAM). It's viewable on your entity registration record in SAM.gov. [Learn how to view your Unique Entity ID \(SAM\) here.](#)

1. Your entity has a DUNS Number and is not registered in SAM.gov

If you currently have a DUNS Number, only need to get a Unique Entity ID (SAM), and do not want to complete a full entity registration in SAM.gov, follow these steps to get a Unique Entity ID (SAM):

1. Go to SAM.gov and select “Sign In” from the upper right corner of the page. If you do not have a SAM.gov account, you will need to create one. SAM.gov uses Login.gov for authentication. More help with using Login.gov [can be accessed here](#). Once you create your user credentials, you will return to SAM.gov to complete your profile.
2. After you sign in, the system will navigate you to your Workspace. On the “Entity Management” widget, select the “Get Started” button.



3. On the next page, enter information about your entity. All fields are required, unless marked as optional.

1
Enter Entity Information

2
Validate Information

3
Request UEI

4
Receive UEI

Enter Entity Information

All the following information will be used to validate your entity, unless marked as optional.

DUNS

Unique Entity ID

Legal Business Name

If you are acting on behalf of a limited partnership, LLC, or corporation, your legal business name is the name you registered with your state filing office.

Physical Address

Your physical address is the street address of the primary office or other building where your entity is located. A post office box may not be used as your physical address.

Country

▼

4. On the next page, validate that the information provided is correct. If the information provided does not match your Dun & Bradstreet record exactly, you will be able to proceed. For assistance updating your Dun & Bradstreet record, please contact Dun & Bradstreet.

Deselect the checkbox near the bottom of the page if you want to restrict the public viewing of your entity information in SAM.gov. If you deselect the checkbox, only you and federal government users will be able to view your Unique Entity ID (SAM) record. Other entities and users of

Validate Information

The information you provided matches the following entity:

YOU ENTERED:

Baghdad Plaza Associates, LLC

DUNS Unique Entity ID

Physical Address

United States

WE FOUND THE FOLLOWING MATCH:

Baghdad Plaza Associates, LLC

DUNS Unique Entity ID

Physical Address

United States

Allow the selected record to be a public display record.

If you feel displaying non-sensitive information like your registration status, legal business name, and physical address in the search engine results poses a security threat or danger to you or your organization, you can restrict the public viewing of your record in SAM.gov. However, your non-sensitive registration information remains available under the Freedom of Information Act to those who download the [SAM.gov public data file](#). Learn more about [SAM.gov public search results](#).

5. On the next page, your entity is validated. You will be asked to certify that you are authorized to conduct transactions on behalf of your entity. Select the checkbox to certify, then select the “Request Unique Entity ID” button.

Request Unique Entity ID

You have completed validation. Select **Request Unique Entity ID** to be assigned a Unique Entity ID.

VERIFIED MATCH:

Baghdad Air Services, LLC • Public

DUNS Unique Entity ID

Physical Address

UNITED STATES

Before requesting your Unique Entity ID, please certify under penalty of law that you are authorized to conduct transactions for this entity to reduce the likelihood of unauthorized transactions. Then select **Request Unique Entity ID**.

I certify that I am authorized to conduct transactions on behalf of the entity.

Request Unique Entity ID

6. On the last page, your Unique Entity ID (SAM) will be displayed and you can begin to use it for your entity.

Receive Unique Entity ID

Congratulations! You have been assigned the following Unique Entity ID.

B 3

VERIFIED MATCH:

Baghdad Air Services, LLC • Public

DUNS Unique Entity ID

Physical Address

UNITED STATES

2. Your entity does not have a DUNS Number and today's date is before April 4, 2022

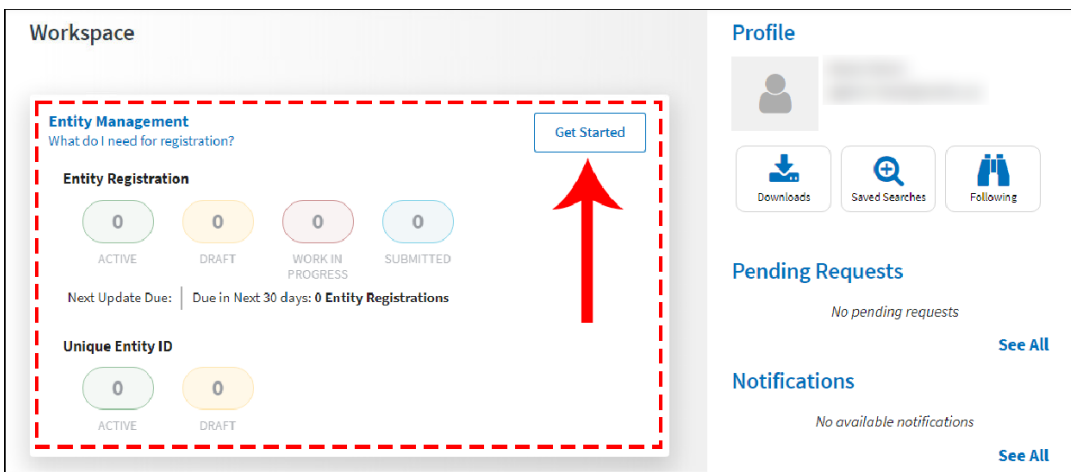
Before April 4, 2022, the DUNS Number issued by Dun & Bradstreet is the authoritative entity identifier used by the federal government. You need to get a DUNS Number first before you can request a Unique Entity ID (SAM).

Go to fedgov.dnb.com/webform to request a free DUNS Number. It can take 1-2 business days before your DUNS Number is issued. When you are assigned your DUNS Number, return to SAM.gov and follow the steps outlined under the "[Your entity has a DUNS Number and is not registered in SAM.gov](#)" section of this guide.

3. Your entity does not have a DUNS Number and today's date is after April 4, 2022

After April 4, 2022, the federal government will have no requirement for the DUNS Number. You can get a Unique Entity ID (SAM) for your entity on SAM.gov. The Unique Entity ID (SAM) is provided to entities who request to only get a Unique Entity ID (SAM) and to entities who complete an entity registration.

Sign in to your [SAM.gov](#) account and the system will navigate you to your Workspace. On the "Entity Management" widget, select the "Get Started" button to begin requesting your Unique Entity ID (SAM)



Note: if required, the determination of a successful offeror/applicant resulting from this RFQ is contingent upon the winner providing a UEI (SAM) number to DAI. Organizations who fail to provide a UEI (SAM) will not receive an award, and DAI will select an alternate vendor/subcontractor/grantee.

2.5 Attachment E: Past Performance

Include projects that best illustrate your work experience relevant to this RFQ, sorted by the most recent award and undertaken over the past three years. Projects undertaken over the past three years may be considered at the discretion of the evaluation committee.

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

2.6 Attachment F: Proposal Checklist

Offeror: _____

Have you?

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

Does your proposal include the following?

- Signed Cover Letter (*use template in Attachment A*)
- Price Proposal and Technical specification (fill, Sign and stamp *Attachment A*)
- Past Performance (*use template in Attachment E*)
- Documents used to determine Responsibility (As required in section "Responsibility Determination");
1. Provide copies of the required business licenses to operate in the host country. (Company registration)
 2. Evidence of a UEI (SAM) if required (explained above under paragraph 16).
 3. The source, origin, and nationality of the goods are not from a Prohibited Country.
 4. Ability to comply with required or proposed delivery or performance schedules.