

Request for Quotations (RFQ)

RFQ Number: DCEO-OPS-BGD-045

Issuance Date: 27 Dec 2022

Deadline for Offers: 18 Jan 2023 at 5:00 pm Baghdad time

Description: RFQ for security upgrades phase II for DCEO Tahfeez Baghdad office

For: Durable Communities and Economic Opportunities (DCEO Tahfeez) 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 (SOD) -Sky of Development for General Trading LLC.

Point of Contact: Procurement Team at iraqdceoopsproc@iraqdceo.com

***** ETHICAL AND BUSINESS CONDUCT REQUIREMENTS *****

Chemonics is committed to integrity in procurement, and only selects vendors based on objective business criteria such as price and technical merit. Chemonics expects vendors 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 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 vendor 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 offers. For example, if the offeror's father owns a company that is submitting another offer, 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 offer and all supporting documentation are authentic and accurate.
- Certify understanding and agreement to Chemonics' prohibitions against fraud, bribery and kickbacks.

Please contact businessconduct@chemonics.com 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 Tahfeez project 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 requires the supply, procure, installation, and maintenance of security upgrades in phase II for the DCEO Baghdad Office. The security upgrades are required to mitigate risk to Chemonics staff, operations, and commodities at the Baghdad villa which includes a project office and residences.

The purpose of the RFQ is to solicit quotes from vendors to complete the security upgrades in phase II for the villa. Phase II includes pedestrian and vehicle access upgrades and the outfitting of a safe room. Offerors are invited to provide quotes for phases II.

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 to 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 Baghdad, Iraq time on **Jan 18, 2023**, the offer must be signed and stamped along with the required documents. Offers must be emailed to iraqdceoopsproc@iraqdceo.com. Hard-copy offers will not be accepted.

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 Baghdad, Iraq time on **Jan 15, 2023**, by email to iraqdceoopsproc@iraqdceo.com.

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 an official response to any questions regarding this RFQ.

4. **A Pre-Bid Meeting:** provide bidders an opportunity to raise questions and learn more about the site and the scope of work described herein, a mandatory pre-bidders meeting will be held at the DCEO Tahfeez office in Baghdad- Iraq, on **Jan 11, 2023**, at **11:00 AM** Baghdad time. This will be approximately 1 hour long to discuss, clarify and explain the eligibility requirements and the technical and financial components of the contract to be bid.

Please confirm attendance via email to iraqdceoopsproc@iraqdceo.com by **4:00 PM** local Baghdad time on **Tuesday, Jan 10, 2023**. 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.

Chemonics will only accept proposals from those bidders who will attend pre-bidding meeting.

Participation in the pre-bidding is the responsibility of the bidder. Chemonics will not reimburse bidders for any costs associated with attending the 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 iraqdceoopsproc@iraqdceo.com.

5. **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.

6. **Quotations:** Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis. Prices must be presented in **USD**. Offers must remain valid for not less than **Sixty (60) 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.
 - Company profile or 2-3 pages an introduction to the company/individual's areas of expertise and practice, and a description main client.
 - A minimum of three (3) references (with name and contact information) indicating the relevant services carried out in the last three (3) years that best illustrate the organization/individual's qualifications and past performance. References from USAID or similar donor-funded projects are preferred. Independent verification of the references may be carried out. Chemonics reserves the right to obtain past performance information from sources other than those identified by the offeror.
 - List all equipment that will be used for the translation including details on the backup system and extra devices if required.
7. **Delivery:** The delivery location for the services described in this RFQ. 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 the order). The delivery estimate presented in an offer in response to this RFQ must be upheld in the performance of any resulting contract.
8. **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, or Syria.

Any and all items that are made by Huawei Technology Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikivision Digital Technology Company, and Dahua Technology Company will not be accepted. If offers include items from these entities, please note that they will be deemed not technically responsive and excluded from the competition.

9. **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.
10. **Taxes and VAT**: The agreement under which this procurement is financed is not exempt from the payment of taxes, VAT, tariffs, duties, or other levies imposed by any laws in effect in Iraq. Therefore, offerors must include taxes, VAT, charges, tariffs, duties, and levies in accordance with the laws of Iraq.
11. **UEI Number**: Companies or organizations, whether for-profit or non-profit, shall be requested to provide a Unique Entity Identifier (UEI) number if selected to receive an award in response to this RFQ valued greater than or equal to \$30,000 (or equivalent in other currency). If the Offeror does not have a UEI number and is unable to obtain one before the offer submission deadline, the Offeror shall include a statement noting their intention to register for a UEI number should it be selected as the successful offeror or explaining why registration for a UEI number is not possible. UEI numbers can be obtained online at SAM.gov. Further guidance on obtaining a UEI number is available from Chemonics upon request.
12. **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.
13. **Evaluation and 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 the application of the following evaluation criteria. The relative importance of each individual criterion is indicated by the number of points below:
 - **Technical**— 40 points: Responsiveness to the technical specifications and requirements. As mentioned in the Scope of Work, offerors may propose additional specifications and upgrades not currently included in the scope but recommended after conducting the pre-bid meeting based on the offeror's understanding of best practices for security upgrades in Iraq
 - **Past Performance**- 15 points: offeror must submit information about at least three contracts demonstrating and reflecting related required services providing similar upgrades to international companies in Iraq

- **Corporate Capabilities— 10 points:** offerors must submit the structure of ownership, offeror should include a corporate capabilities statement/company profile, as well as the CV(s) or list of qualifications of proposed expertise.
- **Delivery and After-Sales Service— 20 points:** The speed of delivery and the ability for the offeror to provide security upgrades with a minimum one-year warranty.
- **Price – 15 points:** The overall cost presented in the offer.

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 the 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 vendors, if in the best interest of the DCEO Tahfeez 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 presented—in writing with full explanations—to the DCEO Tahfeez 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.

14. **Terms and Conditions:** This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Chemonics, the DCEO Tahfeez 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 a firm fixed price, in the form of a purchase order.
- (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, or 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 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).
- ☐ Vender's letter (Annex attached).
- ☐ Contact information for at least three (3) references of past or present clients indicating the relevant services carried out in the last three (3) years.
- ☐ Company CV and Past Performance.
- ☐ Copy of offeror's registration or business license certified 2021.
- ☐ A copy of the identification card of the authorized representative of the company.

Section 3: Specifications and Technical Requirements

The table below contains the technical requirements of the commodities/services. 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 Section 3 and submit a signed/stamped version to Chemonics.

Line Item	Description and Specifications	Qty	Items and Specifications Offered	Unit Price USD	Total Price USD
1	Main Gate: Entrance door covering which includes (added plate 4 mm thick number 3 (40 x 25) cm, (40 x 25cm), (233 x 105) cm This is including materials, labor, and installation and delivery fees.	1.00			
2	Construct a partition door (222 x 272) cm which includes (covering both sides by using a plate 4 mm thick + upper partition (1 m x 2 m frame pipe (2 x 4) inches 3 mm thick + angle iron (2 x 2) inches + square pipe (2 x 2) inches. This is including materials, labor, and installation and delivery fees.	1.00			
3	supply materials and construct a new emergency exit by creating an exit to the existing barred window and installing a drop-down ladder This is including materials, labor, and installation and delivery fees.	1.00			
4	Construct an emergency door with a security door This is including materials, labor, and installation and delivery fees. This is including materials, labor, and installation and delivery fees.	1.00			
5	Construct a shielding partition (635 x 305) cm which includes iron frame (pipe 2 x4inches 3 mm thick) with an existing door covering the partition g iron plate 8 mm thick) This is including materials, labor, and installation and delivery fees.	1.00			
6	Bio Entry V2 Fingerprint Reader, Multiclass This is including materials, labor and installation, and delivery fees.	1.00			

7	Request to Exit Button with Key symbol (Surface - Mount) This is including materials, labor, and instillation and delivery fees.	2.00			
8	Magnetic Lock This is including materials, labor and Installation, and delivery fees.	1.00			
9	Weapon Load/Unload Bay This is including materials, labor and instillation and delivery fees	1.00			
10	Construct an additional bar fitted to a height of 200 cm creating a cage on the front 2x balconies to deny/delay access to the first floor. (The balconies diminution is, Width 320 cm, Height 140) This is including materials, labor, and installation and delivery fees.	2.00			
Subtotal:					
Delivery Costs :					
Other Costs (Describe: _____):					
GRAND TOTAL USD:					

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

Length of warranty on offered equipment: _____ years

Location of the service center(s) for after-sales service, including warranty repair: _____

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: Samaa Altatawer (SOD) -Sky of Development for General Trading LLC.
DCEO Tahfeez Project.
Baghdad, Iraq

Reference: RFQ No. DCEO-OPS-BGD-045

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 Tahfeez project staff members.
- We have no close, familial, or financial relationships with any other offerors submitting offers 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 offer 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 UEI 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 positive response to paragraph (a) below, any first-tier sub-award to the organization may be reported and made public through FSRs.gov in accordance with The Transparency Acts of 2006 and 2008. Further, in accordance with FAR 52.204-10 and 2 CFR Part 170, if the offeror positively certifies below in paragraph (b) and negatively certifies in paragraphs (c) and (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 offer, the offeror agrees to comply with this requirement as applicable if selected for a sub-award.

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

☐ Yes ☐ No

If "**No**" is the response to the preceding question, please provide the below information and answer the remaining questions.

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

- 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: _____