

Request for Quotations (RFQ)

RFQ Number: IRP II-PROG-BPA-2023-002 (School Furniture and Bags)

Issuance Date: July 26, 2023

Deadline for Offers: August 15, 2023

Description: **RFQ for BPA for School Furniture and Bags**

For: Iraq Community Resilience Initiative (ICRI) – Ta’afi

Funded By: United States Agency for International Development (USAID),
7200AA19D00015

Implemented By: Chemonics International Inc through its entity Chemonics Iraq LLC.

Point of Contact: procurement team - ICRI Taafi Solicitations solicitations@icritaafi.org

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

Chemonics is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit. Chemonics expects suppliers to comply with our Standards of Business Conduct, available at <https://www.chemonics.com/our-approach/standards-business-conduct/>.

Chemonics does not tolerate fraud, collusion among offerors, falsified proposals/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported to both USAID and the Office of the Inspector General.

Employees and agents of Chemonics are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business. Employees and agents engaging in this conduct are subject to termination and will be reported to USAID and the Office of the Inspector General. In addition, Chemonics will inform USAID and the Office of the Inspector General of any supplier offers of money, fee, commission, credit, gift, gratuity, object of value, or compensation to obtain business.

Offerors responding to this RFQ must include the following as part of the proposal submission:

- Disclose any close, familial, or financial relationships with Chemonics or project staff. For example, if an offeror’s cousin is employed by the project, the offeror must state this.
- Disclose any family or financial relationship with other offerors submitting proposals. For example, if the offeror’s father owns a company that is submitting another proposal, the offeror must state this.
- Certify that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- Certify that all information in the proposal and all supporting documentation are authentic and accurate.
- Certify understanding and agreement to Chemonics’ prohibitions against fraud, bribery, and kickbacks.

Please contact suri@icritaafi.org with any questions or concerns regarding Ethical and Business Conduct Requirements or to report any potential violations. Potential violations may also be reported directly to Chemonics at to BusinessConduct@chemonics.com.

Section 1: Instructions to Offerors

1. **Introduction:** The ICRI Taafi Project is a USAID program implemented by Chemonics International through its entity Chemonics Iraq LLC. The goal of the program is to increase stability in Iraq. As part of project activities, the ICRI Taafi Project requires the purchase of furniture supplies.

The purpose of this RFQ is to solicit quotations from eligible suppliers for as-needed, purchases of School furniture and Bags supplies. As a result of this RFQ, the ICRI Taafi Project anticipates issuing a blanket purchase agreement (BPA)—or possibly multiple BPAs—to establish specific pricing levels and parameters for ordering these commodities/services. This will allow the ICRI Ta'afi Project to issue specific purchase orders, on an as-needed basis, for the procurement of these items over the next 12 months. The Supplier shall furnish the supplies/services described in any purchase orders issued by Chemonics under this BPA. Chemonics is only obligated to pay for supplies/services ordered through purchase orders issued under this BPA and delivered by the Supplier in accordance with the terms/conditions of this BPA.

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 3:00 PM local Erbil time on August 15, 2023 by email solicitations@icritaafi.org ICRI Taafi Project. 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 3:00PM local Erbil time on August 3 , 2023 by email to solicitations@icritaafi.org. 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 items that may be ordered under the BPA. 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.

At this time, specific quantities to be purchased under any BPA resulting from this RFQ are unknown. Specific quantities will depend on the needs of the ICRI Taafi Project. Individual purchase orders will be issued under the BPA agreement, as the need arises for additional commodities/services.

5. **Quotations:** The per-unit pricing in 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 ninety (90) calendar days after the offer deadline. Prices quoted must remain fixed for a minimum of 12 months. Offerors are requested to provide quotations on official letterhead or quotation format; in the event this is not possible, offerors may complete the table in Section 3.

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

- Organizations responding to this RFQ are requested to submit a copy of their official registration or business license.
- Contact information for at least three (3) references of past or present clients indicating the relevant commodities were sold in the last three (3) years that best illustrate company qualifications and past performance.

6. **Delivery:** The delivery locations for the items described in this RFQ are listed in Section 3. 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 935** in accordance with the United States Code of Federal Regulations (CFR), [22 CFR §228](#). The cooperating country for this RFQ is Iraq.

Offerors may not offer or supply 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 Hikvision Digital Technology Company, Dahua Technology Company will not be accepted. If quotes include items from these entities, please note that they will be deemed not technically responsive and excluded from competition.

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.
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 the Cooperating Country. No such Cooperating Country taxes, charges, tariffs, duties or levies will be paid under any order resulting from this RFQ.
10. **Unique Entity Identifier (“Exempt per USAID letter dated November 29, 2021”):** Companies or organizations, whether for-profit or non-profit, might 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 USD\$30,000 (or equivalent in other currency). Contact sam.gov to obtain a number. Further guidance on obtaining a UEI 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.
12. **Evaluation and Award:** The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, meets, or exceeds the minimum technical specifications in the below table, and is determined via a trade-off analysis to be the best value based on application of the following evaluation criteria. The relative importance of each individual criterion is indicated by the number of points below:

- **Delivery – 30 points:** The speed of delivery in calendar days.
- **Technical –30 points.** Technical evaluation will be based on responsiveness to the technical specifications and requirements listed below for each item. Suppliers offering the items listed below, technically acceptable similar items, or items that exceed the requirements will receive full credit. All items are weighted equally.
- **Price – 30 points:** The overall cost presented in the offer.
- **Past performance: – 10 points:** Similar experience with a proven track record of supplying similar goods. Offerors must include (3) three past performance references of their work (under contracts or subcontracts) implemented in the last (3) three years that best illustrate the company’s qualifications and past performance. The references listed by the Offeror might be contacted to complete the evaluation.

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 suppliers, if in the best interest of the ICRI Taafi Project.
- Chemonics may cancel this RFQ at any time.
- Chemonics may reject any and all offers, if such an action is considered to be in the best interest of Chemonics.
- Based on the past performance and registration letter, Chemonics reserves the right to disqualify any vendors who are not specialized in the mentioned BPA subject.

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 ICRI Taafi 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, the ICRI Taafi 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 for purchase orders issued under any BPA resulting from this RFQ will only be issued to the entity submitting the offer in response to this RFQ and identified in the corresponding BPA award; payment will not be issued to a third party.
- (b) Any award resulting from this RFQ will be in the form of a Blanket Purchase Agreement (BPA). The ICRI Taafi Project anticipates issuing a BPA (or multiple BPAs) under which specific purchase orders can be issued—on an as-needed basis—at the pricing levels established in the BPA. When the need arises for the commodities/services described in the BPA, the ICRI Taafi Project will issue a purchase order to the BPA-holder. If there are multiple BPA-holders under this RFQ, the purchase order will be issued to the BPA-holder that presents the best value for that specific order, based on price and delivery time. This BPA will have a minimum duration

of at least 12 months. The Supplier shall furnish the supplies/services described in any purchase orders issued by the ICRI Taafi Project under the BPA. The ICRI Taafi Project is only obligated to pay for supplies/services to the extent purchase orders are issued under any BPA 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: Technical Requirements for Offerors:

To be determined responsive, all of the following documents must be included in the Technical Offer (failure to submit all the following documents may result in disqualification from award):

- **Please keep in mind that a sample check from the offeror will be required prior to the award.**
- 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)
- Information on Past Performance: Similar experience with a proven track record of supplying similar goods is required, otherwise offers may not be considered. Offerors must include (3) three past performance references of their work (under contracts or subcontracts) implemented in the last (3) three years that best illustrate company's qualifications and past performance. The references listed by the Offeror might be contacted to complete a survey.
- Information on any other "Key Individuals" within the company. (i.e., those who have decision making authority to make financial decisions on behalf of the company).
- A copy of the official registration or business license, in federal Iraq and/or Kurdistan region of Iraq. Company profile or 2-3 pages introduction to company's areas of expertise and practice, and description of the team and main clients.

Section 3: Specifications and Technical Requirements

The table below contains the list of commodities/services that may be ordered under the BPA mechanism. Offerors are requested to provide per-unit 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.

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.

Please keep in mind that a sample check from the offeror will be required prior to the award.

Line Item	Description and Specifications	Reference Photo	Units	Unit Price USD (1 to 25 units)	Unit Price USD (26 to 50 units)	Unit Price USD (51+ units)
1	School Bag with the Below Specifications: Different sizes from age 6 to age 12 Material: - Polyester, water-resistant fabric The bag will be with back padding. Handle with high quality polyester fabric strong and durable Adjustable padded reinforced shoulder strap Two large pockets suit schoolbooks with one small pocket in the front with a good quality of the zippers. Tow 2 x Side Mesh Pockets School bags with sets of stationaries- Each Bag will contain. 1- 60-sheet notebooks (2Qty) 2- 100-sheet notebooks (2Qty) 3- 30-sheet notebooks (2Qty) 4- one set of pencils 5- 2 pens 6- 3 sketchbooks 7- coloring set 8- 2 Ruler 9- 2 erasers 10- 2 sharpeners 11- Cooler water bottle (Material: - Steel Type) 12- Calendar A4 size Calendar for students, this calendar can have 12 heritage sites from all Iraq with little explanation of the site, location, and history. School Bags should be branded with USAID logos the logo should be transparent and water and heat resistant. The logos will be stucked on the bag handle. Logo Sticker Dimensions: - based on the size of the handle.	 	Each			
2	Student Cooler water bottle Material: - Steel Type Capacity: - 415 Milliliters Special Feature: - Leakproof Convenient size fits in the side pocket of bags which you can carry for school, Picnic, car bottle holder etc.		Each			

3	Student Desk and Chair, for double seat within following specifications: - Table size 110 x 45 cm made from Verselet with 25 mm thickness - The seat height 40 cm – double seat connected to each other - The tabletop including slit for pens - The frame made from Turkish steel coated with electrostatic powder coating - The front panel is made from decorative plate - Bag hanger included - The legs end surrounded with plastic cover for stability and protection. Turkish made. (Including installation service)		Each			
4	Student Desk and Chair, for single seat within following specifications: - Table size 60 x 45 cm made from Verselet with 25 mm thickness. - The seat height 40 cm – double seat connected to each other. - The tabletop including slit for pens. - The frame made from Turkish steel coated with electrostatic powder coating. - Bag hanger included. - The legs end surrounded with plastic cover for stability and protection. Turkish made. (Including installation service)		Each			
5	Local made Student Desk and Chair with a back frame, for double seat within following specifications: - Table size 110 x 40 cm made from Verselet with 18 mm thickness. - The seat height 40 cm – double seat connected to each other. - The tabletop includes slit for pens. - The frame made from Turkish steel coated with electrostatic powder coating. - The front panel is made from decorative plate. - Bag hanger included. - The legs end surrounded with plastic cover for stability and protection. (Including installation service)		Each			
6	Student chair with writing pad size: 54*60*81, Padded chair, only right-handed, or equivalent. Material: Iron Bases Seat & Back Material: leather or equivalent.		Each			

7	Student chair with writing pad size: 54*60*81, Padded chair, only Left-handed, or equivalent. Material: Iron Bases Seat & Back Material: leather or equivalent.		Each			
8	Single Face White Board -Size: 240L x 120 W -Wall Mounted -Suitable to use with board marker - Metal Frame - With 2 easers - With 3 board markers (Colors are black-red-blue)		Each			
9	Office White Board Size 100*140cm Wall Mounted -Suitable to use with board marker - Metal Frame - With 2 easers - With 3 board markers (Colors are black-red-blue)		Each			

Delivery time (after receipt of order), calendar days.

Location	Delivery time (1 to 25 units)	Cost USD	Delivery time (26 to 50 units)	Cost USD	Delivery time (51+)	Cost USD
Kurdistan region						
Sinjar city						
Sinune - Sinjar						
Qahtanaya-Sinjar						
Qabusiya-Sinjar						
Talaafar						
Ba'aj (بعاچ)						
Mosul City						
Ninawa plains						
Anbar - Ramadi						
Anbar- Rummanah						
Anbar- Qaam						
Anbar- Rutba						
Anbar- Baghdadiya						
Salah Al-Din (Balad)						
Sharqat						
Baghdad						
ThiQar						

Basra						
-------	--	--	--	--	--	--

Length of warranty on offered equipment, if applicable: _____ years

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

The prices quoted above remain fixed for the next 12 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: ICRI Taafi Project
Erbil, Kurdistan Region-Iraq

Reference: RFQ No. # IRP II-PROG-BPA-002

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 ICRI Taafi 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 Unique Entity Identified (UEI) Number **(If Applicable)**: _____

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

Official name associated with bank account (for payment): _____