

Request for Quotations (RFQ)

RFQ Number: DCEO-TECH-BGD-2023-22

Issuance Date: October 17, 2023

Deadline for Offers: October 28, 2023, at 05:00 PM

Description: Provision of ERP system including implementation, customization, and training.

For: Durable Communities and Economic Opportunities (DCEO) Project

Funded By: United States Agency for International Development (USAID),
Contract No. 72026719D00001

Implemented By: Chemonics International Inc. under local registration of Sama Al-Tatawer for General Trading LLC.

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

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

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

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

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

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

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

Please contact dceoprocurement@iraqdceo.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:

Background: Iraq Durable Communities and Economic Opportunities (DCEO) is a United States Agency for International Development (USAID) program implemented by Chemonics International. DCEO aims to support vulnerable communities to build community resilience against destabilizing factors by increasing their adaptive capacity and economic well-being. 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.

Purpose: To increase the competitiveness of Iraqi firms and create employment for Iraqi citizens, the project engages private enterprises to solve problems that are constraining their growth and limiting productive employment opportunities. **The purpose of this service is to provide Licensed ERP Software.**

2. **Offer Deadline and Protocol:** Offers must be received no later than 05:00 PM local Baghdad time on **October 28, 2023**, by email **ONLY** to tenders@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 05:00 PM local Baghdad time on **October 22, 2023**, by email to dceoprocurement@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 as an official response to any questions regarding this RFQ.

4. **Scope of Work:** Section 3 contains the Scope of Work for the required services.
5. **Quotations:** Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including delivery and all other costs. Pricing must be presented in IQD. Offers must remain valid for not less than ninety (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.
- Company Profile.
- Past performance references of similar works.
- **Technical proposal including all details and Scope of work.**
- The CVs of all personnel with references of previous simultaneous interpretation.

6. **Delivery:** The delivery location for the service described in this RFQ is **Basrah Governorate**. 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: Source and Authorized Geographic Code:**

- a) All 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 services or any commodities 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.

- b) The USG has implemented a blanket prohibition on providing direct government financing to international solar projects that source from suppliers that are the subject of a [withhold release order](#) (Hoshine Silicon Industry), on the Commerce Entity List, or otherwise sanctioned for their use of forced labor. The PRC energy companies that were added to the Commerce Entity List for their ties to forced labor are found below.

NOTE: Offerors may not purchase from any of the Suppliers listed below without advance written approval from Chemonics/USAID.

- Hoshine Silicon Industry (metallurgical grade silicon and silicon products) - also subject to a WRO
- Xinjiang Daqo New Energy (polysilicon, wafers)
- Xinjiang East Hope Nonferrous Metals (polysilicon, ingots, wafers)
- Xinjiang GCL-New Energy Material (polysilicon, ingots, wafers, cells, modules)
- Xinjiang Production and Construction Corps (state-owned paramilitary organization, electricity supplier)

This does not mean that all PRC-produced solar panels are immediately blocked. Currently, the restriction is just on any panels or products that are directly purchased using USG funds from any of those above companies. Should the purchase of any solar panels or components be required, Chemonics/USAID prior review and written approval is required.

c) **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 the Cooperating Country. Therefore, offerors must include taxes, VAT, charges, tariffs, duties and levies in accordance with the laws of the Cooperating Country.

- d) **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 USD\$30,000 (or equivalent in other currency). If the Offeror does not have a UEI number and is unable to obtain one before the submission deadline, Offeror shall include a statement noting their intention to obtain a UEI number should it be selected as the successful offeror or explaining why registration for a UEI number is not possible. Contact [sam.gov](#) to obtain a number. Further guidance on obtaining a UEI number is available from Chemonics upon request.

e) **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.

f) **Evaluation and Award:**

The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, evaluation criteria must be edited as needed; this option is the recommended default): and is determined via a **trade-off analysis** to be the best value based on application of the following evaluation criteria. Points will be awarded for cost which will be primarily evaluated for realism and reasonableness. For overall evaluation purposes of this RFQ, technical evaluation factors other than cost, when combined, are considered more important than cost factors. If technical scores are determined to be equal or nearly equal, cost will become the determining factor.

The relative importance of each individual criterion is indicated by the number of points below:

- **Technical Know How, Approach and Methodology – 40 points:** Chemonics will assess whether the proposal explains, understands, and responds to the objectives of the project as stated in the Scope of Work. Chemonics will also assess whether the proposed program approach and detailed activities and suggested timeline fulfill the requirements of executing the Scope of Work effectively and efficiently.
- **Corporate Capabilities- 10 points:** Chemonics will evaluate whether the company experience is relevant to the project Scope of Work.
- **Past Performance – 20 points:** Offerors must include three (3) past performance references of similar work (under contracts or subcontracts) previously implemented as well as contact information for the companies for which such work was completed. Contact information must include at a minimum: the name of the point of contact who can speak to the offeror's performance, name and address of the company for which the work was performed, and email and phone number of the point of contact. Chemonics will assess the past performance of the Offerors by contacting three (3) references who may indicate the Offeror's past performance for projects of similar size and scope.
- **Price – 30 points:** Overall price of the quotation.

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 the 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 Project.
- Chemonics may cancel this RFQ at any time.
- Chemonics may reject any and all offers, if such action is considered to be in the best interest of Chemonics.

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 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.

8. **Terms and Conditions:** This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Chemonics, the 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 (PO).
- (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.

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)
- ☐ Past Performance - Details about past satisfactory performance references providing similar goods and services, supported by verification of 2-3 relevant past performance references
- ☐ Company Profile
- ☐ Technical Proposal (Scope of work)
- ☐ The CVs of all personnel with references of previous simultaneous interpretation. (See Section 1.5 for more details).

Section 3: Specifications and Technical Requirements

Background:

An Enterprise Resource Planning (ERP) software solution is required with Licenses and Implementation for general trading firm which DCEO is supporting, the ERP can coordinate every trading function such as item arranging, improvement, assembling, showcasing and more from a single database management and centralizing all firm information's.

Required Solution:

The selected vendor would provide customized ERP (Enterprise Resource Planning), simplifying the client's, sales, purchases, suppliers, inventory control, analytical report, and more functions of the trading business. An ERP solution for general trading can coordinate every trading function, such as item arranging, improvement, assembling, showcasing, and more, from a single database.

ERP General Features

- **Modularity:** The ERB system should be modular in such a way that its functions are distributed among different components.
- **Phased Implementation:** Implementations can start with minimal functionality and then add new functions as needed utilizing existing or new components as required.
- **Scalability:** The ERP system's goal is to offer each and every client his exact requirements and to range in implementation from a small entity to a large busy organization with all the activities involved in its running.
- **Integration:** The ERP system should have the ability to integrate any required functions or applications that are currently not present in the system.
- **Easy Customizations:** The products need to be customized easily to meet the needs of the different departments.
- **Website wizard:** This will easily help the client have a digital profile and presence through a few clicks.
- **Open-source software:** The code can be changed easily to tailor an application to meet clients' requirements.
- **Multi-lingual System:** The ERP system should be a fully bilingual system. Where the use of Arabic and English languages is supported throughout the system. The ERP system should also have the flexibility to be localized as required and where applicable. The authorized user should have the ability - where applicable- to change the wording of all displays according to the company policies.
- **Reports & Statistics:** The ERP system should provide a large set of predefined reports serving most of the needs of the company. The system should also have the ability to define and generate new sets of reports on demand to satisfy the user's requirements.
- **Flexibility and Ease of Use:** The ERP system should be user-friendly and flexible in terms of making it simple for users. The system should simply use windows controls, with a very easy-to-use graphical interface, yet to be very powerful and diversified. The system should handle all inter-relations between various modules automatically and on a real-time basis, Allowing for ease of use yet a strongly integrated system. It should also be supported by Error and Warning messages which prevent user mistakes and validate the data entry.
- **Security:** The ERP system should be secured against intrusion, hacking, unauthenticated access, and all other ways of accessing unauthorized data. The desired tools for maintaining security include:
 - Login names and passwords to each user of the system.
 - Different authorization levels to perform different functions according to permitted access to the requested information and actions.

- Classification of system functions according to user levels.
- Centralized control is only permitted by the system administrator.
- Every activity done through the ERPS system should be logged by date/time stamp as well as the username that performed this activity.

Required Modules

1. Accounting Module:

The ERP system should help the company from basic journal entry creation to budget management, analytic accounting, to advanced business intelligence reports.

The Accounting component should be a highly productive solution. It should act as a self-reliant and independent management module to cater to the accounting needs of a business, no matter how big or small they are.

- **Double-entry bookkeeping:** The ERP system should automatically create all the behind-the-scenes journal entries for each of the company's accounting transactions, such as invoices, point-of-sale orders, expenses, inventory moves, etc. The system should use the rules of the double-entry bookkeeping system, where all journal entries are automatically balanced (sum of debits = sum of credits).
- **Accrual and Cash Basis Methods:** The ERP system should support both accrual and cash basis reporting. This allows you to report income/expense at the time transactions occur (i.e., accrual basis), or when payment is made or received (i.e., cash basis).
- **Multi-companies:** The ERP system should allow one to manage several companies within the same database. Each company has its own chart of accounts and rules.
- **Multi-currencies:** Every transaction is recorded in the default currency of the company. For transactions occurring in another currency, the ERP stores both the value in the currency of the company and the value in the currency of the transaction. The system can generate currencies gains and losses after the reconciliation of the journal items.
- **International Standards:** The ERP should implement accounting standards that are common to all countries, and also support specificities for identified countries, like the chart of accounts, taxes, or bank interfaces.
- **Accounts Receivable & Payable:** By default, the ERP system could use a single account for all accounts receivable entries and one for all accounts payable entries. Users also can create separate accounts as required.
- **Wide range of financial reports:** The ERP system should be flexible to generate financial reports in real time. The reports range from basic accounting reports to advanced management reports, including:
 - Performance reports (such as Profit and Loss, Budget Variance)
 - Position reports (such as Balance Sheet, Aged Payables, Aged Receivables)
 - Cash reports (such as Bank Summary)
 - Detail reports (such as Trial Balance and General Ledger)
 - Management reports (such as Budgets, Executive Summaries)
 - The ERP system should also allow users to customize their own reports based on need.

- **Budgets:** The ERP system should track the budget and compare actual performance with different budgets.
- **Import bank feeds automatically:** Bank reconciliation is a process that matches bank statement lines, as supplied by the bank, to the company accounting transactions in the general ledger. The ERP system should make bank reconciliation easy by frequently importing bank statement lines from the company's bank directly into the user's account. The company can have a daily view of the cash flow without having to log into online banking or wait for paper bank statements.
- **Calculate the tax you owe your tax authority:** The ERP system should total all the accounting transactions for the company tax period and uses these totals to calculate the tax obligation.
- **Inventory Valuation:** The ERP system should support both periodic (manual) and perpetual (automated) inventory valuations. The methods should include standard price, average price, and FIFO.
- **Easy retained earnings:** Retained earnings are the portion of income retained by the business. The ERP system should automatically calculate the current earnings in real time, so no year-end journal or rollover is required. This is calculated by reporting the profit and loss balance to your balance sheet report automatically.
- **Invoicing:** Create sharp and professional invoices, manage recurring billings, and easily track payments.
- **Manage Bills & Expenses:** Control supplier invoices and get a clear forecast of future bills to pay.
- **Electronic invoicing and automated follow-ups:** Create and send professional invoices and receive payments online. The ERP system should have the ability to send reminders to debtors in just a few clicks, simply set up and automate follow-ups, and automatically create invoices from sales orders.
- **Integrated with other applications:** The ERP should have the feature to integrate with other applications.

2. Invoicing:

- **Online invoicing made easy:** Manage contracts, create recurring invoices, bill timesheets, and get paid faster.
- **Turn Quotes into Invoices with minimal effort:** Bills should automatically be based on sales orders, delivery orders, contracts, or time and material.
 - Easily create invoices based on the quotes sent to the clients.
 - Send professional-looking invoices directly to clients.
 - Automatically send them by email as a PDF attachment or print and send them by mail.
- **Online payments and automated follow-ups.**
 - Accept online payments.
 - Automated follow-ups are simple to configure and help to streamline billing to make payments quick and easy.
- **Analyze data:** The ERP system should provide dynamic and customizable dashboards that can make customized definitions and analyze invoicing by categories.

3. System Implementation:

System implementation is to be conducted, where all implemented functionalities are to be running based on standard procedures.

Pricing Table:

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 this Section 3 and submit a signed/stamped version to Chemonics.

#	Description and Specifications	Unit	Qty	Unit Price in IQD
1	ERP Software License, the services must include License, training, and implementation.	Software	1	
Subtotal:				
Delivery Costs:				
Other Costs (Describe: _____):				
GRAND TOTAL (IQD):				

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

The delivery estimate presented in an offer in response to this RFQ must be upheld in the performance of any resulting contract.

The prices quoted above remain fixed for the next ninety (90) days:
____ Yes ____ No

Section 4: Offer Cover Letter

The following cover letter must be placed on letterhead and completed/signed/stamped by a representative authorized to sign on behalf of the offeror:

To: Durable Communities and Economic Opportunities
Baghdad, Iraq

Reference: RFQ No. DCEO-BAG-TECH-2023-022

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 3(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: _____