

REQUEST FOR QUOTATIONS (RFQ) TEMPLATE

RFQ Number: DCEO-ERB-TECH-2024-003

Issuance Date: January 15, 2023

Deadline for Offers: January 27, 2024, at 05:00 PM

Description: Provision of Barista Development Training Program

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 BusinessConduct@chemonics.com or by phone/Skype at 888.955.6881.

Section 1: Instructions to Offerors

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 Barista Training Program**

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.

1. **Offer Deadline and Protocol:** Offers must be received no later than 05:00 PM local Baghdad time on **January 27, 2024**, 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.

2. **Questions:** Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 05:00 PM local Baghdad time on **January 20, 2024**, 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.

3. **Scope of Work:** Section 3 contains the Scope of Work for the required services.
4. **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.**
- CV of the trainer.

The price quotation be submitted separately from above documents. All other parts of this quotation must not make reference to pricing data in order that the technical evaluation may be made strictly on the basis of technical merit.

5. **Delivery**: 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

6. **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) **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.

- c) **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.

- d) **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.

- e) **Evaluation and Basis for 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 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 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.

- f) **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.
- (c) No services or commodities 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 Vendor under any award resulting from this RFQ must ensure compliance with these laws.

g) DEFENSE BASE ACT (DBA) INSURANCE

a) FAR 52.228-3 WORKER'S COMPENSATION INSURANCE (DEFENSE BASE ACT INSURANCE) (Jul 2014) [Updated by AAPD 22-01- 6-10-22]

The Subcontractor shall (a) provide, before commencing performance under this Subcontract, such workers' compensation or security as the Defense Base Act (DBA) (42 U.S.C. 1651, et seq.) requires and (b) continue to maintain it until performance is completed. The Subcontractor shall insert, in all lower-tier subcontracts authorized by Chemonics under this Subcontract to which the Defense Base Act applies, a clause similar to this clause imposing upon those lower-tier subcontractors this requirement to comply with the Defense Base Act. DBA insurance provides critical protection and limits on liability. The Subcontractor shall provide a proof of DBA insurance coverage to Chemonics upon request. Chemonics will verify coverage for, at least, projects in high-risk environments and where Chemonics may be providing security.

(b) AIDAR 752.228-3 WORKERS' COMPENSATION (DEFENSE BASE ACT) [Updated by AAPD 22-01- 6-10-22] As prescribed in AIDAR 728.308, the following supplemental coverage is to be added to the clause specified in FAR 52.228-3.

(1) The Subcontractor agrees to procure DBA insurance pursuant to the terms of the contract between USAID and USAID's DBA insurance carrier unless the Subcontractor has a DBA self-insurance program approved by the U.S. Department of Labor or has an approved retrospective rating agreement for DBA.

(2) If USAID or Subcontractor has secured a waiver of DBA coverage (See AIDAR 728.305-70(a)) for Subcontractor's employees who are not citizens of, residents of, or hired in the United States, the Subcontractor agrees to provide such employees with worker's compensation benefits as required by the laws of the country in which the employees are working, or by the laws of the employee's native country, whichever offers greater benefits.

(3) The Subcontractor further agrees to insert in all lower-tier subcontracts hereunder to which the DBA is applicable a clause similar to this clause, including the sentence, imposing on all lower-tier subcontractors authorized by Chemonics a like requirement to provide overseas workmen's compensation insurance coverage and obtain DBA coverage under the USAID requirements contract.

(4) Contractors must apply for coverage directly to Starr Indemnity & Liability Company through its agent, Marsh McLennan Agency (MMA), using any of the following methods:

1. **Website.** There is a website with the option to print a PDF application form and submit it or complete an online application. The link to the website is: <https://www.starr.com/Insurance/Casualty/Defense-Base-Act/USAID---Defense-Base-Act>

2. **Email.** An application form can be emailed to: USAID@marshmma.com

3. **Additional Contacts.** Contacts for Starr Indemnity & Liability Company and its agent, Marsh MMA are available for guidance and question regarding the required application form and submission requirements:

- Tyler Hlawati (Starr) tyler.hlawati@Starrcompanies.com Telephone: 646-227-6556
- Bryan Cessna (Starr) bryan.cessna@starrcompanies.com Telephone: 302-249-6780
- Mike Dower (Marsh MMA) mike.dower@marshmma.com Telephone: 703-813-6513
- Diane Proctor (Marsh MMA) diane.proctor@marshmma.com Telephone: 703-813-6506

For instructions on the required application form and submission requirements, please refer to [AAPD 22-01](#). Pursuant to AIDAR 752.228-70, medical evacuation is a separate insurance requirement for overseas performance of USAID funded subcontracts; the Defense Base Act insurance does not provide coverage for medical evacuation. The costs of DBA insurance are allowable and reimbursable as a direct cost to this Subcontract.

Before starting work, the offeror must provide Chemonics with a copy of the DBA coverage policy that covers each of its employees.

Section 2: Offer Checklist

To assist offerors in preparation of the quote, 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 proof of technical qualifications, (see Section 3 for scope of work, required technical qualifications, and the template to provide quotations).
- ☐ Copy of offeror's registration or business license (see Section 1.5 for more details).
- ☐ 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 that best illustrate company/individual's qualifications and past performance (see Section 1.5 for more details).
- ☐ Federal Funding Accountability and Transparency Act (FFATA) Subaward Reporting Questionnaire, signed by an authorized representative of the offeror (see Section 5 for questionnaire). This form shall be completed only if the value is over \$30,000.
- ☐ Company Profile.
- ☐ Technical proposal including all details and Scope of work.
- ☐ CV of the trainer.

Section 3: Scope of Work and Technical Qualifications

The purpose of this RFQ is to engage the firm to provide Barista Development Training Program to Chemonics and DCEO Project. The firm shall, when requested, provide design and execution of an all-encompassing Barista Development Program. This initiative underlines our commitment to setting new benchmarks in the art and science of coffee preparation, customer service, and industry sustainability.

A. Program Objectives:

The Barista Development Program is meticulously crafted to meet diverse objectives, ensuring a thorough and holistic learning experience for participants:

- **Technical Mastery:**
Attain advanced proficiency in coffee brewing techniques, equipment operation, and intricate regular maintenance practices.
- **Customer Service Excellence:**
Elevate customer engagement through refined service skills, ensuring a seamless and delightful coffee experience.
- **Artistic Expression:**
Foster creativity through an in-depth exploration of advanced latte art techniques and the innovative design of signature beverages.
- **Coffee Knowledge Enrichment:**
Cultivate a profound understanding of coffee varieties, origins, and ethical sourcing practices, aligning with evolving industry standards.
- **Professionalism and Teamwork:**
Instill a sense of professionalism, hygiene, and collaborative teamwork essential for success in a dynamic café environment.

B. Course Content and Topics:

1. **Introduction to Coffee:**
 - Historical perspectives, cultural significance, and global coffee trends.
 - In-depth exploration of coffee varieties, processing methods, and the art of roasting, including hands-on roasting experience.
2. **Barista Tools and Equipment:**
 - Comprehensive understanding of espresso machines, grinders, and brewing equipment.
 - Rigorous hands-on training in the operation, calibration, and maintenance of essential barista tools, including troubleshooting scenarios.
3. **Brewing Techniques:**
 - Advanced techniques in espresso extraction, incorporating pressure profiling and experimenting with grind size variations.
 - Mastery of pour-over methods, siphon brewing, and the art of French press preparation, with practical application in real-world scenarios.
4. **Milk Steaming and Latte Art:**
 - Techniques for perfecting milk steaming, microfoam creation, and participation in latte art competitions.
 - Advanced latte art instruction, emphasizing intricate designs, creative presentations, and customized branding through latte art.

5. Customer Service Excellence:

- Effective communication and interpersonal skills tailored for diverse customer interactions, including specialized training for handling high-traffic periods.
- Strategies for handling customer inquiries, feedback, and the resolution of challenges, with simulated real-world scenarios for practical application.

6. Drinks Menu Development:

- Collaborative exercises in creating innovative and signature coffee beverages, incorporating market trends and customer preferences.
- In-depth understanding of flavor profiles, aroma combinations, and menu pairings, with a focus on market positioning and profitability.
- Preparation of juices, cocktails, shakes, smoothies, and ice cream using different syrup flavorings and other ingredients.

7. Hygiene and Safety Practices:

- Rigorous training on cleanliness and hygiene standards in a café environment, aligning with global health and safety regulations.
- Protocols for safe equipment handling and adherence to industry-specific safety guidelines, with certifications in food safety.

8. Ethical Sourcing and Sustainability:

- Exploration of ethical considerations in coffee sourcing, Fair Trade practices, and direct trade models.
- Insights into sustainability practices and their impact on the coffee industry, including case studies and practical implementation strategies.

C. Certification (Mandatory Requirement):

Upon successful completion of the Barista Development Program, service providers are required to issue a recognized certification in Barista Skills to each participant. This certification is a mandatory component and serves as a testament to participants' proficiency in coffee preparation, customer service, and comprehensive industry knowledge, significantly enhancing their employability. Service providers that can offer international accreditation or accreditation from the Ministry of Labor and Social Affairs will have a higher chance of being selected. If available, service providers must explicitly detail their certification issuance process, including the format, accreditation status, and any industry endorsements.

Proposals that do not adhere to this requirement may be deemed incomplete and may not be considered for evaluation. This certification is a crucial element in ensuring the program's effectiveness and aligns with our commitment to delivering a comprehensive and industry-recognized training experience for participants in the Barista Development Program.

D. Duration of the Program:

The proposed Barista Development Program is meticulously structured to span a comprehensive 30-hour timeline. This schedule balances theoretical knowledge acquisition with immersive, hands-on experiences, ensuring a well-rounded educational journey. Potential service providers can propose alternative timelines for the program.

E. Timeline

The Barista Development Program is meticulously designed to span five dynamic days of intensive training and knowledge exchange. In addition to this immersive experience, we kindly request the service provider to allocate one extra full day for personalized mentorship and on-site coaching at the beneficiary firm's location. This additional day is a valuable opportunity to further nurture the participants' skills in their natural work environment, ensuring a seamless integration of theoretical

knowledge into practical proficiency. It's important to note that the total level of effort from the service provider, in terms of their training time, is expected to be 11 days.

Furthermore, we welcome service providers to propose any additional timelines that their certification process may require. Your flexibility in suggesting optimal timelines for certification will be appreciated, as it ensures alignment with industry standards and enhances the overall effectiveness of the Barista Development Program.

F. Training Material and Consumables:

The Barista Development Program necessitates that the service provider covers all aspects related to training materials and consumables. This includes printings, as well as consumables such as coffee, water, syrups, milk, and any other ingredients essential for the course. Additionally, the service provider is expected to furnish comprehensive manuals and study materials for participants, facilitating continued learning beyond the training period. Furthermore, it is imperative that the service provider designates a suitable space for the practical application of theoretical knowledge, ensuring participants can seamlessly apply learned concepts in a hands-on setting. This comprehensive provision ensures a well-rounded and immersive learning experience for all participants.

G. Vendor Neutrality and Brand Promotion Policy:

Service providers participating in the Barista Development Program must adhere to a strict policy of vendor neutrality. Any representation of commercial brands should refrain from promotional bias, and service providers are explicitly prohibited from favoring one brand over another during the training. The training environment should remain free from any overt promotion or endorsement of specific brands.

In the event that a service provider engages in the marketing of a particular brand during the training sessions, DCEO/Tahfeez reserves the right to immediately cancel the program without reimbursement for any costs incurred by the service provider. This policy underscores our commitment to maintaining an unbiased and equitable learning atmosphere for all participants, ensuring that the focus remains on comprehensive skill development rather than commercial promotion.

H. Venue and Location Flexibility:

The Barista Development Program is tailored for the benefit of firms and participants based in Mosul, Ninewa. The selected service provider is granted the flexibility to conduct the training either in Mosul or any neighboring governorate to Ninewa. However, it is imperative that the one-to-one coaching day, an integral part of the program, must be exclusively held at the beneficiary firm's location in Mosul. In the event that the broader training sessions are organized outside Mosul, DCEO/Tahfeez will arrange transportation for participants to and from the training venue. This nuanced approach ensures that the personalized coaching day remains conveniently situated at the beneficiary firm's location, enhancing the effectiveness of the learning experience. Service providers should provide pictures of training facilities where the program will be held.

I. Proposal Submission Requirements:

Interested service providers are requested to submit detailed and exhaustive proposals encompassing the following components:

- 1. Company Overview and Experience:** A comprehensive overview of the proposing company's background, including specific experience and proven track records in designing and delivering barista training programs, particularly within the last five years.
- 2. Trainer CV:** The service provider should provide the CV of the proposed trainer and mentor who will be assigned to deliver the development program.
- 3. Proposed Course Outline and Training Methodology:**
A detailed and granular breakdown of the course content, instructional methods, and a comprehensive sample lesson plan, reflecting the integration of theoretical and practical

components. Include details on experiential learning opportunities, guest speakers, and industry partnerships.

4. Certification Accreditation and Recognition:

A detailed account of the certification accreditation process, including affiliations with recognized accreditation bodies, industry associations, and any innovative approaches to certification delivery. Specify the anticipated timeline for certification issuance.

5. Duration and Schedule of the Program:

A proposed detailed timeline for the entire program, including the specific breakdown of sessions, practical components, assessments, and suggested schedules for each module. Address any flexibility in scheduling to accommodate diverse learning styles and participant needs.

The table below contains the list of services under RFQ. 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.

Line Item	Description and Scope	Unit	Qty	Unit Price IQD	Total Price IQD
1	Comprehensive Barista Training Programs: The restaurant and cafe management and barista training curriculum should cover topics such as coffee preparation, beverage artistry, equipment operation and maintenance, customer service, health and safety standards, and effective management practices for six (6) beneficiaries. Each beneficiary firm will have 2 participants (one manager/owner and one barista)	Person	12		
2	Mentorship and Skill Transfer: the trainer/consultant will provide on-site mentorship and coaching for the client firms. Each firm will receive one full day of mentorship	Day	6		
	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 three (3) 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: Durable Communities and Economic Opportunities (DCEO)
Erbil, Iraq

Reference: RFQ No. DCEO-ERB-TECH-2024-003

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 quotes 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 quote 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 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 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? (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: _____