



REQUEST FOR QUOTATIONS (RFQ) TEMPLATE

RFQ Number: DCEO-OPS-BGD-047

Issuance Date: February 15, 2024

Deadline for Quotes: February 28, 2024.

Description: RFQ for BPA for Graphic Design, Videos, and Photos Production Service.

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 Inc under its local registration “Samaa Altatawer -Sky of Development for General Trading LLC (SOD).” and Chemonics Iraq LLC.

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

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

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

Chemonics International 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 International 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 International 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 International 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 tmcgloppen@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

1. **Introduction:** The DCEO Tahfeez Project is a USAID program implemented by Chemonics International under its local registration “Samaa Altatawer -Sky of Development for General Trading LLC (SOD).” and Chemonics Iraq. The goal of the DCEO Tahfeez is to develop to support Iraqis to build resilient, adaptive communities and to advance economic well-being in Iraq by addressing underlying drivers of conflict, increasing community leadership of inclusive local development, improving private sector networks, and enhancing micro-, small, and medium enterprise (MSME) competitiveness. As part of project activities, the DCEO Tahfeez requires the purchase of **graphic design, videos, and photos production services**.

The purpose of this RFQ is to solicit quotations from eligible vendors for as-needed, ad hoc purchases of services for **Graphic Design, Videos, and Photos Production Services**. As a result of this RFQ, the DCEO Tahfeez Project anticipates issuing a blanket purchase agreement (BPA) and/or possibly multiple BPAs, to establish specific pricing levels and parameters for ordering these services. This will allow the DCEO Tahfeez Project to issue specific purchase orders, on an as-needed basis, for the procurement of these items over the next twelve (12) months. The Vendor shall furnish the services described in any purchase orders issued by Chemonics International under this BPA. Chemonics International is only obligated to pay for services ordered through purchase orders issued under this BPA and delivered by the Vendor in accordance with the terms and conditions of this BPA.

Offerors are responsible for ensuring that their offers are received by Chemonics International 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 **05:30 pm** local Baghdad, Iraq time on **February 28, 2024**. The offers should be sent by email to iraqdceoopsproc@iraqdceo.com. The RFQ must be stamped and signed by the offeror’s authorized representative.

The Offeror must submit the proposal electronically with up to 3 attachments (5 MB limit) per email compatible with MS Word, MS Excel, readable format, or Adobe Portable Document (PDF) format in a Microsoft XP environment. Offerors must not submit zipped files. Those pages requiring original manual signatures should be scanned and sent in PDF format as an email attachment.

The technical proposal and cost proposal must be kept separate from each other. Technical proposals must not make reference to pricing data in order that the technical evaluation may be made strictly on the basis of technical merit.

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 **February 21, 2024**, by email to iraqdceoopsproc@iraqdceo.com. Questions and requests for clarification, and the responses thereto—that Chemonics International 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 International 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. Prices must be presented in local currency **IQD**. Prices must be inclusive of all costs (including worker's compensation insurance mandated by U.S. Defense Base Act (DBA insurance)). 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:

- Companies or organizations responding to this RFQ must be legally registered under the laws of Iraq, and they are requested to submit a copy of their official registration or business license.
- Copy of company tax registration, or equivalent document.
- Individuals responding to this RFQ are requested to submit a copy of their identification card.
- Company/individual profile or 2-3 pages introduction to company/individual's areas of expertise and practice, and description of the team and main clients
- 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 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 International reserves the right to obtain past performance information from sources other than those identified by the offeror;

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.

6. **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
7. **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 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 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 International 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 International 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:** An award will be made to the offeror whose offer is determined to be responsive to this solicitation document, meets the eligibility criteria stated in this RFQ, meets the technical, management/personnel, and corporate capability requirements, and is determined to represent the best value to Chemonics. Best value will be decided using the “Tradeoff” process.

This RFQ will use the tradeoff process to determine the best value. That means that each offer will be evaluated and scored against the evaluation criteria and evaluation sub-criteria, which are stated in the table below. For overall evaluation purposes of this RFQ, technical evaluation factors other than cost, when combined, are more important than cost. If technical scores are determined to be equal or nearly equal, cost will become the determining factor.

In evaluating quotations, Chemonics International will use the following evaluation criteria and sub-criteria.

Evaluation Criteria	Evaluation Sub-criteria	Maximum Points
Technical know-how	Does the quotation clearly explain, understand, and respond to the objectives of the project as stated in the Scope of Work?	20 points
Corporate Capabilities	Chemonics International will evaluate whether the company's experience is relevant to the project's Scope of Work and whether the company has the capability to cover the locations listed in the technical quotation.	20 points
Price	The overall cost presented in the offer	20 points

Past Performance	Offerors must submit information from at least three contracts demonstrating their past performance. These contracts must be relevant to the type of services included in the SOW. Each contract must include the following information: client, duration of services, price, type of services performed, location of services delivered, and points of Contact/References to confirm past performance.	40 points
Total Points		100 points

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 International 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 International reserves the right to conduct any of the following:

- Chemonics International 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 International may issue a partial award or split the award among various Vendors, if in the best interest of the DCEO Tahfeez Project.
- Chemonics International may cancel this RFQ at any time.
- Chemonics International may reject any and all offers if such action is considered to be in Chemonics's best interest.

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.

- f) **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:

- 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.
- Any award resulting from this RFQ will be firm fixed price, in the form of a purchase order.
- 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 International 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 International upon request. Chemonics International will verify coverage for, at least, projects in high-risk environments and where Chemonics International 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 International 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 International 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;
- ☐ Copy of company tax registration, or equivalent document;
- ☐ 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.
- ☐ Work samples
- ☐ Company/individual' profile or 2-3 pages introduction to company/individual's areas of expertise, and description of the team and main clients;

Section 3: Scope of Work and Technical Qualifications

The purpose of this RFQ is to engage the firm to provide Graphic Design, Videos & Photos Production Service to Chemonics. The firm shall, and when requested, provide the following services as per the SoW outlined below:

- Service Requirements: The supplier will be frequently tasked to produce 30-second videos, 60-second videos, 1:20-minute to 2:00 minute videos, and 02:00 to 04:00 minute videos, in addition to taking pictures for social media usage covering program activities. The supplier will be tasked with producing graphic designs for printed materials (the supplier will only be responsible for designing), such as magazine style and brochure materials. DCEO Tahfeez will provide written directions and instructions regarding the objectives of the requested assignment, such as the location, details of the requested, and key points of contact. The supplier must use

the information provided and follow instructions from the DCEO Tahfeez' to design and produce videos, photos, and/or graphic designs per the requested instructions.

- **Geographic Coverage Required:** For video and picture shooting, the supplier will frequently travel to multiple location as mentioned in the technical qualification. The supplier will be the responsible for obtaining access letters to all locations.
- **Required Social Media Production Knowledge:** The supplier must design and produce videos, photos, and animation videos for social media usage. And must adhere to social media rules and styles regarding resolution and presentation. The supplier should follow the technical trends in social media content and demonstrate expertise in this field through the provided services.
- **Communications & Problem-Solving Skills:** The supplier will frequently conduct site visits to DCEO Tahfeez project work location, and may also meet with DCEO Tahfeez project partners, and work with them to produce photos and videos. This could include conducting interviews with high-level community leaders, and/or youth groups.
- **Tacking Pictures Requirements:**
 - Any pictures focused on one single item (couch, desk, chair, light) will not be approved unless directed by DCEO Tahfeez.
 - Any pictures of items in boxes will not be approved (unless asked otherwise).
 - Several pictures that are identical in action and angle will be counted as one.
 - DCEO Tahfeez will check the number of pictures submitted for each site visit. If the supplier submits fewer pictures than the required number, the supplier will be responsible for conducting a non-paid site visit to accomplish this.
 - DCEO Tahfeez may ask to use a drone in cases DCEO Tahfeez staff find suitable. If permission from a local government is required for drone usage, the supplier should secure the necessary permissions in writing from the local government and provide proof of permission at the request of DCEO Tahfeez.
 - Picture's resolution 300 dpi minimum.
- **Shooting Videos Requirements:**
 - The supplier must submit a detailed script (storyboard) before video shooting. The video must follow the script unless agreed otherwise with the DCEO/Tahfeez.
 - The supplier is required to use non-copyright music and sound effects. Copyrighted media must be accompanied by a license to use the music/sound effect.
 - The supplier must include subtitles or animation titles without extra costs if an interview is conducted in a language other than Arabic, such as Kurdish, Kurmanji, or English.
 - DCEO Tahfeez may ask to conduct interviews), on some occasions.
 - DCEO Tahfeez may ask to use a drone in cases DCEO Tahfeez staff find suitable. If permission from a local government is required for drone usage, the supplier should secure the necessary permissions in writing from the local government and provide proof of permission at the request of DCEO/Tahfeez.
 - The supplier should adhere to the video length that DCEO Tahfeez requires.
 - The video's resolution should be 3840x2160 pixels minimum.

Technical Qualifications that the selected offeror must possess:

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.

Content Production for Ninewa Province					
Description and Scope of Service		Unit Price IQD	Unit Price IQD	Unit Price IQD	Unit Price IQD
Video Duration:		30 second	60 second	1:20 – 2:00 min	2:00 – 4:00 min
1	1 visit to activity location(s) Provide: - 1 video - At least 15 pictures during the visit				
2	2 visits to activity location(s) Provide: - 1 video - At least 15 pictures during the visit				
3	3 visits to activity location(s) Provide: - 1 video - At least 15 pictures during the visit				

Content Production for Ninewa Province		
Description and Scope of Service		Unit Price (IQD)
1	1 visit to activity location(s) – at least 35 pictures	

Content Production for Sinjar, Ba'aj Sub-District					
Description and Scope of Service		Unit Price IQD	Unit Price IQD	Unit Price IQD	Unit Price IQD
Video Duration:		30 second	60 second	1:20 – 2:00 min	2:00 – 4:00 min
1	1 visit to activity location(s) Provide: - 1 video - At least 15 pictures during the visit				
2	2 visits to activity location(s) Provide: - 1 video - At least 15 pictures during the visit				
3	3 visits to activity location(s) Provide: - 1 video - At least 15 pictures during the visit				

Content Production for Sinjar, Ba'aj Sub-District		
Description and Scope of Service		Unit Price (IQD)
1	1 visit to activity location(s) – at least 35 pictures	

Content Production for Anbar Province					
Description and Scope of Service		Unit Price IQD	Unit Price IQD	Unit Price IQD	Unit Price IQD
Video Duration:		30 second	60 second	1:20 – 2:00 min	2:00 – 4:00 min
1	1 visit to activity location(s) Provide: - 1 video - At least 15 pictures during the visit				
2	2 visits to activity location(s) Provide: - 1 video - At least 15 pictures during the visit				
3	3 visits to activity location(s) Provide: - 1 video - At least 15 pictures during the visit				

Content Production for Anbar Province		
Description and Scope of Service		Unit Price (IQD)
1	1 visit to activity location(s) – at least 35 pictures	

Content Production for Baghdad Province					
Description and Scope of Service		Unit Price IQD	Unit Price IQD	Unit Price IQD	Unit Price IQD
Video Duration:		30 second	60 second	1:20 – 2:00 min	2:00 – 4:00 min
1	1 visit to activity location(s) Provide: - 1 video - At least 15 pictures during the visit				
2	2 visits to activity location(s) Provide: - 1 video - At least 15 pictures during the visit				
3	3 visits to activity location(s) Provide: - 1 video - At least 15 pictures during the visit				

Content Production for Baghdad Province		
Description and Scope of Service		Unit Price (IQD)
1	1 visit to activity location(s) – at least 35 pictures	

Content Production for Basra Province					
Description and Scope of Service		Unit Price IQD	Unit Price IQD	Unit Price IQD	Unit Price IQD
Video Duration:		30 second	60 second	1:20 – 1:40 min	2:00 – 4:00 min
1	1 visit to activity location(s) Provide: - 1 video - At least 15 pictures during the visit				
2	2 visits to activity location(s) Provide: - 1 video - At least 15 pictures during the visit				
3	3 visits to activity location(s) Provide: - 1 video - At least 15 pictures during the visit				

Content Production for Basra Province		
Description and Scope of Service		Unit Price (IQD)
1	1 visit to activity location(s) – at least 35 pictures	

Content Production for Kurdistan Region (Erbil, Dohuk, Suleimani)					
Description and Scope of Service		Unit Price IQD	Unit Price IQD	Unit Price IQD	Unit Price IQD
Video Duration:		30 second	60 second	1:20 – 1:40 min	2:00 – 4:00 min
1	1 visit to activity location(s) Provide: - 1 video - At least 15 pictures during the visit				
2	2 visits to activity location(s) Provide: - 1 video - At least 15 pictures during the visit				
3	3 visits to activity location(s) Provide: - 1 video - At least 15 pictures during the visit				

Content Production for Kurdistan Region (Erbil, Dohuk, Suleimani)	
Description and Scope of Service	Unit Price (IQD)
1 1 visit to activity location(s) – at least 35 pictures	

Graphic design	Unit Price (IQD)
Design magazine style 5 – 10 pages	
Design magazine style 5 – 25 pages	
Design magazine style 5 – 50 pages	
Design magazine style 5 – 100 pages	
Brochure, Size: A5	
Brochure, Size: A4	
Brochure, Size: A3	
Event design package: stage, Roll-ups, Media wall, booths, badge, other promotional items like (pen, notebook).	

Animation Video	Unit Price (IQD)
Video between 5 to 30 sec	
Video 1 mins	
Video Between 2 to 3 mins	
Video 5 mins	

Electronic deliveries shall be made by the Vendor to (insert contact information)

Delivery time of the **Animation Video** (after receipt of order): _____ calendar days.

Delivery time of the **Graphic design** (after receipt of order): _____ calendar days.

Delivery time of the **Content Production/ Photos** (after receipt of order): _____ calendar days.

Delivery time of the **Content Production/ Videos** (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: DCEO Tahfeez
Al-Mansour, Baghdad, Iraq.

Reference: RFQ No. DCEO-OPS-BGD-047

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 International or DCEO Tahfeez 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 Part 170, 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 International 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: _____