Request for Quotations (RFQ)

RFQ Number:	CBA-PKT-RFQ-19-007
Issuance Date:	June 10, 2019
Deadline for Offers:	June 20, 2019
Description:	Provision of monthly office supplies, Top up card and stationery under Blanket Purchase Agreement (BPA) for the duration of one year including of delivery to Paktia provincial office.
For:	USAID- Capacity Building Activity (CBA)
Funded By:	United States Agency for International Development (USAID), Contract No. AID 306-C-17-00005
Implemented By:	Chemonics International Inc.
Point of Contact:	USAID- CBA Procurement Department

***** 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 procurement@cba-af.com with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to Chemonics' Washington office through the contact information listed on the website found at the hyperlink above.

Section 1: Instructions to Offerors

1. **Introduction**: The Capacity Building Activity Project (CBA) is a USAID program implemented by Chemonics International in Afghanistan. The goal of the Capacity Building Activity Project (CBA) is to work in close partnership with the Ministry of Education (MoE) to support the achievement of the goals it set forth in the 2015-2020 National Education Strategic Plan (NESP). Specifically, CBA will support the MoE in delivering higher quality education services by improving MoE's internal systems and procedures, increasing its transparency of its activities, and ultimately increasing its performance accountability. As part of project activities, the Capacity Building Activity (CBA) requires the purchase of monthly office supplies and stationery including of delivery to Paktia provincial office.

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

   Offerors are responsible for ensuring that their offers are received by Chemonics in accordance with the instructions, terms, and conditions described in this RFQ. Failure to adhere with instructions described in this RFQ may lead to disqualification of an offer from consideration.

2. **Offer Deadline and Protocol**: Offers must be received no later than 04:00pm local Kabul time on June 20, 2019 by the offerors, email size should not be more than 5MB, hard copy of quotation will not be accepted. Emailed offers must be emailed to procurement@cba-af.com. Subject line of email must be CBA-PKT-RFQ-19-007-*(Monthly office supplies).*

   Please reference the RFQ number in any response to this RFQ. Offers received after this time and date will be considered late and will be considered only at the discretion of Chemonics.

3. **Questions**: Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 04:00pm local Kabul time on June 16, 2019 by email to procurement@cba-af.com. Questions and requests for clarification—and the responses thereto—that Chemonics believes may be of interest to other offerors will be circulated to all RFQ recipients who have indicated an interest in bidding.

   Only the written answers issued by Chemonics will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of Chemonics or any other entity should not be considered as an official response to any questions regarding this RFQ.

4. **Specifications**: Section 3 contains the technical specifications of the items that may be ordered under the BPA. All commodities offered in response to this RFQ must be new and unused. In addition, all electrical commodities must operate on 240V, 50Hz.

Please note that, unless otherwise indicated, stated brand names or models are for illustrative description only. An equivalent substitute, as determined by the specifications, is acceptable.

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

5. **Quotations**: The per-unit pricing in quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including delivery and all other costs. Pricing must be presented in AFN. Offers must remain valid for not less than sixty (60) calendar days after the offer deadline. Prices quoted must remain fixed for a minimum of 12 months. Offerors are requested to provide quotations on official letterhead or quotation format; in the event this is not possible, offerors may complete the table in Section 3.

   In addition, offerors responding to this RFQ are requested to submit the following:
   - Organizations responding to this RFQ are requested to submit a copy of their official registration or business license.
   - Individuals responding to this RFQ are requested to submit a copy of their identification card.

6. **Delivery**: The delivery location for the items described in this RFQ is Paktia provincial office. 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.

   Source/Nationality/Manufacture: All goods and services offered in response to this RFQ or supplied under any resulting award must meet **USAID Geographic Code** (937) in accordance with the United States Code of Federal Regulations (CFR), 22 CFR §228. The cooperating country for this RFQ is Cuba, Iran, North Korea and Syria.

   Offerors may not offer or supply any commodities or services that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea and Syria.

7. **Warranty**: Warranty service and repair within the cooperating country is required for all commodities under this RFQ. The warranty coverage must be valid on all commodities for a minimum of twelve (12) months after delivery and acceptance of the commodities, unless otherwise specified in the technical specifications.

   Taxes and VAT: Pursuant to Article 72 of the Afghanistan Income Tax Law, Chemonics is required to withhold taxes from the gross amounts payable to all Afghan subcontractors. In accordance with this requirement, should an award be made to a successful offeror and an agreement is successfully negotiated with that offeror, Chemonics will withhold two percent (2%) tax from the entity's gross invoices if the entity is in possession of an active business license issued by any of the following entities - the Ministry of Commerce and Industry, Ministry of Tourism, Ministry of Information and

Culture, Ministry of Telecommunications, Ministry of Economics, Ministry of Education or Ministry of Public Health - at the time the awarded entity submits invoices for payment, and the invoices are successfully reviewed and approved by Chemonics. If the entity provides services contrary to approved by-laws or it does not possess a business license issued by any of the aforementioned public entities, but possesses licenses issued by other local or national government entities or municipalities, Chemonics will in this case withhold a seven percent (7%) fixed tax on the gross amount payable to the awarded entity, subject to Chemonics' review and approval of the subcontractor's invoices. In either case, this tax is withheld by Chemonics from the gross amount payable to the awarded entity and subsequently remitted to the Ministry of Finance. Chemonics will maintain records of all of such remittances. Chemonics reserves the right to directly verify all licenses with the relevant authorities.

8. **DUNS Number:** Companies or organizations, whether for-profit or non-profit, shall be requested to provide a Data Universal Numbering System (DUNS) 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 DUNS number and is unable to obtain one before proposal submission deadline, Offeror shall include a statement noting their intention to register for a DUNS number should it be selected as the successful offeror or explaining why registration for a DUNS number is not possible. Contact Dun & Bradstreet through this webform to obtain a number: https://fedgov.dnb.com/webform. Further guidance on obtaining a DUNS number is available from Chemonics upon request.

9. **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.

10. **Evaluation and Award**: The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements and is judged to be the best value based on a lowest-price, technically acceptable basis.

    The relative importance of each individual criterion is indicated below:

    - The potential vendors must be registered with the government of Afghanistan and have a valid AISA or Business license. A Vendor's current, valid AISA or Ministry of Commerce Business License must be attached with its quotation.
    - The potential vendors should provide an Official Bank Account with the same name as it is stated in Vendor's AISA or business license.
    - Vendor must complete the document.

    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 suppliers, if in the best interest of the CBA 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 CBA 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.

11. **Terms and Conditions**: This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Chemonics, the CBA Project, or USAID to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer.

    This solicitation is subject to Chemonics' standard terms and conditions. Any resultant award will be governed by these terms and conditions; a copy of the full terms and conditions is available upon request. Please note the following terms and conditions will apply:

    (a) Chemonics' standard payment terms are net 30 days after receipt and acceptance of any commodities or deliverables. Payment for purchase orders issued under any BPA resulting from this RFQ will only be issued to the entity submitting the offer in response to this RFQ and identified in the corresponding BPA award; payment will not be issued to a third party.
    (b) Any award resulting from this RFQ will be in the form of a Blanket Purchase Agreement (BPA). The CBA Project anticipates issuing a BPA (or multiple BPAs) under which specific purchase orders can be issued—on an as-needed basis—at the pricing levels established in the BPA. When the need arises for the commodities/services described in the BPA, the CBA Project will issue a purchase order to the BPA-holder. If there are multiple BPA-holders as a result of this RFQ, the purchase order will be issued to the BPA-holder that presents the best value for that specific order, based on price and delivery time. Any BPA issued as a result of this RFQ will have a minimum duration of at least 12 months. The Supplier shall furnish the supplies/services described in any purchase orders issued by the CBA Project under the BPA. The CBA Project is only obligated to pay for supplies/services to the extent purchase orders are issued under any BPA resulting from this RFQ.
    (c) No commodities or services may be supplied that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, Syria.
    (d) Any international air or ocean transportation or shipping carried out under any award resulting from this RFQ must take place on U.S.-flag carriers/vessels.
    (e) United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The supplier under any award resulting from this RFQ must ensure compliance with these laws.
    (f) The title to any goods supplied under any award resulting from this RFQ shall pass to Chemonics following delivery and acceptance of the goods by Chemonics. Risk of loss, injury, or destruction of the goods shall be borne by the offeror until title passes to Chemonics.

Section 2: 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)

☐ Copy of offeror's registration or business license (see Section 1.5 for more details)

Section 3: Specifications and Technical Requirements

The table below contains the list of commodities/services that may be ordered under the BPA mechanism. Offerors are requested to provide per-unit quotations containing the information below on official letterhead or official quotation format. In the event this is not possible, offerors may complete this Section 3 and submit a signed/stamped version to Chemonics.

Offered unit prices should include transportation/delivery costs.

No.	Description and Specifications of Item	Unit	Quantity	Items and Specifications Offered	Unit Price AFN
1	Mobile Phone Top Up Cards, Roshan, AWCC, MTN, Salam and Etisalat, 500 AFN.	Each	1		
2	Green Tea (100 count box), Alokozay or equivalent	Box	1		
3	Black Tea (100 count box), Alokozay or equivalent	Box	1		
4	Coffee (Nescafe, 200 Gram Bottle) or equivalent	Bottle	1		
5	Coffee (Gold, 200 Gram bottle) or equivalent	Bottle	1		
6	Coffee (Mate 400 Gram Bottle) or equivalent	Bottle	1		
7	Sugar –Clean and best quality	Kg	1		
8	Mineral Water (20 Liter Bottle, only water), Crystal or equivalent	Bottle	1		
9	Mineral Water 0.5 Liter (12 bottle case), Crystal or equivalent	Case	1		
10	Tissue Paper - 150 X 2 Ply (Pack), Alokozay or equivalent	Pack	1		
11	Paper Towels Big Rolls	Roll	1		
12	Toilet Paper (10 in each pack), (High quality)	Pack	1		
13	Cleaning Cloth	Meter	1		
14	Disposable Cup (made in paper for tea and coffee)	Each	1		
15	Disposable Cup (Made of plastic only for drinking water)	Each	1		

16	Disposable Spoon (high quality)	Each	1		
17	Disposable Plate (high quality)	Each	1		
18	Air Freshener spray (300 ml)	Bottle	1		
19	Furniture Polish	Bottle	1		
20	Hand Washing Liquid, Good Quality (regular bottle)	Bottle	1		
21	Hand Sanitizer (500 ml bottle)	Bottle	1		
22	Max Powder or equivalent	Bottle	1		
23	Glass Cleaning Spray (400 ml bottle)	Bottle	1		
24	Acid for Toilet (500 ml bottle)	bottle	1		
25	Dish Washing Liquid	Bottle	1		
26	Sponge for Washing Dishes	Each	1		
27	Rubber Gloves for Cloth Washing	Pair	1		
28	Black Plastic Bag Large Size	Kg	1		
29	Plastic Bag for Trash Cans (Medium Size)	Kg	1		
30	AA Size standard Battery	Pair	1		
31	AAA Size standard Battery	Pair	1		
32	Floor Wiper (Pass-Pass)	Each	1		
33	Harpic Liquid Cleaning	Bottle	1		
34	Dettol Liquid	Bottle	1		
35	Dry milk (Nido 910 Gram)	Each	1		

Office Stationery

No.	Description and Specifications of Item	Unit	Quantity	Items and Specifications Offered	Unit Price AFN
1	8.5 X 11" High Glossy Photo Paper, 200gm, 20/Pack	Pack	1		
2	Cartridge for HP Laser Jet m227 SDN Printer	Set	1		

3	A4 paper, Lucky Boss or equivalent quality, 70gm, 500 papers/Ream (5 Reams/Box)	Box	1		
4	Accordion File, 13 Section/Pocket	Each	1		
5	Binder folder, 1 inch (Forever File or equivalent), A4 Size	Each	1		
6	Binder folder, 2 inches (Forever File or equivalent), A4 Size	Each	1		
7	Binder folder, 3 inches (Forever File or equivalent), A4 Size	Each	1		
8	Binder Clips, size 51mm, (12 pcs/Box)	Box	1		
9	Binder Clips, 41mm, (12 pcs/Box)	Box	1		
10	Binder Clips, 32mm, (12 pcs/Box)	Box	1		
11	Binder Clips, 25mm, (12 pcs/Box)	Box	1		
12	Binder Clips, 19mm, (12 pcs/Box)	Box	1		
13	Binding cover, A4 Size, (100/Pack)	Pack	1		
14	Binding machine, Bright office No.8621 or equivalent	Each	1		
15	Binding Ring for A4 size, 32mm (50/Box)	Box	1		
16	Button Plastic File, (12/Pack)	Pack	1		
17	Notice Board, Size: 120 x 80cm	Each	1		
18	Notice Board, Size: 60 x 90cm	Each	1		
19	Calculator (Scientific), 12 digits, Two-way power or equivalent	Each	1		
20	Card Paper, 120 to 150 gm, Colorful & White (100/Pack)	Pack	1		

21	Certificate Paper, A4 Size, 160gm (100pc/Pack)	Pack	1		
22	CD-R Disk, 10/Box	Box	1		
23	CD-RW, 700 Mb (5/Box)	Box	1		
24	Clipboard, A4 Size	Each	1		
25	Copy Holder (a device that holds the hand written or printed material)	Each	1		
26	Correction Pen, Peace or equivalent (12/box)	Box	1		
27	Desk Calculator (12 Digits)	Each	1		
28	Desk Organizer (compartments to organize all your writing instruments) Wooden or Metal	Each	1		
29	Diary (A4 Size) 2017, Good Quality without calendar	Each	1		
30	Diary 2017 (A5 Size), Good Quality	Each	1		
31	File Divider/Separator (12/Pack)	Pack	1		
32	Document Protector/Plastic Sheet, (100/Pack)	Pack	1		
33	Whiteboard, Size: 100x200 cm	Each	1		
34	Whiteboard, Size: 120x80 cm	Each	1		
35	Whiteboard, Size: 90x60 cm	Each	1		
36	Board Eraser, without magnetic	Each	1		
37	DVD-R (10/Box)	Box	1		
38	DVD-RW (5/Box)	Box	1		

39	Envelopes (white Color), A4 Size, (100/PACK)	Pack	1		
40	Envelopes, A3 size, (100/PACK)	Pack	1		
41	Fastener, Steel	Each	1		
42	File Boxes	Each	1		
43	Flip Chart Paper, (50/Pack)	Pack	1		
44	Hanging folder, Legal Size, (25/Box)	Box	1		
45	Hanging folder (10/Pack)	Pack	1		
46	Manila folder, A4 Size (100/Pack)	Pack	1		
47	Office folder File (Paper)	Each	1		
48	Ring Folder (Binder, 2 inch)	Each	1		
49	Ring folder (Binder, 4 inch)	Each	1		
50	Chapter File (Plastic)	Each	1		
51	Glue Stick, Big size, 30gm	Each	1		
52	Memory Stick, 8 GB	Each	1		
53	Memory Stick, 16 GB	Each	1		
54	Measurement Tape (100 Meter)	Each	1		
55	Measurement Tape (500 Meter)	Each	1		
56	Measurement Tape (10 Meter)	Each	1		

57	Heavy Duty Punch, (3 hole punch)	Each	1		
58	Heavy Duty Stapler, to staple at least 100 papers	Each	1		
59	Heavy Duty Staples, (1000/Box)	Box	1		
60	Highlighter, (4pcs/Pack)	Pack	1		
61	ID Card Holder	Each	1		
62	In/Out Tray (Wooden Triple Tray)	Each	1		
63	Index Cards, 3 X 5, (100/Pack)	Pack	1		
64	Index Cards, 5 X 7, (100/Pack)	Pack	1		
65	Key Box (52/Key in)	Each	1		
66	Label Maker, Brother or equivalent	Each	1		
67	Lamination Film, A4 Size (100/Pack)	Pack	1		
68	Lamination Machine, A3	Each	1		
69	Lamination Machine, A4	Each	1		
70	Lamination Machine For ID Card	Each	1		
71	Marker, Permanent Assorted (12/Box)	Box	1		
72	Marker, Dry Erase/Board Marker (12/Box)	Box	1		
73	Marker, Permanent (12/BOX)	Box	1		
74	Wired Mouse For Computer	Each	1		

75	Mouse Pad	Each	1		
76	Note pad (A4 size)	Each	1		
77	Note Book Spiral 4 X 6, (50 sheets)	Each	1		
78	Note Book Spiral 5 X 7, (50 sheets)	Each	1		
79	Note Book Spiral 9 X 5, (50 sheets)	Each	1		
80	Note Book, Ordinary Spiral (A4) (50 sheets)	Each	1		
81	Note Book, Ordinary Spiral (B5) (50 sheets)	Each	1		
82	Notepad, A5 (50 sheets)	Each	1		
83	Paper Clip, Large size, 51mm (100/Box)	Box	1		
84	Paper Clip, Medium Size, 32mm (100/Box)	Box	1		
85	Paper Cutter (Office Use)	Each	1		
86	Paper Shredder Machine, 7 Pages Maximum, Gold Medal or equivalent	Each	1		
87	Pen, BIC or equivalent, (50/Box)	Box	1		
88	Uni-ball pen (0.7), Original	Box	1		
89	Uni-ball pen (0.5), Original	Box	1		
90	Pilot pen, [Pilot BPS-GP-F], Original	Each	1		
91	Piano Classic PT-2247 or equal				
92	Pencil Sharpener	Each	1		

93	Pencil (12/Box)	Box	1		
94	Projector Screen Standard, Size 180x180cm	Each	1		
95	Push Pin (50/box)	Box	1		
96	Rubber Bands, 120/Box	Box	1		
97	Rubber Eraser	Each	1		
98	Ruler, 30 cm, Steel	Each	1		
99	Ruler, 60 cm, Steel	Each	1		
100	Scissor (Medium size)	Each	1		
101	Stamp ink	Each	1		
102	Staple Remover	Each	1		
103	Stapler (to staple up to 25 sheets)	Each	1		
104	Stapler (to staple up 50 sheets)	Each	1		
105	Staples, size 24x6, (1000/Box)	Box	1		
106	Staples, size 23/20, (1000/Box)	Box	1		
107	Sticker, Avery or Equal (100/Box)	Box	1		
108	Tape Dispenser (1 inch)	Each	1		
109	Tape Masking (Clear)	Each	1		
110	Three (3) Hole Punch, minimum 20 sheets	Each	1		

111	Transparence Film, A4 size (100/Pack)	Pack	1		
112	Two (2) Hole Punch (10 sheets)	Each	1		
113	Business Card Album/Holder	Each	1		
114	White Boards, Complete with Stand (Flip Chart Easel)	Each	1		
115	Paint Marker, AMOS or equivalent	Each	1		
116	Duct Tape, 2 inches (Good Quality)	Each	1		
117	Tape Cassette (12 mm Black on White tape 8 meter)	Each	1		
118	Scotch Tape, Transparent, (2 inch, 50m)	Each	1		
119	Scotch Tape, Transparent, (3 inch, 50m)	Each	1		
120	Energizer + AAA Alkaline Battery or equivalent	Each	1		
121	Energizer + AA Alkaline Battery or equivalent	Each	1		

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

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

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

_____

_____

The prices quoted above remain fixed for the next 12 months:

____Yes ____No

Section 4: Offer Cover Letter

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

To: Capacity Building Activity (CBA)
Paktia Provincial office

Reference: RFQ No. CBA-PKT-RFQ-19-007

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 CBA 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): _____