

## Request for Quotations (RFQ)

RFQ Number: RFQ-DCEO-BGD-OPS-011

Issuance Date: Nov. 19,2020

Deadline for Offers: Dec. 03,2020, 5:00 PM Baghdad time

Description: Supply Home Appliances for Baghdad office

For: Durable Communities and Economic Opportunities (DCEO) Program

Funded By: United States Agency for International Development (USAID),  
Contract No. AID-IDIQ 72026719D00001, Task Order 72026719F00001

Implemented By: Chemonics International Inc.

Point of Contact: [dceoprocurement@iraqdceo.com](mailto: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 [businessconduct@chemonics.com](mailto:businessconduct@chemonics.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 DCEO Program is a USAID-funded program implemented by Chemonics International in Iraq under its local registration “Sky of Development-Sama Al-Tattawer”. The goal of the DCEO is to develop the Durable Communities and create Economic Opportunities. As part of project activities, project requires the purchase of home appliances to the office in Baghdad . The purpose of this RFQ is to solicit quotations for these items.

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 5:00 PM Baghdad time on Thursday Dec. 03 ,2020 by email to [dceoprocurement@iraqdceo.com](mailto:dceoprocurement@iraqdceo.com) Please reference the RFQ number in any response to this RFQ. Offers received after the specified time and date will be considered late and will be considered only at the discretion of Chemonics.
3. **Questions:** Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 5:00 PM Baghdad time, Nov. 25<sup>th</sup> ,2020, by email to [dceoprocurement@iraqdceo.com](mailto:dceoprocurement@iraqdceo.com) . Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that Chemonics believes may be of interest to other offerors will be circulated to all RFQ recipients who have indicated an interest in bidding.

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

4. **Specifications:** Section 3 contains the technical specifications of the required items. All commodities offered in response to this RFQ must be new and unused. In addition.

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.

5. **Quotations:** Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including delivery, installation, one-year warranty and all other costs. Pricing must be presented in Iraqi Dinars (IQD) and/or US Dollars (USD). Offers must remain valid for not less than sixty (60) 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.
  - 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 Baghdad, Al Mansour, AL Ameerat Area. As part of its response to this RFQ, each offeror is expected to provide an estimate (in calendar days) of the delivery timeframe (after receipt of order). The delivery estimate

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

7. **Source/Nationality/Manufacture:** All goods and services offered in response to this RFQ or supplied under any resulting award must meet **USAID Geographic Code 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 any commodities or services that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, Syria.

8. **Warranty:** Warranty service and repair within the cooperating country is required for all commodities under this RFQ. The warranty coverage must be valid on all commodities for a minimum of twelve (12) months after delivery and acceptance of the commodities, unless otherwise specified in the technical specifications.
9. **Taxes and VAT:**  
The agreement under which this procurement is financed 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.
10. **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.
11. **Eligibility:** By submitting an offer in response to this RFQ, the offeror certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the U.S. Government. Chemonics will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.
12. **Evaluation and Basis for Award:** The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets or exceeds the minimum required technical specifications, and is judged to be the best value based on a lowest-price, technically-acceptable basis. 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.

13. **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 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 with picture for each item (see Section 3 for example format)
- ☐ Federal Funding Accountability And Transparency Act (FFATA) Subaward Reporting Questionnaire, signed by an authorized representative of the offeror (see Section 5 for questionnaire)
- ☐ Copy of offeror's registration or business license (see Section 1.5 for more details)

### Section 3: Specifications and Technical Requirements

The table below contains the technical requirements of the commodities/services. Offerors are requested to provide quotations containing the information below on official letterhead or official quotation format. In the event this is not possible, offerors may complete this Section 3 and submit a signed/stamped version to Chemonics.

Line Item	Description and Specifications	Qty	Units	Unit Price In IQD or USD	Total Price In IQD or USD
1	Drip coffee maker, 4-5 cup coffee machine (possibly with removable filter basket for quick and easy cleanup) with supply of disposable filters 	3	Each		
2	Electric single-serve capsule coffee maker: - 2 Coffee selections: simple touch controls, 1 programmable free dose and 1 pre-set. - Capsule drawer: maximum capacity of 5 exhausted capsules. - Water tank. - Removable cup support. 	2	Each		
3	Water kettle electric 1.7 liters, stainless steel.	8	Each		
4	Water dispenser, top loading, 3 way: cold, cool, and hot. With mini fridge compartment.	6	Each		
5	Grill microwave oven, 32-40L, stainless steel	3	Each		
6	Air fryer multicooker. Rapid Air technology for healthier frying Large cooking tray capacity 1.2kg or more Digital screen of time and temperature control 	2	Each		
7	Side-by-side refrigerator Door-in-door large size refrigerator 27 cu.ft. or bigger, twin cooling inverter 	2	Each		
8	Top freezer refrigerator 2 door large size refrigerator with top freezer, 20-24 cu.ft. twin cooling inverter 	1	Each		

9	<p>Mini fridge</p> <p>Single door refrigerator with 4-5 ft.cu.</p>		7	Each		
10	<p>Washing machine</p> <p>Front loading, two-load washing machine</p> <ul style="list-style-type: none"> <li>- Capacity: 21kg+ 12kg or bigger.</li> <li>- High spin Speed: 1000 RPM or higher.</li> <li>- Single water inlet valve.</li> <li>- Water level selector.</li> <li>- Inverter.</li> <li>- Auto restart feature.</li> <li>- LED digital control.</li> <li>- Twinwash feature</li> </ul> <p>(Vendor is requested to provide a separate washer and separate dryer option in accordance with the specifications, if separate units are available).</p>		1	Each		
11	<p>Drum vacuum cleaner</p> <ul style="list-style-type: none"> <li>- Power: 1800 W or higher</li> <li>- Capacity: 20 liters or bigger</li> </ul>		2	Each		
12	<p>Steam iron, 2200 W or higher</p>		5	Each		
13	<p>Ironing board</p>		5	Each		
14	<p>Blender,</p> <ul style="list-style-type: none"> <li>- Power: 800 W or higher</li> <li>- Stainless steel blades</li> <li>- Blending, wet grinding, &amp; dry grinding</li> <li>- Glass jug material</li> <li>- Ice crushing ability</li> <li>- Dry mill &amp; whisk</li> </ul>		2	Each		
15	<p>Toaster, with bread lift and crump tray</p>		2	Each		
16	<p>Sandwich Maker</p> <p>Power: 820 W or more</p> <p>Features: easy push down lock system, high power for fast heating up, grip handle.</p> <p>Accessories: Detachable non-stick waffle and grill plate, and press panini toaster</p>		1	Each		
17	<p>Hair drier</p> <ul style="list-style-type: none"> <li>- Power: 1000 W or higher</li> <li>- Foldable</li> <li>- 3 heat settings</li> </ul>		4	Each		

18	Standing fan - Portable outdoor / indoor - Adjustable height. - Remote control - With long-run lithium battery.		6	Each		
19	Air cooler - Power: 250 W or higher - Water tank capacity: 50 L or higher - Remote control - 4 swivels with brake pedal		1	Each		
20	Smart TV FHD or 4K 43" LED TV - with built-in satellite Display Type: LED Screen Size: 43 Inch Resolution: 1920x1080 or 3840x2160 Pixels Video Format: FHD or 4K HDR:Yes Wifi: Yes Built-in Satellite: Yes Number of HDMI Ports: 3 Number of USB Ports: 2		5	Each		
21	Smart TV FHD or 4K 49" LED TV - with built-in satellite Display Type: LED Screen Size: 49 Inch Resolution: 1920x1080 or 3840x2160 Pixels Video Format: FHD or 4K HDR:Yes Wifi: Yes Built-in Satellite: Yes Number of HDMI Ports: 3 Number of USB Ports: 2		1	Each		
22	OSN satellite receiver with one year subscription		1	Each		
23	Water pump with booster, 1HP		1	Each		
24	Double adaptor voltage protector		10	Each		
25	Triple plug outlet adapter with 3 individual On/Off Switchs (tritone or equivalent)		20	Each		
Brands, pictures, catalogs, colors, and specifications options of the abovementioned appliances should be indicated and will be required during the selection and shall be chosen by the requester not by the provider.						
<b>Subtotal:</b>						
<b>Delivery Costs:</b>						
<b>Other Costs (Describe: _____):</b>						
<b>GRAND TOTAL IQD or USD:</b>						

Delivery time (after receipt of order): \_\_\_\_\_ calendar days

Length of warranty on offered equipment: \_\_\_\_\_ years

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

\_\_\_\_\_

#### **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) Project  
Baghdad, Al Mansour, Al Ameerat area

Reference: RFQ No. DCEO-BGD-OPS-011

To Whom It May Concern:

We, the undersigned, hereby provide the attached offer to perform all work required to complete the activities and requirements as described in the above-referenced RFQ. Please find our offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFQ. We further certify that the below-named firm—as well as the firm’s principal officers and all commodities and services offered in response to this RFQ—are eligible to participate in this procurement under the terms of this solicitation and under USAID regulations.

Furthermore, we hereby certify that, to the best of our knowledge and belief:

- We have no close, familial, or financial relationships with any Chemonics or DCEO project staff members;
- We have no close, familial, or financial relationships with any other offerors submitting proposals in response to the above-referenced RFQ; and
- The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- All information in our proposal and all supporting documentation is authentic and accurate.
- We understand and agree to Chemonics’ prohibitions against fraud, bribery, and kickbacks.

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.

Authorized Signature: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Company Telephone and Website: \_\_\_\_\_

Company Registration or Taxpayer ID Number: \_\_\_\_\_

Company DUNS Number: \_\_\_\_\_

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

Official name associated with bank account (for payment): \_\_\_\_\_



## **Section 5: Federal Funding Accountability And Transparency Act (FFATA) Subaward Reporting Questionnaire**

If the offeror is selected for an award valued at \$30,000 or above, and is not exempted based on a negative response to Section 3(a) below, any first-tier subaward to the organization may be reported and made public through FSRS.gov in accordance with The Transparency Acts of 2006 and 2008. Therefore, in accordance with FAR 52.240-10 and 2CFR 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 for reporting in accordance with the regulations, the names and total compensation of the organization's five most highly compensated executives. By submitting this quotation, the offeror agrees to comply with this requirement as applicable if selected for a subaward.

In accordance with those Acts and to determine applicable reporting requirements, **Company Name** certifies as follows:

- a) In the previous tax year, was your company's gross income from all sources above \$300,000?

☐ Yes ☐ No

- b) In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which the DUNS number belongs) receive (1) 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; **and** (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?:

☐ Yes ☐ No

- c) Does the public have access to information about the compensation of the executives in your business or organization (the legal entity to which the DUNS number it provided belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986? (FFATA § 2(b)(1)):

☐ Yes ☐ No

- d) Does your business or organization maintain an active registration in the System for Award Management ([www.SAM.gov](http://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: \_\_\_\_\_