

Request for Quotations (RFQ)

RFQ Number: Chemonics-SEP-1056

Issuance Date: April 17, 2020

Deadline for Offers: April 30, 2020

Description: Children’s Books

For: Manahel Project

Funded By: Department for International Development (DFID),

PO 8076

Implemented By: Chemonics International Inc.

Point of Contact: [procurement1@manahel.org](mailto:procurement1@manahel.org)

**\*\*\*\*\* 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/> and the Department for International Development (DFID) Supply Partner Code of Conduct available at <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/655888/Supply-Partner-Code-Conduct-September17.pdf>

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 DFID and the Counter Fraud and Whistleblowing Unit (CFWU) at DFID.

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 DFID and the Counter Fraud and Whistleblowing Unit (CFWU) at DFID. In addition, Chemonics will inform DFID 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 [teamlead@manahel.org](mailto:teamlead@manahel.org) 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

## Introduction

: The Manahel Project is a DFID program implemented by Chemonics International in Turkey. The goal of the Manahel Project is to is to support children to live productive lives. As part of project activities, the Manahel Project requires the purchase of story books forchildren to support reading and literacy skills. 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.

## Offer Deadline and Protocol

: Offers must be received no later than 5:00 PM local Gaziantep time on April 30, 2020 by email. Any emailed offers must be emailed to [procurement1@manahel.org](mailto:procurement1@manahel.org) .

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.

## Questions

: Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 5:00 local Gaziantep time on April 28, 2020 by email to [procurement1@manahel.org](mailto:procurement1@manahel.org) . 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 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.

## 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, 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.

## 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 USD. Offers must remain valid for not less than thirty (30) 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.

## Pack and Delivery

: Offeror will be responsible for packaging and delivering books. The prices presented in the response to this RFQ must be inclusive of packing and delivery.

Books should be packaged into 300 boxes, with each box containing one copy of books 1-88 and two copies

of books 89-84. Each box should also include a book checklist. Each pack of books will be packaged per

specifications outlined in Section 3. The delivery location for the items described in this RFQ is Idlib, Syria. 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

: The cooperating country for this RFQ is Turkey. 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.

## Taxes and VAT

: All prices quoted must include all applicable local taxes, VAT and duties. The agreement under which this procurement is financed does not permit the use of DFID funds to finance any taxes, tariffs, duties, or other levies imposed by any laws in effect in the Cooperating Country. No such Cooperating Country taxes, charges, tariffs, duties or levies shall be paid under this blanket purchase agreement.

## 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.K. Government. Chemonics will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.K. Government.

## Evaluation and Award

: The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements,

1. The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and is determined via trade-off analysis to be the best value based on application of the following evaluation criteria. The relative importance of each individual criterion is indicated by the number of points below:

* *Cost - 20 Points – Based on the total presented in the proposal*
* *Responsiveness to the technical specifications - 50Points –* Based on the degree that the offeror meets the required technical specifications
* *Delivery Schedule - 30 Points –* Based on the delivery schedule presented in the proposal

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 Manahel Project.
* Chemonics may cancel this RFQ at any time.

Please note that in submitting a response to this RFQ, the offeror understands that DFID 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 Manahel Project for consideration, as DFID 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.

## Terms and Conditions

: This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Chemonics, the Manahel Project, or DFID 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:

1. 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.
2. Any award resulting from this RFQ will be firm fixed price, in the form of a purchase order.
3. 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.
4. United States and United Kingdom 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.
5. 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)

□ Subcontractor Due Diligence and Risk Assessment Questionnaire, each section completed including all requested documentation (see Section 5 for questionnaire)

# Section 3: Specifications and Technical Requirements

*The tables below contain 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.*

**1. The prices presented in the response to this RFQ must be inclusive of packing and delivery**

**2- Books should be packed in 300 boxes. With each box containing 1 copy of books 1-88 and 2 copies of books 89-184. Each box should also include a book checklist.**

**3- Boxes should be combined into “book packs”, which will be packaged in a heavy-duty, corrugated carboard boxes and wrapped in plastic or equivalent packing, and labeled by pack number and include a box specific inventory list on the inside and outside of each box.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Description/Specifications of Items or Service** | **QTY** | **Offered Item Title and ISBN Number** | **Unit Price (USD)** | **Total Price (USD)** |
| 1 | Khaled Series - How is Beautiful The Lazines | **300** |  |  |  |
| 2 | Khaled Series - Uff from Adults | **300** |  |  |  |
| 3 | Khaled Series - To Whom Does The Bell Ring | **300** |  |  |  |
| 4 | Maghrafa and his Friends Series - Who Will Make The Ozone Layer | **300** |  |  |  |
| 5 | Maghrafa and his Friends Series - Recipe to Turn the Earth to The Opposite | **300** |  |  |  |
| 6 | The Series of Feelings - The Sadness | **300** |  |  |  |
| 7 | The Series of Feelings - The Happiness | **300** |  |  |  |
| 8 | The Series of Feelings - The Anger | **300** |  |  |  |
| 9 | The Series of Feelings - The Anxiety | **300** |  |  |  |
| 10 | The Seires of Start Talking - The Fish with The Short Tail | **300** |  |  |  |
| 11 | The Seires of Start Talking - A Day in The Circus | **300** |  |  |  |
| 12 | The Seires of Start Talking - Words from Home | **300** |  |  |  |
| 13 | I Hope to Wake Up and Be Apple | **300** |  |  |  |
| 14 | My First Teacher | **300** |  |  |  |
| 15 | How Does Mom Know Everything | **300** |  |  |  |
| 16 | Farah Makes Her Room | **300** |  |  |  |
| 17 | Immortal Tales | **300** |  |  |  |
| 18 | Masterpieces of World Tales - Perrault | **300** |  |  |  |
| 19 | Masterpieces of World Tales - Andersen | **300** |  |  |  |
| 20 | Frist Learning System - Learning Multiplication Table | **300** |  |  |  |
| 21 | Frist Learning System - Learning Writing and Spelling Words | **300** |  |  |  |
| 22 | First Learning System - Learning Spelling and building words | **300** |  |  |  |
| 23 | 365 Tales | **300** |  |  |  |
| 24 | The Series of Encyclopedia of Knowledge - Our Valuable Environment | **300** |  |  |  |
| 25 | The Series of Encyclopedia of Knowledge - The Forces of Nature | **300** |  |  |  |
| 26 | The Series of How to Make a Model of - Universe | **300** |  |  |  |
| 27 | The Series of How to Make a Model of - The Human Body | **300** |  |  |  |
| 28 | The Scientific Notes of the Student - The Philosopher Notebook | **300** |  |  |  |
| 29 | When the Earth Gets Angry | **300** |  |  |  |
| 30 | How Beautiful the Agreement is | **300** |  |  |  |
| 31 | Harroub, the Little Camel | **300** |  |  |  |
| 32 | Best Imaginary Stories | **300** |  |  |  |
| 33 | The Series of Knowledge Encyclopedia for Beginners My Giant Book - Dinosaurs | **300** |  |  |  |
| 34 | The Series of Knowledge Encyclopedia for Beginners My Giant Book - Aquatic Animals | **300** |  |  |  |
| 35 | The Series of Knowledge Encyclopedia for Beginners My Giant Book - Wild Animals | **300** |  |  |  |
| 36 | I Love Fruits | **300** |  |  |  |
| 37 | What Does Yaser Want to Say | **300** |  |  |  |
| 38 | How Did Alaa Become without Friends | **300** |  |  |  |
| 39 | Firas and the Hornet | **300** |  |  |  |
| 40 | Me and My Family | **300** |  |  |  |
| 41 | A Day in my Mother's Life - The Arabic Language Teacher | **300** |  |  |  |
| 42 | Laylaka - The Purple Spiral | **300** |  |  |  |
| 43 | The Boy Who Inherited His Father Shoes | **300** |  |  |  |
| 44 | The Seasons' Voices | **300** |  |  |  |
| 45 | Samandar a Story from Orient | **300** |  |  |  |
| 46 | Please pass me | **300** |  |  |  |
| 47 | Words that we Love | **300** |  |  |  |
| 48 | Don Quixote | **300** |  |  |  |
| 49 | Defending the Black Lamb | **300** |  |  |  |
| 50 | Where are the Two Girls | **300** |  |  |  |
| 51 | The Daughter of Lemon Flower | **300** |  |  |  |
| 52 | When the Dodo Flew | **300** |  |  |  |
| 53 | Mrs. Crow | **300** |  |  |  |
| 54 | Journey to the Space | **300** |  |  |  |
| 55 | What is the Difference | **300** |  |  |  |
| 56 | Flying over Clouds | **300** |  |  |  |
| 57 | Two Tales | **300** |  |  |  |
| 58 | Spilled Egg | **300** |  |  |  |
| 59 | Eventually the Vegetables Won | **300** |  |  |  |
| 60 | Raji over Rainbow | **300** |  |  |  |
| 61 | I'm not You | **300** |  |  |  |
| 62 | Ghassan Knows Where the Rain Comes from | **300** |  |  |  |
| 63 | Story of Square | **300** |  |  |  |
| 64 | Bulbol is not Like Others | **300** |  |  |  |
| 65 | My Little Sister Bushra | **300** |  |  |  |
| 66 | A White Mat under us | **300** |  |  |  |
| 67 | Fly, Nat and Cockroach | **300** |  |  |  |
| 68 | My Grandmother Keeps my Secrets | **300** |  |  |  |
| 69 | Who does Help the Chicken | **300** |  |  |  |
| 70 | When the Turtle Flew | **300** |  |  |  |
| 71 | The Crow and the Fox | **300** |  |  |  |
| 72 | The Rabbit and the Turtle | **300** |  |  |  |
| 73 | It's Raining Stars | **300** |  |  |  |
| 74 | Who to Sleep without a Story | **300** |  |  |  |
| 75 | Nadia's Garden | **300** |  |  |  |
| 76 | What if did the Penguin forget to Set the Alarm | **300** |  |  |  |
| 77 | My Father's Cake | **300** |  |  |  |
| 78 | Actions that we Love | **300** |  |  |  |
| 79 | The Fish Girl | **300** |  |  |  |
| 80 | 30 Poems for Kids | **300** |  |  |  |
| 81 | The Dragon which Became a Tree | **300** |  |  |  |
| 82 | My Best Friend | **300** |  |  |  |
| 83 | Adnan doesn't Like my Story | **300** |  |  |  |
| 84 | My Sisters Sees by Smell | **300** |  |  |  |
| 85 | I don't Like … | **300** |  |  |  |
| 86 | Anzeh .. Aunizeh .. Annozeh | **300** |  |  |  |
| 87 | Mariam's Pie | **300** |  |  |  |
| 88 | My Eye | **300** |  |  |  |
| 89 | Nour Series - The Daily Life of Alien | **600** |  |  |  |
| 90 | Nour Series - Greeting from Dinosaurs | **600** |  |  |  |
| 91 | Nour Series - We have English Class | **600** |  |  |  |
| 92 | Nour Series- Loud things are noisy | **600** |  |  |  |
| 93 | The Series of Our Nutrition Regime - Vegetables | **600** |  |  |  |
| 94 | The Series of Our Nutrition Regime - Dairy | **600** |  |  |  |
| 95 | The Series of Our Nutrition Regime - Fruits | **600** |  |  |  |
| 96 | The Series of Our Nutrition Regime - Beneficial food | **600** |  |  |  |
| 97 | The Series of Social Skills - Be Careful from Strangers | **600** |  |  |  |
| 98 | The Series of Social Skills - Sharing | **600** |  |  |  |
| 99 | The Series of Social Skills - How to Use My Organs | **600** |  |  |  |
| 100 | The Series of Social Skills - Good Manners | **600** |  |  |  |
| 101 | The Series of I'm Growing Up - What will be my Profession | **600** |  |  |  |
| 102 | The Series of I'm Growing Up - Tolerance | **600** |  |  |  |
| 103 | The Series of I'm Growing Up - I Don't Remember | **600** |  |  |  |
| 104 | The Series of I'm Growing Up - Dinner | **600** |  |  |  |
| 105 | The Series of my Health is First - I take Care of My Body | **600** |  |  |  |
| 106 | The Series of my Health is First - Hyugiene | **600** |  |  |  |
| 107 | The Series of my Health is First - I take Care of My Teeth | **600** |  |  |  |
| 108 | The Series of my Health is First -The Five Senses | **600** |  |  |  |
| 109 | The Series of Good Habits - Sleep and Wake up Early | **600** |  |  |  |
| 110 | The Series of Good Habits - Honesty | **600** |  |  |  |
| 111 | The Series of Good Habits - Chaos in My Room | **600** |  |  |  |
| 112 | The Series of Good Habits - Helping Others | **600** |  |  |  |
| 113 | The Series of I Think - The Rabbit and the Bear are On Team | **600** |  |  |  |
| 114 | The Series of I Think - The Bear Loves … Sharing | **600** |  |  |  |
| 115 | The Series of I Think - The Bear Thinks of … Solving Problems | **600** |  |  |  |
| 116 | The Series of I Think - The Bear Charactarized by … Courage | **600** |  |  |  |
| 117 | The Series of I Think - The Rabit Controls … Anger | **600** |  |  |  |
| 118 | The Series of I Think - The Good Bear Loves … Obedience | **600** |  |  |  |
| 119 | The Series of I Think - The Rabbit Express … Thanking | **600** |  |  |  |
| 120 | The Series of I Think - The Squirrel and Its Character … Honesty | **600** |  |  |  |
| 121 | The Series of I Think - The Rabbit Preffers … Caring of People | **600** |  |  |  |
| 122 | The Series of I Think - The Squirrel Takes … Responsibility | **600** |  |  |  |
| 123 | The Series of I Think - The Squirrel Learns … Kindness | **600** |  |  |  |
| 124 | The Series of I Think - The Rabbit Learns … Perseverance | **600** |  |  |  |
| 125 | The Series of I Think - The Squirrel Feels … happiness | **600** |  |  |  |
| 126 | The Series of I Think - The Bear Feels … Shy | **600** |  |  |  |
| 127 | The Series of I Think - The Bear Feels … love | **600** |  |  |  |
| 128 | The Series of I Think - The Rabbit Characterized by … patience | **600** |  |  |  |
| 129 | The Series of at Home - Agreed or Disagreed | **600** |  |  |  |
| 130 | The Series of Me and My Family - My Grandfather | **600** |  |  |  |
| 131 | The Series of Me and My Family - My Grandmother | **600** |  |  |  |
| 132 | The Series of at School - The Sad Room | **600** |  |  |  |
| 133 | The Series of at School - The Faithful Bird | **600** |  |  |  |
| 134 | The Series of Everywhere - The Broken Branch | **600** |  |  |  |
| 135 | The Series of Everywhere - Fifty Pound | **600** |  |  |  |
| 136 | The Series of Everywhere - Top Scorer | **600** |  |  |  |
| 137 | The Series of Everywhere - Cooperation | **600** |  |  |  |
| 138 | The Series of Everywhere - Samir Bicycle | **600** |  |  |  |
| 139 | The Series of Gradual Reading - Jad and his Chicken and Kamal and His Animal | **600** |  |  |  |
| 140 | The Series of Gradual Reading - The Happy Duck and Hats | **600** |  |  |  |
| 141 | The Series of Gradual Reading - The Buzz and Jumping | **600** |  |  |  |
| 142 | The Series of Gradual Reading - Panda and Wish | **600** |  |  |  |
| 143 | The Series of Gradual Reading - Give me My Ball Back, Please | **600** |  |  |  |
| 144 | The Series of Gradual Reading - The Little Genius | **600** |  |  |  |
| 145 | The Series of Gradual Reading - Roodi and Bubbles | **600** |  |  |  |
| 146 | The Series of Gradual Reading - No Crocodiles | **600** |  |  |  |
| 147 | The Series of Gradual Reading - I Don't Like This | **600** |  |  |  |
| 148 | The Series of Gradual Reading - I Hope I Had One Horn | **600** |  |  |  |
| 149 | The Series of Gradual Reading - I Will Not Go Without The Pisces | **600** |  |  |  |
| 150 | The Series of Gradual Reading - The Wonderfull Woman | **600** |  |  |  |
| 151 | The Series of Gradual Reading - The Gentle Giraffe and The Funny Game | **600** |  |  |  |
| 152 | The Series of Gradual Reading - The Golden Stars | **600** |  |  |  |
| 153 | The Series of Gradual Reading - Black and White Club | **600** |  |  |  |
| 154 | The Series of Gradual Reading - The Box of Socks | **600** |  |  |  |
| 155 | The Series of Gradual Reading - The Pirate Doesn't Drive Excavator | **600** |  |  |  |
| 156 | The Series of Gradual Reading - The Long Scarf | **600** |  |  |  |
| 157 | The Series of Gradual Reading - The Anger Emperor | **600** |  |  |  |
| 158 | The Series of Gradual Reading - Calm and Light Like the Mouse | **600** |  |  |  |
| 159 | The Series of Gradual Reading - The Incredible Dinosaur | **600** |  |  |  |
| 160 | The Series of Gradual Reading - The Rhinoceros Learns Reading | **600** |  |  |  |
| 161 | The Series of Gradual Reading - The Four Goats | **600** |  |  |  |
| 162 | The Series of Gradual Reading - The Delicious Starship | **600** |  |  |  |
| 163 | The Series of Gradual Reading - The Big Race | **600** |  |  |  |
| 164 | The Series of Gradual Reading - The Solid Sweet | **600** |  |  |  |
| 165 | The Series International Tales for Beginners - Treasure Island | **600** |  |  |  |
| 166 | The Series International Tales for Beginners - 20.000 Leagues under the Sea | **600** |  |  |  |
| 167 | The Series International Tales for Beginners - Journey to the Center of the Earth | **600** |  |  |  |
| 168 | The Series International Tales for Beginners - The Mysterious Island | **600** |  |  |  |
| 169 | The Series International Tales for Beginners - The Adventures of Sharlock Holmes | **600** |  |  |  |
| 170 | The Series of Read with Tamer - The First Day at School | **600** |  |  |  |
| 171 | The Series of Read with Tamer - Whose These Steps are | **600** |  |  |  |
| 172 | The Series of Read with Tamer - Tamer Shares | **600** |  |  |  |
| 173 | The Series of Read with Tamer - Bicycle Accident | **600** |  |  |  |
| 174 | The Series of Read with Tamer - How Beautiful my House is | **600** |  |  |  |
| 175 | The Series of Read with Tamer - Tamer's Dream | **600** |  |  |  |
| 176 | The Series of Read with Tamer - The Difference is Useful | **600** |  |  |  |
| 177 | The Series of Read with Tamer - Tamer and the Seasons' Game | **600** |  |  |  |
| 178 | The Series of Read with Tamer - Tamer and the Little Worm | **600** |  |  |  |
| 179 | The Series of Be Good, Do Good - The Good Manners Project | **600** |  |  |  |
| 180 | The Series of Be Good, Do Good - Gift for Aunt Sali | **600** |  |  |  |
| 181 | The Series of Be Good, Do Good - Being Late | **600** |  |  |  |
| 182 | The Series of Traffic - I Walk by Colors | **600** |  |  |  |
| 183 | The Series of Traffic - I'm Skillfull Driver | **600** |  |  |  |
| 184 | The Series of Traffic - My Bicycle and Traffic | **600** |  |  |  |

|  |  |
| --- | --- |
| **Subtotal:** |  |
| **Delivery Costs:** |  |
| **Other Costs (Describe:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) :** |  |
| **GRAND TOTAL** (USD)**:** |  |

Delivery time (after receipt of order): calendar days

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: Manahel Project

procurement1@manahel.org

Reference: RFQ No. Chemonics-SEP-1056

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 DFID 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 Manahel 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, if applicable:

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

Official name associated with bank account (for payment):

# Section 5: Due Diligence and Risk Assessment Questionnaire

**LEGAL ENTITY NAME:**

**MAILING ADDRESS (include country where located):**

**TELEPHONE (include all country and city codes):**

**E‐MAIL:**

**WEBSITE:**

**Tax ID No.:**

**DUNS Number, if applicable:**

**SUBCONTRACTOR FISCAL YEAR (Month/Day):**

Per DFID policies and terms and conditions, all subcontractors need to be assessed based on the criteria listed below. Should a subcontractor be deficient in one area, specific conditions may be put in place to rectify the deficiency within a prescribed period of the subcontract period of performance. The criteria to be assessed are:

* Financial Standing and Accounting System
* Safeguarding and Ethical Behavior
* Anti-fraud and Whistleblowing
* Human Resources Policies
* Monitoring and Evaluation
* Technical Capacity

|  |  |  |  |
| --- | --- | --- | --- |
| **GENERAL INFORMATION** | **YES** | **NO** | **N/A** |
| Is your organization incorporated or legally registered within the country of operations? If yes, please supply a copy of your registration certificate with this Survey. If no, please explain: |  |  |  |
| Please list the names of the chief executive officers of your organizations. This may include the following positions:  President:  Chief Financial Officer: |  |  |  |
| Does or will your organization have sources of U.S. Government funds (such as U.S. Agency for International Development or State Department)? If yes, please provide the name of the US Federal agency, the grant/contract period and the amount of funds. |  |  |  |
| Does your organization have an Indirect Cost (NICRA, Facilities & Administrative) rate? If yes, please provide and the method used to calculate the rate. |  |  |  |
| Has the organization ever appeared on an OFAC, Visual Compliance or equivalent vetting system as being debarred or not able to receive any government funding? If so, please explain when and the circumstance. |  |  |  |
| Has the organization provided any services to organizations  on the debarred list during the last 10 years? |  |  |  |
| **FINANCIAL STANDING AND ACCOUNTING SYSTEM** | | | |
| Does your organization have written accounting policies and procedures? If yes, please enclose a copy with your response. If no, please explain how transactions are recorded, cash disbursements are made, and account system is managed. |  |  |  |
| In case no written policies are available please provide information on how authorities are delegated; duties and responsibilities are segregated within the organization related to the accounting process; and how do you ensure that funds above a certain threshold can only be disbursed with dual signatures and are supported by documentation. |  |  |  |
| Is your accounting system in compliance with the applicable standards, policies and procedures; maintained consistently and on a daily basis; and reconciled periodically at least once per month? |  |  |  |
| Does your organization’s Accounting System allow recording and reporting of cost by project or contract and does it segregate cost directly incurred for projects/contracts from costs incurred for the benefit of multiple or all contracts? |  |  |  |
| Does your accounting system allow for calculation of indirect cost rates and application of the rates to projects/contracts periodically to allow monitoring of contracts financial performance? |  |  |  |
| Does your organization have adequate policies, procedures and practices in place to ensure regular variance analysis (budget to actual cost) of program and operating financial data? |  |  |  |
| Does the Accounting System provide for a labor distribution system that charges Direct and Indirect labor to the appropriate cost objectives? |  |  |  |
| Does your organization have adequate policies, procedures and practices in place to segregate cost that are allowed to be charged to projects/contracts according to the applicable contract clauses and regulations incorporated in the contract from unallowable costs and to otherwise satisfy contract/donor requirements? |  |  |  |
| Does your organization’s Accounting System provide financial information as required by agreement clauses concerning limitation on costs, obligations, funding sources, i.e. separate the receipts and payments of a Chemonics award from the receipts and payments of your organization's other activities? If no, please explain. |  |  |  |
| What is the organization’s reported annual revenue for the past three years in USD? (Provide the amount in the currency that the financials are given in as well) |  |  |  |
| What are the organization’s reported annual profit margins for the past three years? (Provide the amount in the currency that the financials are given as well) |  |  |  |
| Does your organization undergo annual audits by an outside chartered accounting firm, or regulatory body or both? If yes, please provide the contact information of your auditing agency/company and provide an authorization to contact them and for them to answer questions if necessary, provide copies of the last 3 years audited financial statements. |  |  |  |
| Has any auditor, accountant, regulatory body or other third party communicated any “Deficiency” or “Significant Deficiency” in internal control? If yes, please provide details. |  |  |  |
| Does your organization have procedures and practices in place for managing and closing audit findings and recommendations? |  |  |  |
| Does your organization adjust your indirect cost rates annually, and bill your clients for indirect rate adjustments for each applicable year accordingly? If no, please explain. |  |  |  |
| Does the Accounting System provide for a timekeeping system that identifies employees’ labor by intermediate or final cost objectives (final cost objective is a project/contract; and intermediate cost objective is a grouping of indirect costs allowing an allocation to final cost objectives, e.g. general and administrative costs)? |  |  |  |
| Do you keep invoices, vouchers and timesheets for all payments made from award or project funds? If there are circumstances where these documents cannot be or will not be obtained, please explain. Please enclose a copy of your record retention policy with your response. |  |  |  |
| Are assets properly safeguarded? Is there an asset register and how is it reconciled? Is there a disposition policy and is it followed? |  |  |  |
| Does the organization conduct internal audits on an annual basis to ensure financial files are accurate and complete? If so, please explain what is reviewed. |  |  |  |
| Is there a Procurement manual or policy and what does it say? Is it transparent and implemented? Are there effective means of ensuring procurement is operated with transparency and probity, and means of investigating malpractice? Does the organization have a process of vetting vendors and staff? If yes, please explain process. |  |  |  |
| Are there established internal control and segregation of duties  standards guidelines? If so, please provide. |  |  |  |
| Does your organization compile with its own policies and procedures for how determinations of reasonableness are made for purchases and who in the organization is responsible? |  |  |  |
| For non-profit organizations: Has your organization had a compliance audit conducted for U.S. Government funds expended under 2 CFR 200 (also known as A‐133 or single audit)?  For for-profit organizations: Has your organization been audited by an US government agency or DCAA within the past three years. If yes, please attach a copy of the audit report. If your organization does not have audited financial statements, please submit a copy of your organization’s “Balance Sheet” and “Revenue and Expense Statement” for the past three years and year-to-date for the current fiscal or calendar year. |  |  |  |
| Provide background for the key individuals responsible for discharging accounting and other financial management functions within the organization and substantiate why they have the requisite accounting and other financial management qualifications and experience. |  |  |  |
| How does your organization monitor cash flow and are you using cash flow budgets in managing cash and payables? |  |  |  |
| **SAFEGUARDING AND ETHICAL BEHAVIOR** | | | |
| Is the organization a member of any organizations that promote responsible corporate social responsibility (CSR), environmental, or human rights, and/or sustainability practices? (ex: BSP, ICMM, or PIPECA)? |  |  |  |
| Does the organization have a safeguarding policy? If yes, please provide. |  |  |  |
| Has the organization achieved any certifications or awards for their CSR, environmental, or human rights, or sustainability performance? |  |  |  |
| Has organization ever had instances where it is or has been intended that any direct or delivery chain members will work on DFID-funded business where those staff members have a known conflict of interest or where those staff members have been employed by DFID or the Crown in the preceding two (2) years? If so, please explain. |  |  |  |
| Explain how the organization mitigates conflict(s) of interest, mitigation and management to ensure these cases don’t arise. |  |  |  |
| Does the organization have a training on ethical behavior? If so, please explain what is discussed in the training, the frequency it is offered to staff, and how it is documented that staff have taken the training course. |  |  |  |
| **HUMAN RESOURCES, ANTI-FRAUD AND WHISTLEBLOWING POLICIES** | | | |
| Does the organization have a policy manual and a code of conduct? |  |  |  |
| Does the organization have a whistleblowing policy? If so, please provide more details or provide an excerpt of this policy. |  |  |  |
| Does the organization have procedures and policies in place to ensure staff are aware and can immediately report all suspicions or allegations of aid diversion, fraud, money laundering or counter terrorist finance? If so, please provide more details and provide an excerpt of this policy. How does the organization handle these allegations? |  |  |  |
| What procedures are in place for vetting of staff to ensure there is not a potential or actual conflict of interest? |  |  |  |
| What ongoing conflict of interest, mitigation and management procedures are in place should a COI be identified during implementation? |  |  |  |
| What is the organization’s stance on facilitating payments? Please provide an excerpt of this policy. |  |  |  |
| Does the organization have a policy on anti-trafficking? Please provide an excerpt of this policy or address Modern Slavery Act |  |  |  |
| Does the organization have a recruitment manual? Please provide an overview of how the organization conducts its due diligence in for conducting verification on candidate’s qualifications. |  |  |  |
| **MONITORING AND EVALUATION** | | | |
| What internal procedures does the company have to ensure it is appropriately and effectively monitoring implementation? |  |  |  |
| What arrangements and tools are in place should remote monitoring be required due to the working environment? |  |  |  |
| What tools, systems, platforms, or software does the Subcontractor use to regularly monitor and evaluate its performance during project implementation? |  |  |  |
| How does the Subcontractor plan to communicate to Chemonics should monitoring data show targets are not being met in a timely manner and in accordance with the agreed upon monitoring and evaluation plan? What steps will be taken to mitigate the situation? |  |  |  |
| How is program risk managed and monitored? |  |  |  |
| How, specifically, does the Subcontractor learn from data and use it to inform decision-making? |  |  |  |
| What internal Data Quality Assessment (DQA) and/or internal evaluation plans or procedures does the Subcontractor have in place? |  |  |  |
| Does the Subcontractor have documented procedures surrounding data quality and minimum standards for backup documentation? |  |  |  |
| Are data collection and analysis methods documented in writing and being consistently used? |  |  |  |
| **TECHNICAL CAPACITY** | | | |
| What technical sectors, industries, or fields does the company work in? |  |  |  |
| How many years has the organization been working in the technical area relevant to this scope of work? |  |  |  |
| Are there any considerations or limitations related to the specific scope of work? (e.g., timing, level of effort, location, expertise required) |  |  |  |
| Do managers exercise adequate supervision to ensure that staff to whom they have delegated responsibility are exercising adequate control? |  |  |  |