

Request for Quotations (RFQ)

RFQ Number: RFQ-OPS-ERB-072

Issuance Date: February 28, 2024

Deadline for Offers: March 14, 2024

Description: RFQ for Transportation Services

For: Durable Communities and Economic Opportunities (DCEO) Program (Tahfeez)

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

Implemented By: Chemonics International Inc. under its local registration Chemonics Iraq LLC
in KRI and "Samaa Altatawer -Sky of Development for General Trading LLC
(SOD)." in Federal Iraq.

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

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

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

Chemonics International does not tolerate fraud, collusion among offerors, falsified proposals/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported to both USAID and the Office of the Inspector General.

Employees and agents of Chemonics International are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business. Employees and agents engaging in this conduct are subject to termination and will be reported to USAID and the Office of the Inspector General. In addition, Chemonics International will inform USAID and the Office of the Inspector General of any supplier offers of money, fee, commission, credit, gift, gratuity, object of value, or compensation to obtain business.

Offerors responding to this RFQ must include the following as part of the proposal submission:

- Disclose any close, familial, or financial relationships with Chemonics International or project staff. For example, if an offeror's cousin is employed by the project, the offeror must state this.
- Disclose any family or financial relationship with other offerors submitting proposals. For example, if the offeror's father owns a company that is submitting another proposal, the offeror must state this.
- Certify that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- Certify that all information in the proposal and all supporting documentation are authentic and accurate.
- Certify understanding and agreement to Chemonics International' prohibitions against fraud, bribery and kickbacks.

Please contact tmcglotten@iraqdceo.com with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to BusinessConduct@chemonics.com or by phone/Skype at 888.955.6881.

Section 1: Instructions to Offerors

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

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

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

2. **Offer Deadline and Protocol:** Offers must be received no later than **05:30 pm** local Iraq time on **March 14, 2024**. The offer should be received by email, and any emailed offers must be emailed to iraqdceopsproc@iraqdceo.com. The RFQ must be stamped and signed by the offeror's authorized representative.

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

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

3. **Questions:** Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than **05:00 pm** local Iraqi time on **March 06, 2024**, by email to

iraqdceoopsproc@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 International believes may be of interest to other offerors will be circulated to all RFQ recipients who have indicated an interest in bidding.

Only the written answers issued by Chemonics International will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of Chemonics International 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 services.

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 and all other costs. Pricing must be presented in local currency IQD. Offers must remain valid for not less than thirty (90) calendar days after the offer deadline. Offerors are requested to provide quotations on their official quotation format or letterhead; in the event this is not possible, offerors may complete the table in Section 3.

In addition, offerors responding to this RFQ are requested to submit the following:

- Companies or organizations responding to this RFQ must be legally registered under Federal Iraq laws for Baghdad-based and KRI laws for Erbil-bases, and they 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.
- Company/individual profile or 2-3 pages introduction to company/individual's areas of expertise and practice, and description of the team and main clients
- A minimum of three (3) references (with name and contact information) indicating the relevant services carried out in the last three (3) years that best illustrate the organization/individual's qualifications and past performance. References from USAID or similar donor-funded projects are preferred. Independent verification of the references may be carried out. Chemonics International reserves the right to obtain past performance information from sources other than those identified by the offeror;

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

6. **Delivery:** The delivery location for the services described in this RFQ shall be within Baghdad and Erbil governorates and extend to regular travels to other Federal Iraq and Kurdistan Region Governorates under the projects' operations.

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 the 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 services offered in response to this RFQ or supplied under any resulting award must meet USAID Geographic Code 935 in accordance with the United States Code of Federal Regulations (CFR), [22 CFR §228](#). The cooperating country for this RFQ is Iraq.

Offerors may not offer or supply 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.

Any and all items that are made by Huawei Technology Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, Dahua Technology Company will not be accepted. If quotes include items from these entities, please note that they will be deemed not technically responsive and excluded from competition.”

8. **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.
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 International will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.
10. **UEI Number:** Companies or organizations, whether for-profit or non-profit, shall be requested to provide a Unique Entity Identifier (UEI) number if selected to receive an award in response to this RFQ valued greater than or equal to USD\$30,000 (or equivalent in other currency). If the Offeror does not have a UEI number and is unable to obtain one before the submission deadline, Offeror shall include a statement noting their intention to obtain a UEI number should it be selected as the successful offeror or explaining why registration for a UEI number is not possible. Contact [sam.gov](#) to obtain a number. Further guidance on obtaining a UEI number is available from Chemonics International upon request.
11. **Evaluation and Award:** Evaluation and Basis for Award: An award will be made to the offeror whose offer is determined to be responsive to this solicitation document, meets the eligibility criteria stated in this RFQ, meets the technical, management/personnel, and corporate capability requirements, and is determined to represent the best value to Chemonics International. Best value will be decided using the “Tradeoff” process.

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

Criteria	Criteria Description	Points
Technical	Technical requirements are described in Section 3 below. Offerors are requested to provide their full fleet details, including the number of vehicles with make, model, and year. Additional information, such as standard operating procedures for maintenance and training, will be considered advantageous during evaluation. Offerors are also requested to provide proof of insurance (or proof of being able to obtain such insurance); this is a minimum technical requirement and will be the basis for being considered eligible for an award.	30
Corporate Capabilities	Offerors must provide a full description of their company, including experience providing transportation services to NGOs or other organizations, number of employees (including drivers), customer service policies, years of experience, unique capabilities operating in volatile regions, etc.	25
Past Performance	Offerors are requested to provide at least three references from previous or current clients, including point of contact, telephone #, email, and the types of transportation services provided to the client. Points will be provided in accordance with favorable reviews that substantiate the offerors' corporate capabilities and customer service and reaffirm the offerors' ability to meet the technical requirements. Chemonics International reserves the right to contact additional references as needed.	25
Cost	Fixed unit rates as described in Section 3 below.	20
Total		100

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed “non-responsive” and thereby disqualified from consideration. Chemonics International reserves the right to waive immaterial deficiencies at its discretion.

In order to fairly evaluate offerors in accordance with the criteria below, offerors are requested to submit their cost proposal separately from their technical proposal; please submit them as separate documents. The relative importance of each individual criterion is indicated by the number of points below.

Best-offer quotations are requested. It is anticipated that the award will be made solely on the basis of these original quotations. However, Chemonics International reserves the right to conduct any of the following:

- Chemonics may conduct negotiations with and/or request clarifications from any offeror prior to award.
- Chemonics International may issue a partial award or split the award among various vendors, depending on fleet location and price. Offerors should only quote for the locations where they can substantiate a fleet/office presence.
- Chemonics International may cancel this RFQ at any time.
- Chemonics International may reject any and all offers if such action is considered to be in Chemonics International 's best interest.

Please note that in submitting a response to this RFQ, the offeror understands that USAID is not a party to this solicitation and the offeror agrees that any protest hereunder must be presented—in writing with full explanations—to Chemonics International for consideration, as USAID will not consider protests regarding procurements carried out by implementing partners. Chemonics International, at its sole discretion, will make a final decision on the protest for this procurement.

12. **Terms and Conditions:** This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Chemonics International 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 International's 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 International's standard payment terms are net 30 days after receipt and acceptance of log books and receipts. 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 in the form of a transportation services agreement (TSA). Chemonics International anticipates issuing multiple TSAs under which services will be requested on an as-needed basis. When a need arises, Chemonics International will submit a request to selected vendors based on best-value and location. Chemonics International is only obligated to pay for services ordered from the vendor under and TSA 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 International following delivery and acceptance of the goods by Chemonics International. Risk of loss, injury, or destruction of the goods shall be borne by the offeror until title passes to Chemonics International.

14. **DEFENSE BASE ACT (DBA) INSURANCE**

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

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

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

- (1) The Subcontractor agrees to procure DBA insurance pursuant to the terms of the contract between USAID and USAID's DBA insurance carrier unless the Subcontractor has a DBA self-

insurance program approved by the U.S. Department of Labor or has an approved retrospective rating agreement for DBA.

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

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

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

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

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

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

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

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

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

Section 2: Offer Checklist

To assist offerors in preparation of 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)
- ☐ Official quotation, including specifications of offered vehicles (see Section 3)
- ☐ 3 Past Performance References.
- ☐ Copy of the offeror's Corporate Capabilities.
- ☐ Copy of offeror's registration or business license and drivers' licenses of proposed drivers
- ☐ The following information for the owner and authorized representative of the organization who is authorized to sign on behalf of the organization is requested, as follows:
 1. Official name and other names used (may include nicknames, pseudonyms not listed under name)
 2. Copy of passport or government-issued ID
 3. Place of birth
 4. Date of birth
 5. Rank and title in organization
 6. Residence address
 7. Gender
 8. Citizenship
 9. Email

Section 3: Specifications and Technical Requirements

Offerors are requested to describe their fleet, location, and rates in accordance with the Price Schedule and Vehicle requirements. If offerors have a rate schedule or fleet description in their company's format, it is acceptable if all necessary technical requirements and cost details are included. The service specified herein may require the Vendor to provide vehicles with drivers and/or only vehicles for transportation inside and outside Baghdad and Erbil with the possibility of overnight staying as further described in "Additional working expectations (overtime)."

A. Vehicle Requirements

Vehicle Type Required	Minimum Requested Specifications/Criteria Must meet criteria or may be disqualified		Driver’s Work time
SUV	Fuel:	Gasoline	Five (5) days per week Sun-Thu 08:30-17:30
	Engine capacity:	minimum from 2500 to 3500 cc	
	Transmission type:	4 x 4	
	Mileage:	Less than 50,000 Km	
	Seat:	(6) excluding driver seat	
	Seatbelts for all passengers		
	Airbag for the driver and driver's passenger		
	Air conditioning		
	Power steering		
	ABS		
	Gearbox type:	Manual or automatic	
	Left-Hand Drive		
	Color: white preferred; if not, please specify		
	Year of manufacture:	2022 or newer	
	The vehicle must have two keys; one will be with the driver and the other one with Operation.		
	Language skills	Erbil-based: Fluent in Kurdish and Arabic, with basic English. Baghdad-based: Fluent in Arabic, with basic English.	
Sedan/saloon	Fuel:	Diesel or Gasoline	Five (5) days per week Sun-Thu
	Engine capacity:	minimum from 1800 to 2500 cc	
	Transmission type:	2 x 4	
	Seat:	4 excluding driver seats	
	Mileage:	Less than 50,000 Km	
	Seatbelts for all passengers		
	Airbag for the driver and driver's passenger		
	Air conditioning		
	Power steering		
	ABS		
	Gearbox type:	Manual or automatic	

	Left-Hand Drive		08:30-17:30
	Color: white preferred; if not, please specify		
	Year of manufacture:	2022 or newer	
	The vehicle must have two keys; one will be with the driver and the other one with Operation.		
	Language skills	Erbil-based: Fluent in Kurdish and Arabic, with basic English. Baghdad-based: Fluent in Arabic, with basic English.	

B. Driver Scop of work and requirements:

1. Legally considered employees of the selected offerors.
2. Possesses a nationally recognized driving license.
3. Fluent in Kurdish and Arabic languages for Erbil-based. Basic English is also required.
4. Fluent in Arabic language for Baghdad-based. Basic English is also required.
5. Familiar with the area and security situation.
6. Have two years of driving experience with a transportation services company.
7. Will not operate a phone in any way while the vehicle is in motion.
8. Always wear a seatbelt when the vehicle is in motion and ensure other people in the vehicle are also wearing their seatbelts.
9. Shall never be under the influence of drugs or alcohol when operating vehicles and will not smoke in the vehicle.
10. Shall get a minimum of 7 hours of nighttime sleep.
11. The vendor will pay per diem and overnight for drivers, then Chemonics International will pay back the company.
12. Shall abide by the traffic laws and regulations.
13. Shall drive in a responsible and safe manner.
14. Shall use polite and professional etiquette with the passengers.
15. Shall keep the vehicle interior clean from trash.
16. Shall conduct daily vehicle inspections and report any issues to Chemonics International and the offeror.
17. Shall notify Chemonics International immediately if he cannot conduct his work safely due to illness, fatigue, or any other issue that may prevent driving safely.
18. Shall take extreme care of the confidentiality of information while working with Chemonics International and refrain from discussing any matters related to Chemonics International and its staff unless it is a life-threatening case in which the driver can speak to the Security Director or Chief of Party immediately.
19. The driver should know Erbil city addresses and the best routes very well.
20. The driver should know Baghdad city addresses and the best routes very well.
21. Drivers will undergo an assessment by Chemonics International safety staff, which they must pass.
22. Drivers may be expected to attend and pass driver training provided by Chemonics International.
23. Drivers will abide by Chemonics International safety and security requirements.
24. Drivers must be able and willing to cross the Kurdistan region checkpoint of control into federal Iraq and vice versa.

C. Cost Details:

1. Monthly rate is defined as the full number of days in each month; vehicle, with fuel and might be with driver or without-out driver, eight hours at any time throughout the day, plus a one-hour lunch break for drivers (a total of nine hours); cars without drivers would stay in Chemonics' vicinity.
2. One-week rate is defined as five (5) working days; vehicle with fuel and might be with driver or without driver, eight hours at any time throughout the day, plus a one-hour lunch break for drivers (a total of nine hours). A Vehicle without drivers would stay in Chemonics' vicinity.
3. The daily rate is defined as eight hours at any time throughout the day, plus a one-hour lunch break for drivers (a total of nine hours); vehicle, with fuel, and might be with driver or without driver. A vehicle without drivers would stay in Chemonics' vicinity.
4. The extra hour rate is defined as any hour beyond the eight hours described above, vehicle with fuel and driver.
5. Parking, airport pick-up/drop-off fees, and parking-related costs incurred in the direct performance of the services provided will be reimbursed directly by Chemonics International upon presentation of acceptable receipts in accordance with Chemonics International's policies; these fees should not be included in the fixed rates provided by offerors.
6. Chemonics International retains the right to request driver shifts throughout the day based on the demand.

Vehicle Requested		Sedan	SUV
Number of Vehicles		1	1
Make, model, and year of vehicles offered (add additional lines as needed)			
Monthly Rate with Fuel in IQD	Without Driver		
	With Driver		
One week Rate with Fuel in IQD	Without Driver		
	With Driver		
Daily Rate with Fuel in IQD	Without driver		
	With Driver		
Extra Hour Rate in IQD	With Driver		

Coverage Area:

Please check the appropriate box(es) based on your coverage capacity.

- ☐ Federal Iraq Only
- ☐ Kurdistan Region of Iraq (KRI) Only
- ☐ Federal Iraq and Kurdistan Region of Iraq (KRI)

D. Insurance Requirements

1. The insurance policy shall indemnify insured vehicles, their accessories, and spare parts against any accidental loss or damage because of a traffic accident, collision, overturning, and/or collision overturning due to mechanical breakdown.
2. The selected offeror(s) shall also indemnify the insured for all sums, which it will be legally liable to pay for compensation and any costs or expenses in respect of accidental bodily injury or third-party, including passengers and/or property damage to any third-party property, which may arise from the usage of the vehicles owned/hired by the insured. Coverage is as follows:
 - a. Personal accidents up to IQD 30,000,000 per person (death and TPD due to covered accident), and for the material damage, coverage is 3.5% of the vehicle price for the vehicle.
 - b. Third-party liability (material damage and bodily injury, and bodily injury, and/ or death and TPD due to covered accident) up to IQD 30,000,000 per person.
3. Offerors must also have workers' compensation and any other insurance legally required in Iraq/Iraqi Kurdistan with respect to employees and agents.

E. Maintenance Requirements

Selected offerors will be responsible for all maintenance and repairs related to the vehicles provided under a TSA. It is expected that the selected offeror will carry out periodic maintenance on the vehicles as recommended by the manufacturer in an authorized service provider and use genuine parts only. Moreover, the offerors will be expected to check all vehicle safety, mechanical, and electronics with oil charges and replace any defective parts before handing the vehicle back to Chemonics International.

- Air filters should be cleaned with every oil change and then replaced every six months or sooner if requested.
- The interior of the vehicle must be deep cleaned and sanitized when the vehicle is provided to Chemonics International for the first time, every three months, and whenever the vehicle comes in for any maintenance or repair as standard.

D. Operational

1. The offerors must provide a replacement vehicle equal to the current vehicle immediately in case of an issue in the current leased vehicle.
2. All vehicles should be safely stored on the DCEO Office/Chemonics International premises Sunday-Thursday after business working hours and on weekends (Friday-Saturday). Exceptions to this policy may only be made in accordance with the DCEO Procedures to be shared upon award.
3. Drivers working for Chemonics International should not perform any non-business-related road move. All travel must be related directly to Chemonics' official business and follow the Procedures.
4. Chemonics International reserves the right to audit vehicles and their maintenance records with no prior notice, and the offerors are expected to provide full support to the audit team.
5. The offeror must provide a replacement driver in case any driver is unable to work for any reason.
6. Chemonics International reserves the right to request the offeror to replace a driver without cause and at no cost to Chemonics International.
7. The offeror is responsible for assessing the driver's competence before the driver starts work with Chemonics International.

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 (Tahfeez)

Reference: RFQ No. DCEO-ERB-OPS-72

To Whom It May Concern:

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

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

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

- We have no close, familial, or financial relationships with any Chemonics International or DCEO (Tahfeez) project staff members.
- We have no close, familial, or financial relationships with any other offerors submitting 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 International’ 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 Part170, if the offeror positively certifies below in Sections 3.a and 3.b and negatively certifies in Sections 3.c and 3.d, the offeror will be required to disclose to Chemonics International for reporting in accordance with the regulations, the names and total compensation of the organization's five most highly compensated executives. By submitting this quotation, the offeror agrees to comply with this requirement as applicable if selected for a subaward.

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

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

☐ Yes ☐ No

- b) In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which the 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)?

☐ 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: