

**Tender Document for Prequalification of Suppliers/ Vendors**  
**Supply of Assorted Toolkits**

Prequalification Number:	PYWD/Prog/005
Prequalification issued by:	Louis Berger – Punjab Youth Workforce Development Project
RFP Issuance Date:	February 12, 2018
Last date for Questions:	February 28, 2018
Last date for submission of Proposal/ Quotation:	1700 Hours, March 05, 2018
Address for submission of Proposals/ Quotations:	The Award Committee Louis Berger – Punjab Youth Workforce Development Project House 164-A, Ahmed Block, New Garden Town, Lahore
For additional information/ questioning/ clarification:	Mr. Zeeshan Lodhi, Procurement Specialist Email: <a href="mailto:ZLodhi@louisberger.com">ZLodhi@louisberger.com</a>

**Tender Document for Prequalification of Suppliers/ Vendors**  
**Supply of Assorted Toolkits**  
**RFP Number: PYWD/Prog/005**

Dear Applicants/ Bidders,

Louis Berger has been awarded Punjab Youth Workforce Development (PYWD) Project by United States Agency for International Development (USAID). PYWD Project aims to train and provide employment for youth, currently in Multan, Lodhran, Muzaffargarh and Bahawalpur districts of Punjab. With head office in Lahore, the PYWD project, is being implemented with the assistance of its two Subcontractors Institute of Rural Management and Fincon Services (Pvt.) Limited. In addition, the project is being executed in coordination with public and private institutions, who are providing vocational training and create employment opportunities for youth in focus districts of Punjab; building capacity of youth-serving institutions for skill training and mobilize local communities for youth development. The PYWD project also supports the overarching goals of Punjab Youth Policy.

Louis Berger PYWD Project welcomes the submission of proposals for prequalification of vendors and suppliers of toolkits, on DDP basis Project location, as per the items specified in Section 3 of this prequalification document. The project anticipates awarding Fixed Price Subcontracts/ Purchase Orders after evaluation of proposals/ quotation on criteria given in Section 4. The project will retain the provided information in its record and may also solicit revised/ additional quotations from shortlisted vendors/ suppliers. This Prequalification document is comprised of five (5) sections as listed below:

- Section 1: Summary Information
- Section 2: Instructions to the bidder/ offerors
- Section 3: Scope of Work
- Section 4: Evaluation Criteria and Process
- Section 5: Required Certifications

This Prequalification process does not constitute an award commitment on the part of Louis Berger, PYWD Project, its Subcontractors, USAID and/or any other organization or associated agency. Louis Berger PYWD Project reserves the right to accept or reject any bid, and to cancel the prequalification and bidding process at any stage and/or reject all bids at any time prior to award, without thereby incurring any liability to bidders or any obligation to inform bidders of the grounds for such action. Louis Berger PYWD Project will not pay for any costs incurred in the preparation or submission of a proposals or quotations. Due to shortage of processing and implementation time, only shortlisted entities will be contacted for final selection.

Requests for additional information, clarifications or other questions must be submitted in writing to Procurement Specialist, Mr. Zeeshan Lodhi (through email [ZLodhi@louisberger.com](mailto:ZLodhi@louisberger.com)) by close of business February 28, 2018, in accordance with Section 2 of this document. The quotations/ proposal should be submitted in accordance with the instructions set forth in Paragraph 2.7 of Section 2 of this RFP by 1700 hours March 05, 2018.

The Project look forward for making award(s) to the most advantageous offer and individual enquiries may not be entertained for determination of status of applications and feedback on the process.

Best Regards

The Awards Committee  
Louis Berger – PYWD Project  
House 164-A, Ahmed Block  
New Garden Town, Lahore

## SECTION 1 - SUMMARY INFORMATION

### 1.1 Prequalification Document Issued By:

This prequalification document has been issued by Louis Berger. Louis Berger has been awarded Punjab Youth Workforce Development (PYWD) Project by United States Agency for International Development (USAID). PYWD Project aims to train and provide employment for youth, currently in Multan, Lodhran, Muzaffargarh and Bahawalpur districts of Punjab. With head office in Lahore, the PYWD project, is being implemented with the assistance of its two Subcontractors Institute of Rural Management (IRM) and Fincon Services (Pvt.) Limited. In addition, the project is being executed in coordination with public and private institutions, who are providing technical and vocational training and create employment opportunities for youth in focus districts of Punjab; building the capacity of youth-serving institutions for skill training and mobilize local communities for youth development. The PYWD project also supports the overarching goals of Punjab Youth Policy.

### 1.2 Activity Objective:

This prequalification tendering is being done to solicit Proposals/ Quotations from vendors/ suppliers, for procurement of toolkits, on DDP basis – Project Location. In addition, the PYWD Project intends to develop & maintain its qualified/eligible suppliers' database and to invite quotations in future for toolkits specified in Section 3 of this document.

The purchase order will be awarded by the Louis Berger or its Subcontractors based on the recommendations of Award Committee – PYWD Project. The Award Committee of PYWD Project will recommend award of Subcontracts and/or Purchase Orders based on competition among the qualified vendors. The Award Committee may also suggest undertaking Limited Competition among the suppliers/ vendors/ bidder's or solicit revised quotations, as required by the circumstances.

Please note that the terms "DDP", used in this document should be read and understood as defined by the Incoterms 2010 by the International Chamber of Commerce Official Rules for the interpretation of trade terms. The term eligible/ qualified vendors/ suppliers refer to firm/ organizations, legally registered to undertake the business and are registered with tax authorities of Pakistan. The specifications of required toolkits, their current quantities for immediate procurement and required delivery details are listed in Section 3 of this Prequalification Tender Document.

### 1.3 RFP Number: PYWD/Prog/005

While making any correspondence or submission of any proposal/ quotation in response to this Prequalification Tender Document, please mention the given RFP number for reference.

### 1.4 Questions or Requests for Additional Information/ Clarifications:

Questions, requests for additional information, clarifications must be submitted in writing through email to Procurement Specialist, Mr. Zeeshan Lodhi (Email: [zlodhi@louisberger.com](mailto:zlodhi@louisberger.com)). Verbal requests/ telephone calls will **NOT** be entertained. The closing date for questions is Wednesday, February 28, 2018.

### 1.5 Last date for submission of Proposals/Quotations:

Last date of the submission of quotations/ proposals is Monday, March 05, 2018 by 1700 hours Pakistan Standard Time (PST). The proposals should be addressed to The Award Committee - PYWD Project. The proposals are required to be received at the address mentioned below:

The Award Committee  
Louis Berger  
Punjab Youth Workforce Development (PYWD) Project  
House 164-A, Ahmed Block,  
New Garden Town, Lahore

PYWD Project Award Committee reserves the rights to reject any or all submitted proposals at its discretion and is under no obligation to issue an award. Similarly, the issuing authority may cancel the bidding process and reject all bids at any time prior to award, without thereby incurring any liability to bidders/ applicants or any obligation to inform bidders/ applicants of the grounds for such action.

**1.6 Amendment of Prequalification Tender Document:**

The Award Committee - PYWD Project reserves the right to amend this Prequalification document upon written notice to bidders/applicants and/or through advertisement on website [www.brightspyre.com](http://www.brightspyre.com)

Louis Berger reserve the right to increase or decrease the quantity of required toolkits any time before the award of subcontract/ purchase order to the successful bidders/ vendors.

**1.7 Award of Purchase Order/ Subcontract:**

After completing the prequalification process by PYWD Project, Louis Berger will award the Purchase Order/ Subcontract for the Supply of goods/ services at specific project location(s), on recommendations of PYWD Project Award Committee. The basis of Award shall be as under:

- (A) The PYWD Award Committee may recommend awarding a subcontract based on initial offers received without discussions. Therefore, each initial offer should contain the Offeror's/ bidder's best terms from the cost/price and technical standpoint. It is intended that in project's life, the Award Committee will use this prequalification process for recommendation to award of Purchase Orders/ Subcontracts for the items specified in Section 3 of this document.
- (B) The Awarding Agency will base the potential award of a Subcontract/ Purchase Order resulting from this solicitation to the responsible Offeror/ bidder whose offer conforming to the solicitation which is most advantageous to the project, considering cost/ price or other factors considered, as detailed in this Prequalification Tender Document. The selection criteria are given in Section 4 and associated covenants/ requirements are mentioned in Section 2 of this document.
- (C) Prior to get into the award process, the Awarding Agency may seek additional information and complete necessary Administrative Procedures. The Award Process is subject to compliance of Tax Laws of Islamic Republic of Pakistan, regulation of USAID, procurement rules and necessary approvals from competent authorities.
- (D) This solicitation does not commit Louis Berger, PYWD Project, USAID or any associated agency/ partner organization to make a contract award. The Award Committee of PYWD Project may (a) reject any or all offers, (b) accept other than the lowest offer, and (c) waive informalities or irregularities in offers received.

## SECTION 2: INSTRUCTIONS TO THE BIDDER/ OFFERORS

### 2.1 General:

Eligible offerors are invited to submit proposals are under no obligation to do so. Offerors/bidders will **NOT** be reimbursed for any costs incurred in connection with the preparation and submission of their proposals/quotations. PYWD Project - Award Committee looks forward making an award to the most advantageous offer and due to shortage of processing and implementation time, only shortlisted entities may be contacted for final selection. Individual enquiries will not be entertained for determination of status of applications.

### 2.2 Type of Award:

PYWD Project Award Committee contemplates awarding **Fixed Price** subcontract(s)/ Purchase Order(s) through this prequalification process. Payments terms may be decided after negotiation with the shortlisted firm/ offeror/ bidder.

The Offeror shall follow the instructions contained herein and supply all information as required. Failure to furnish all information requested may disqualify a proposal/ quotation. A responsive proposal/ quotation is one that fully complies with all terms and conditions of the prequalification document without modification. Incomplete Proposals/ Quotations will not be considered for further processing.

### 2.3 Receipt of Proposal and Acceptance Period:

Proposals must be received by Monday, March 05, 2018, 1700 hours Pakistan Standard Times (PST). The proposals/ quotation should be submitted in hard and soft copy after signatures of authorized signatory and company seal of the applicant. Proposals/ quotations without bid bond, as stated in paragraph 2.7.4, will not be considered for further processing.

Digital/ Soft copy of the proposals should also be attached with the hard copy using portable Universal Serial Bus (USB)/ flash drive. The digital copy of the financial proposal/ quotation should be submitted in MS-Excel file format for analytical and comparison purposes. Soft copy of the format for Financial Proposal/ quotation can be sought from Mr. Zeeshan Lodhi, the Procurement Specialist through email: [Zlodhi@louisberger.com](mailto:Zlodhi@louisberger.com). Other than financial offer, the documents can be provided in MS Word, PDF or JPEG format.

The proposal/ Quotation package should be submitted in sealed envelope stating the RFP number, in bold. The proposals must remain available for acceptance by the Award committee for a minimum of one hundred and eighty (180) calendar days after the closing date of this Prequalification document. Particularly, the quoted price should remain valid for at least 150 days. The Award Committee may seek revised proposals/ quotations from the shortlisted offeror/ vendors.

### 2.4 Preparation of Proposals

The offeror/ bidder may submit proposal/ quotation for one or all toolkits, required in Section 3. All sections of the proposal should be completed in accordance with paragraph 2.7 of Section 2 of this document. Documentation must be typewritten in English, and signed by an individual authorized to commit an offer on behalf of your firm/ company. The completed forms shall have no erasures except those necessary to correct errors made by the Offeror, in which case such corrections shall be initialed by the person or persons signing the offer.

## **2.5 Source and Nationality Requirements:**

All goods and services offered in response to this advertisement are to be quoted and supplied, 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 procurement is 'Pakistan'. Please fill and attach the Geographic Location compliance sheet (format given in Section 5) with the technical proposal after signatures and company seal. Attachment to the compliance sheet with the proposal is mandatory.

In addition, offerors/ bidders 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: **Burma (Myanmar), Cuba, Iran, North Korea, (North) Sudan, Syria.**

## **2.6 Arbitration and Grievance Resolution:**

The Chief of Party (COP) of Punjab Youth Workforce Development Project will be the final authority and sole for arbitration. Any grievance or complaint regarding procurement process or decision should be addressed to the COP – PYWD Project.

## **2.7 The Proposal/ Quotation:**

The Proposal should be in the English language, typed, on white paper, single-spaced, with each page numbered consecutively. The below mentioned requirements are meant to have a complete picture of the applicant organization. Please use additional documents/ information, as you feel necessary and relevant.

A standard proposal package should comprise of following:

- A. Cover Letter
- B. The profile of the firm/ company
- C. Technical proposal
- D. Financial proposal/ quotation based on price of single unit.
- E. Required Certifications, as given in Section 5

The detail of each section of the proposal is given below:

### **2.7.1 Cover Letter**

The cover letter should be written on the letterhead of the firm/ company and it should:

1. State that the proposal is made to The Award Committee, PYWD Project.
2. State the Solicitation number for reference.
3. Furnish contact details of the company and contact person. This information should include full legal name, address, telephone & fax number, email of the organization, and the date of submission.
4. Toolkits Name, for which proposal/ quotation is being submitted.
5. Contact detail of focal person for the proposal.

### **2.7.2 The profile of the Firm/ Company:**

The profile of the company should include but not limited to:

- List of office and branch offices, if any
- Accreditation and affiliations with other companies/ organizations, if any
- After sales service facilities and technical support.
- Past Performance Information: List up to 3 of the most relevant contracts for efforts similar to the work in the subject proposal. Please also mention the rupees value of such supplies, year of execution of the contract, name and contact details of the clients. Checks may be undertaken at any time, at the discretion of Awards Committee.

- Undertaking by the applicant that organization has never been black-listed, nationally or internationally for undertaking any procurement by Public or Private organization.
- Registration status with the Income Tax and Sales Tax authorities. Please also attach PNTN, if registered in Punjab Tax Authorities, copy of NTN and GST.

### 2.7.3 Technical Proposal:

The technical proposal should provide brief description of how the agency will approach and complete the supply and delivery of the item(s) in stated locations of Southern Punjab. The scope of work and detail of toolkits are outlined in Section 3 of this document. Offerors/bidders are encouraged to suggest details, and if appropriate, offer alternative and/or additional suggestions.

Where possible, the toolkits must be proposed with their make, model, and country of origin. The technical proposal should also include detailed technical specifications, list of auxiliary parts and standard accessories to make equipment complete and operable in field for intended use.

The delivery of these items is required in different location of four districts of Southern Punjab. These districts are Multan, Muzaffargarh, Bahawalpur and Lodhran. The Technical proposal should also specify the expected delivery/ lead time of supply.

### 2.7.4 Financial Proposal

Soft copy of the format for Financial Proposal/ quotation can be sought from the Procurement Specialist, Mr. Zeeshan Lodhi at email: [Zlodhi@louisberger.com](mailto:Zlodhi@louisberger.com).

The Offeror are requested to:

- Prepare financial proposal (Quotation) in Pakistani Rupees.
- Quote prices that must be valid for at least 150 (one hundred and fifty) days from the last date of submission of proposal.
- Mention the GST amount separately.
- Undertake that applicable penalty by tax authorities shall be paid by your company, in case your company is not registered with the GST authorities.
- Please quote the prices on DDP basis Project locations i.e. Multan/ Bahawalpur/ Lodhran and Muzaffargarh.
- Bid bond is required for submission of quotation. The bidders/ applicants will be liable to submit the bid security in form of call deposit, equivalent to 1% of the total quoted price.
- Undertake to furnish the performance bond, if necessary, relevant and required, before issuance of subcontract/ purchase order.

PYWD Project is funded by USAID under Pakistan Enhanced Partnership Agreement (PEPA) between the United States of America and Islamic Republic of Pakistan. Therefore, the bidder must include GST in their financial bid separately. Later successful bidder will provide GST Invoice (Advance Copy) for which PYWD Project will provide the appropriate GST exemption document through Economic Affairs Division to the successful Bidder.

Louis Berger - Award Committee intend to award a subcontract based on offers received without further discussions. Therefore, each offer should contain the Offeror's/ bidder's best terms from the cost or price and technical standpoint.

### **2.7.5 Required Certifications**

The bidders/ offerors are required to attach the certifications given in section 5 of this RFP with their proposal after signatures and stamp of the company.

### **2.8 Important Note:**

In cooperation with the Office of the Inspector General, USAID/Pakistan established the "Anti-Fraud Hotline" to provide an avenue for the reporting of fraud, waste, and abuse potentially associated with USAID-funded projects in Pakistan. The Anti-Fraud Hotline handles complaints with complete confidentiality and individuals are encouraged to report when corruption, fraud, waste or abuse may exist in the USAID/Pakistan activities. Reports can be filed anonymously via the easy-to-use Hotline (toll free number 0800 84700); e-mail at [complaints@antifraudhotline.com](mailto:complaints@antifraudhotline.com); fax at 021-35390410; postal address at 5-C, 2nd Floor Khayban-e-Ittehad, Phase VII, DHA, Karachi, Pakistan; and on the website [www.anti-fraudhotline.com](http://www.anti-fraudhotline.com).



## SECTION 3: SCOPE OF WORK

### 3.1 Responsibility of Successful Supplier/ Vendor:

The selected vendor(s) of this solicitation will be responsible for supply of Toolkits including unloading, at specific delivery locations. In addition, the supplier will be responsible for packing, coordination in inspection and providing signed & stamped valid warranty cards, as relevant and available. The details are given as under:

#### 3.1.1 Packing and Transportation:

Each toolkit should be packed for safe delivery. Any item damaged during transportation will be replaced by the bidders at their own cost.

#### 3.1.2 Inspection and Testing:

PYWD Project will inspect the toolkit as per quoted specifications at the time of delivery. PYWD Project reserves the right to carry out necessary inspection render a certificate of correctness. The vendor/ supplier will be required to cooperate in inspection and testing process.

### 3.2 Ordered Quantity:

The Awarding Agency shall have the right to decrease or increase the quantity of units required at the time of issuance of purchase order/contract after due consideration of bid prices, delivery time, warranty and payment terms. The unit price of the items will not be change with change in number. If required, the Awarding Agency may place a repeat order (at previous or revised rates and conditions) for the supply of subject item(s), during project period.

### 3.3 Delivery Locations:

The Project locations are four districts of Southern Punjab. The current project districts are Multan, Muzaffargarh, Lodhran and Bahawalpur. The Purchase Order will specify the quantity and respective place of delivery.

### 3.4 Required Toolkits:

Through this RFP document, following toolkits are required to be purchased. The offeror/ bidders may submit quotations for one or more number of the toolkits, mentioned hereunder:

#	Description of Item	Quantity	Details
1.	Toolkit for HVACR	75 Kits	Annex E
2.	Toolkit for Beautician	300 Kits	Annex F
3.	Toolkit for Domestic Tailoring	100 Kits	Annex G
4.	Toolkit for Electric Appliances Repairing	150 Kits	Annex H
5.	Toolkit for Welding/ Fabrication	25 Kits	Annex I

## SECTION 4: EVALUATION CRITERIA

Evaluation criteria for selecting the successful Company/ Firm will include both technical and cost considerations consistent with the scope of work. The Awards Committee of PYWD project will assess and evaluate the quotations. The relative weight accorded to each criterion is expressed in points with maximum 100 in total.

#	Selection Criteria	Maximum score
1.	<b>Technical Specifications:</b> The proposal should mention detailed technical specifications of the items, for which quotation is being submitted. The quoted equipment must be stated with their country of origin, make, model, etc., as appropriate	10
2.	<b>Capabilities and Relevant Experience:</b> The profile of the applicant organization should demonstrate capabilities and experience in supply of similar items. Please see Section 2.7.2 above	10
3.	<b>Delivery Period:</b> Please specify the Delivery Period in Calendar days at specific location.	15
4.	<b>Financial (Price) &amp; Price Validity:</b> The prices must be quoted in PKR. GST should be specified separately. Bid validity of should not be less than 150 calendar days Proposals without 1% bid bond shall not be considered.	65
<b>Total Score</b>		<b>100</b>

### Key Points in evaluation of Proposals:

- 4.1 To assist in the evaluation of proposals, the Award Committee may, at its discretion, ask any applicant for a clarification of its proposal which shall be submitted within a stated reasonable period of time. Any request for clarification and all clarifications shall be in writing. If applicant does not provide clarifications of the information requested by the date and time set in Louis Berger's request for clarification, its proposal may be rejected.
- 4.2 Section 3 of this RFP provides guidance to offerors/ bidders concerning the documentation necessary to conduct an informed evaluation of each Bid. The bidders must furnish adequate and specific information in the proposals. A proposal may be eliminated from further consideration before a detailed evaluation is performed if the proposal is considered obviously deficient as to be totally unacceptable on its face or which prices are inordinately high or unrealistically low.
- 4.3 Louis Berger shall use all the factors, methods and criteria defined in the evaluation criteria to evaluate the bids of the Bidders and any specialist subcontractors. Louis Berger reserves the right to waive minor deviations in the evaluation criteria if they do not materially affect the capability of a Bidder to perform the contract.
- 4.4 The Award Committee reserves the right to award a contract under this RFP based on initial offers without discussions. Similarly, the committee also reserves the right to accept or reject one or all proposals received against this RFP.
- 4.5 Bidders shall not have a conflict of interest. Bidders shall be considered to have a conflict of interest, if they participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of this solicitation. Where a firm, or a firm from the same economic or financial group, in addition to consulting, also has the capability to manufacture or supply goods or to construct works, that firm, or a firm

from the same economic or financial group, cannot normally be a supplier of goods or works, if it provided consulting services for the contract corresponding to this solicitation, unless it can be demonstrated that there is not a significant degree of common ownership, influence or control.

4.6 Louis Berger requires that Suppliers, Contractors, and Consultants observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, Louis Berger:

- (a) Defines, for the purposes of this provision, the terms set forth below as follows:
  - (i) “corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
  - (ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Borrower, and includes collusive practices among Bidders (prior to or after bid submission) designed to establish bid prices/ proposal at artificial, non-competitive levels and to deprive the borrower of the benefits of free and open competition;
- (b) Will reject a Bid/ proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the Contract; and
- (c) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a subcontract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a Louis Berger financed contract.

4.7 Any attempt by a Bidder to influence Louis Berger’s representatives in the evaluation of the bids or contract award decisions may result in the rejection of its bid/ proposal.

## **SECTION 5: REQUIRED CERTIFICATIONS**

Following certificates need to be signed by all applicants. These certifications are integral part of the proposal. Please print the below certificates and send back to us with your proposal after signature and stamp on each certificate. These certificates are:

- ✓ Certification Regarding Terrorist Financing
- ✓ Narcotics offenses and drug trafficking- key individual certification
- ✓ Narcotics offenses and drug trafficking - participant certification
- ✓ Certification regarding debarment, suspension, ineligibility and voluntary exclusion lower tier covered transactions
- ✓ Source and Nationality Compliance Form

### **Certification Regarding Terrorist Financing Implementing E.O. 13224**

USAID requires that recipients sign the certification below as a prerequisite to receiving a grant from a U.S. Government source. By signing and submitting this application, the prospective recipient provides the certification set out below:

1. The Recipient has not provided, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts.

2. Specifically, in order to comply with its obligations under paragraph 1, the Recipient will take the following steps:

- a. Before providing any material support or resources to an individual or entity, the Recipient will verify that the individual or entity does not appear (i) on the master list of Specially Designated Nationals and Blocked Persons, which list is maintained by the U.S. Treasury's Office of Foreign Assets Control (OFAC) and is available online at OFAC's website : <http://www.treas.gov/offices/eotffc/ofac/sdn/t11sdn.pdf> , or (ii) on any supplementary list of prohibited individuals or entities that may be provided by USAID to the Recipient. The Recipient also will verify that the individual or entity has not been designated by the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the "1267 Committee") [individuals and entities linked to the Taliban, Usama bin Laden, or the Al Qaida Organization]. To determine whether there has been a published designation of an individual or entity by the 1267 Committee, the Recipient should refer to the consolidated list available online at the Committee's website: <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm> .
- b. Before providing any material support or resources to an individual or entity, the Recipient will consider all information about that individual or entity of which it is aware or that is available to the public.
- c. The Recipient will implement reasonable monitoring and oversight procedures to safeguard against assistance being diverted to support terrorist activity.

3. For purposes of this Certification-

- a. "Material support and resources" means currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safe houses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials.
- b. "Terrorist act" means-
  - (i) an act prohibited pursuant to one of the 12 United Nations Conventions and Protocols related to terrorism (see UN terrorism conventions Internet site: <http://untreaty.un.org/English/Terrorism.asp> ); or
  - (ii) an act of premeditated, politically motivated violence perpetrated against noncombatant targets by sub national groups or clandestine agents; or
  - (iii) any other act intended to cause death or serious bodily injury to a civilian, or to any other person not taking an active part in hostilities in a situation of armed conflict, when the purpose of such act, by its nature or context, is to intimidate a population, or to compel a government or an international organization to do or to abstain from doing any act.
- c. "Entity" means a partnership, association, corporation, or other organization, group or subgroup.

This Certification is an express term and condition of any agreement issued as a result of this application, and any violation of it shall be grounds for unilateral termination of the agreement by USAID prior to the end of its term.

APPLICANT:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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

**ANNEX B.1**

**KEY INDIVIDUAL CERTIFICATION  
NARCOTICS OFFENSES AND DRUG TRAFFICKING**

I hereby certify that within the last ten years:

1. I have not been convicted of a violation of, or a conspiracy to violate, any law or regulation of the United States or any other country concerning narcotic or psychotropic drugs or other controlled substances.
2. I am not and have not been an illicit trafficker in any such drug or controlled substance.
3. I am not and have not been a knowing assistor, abettor, conspirator, or colluder with others in the illicit trafficking in any such drug or substance.

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

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

Title/Position: \_\_\_\_\_

Organization: \_\_\_\_\_

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

\_\_\_\_\_

Date of Birth: \_\_\_\_\_

**NOTICE:**

1. You are required to sign this Certification under the provisions of 22 CFR Part 140, Prohibition on Assistance to Drug Traffickers. These regulations were issued by the Department of State and require that certain key individuals of organizations must sign this Certification.
2. If you make a false Certification you are subject to U.S. criminal prosecution under 18 U.S.C. 1001.

**ANNEX B.2**

**PARTICIPANT CERTIFICATION  
NARCOTICS OFFENSES AND DRUG TRAFFICKING**

1. I hereby certify that within the last ten years:

- a. I have not been convicted of a violation of, or a conspiracy to violate, any law or regulation of the United States or any other country concerning narcotic or psychotropic drugs or other controlled substances.
- b. I am not and have not been an illicit trafficker in any such drug or controlled substance.
- c. I am not or have not been a knowing assistor, abettor, conspirator, or colluder with others in the illicit trafficking in any such drug or substance.

2. I understand that USAID may terminate my training if it is determined that I engaged in the above conduct during the last ten years or during my USAID training.

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

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

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

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

\_\_\_\_\_

Date of Birth: \_\_\_\_\_

**NOTICE:**

- 1. You are required to sign this Certification under the provisions of 22 CFR Part 140, Prohibition on Assistance to Drug Traffickers. These regulations were issued by the Department of State and require that certain participants must sign this Certification.
- 2. If you make a false Certification you are subject to U.S. criminal prosecution under 18 U.S.C. 1001.



## ANNEX C

### **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions**

#### (a) Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, has the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. 1/ You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier covered Transaction," 2/ without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non procurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

1/ See ADS Chapter 303, 22 CFR 208.

2/ For USAID, this clause is entitled "Debarment, Suspension, Ineligibility, and Voluntary Exclusion (March 1989)" and is set forth in the USAID grant standard provision for U.S. nongovernmental organizations entitled "Debarment, Suspension, and Related Matters" (see ADS Chapter 303), or in the USAID grant standard provision for non-U.S. nongovernmental organizations entitled "Debarment, Suspension, and Other Responsibility Matters" (see ADS Chapter 303).

(b) Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Solicitation No: RFA No.

Application/ Proposal No.

Date of Application/Proposal:

Name of Recipient:

Typed Name and Title

Signature\_\_\_\_\_ Date

**ANNEX D**

**SOURCE AND NATIONALITY COMPLIANCE FORM**  
**(Attachment of this form with Technical Proposal is must)**

The purpose of this form is to gather information from bidders about source/nationality compliance. The authorized USAID geographic code for the USPCAS-E is 937.

**1. Origin:**

While the concept of “origin” has been deleted from the USAID procurement regulations, there are still significant U.S. regulations (such as OFAC regulations) that prohibit transactions with certain countries. As such, I confirm that the quoted items are not manufactured, grown, produced, shipped from, or otherwise originate from any of the following countries: *Burma (Myanmar), Cuba, Iran, North Korea, (North) Sudan, or Syria.*

No, I cannot confirm

Yes, I confirm this is true.

**2. Source:**

The offered good are “Available for Sale” in the Cooperating Country:

- Supplier is an authorized sales representative/dealer of the manufacturer in the cooperating country. (Yes /NO)  
If yes please provide brief introduction and attach copies of dealership certifications.
- Quoted items are included in supplier’s standard catalog. (Yes /NO)  
If yes, attach catalog.
- Supplier certifies that quoted items are routinely traded or offered for sale in the cooperating country. (YES /NO)
- Supplier has an installation base in the cooperating country. (YES / NO)  
If yes provide some details of after sale support points with complete addresses.
- Offered equipment is serviceable by the supplier and has a valid warranty in the cooperating country (YES / NO)  
IF yes, please provide details of capability how equipment is serviceable in cooperating country
- Complete details of type of warranty offered in cooperating country (or attach standard warranty terms and conditions offered).
- Supplier will be responsible of ensuring that after sale service support / spare parts are available will try all efforts to make it available. (Bidder / Supplier agrees with is statement) (Yes / NO)

**For items purchased outside of the cooperating country:**

If the items are not “available for purchase” in the cooperating country, identify the “source” of the equipment and describe compliance with the authorized geographic code 937:

**The items will be imported from source is**

[Describe the "source" countries and compliance with the authorized geo code.]

3. **Nationality:**

Per 22 CFR 228.12, organizations must meet both (a) and (b) below, as well as either (c) or (d):

- A. The supplier is incorporated or legally organized under the laws of a country in the authorized geographic code:  
[Describe the supplier's registration status; attach a copy of their business license or official registration to support registration status.]
- B. The supplier is operating as an “on-going concern” in a country in the authorized geographic code.
- C. The supplier is managed by a governing body, the majority of who are citizens (or lawful permanent residents) of countries in the authorized geographic code:  
[Provide details and/or attach a certification from the supplier documenting that they comply with this.]
- D. The supplier employs citizens (or lawful permanent residents) of countries in the authorized geographic code, in more than 50% of its permanent full-time positions and more than 50% of its principal management positions:  
[Provide details, such as organizational chart with information, and/or attach a certification from the supplier documenting that they comply with this]

**Annex E****Toolkit for HVACR****Quantity: 75 kits, each having the following items**

#	Description	Required Specifications
1	Digital Clamp Meter Tong Tester	Clip-on type; cap up to 30 A and 500 V capacity complete with test leads and case
2	Gauge Manifold	High pressure, Range 0 to 500 psi, Low pressure 0 to 250 psi, and 0 to 30" of Mercury complete with changing hose
3	Swaging Tool Set (5 Pcs)	Steel, ¼" to 5/8" size
4	Flaring Tool with Anvil	Standard model, steel
5	Tube/Pipe Punching Tool	Forged steel, standard model
6	Tester (Pen)	With flat tip fully insulated with test lamp up to 380 V, blade 3x60 mm
7	Combination Plier	With pipe grip, side cutter and two joint cutters, polished head and PV C insulated handles, min 160 mm long
8	Long Nose Plier	With serrated jaws, PVC insulated handles; 7" 200 mm length
9	Allen Key Set	Metric, comprising 10 keys from 1.5 mm to 10 mm in wallet/case
10	Adjustable Wrench (2 Pcs)	6" & 10" long, standard model with 15° angle, span up to 24 mm length 200 mm
11	Screw Drivers Set (Flat & Phillips)	A combination of flat tip & Phillips with split type handles duly insulated, standard model (1/4, 1/8 and 3/16" blade flat and three standard size for Philips)
12	HAND HACKSAW	12", durable, comfortable, full grip, manageable & comfortable grip handle, all-metal compact design & frame
13	TUBE CUTTER	Standard model (manual/handy)
14	HAMMER	Cross pein, wooden handle, 100 gm
15	CAPACITOR	5 micro ferrade, 30 and 40 microfarad
16	CHARGING VALVE	3 to 4 valves for brazing in refrigerators
17	CLEANING BRUSH	Wide faced for cleaning inside AC/Refrigerator compressors
18	MASKING TAPE	1" and 3" in black/white color for insulation; heat, temperature and pressure resistant
19	MEASURING TAPE	Flexible or folding with Inch and Metric calibrations; 3 Meters length
20	TOOL BOX	Metal, simple construction; hip proof with tool

**Annex F**  
**Toolkit for Beautician**  
**Quantity: 300, each having the following items**

#	Description	Required Specifications
1	Scissor Hair Cutting	Metal six-inch (6") hair cutting shears are both comfortable in the hand and have the sharpness and in a quality blades.
2	Hair straightener	Ceramic, Wavy and Curls Straightener 110/220 VAC; Style temperature 210 'C, ceramic plate, maximum 60 second heat up time, cord length 1.8m
3	Hair Brush	(Plastic and metallic rubber headed nails)
4	2-3 types of combs	(All purpose, tail and cutting combs, plastic made)
5	Manicure & Pedicure Set	(Sharp and fine instruments set Stainless steel Includes: 1 x tone nail clipper, 1 x cuticle trimmer, 1 x tweezers, 2 beauty scissors, 2x nail clippers, 1 x nail file, 1 x ear pack, 1 x v shaped push stick, 1 x single edge double sided push stick)
6	Blackhead pin	Metallic
7	Spray bottle	½ liter, burst trigger spray
8	Threading cone	4 core sewing thread
9	Beauty Box	Simple construction, dimensions to fit all the items
10	Section hair clips	Steel connectors for clipping hair sections
11	Hair pins	Small steel hairpins Strip
12	Facial band Head band	Hair holder, ultra soft; used for face washing, during make up, having spa, facial treatments, exercising
13	Make-up kit -	50- 60 piece essential make-up
14	Make-up brush set	Complete set of different sizes; soft bristles, wooden sticks
15	Eye brow pencil	Eye-brow kit (natural) or pencils (neutral brown and black) 02
16	Lip pencils	Colors: pink, red, berry, brown, 04
17	Lip sticks	Lip sets with 04 colors Red, Pink, Berry, Brown

**Annex G****Toolkit for Domestic Tailoring****Quantity: 100 kits, each having the following items**

#	Description	Required Specifications
1	Sewing Machine	Manual Sewing Machines along with Wooden Case and USAID Logo Imprint.
2	Bobbins with case pack	Stainless Steel
3	Scissors	Size 9" inches
4	Inches tape (Measuring Tape)	Standard
5	Seam Ripper	Standard
6	Finishing Clipper	Standard
7	Tailoring Chalks	One Piece
8	Thread Spool	Standard

**Annex H**  
**Toolkit for Electric Appliances Repairing**  
**Quantity: 150 kits, each having the following items**

#	Description	Required Specifications
1	Multimeter (Analog)	Class 1 to 1.5: moving coil or moving magnet type: resistance 15000 to 20000 ohm per V; A.C./D.C. voltage measuring ranges from .1.5 to 1000 V; A.C./D.C. current measuring ranges from .200 mA to 6 A; resistance measuring ranges from 0 to 2M Ohm K ohm;
2	Tester (Pen)	With flat tip, fully insulated with test lamp up to 380 V, blade 3x60 mm
3	Screw Driver 9-12 Pcs (Flat, Phillips & Star)	(Starkit, Screw driver Kit) Japan
4	Hand Hacksaw	12", durable, comfortable, full grip, manageable & comfortable grip handle, all-metal compact design & frame
5	Hammer	Cross pein with wooden handle, steel, 100 gm
6	Electrician Knife	With one folding, steel blade; up to 120 mm long
7	Diagonal Cutting Plier	Suitable for cutting hard wire; pvc insulated handle; 160 mm long
8	Nose Plier	Serrated Jaw, non cutting, nose edge, 200 mm long; 6"
9	Adjustable Wrench	Screw; 8"; durable, non corrosive
10	Combination Plier	With pipe grip; side & joint cutters; polished head (preferable) and pvc insulated handles; 150-200 mm long; 6" size
11	Allen Key Set Small (10Pcs)	Metric, comprising 10/8 keys from 1.5 to 10 mm in plastic wallet/case
12	Measuring Tape	Flexible or folding with Inch and Metric calibrations; 3 Meters length
13	Masking Tape	1" inch
14	Soldering Iron	45W/220V
15	Tool Box/Bag	Metal, simple construction;



## Annex I

### Toolkit for Welding/ Fabrication

Quantity: 25 kits, each having the following items

#	Description	Required Specifications
1	Welding Transformer	220V-300Amp, Copper Winding, Air Cool Caber Fiv Meter each
2	Hacksaw Frame	Extra strong, adjustable, from 250 to 300 mm, sliding bar pattern with file handle.
3	Chipping Hammer	With wooden handle, 300 g
4	Ball Pein Hammer	With wooden handle, 500 g
5	Chisels	Cold chisel 150x18 mm
6	Leather Gloves	Standard model for welding and heavy work
7	Try Squares	Combination of cast iron; 300 mm
8	Center Punch	Round head: 100 x 5mm, 150 x 12mm
9	Adjustable Wrench	Chrome; 250 mm
10	Steel Wire Brush	Semi-hard medium size with wooden handle for normal cleaning of corrosive metal parts (app 300x50)
11	Welding Screen	Standard Model, Hand Carry
12	Safety Goggles	Clear glass with all-around-the-eye-protection and ventilation slots