

Request for Proposal Document for Selection of Suppliers/ Vendors
Rehabilitation of Officers Club Lodhran

Request for Proposal Number:	PYWD/Prog/022
RFP issued by:	Louis Berger – Punjab Youth Workforce Development Project
RFP Issuance Date:	January 14, 2019
Last date for submission of Proposal/ Quotation:	January 31, 2019, 1700 Hours
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. Shafqat Ismail, Procurement Specialist Email: sismail@louisberger.com

Request for Proposal
Rehabilitation of Officers Club in Lodhran
RFP Number: PYWD/Prog/022

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, Muzaffargrah 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 proposal and quotations to shortlist vendors for supply of various items and Rehabilitation of Officers Club Lodhran, on DDP Lodhran basis, as per the items specified in Section 3 of this 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 RFP 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

The procurement process does not constitute an award commitment on the part of Louis Berger, PYWD Project, USAID and/or any other organization or associated agency. Louis Berger PYWD Project reserves the right to accept or reject any proposal or quotation, and to cancel the 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. Shafqat Ismail (through email sismail@louisberger.com) in accordance with Section 2 of this document. The proposal should be submitted in accordance with the instructions set forth in Section 2 of this RFP by January 31, 2019, 1700 hours.

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 RFP Document Issued By:

This RFP 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, Muzaffargrah and Bahawalpur districts of Punjab. The PYWD 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 RFP process is being done to solicit Bids/ Proposals from vendors/ suppliers, for supply of various items for Rehabilitation of Officers Club Lodhran, on DDP Lodhran basis. In addition, the PYWD Project intends to develop & maintain its qualified/eligible suppliers' database. The list of items and their specifications are given in Section 3 of this RFP document.

The purchase order will be awarded by the Louis Berger - PYWD Project 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 Proposals, as required by the circumstances.

Please note that the term "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.

1.3 RFP Number: PYWD/Prog/022

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

1.4 Proposals or Requests for Additional Information/ Clarifications:

Proposals, requests for additional information, clarifications must be submitted in writing through email to Procurement Specialist, Mr. Shafqat Ismail (Email: sismail@louisberger.com). Verbal requests/ telephone calls will not encouraged.

1.5 Last date for submission of Proposals/Quotations:

Last date of the submission of proposals is Thursday, January 31, 2019 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
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 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 RFP Document:

The Award Committee - PYWD Project reserves the right to amend this RFP document upon written notice to bidders/applicants and/or through advertisement on website www.brightspyre.com

Louis Berger reserve the right to increase or decrease the quantity of required items, mentioned in Section 3 of this document, any time before or after the award of subcontract/ purchase order to the successful vendors.

1.7 Award of Purchase Order/ Subcontract:

After completing the selection 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/ bidders best terms from the cost/price and technical standpoint. It is intended that in project's life, the Award Committee will use this RFP process for recommendation to award of Purchase Orders/ Subcontracts for similar 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 Offerors/ 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 RFP 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 subcontract(s)/ Purchase Order(s) based on this solicitation process. Payments terms may be decided after negotiation with the shortlisted firms/ offerors/ bidders. Usually Louis Berger do not pay any advances.

The Offerors/ bidders 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 this RFP 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 not later than Thursday, January 31, 2019, 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. 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 on top left corner. The proposals must remain available for acceptance by the Award committee for a minimum of ninety (90) calendar days after the closing date of this procurement document. The Award Committee may seek revised proposals/ quotations from the shortlisted offerors/ vendors.

2.4 Preparation of Proposal:

The offerors/ bidder may submit proposal for one or all items required in Section 3 of this document. 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 Offerors, 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 written 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.
- 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 (**PYWD/Prog/022**) 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. Please state that “Items required for Rehabilitation of Officers Club Lodhran” in the proposal/ quotation being submitted.
5. Contact detail of focal person from the offeror.

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 minimum 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 detailed description of how the agency will approach and complete the supply and delivery of the item(s) in Lodhran district. The scope of work and detail of required items/ equipment are outlined in Section 3 of this document. Offerors/bidders are required to provide details, complete specifications and if appropriate, offer alternative and/or additional suggestions.

The Bidders may apply for one or all categories, as mentioned above, depending upon their relevant background and experience. Bidders are encouraged to provide brochure, information literature, pictures, catalog of the offered items in their technical proposal.

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

The quotation should state the expected delivery/ lead time of lead time in calendar days. In addition, the applicant should state that transportation, packing, unpacking, and installation shall be completed by the applicant.

2.7.4 Financial Proposal:

The Offerors are requested to:

- Prepare financial proposal (Quotation) in Pakistani Rupees.
- Please quote the prices on DDP basis Project locations i.e. Lodhran.
- Please provide DDP Lodhran price for each item.
- Mention the GST amount separately.
- Quote prices that must be valid for at least 90 (ninety) calendar days from the last date of submission of proposal.
- Undertake that applicable penalty by tax authorities shall be paid by your company, in case your company is not registered with the GST authorities.
- Bid bond is required for submission of quotation. The bidders/ applicants will be liable to submit the bid security in the name of "Louis Berger Pakistan" in form of call deposit, equivalent to **1% of the total quoted (without GST) 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 Arbitration and Grievance Resolution:

The Chief of Party (COP) of Punjab Youth Workforce Development (PYWD) 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.

2.9 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; 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.

SECTION 3: SCOPE OF WORK

3.1 Responsibility of Successful Supplier/ Vendor:

The selected vendor(s) of this procurement will be responsible for supply and where applicable fixing/ installation at specific delivery location in Lodhran. In addition, the shortlisted vendor/ supplier will be responsible for complete renovation and delivery, coordination in inspection and providing signed & stamped valid warranty cards, as relevant and available.

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 Location:

The Project location is Lodhran district in Southern Punjab. The Purchase Order will specify the quantity and exact place of delivery in Lodhran District.

3.4 Required Items/ Equipment:

Through this RFP document, following items shall be purchased through shortlisted vendors/ suppliers. The items have been segregated in various categories, mentioned as under:

Category Number	Description of Category	Number of Items in Category
A.	Tennis Court and Table Tennis Items	10 Items
B.	IT and Electronics Equipment	4 Items
C.	Furniture Category	6 items

The Bidders may apply for one or all categories, as mentioned above, depending upon their relevant background and experience. Bidders are encouraged to provide brochure, information literature, pictures, catalog of the offered items in their technical proposal.

3.5 Required Specifications:

Category-wise list of items and their respective minimum specifications are given.

Category A: Tennis Court and Table Tennis Items

#	Description of Items	Required Specifications	Quantity
A.1	Synthetic Lawn Tennis Court	High quality standard Synthetic along with its cover is required as per following available measurements for single Lawn Tennis Court: Available Court Width: 57' Available Court Length: 150' Fixing and installation is required.	01-No.
A.2	Auto Electric Grass Roller for Maintenance of Grassy Lawn Tennis Courts	With Pieter Engine, automatic driven by one man.	01-No.
A.3	Poles and Electricity Lights for Two Courts (Complete)	Total Poles = 12-Nos. (Height of each Pole: 25') Total Lights = 48-Nos. (Light on each Pole: 04) Light Specification: Standard White Lights or 250-Watts Mercury White Light each along with Copper wire for installation of lights on the poles.	6 Poles for each Tennis Court
A.4	Tennis Nets for Two Courts	High Quality - Standard size or 3' x 42'	02-Nos.
A.5	Side Curtains for Two Courts	High Quality - Standard size or 04 Pieces Measurement: Height: 10' x Width 55' 04 Pieces Measurement: Height 10' x Width 150' Folded in steel boxes which will be fixed on each side of court.	04-Nos. + 04-Nos.
A.6	Tennis Umpire Chair	High quality - Standard size	01-No.
A.7	Tennis Scoreboard	High quality - Standard size Electric scoreboards	02-No.
A.8	Electric Grass Cutter Machine (Lawn Movers)	With electric Motor and 150' wire	01-No.
A.9	Snooker Table (Complete)	Wiraka or Equivalent brand Table Size = 6' x 12' along with its cover and all items (i.e. complete set including Que Balls, Sticks etc.) Installation and fixing of table is included	01-No.
A.10	Table Tennis (Complete)	Donic / Sultana or Equivalent brand Standard Size i.e. 2.74 m (9.0 ft) long, 1.525 m (5.0 ft) wide, and 76 cm (2.5 ft) high with any continuous material so long as the table yields a uniform bounce of about 23 cm (9.1 in) when a standard ball is dropped onto it from a height of 30 cm (11.8 in), or about 77%. The table should be quoted along with table tennis balls (quantity one Dozen) and good quality Rackets, 4 (four) in number.	01-No.

Category B: IT and Electronics Equipment

#	Description of Items	Required Specifications	Quantity
B.1	Air Conditioner	2.0 Ton Chiller (Heat / Cool) Air Conditioner. Room Size: 35' x 13' Warranty: +Minimum 1 year	01-No.
B.2	Desktop Computer	Desktop Computer HP /Dell/ or equivalent with following minimum specifications: Generation 8 th Intel, Core i7 7400 3.0GHz Quad Core CPU, up to 3.8 GHz with Intel® Turbo Boost Technology Cache Minimum 6 MB. CMT Desktop or equivalent RAM: Minimum 8GB Hard drive: Minimum 1TB (7200 RPM); Integrated Intel HD graphic Front: 1 microphone/headphone jack; 2 USB 3.0 Back: 1 audio line in; 1 audio line out; 1 HDMI; 1 RJ-45; 1 VGA; 2 USB 3.0; 4 USB 2.0,LAN/WLAN Supported,\Wired Keyboard mouse, power cables as per manufacturer standard, as above Registered Windows 10 Pro and Registered Antivirus LED Size 18", compatible with proposed system Warranty: Minimum One (1) year.	01-No.
B.3	Printer	HP Laser Jet Pro M26aw or Equivalent Warranty: Minimum 1 year	01-No.
B.4	LED (55") Samsung	Samsung or equivalent - Smart Box LED 55' Warranty: Minimum 1 year	01-No.

Category C: FURNITURE CATEGORY

#	Description of Items	Required Specifications	Quantity
C.1	Sofa Set (Complete)	One 5-Seater Sofa Set and one 7-Seater Sofa Set with wooden frame and best quality filling and cloth.	02-Set
C.2	Chairs	Standard size office chairs with Regzen & Foam.	40-Nos.
C.3	Wooden Table Set	Three wooden tables in each set one center table and two side small table.	02-Sets.
C.4	Office Table	Wooden Office Table size 3' x 5' with drawers and lock & key	01-No.
C.5	Office Executive Chair	Revolving & Hydraulic Executive office chair with high back.	01-No.
C.6	Steel Office Almirah	Steel Almirah with locker and file racks.	02-Nos.

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, as per the criteria given below:

#	Selection Criteria	Maximum score
1.	Technical Specifications: The proposal should mention detailed technical specifications of the items, for which quotation is being submitted. The quoted items equipment must be quoted in line with requirements in Section 3 and Section 2.7 of this document.	35
2.	Capabilities and Relevant Experience: The profile of the applicant organization should demonstrate capabilities and experience in supply of similar items.	05
3.	Delivery Period: Please specify the Delivery Period in Calendar days.	10
4.	Financial (Price) & Price Validity: DDP Lodhran price must be quoted in PKR. GST should be specified separately. Proposals without 1% bid bond shall not be considered.	50
Total Score		100

Conditions for Disqualifications:

The submitted proposal shall stand 'disqualified' for processing and award, if:

- A. Minimum total score, as per the criteria above is less than 35 score.
- B. The Bidder who is not registered with FBR and have not National tax Number (NTN) and General Sales Tax Number (GST).
- C. Applicant is Black Listed by any NGO, USAID, or UN Agencies.
- D. Bidders not comply with Louis Berger/USAID Policy of conflict of interest and compliance check, irrespective of their marks obtained.
- E. Bidders providing false information regarding any point.
- F. The Bidders engaged in hiring/employment of workers under age of 18
- G. The Bidders whose reference are negative.

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 Proposal. 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 proposals.2 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]