

**REQUEST FOR QUOTATIONS (RFQ)**

RFQ Number: Kyrgyz Agro Trade-049

Issuance Date: December 7, 2023

Deadline for Quotes: December 14, 2023 at 17:00

Description: **Training on the use of Trade Map portal to enable ATA partners to make informed decisions related to marketing of their products in export markets**

For: USAID Kyrgyz Republic Agro Trade Activity

Funded By: United States Agency for International Development (USAID),

Contract No. 7200AA18D00018/72011520F00004

Implemented By: Chemonics International Inc.

Point of Contact: **Saida Usmanova**; [susmanova@kyrgyzagrotrade.com](mailto:susmanova@kyrgyzagrotrade.com) and **Ruslan Raiymkulov**; [Rraiymkulov@kyrgyzagrotrade.com](mailto:Rraiymkulov@kyrgyzagrotrade.com); **copy** [procurement@KyrgyzAgroTrade.com](mailto:procurement@KyrgyzAgroTrade.com)

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

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

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

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

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

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

Please contact Chief of Party Maksat Iskakov [miskakov@KyrgyzAgroTrade.com](mailto:miskakov@KyrgyzAgroTrade.com) with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to [BusinessConduct@chemonics.com](mailto:BusinessConduct@chemonics.com) or by phone/Skype at 888.955.6881.

**Section 1: Instructions to Offerors**

**Introduction**: The USAID Kyrgyz Republic Agro Trade Activity (ATA) is a five-year project dedicated to increasing jobs and incomes in the Kyrgyz Republic by enhancing the efficiency and competitiveness of Kyrgyz agricultural businesses. ATA works to promote the growth of output and expand trade with Fergana valley countries. Project activities are concentrated on building stronger businesses Osh, Jalal-Abad, and Batken oblasts and specifically target opportunities to increase market integration between Kyrgyz Republic and Uzbekistan.

The purpose of this assignment is to empower ATA’s private sector partners and business associations to analyze export markets, facilitating decisions related to strategic market research. This involves monitoring both national and product-specific trade performance, revealing comparative and competitive advantages, identifying potential for market or product diversification, and designing and prioritizing trade development programs for both firms and trade support institutions.

ATA considers Trade Map, developed by the International Trade Centre UNCTAD/WTO (ITC), as the most suitable and accessible platform for such analysis. Therefore, the intention is to inform partners about the advantages of Trade Map and train them on using the platform. Upon completion of the training, participants should be capable of conducting analyses to address questions such as:

1. What is the structure of the world market for a product?
2. With which countries does my country currently trade?
3. Where are opportunities for market diversification?
4. What tariff barriers exist in a specific market?
5. Which countries are competing in a specific market and globally?
6. What are priority markets and products for trade promotion?
7. What countries supply the majority of my country’s imports?
8. In what areas does my country have a competitive advantage?
9. For what products is there potential to increase bilateral trade?

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

1. **Offer Deadline and Protocol**: Offers must be received no later than 17:00 local time **on December 14, 2023** by email. Any emailed offers must be emailed to [Rraiymkulov@kyrgyzagrotrade.com](mailto:Rraiymkulov@kyrgyzagrotrade.com); copy [procurement@KyrgyzAgroTrade.com](mailto:procurement@KyrgyzAgroTrade.com)

Please reference the RFQ number in any response to this RFQ. Offers received after the specified time and date will be considered late and will be considered only at the discretion of Chemonics.

1. **Questions**: Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 17:00 local Osh time on **December 12,** **2023** by email to [dandakulov@kyrgyzagrotrade.com](mailto:dandakulov@kyrgyzagrotrade.com) cc [procurement@KyrgyzAgroTrade.com](mailto:procurement@KyrgyzAgroTrade.com) Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that Chemonics believes may be of interest to other offerors will be circulated to all RFQ recipients who have indicated an interest in bidding.

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

1. **Scope of Work**: Section 3 contains the Scope of Work for the required services.
2. **Quotations**: Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis. Prices must be presented in Kyrgyz som (please see the template of the budget). Prices must be inclusive of all costs. Offers must remain valid for not less than ten (10) calendar days after the offer deadline. Offerors are requested to provide quotations on their official quotation format or letterhead; in the event this is not possible, offerors may complete the table in Section 3.

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

* Organizations responding to this RFQ are requested to submit a copy of their official registration or business license.
* A minimum of three (3) references (with name and contact information) indicating the relevant services carried out in the last three (3) years that best illustrate organization/individual’s qualifications and past performance. References from USAID or similar donor-funded projects are preferred. Independent verification of the references may be carried out. Chemonics reserves the right to obtain past performance information from sources other than those identified by the offeror.
* Narrative description of past performance for similar services, samples of previous works.

1. **Source/Nationality/Manufacture**: All services offered in response to this RFQ or supplied under any resulting award must meet **USAID Geographic Code** 937 and 110 in accordance with the United States Code of Federal Regulations (CFR), [22 CFR §228](https://www.gpo.gov/fdsys/pkg/CFR-2017-title22-vol1/pdf/CFR-2017-title22-vol1-part228.pdf). The cooperating country for this RFQ is Kyrgyz Republic.

Offerors may not offer or supply services or any commodities that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, Syria.

1. **Taxes and VAT**:

The agreement under which this procurement is financed is not exempt from the payment of taxes, VAT, tariffs, duties, or other levies imposed by any laws in effect in the Cooperating Country. Therefore, offerors must include taxes, VAT, charges, tariffs, duties, and levies in accordance with the laws of the Cooperating Country. **Offerors must clearly identify VAT amount in a separate line item in the cost proposal.**

1. **DUNS Number:** Companies or organizations, whether for-profit or non-profit, shall be requested to provide a Data Universal Numbering System (DUNS) number if selected to receive an award in response to this RFQ valued greater than or equal to USD$30,000 (or equivalent in other currency). If the Offeror does not have a DUNS number and is unable to obtain one before the submission deadline, Offeror shall include a statement noting their intention to register for a DUNS number should it be selected as the successful offeror or explaining why registration for a DUNS number is not possible. Contact Dun & Bradstreet through this webform to obtain a number: <https://fedgov.dnb.com/webform>. Further guidance on obtaining a DUNS number is available from Chemonics upon request.
2. **Eligibility**: By submitting an offer in response to this RFQ, the offeror certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the U.S. Government. Chemonics will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.
3. **Evaluation and Basis for Award**: The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and is determined via **a trade-off analysis** to be the best value based on application of the following evaluation criteria. The relative importance of each individual criterion is indicated by the number of points below. Points will not be awarded for cost which will be primarily evaluated for realism and reasonableness. For overall evaluation purposes of this RFQ, technical evaluation factors other than cost, when combined, are considered approximately equal to cost factors. If technical scores are determined to be equal or nearly equal, cost will become the determining factor.

* ***Technical* (50 points)** - Responsiveness to the technical requirements listed in the scope of work and ability to provide each service requested in Section 3.
* **Past Performance (20 points)** – Proven track record of timely and efficient customer service. Offerors are required to provide no less than three (3) past performance references of similar work (under contracts or subcontracts) previously implemented as well as contact information for the companies for which such work was completed. Chemonics reserves the right to check additional references not provided by an offeror.
* ***Price* – 30 points**: The overall cost presented in the offer

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

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

* Chemonics may conduct negotiations with and/or request clarifications from any offeror prior to award.
* While preference will be given to offerors who can address the full technical requirements of this RFQ, Chemonics may issue a partial award or split the award among various Vendors, if in the best interest of the USAID Kyrgyz Agro Trade Activity Project.
* Chemonics may cancel this RFQ at any time.
* Chemonics may reject any and all offers, if such action is considered to be in the best interest of Chemonics.

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

1. **Terms and Conditions**: This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Chemonics, the USAID Kyrgyz Agro Trade Activity Project, or USAID to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer.

This solicitation is subject to Chemonics’ standard terms and conditions. Any resultant award will be governed by these terms and conditions; a copy of the full terms and conditions is available upon request. Please note the following terms and conditions will apply:

1. Chemonics’ standard payment terms are net 30 days after receipt and acceptance of any commodities or deliverables. Payment will only be issued to the entity submitting the offer in response to this RFQ and identified in the resulting award; payment will not be issued to a third party.
2. Any award resulting from this RFQ will be firm fixed price, in the form of a subcontract, services agreement or purchase order.
3. No services or commodities may be supplied that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, Syria.
4. Any international air or ocean transportation or shipping carried out under any award resulting from this RFQ must take place on U.S.-flag carriers/vessels.
5. United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The Vendor under any award resulting from this RFQ must ensure compliance with these laws.

**Section 2: Offer Checklist**

To assist offerors in preparation of the quote, the following checklist summarizes the documentation to include an offer in response to this RFQ:

□ Cover letter, signed by an authorized representative of the offeror (see Section 4 for template)

□ Official quotation, (budget) including proof of technical qualifications, (see Section 3 for scope of work, required technical qualifications, and the template to provide quotations);

□ Copy of offeror’s registration or business license (see Section 1.5 for more details);

□ Contact information for at least three (3) references of past or present clients indicating the relevant services carried out in the last three (3) years that best illustrate company/individual’s qualifications and past performance (see Section 1.5 for more details).

□ Federal Funding Accountability and Transparency Act (FFATA) Subaward Reporting Questionnaire, signed by an authorized representative of the offeror (see Section 5 for questionnaire). This form shall be completed only if the value is over $30,000.

**Section 3: Scope of Work**

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| Activity: | **Training on the use of Trade Map portal to enable ATA partners to make informed decisions related to marketing of their products in export markets** |

Location:Bishkek, Osh, Jalal-Abad, and Batken, Kyrgyz Republic

Position: Short-Term Technical Assistance

Timeframe:December 2023 – January 2024

1. **Background**

The USAID Kyrgyz Republic Agro Trade Activity (ATA) is a five-year project dedicated to increasing jobs and incomes in the Kyrgyz Republic by enhancing the efficiency and competitiveness of Kyrgyz agricultural businesses. ATA works to promote the growth of output and expand trade with Fergana valley countries. Project activities are concentrated on building stronger businesses Osh, Jalal-Abad, and Batken oblasts and specifically target opportunities to increase market integration between Kyrgyz Republic and Uzbekistan.

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* What is the structure of the world market for a product?
* With which countries does my country currently trade?
* Where are opportunities for market diversification?
* What tariff barriers exist in a specific market?
* Which countries are competing in a specific market and globally?
* What are priority markets and products for trade promotion?
* What countries supply the majority of my country’s imports?
* In what areas does my country have a competitive advantage?
* For what products is there potential to increase bilateral trade?

and make informed decisions related to marketing of their products in export markets.

**Specific tasks**

* Needs Assessment:
  + Conduct a brief needs assessment to understand the specific requirements and skill levels of the training participants.
  + Identify key topics and features of Trade Map that need to be covered in the training.
* Develop Training Program and Materials:
  + Develop a detailed training program, outlining the learning objectives, specifying the skills and knowledge participants should gain by the end.
  + Develop training materials, including presentations, handouts, pre- and post-tests, that are tailored to the specific needs of the participants. Ensure that the materials are user-friendly and cater to participants with varying levels of expertise. All training materials should comply with USAID branding and marking guidelines.
* Facilitation and Training Delivery:
  + Conduct the training sessions using engaging and interactive methods.
  + Encourage participant involvement through discussions, Q&A sessions, and hands-on exercises.
  + Assist participants with any issues related to the use of Trade Map.
  + Provide participants with post-training resources, such as training materials, recordings, and additional reference materials.
* Evaluation and Assessment:
  + Arrange registration of participants according to forms provided by ATA.
  + Implement a feedback mechanism to gather input from participants on the effectiveness of the training. Use feedback to make improvements for future sessions.
  + Assess participants' understanding and skills through quizzes or practical exercises.
  + Provide certificates of completion or any relevant recognition.
* Follow-Up Support:
  + Offer post-training support, such as a helpline or email support, to address any questions or challenges participants may encounter after the training.

**Deliverables**

* Detailed training program, outlining the learning objectives, specifying the skills and knowledge participants should gain.
* Training materials, including presentations, handouts, pre- and post-tests, that are tailored to the specific needs and industries of the participants.
* Registration forms and other forms required for monitoring and evaluation of the training by ATA.
* Narrative report in English that outlines the progress on knowledge, skills, and attitudes of participants towards the learning objectives, as well as participants’ feedback.

**Timing**

This assignment must be completed by January 31, 2024.

**Required qualifications**

* Experience in conducting trade and market analysis and promotion of Kyrgyz food products in export markets.
* Proven knowledge of and experience in using Trade Map portal.
* Experience as a business training or consultant, preferably specialized in agriculture or food industry.
* Strong written and verbal communication skills.
* Fluency in Russian and Kyrgyz. English is a strong asset.

*Offeror shall prepare a pricing schedule based on the scope of work. Chemonics intends to award a fixed price service agreement or purchase order with payments based on deliverables to keep the offeror under retainer to fulfill the services described above.*

*\*Please present all costs in Kyrgyz Soms (KGS).*

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| ***Budget Template*** |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- |
| **№** | **Description** | **KGS** | **Quantity** | **Total** | **Details** |
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**Section 4: Offer Cover Letter**

*The following cover letter must be placed on letterhead and completed/signed/stamped by a representative authorized to sign on behalf of the offeror:*

To: USAID Kyrgyz Republic Agro Trade Activity

Abdykadyrova Street 2a, JAMBY BC 4th floor, Osh city, Kyrgyzstan

Reference: RFQ No. Kyrgyz Agro Trade-049

To Whom It May Concern:

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

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

* Furthermore, we hereby certify that, to the best of our knowledge and belief:
* We have no close, familial, or financial relationships with any Chemonics or USAID Kyrgyz Agro Trade Activity project staff members;
* We have no close, familial, or financial relationships with any other offerors submitting quotes in response to the above-referenced RFQ; and
* The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
* All information in our quote and all supporting documentation is authentic and accurate.
* We understand and agree to Chemonics’ prohibitions against fraud, bribery, and kickbacks.

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

Authorized Signature:

Name and Title of Signatory:

Date:

Company Name:

Company Address:

Company Telephone and Website:

Company Registration or Taxpayer ID Number:

Company DUNS Number:

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

Official name associated with bank account (for payment):

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

If the offeror is selected for an award valued at $30,000 or above and is not exempted based on a negative response to Section 3(a) below, any first-tier subaward to the organization may be reported and made public through FSRS.gov in accordance with The Transparency Acts of 2006 and 2008. Therefore, in accordance with FAR 52.240-10 and 2CFR Part170, if the offeror positively certifies below in Sections 3.a and 3.b and negatively certifies in Sections 3.c and 3.d, the offeror will be required to disclose to Chemonics for reporting in accordance with the regulations, the names and total compensation of the organization’s five most highly compensated executives. By submitting this quotation, the offeror agrees to comply with this requirement as applicable if selected for a subaward.

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

1. In the previous tax year, was your company’s gross income from all sources above $300,000?

Yes  No

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

Yes  No

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

Yes  No

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

Yes  No

I hereby certify that the above statements are true and accurate, to the best of my knowledge.

Authorized Signature:

Name and Title of Signatory:

Date: