

Request for Quotations (RFQ)

RFQ Number: DCEO-ERB-OPS-065

Issuance Date: May 29, 2022

Deadline for Offers: June 16, 2022, at 5:00 PM Erbil Local Time

Description: BPA (Blanket Purchase Agreement) for Stationary Items

For: Durable Communities and Economic Opportunities (DCEO) Program

Funded By: United States Agency for International Development (USAID),
Contract No. 72026719D00001

Implemented By: Chemonics International Inc.

Point of Contact: Hawkar Sarhang at dceoprocurement@iraqdceo.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 businessconduct@chemonics.com with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to Chemonics' Washington office through the contact information listed on the website found at the hyperlink above.

Section 1: Instructions to Offerors

1. **Introduction:** Durable Communities and Economic Opportunities (DCEO) project is an USAID project implemented by Chemonics International in Iraq. As part of project activities, DCEO requires to purchase of stationary items to support operational and programmatic implementation in Erbil office. The purpose of this RFQ is to solicit quotations for Blanket Purchase Agreement for this service.

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.

2. **Offer Deadline and Protocol:** Offers must be received no later than **5:00 pm local Erbil time on June 16, 2022**, by email to tenders@iraqdceo.com.

Please reference the RFQ number (DCEO-ERB-OPS-065) in any response to this RFQ. Offers received after this time and date will be considered late and will be considered only at the discretion of Chemonics.

3. **Questions:** Questions regarding the technical or administrative requirements of this RFQ must be submitted no later than **5:00 pm local Erbil time on June 12, 2022** by email to tenders@iraqdceo.com. 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. Responses to the questions will be released by DCEO by close of business (COB) **June 13, 2022**.

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.

4. **Specifications:** Section 3 contains the technical specifications of the items that may be ordered under this RFQ. All commodities offered in response to this RFQ must be new and unused.

Please note that, unless otherwise indicated, stated brand names or models are for illustrative description only. An equivalent substitute, as determined by the specifications, is acceptable.

5. **Quotations:** The per-unit pricing in quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including delivery and all other costs. Pricing must be presented in USD. Offers must remain valid for not less than thirty (30) calendar days after the offer deadline. Prices quoted must remain fixed for a minimum of 12 months. Offerors are requested to provide quotations on official letterhead or quotation format; in the event this is not possible, offerors may complete the table in Section 3.

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

- Organizations responding to this RFQ are requested to submit a copy of their official registration or business license.
- Individuals responding to this RFQ are requested to submit a copy of their identification card.

6. **Delivery**: The delivery location for the items described in this RFQ is Empire Business Center, C3, in Erbil, KRI. As part of its response to this RFQ, each offeror is expected to provide an estimate (in calendar days) of the delivery timeframe (after receipt of order). The delivery estimate presented in an offer in response to this RFQ must be upheld in the performance of any resulting contract.
7. **Source/Nationality/Manufacture**: All goods and services offered in response to this RFQ or supplied under any resulting award 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 RFQ is Iraq.

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

8. **Warranty**: Warranty service and repair within the cooperating country is required for all commodities under this RFQ. The warranty coverage must be valid on all commodities for a minimum of twelve (12) months after delivery and acceptance of the commodities, unless otherwise specified in the technical specifications.
9. **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.
10. **Unique Entity Identifier UEI (formerly DUNS Number)**: Companies or organizations, whether for-profit or non-profit, shall be requested to provide a Unique Entity Identifier (UEI) number if selected to receive an award in response to this RFQ valued greater than or equal to USD\$30,000 (or equivalent in other currency). If the Offeror does not have a UEI number and is unable to obtain one before proposal submission deadline, Offeror shall include a statement noting their intention to register for a UEI number should it be selected as the successful offeror or explaining why registration for a UEI number is not possible. A UEI issued through the System for Award Management or [SAM](#), referred to as the Unique Entity ID (SAM), will be the authoritative unique entity identifier used by the federal government. Further guidance on obtaining a DUNS number is available from Chemonics upon request.
11. **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.
12. **Evaluation and Award**:

The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, meets or exceeds the minimum required technical specifications, and is judged to be the best value based on **high quality, a lowest-price, technically acceptable basis**.

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 Iraq reserves the right to waive immaterial deficiencies at its discretion.

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

- Chemonics may conduct negotiations with and/or request clarifications from any offeror prior to award.
- While preference will be given to offerors who can address the full technical requirements of this RFQ, Chemonics may issue a partial award or split the award among various suppliers, if in the best interest of the Durable Communities and Economic Opportunities (DCEO) 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.
- **Chemonics required picture samples for all the items. Please send the picture for each item with RFQ package.**
- **Chemonics will require samples of some specific items included in the RFQ. We will request for the samples after you are technically passed. And the samples will be evaluated by the DCEO operations team and will inform the selection of the awarded vendor.**

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 DCEO 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.

13. **Terms and Conditions:** This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Chemonics, the DCEO 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:

- (a) 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.
- (b) Any award resulting from this RFQ will be firm fixed price, in the form of a purchase order.
- (c) No commodities or services may be supplied that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, Syria.
- (d) Any international air or ocean transportation or shipping carried out under any award resulting from this RFQ must take place on U.S.-flag carriers/vessels.

- (e) United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The supplier under any award resulting from this RFQ must ensure compliance with these laws.
- (f) The title to any goods supplied under any award resulting from this RFQ shall pass to Chemonics following delivery and acceptance of the goods by Chemonics. Risk of loss, injury, or destruction of the goods shall be borne by the offeror until title passes to Chemonics.

Section 2: Offer Checklist

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

- Cover letter, signed by an authorized representative of the offeror (see Section 4 for template)
- Official quotation, including specifications of offered equipment (see Section 3 for example format)
- Copy of offeror's registration or business license (see Section 1.5 for more details)
- 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
- 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 5 for more details)

Section 3: Specifications and Technical Requirements

The table below contains the technical requirements of the commodities/services. Offerors are requested to provide quotations containing the information below on official letterhead or official quotation format. In the event this is not possible, offerors may complete this Section 3 and submit a signed/stamped version to Chemonics.

Offered unit prices should include transportation/delivery costs.

Attachment "A" Description of Stationary Items

No#	Item(s) Description	Item(s) Specification	Arabic	Unit	Unit price	Qty.	Price
1	Notebook	Spiral notebook A4	دفتر ملاحظات سيم قياس A4	Piece		1	
2	Notebook	Spiral notebook 5" X 8"	دفتر ملاحظات سيم قياس اي "8 * 5"	Piece		1	
3	Notebook	Spiral notebook 7" X 9"	دفتر ملاحظات سيم قياس "9 * 7"	Piece		1	
4	Notebook	A4 with hard cover (100 sheet)	دفتر قياس A4 مع هارد كوفر (100 ورقة)	Piece		1	
5	Notebook	A4 with hard cover (200 sheet)	دفتر قياس A4 مع هارد كوفر (200 ورقة)	Piece		1	
6	Box Files A4	Black, White, Red, Green	بوكس فايل	Piece		1	
7	A4 Paper	A4 White Paper 80 gram/ sheet (500 pages in a ream)	ورق ابيض A4 (80 غم للورقة الواحدة)	Ream		1	
8	A3 Paper	White A3 paper 80gm/sheet	ورق الوان A3 (80 غم للورقة الواحدة)	Ream		1	
9	A4 Paper	Color A4 paper 80gm/sheet	ورق A4 ملون	Ream		1	
10	A4 Paper	Certificate paper with golden frame 120 gm (50 sheet)	ورق شهادة باطار مذهب 120 غم (50 ورقة)	Ream		1	
11	Envelopes	4" x 9" (formal and white) 50 Pcs /package	ظرف صغير رسمي "9" * "4" (50 قطعة بالبند)	Box		1	
12	Envelope	A5 (formal and white) 50 Pcs /package	(50 قطعة بالبند) A5 ظرف رسمي	Pack		1	

No#	Item(s) Description	Item(s) Specification	Arabic	Unit	Unit price	Qty.	Price
13	Envelope	A4 (formal and white) 50 Pcs /package	A4 (50 قطعة بالبند) ظرف رسمي	Pack		1	
14	Envelope	A3 (formal and white) 50 Pcs/package	A3 (50 قطعة بالبند) ظرف رسمي	Pack		1	
15	Pen (black or blue)	Ball pen 1.0 pack of 12	اقلام جاف 1.0 حجم 12 قطعة				
16	Pen with four colors (must include black, blue, and red)	Soft pen, 0.5 UNI-BALL EYE	اقلام سوفت حجم اربعة الوان 0.5 UNI-BALL EYE	Piece		1	
17	Pen with four colors (must include black, blue, and red)	Soft pen, 0.7 UNI-BALL EYE	اقلام سوفت حجم اربعة الوان 0.7 UNI-BALL EYE	Piece		1	
18	Pen with four colors (must include black, blue, and red)	Dry Pen (Ballpoint)	اقلام جاف فقط اربعة الوان	Piece		1	
19	Pencil	Set of 12	قلم رصاص نوعية جيدة درزن	Piece		1	
20	Pencil	Mechanical pencil	قلم رصاص ميكانيكي نوعية جيدة	Piece		1	
21	Pencil	Mechanical pencil cartridge 0.7	قلم رصاص ميكانيكي حجم 0.7	Piece		1	
22	White Board Marker	White board marker with different colors/set of 6	قلم صبورة بيضاء 6قطعة الوان	Set		1	
23	Permanent Marker	Permanent marker for flipchart use (different color/set)	قلم تاشير ثابت	Set		1	
24	Highlighter Pen	Highlighter set with 4 colors	اقلام تاشير قسفورية الوان 4	Set		1	
25	Stapler	Small size (10 size) Kangaroo	كابسة حجم صغيراوراق 10	Piece		1	
26	Stapler	Middle size (24/6) for 25 sheet Kangaroo	كابسة وسط ل25 ورقة	Piece		1	
27	Stapler	Big size for 80-100 sheet	كابسة حجم كبير ل80- 100 ورقة	Piece		1	

No#	Item(s) Description	Item(s) Specification	Arabic	Unit	Unit price	Qty.	Price
28	Stapler	Big size for 150 sheet	كابسة حجم كبير ل150 ورقة	Piece		1	
29	Stapler	Big Size for more than 200 sheet	كابسة كبيرة ل200 ورقة	Piece		1	
30	Staples	Size 10	كلبس حجم الصغير	Box		1	
31	Staples	Size 24/6	كلبس لحجم وسط ل25 ورقة	Box		1	
32	Staples	For 80 -120 sheet	كلبس حجم كبير ل80-100 ورقة	Box		1	
33	Staples	Pins for 150 sheet	كلبس حجم كبير ل150 ورقة	Box		1	
34	Staples	Pins for 200 sheet	كلبس كبيرة ل200 ورقة	Box		1	
35	Staples remover	For removal of staples	مزيل الكلبسات	Piece		1	
36	Puncher	Small size for 20 sheets	ثاقبة لحجم 20 ورقة	Piece		1	
37	Puncher	Middle size for 50 sheets	ثاقبة لحجم 50 ورقة	Piece		1	
38	Puncher	Heavy duty for 100 sheets or more	ثاقبة كبيرة ل100 ورقة	Piece		1	
39	Tape Dispenser	Reusable dispenser suitable for different tape sizes	قاعدة شريط لاصق مكتبيلمختلف الاحجام	Piece		1	
40	Tape	Transparent packaging tape 60 yard	شريط لاصق طول 60 يارد	Piece		1	
41	Tape	Transparent packaging tape 90 yard	شريط لاصق طول 90 يارد	Piece		1	
42	Tape	Transparent packaging tape 100 yard	شريط لاصق طول 100 يارد	Piece		1	
43	Tape	Transparent packaging tape 200 yard	شريط لاصق طول 200 يارد	Piece		1	
44	Tape	Small transparent tape for paper	شريط لاصق صغير	Piece		1	
45	Tape	Duct tape 90 yards	شريط لاصق غير شفاف 90 يارد	Piece		1	
46	Tape	Paper tape 90 yards	شريط لاصق للورق 90 يارد	Piece		1	

No#	Item(s) Description	Item(s) Specification	Arabic	Unit	Unit price	Qty.	Price
47	Suspension File Packs	A4, Legal size	فايل تعليق	Piece		1	
48	Paper Clips	Paper clips (small size); box with 100 pcs	دنابيس ورق حجم صغير صندوق 100 قطعة	Box		1	
49	Paper Clips	Paper clips (middle size); box with 100 pcs	دنابيس ورق حجم وسط صندوق 100 قطعة	Box		1	
50	Paper Clips	Paper clip (big size); box with 100 pcs	دنابيس ورق حجم كبير صندوق 100 قطعة	Box		1	
51	Binder Clip	15 mm	ماسكة ورق حجم 15 ملم	Box		1	
52	Binder Clip	19 mm	ماسكة ورق حجم 19 ملم	Box		1	
53	Binder Clip	25 mm	ماسكة ورق حجم 25 ملم	Box		1	
54	Binder Clip	32 mm	ماسكة ورق حجم 32 ملم	Box		1	
55	Binder Clip	41 mm	ماسكة ورق حجم 41 ملم	Box		1	
56	Binder Clip	50 mm	ماسكة ورق حجم 50 ملم	Box		1	
57	Sticky Notes	Stick notes pad (3" X 3") 400 sheets	ورق ملاحظات لاصق (3 * 3) 400 ورقة	Piece		1	
58	Sticky Notes	Stick notes pad (3" X 3") 100 sheets (4 parts)	ورق ملاحظات لاصق (76 * 76) 100 ورقة (اربع اقسام)	Piece		1	
59	Sticky Notes	Stick notes pad (3" X 3") 100 sheets (3 parts)	ورق ملاحظات لاصق (76 * 76) 100 ورقة (ثلاث اقسام)	Piece		1	
60	Sticky Notes	Stick notes pad (2" X 1.5") 100 sheets	ورق ملاحظات لاصق (2 * 1.5) 100 شيت	Piece		1	
61	Sticky Note	Stick notes pad (2" X 3") 100 sheets	ورق ملاحظات لاصق (2 * 3) 100 شيت	Piece		1	
62	Note Paper	Unstick note with plastic keeper (500 sheet)	ورق ملاحظات غير لاصق مع محفظة شفافة (500 ورقة)	Piece		1	
63	Pencil Sharpener	Medium size	مبارة نوع جيد	Piece		1	
64	Eraser	Pencil eraser medium size	مساحة رصاص نوع جيد	Piece		1	
65	Scissors	Medium office use size	مقص ورقي وسط	Piece		1	
66	Cuter knife	Small box opener	شفرة (كتر) صغيرة ذو نوعية جيدة	Piece		1	
67	Ruler	Metal ruler 30cm	مسطرة حديد طول 30 سم	Piece		1	

No#	Item(s) Description	Item(s) Specification	Arabic	Unit	Unit price	Qty.	Price
68	Ruler	Plastic ruler 30cm	مسطرة بلاستيك طول 30 سم	Piece		1	
69	Desk organizer	Pen and pencil organizer	مقلمة منظمية	Piece		1	
70	Correction Tape	White correction tape (white out tape)	شريط تصحيح ابيض	Piece		1	
71	Correction Pen	White correction pen (white out pen)	قلم تصحيح ابيض	Piece		1	
72	Stamp	Small size mold	صطمبة صغيرة	Piece		1	
73	Stamp	Big size mold	صطمبة كبيرة	Piece		1	
74	Ink for stamp	Red, blue, and black color	حبر اصطمبة (ازرق او احمر)	Piece		1	
75	A4 cutter	Ruler cutter for A4 paper	ماسكة و قاطعة تيب لاصق	Piece		1	
76	Thermal Laminator 2 Roller	For A4 paper	جهاز كبس حراري A4	Piece		1	
77	Lamination Plastic	Plastic laminate small size with (100 pcs)	جهاز كبس حراري	Set		1	
78	Lamination Plastic	Plastic laminate A4 size (100 pcs)	نايلون كبس حراري صغير	Set		1	
79	Wax Glue	Glue stick	صمغ شمعي UHU	Piece		1	
80	Liquid Glue	Liquid glue tube	صمغ سائل UHU	Piece		1	
81	ID holder	Hard ID keeper with hanging line	محفظة باج هوية عظم عاج مع خيط تعليق للرقبة	Piece		1	
82	ID holder	Plastic ID badge holder with hanging line	محفظة باج هوية بلاستيك مع خيط تعليق للرقبة	Piece		1	
83	Business cards Holder	Business cards keeper	محفظة باج تعريفية	Piece		1	
84	Documents divider	Plastic transparent divider (to keep documents in box files); light thickness (package with 100 sheet)	فواصل نايلون شفافة (لحفظ الاوراق داخل البوكس فايل) سمك خفيف	Set		1	

No#	Item(s) Description	Item(s) Specification	Arabic	Unit	Unit price	Qty.	Price
85	Documents divider	Plastic transparent divider (to keep documents in box files); middle thickness (package with 100 sheet)	فواصل نايلون شفافة (لحفظ الاوراق داخل البوكس فايل) سمك وسط	Set		1	
86	Documents divider	Plastic transparent divider (to keep documents in box files); heavy thickness (package with 100 sheet)	فواصل نايلون شفافة (لحفظ الاوراق داخل البوكس فايل) سمك ثخين	Set		1	
87	Documents filing	Plastic clear wallet folder to keep documents with press stud (thick one)	محفظة اوراق شفافة مع طباعة (ثخين)	Piece		1	
88	Documents filing	Plastic wallet with divider to keep document inside binders	محفظة بلاستيك سميكة مع فواصل	Piece		1	
89	Documents filing	Leather bag with business cards pocket and calculator and pen	محفظة اوراق جلد (نوعية جيدة) مع جيب لحفظ كارتات التعريف وحاسبة و قلم جاف	Piece		1	
90	Documents filing	A4 file Nylon folder/ documents holder thick one	محفظة اوراق مع ماسكة (فايل نايلون) سميكة	Piece		1	
91	Documents filing	Box file A4 big size (English/ Arabic)	بوكس فايل كبير قياس A4 مع ماسكة الورق	Piece		1	
92	Documents filing	Box file A4 small size (English/ Arabic)	بوكس فايل صغير قياس A4 مع ماسكة الورق	Piece		1	
93	Documents Tray	Vertical file tray holder on desk	ماسكة ورق بلاستيك عمودية منضدية	Piece		1	
94	Documents Filing	Hanging file A4 (cabinet hanging files)	فايل تعليق قياس A4	Piece		1	
95	Documents Tray	Portable file document rack on desk; 3 trays	محفظة اوراق محمولة ذو ثلاث طوابق منظدية	Piece		1	

No#	Item(s) Description	Item(s) Specification	Arabic	Unit	Unit price	Qty.	Price
96	Documents Holder	Portable wooden document holder for writing	بورد كتابة خشبي قاييس A4 محمول	Piece		1	
97	Documents Holder	Portable plastic documents holder for writing	بورد كتابة بلاستيك قاييس A4 محمول	Piece		1	
98	Documents Holder	Vertical holder documents on desk for printing purposes	ماسكة ورق عمودية منضدية لاغراض الطباعة	Piece		1	
99	White Board	White board (90x60) cm	صبورة بيضاء قاييس (90 * 60) سم	Piece		1	
100	White Board	White board (150 x90) cm	صبورة بيضاء قاييس (150 * 90) سم	Piece		1	
101	White Board	white board (180 x 100) cm	صبورة بيضاء قاييس (180 * 100) سم	Piece		1	
102	Flip chart Stand	Flip chart stand with swivel base	فلب جارد ستاند مع عجلات متحركة	Piece		1	
103	Flip chart stand	Flip chart stand with fixed base	فلب جارد ستاند مع ارجل ثابتة	Piece		1	
104	Flip chart paper	Flip chart paper rolls for the stand	ورق فليب جارت	Roll		1	
105	Cork board	Announcement board (200x 150) cm	لوحة اعلانات (200 * 150) سم	Piece		1	
106	Cork board	Announcement board (90x 60) cm	لوحة اعلانات (90 * 60) سم	Piece		1	
107	Push pins	Pins for fixing papers on announcement cork board (50 pcs)	دنبوس تشكيل اوراق على لوحة الاعلانات (50 قطعة)	Set		1	
108	Magnetic pins	Magnetic sticks on metal white board (12 pcs)	ماسكة ورق مغناطيس على صبورة معدن (12 قطعة للسيت الواحد)	Set		1	
109	Whiteboard eraser	Magnetic eraser for white board	ماسحة صبورة بيضاء ممغنطة	Piece		1	
110	Whiteboard cleaner	Whiteboard spray cleaner 0.5 liters	منظف صبورة بيضاء 0.5 لتر	Piece		1	
111	Copy books	A4 drawing book with 10 sheets	دفتر رسم A4 ذو 10 اوراق	Piece		1	
112	Copy books	A4 drawing book with 20 sheets	دفتر رسم A4 ذو 20 اوراق	Piece		1	
113	Copy books	A4 drawing book with 40 sheets	دفتر رسم A4 ذو 40 اوراق	Piece		1	

No#	Item(s) Description	Item(s) Specification	Arabic	Unit	Unit price	Qty.	Price
114	Copy books	Copy book 30 sheets	دفتر كتابة 30 ورقة	Piece		1	
115	Copy books	Copy book 60 sheets	دفتر كتابة 60 ورقة	Piece		1	
116	Copy books	Copy book 100 sheets	دفتر كتابة 100 ورقة	Piece		1	
117	Copy books	English copy book 60 sheets	دفتر كتابة انكليزي 60 ورقة	Piece		1	
118	Copy books	English copybook 100 sheets	دفتر كتابة انكليزي 100 ورقة	Piece		1	
119	Coloring Pencil	Set of wooden color 12 pencil (normal quality)	سيت اقلام تلوين خشب 12 قلم للسيت (نوع عادي)	Set		1	
120	Coloring Pencil	Set of wooden color 12 pencil (good quality)	سيت اقلام تلوين خشب 12 قلم للسيت (نوع جيد)	Set		1	
121	Coloring Pen	Set of color 12 pen (good quality)	اقلام ماجك 12 قلم نوع جيد	Set		1	
122	Coloring Pen	Set of color 12 pen (good quality) Crayon bastille	اقلام شحمية (باستيل) 12 قلم نوع جيد	Set		1	
123	Oil Colors	Set of oil color 12 pen (good quality)	اصباغ زيتية 12 قلم	Set		1	
124	Water Colors	Set of Water color 12 (good quality)	اصباغ مائية 12 لون	Set		1	
125	Carbon paper	Blue carbon paper A4	ورق كاربون ازرق للطباعة قياس A4	Set		1	
126	Rubber Band (Elastic Band)	Medium durability	حزمة لاستيك	Pack		1	
127	Key tags	Pack of 50 plastic key tag	علامات مفاتيح ملونة (50 علامة)	Pack		1	
128	Office Calculator	Small size	حاسبة صغيرة نوعية جيدة	Piece		1	
129	Office Calculator	Big size	حاسبة كبيرة نوعية جيدة	Piece		1	
130	Finger Battery	AA size	باترى قلم	Set		1	
131	Finger Battery	AAA size	باترى كونترول	Set		1	

No#	Item(s) Description	Item(s) Specification	Arabic	Unit	Unit price	Qty.	Price	
132	Certificate paper with Frame	A4	اوراق شهادات مع اطار	Piece		1		
133	Finance binder (Thick)	Durable quality	الموثق المالية	Piece		1		
134	Binder (Thin) with transparent pocket	Size 2.5 centimeter	الموثق مع جيب شفاف	Piece		1		
135	Heavy duty shredder	Durable shredder with the capacity to shred 4-10 pages at one time.	تالفة أوراق	Piece		1		
136	Printer Cartridge)	Toner for printer LaserJet Pro MFP M479 fdw)- 415A (Black Toner Cartridge and Color Toner Cartridge)	خرطوشة حبر طابعة ليزيرية ملون MFP M479 fdw)- 415A	Set		1		
Total Price								

Warranty of at least a year is required for the aforementioned items.

Delivery time (after receipt of order): _____ calendar days

Length of warranty on offered equipment, if applicable: _____ years

Location of service center(s), if applicable for after-sales service, including warranty repair: _____

The prices quoted above remain fixed for the next 12 months:

___ Yes ___ No



Section 4: Offer Cover Letter

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

To: Durable Communities and Economic Opportunities
Erbil, Iraq
Reference: RFQ No. DCEO-ERB-OPS-065

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 DCEO project staff members;
- We have no close, familial, or financial relationships with any other offerors submitting proposals in response to the above-referenced RFQ; and
- The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- All information in our proposal and all supporting documentation is authentic and accurate.
- We understand and agree to Chemonics’ prohibitions against fraud, bribery, and kickbacks.

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

Authorized Signature: _____

Name and Title of Signatory: _____

Date: _____

Company Name: _____

Company Address: _____

Company Telephone and Website: _____

Company Registration or Taxpayer ID Number: _____

Company DUNS Number: _____

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:

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

Yes No

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

Yes No

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

Yes No

- d) Does your business or organization maintain an active registration in the System for Award Management (www.SAM.gov)?

Yes No

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

Authorized Signature:

Name and Title of Signatory:

Date: