



Request for Proposals

RFP # **RFP-VT-2023-002**

For the provision of

International Tourism Visitor Survey (ITVS)

Contracting Entity:

Chemonics Visit Tunisia SARL

6th floor, TANIT Business Center building, la feuille d'érable street, 1053 Les Berges du Lac II,

Tunis, Tunisie

Matricule Fiscal N° 1747172/B/A/M/000

Funded under:

USAID Visit Tunisia Activity, Tunisia

Prime Contract Number AID-72066421D00003

******* 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 RFP 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 Leila Calnan (lcalnan@VisitTunisiaProject.org) with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to Chemonics at to BusinessConduct@chemonics.com or by phone/Skype at 888.955.6881.

RFP Table of Contents

List of Acronyms

Section I Instructions to Offerors

- I.1 Introduction
- I.2 Chronological List of Proposal Events
- I.3 Offer Submission Requirements
- I.4 Eligibility Requirements
- I.5 Source of Funding, Authorized Geographic Code, and Source and Origin
- I.6 Validity Period
- I.7 Instructions for the Preparation of the Proposal
- I.8 Evaluation and Basis for Award
- I.9 Negotiations
- I.10 Terms of Subcontract
- I.11 Privity

Section II Background, Scope of Work, Deliverables, and Deliverables Schedule

- II.1. Background
- II.2. Scope of Work
- II.3. Deliverables
- II.4. Deliverables Schedule

- Annex 1 Proposal Cover Letter
- Annex 2 Guide to Creating Financial Proposal and Sample Budget
- Annex 3 Required Certifications
- Annex 4 UEI and SAM Registration Guidance

List of Acronyms

AIDAR	Agency for International Development (USAID) Acquisition Regulation
CFR	Code of Federal Regulations
CO	USAID Contracting Officer
COP	Chief of Party
COR	USAID Contracting Officer's Representative
CV	Curriculum Vitae
DBA	Defense Base Act
FAR	Federal Acquisition Regulations
INS	Institut National de la Statistique (National Institute of Statistics)
ITVS	International Tourism Visitor Survey
MEDEVAC	Medical Evacuation
ONTT	Office National de Tourisme Tunisien (National Office of Tunisian Tourism)
POC	Point of Contact
RFP	Request for Proposals
SAM	System for Award Management
SOW	Scope of work
TSA	Tourism Satellite Account
UEI	Unique Entity Identifier
U.S.	United States
USAID	U.S. Agency for International Development
USAID/Tunisia	USAID Mission in Tunisia
USG	U.S. Government
VAT	Value Added Tax
VT	Visit Tunisia
AMELP	Activity Monitoring Evaluation and Learning Plan

Section I Instructions to Offerors

I.1. Introduction

Chemonics, the Buyer, acting on behalf of the U.S. Agency for International Development (USAID) and the USAID Visit Tunisia Activity (VT), under contract number AID-72066421D00003 is soliciting offers from companies and organizations to submit proposals to participate with USAID Visit Tunisia to carry out a International Tourism Visitor Survey (ITVS).

The USAID-funded Visit Tunisia Activity is a 5-year project designed to enhance Tunisia's tourism potential, with the goal of generating revenue and jobs, particularly for women and youth, and for populations in underserved regions of the country. The overall vision behind USAID's investment in Tunisia's tourism sector is to capitalize on Tunisia's natural, cultural, heritage and historical sites to develop a more diversified and high-quality tourism sector that contributes to broad-based economic growth.

The USAID Visit Tunisia Activity team working on enabling environment for sustained growth in the tourism sector is aware that for expanding its tourism potential, Tunisia must compile verifiable information that will help it identify new markets and product opportunities to become more competitive and expand tourism economic impact. Having more and reliable tourism statistics is essential for policymakers to make effective decisions. Only with sufficient and adequate data that generate credible statistics it is possible to undertake different types of analysis of tourism. This is essential to evaluate the different aspects of tourism and to support and improve policy and decision-making.

Strengthening the tourism statistics collection, analysis and reporting system is an urgent request from both public and private sectors partners. In addition, tourism partners have emphasized the necessity to prepare a Tourism Satellite Accounts (TSA). Through the TSA it will be possible to analyze in detail all the aspects of demand for goods and services associated with the activity of visitors (tourists).

The TSA compilation includes Table 1 (inbound expenditure), data concerning inbound tourism consumption in cash, which means monetary transactions of inbound visitors who travel to Tunisia and include both day visitors and tourists (those staying overnight).

To complete this table of the TSA, USAID Visit Tunisia will conduct an International Tourism Visitor Survey (ITVS) to support the collection of information related to expenditure by international visitors to Tunisia. This survey will support data collection related to consumption of the following products:

- Accommodation
- Food and beverages
- Passenger transport
- Travel agency, tour operator and tourist guide services
- Transport equipment rental (such as car hire)
- Cultural services
- Recreational services.

Offerors are invited to submit proposals in response to this RFP in accordance with **Section I Instructions to Offerors**, which will not be part of the subcontract. The instructions are intended to assist interested Offerors in the preparation of their offer. Any resulting subcontract will be guided by Sections II and III.

This RFP does not obligate Chemonics to execute a subcontract, nor does it commit Chemonics to pay any costs incurred in the preparation and submission of the proposals. Furthermore, Chemonics reserves the right to reject any and all offers, if such action is considered to be in the best interest of Chemonics.

Unless otherwise stated, the periods named in the RFP shall be consecutive calendar days.

I.2. Chronological List of Proposal Events

The following calendar summarizes important dates in the solicitation process. Offerors must strictly follow these deadlines.

RFP announcement	01/17/2023
Deadline for written questions	01/23/2023
Answers provided to questions/clarifications	01/26/2023.
Proposal due date	02/06/2023
Subcontract award (estimated)	02/17/2023.

The dates above may be modified at the sole discretion of Chemonics. Any changes will be published in an amendment to this RFP.

Written Questions and Clarifications. All questions or clarifications regarding this RFP must be in writing and submitted to Procurement@VisitTunisiaProject.org no later than 5.00 PM on **January 17, 2023**. Questions and requests for clarification, and the responses thereto, will be circulated to all RFP recipients who have indicated an interest in this RFP.

Only written answers from Chemonics will be considered official and carry weight in the RFP process and subsequent evaluation. Any answers received outside the official channel, whether received verbally or in writing, from employees or representatives of Chemonics International, the USAID Visit Tunisia Activity, or any other party, will not be considered official responses regarding this RFP.

Proposal Submission Date. All proposals must be received by the date and time and complying with the instructions as provided in Section I.2.

Oral Presentations. Chemonics reserves the option to have select offerors participate in oral presentations with the technical evaluation committee. Interviews may consist of oral presentations of offerors' proposed activities and approaches. Offerors should be prepared to give presentations to the technical evaluation committee at the USAID Visit Tunisia office within 3 days of receiving notification.

Subcontract Award (estimated). Chemonics will select the proposal that offers the best value based upon the evaluation criteria stated in this RFP.

I.3. Offer Submission Requirements

Offerors shall submit their offers electronically only.

Emailed offers must be received no later than 5.00 PM Tunis local time on **February 06, 2023**, at the following address: Procurement@VisitTunisiaProject.org

Faxed offers will not be considered.

Offerors are responsible for ensuring that their offers are received in accordance with the instructions stated herein. Late offers may be considered at the discretion of Chemonics. Chemonics cannot guarantee that late offers will be considered.

Proposals must be submitted electronically only. Late offers will be considered at the discretion of Chemonics.

Separate technical and cost proposals must be submitted by email no later than the time and date specified in I.2. The proposals must be submitted to the point of contact designated in I.2.

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

Technical proposals must not make reference to pricing data in order that the technical evaluation may be made strictly on the basis of technical merit.

I.4. Eligibility Requirements

Chemonics anticipates issuing a subcontract to a Tunisian Company provided it is legally registered and recognized under the laws of Tunisia and is in compliance with all applicable civil, fiscal, and other applicable regulations. Such a company or organization could include a private firm, non-profit, civil society organization, or university.

The award will be in the form of a firm fixed price subcontract (hereinafter referred to as ‘the subcontract’). The successful Offeror shall be required to adhere to the statement of work and terms and conditions of the subcontract, which are incorporated in Section III herein.

Companies and organizations that submit proposals in response to this RFP must meet the following requirements:

- (i) Companies or organizations, whether for-profit or non-profit, must be legally registered under the laws of Tunisia upon award of the subcontract.
- (ii) Firms operated as commercial companies or other organizations or enterprises (including nonprofit organizations) in which foreign governments or their agents or agencies have a controlling interest are not eligible as suppliers of commodities and services.

Offerors may present their proposals as a member of a partnership with other companies or organizations. In such cases, the subcontract will be awarded to the lead company in the partnership. The leading company shall be responsible for compliance with all subcontract terms and conditions and making all partnership arrangements, including but not limited to division of labor, invoicing, etc., with the other company(ies). A legally registered partnership is not necessary for these purposes; however, the different organizations must be committed to work together in the fulfillment of the subcontract terms.

I.5. Source of Funding, Authorized Geographic Code, and Source and Origin

Any subcontract resulting from this RFP will be financed by USAID funding and will be subject to U.S. Government and USAID regulations.

All goods and services offered in response to this RFP 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, available at: <http://www.gpo.gov/fdsys/pkg/CFR-2012-title22-vol1/pdf/CFR-2012-title22-vol1-part228.pdf>.

The cooperating country for this RFP is Tunisia.

Offerors may not offer or supply any products, commodities or related services that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, Syria. Related services include incidental services pertaining to any/all aspects of this work to be performed under a resulting contract (including transportation, fuel, lodging, meals, and communications expenses).

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

I.6. Validity Period

Offerors' proposals must remain valid for 90 calendar days after the proposal deadline.

I.7. Instructions for the Preparation of the Proposal

1. Cover Letter

The offeror shall use the cover letter provided in Annex 1 of this RFP, which confirms organizational information and consent to the validity of this proposal.

2. Technical Proposal

The technical proposal shall comprise the parts below. Please note that the proposal must be responsive to the detailed information set out in Section II of this RFP, which provides the background, states the scope of work, describes the deliverables, and provides a deliverables schedule.

- Part 1: Technical Approach, Methodology and Detailed Work Plan. This part shall be between 5 and 10 pages long but may not exceed 15 pages.
- Part 2: Management, Key Personnel, and Staffing Plan. This part shall be between 2 and 4 pages long but may not exceed 5 pages. CVs for key personnel may be included in an annex (should not exceed 5 pages each) to the technical proposal and will not count against the page limit.
- Part 3: Corporate Capabilities, Experience, and Past Performance. This part shall be between 3 and 5 pages long but may not exceed 7 pages.

Part 3 must include a description of the company and organization, with appropriate reference to any parent company and subsidiaries. Offerors must include details demonstrating their experience and technical ability in implementing the technical approach/methodology and the detailed work plan.

Additionally, offerors must include 5 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. Contact information must include at a minimum: name of point of contact who can speak to the offeror’s performance, name and address of the company for which the work was performed, and email and phone number of the point of contact. Chemonics reserves the right to check additional references not provided by an offeror.

3. Cost Proposal

The cost proposal is used to determine which proposals represent the best value and serves as a basis of negotiation before award of a subcontract.

The price of the subcontract to be awarded will be an all-inclusive fixed price. Nevertheless, for the purpose of the proposal, offerors must provide a detailed budget showing major line items as well as a budget narrative. Please refer to Annex 2 for detailed instructions and a sample cost structure.

No profit, fees, taxes, or additional costs may be added after award. Because Visit Tunisia is a USAID funded project and is implemented under a bilateral agreement between Tunisia and the U.S. Government, offerors must not include VAT and customs duties in their cost proposal.

I.8 Evaluation and Basis for Award

This RFP will use the tradeoff process to determine best value as set forth in FAR 15.101-1. That means that each proposal will be evaluated and scored against the evaluation criteria and evaluation sub-criteria, which are stated in the table below. Chemonics will award a subcontract to the offeror whose proposal represents the best value to Chemonics and the USAID Visit Tunisia Project. Chemonics may award to a higher priced offeror if a determination is made that the higher technical evaluation of that offeror merits the additional cost/price.

Evaluation points will not be awarded for cost, but for overall evaluation purposes of this RFP, technical evaluation factors other than cost, when combined, are considered approximately equal to cost factors. Cost will primarily be evaluated for realism and reasonableness. If technical scores are determined to be nearly equal, cost will become the determining factor.

In evaluating proposals, Chemonics will use the following evaluation criteria and sub-criteria:

Evaluation Criteria	Evaluation Sub-criteria	Maximum Points
Technical Approach, Methodology, and Detailed Work Plan	Technical know-how – Chemonics will assess whether the proposal explains, understands, and responds to the objectives of the project as stated in the Scope of Work	20 points
	Approach and Methodology – Chemonics will assess whether the proposed program approach and detailed activities and suggested timeline fulfill the requirements	15 points

	of executing the Scope of Work effectively and efficiently.	
	Sector Knowledge – Chemonics will assess whether the proposal demonstrates the offeror’s knowledge related to technical sectors required by the Scope of Work	15 points
Total Points – Technical Approach		50 points
Management, Key Personnel, and Staffing Plan	Personnel Qualifications – Chemonics will evaluate the qualifications and experience of the proposed team members and evaluate if the offer has the experience and capabilities to carry out the Scope of Work. Required skills: Data analysis, communication and marketing, market research, financial management, access to finance	30 points
Total Points – Management		30 points
Corporate Capabilities, Experience, and Past Performance	Company Background and Experience – Chemonics will evaluate whether the company experience is relevant to the project Scope of Work: 3 certificates of references are mandatory.	10 points
	Past Performance – Chemonics will assess the past performance of the Offerors by contacting three references who may indicate the Offeror's past performance for projects of similar size and scope	10 points
Total Points – Corporate Capabilities		20 points
Total Points		100 points

I.9 Negotiations

Best offer proposals are requested. It is anticipated that a subcontract will be awarded solely on the basis of the original offers received. However, Chemonics reserves the right to conduct discussions, negotiations and/or request clarifications prior to awarding a subcontract. Furthermore, Chemonics reserves the right to conduct a competitive range and to limit the number of offerors in the competitive range to permit an efficient evaluation environment among the most highly-rated proposals. Highest-rated offerors, as determined by the technical evaluation committee, may be asked to submit their best prices or technical responses during a competitive range. At the sole discretion of Chemonics, offerors may be requested to conduct oral presentations. If deemed an opportunity, Chemonics reserves the right to make separate awards per component or to make no award at all.

I.10 Terms of Subcontract

This is a request for proposals only and in no way obligates Chemonics to award a subcontract. In the event of subcontract negotiations, any resulting subcontract will be subject to and governed by the terms and clauses detailed in Section III. Chemonics will use the template shown in section III to finalize the subcontract. Terms and clauses are not subject to negotiation. By submitting a proposal, offerors certify that they understand and agree to all of the terms and clauses contained in section III.

I. 11 Privity

By submitting a response to this request for proposals, offerors understand that USAID is NOT a party to this solicitation and the offeror agrees that any protest hereunder must be presented—in writing with full explanations—to Chemonics International for consideration, as USAID will not consider protests made to it under USAID-financed subcontracts. Chemonics, at its sole discretion, will make a final decision on the protest for this procurement.

Section II Background, Scope of Work, Deliverables, and Deliverables Schedule

II.1. Background

The USAID-funded Visit Tunisia Activity is a 5-year project designed to enhance Tunisia's tourism potential, with the goal of generating revenue and jobs, particularly for women and youth, and for populations in underserved regions of the country. The overall vision behind USAID's investment in Tunisia's tourism sector is to capitalize on Tunisia's natural, cultural, heritage and historical sites to develop a more diversified and high-quality tourism sector that contributes to broad-based economic growth. The project will seek to achieve the following four objectives:

- Objective 1: Enhance Tunisia's competitiveness as a tourism destination.
- Objective 2: Increase tourism-related investments and revenue.
- Objective 3: Improve the enabling environment for sustained growth in the tourism sector.
- Objective 4: Private sector engagement to expand the offer and quality of alternative tourism.

This project will collaborate with the relevant ministries, private sector, and donors to advance the objectives while contributing to the following high-level results:

1. Increase in the number of tourists.
2. Increase in the number of jobs in the tourism sector.
3. Increase in tourism revenue.
4. Increase in private sector-led investment and innovation in the tourism sector.

In Tunisia, the current tourism statistics are based on calculations of international arrivals, presented in an annual report by ONTT. This data does not provide a baseline for analysis, forecasting or generation of useful information for informed tourism planning and marketing. The statistical information systems currently available is insufficient, incomplete, and not fit to purpose as a robust provider of rigorous data to inform policy formulators, decision makers or future investors.

Strengthening the tourism statistics collection, analysis, and reporting system in addition to the necessity to prepare a Tourism Satellite Account (TSA) for Tunisia is an urgent request from both public and private sectors partners. Building a TSA requires information on inbound tourism visitors' expenditures, among other data points. The most effective and common methodology for estimating visitor expenditure is through a visitor survey. This survey will be conducted at the point of departure of visitors (at airports, seaports, and land borders) so that visitors can report on all aspects of their trip. Combining this data with country of residence, age, gender, and travel group allows for powerful profiling of visitors which can be used for analysis, marketing and other activities.

A visitor survey is not only an essential requirement for measuring the economic impact of tourism or compiling a Tourism Satellite Account, but it is also a vital tool for the development of the tourism sector.

ONTT, in coordination with INS, identified the need for an International Tourism Visitor Survey (ITVS) 2023 to capture detailed expenditure data of visitors travelling to Tunisia.

Accordingly, to build a TSA for Tunisia, USAID Visit Tunisia will support the preparation of International Tourism Visitors Survey and is soliciting a survey company to conduct this survey in line with agreed methodology, sampling and implementation controls.

II.2. Scope of Work

The successful offeror shall plan and implement an International Tourism Visitor Survey (ITVS) to collect information about visitors and their trips on departure from Tunisia at selected air and land borders, and subsequently analyze this data and compile it into meaningful tables.

USAID Visit Tunisia has already prepared a document: *International Tourism Visitor Survey - Implementation Guidelines*, which the successful offeror will be provided with to assist them with the delivery of the survey. These guidelines include the proposed questionnaire, sample size, interview locations, and notes on the analysis of visitor expenditure data.

During the whole process of delivering the ITVS, the successful offeror will be expected to liaise with ONTT and INS as appropriate and reasonable, to seek their opinions and feedback in the proposed methodology, as it is envisaged that this survey will be used as a template for further data collection in the future.

II.3. Elaboration of Deliverables

The successful offeror shall deliver to Chemonics Visit Tunisia the following deliverables, in accordance with the schedule set forth in II.4 below.

Deliverable No. 01: Survey Plan

A comprehensive plan for the delivery of the ITVS should be compiled at this stage, and should include:

- 1- Define detailed sampling methodology (Quotas per survey location and selection procedures).
- 2- Elaborate the survey tools (questionnaire, training manual for interviewers) that answers the objectives of the study as mentioned above. The questionnaire should be aligned to international standards in terms of data collection for TSA compilation. The proposed questionnaire is approximately 20-25 questions in length and should take around 5-8 minutes to complete.
- 3- Define and present the technical approach and methodology of the fieldwork, including dates of interviews and the quality control procedure.
- 4- Provide an overview of the necessary logistics and timing to ensure high quality standards of data collection including, but not limited to, administrative authorizations, transportations, catering, data collection instruments. Data collection must be electronic capture at source, e.g., using tablets/iPads, etc.
- 5- Translate the questionnaire from English to Arabic, French, German, Italian, Spanish and Russian.
- 6- Plan to set up the necessary organization and hire the personnel (Project manager, interviewers, and supervisors) to ensure that data collection is done within the specified duration of fieldwork. Interviewers should master at least one of the following languages for data collection mentioned in point 5 above.
- 7- Plan to ensure the training of the interviewers and supervisors.
- 8- Plan to report periodically to the USAID Visit Tunisia team on the fieldwork and data analysis progress.
- 9- Data compilation and data storage plan.
- 10- Analysis of data and tabulations plan.

It is anticipated that the sample size for the survey will be 2,000 completed interviews distributed across the following exit borders:

- Airports
 - Tunis Carthage
 - Enfidha
 - Monastir
 - Djerba
- Land Borders:
 - Main crossing point with Libya
 - Main crossing point with Algeria

It is expected that the successful offeror will collect a statistically representative sample from (at least) the following country of residence groups: Libya, Algeria, France, UK, Germany, Italy, Russia, rest of the world, and Tunisian nationals living in other countries.

All interviews must be conducted as face-to-face questionnaire.

Deliverable No. 02: Survey Preparation

Following approval of the Survey Plan by USAID Visit Tunisia, the successful offeror shall commence preparation of the survey, which will include:

- Selection and training of interviewers
- Programming of the data collection instrument (questionnaire) in the 7 languages mentioned above.
- Obtaining security clearance to interview at land borders and in departure lounges of airports. (Ministry of Tourism and ONTT will assist with this process), and any other required approval processes required for data collection in Tunisia.
- Pilot survey of at least 20 completed interviews.
- Revision of the questionnaire and survey plan based on the pilot survey findings (if any).

The successful offeror shall deliver a short report with the findings of the pilot survey and any proposed changes to the previously approved Survey Plan.

Deliverable No. 03: Survey Execution

On approval of the Survey Preparation report, the successful offeror may commence data collection. During this phase they must report, daily, the number of completed surveys achieved in each of the country of residence groups.

Deliverable No. 04: Analysis

Once the sample has been collected, as set out in the Survey Plan, analysis of the collected data may commence. The tabulations agreed in the Survey Plan should be produced – it is anticipated that analysis will be undertaken for each of the countries of residence, generating data on average spend per visitor per night.

Note that expenditure on package holidays by visitors (that is a single price paid for – typically – flight and accommodation, and sometimes tours) should be disaggregated into its constituent parts at the analysis phase, if possible. Offerors should provide suggestions on how they will undertake this process.

The successful offeror shall deliver an Analysis Report with the tabulations agreed in the Survey Plan, the raw and processed data in Excel format.

II.4. Deliverables Schedule

The successful subcontractor shall submit the deliverables described below in accordance with the following deliverables schedule:

Deliverable Number	Deliverable Name	Due Date
01	Survey Plan	24 th February
02	Survey Preparation	3 rd March
03	Survey Execution	24 th March
04	Analysis	31 st March

*Deliverable numbers and names refer to those fully described in II.3 above.

Annex 1 Cover Letter

[Offeror: Insert date]

Activity Funds Team
USAID Visit Tunisia Project
Chemonics Visit Tunisia SARL
Imm. TANIT Rue de la Feuille d’Erable Les Berges du Lac 2 Tunis Tunisie

Reference: Request for Proposals RFP-VT-2023-002

Subject: [Offeror: Insert name of your organization]’s technical and cost proposals

Dear Mr./Mrs. [Insert name of point of contact for RFP]:

[Offeror: Insert name of your organization] is pleased to submit its proposal in regard to the above-referenced request for proposals. For this purpose, we are pleased to provide the information furnished below:

Name of Organization’s Representative	_____
Name of Offeror	_____
Type of Organization	_____
Taxpayer Identification Number	_____
DUNS/UEI Number	_____
Address	_____
Address	_____
Telephone	_____
Fax	_____
E-mail	_____

As required by section I, I.7, we confirm that our proposal, including the cost proposal will remain valid for 90 calendar days after the proposal deadline.

We are further pleased to provide the following annexes containing the information requested in the RFP.:

- I. Copy of registration or incorporation in the public registry, or equivalent document from the government office where the offeror is registered.
- II. Copy of company tax registration, or equivalent document.
- III. Copy of trade license, or equivalent document.
- IV. Evidence of Responsibility Statement.

Sincerely yours,

Signature
[Offeror: Insert name of your organization's representative]
[Offeror: Insert name of your organization]

Annex 2 Guide to Creating a Financial Proposal for a Fixed Price Subcontract

The purpose of this annex is to guide offerors in creating a budget for their cost proposal. Because the subcontract will be funded under a United States government-funded project, it is important that all offerors' budgets conform to this standard format. It is thus strongly recommended that offerors follow the steps described below.

Under no circumstances may cost information be included in the technical proposal. No cost information or any prices, whether for deliverables or line items, may be included in the technical proposal. Cost information must only be shown in the cost proposal.

Step 1: Design the technical proposal. Offerors should examine the market for the proposed activity and realistically assess how they can meet the needs as described in this RFP, specifically in section II. Offerors should present and describe this assessment in their technical proposals.

Step 2: Determine the basic costs associated with each deliverable. Offerors should consider best estimate of the costs associated with each deliverable, which should include labor and all non-labor costs, e.g. other direct costs, such as fringe, allowances, travel and transport, etc.

Step 3: Create a budget for the cost proposal. Each offeror must create a budget using a spreadsheet program compatible with MS Excel. The budget period should follow the technical proposal period. A sample budget is shown on the following page. All items and services must be clearly labeled and include the total offered price. The detailed budget must show major line items, including, for example:

1. Salaries
2. Indirect costs
3. Any other costs applicable to the work
4. DBA – see clause I. 11

All cost information must be expressed in Tunisian Dinar (TND).

Step 4: Write Budget Narrative. The spreadsheets shall be accompanied by written notes in MS Word that explain each cost line item and the assumption why a cost is being budgeted as well as how the amount is reasonable. Supporting information must be provided in sufficient detail to allow for a complete analysis of each cost element or line item. Chemonics reserves the right to request additional cost information if the evaluation committee has concerns of the reasonableness, realism, or completeness of an offeror's proposed cost.

If it is an offeror's regular practice to budget indirect rates, e.g. overhead, fringe, G&A, administrative, or other rate, Offerors must explain the rates and the rates' base of application in the budget narrative. Chemonics reserves the right to request additional information to substantiate an Offeror's indirect rates.

Sample Budget

Offerors should revise the budget line items accordingly in response to the technical and cost requirements of this RFP.

Design, Production, and Distribution of Communications Materials to District Courts			
Deliverable	Base	Rate	Total
Deliverable No. 1: Draft Communication Materials			
Design Specialist (daily rate)	6	\$400	\$2,400
Operations Manager (daily rate)	3	\$500	\$1,500
Software Lisence	1	\$1,500	\$1,500
<i>Total, Deliverable 1</i>			\$5,400
Deliverable No. 2: Printed Communication Materials			
Design Specialist (daily rate)	3	\$400	\$1,200
Operations Manager (daily rate)	2	\$500	\$1,000
Pamphlet Paper	500	\$2	\$1,000
Printing Ink	1	\$1,000	\$1,000
<i>Total, Deliverable 2</i>			\$4,200
Deliverable No. 3: Proof of Distribution of Materials to Districts 1-4			
Operations Manager (daily rate)	1	\$500	\$500
Logistics Manager (daily rate)	4	\$200	\$800
Truck Rental and Fuel	1	\$2,000	\$2,000
Per Diem for Logistics Manager	3	\$75	\$225
<i>Total, Deliverable 3</i>			\$3,525
Deliverable No. 4: Proof of Distrbution of Materials to Districts 5-8			
Operations Manager (daily rate)	1	\$500	\$500
Logistics Manager (daily rate)	4	\$200	\$800
Truck Rental and Fuel	1	\$2,000	\$2,000
Per Diem for Logistics Manager	3	\$75	\$225
<i>Total, Deliverable 4</i>			\$3,525
Grand Total			\$16,650

Annex 3 Required Certifications

Evidence of Responsibility

1. Offeror Business Information
Company Name: Full Legal Name
Address: Address
UEI Number:

2. Authorized Negotiators

Company Name proposal for Proposal Name may be discussed with any of the following individuals. These individuals are authorized to represent Company Name in negotiation of this offer in response to RFP-VT-2023-002

List Names of Authorized signatories. These individuals can be reached at Company Name office:

Address
Telephone/Fax
Email address

1. Adequate Financial Resources

Company Name has adequate financial resources to manage this contract, as established by our audited financial statements (OR list what else may have been submitted) submitted as part of our response to this proposal.

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 Part 170, 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 proposal, 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 UEI 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 UEI 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

4. Ability to Comply

Company Name is able to comply with the proposed delivery of performance schedule having taken into consideration all existing business commitments, commercial as well as governmental.

5. Record of Performance, Integrity, and Business Ethics

Company Name record of integrity is (Instructions: Offeror should describe their record. Text could include example such as the following to describe their record: "outstanding, as shown in the Representations and Certifications. We have no allegations of lack of integrity or of questionable business ethics. Our integrity can be confirmed by our references in our Past Performance References, contained in the Technical Proposal."

6. Organization, Experience, Accounting and Operational Controls, and Technical Skills

(Instructions: Offeror should explain their organizational system for managing the subcontract, as well as the type of accounting and control procedure they have to accommodate the type of subcontract being considered.)

7. Equipment and Facilities

(Instructions: Offeror should state if they have necessary facilities and equipment to carry out the contract with specific details as appropriate per the subcontract SOW.)

8. Eligibility to Receive Award

(Instructions: Offeror should state if they are qualified and eligible to receive an award under applicable laws and regulation and affirm that they are not included in any list maintained by the US Government of entities debarred, suspended or excluded for US Government awards and funding. The Offeror should state whether they have performed work of similar nature under similar mechanisms for USAID.)

9. Commodity Procurement

(Instructions: If the Offeror does not have the capacity for commodity procurements - delete this section. If the Offeror does have the capacity, the Offeror should state their qualifications necessary to support the proposed subcontract requirements.)

10. Cognizant Auditor

(Instructions: Offeror should provide Name, address, phone of their auditors – whether it is a government audit agency, such as DCAA, or an independent CPA.)

11. Acceptability of Contract Terms

(Instructions: Offeror should state its acceptance of the proposed contract terms.)

12. Recovery of Vacation, Holiday and Sick Pay

(Instructions: Offeror should explain whether it recovers vacation, holiday, and sick leave through a corporate indirect rate (e.g. Overhead or Fringe rate) or through a direct cost. If the Offeror recovers vacation, holiday, and sick leave through a corporate indirect rate, it should state in this section the number of working days in a calendar year it normally bills to contracts to account for the vacation, holiday, and sick leave days that will not be billed directly to the contract since this cost is being recovered through the corporate indirect rate.)

13. Organization of Firm

(Instructions: Offeror should explain how their firm is organized on a corporate level and on practical implementation level, for example regionally or by technical practice.)

Signature: _____

Name: _____

Title: _____

Date: _____

Annex 4 /UEI and SAM Registration Guidance

What is an UEI Number?

The Unique Entity Identifier, or the UEI, is the official name of the “new,non-proprietary identifier” that will replace the DUNS number. The UEI will be requested in, and assigned by, the System for Award Management (SAM.gov). Businesses and organizations who receive funding from the US government will have to use a Unique Entity Identifier (UEI) created in SAM.gov. The UEI number helps the USG to identify companies.

Why am I being requested to obtain a /UEI number?

U.S. law – in particular the Federal Funding Accountability and Transparency Act of 2006 (Pub.L. 109-282), as amended by section 6202 of the Government Funding Transparency Act of 2008 (Pub.L. 110-252) - make it a requirement for all entities doing business with the U.S. Government to be registered, currently through the System for Award Management, a single, free, publicly- searchable website that includes information on each federal award. As part of this reporting requirement, prime contractors such as Chemonics must report information on qualifying subawards as outlined in FAR 52.204-10 and 2CFR Part 170. Chemonics is required to report subcontracts with an award valued at greater than or equal to \$30,000 under a prime contract and subawards under prime grants or prime cooperative agreements obligating funds of \$25,000 or more, whether U.S. or locally based. Because the U.S. Government uses UEI numbers to uniquely identify businesses and organizations, Chemonics is required to enter subaward data with a corresponding UEI number.

Is there a charge for obtaining a UEI number?

No. Obtaining a UEI number is absolutely free for all entities doing business with the Federal government. This includes current and prospective contractors, grantees, and loan recipients.

How do I obtain a UEI number?

UEI numbers can be obtained online at SAM.gov.

What information will I need to obtain a UEI number?

To request a UEI number, you will need to provide the following information:

- Legal name and structure
- Trade style, Doing Business As (DBA), or other name by which your organization is commonly recognized
- Physical address, city, state and Zip Code
- Mailing address (if separate)
- Telephone number
- Contact name
- Number of employees at your location
- Description of operations and associated code (SIC code found at <https://www.osha.gov/pls/imis/sicsearch.html>)
- Annual sales and revenue information
- Headquarters name and address (if there is a reporting relationship to a parent corporate entity)

How long does it take to obtain a UEI number?

The UEI number is issued immediately upon completion of the request process.

Are there exemptions to the /UEI number requirement?

There may be exemptions under specific prime contracts, based on an organization's previous fiscal year income when selected for a subcontract award, or Chemonics may agree that registration is impractical in certain situations. Organizations may discuss these options with the Chemonics representative.

What is CCR/SAM?

Central Contractor Registration (CCR)—which collected, validated, stored and disseminated data in support of agency acquisition and award missions—was consolidated with other federal systems into the System for Award Management (SAM). SAM is an official, free, U.S. government-operated website. There is NO charge to register or maintain your entity registration record in SAM.

When should I register in SAM?

While registration in SAM is not required for organizations receiving a grant under contract, subcontract or cooperative agreement from Chemonics, Chemonics requests that partners register in SAM if the organization meets the following criteria requiring executive compensation reporting in accordance with the FFATA regulations referenced above. SAM.gov registration allows an organization to directly report information and manage their organizational data instead of providing it to Chemonics. Reporting on executive compensation for the five highest paid executives is required for a qualifying subaward if in your business or organization's preceding completed fiscal year, your business or organization (the legal entity to which the UEI number belongs):

- (1) received 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; **and**,
- (3) The public have **does not** have access to information about the compensation of the executives in your business or organization (the legal entity to which the UEI 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 US Internal Revenue Code of 1986.

If your organization meets the criteria to report executive compensation, the following sections of this document outline the benefits of and process for registration in SAM.gov. Registration may be initiated at <https://www.sam.gov>. There is NO fee to register for this site.

Why should I register in SAM?

Chemonics recommends that partners register in SAM to facilitate their management of organizational data and certifications related to any U.S. federal funding, including required executive compensation reporting. Executive compensation reporting for the five highest paid executives is required in connection with the reporting of a qualifying subaward if:

- a. In your business or organization's preceding completed fiscal year, your business or organization (the legal entity to which the UEI number belongs) received (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; and,
- b. The public have does not have access to information about the compensation of the executives in your business or organization (the legal entity to which the UEI 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.

What benefits do I receive from registering in SAM?

By registering in SAM, you gain the ability to bid on federal government contracts. Your registration does not guarantee your winning a government contract or increasing your level of business. Registration is simply a prerequisite before bidding on a contract. SAM also provides a central storage location for the registrant to supply its information, rather than with each federal agency or prime contractor separately. When information about your business changes, you only need to document the change in one place for every federal government agency to have the most up-to-date information.

How do I register in SAM?

Follow the step-by-step guidance for registering in SAM for assistance awards (under grants/cooperative agreements) at: https://www.sam.gov/sam/transcript/Quick_Guide_for_Grants_Registrations.pdf

Follow the step-by-step guidance for contracts registrations at:
https://www.sam.gov/sam/transcript/Quick_Guide_for_Contract_Registrations.pdf

You must have a UEI number in order to begin either registration process.

If you already have the necessary information on hand (see below), the online registration takes approximately one hour to complete, depending upon the size and complexity of your business or organization.

What data is needed to register in SAM?

SAM registrants are required to submit detailed information on their company in various categories. Additional, non-mandatory information is also requested. Categories of required and requested information include:

- * General Information - Includes, but is not limited to, UEI number, CAGE Code, company name, Federal Tax Identification Number (TIN), location, receipts, employee numbers, and web site address.
- * Corporate Information - Includes, but is not limited to, organization or business type and SBA-defined socioeconomic characteristics.
- * Goods and Services Information - Includes, but is not limited to, NAICS code, SIC code, Product Service (PSC) code, and Federal Supply Classification (FSC) code.
- * Financial Information - Includes, but is not limited to, financial institution, American Banking Association (ABA) routing number, account number, remittance address, lock box number, automated clearing house (ACH) information, and credit card information.

* Point of Contact (POC) Information - Includes, but is not limited to, the primary and alternate points of contact and the electronic business, past performance, and government points of contact. * Electronic Data Interchange (EDI) Information* - Includes, but is not limited to, the EDI point of contact and his or her telephone, e-mail, and physical address. (*Note: EDI Information is optional and may be provided only for businesses interested in conducting transactions through EDI.)