



Trade and Investment Facilitation Project (TIF)

Request For Proposals (RFP)

No. 0031

Organizing a Buyers' Mission to Belgium/Luxembourg

Issue Date: January 10, 2023

WARNING: Prospective Offerors who have received this document from a source other than the Trade and Investment Facilitation Project (TIF), Bank Byblos Building, 9th floor, Fouad Chehab Street, Sin El Fil, procurementtif@tifproject.com, should immediately contact procurementtif@tifproject.com and provide their name and mailing address in order that amendments to the RFP or other communications can be sent directly to them. Any prospective Offeror who fails to register their interest assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation will be issued by the procurement email procurementtif@tifproject.com. "Offerors are encouraged to check their email periodically."

DAI conducts business under the strictest ethical standards to assure fairness in competition, reasonable prices and successful performance or delivery of quality goods and equipment. DAI does not tolerate corruption, bribery, collusion or conflicts of interest. Any requests for payment or favors by DAI employees should be reported as soon as possible to ethics@dai.com or by visiting www.dai.ethicspoint.com. Further, any attempts by an offeror or subcontractor to offer inducements to a DAI employee to influence a decision will not be tolerated and will be grounds for disqualification, termination and possible debarment. See provision No. 9 for more details.

Table of Contents

1. Introduction and Purpose	4
1.1 Purpose	4
1.2 Issuing Office	4
1.3 Type of Award Anticipated	4
2. General Instructions to Offerors	4
2.1 General Instructions	4
2.2 Proposal Cover Letter	5
2.3 Questions regarding the RFP	5
3. Instructions for the Preparation of Technical Proposals	5
3.1 Services Specified	6
3.2 Technical Evaluation Criteria	6
4. Instructions for the Preparation of Cost/Price Proposals	8
4.1 Cost/Price Proposals	8
4.1.1 BUDGET FORMAT	8
5. Basis of Award	9
5.1 Trade Off Method	9
5.2 Responsibility Determination	9
6. Anticipated post-award Deliverables	9
7. Inspection & Acceptance	10
8. Compliance with Terms and Conditions	11
8.1 General Terms and Conditions	11
8.2 Prohibited Technology	11
8.3 Anti-Corruption and Anti-Bribery Policy and Reporting Responsibilities	11
9. Attachments	13
9.1 Attachment A: Scope of Work for Services or Technical Specifications	13
9.2 Attachment B: Proposal Cover Letter	17
9.3 Attachment C: Price Schedule	18
9.4 Attachment D: Past Performance Form	20
9.5 Attachment E: Representations and Certifications of Compliance	21
9.6 Attachment F: Proposal Checklist	22
9.7 Attachment G: Electronic payment authorization form for international payments	23

Synopsis of the RFP

RFP No.	RFP No. TIF_0031 (relaunch)
Issue Date	January 10, 2023
Title	Organizing a Buyers' Mission to Belgium/Luxembourg
Issuing Office & Email/Physical Address for Submission of Proposals	DAI TIF Office: Lebanon, Beirut, Bank Byblos Building, 9 th floor, Fouad Chehab Street, Sin El Fil – Metn SubmissionsTIF@TIFProject.com
Deadline for Receipt of Questions	January 17, 2023 at 04:00 pm Beirut local time
Deadline for Receipt of Proposals	January 24, 2023 at 04:00 pm Beirut local time
Point of Contact	procurementtif@tifproject.com
Anticipated Award Type	Firm Fixed Price Purchase Order Issuance of this RFP in no way obligates DAI to award a subcontract or purchase order and offerors will not be reimbursed for any costs associated with the preparation of their bid.
Basis for Award	An award will be made based on the Trade Off Method. The award will be issued to the responsible and reasonable offeror who provides the best value to DAI and its client using a combination of technical and cost/price factors.

1. Introduction and Purpose

1.1 Purpose

DAI, the implementer of the USAID-funded Trade and Investment Facilitation Project (TIF), invites qualified offerors to submit proposals to implement and organize a **“virtual buyers’ mission to Belgium/Luxembourg for Lebanese-based companies operating in the Information and Communication Technologies (ICT) sector.”**

1.2 Issuing Office

The Issuing Office and Contact Person noted in the above synopsis is the sole point of contact at DAI for purposes of this RFP. Any prospective offeror who fails to register their interest with this office assumes complete responsibility in the event that they do not receive direct communications (amendments, answers to questions, etc.) prior to the closing date.

1.3 Type of Award Anticipated

DAI anticipates awarding a **Firm Fixed Price Purchase Order**. This subcontract type is subject to change during the course of negotiations.

A Firm Fixed Price Purchase Order is: An award for a total firm fixed price, for the provision of specific services, goods, or deliverables and is not adjusted if the actual costs are higher or lower than the fixed price amount. Offerors are expected to include all costs, direct and indirect, into their total proposed price.

2. General Instructions to Offerors

2.1 General Instructions

“Offeror,” “Subcontractor,” and/or “Bidder” means a firm proposing the work under this RFP. “Offer” and/or “Proposal” means the package of documents the firm submits to propose the work.

Offerors wishing to respond to this RFP must submit proposals, in English, in accordance with the following instructions. Offerors are required to review all instructions and specifications contained in this RFP. Failure to do so will be at the Offeror’s risk. If the solicitation is amended, then all terms and conditions not modified in the amendment shall remain unchanged.

Issuance of this RFP in no way obligates DAI to award a subcontract or purchase order. Offerors will not be reimbursed for any costs associated with the preparation or submission of their proposal. DAI shall in no case be responsible for liable for these costs.

Proposals are due no later than January 24, 2023 to be submitted in PDF file to SubmissionsTIF@TIFProject.com.

The RFP number and title of the activity shall be stated in the subject line of the email and submit the cost and technical proposals in a single email with 2 different folders/PDF files (one technical proposal: VOLUME I and another financial proposal: VOLUME II).

IMPORTANT NOTE: Cost and technical proposals must be submitted as separate emails to be considered. Please note only email submissions will be accepted. Late offers will be rejected except under extraordinary circumstances at DAI’s discretion.

Offerors who fail to submit two separate PDF files (one for technical and another one for financial records) will be disqualified.

The submission to DAI of a proposal in response to this RFP will constitute an offer and indicates the Offeror's agreement to the terms and conditions in this RFP and any attachments hereto. DAI reserves the right not to evaluate a nonresponsive or incomplete proposal.

2.2 Proposal Cover Letter

A cover letter shall be included in the financial proposal with the proposal on the Offeror's company letterhead with a duly authorized signature and company stamp/seal using Attachment B as a template for the format. The cover letter shall include the following items:

- The Offeror will certify a **validity period of (90) days** for the prices provided.
- Acknowledge the solicitation amendments received.
- Offeror's registered legal name in which the proposed subcontract will be signed.

2.3 Questions regarding the RFP

Each Offeror is responsible for reading and complying with the terms and conditions of this RFP. Requests for clarification or additional information must be submitted in writing via email as outlined above. Questions will **not** be answered by phone. Any verbal information received from a DAI or TIF employee or other entity shall **not** be considered as an official response to any question regarding this RFP.

Copies of questions and responses will be distributed in writing to all prospective bidders who are on record as having received this RFP after the submission date specified above.

3. Instructions for the Preparation of Technical Proposals

Technical proposals shall be in a separate PDF file from cost/price proposals and shall be clearly labeled as "VOLUME I: TECHNICAL PROPOSAL."

The submitted technical proposals will include the following contents:

1. Technical Approach:
 - This section must include a detailed description of the proposed services to meet the scope of this RFP, in addition to the proposed project's background, objectives, activities to be implemented, and expected impact based on the scope of work in Attachment A. The proposal must show how the Offeror plans to complete the project and describe an approach that demonstrates timely and acceptable work execution.
2. Management approach and Personnel qualifications:
 - The Offeror must submit a management approach that details the necessary resources needed to conduct the activities as described in the scope of work, including the overall methodology for rapidly mobilizing key personnel.
 - Delivery/Implementation Plan & Timeline presented.
 - Description of the Offeror's project management staff assigned to the project. The proposal should describe how the proposed team members have the necessary experience and

capabilities to carry out the Technical Approach. CVs of the people allocated to this project must be provided.

3. Corporate Capabilities and Past Performance:

- Provide 3 successful projects/strategies of similar scope.
- At least 3 similar references in the past years including the client's name, reference person and contact details.
- Samples of similar work.

3.1 Services Specified

For this RFP, DAI requires the services described in Attachment A.

3.2 Technical Evaluation Criteria

Each proposal will be evaluated and scored against the evaluation criteria and evaluation sub-criteria, outlined in the table below. Cost/price proposals are not assigned points, but for overall evaluation purposes of this RFP, technical evaluation factors other than cost/price, when combined, are considered "more important than" cost/price factors.

Evaluation Criteria	Maximum Points
Technical Approach	40
<p>1. Assist in Understanding the ICT market needs in Belgium/Luxembourg</p> <ul style="list-style-type: none"> • Collect data on the major needs in terms of ICT solutions within the Belgian/ Luxembourg market, as well as the key sub-sectors to be addressed <p><u>Bid Submission Deliverable(s):</u></p> <ul style="list-style-type: none"> - Evidence of understanding the Belgian/Luxembourg ICT market as well as familiarity with local stakeholders and players 	8
<p>2. Assist in the Selection of at least of 15 Lebanese ICT Companies as Participants</p> <ul style="list-style-type: none"> • Finalize the selection of at least 15 Lebanese ICT companies based on their profiles and the market needs in terms of ICT products/services <p><u>Bid Submission Deliverable(s):</u></p> <ul style="list-style-type: none"> - Methodology for selecting Lebanese companies based on the needs of the Belgian/Luxembourg ICT markets 	8
<p>3. Assist in Conducting Outreach</p> <ul style="list-style-type: none"> • Conduct outreach to target local stakeholders, identify Belgian/Luxembourg firms willing to do business with Lebanese ICT companies, and schedule a minimum of three B2B meetings progressively during the preparation phase and on the day of the buyers' mission event. <p><u>Bid Submission Deliverable(s):</u></p>	8

Evaluation Criteria	Maximum Points
<ul style="list-style-type: none"> - Methodology for scheduling B2B meetings between Lebanese and Belgian/Luxembourger firms - Evidence of Offeror's network with key stakeholders in the Belgian/Luxembourger ICT sector 	
<p>4. Assist in the implementation of the Buyers' Mission</p> <ul style="list-style-type: none"> • Execute a virtual webinar and exhibition with a minimum of 15 Lebanese exhibitors to be matched with Belgian/Luxembourger firms <p><u>Bid Submission Deliverable(s):</u></p> <ul style="list-style-type: none"> - Description of how Offeror will assist in conducting the virtual buyer's mission 	8
<p>5. Assist in Collecting Feedback and Results</p> <ul style="list-style-type: none"> • Assess the performance of the mission and present a summarizing report highlighting the mission's achievements <p><u>Bid Submission Deliverable(s):</u></p> <ul style="list-style-type: none"> - Methodology for collecting impact data from the participants, including: <ul style="list-style-type: none"> ○ Number of concluded deals between Lebanese and Belgian/Luxembourger firms ○ Value of concluded deals ○ Number of full-time equivalent (FTE) jobs generated 	8
Management Approach or Personnel Qualifications	20
Offeror shall describe the proposed technical staff who will be assigned to the project by providing CVs of the team members. The proposal should describe how the proposed team members have the necessary experience and capabilities to carry out the Technical Approach.	20
Corporate Capabilities or Past Performance	40
<p>Provide 3 successful projects/strategies of similar scope.</p> <p>Samples of similar work showing the below:</p> <ul style="list-style-type: none"> • Solid track record and experience in conducting and organizing buyers' missions in the ICT sector, specifically in matching Belgian/Luxembourger ICT companies with foreign entities, preferably with knowledge of the Middle Eastern market and the ICT needs of the Belgian/Luxembourger market • Excellent communications skills, specifically in coordinating between a diverse group of stakeholders • Advanced outreach skills with a demonstrated track record of reaching out to stakeholders and building business networks, in Belgium/Luxembourg and abroad • Well-connected to major stakeholders, investors, and business 	40

Evaluation Criteria	Maximum Points
associations in Belgium/Luxembourg.	
Total Points	100

4. Instructions for the Preparation of Cost/Price Proposals

4.1 Cost/Price Proposals

Cost/Price proposals must be submitted in a separate folder from technical proposals and shall be clearly labeled as “VOLUME II: COST/PRICE PROPOSAL.”

Provided in Attachment C is a template for the Price Schedule for firm-fixed price awards. Offerors shall complete the template including as much detailed information as possible.

It is important to note that Value Added Tax (VAT) shall be included on a separate line as 0 (zero) value. **TIF is VAT exempted.** The Subcontractor is responsible for all applicable taxes and fees, as prescribed under the applicable laws for income, compensation, permits, licenses, and other taxes and fees due as required.

Offerors shall complete the template including as much detailed information as possible. A template is provided in Attachment C. Please provide your financial proposal in PDF (signed) and Excel format.

Offerors’ proposed budget in response to the RFP will be evaluated based on the reasonableness and accuracy of proposed costs and its realism with respect to the activities proposed in the technical 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.

4.1.1 BUDGET FORMAT

See Attachment C: Price Schedule

In the price schedule, unit prices for each deliverable will be proposed.

It is important to note that Value Added Tax (VAT) must be included on a separate line as zero. These services are eligible for VAT exemption under the DAI prime contract with USAID. Subcontractors are responsible for all applicable taxes and fees, as prescribed under the applicable laws for income, compensation, permits, licenses, and other taxes and fees due as required.

During the course of the contract implementation, subcontractors will be held accountable for the stated unit price in their cost breakdowns. Budget variations from the final contract between DAI and successful bidders will not be reimbursed.

No payment will be made for items that have not been priced; those deviations will be the subcontractor’s responsibility.

If a discount is offered, by the Bidder, it must be clearly specified and indicated in the Offer Form (Attachment C). The discount must be quoted, for the price excluding taxes, and for the whole service.

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.

5. Basis of Award

5.1 Trade Off Method

DAI will review all proposals, and make an award based on the technical and cost evaluation criteria stated above and DAI will select the offeror whose proposal provides the best value to DAI. DAI may also exclude an offer from consideration if it determines that an Offeror is "not responsible," (the offeror does not have the management and financial capabilities required to perform the work required).

Evaluation points will not be awarded for cost. Cost will primarily be evaluated for realism and reasonableness. DAI may make an award to a higher priced offeror if a determination is made that the higher technical evaluation of that offeror merits the additional cost/price. Technical and cost factors will trade off to determine the best value.

DAI may make an award to an Offeror without discussions. Therefore, the initial offer **must contain the Offeror's best price and technical terms.**

5.2 Responsibility Determination

DAI will not enter into any type of agreement with an Offeror prior to ensuring the Offeror's responsibility. When assessing an Offeror's responsibility, the following factors are taken into consideration:

1. Provide evidence of the required business licenses and legal registration papers to operate in the host country.
2. The source, origin and nationality of the products or services are not from a Prohibited Country (explained below).
3. Having adequate financial resources to finance and perform the work or deliver goods or the ability to obtain financial resources without receiving advance funds from DAI.
4. Ability to comply with required or proposed delivery or performance schedules.
5. Have a satisfactory past performance record.
6. Have a satisfactory record of integrity and business ethics.
7. Have the necessary organization, experience, accounting and operational controls and technical skills.
8. Have the necessary production, construction and technical equipment and facilities if applicable.
9. Be qualified and eligible to perform work under applicable laws and regulations.

6. Anticipated post-award Deliverables

Upon award of a subcontract, the deliverables and deadlines detailed in the table below will be submitted to DAI. The Offeror should detail proposed costs per deliverable in the Price Schedule. All the deliverables must be submitted to and approved by DAI before payment will be processed.

No.	Description	Due Date
1	Assist in Understanding the ICT Market Needs in Belgium/ Luxembourg <u>Deliverable(s) During Implementation:</u> Market assessment of the Belgian/Luxembourger ICT sector	O/A February 17, 2023
2	Assist in the Selection of at least 15 Lebanese ICT Companies as Participants <u>Deliverable(s) During Implementation:</u> List of (at least) 15 Lebanese ICT companies participating in the buyers' mission	O/A February 17, 2023
3	Assist in Conducting Outreach <u>Deliverable(s) During Implementation:</u> <ul style="list-style-type: none"> ○ List of Belgian/Luxembourger companies participating in the buyers' mission ○ List and schedule of B2B meetings to be organized throughout the preparation phase of the buyers' mission event ○ Agenda of the buyers' mission 	O/A March 17, 2023
4	Assist in Implementing the Buyers' Mission and Collecting Feedback and Results <u>Deliverable(s) During Implementation:</u> <ul style="list-style-type: none"> ○ Report summarizing the buyers' mission's achievements ○ Targets to Achieve: <ol style="list-style-type: none"> 1) The Offeror must schedule at least three B2B meetings for each Lebanese company participating in the buyers' mission 2) The subcontractor must aim to secure a minimum of three business deals between Lebanese and Belgian/ Luxembourger counterparts 	O/A May 31, 2023

7. Inspection & Acceptance

The designated DAI Business Development & Trade Lead will inspect from time to time the services being performed to determine whether the activities are being performed in a satisfactory manner, and

that all equipment/services or supplies are of acceptable quality and standards. The subcontractor shall be responsible for any countermeasures or corrective action, within the scope of this RFP, which may be required by the DAI Chief of Party as a result of such inspection.

8. Compliance with Terms and Conditions

8.1 General Terms and Conditions

Offerors agree to comply with the general terms and conditions for an award resulting from this RFP. The selected Offeror shall comply with all Representations and Certifications of Compliance listed in Attachment E.

8.2 Prohibited Technology

Bidders MUST NOT provide any goods and/or services that utilize telecommunications and video surveillance products from the following companies: Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company, or any subsidiary or affiliate thereof, in compliance with FAR 52.204-25.

8.3 Anti-Corruption and Anti-Bribery Policy and Reporting Responsibilities

DAI conducts business under the strictest ethical standards to assure fairness in competition, reasonable prices and successful performance or delivery of quality goods and equipment. **DAI does not tolerate the following acts of corruption:**

- Any requests for a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by a DAI employee, Government official, or their representatives, to influence an award or approval decision.
- Any offer of a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by an offeror or subcontractor to influence an award or approval decision.
- Any fraud, such as mis-stating or withholding information to benefit the offeror or subcontractor.
- Any collusion or conflicts of interest in which a DAI employee, consultant, or representative has a business or personal relationship with a principal or owner of the offeror or subcontractor that may appear to unfairly favor the offeror or subcontractor. Subcontractors must also avoid collusion or conflicts of interest in their procurements from vendors. Any such relationship must be disclosed immediately to DAI management for review and appropriate action, including possible exclusion from award.

These acts of corruption are not tolerated and may result in serious consequences, including termination of the award and possible suspension and debarment by the U.S. Government, excluding the offeror or subcontractor from participating in future U.S. Government business.

Any attempted or actual corruption should be reported immediately by either the offeror, subcontractor or DAI staff to:

- Toll-free Ethics and Compliance Anonymous Hotline at (U.S.) +1-503-597-4328
- Hotline website – www.DAI.ethicspoint.com, or
- Email to Ethics@DAI.com
- USAID's Office of the Inspector General Hotline at hotline@usaid.gov.

By signing this proposal, the offeror confirms adherence to this standard and ensures that no attempts shall be made to influence DAI or Government staff through bribes, gratuities, facilitation payments, kickbacks or fraud. The offeror also acknowledges that violation of this policy may result in termination, repayment of funds disallowed by the corrupt actions and possible suspension and debarment by the U.S. Government.

9. Attachments

9.1 Attachment A: Scope of Work for Services or Technical Specifications

TIF seeks to hire a qualified Offeror to implement and organize a virtual buyers' mission to Belgium/Luxembourg for Lebanese-based companies operating in the Information and Communication Technologies (ICT) sector. The offerors must have extensive knowledge of the Belgian/Luxembourger ICT market and established connections with local stakeholders and enterprises, experience in scheduling business-to-business (B2B) meetings, and a successful track record in executing business deals and creating linkages between local and foreign entities.

The Offeror will be requested to conduct the following activities:

1. Organize a webinar with panelists to discuss opportunities in the Lebanese, Belgian, and Luxembourger ICT markets and present the participating companies
2. Organize a virtual exhibition (part of the main webinar) where each participating Lebanese ICT company will showcase its products/services in a virtual booth
3. Schedule B2B meetings directly between Lebanese and Belgian/Luxembourger firms
4. Collect results to assess the impact of the mission

Tasks Overview:

- **Task 1- Assist in Understanding the ICT market needs in Belgium/Luxembourg:** Collect data on the major needs in terms of ICT solutions within the Belgian/Luxembourger market, as well as the key sub-sectors to be addressed.
- **Task 2 – Assist in the selection of at least 15 Lebanese ICT companies as participants:** Finalize the selection of at least 15 Lebanese ICT companies based on their profiles and the market needs in terms of ICT products/services, then confirm their willingness to participate and benefit from the buyers' mission.
- **Task 3 – Assist in conducting outreach and identifying Belgian/Luxembourger firms:** Conduct outreach to target local stakeholders, identify Belgian/Luxembourger firms willing to do business with Lebanese ICT companies, and schedule B2B meetings progressively during the preparation phase and on the day of the buyers' mission event.
- **Task 4 – Assist in the implementation of the Buyers Mission:** Execute a virtual webinar and exhibition with a minimum of 15 Lebanese exhibitors to be matched with Belgian/Luxembourger firms.
- **Task 5 – Assist in collecting feedback and results:** Assess the performance of the mission and present a summarizing report highlighting the mission's achievements.

A. Tasks and Detailed Requirements

Task 1 – Assist in understanding the ICT market needs in Belgium/Luxembourg

- Collect data on the major needs in terms of ICT solutions within the Belgian/Luxembourger market, as well as the key sub-sectors to be addressed
- Identify the best collaborative approach to be adopted (Outsourcing, B2B and/or B2C)

- Identify the main sub-sectors in Belgian/Luxembourger to be addressed for potential collaboration with Lebanese ICT companies

Task 2 – Assist in the Selection of At Least 15 Lebanese ICT Companies as Participants

- Finalize the selection of at least 15 Lebanese ICT companies willing to participate in the buyers' mission to Belgian/Luxembourger based on the following criteria:
 - Must be officially registered in Lebanon
 - Must have more than 3 years of experience in the ICT sector
 - Must have proven products/services in the market
 - Must hold previous experience in foreign markets; Experience in the Belgian/Luxembourger market is a plus
 - Able to communicate in both French and English

Task 3 – Assist in Conducting Outreach

- Identify Belgian/Luxembourger companies willing to participate in the buyers' mission through regular and extensive outreach
- Engage key stakeholders in Belgium/Luxembourg to identify counterparts with suitable profiles who are willing to collaborate with Lebanese ICT companies
- Assist in the selection of suitable panelists to attend the webinar
- Schedule a minimum of three B2B meetings with Lebanese companies to ensure successful business deals between the two sides
- Supervise the communication kit that will be needed to attract potential participants such as promotional videos highlighting the strengths of the Lebanese ICT sector, presentations, brochures, digital catalogues, social media posts, invitation emails, etc.

Important Consideration: TIF is seeking mature and serious Belgian/Luxembourger companies who are willing to do business with Lebanese companies and are looking for a particular service that can be met by Lebanese counterparts.

Task 4 – Assist in the Implementation of the Buyers' Mission to Belgium/Luxembourg

- Assist in conducting the virtual webinar and exhibition using Hopin platform
- Facilitate and oversee the B2B meetings between the Lebanese and Belgian/Luxembourger participants
- Support in resolving on-site difficulties and issues

Task 5 – Assist in Collecting Feedback and Results

- Assist in the collection of results achieved following the completion of the buyers' mission, based on the following indicators:
 - Number of concluded deals between Lebanese and Belgian/Luxembourger firms
 - Value of concluded deals

- Number of full-time equivalent (FTE) jobs generated
- Support in preparing a summarizing report of the buyers' mission's achievements

B. Technical Direction

The selected Offeror will execute the required tasks under the direct supervision of TIF and TIF implementing partner, Quality for Development (QFD). QFD is a Lebanese nonprofit organization that is currently implementing a series of buyers' missions for Lebanese ICT companies, including the Belgium/Luxembourg Buyers' Mission, under a partnership with TIF. The selected Offeror will directly assist QFD by providing technical expertise for all related tasks under this RFP.

C. Outputs and Deliverables

Reports/Documents to Submit (To be completed in coordination with TIF and QFD):

- **Under Task 1:** Market assessment of the Belgian/Luxembourger ICT sector
- **Under Task 2:** List of (at least) 15 Lebanese ICT companies participating in the buyers' mission
- **Under Task 3:**
 - List of Belgian/Luxembourger companies participating in the buyers' mission
 - List and schedule of B2B meetings to be organized throughout the preparation phase of the buyers' mission event
 - Agenda of the buyers' mission
- **Under Tasks 4 & 5:**
 - Report summarizing the buyers' mission's achievements
 - Targets to Achieve:
 - 1) The Offeror must schedule at least three B2B meetings for each Lebanese company participating in the buyers' mission
 - 2) The subcontractor must aim to secure a minimum of three business deals between Lebanese and Belgian/Luxembourger counterparts

D. Special Considerations

Desired Qualifications

- Solid track record and experience in conducting and organizing buyers' missions in the ICT sector, specifically in matching Belgian/Luxembourger ICT companies with foreign entities, preferably with knowledge of the Middle Eastern market and the ICT needs of the Belgian/Luxembourger market
- Excellent communications skills, specifically in coordinating between a diverse group of stakeholders
- Advanced outreach skills with a demonstrated track record of reaching out to stakeholders and building business networks, in Belgium/Luxembourg and abroad
- Well-connected to major stakeholders, investors, and business associations in Belgium/Luxembourg.

E. Implementation Timeline

The project's implementation timeline will begin after the signing of the contract with TIF and will last for 5 months.

F. Branding and Visibility

In close cooperation and continuous communication with TIF, the offeror will ensure USAID branding and visibility in all materials, events, and public communication (including social media) developed under this project to highlight that those were made possible as a result of U.S. government support.

All branding and visibility activities and materials to follow USAID and TIF guidelines. USAID visibility guidelines will be provided to the winning bidder.

9.2 Attachment B: Proposal Cover Letter

[On

Firm's

Letterhead

<Insert date>

TO: Click here to enter text.

Development Alternatives, Inc.

We, the undersigned, provide the attached proposal in accordance with **RFP**-Click here to enter text.-Click here to enter text. issued on Click here to enter text.. Our attached proposal is for the total price of <Sum in Words (\$0.00 Sum in Figures) >.

I certify a validity period of Click here to enter text. days for the prices provided in the attached Price Schedule/Bill of Quantities. Our proposal shall be binding upon us subject to the modifications resulting from any discussions.

Offeror shall verify here the items specified in this RFP document.

We understand that DAI is not bound to accept any proposal it receives.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory: Click here to enter text.

Name of Firm: Click here to enter text.

Address: Click here to enter text.

Telephone: Click here to enter text.

Email: Click here to enter text.

Company Seal/Stamp:

9.3 Attachment C: Price Schedule

Item Nb.	Item Name	Description/ Specifications	Qty	Unit Price	Total Price
1	Task 1: understanding the ICT market needs in Belgium/Luxembourg <ul style="list-style-type: none"> Market assessment of the Belgian/Luxembourger ICT sector 				
2	Task 2: Selection of At Least 15 Lebanese ICT Companies as Participants <ul style="list-style-type: none"> List of (at least) 15 Lebanese ICT companies participating in the buyers' mission 				
3	Task 3: Assist in Conducting Outreach <ul style="list-style-type: none"> List of Belgian/Luxembourger companies participating in the buyers' mission List and schedule of B2B meetings to be organized throughout the preparation phase of the buyers' mission event Agenda of the buyers' mission 				
4/5	Tasks 4 & 5: Assist in the Implementation of the Buyers' Mission to Belgium/Luxembourg, and in Collecting Feedback and Results <ul style="list-style-type: none"> Report summarizing the buyers' mission's achievements Targets to Achieve: <ul style="list-style-type: none"> 1- At least three B2B meetings for each Lebanese company participating in the buyers' mission 2- A minimum of three business deals between Lebanese and Belgian/ Luxembourger counterparts 				

6	Other Cost (if any)				
7	VAT			0	
GRAND TOTAL IN Click here to enter text.					
GRAND TOTAL IN UNITED STATES DOLLARS					\$

Currency: Financial Proposals shall be denominated in US Dollars inclusive of customs, stamps, and any other duties, and exclusive of VAT. TIF will make payments to Contractors through wire transfer in fresh dollars.

9.4 Attachment D: Past Performance Form

Include projects that best illustrate your work experience relevant to this RFP, sorted by decreasing order of completion date.

Projects should have been undertaken in the past three years. Projects undertaken in the past six years may be taken into consideration at the discretion of the evaluation committee.

[illegible]

9.5 Attachment E: Representations and Certifications of Compliance

1. Federal Excluded Parties List - The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.
2. Executive Compensation Certification- FAR 52.204-10 requires DAI, as prime contractor of U.S. federal government contracts, to report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS)
3. Executive Order on Terrorism Financing- The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor/Recipient to ensure compliance with these Executive Orders and laws. Recipients may not engage with, or provide resources or support to, individuals and organizations associated with terrorism. No support or resources may be provided to individuals or entities that appear on the Specially Designated Nationals and Blocked persons List maintained by the US Treasury (online at www.SAM.gov) or the United Nations Security Designation List (online at: http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml). This provision must be included in all subcontracts/sub awards issued under this Contract.
4. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.
5. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.
6. Organizational Conflict of Interest – The Bidder certifies that will comply FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide DAI with a disclosure statement describing this information.
7. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
8. Equal Opportunity – The Bidder certifies that it does not discriminate against any employee or applicant for employment because of age, sex, religion, handicap, race, creed, color or national origin.
9. Labor Laws – The Bidder certifies that it is in compliance with all labor laws.
10. Federal Acquisition Regulation (FAR) – The Bidder certifies that it is familiar with the Federal Acquisition Regulation (FAR) and is in not in violation of any certifications required in the applicable clauses of the FAR, including but not limited to certifications regarding lobbying, kickbacks, equal employment opportunity, affirmation action, and payments to influence Federal transactions.
11. Employee Compliance – The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of an DAI Purchase Order to comply with the provisions of the resulting Purchase Order and with all Federal, State, and local laws and regulations in connection with the work associated therein.

By submitting a proposal, offerors agree to fully comply with the terms and conditions above and all applicable U.S. federal government clauses included herein, and will be asked to sign these Representations and Certifications upon award.

9.6 Attachment F: Proposal Checklist

Offeror: _____

Have you?

☐ Submitted your technical and financial proposals to DAI in in two separate PDF files by email as specified in General Instructions above?

Does your proposal include the following?

- **Technical Proposal**

- ☐ Signed Representations and Certifications of Compliance (*use template in Attachment E*)
- ☐ Separate Technical and Cost proposals individually labeled as Volume I and Volume II respectfully.
- ☐ Response to each of the evaluation criteria
- ☐ Documents use to determine Responsibility
- ☐ Past Performance (*use template in Attachment D*)
- ☐ Copy of Company Registration Certificate/ Copy of Company Tax and VAT number
- ☐ Electronic payment authorization form (Attachment G)

- **Financial Proposal**

- ☐ Signed Cover Letter (*use template in Attachment B*)
- ☐ Price Schedule (*use template in Attachment C*)

9.7 Attachment G: Electronic payment authorization form for international payments

Account Information	
Note: The vendor's name, as executed on each invoice and issued Purchase Order, if applicable, must match the account name stated below to which payment is to be issued.	
Beneficiary Name: (Print name exactly as it appears on account)	Type: <input type="checkbox"/> Organization <input type="checkbox"/> Project Employee <input type="checkbox"/> Individual (Non-employee)
Authorization Type: <input type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Cancel	
Account Type (Check only one): <input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Mobile Money	
Beneficiary Financial Institution Information	
Name of Beneficiary's Financial Institution: _____	Financial Institution Address (including country): _____
Account Number (if Mobile Money, enter mobile number)	SWIFT Number, if applicable:
IBAN (International Bank Account Number), if applicable:	Routing Number, if applicable:
Correspondent/Intermediary Bank Information (To be completed for international payments only. This information can be obtained by contacting the beneficiary institution.)	
Name of Financial Institution: _____	Financial Institution Address (including country): _____ _____
Account Number (optional):	SWIFT Number:
Authorization Agreement	
<p>I, (print name), hereby authorize Lebanon Trade and Investment Facilitation (TIF) Project to initiate credit/payment entries to the account and the financial institution listed above. I verify that the information provided above is correct and that I am an authorized account holder of the account listed above. I understand that Lebanon Trade and Investment Facilitation (TIF) Project is not liable for errors occurring as a result of providing wrong or inaccurate information on this form. I approve bearing all wire fees or related intermediary bank charges, and understand that, as a result of such charges, the final amount deposited in the bank account listed above, might be less than the correspondent invoice amount. This authorization is to remain in full force and effect until Lebanon Trade and Investment Facilitation (TIF) Project has received written notification from me of its termination in such time and in such manner as to afford Lebanon Trade and Investment Facilitation (TIF) Project a reasonable opportunity to act on it or I complete and sign a new Electronic Payment Authorization Form.</p>	
_____ Signature	_____ Date