



BUSINESS EGYPT (BE)

USAID FUNDED PROJECT

REQUEST FOR PROPOSALS (RFP) NO.

BE-24-052

AMENDMENT #3

CGC SUSTAINABLE STRATEGY

PROPOSALS DEADLINE

MARCH 20, 2024

WARNING: Prospective Offerors who have received this document from a source other than the **Business Egypt project** should immediately contact ProcurementBE@business-egypt.com should immediately contact ProcurementBE@business-egypt.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 and posted be issued electronically via ProcurementBE@business-egypt.com.

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

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	5
2.1 GENERAL INSTRUCTIONS	5
2.2 PROPOSAL COVER LETTER.....	5
2.3 QUESTIONS REGARDING THE RFP.....	5
3. INSTRUCTIONS FOR THE PREPARATION OF TECHNICAL PROPOSALS.....	5
4. INSTRUCTIONS FOR THE PREPARATION OF COST/PRICE PROPOSALS	7
5. BASIS OF AWARD	7
6. ANTICIPATED POST-AWARD DELIVERABLES	8
7. INSPECTION & ACCEPTANCE	8
8. COMPLIANCE WITH TERMS AND CONDITIONS	9
8.1 GENERAL TERMS AND CONDITIONS	9
8.2 PROHIBITED TECHNOLOGY	9
9. ANTI-CORRUPTION AND ANTI-BRIBERY POLICY AND REPORTING RESPONSIBILITIES	10
1. ATTACHMENTS	11
1.1 ATTACHMENT A: SCOPE OF WORK	11
1.2 ATTACHMENT B: PROPOSAL COVER LETTER.....	16
1.3 ATTACHMENT C-1: PRICE SCHEDULE	17
1.4 ATTACHMENT C-2: DETAILED BUDGET	18
Bidders are requested to fill in the detailed budget in response to their technical proposal. A narrative explaining the calculations with details of the amounts listed in the budget to be attached to the detailed budget and included in the financial proposal package.	18
1.5 - ATTACHMENT D: INSTRUCTIONS FOR OBTAINING AN UNIQUE ENTITY ID (SAM) NUMBER - DAI'S VENDORS, SUBCONTRACTORS	19
1.6 ATTACHMENT E: SELF CERTIFICATION FOR EXEMPTION FROM UNIQUE ENTITY ID (SAM) REQUIREMENT	26
1.7 ATTACHMENT F: PAST PERFORMANCE FORM.....	27
1.8 ATTACHMENT G: REPRESENTATIONS AND CERTIFICATIONS OF COMPLIANCE.....	28
1.9 ATTACHMENT H: PROPOSAL CHECKLIST.....	29

SYNOPSIS OF THE RFP

RFP NO.	BE-23-052 AMENDMENT #3
TITLE	CGC SUSTAINABLE STRATEGY
ISSUING OFFICE & EMAIL FOR SUBMISSION OF PROPOSALS	Procurement Department, Business Egypt Project Email for Submission of Proposals: BidsBE@business-egypt.com
DEADLINE FOR RECEIPT OF QUESTIONS AND POINT OF CONTACT	MARCH 12, 2024, at 12:00 Noon Cairo Local Time ProcurementBE@business-egypt.com
DEADLINE FOR RECEIPT OF PROPOSALS	MARCH 20, 2024 AT 12:00 NOON CAIRO LOCAL TIME
ANTICIPATED AWARD TYPE	Firm Fixed Purchase Order Bidders can provide their quotes in US\$. Bidders can provide their quotes in US\$. Payment amounts will be made in US\$ to international awardees. However, payment amounts to Egyptian awardees will only be made in EGP.
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 Business Egypt (BE) is a five-year, USAID-funded program implemented by DAI Global LLC. The project started in November 2021 aims to substantially increase sales, revenues, and investments among Egyptian micro, small, and medium-sized enterprises (MSMEs) and, by doing so, create new job opportunities, especially for women and youth. Business Egypt supports the establishment, growth, and competitiveness of productive and innovative startups and promising MSMEs by creating a vibrant, high-functioning ecosystem of competitive, innovative enabling institutions that accelerate economic development in Egypt.

The project co-invests with an ecosystem of institutions—business service providers, business associations, supportive government institutions, and more—to offer new products and services enabling MSMEs to better meet market demand and increase their sales. BE's targeted sectors are Green Economy/Renewable Energy, Information and Communication Technology (ICT), logistics, and Creative Industries.

DAI BE is targeting three main focus areas:

Objective I – supporting entrepreneurs and startups through strengthening the entrepreneurship ecosystem, its enablers and service players. from their inception into becoming revenue-generating businesses.

Objective II – Supporting MSMEs through their growth journey, through linkages to financing, investing, and sustainable buyer-driven Value Chains (VC).

Objective III – supporting the business-enabling environment at the local (governorate) and national levels in addressing the MSMEs' challenges, especially within the sector-specific VCs.

The objective of this activity is to contract a reputable firm to conduct a diagnostic analysis of the **Credit Guarantee Company's (CGC)** current practices, sustainable financing in Egypt, the sustainable finance regulatory framework, and a formulation of justified recommendations for changes and/or areas of improvement; as well as to develop a comprehensive sustainable Environmental, Social, and Governance (ESG) Strategy for CGC's. The contracted firm's consultants will work closely with the CGC's management team to assess the current state, identify gaps, and formulate a roadmap to integrate sustainability and Environmental, Social and Governance (ESG) practices into the company's operations.

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 the awarding of a Firm Fixed Purchase Order (PO).

2. GENERAL INSTRUCTIONS TO OFFERORS

2.1 GENERAL INSTRUCTIONS

“Offeror”, “Subcontractor”, “consortium” 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 the date and time outlined on the cover page of this document. Proposals in electronic form must be submitted by email to: BidsBE@business-egypt.com. The RFP number and title of the activity must be stated in the subject line of the email. Cost and technical proposals shall be submitted in separate email; Late offers will be rejected except under extraordinary circumstances at DAI’s discretion.

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 non-responsive or incomplete proposal.

2.2 PROPOSAL COVER LETTER

A Cover Letter shall be included 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 **60 days** for the prices provided.
- Acknowledge the solicitation amendments received.

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 to the Issuing Office as specified in the Synopsis above. No questions will be answered by phone. Any verbal information received from a DAI or Business Egypt (BE) 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 for questions specified in the Synopsis above.

3. INSTRUCTIONS FOR THE PREPARATION OF TECHNICAL PROPOSALS

REQUIREMENT:

Technical proposals shall be in a separate e-mail from cost/price proposals and shall be clearly labeled as **“VOLUME I: TECHNICAL PROPOSAL”** in the email subject line.

Technical proposals shall include, as a minimum, the following content:

3.1 TECHNICAL APPROACH, METHODOLOGY, OUTREACH, AND IMPLEMENTATION PLAN

The Bidder must describe how it will address/deliver the requirements of the RFP, by providing:

- a) The proposal shall include a full understanding of the activity objectives, and how it will be managed to achieve the desired outcomes Content methodology, outline, objectives, intended activities outcomes.
- b) The offeror shall describe in detail the technical approach and methodology to be used for completing the required deliverables as stated in the other section.
- c) Reporting.
- d) Proposed work plan aligned with the proposed methodology.

3.2 MANAGEMENT STRUCTURE AND QUALIFICATIONS OF KEY PERSONNEL

The Bidder must provide:

- a) The proposed team structure, management capabilities and ability to complete the required activities under the RFP.
- b) The proposal shall describe how the proposed team members have the necessary experience and capabilities to carry out the requirements requested in this document.
- c) The proposal shall also include brief biographies of the staff members involved in the project, and their roles during the implementation of this activity.

3.3 CORPORATE PAST PERFORMANCE AND BIDDERS' QUALIFICATIONS

The Bidder must describe and explain how and why they are considered the best entity that can deliver this RFP requirements, by providing and indicating the following:

- a) Business Licenses – Registration Papers, Tax Certification, etc.
- b) Profile – Cumulative experience of at least 10 years, describing the nature of business, field of expertise, licenses, certifications, accreditations, and at least three (3) recent awards of similar scope and duration.
- c) The company's portfolio of previous projects for similar services as those required by BE, indicating description of the contract scope, number of beneficiaries, geographical location, contract duration, contract value, contact references/contact details.
- d) Project Management- Previous record in managing medium and large-scale projects.
- e) Prior relevant experience and proven record in delivering similar services.
- f) The information shall be supplied as a table and shall include the legal name and address of the organization for which services were performed, a description of work performed, the duration of the work and the value of the contract, Online URL; description of any problems encountered and how it was resolved, and a current contact phone number of a responsible and knowledgeable representative of the organization; acknowledgments and letter of compilation if available is highly recommended. See ATTACHMENT F.
- g) Agree that BE can contact the selected clients to evaluate the quality of services provided.

3.4 SERVICES SPECIFIED

For this RFP, DAI needs the services described in **ATTACHMENT A**.

3.5 TECHNICAL EVALUATION CRITERIA

Each proposal will be evaluated and scored against the evaluation criteria stated 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, are considered when combined more important than cost/price factors.

EVALUATION CRITERIA	MAXIMUM POINTS
Technical Approach & Methodology	50
Management Approach	20
Proposed Timeline	10
Corporate capabilities and past performance	20
Total Points	100

4. INSTRUCTIONS FOR THE PREPARATION OF COST/PRICE PROPOSALS

COST/PRICE PROPOSALS

Cost/Price proposals shall be in a separate email 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, these services are eligible for VAT exemption under the DAI prime contract. 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.

5. BASIS OF AWARD

5.1 BEST VALUE DETERMINATION

DAI BE will review all proposals, and make an award based on the technical evaluation criteria stated above and select the offeror whose proposal provides the best value to DAI. DAI BE may also exclude an offer from consideration if it determines that an Offeror is "not responsible", i.e., that it 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 BE 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.

DAI may 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 to operate in the host country, such as Company Tax Card and Commercial Registration.
2. Evidence of a Unique Entity ID (SAM) (explained below and instructions found in **ATTACHMENT D**).
3. The source, origin and nationality of the products or services are not from a Prohibited Country (explained below).
4. 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.
5. Ability to comply with required or proposed delivery or performance schedules.
6. Have a satisfactory past performance record.
7. Have a satisfactory record of integrity and business ethics.
8. Have the necessary organization, experience, accounting, operational controls and technical skills.
9. Have the necessary production, construction and technical equipment and facilities if applicable.
10. 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 table below will be submitted to DAI. The Offeror shall detail proposed costs per deliverable in the Price Schedule. All the deliverables must be submitted to and approved by DAI before payment is processed.

DELIVERABLE #	REQUIREMENT	TIMELINE
1	Initial Assessment Report summarizing CGC's existing sustainability practices, policies, and reporting mechanisms.	Max. 2 months from PO signing
2	ESG Risk and Opportunity Analysis Report, including stakeholder engagement findings.	Max. 2 Months after receipt and acceptance of Deliverable 1
3	Comprehensive sustainability and ESG strategy document tailored to CGC's objectives.	Max. 2 Months after receipt and acceptance of Deliverable 2
4	Implementation Plan outlining specific initiatives, timelines, and responsible parties.	Max. 2 Months after receipt and acceptance of Deliverable 3
5	Operationalization and implementation of staff training programs, pilot training on green lending and ESG, recommendations for additional staff training needs	Max. 2 Months after receipt and acceptance of Deliverable 4
6	Final Report consolidating all deliverables, including the strategy, implementation plan, and reporting recommendations.	Max. 2 Months after receipt and acceptance of Deliverable 5

7. INSPECTION & ACCEPTANCE

The designated DAI Project Manager will inspect, from time to time, the services being performed to determine whether the activities are being performed in a satisfactory manner. The subcontractor shall be responsible for any countermeasures or corrective action, within the scope of this RFP, which may be required by the DAI BE Chief of Party (COP) 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 G**.

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 SOURCE AND NATIONALITY

Under the authorized geographic code for its contract DAI may only procure goods and services from the following countries.

Geographic Code 937: Goods and services from the United States, the cooperating country, and "Developing Countries" other than "Advanced Developing Countries", excluding prohibited countries. A list of the "Developing Countries" as well as "Advanced Developing Countries" can be found at: <http://www.usaid.gov/policy/ads/300/310maa.pdf> & <http://www.usaid.gov/policy/ads/300/310mab.pdf> respectively.

DAI must verify the source and nationality of goods and services and ensure (to the fullest extent possible) that DAI does not procure any goods or services from prohibited countries listed by the Office of Foreign Assets Control (OFAC) as sanctioned countries. OFAC sanctioned countries may be searched within the System for Award Management (SAM) at www.SAM.gov. The current list of countries under comprehensive sanctions include Cuba, Iran, North Korea, Sudan, and Syria. Goods may not transit through or be assembled in comprehensive sanctioned origin or nationality countries, nor can the vendor be owned or controlled by a prohibited country. DAI is prohibited from facilitating any transaction by a third party if that transaction would be prohibited if performed by DAI.

By submitting a proposal in response to this RFP, Offerors confirm that they are not violating the Source and Nationality requirements of the goods or services being offered and that the goods and services comply with the Geographic Code and the exclusions for prohibited countries outlined above.

8.4 UNIQUE ENTITY ID (SAM)

There is a **mandatory** requirement for your organization to provide a Unique Entity ID (SAM) to DAI. Without a Unique Entity ID (SAM), DAI cannot deem an Offeror "responsible" to conduct business with and therefore, DAI will not enter into a subcontract/purchase order or monetary agreement with any organization that does not have a Unique Entity ID (SAM). The determination of a successful offeror/applicant resulting from this RFP is contingent upon the winner providing a Unique Entity ID (SAM) to DAI. Offerors who fail to provide Unique Entity ID (SAM) will not receive an award and DAI will select an alternate Offeror.

All U.S. and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$30,000 and above **are required** to obtain a Unique Entity ID (SAM) prior to signing of the agreement. Organizations are exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. DAI requires that Offerors sign the self-certification statement if the Offeror claims exemption for this reason.

For those required to obtain a Unique Entity ID (SAM), see **ATTACHMENT D** - Instructions for Obtaining a Unique Entity ID (SAM) - DAI'S Vendors, Subcontractors.

9. 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 misstating 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.

1. ATTACHMENTS

1.1 ATTACHMENT A: SCOPE OF WORK

PURPOSE & SCOPE OF ACTIVITY

The purpose of this activity is to contract a reputable firm a diagnostic analysis of the Credit Guarantee Company's (CGC) current practices and based on this analysis, to formulate justified recommendations for changes and/or areas of improvement; as well as to develop a comprehensive sustainable Environmental, Social, and Governance (ESG) Strategy for CGC's. The contracted firm will work closely with Business Egypt team and the CGC's management team to assess the current state, identify gaps, and formulate a roadmap to integrate sustainability and Environmental, Social and Governance (ESG) practices into the company's operations.

TECHNICAL SCOPE OF WORK

A. KEY DUTIES AND RESPONSIBILITIES:

The winning firm will be responsible to perform the following:

1. RAPID MARKET ANALYSIS AND RAPID MATERIALITY ASSESSMENT CGC

- a. Review relevant background documents from CGC including but not limited to draft strategies, portfolio screening exercises, and other analyses undertaken.
- b. Identify sectors or sub-sectors and client segments that could be greened within the current portfolio.
- c. Identify sectors or sub-sectors and client segments that could represent new growth opportunities outside of the current portfolio.
- d. Revised CGC's current sustainable finance framework, including a review of existing products and financing capacities to support the key sustainable sectors in Egypt.
- e. Provision and overview of the sustainable finance regulatory framework for CGC and leading international trends and initiatives including Principles for Greening Credit Guarantee Funds.
- f. Perform Stakeholder interviews and questionnaires on ESG-related drivers and risk factors including policy and regulatory matters impacting their business (materiality assessment).
- g. Map the standards and requirements (e.g. on monitoring, reporting, measurement of impacts, etc.) linked with a particular product or funding structure stemming from national, or international standards applicable to a particular sector or financial product (e. g. Multilateral Development Banks (MDB); International Development Finance Club (IDFC) principles; International Capital Market Association (ICMA) guidelines; Climate Bonds Taxonomy (CBI) guidelines; and European Union (EU) Taxonomy.

2. AS-IS ASSESSMENT ON CLIMATE RISK INTEGRATION IN CGC

- a. Conduct a review and analysis of the credit guarantee company's existing sustainability as well as a review of current practices & policies relating to the identification and assessment of climate

risks vis-à-vis Task Force on Climate-related Financial Disclosures/International Sustainability Standards Board (TCFD/ISSB) dimensions of governance, strategy, risk management, and metrics.

- b. A mapping of the existing risk classification system to understand where climate risk can be best incorporated.
- c. An analysis of the extent (if any) of the integration of climate risks in the risk management framework and relevant policies.
- d. An evaluation of the use of any relevant climate metrics and targets.
- e. Conduct physical and transition risk assessment on CGC's portfolio.

3. DATA QUALITY & REQUIREMENTS REVIEW AND INTERNAL SYSTEMS REVIEW

Identifying ESG data needs, understanding the availability of data sources, implementing industry standards, validating data, identifying data gaps, and analyzing how to adapt institutional systems.

4. PROPOSED METHODOLOGIES AND RECOMMENDATIONS

- a. Propose ambition levels and Science-Based Targets with rationale in line with Egypt's sustainable development objectives, as well as the UN Agenda 2030 and the UN Sustainable Development Goals (SDGs).
- b. Propose a taxonomy of activities that CGC can align with, in line with international and national standards.
- c. Identify the CGC's target segments/industries with the highest impact on the CGC's ESG performance.
- d. Propose Products and Services (high-level) for growing a green portfolio across environmental objectives (mitigation, adaptation, biodiversity, air pollution, circular economy, blue economy & other).
- e. Develop recommendations for enhancing ESG governance at the CGC.
- f. Propose best practice for CGC to follow in order to obtain relevant climate data.
- g. Focus on guidance relating to the following activities:
 - Identification of climate risks and analysis of their materiality in the operating context of the institution.
 - Integration of climate risks into CGC's overall risk policy and risk management framework.
 - Integration of climate risks into the CGC's loan underwriting and portfolio management.
 - Integration of climate risk information in risk decisions and risk management processes.
 - Establishment of data governance to manage the quality of climate risk data on an ongoing basis.
 - How to perform climate scenario analyses and stress tests using available tools aligned with best practices to inform CGC's risk appetite framework and strategy setting.

- h. Refer to specific best practice examples e.g. for Task Force on Climate-related Financial Disclosures (TCFD) reports of financial institutions with comparable profiles, and climate risk management framework, if available.
- i. Take note of existing and planned national regulations related to the integration of climate risk considerations in business practices of financial institutions, and in any relevant international best practices.
- j. Highlight any pre-requirements, obstacles, support needs, capacity building needs, and tools (or other areas such as climate risk reporting templates) needed to enhance climate risk practices.

5. GREENING STRATEGY (INSTITUTIONAL) & 2 SUB-SECTOR STRATEGIES

- Building on the outcomes of Items 1 & 2 under C. Key Duties and Responsibilities above, draft a full Sustainability Strategy, which will include CGC's main ambitions and targets (KPIs) around sustainability, both qualitative and quantitative, as well as a dedicated Roadmap, which will cover short-, medium- and long-term actions to achieve these ambitions. These will be developed in line with the best global practices and local commitments, including, Egypt's Climate Policy.
- Elaborate on changes to policies and procedures to support the collection, processing, and use of climate & ESG data.
- Draft the core content for an International Sustainability Standards Board (ISSB)-aligned Sustainability Report to be published at a later date, to be decided by CGC.
- Develop recommendations on the optimal governance structure for sustainability management, with clear roles and responsibilities of relevant structural units, policies, and reporting structures.
- Develop improvements to existing policies, products, and services in line with updated ambition levels and targets.
- Develop a carbon footprint measurement methodology in line with TCFD, Partnership for Carbon Accounting Financials (PCAF), and other relevant guidance and standards. This will cover an elaboration of the scope for carbon footprint measurement (Scope 1 – 2, prioritized sectors for Scope 3), and data sources.
- Support the carbon footprint calculation process by developing a dedicated tool (e.g. in Excel or another appropriate format), supporting the sourcing of data, and reviewing the calculations.
- Develop an action plan with regards to measuring and disclosing carbon footprint (including, in what timeframes and to what extent to cover Scope 1, 2, and 3 emissions, to be defined in coordination with CGC), with clear recommendations on how to implement this action plan.
- Support the development of the main content of the carbon footprint segment/chapter of the overall Sustainability Report
- Draft Green Guarantee Guidelines (including target groups, and eligibility criteria), tools, and templates.
- Provide Upgraded internal policies, procedures, and underlying documents, such as E&S checklist, etc.
- Provide a High-level recommendations for setting up CGC's own ESG Advisory service.
- Develop Sub-Sector strategies in prioritized carbon-intensive industries/clusters to engage with clients, and stakeholders, and develop transition plans/decarbonization pathways.

6. CAPACITY BUILDING ON STRATEGY:

- a. Staff training plan and curriculum; training materials for new starters (including presentations, script, etc.)
- b. Pilot training on green lending, ESG, and carbon footprint management.
- c. Recommendations on further staff training needs.
- d. A high-level concept for a communication and marketing campaign.
- e. Support on operationalization and suggested an implementation **for CGC**

B. QUALIFICATIONS

- **EXPERTISE IN SUSTAINABILITY AND ESG:** The firm's consultants shall possess in-depth knowledge and understanding of sustainability principles, ESG frameworks, and best practices within the financial industry. They should be familiar with relevant sustainability reporting standards and guidelines, such as GRI, SASB, or TCFD.
- **INDUSTRY EXPERIENCE:** It is beneficial for the firm's consultants to have prior experience working with credit guarantee companies or financial institutions, as this will provide them with a better understanding of the specific challenges and dynamics of the industry. Experience in sustainable finance, responsible investment, or ESG integration would also be valuable.
- **STRATEGY DEVELOPMENT:** The firm's consultants shall have a proven track record in developing sustainability and ESG strategies for organizations. They should be able to analyze complex business environments, identify key sustainability risks and opportunities, and translate them into actionable strategies that align with the company's objectives.
- **STAKEHOLDER ENGAGEMENT:** Effective stakeholder engagement is crucial for the success of sustainability and ESG initiatives. The firm's consultants shall have strong interpersonal and communication skills to engage with diverse stakeholders, including senior management, employees, customers, regulators, and industry experts. Experience in conducting interviews, workshops, and consultations would be advantageous.
- **ANALYTICAL SKILLS:** The firm's consultants shall possess strong analytical abilities to assess the Credit Guarantee Company's current sustainability performance, conduct ESG risk assessments, and identify data-driven insights. Proficiency in data analysis and the ability to interpret ESG metrics and indicators would be beneficial.
- **PROJECT MANAGEMENT:** Developing a sustainability and ESG strategy requires effective project management skills. The firm's consultants shall be capable of developing and adhering to project timelines, managing resources, and delivering high-quality work within agreed-upon deadlines.
- **KNOWLEDGE OF REGULATORY LANDSCAPE:** Familiarity with relevant local and international sustainability and ESG regulations, guidelines, and reporting requirements is important. The consultant shall stay updated on evolving sustainability trends and emerging regulatory frameworks to ensure the strategy aligns with current and future expectations.
- **STRONG COMMUNICATION AND PRESENTATION SKILLS:** The firm's consultants shall possess excellent written and verbal communication skills to convey complex sustainability concepts in a clear and

compelling manner. They shall be able to create engaging presentations and reports that effectively communicate the sustainability and ESG strategy to various stakeholders.

- **PROFESSIONAL CERTIFICATIONS:** Professional certifications in sustainability, ESG, or related fields, such as the Certified Sustainability Practitioner (CSP), Chartered Financial Analyst (CFA), or Sustainability Accounting Standards Board (SASB) credentials, can demonstrate the consultant's expertise and commitment to continuous professional development.
- **REFERENCES AND TRACK RECORD:** The firm's consultants shall provide references from previous clients or employers who can attest to their qualifications, track record, and successful completion of similar projects.

.....

1.2 ATTACHMENT B: PROPOSAL COVER LETTER

[On Firm's Letterhead]

<Insert date>

TO: [Click here to enter text.](#)
DAI Global LLC

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.](#)

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.](#)

Unique Entity ID (SAM) #:

Company Seal/Stamp:

1.3 ATTACHMENT C-1: PRICE SCHEDULE

#	ITEM	DESCRIPTION	QTY	UNIT US\$	TOTAL US\$
1	Assessment Report	Initial Assessment Report summarizing CGC`s existing sustainability practices, policies, and reporting mechanisms.	1		
2	ESG Risk and Opportunity Analysis Report	including stakeholder engagement findings.	1		
3	Comprehensive sustainability and ESG strategy document	tailored to CGC`s objectives	1		
4	Implementation Plan	outlining specific initiatives, timelines, and responsible parties.	1		
5	Final Report	consolidating all deliverables, including strategy, implementation plan, and report recommendations.	1		
GRAND TOTAL IN US\$ EXCLUSIVE OF VAT					
VAT					
GRAND TOTAL IN US\$ INCLUSIVE OF VAT					

1.4 ATTACHMENT C-2: DETAILED BUDGET

Bidders are requested to fill in the detailed budget in response to their technical proposal. A narrative explaining the calculations with details of the amounts listed in the budget to be attached to the detailed budget and included in the financial proposal package.

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE
A. LABOR					
1	Position / title	Days			
2	Position / title	Days			
3	Position / title	Days			
B. BENEFITS					
1	Fringe Benefits	Lumpsum	%		
2	Additional Benefits				
OTHER DIRECT COSTS					
1	Airfare	Each			
2	Transportation	Km/day			
3	Accommodation	Night			
4	Per diem	Person/day			
5	Translation	Page			
6	Training costs (venue, refreshments, meals, etc.)	Person/day			
7	Printing and production	Page / lumpsum			

1.5 - ATTACHMENT D: INSTRUCTIONS FOR OBTAINING A UNIQUE ENTITY ID (SAM) NUMBER - DAI'S VENDORS, SUBCONTRACTORS

Note: There is a Mandatory Requirement for your Organization to Provide a Unique Entity ID (SAM) to DAI

I. SUBCONTRACTS/PURCHASE ORDERS: All domestic and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$30,000 and above are required to obtain a Unique Entity ID (SAM) prior to signing of the agreement. *Your organization is exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. Please see the self-certification form attached.*

II. MONETARY GRANTS: All foreign entities receiving first-tier monetary grants (standard, simplified and FOGs) with a value equal to or over \$25,000 and performing work outside the U.S. must obtain a Unique Entity ID (SAM) prior to signing of the grant. All U.S. organizations who are recipients of first-tier monetary grants of any value are required to obtain a Unique Entity ID (SAM); the exemption for under \$25,000 applies to foreign organizations only.

NO SUBCONTRACTS/POs (\$30,000 + above) or MONETARY GRANTS WILL BE SIGNED BY DAI WITHOUT PRIOR RECEIPT OF A UNIQUE ENTITY ID (SAM).

Note: The determination of a successful offeror/applicant resulting from this RFP/RFQ/RFA is contingent upon the winner providing a Unique Entity ID (SAM) to DAI. Organizations who fail to provide a Unique Entity ID (SAM) will not receive an award and DAI will select an alternate vendor/subcontractor/grantee.

Background:

Summary of Current U.S. Government Requirements - Unique Entity ID (SAM)

Effective April 4, 2022, entities doing business with the federal government will use the Unique Entity Identifier (SAM) created in SAM.gov. The Unique Entity ID (SAM) is a 12-character alphanumeric value managed, granted, and owned by the government. This allows the government to streamline the entity identification and validation process, making it easier and less burdensome for entities to do business with the federal government.

Entities are assigned an identifier during registration, or one can be requested at SAM.gov without needing to register. Ernst and Young provides the validation services for the U.S. Government. The information required for getting a Unique Entity ID (SAM) without registration is minimal. It only validates your organization's legal business name and address. It is a verification that your organization is what you say it is.

The Unique Entity ID (SAM) does not expire.

Summary of Previous U.S. Government Requirements – DUNS

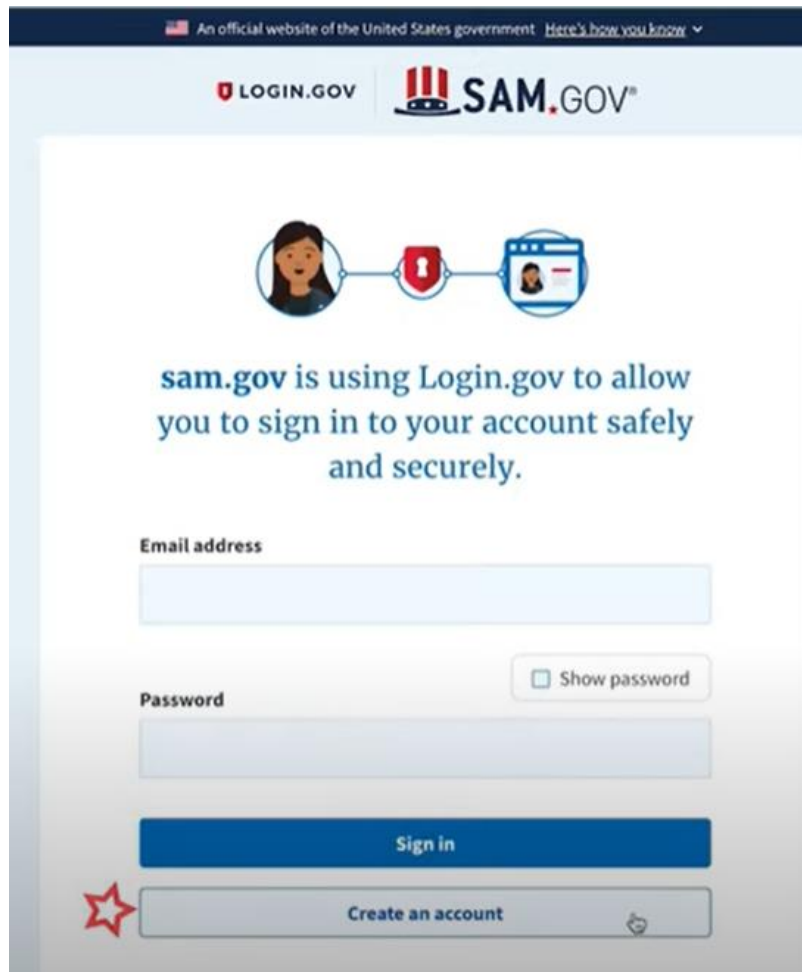
The Data Universal Numbering System (DUNS) is a system developed and managed by Dun and Bradstreet that assigns a unique nine-digit identifier to a business entity. It is a common standard world-wide and was previously used by the U.S. Government to assign unique entity identifiers. This system was retired by the U.S. Government on April 4, 2022 and replaced with the Unique Entity Identifier (SAM). After April 4, 2022, the federal government will have no requirements for the DUNS number.

If the entity was registered in SAM.gov (active or inactive registration), an Unique Entity ID (SAM) was assigned and viewable in the entity registration record in SAM.gov prior to the April 4, 2022, transition. The Unique Entity ID (SAM) can be found by signing into SAM.gov and selecting the Entity Management widget in your Workspace or by signing in and searching entity information.

Instructions detailing the process to be followed to obtain a Unique Entity ID (SAM) for your organization begin on the next page.

THE PROCESS FOR OBTAINING A UNIQUE ENTITY ID IS OUTLINED BELOW:

1. Have the following information ready to request a Unique Entity ID (SAM)
 - a. Legal Business Name
 - b. Physical Address (including ZIP + 4)
 - c. SAM.gov account (this is a user account, not actual SAM.gov business registration).
 - i. **As a new user**, to get a SAM.gov account, go to www.sam.gov.
 1. Click “Sign In” on the upper right-hand corner.
 2. Click on “Create a User Account”

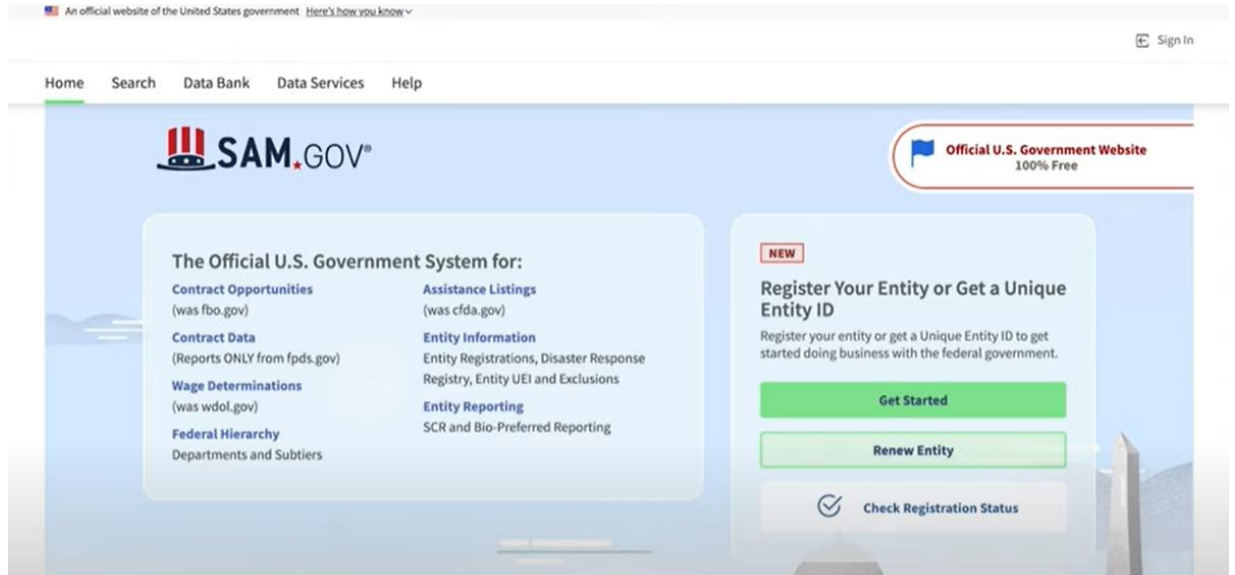


3. Choose Account Type:
 - a. Create an Individual User Account to perform tasks such as register/update your entity, create, and manage exclusion records or to view FOUO level data for entity records.
 - b. Create a System User Account if you need system-to-system communication or if performing data transfer from SAM to your government database system. Complete the requested information, and then click “Submit.”
4. Click “DONE” on the confirmation page. You will receive an email confirming you have created a user account in SAM.
5. Click the validation link in the email that contains the activation code within 48 hours to activate your user account. If the email link is not hyperlinked (i.e., underlined or appearing in a different color), please copy the validation

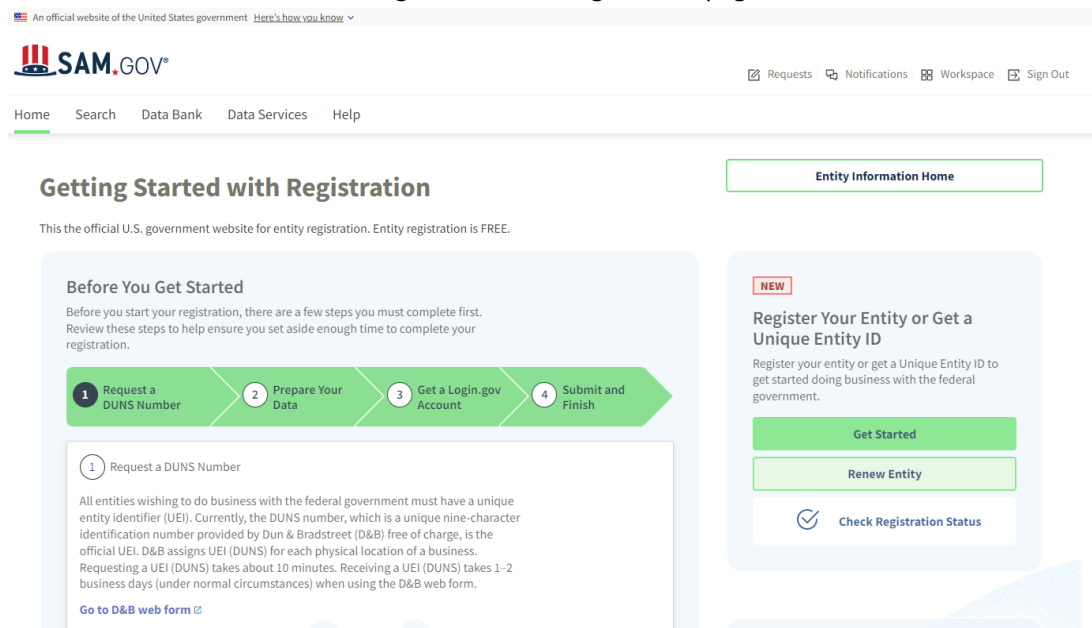
link and paste it into the browser address bar. You can now register an entity.

NOTE: Creating a user account does not create a registration in SAM, nor will it update/renew an existing registration in SAM.

- Once you have registered as a user, you can get a Unique Entity ID by selecting the “Get Started” button on the SAM.gov home page.



- Select “Get Started” on the Getting Started with Registration page.



- Select “Get Unique Entity ID” on the Get Started page.

Entity Management

Get Started

Register Entity

An entity registration allows you to bid on government contracts and apply for federal assistance. As part of entity registration, we will assign you a Unique Entity ID (SAM).

Comprehensive and current entity information is an essential part of the federal award process. It is important to prepare your information and allow sufficient time to understand and accurately complete your registration. You only need to complete and manage it here to remain eligible for federal awards.

You must renew your registration every 365 days for it to remain active.

Register Entity

Get Unique Entity ID (SAM)

If you only conduct certain types of transactions, such as reporting as a sub-awardee, you may not need to complete an entity registration. Your entity may only need a Unique Entity Identifier.

You can get a Unique Entity ID (SAM) for your organization without having to complete a full entity registration.

Get Unique Entity ID

5. Enter Entity Information.



- a. If you previously had a DUN Number, make sure your Legal Business Name and Physical Address are accurate and match the Entity Information, down to capitalization and punctuation, used for DUNS registration.

6. When you are ready, select “Next”

7. Confirm your company’s information.



- a. On this page you will have the option to restrict the public search of this information. “Allow the selected record to be a public display record.” If you uncheck this box, only you and the federal government users will be able to search and view the entity information and entities like DAI will not be able to independently verify that you have a Unique Entity Identifier (SAM).

☒ **Allow the selected record to be a public display record.**

If you feel displaying non-sensitive information like your registration status, legal business name and physical address in the search engine results poses a security threat or danger to you or your organization, you can restrict the public viewing of your record in SAM's search engine. However, your non-sensitive registration information remains available under the Freedom of Information Act to those who download the [SAM public data file](#). [Learn more about SAM public search results](#).

8. When you are ready, select "Next"
9. Once validation is completed, select "Request UEI" to be assigned a Unique Entity ID (SAM). Before requesting your UEI (SAM), you must certify that you are authorized to conduct transactions under penalty of law to reduce the likelihood of unauthorized transactions conducted for the entity.



Request UEI

You have completed validation. Select **Request UEI** to be assigned a Unique Entity ID.

VERIFIED MATCH:

US TEST COMPANY 999 ● Public

DUNS UNIQUE ENTITY ID:
362267515

PHYSICAL ADDRESS
3501 CORPORATE PKWY
CENTER VALLEY, PA 18034
US

Before requesting your UEI, please certify that you are authorized to conduct transactions under penalty of law to reduce the likelihood of unauthorized transactions conducted for my entity. Then select **Request UEI**.

☐ I certify that I am authorized to conduct transactions on behalf of the entity.

Request UEI

10. The Unique Entity ID will be shown on the next page. SAM.gov will send an email confirmation with your Unique Entity ID.

1

2

3

4

Enter Entity Information

Validate Information

Request UEI

Receive UEI

Receive UEI

Congratulations! You have been assigned the following Unique Entity ID.

EH4HG9MLR7Q6

VERIFIED MATCH:

US TEST COMPANY 999

Public

DUNS

UNIQUE ENTITY ID:
362267515

SAM

UNIQUE ENTITY ID:
EH4HG9MLR7Q6

PHYSICAL ADDRESS
3501 CORPORATE PKWY
CENTER VALLEY, PA 18034
US

You have finished getting your Unique Entity ID, select **Done** to return to your workspace.

To continue with registration, select **Continue Registration**.

Continue Registration

Done

11. If you need to view the Unique Entity ID from SAM in the future or update the organization's information, sign into SAM.gov and go to "Entity Management" widget.

The screenshot displays the SAM.GOV Workspace interface. At the top, the SAM.GOV logo is on the left, and navigation links for Requests, Notifications, Workspace, and Sign Out are on the right. Below the header, a navigation bar includes Home, Search, Data Bank, Data Services, and Help. The main content area is titled "Workspace" and features two primary sections: "Entity Management" and "System Accounts".

Entity Management
What do I need for registration? [Get Started](#)

Entity Registration

ACTIVE	DRAFT	WORK IN PROGRESS	SUBMITTED
0	0	0	0

Next Update Due: Due in Next 30 days: **0 Entity Registrations**

Unique Entity ID

ACTIVE	DRAFT
1	0

System Accounts

ACTIVE	DRAFT	CHANGE REQUEST	PENDING	DEACTIVATED
1	0	0	0	0

Profile

Profile picture placeholder

[Downloads](#) [Saved Searches](#) [Following](#)

Pending Requests

No pending requests [See All](#)

Notifications

No available notifications [See All](#)

Add A New Role

Select on the options below to request a new role. If you need a role that you do not see below, contact an administrator for your organization directly.

Select a Role ▼

1.6 ATTACHMENT E: SELF CERTIFICATION FOR EXEMPTION FROM UNIQUE ENTITY ID (SAM) REQUIREMENT

Legal Business Name:

Physical Address:

City:

Country:

Signature of Certifier

Full Name of Certifier (Last Name, First/Middle Names):

Title of Certifier:

Date of Certification (mm/dd/yyyy):

The sub-contractor/vendor whose legal business name is provided herein, certifies that we are an organization exempt from obtaining a **Unique Entity ID (SAM)**, as the gross income received from all sources in the previous tax year is under USD \$300,000.

*By submitting this certification, the certifier attests to the accuracy of the representations and certifications contained herein. The certifier understands that s/he and/or the sub-contractor/vendor may be subject to penalties, if s/he misrepresents the sub-contractor/vendor in any of the representations or certifications to the Prime Contractor and/or the US Government.

The sub-contractor/vendor agrees to allow the Prime Contractor and/or the US Government to verify the company name, physical address, or other information provided herein. Certification validity is for one year from the date of certification.

1.7 ATTACHMENT F: 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 Business Egypt.

#	PROJECT TITLE	DESCRIPTION OF ACTIVITIES	LOCATION GOVERNORATE CITY	CLIENT NAME/ TEL NO.	COST IN EGP	START-END DATES	COMPLETED ON SCHEDULE (YES/NO)	COMPLETION LETTER RECEIVED? (YES/NO)	TYPE OF AGREEMENT, SUBCONTRACT, GRANT, PO (FIXED PRICE, COST REIMBURSABLE)
1									
2									
3									
4									
5									

1.8 ATTACHMENT G: 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 a 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.

1.9 ATTACHMENT H: PROPOSAL CHECKLIST

Offeror: _____

Have you?

- ☐ Submitted your proposal to DAI in a sealed envelope to the address (electronic or mailing) as specified in General Instructions above?

Does your proposal include the following?

- ☐ Signed Cover Letter (*use template in Attachment B*)
- ☐ Separate Technical and Cost proposals individually sealed and labeled as Volume I and Volume II respectfully.
- ☐ Proposal of the Product or Service that meets the technical requirements as per Attachment A
- ☐ Response to each of the evaluation criteria
- ☐ Documents use to determine responsibility
- ☐ Evidence of a Unique Entity ID (SAM)
- ☐ Past Performance (use template in [ATTACHMENT F](#))