

**REQUEST FOR PROPOSALS**

**For**

**INVESTMENT AND CREDIT FACILITATION SERVICES**

**Reference: USAID Contract No. AID-620-C-13-00002**

**NIGERIA EXPANDED TRADE & TRANSPORT  
PROJECT (NEXTT)**

January 22, 2014

**Contents**

- 1 INSTRUCTIONS TO BIDDERS ..... 3
  - 1.1 Introduction..... 3
  - 1.2 Definitions: ..... 3
  - 1.3 Offer Deadline ..... 3
  - 1.4 Preparation of Proposal..... 3
  - 1.5 Eligibility criteria..... 3
  - 1.6 Contents of Proposal ..... 4
    - 1.6.1 Description of Services and Approach..... 4
    - 1.6.2 Technical Capabilities and Qualifications: ..... 4
    - 1.6.3 Key Personnel..... 4
    - 1.6.4 Local Company Data Sheet..... 5
  - 1.7 Signature ..... 5
  - 1.8 Modification of Offers ..... 5
  - 1.9 Clarifications..... 5
  - 1.10 Offer Evaluation and Contract Award ..... 5
  - 1.11 Checklist of all required documents:..... 6
  - 1.12 Limitations ..... 6
- 2 CONDITIONS OF SUBCONTRACT ..... 6
  - 2.1 Base Period ..... 7
  - 2.2 Option Period..... 7
- 3 STATEMENT OF WORK ..... 7
  - 3.1 Background..... 7
  - 3.2 The Role of Business Advisory Service (BAS) Providers in the Implementation of USAID NEXTT ..... 7
  - 3.3 Scope of Work ..... 8
  - 3.4 Request for approval to commence work..... 9
  - 3.5 Communications ..... 9
  - 3.6 Deliverables ..... 10
  - 3.7 Engagement Schedule..... 10
  - 3.8 Professional Conduct and Operational Expectations ..... 11
  - 3.9 Payment and fee schedule..... 11
  - 3.10 Terms of engagement with clients ..... 12
  - 3.11 Technical support to be provided by NEXTT ..... 12
  - 3.12 Region..... 12
  - 3.13 Value Chains..... 12
- Attachment 1..... 13



# 1 INSTRUCTIONS TO BIDDERS

## 1.1 Introduction

**BIDDER** is invited to submit a proposal, but is under no obligation to do so. At the same time, **BIDDER** will not be reimbursed for any costs incurred in connection with the preparation and submission of their proposal.

The Instructions to **BIDDER** shall not form part of the offer or of the Contract. They are intended to aid **BIDDER** in the preparation of their proposal.

For the purposes of interpretation of these Instructions to **BIDDER**, the periods named herein shall be consecutive calendar days.

This Request for Proposal consists of (1) "Instructions to Bidders", (2) "Conditions of Subcontract", (3) "Statement of Work" and (4) Attachment 1: Non US Company Data Sheet

## 1.2 Definitions:

*Agribusiness*: A combination of the terms *agriculture* and *business*, signifying a broad definition of agriculture that includes the supply of inputs, farming, harvesting, distribution, shipping, storage, processing, advertising, and selling (both locally and internationally) of agricultural products.

## 1.3 Offer Deadline

The original and one completed copy of the offer must be delivered in person or by email to the following address:

**Ogoegbunam Chukwurah**, (Business Development & Export Promotion)  
Nigeria Expanded Trade & Transport (NEXTT)  
9A Lingu Street, Off Cairo Street, Wuse II,  
Abuja, FCT - Nigeria  
Phone: +234 (0) 8176960742  
Email: [ochukwurah@nigerianextt.org](mailto:ochukwurah@nigerianextt.org); and  
Email: [amonaghan@nigerianextt.org](mailto:amonaghan@nigerianextt.org) (Alf Monaghan, Chief of Party, NEXTT)

All documents should be marked on the outside with the words "**BAS Solicitation #1**" and must be received no later than **23:59 Hours** GMT on February 19, 2014.

## 1.4 Preparation of Proposal

**BIDDER** is expected to examine the specifications and all instructions contained in this Request for Proposal. Failure to do so will be at the **BIDDER**'s risk.

All correspondence in connection with the proposal and the subcontract is to be in **English**.

## 1.5 Eligibility criteria

**BIDDER** must meet the following minimum qualification criteria:

- i) must be a registered legal entity in Nigeria

- ii) must have been in existence for at least three years
- iii) key personnel must have a minimum of 10 years of relevant experience
- iv) must have facilitated at least three financing deals of over USD 500,000 in the past three years.

The Chief of Party has the authority to waive a requirement if the **BIDDER** presents a valid justification.

#### 1.6 Contents of Proposal

**BIDDER** is required to submit the following information to demonstrate that they have the technical expertise, management capability, and capacity to perform the work:

##### *1.6.1 Description of Services and Approach.*

**BIDDER** shall provide a brief description of their technical approach to the engagement, including:

- Description of the services to be provided
- Approach to investment and credit facilitation services to agribusinesses in the following sectors targeted by NEXTT: cashew, shea, cocoa, sesame seed, processed agricultural food products, horticulture, sustainable seafood, apparel, and leather
- Explanation of the environmental screening/analysis conducted on behalf of clients (if any) before facilitating finance and investment services
- Approach to working with companies located on (or supporting production along) the LAKAJI Corridor, a 1,150km transport route running from Lagos in the South of Nigeria through Kano to Jibiya in Katsina State in the North West. A recent assessment sponsored by USAID Nigeria suggests this corridor carries approximately US\$6 billion in goods annually or approximately one third of total throughput from ports in Lagos, impacting directly some 57 million Nigerians directly.

The description of services and approach shall be limited to 2 pages.

##### *1.6.2 Technical Capabilities and Qualifications:*

**BIDDER** shall provide a summary of exactly how they meet the minimum qualification criteria, their technical capabilities in the provision of technical assistance to facilitate finance and investment for agribusinesses, as well as their experience in analyzing the environmental risks of specific finance and investment deal facilitation. **BIDDER** will provide examples of previous successful projects in the past three years and qualifications to illustrate their experience in these areas and highlight their track record. **BIDDER** should focus on providing information related to the services to be performed under this engagement, particularly if the **BIDDER** has experience working in agricultural financing across the geography of the LAKAJI Corridor. Provide contact information for three references who received support by the **BIDDER** to conclude financing deals or related services.

##### *1.6.3 Key Personnel.*

The **BIDDER** shall assemble a project team of competent investment and financial advisory expertise (*Key Personnel*) and support staff. The **BIDDER** is responsible for the project team and appropriate number of team members.

The **BIDDER** shall submit detailed resumes of key personnel, including a Project Manager. The Project Manager is the senior member of the project team with overall authority and responsibility to act for the **BIDDER** with respect to the subject matter of the Scope of Work. The Project Manager shall have primary responsibility for communicating and otherwise coordinating with the designated NEXTT representatives.

The Project Manager is responsible on behalf of the **BIDDER** for the timely submission of all written reports and other deliverables and for ensuring quality control and overall responsiveness of project team members to the accomplishment of the Statement of Work, in accordance with its terms and conditions.

Detailed resumes of key technical personnel should be submitted, highlighting relevant experience, years of experience and qualifications.

We strongly encourage gender balance in the composition of the **BIDDER**'s team. It is not necessary to submit resumes of administrative support staff.

#### 1.6.4 Local Company Data Sheet.

**BIDDER** must submit, in addition to the information above, a fully completed and signed Non-U.S. Company Data Sheet, as per Attachment 1. Upon confirmation of the eligibility for the subcontract, the **BIDDER** will be required to obtain a DUNS number. The instructions will be provided by NEXTT personnel. The **BIDDER** must also provide proof of company registration in Nigeria.

#### 1.7 Signature

A person duly authorized to do so must sign the offer. An offer submitted by a corporation must bear the stamp of the corporation.

#### 1.8 Modification of Offers

**BIDDER** has the right to withdraw, modify or correct its offer after such time as it has been delivered to NEXTT provided that the request is made before the offer closing date. After that time, NEXTT may ask **BIDDER** for clarification of its proposal.

#### 1.9 Clarifications

Prior to the submission of an offer, questions about the RFP may be addressed by **BIDDERS** to Ogoegbunam Chukwurah and Alf Monaghan at the address, email and telephone numbers listed in section 1.3 above. Answers to questions posed by **BIDDERS** will be compiled and shared with all RFP **BIDDERS**.

#### 1.10 Offer Evaluation and Contract Award

Award will be made subject to the **BIDDER** submitting the necessary information contained in this RFP and subject to the **BIDDER** satisfying eligibility criteria.

The **BIDDER** must demonstrate:

- A technical approach that will effectively deliver the scope of work
- Past experience and team demonstrating ability to complete the assignment
- Workload capacity and financial resources to complete the assignment

Evaluation criteria:

Awards will be made to the best value offers based on the evaluation criteria listed and described below.

<b>Evaluation criteria</b>	<b>weight</b>
Key Personnel	30
Past Performance	50

Technical Approach	15
Cost*	5
Total Possible Score	100

*\*Cost: the payment and fee schedule are covered below in Section 3.9: Payment and fee schedule. The **BIDDER** can propose a discount from the terms and get additional points as per evaluation criteria outlined above.*

**BIDDER** is encouraged to submit their best offer proposal. NEXTT reserves the right to conduct negotiations once a successful proposal is identified, or to make an award without conducting negotiations based solely on the written proposals if it decides it is in its best interest to do so. In addition, NEXTT reserves the right not to make any award.

1.11 Checklist of all required documents:

- Description of Services and Approach
- Technical Capabilities and Qualifications + 3 references
- Resumes of key technical personnel
- Local Company Data sheet (see attachment 1)
- Copy of the registration of the legal entity
- Proposed discount to the payment terms, if any.

A proposal by **BIDDER** that does not conform to the foregoing instructions may be rejected.

1.12 Limitations

NEXTT anticipates award of one or more contracts for access to finance services with an individual ceiling of not more than \$100,000 per subcontract.

This request for proposals does not constitute a commitment on the part of NEXTT, nor does it commit NEXTT to pay for costs incurred in the preparation and submission of an application. This is a competitive bidding process.

**2 CONDITIONS OF SUBCONTRACT**

If NEXTT determines that it will make an award under this RFP, it will use its standard subcontract, amended to include special terms and conditions (as applicable) to procurement sponsored by the U.S. Government and the Agency for International Development. The mandatory clauses that will be in the subcontract can be made available to **BIDDER** upon request.

NEXTT contemplates award of several subcontracts to service providers resulting from this solicitation. For the consideration set forth, the Subcontractors shall provide the deliverables or outputs described in Section 3 “Statement of Work”.

The period of performance for each of the subcontracts is as follows: 1 year from award date for the base period plus a one year option period. Option period can be exercised prior to the end of the base period.

NEXTT anticipates that **BIDDERs** may provide follow-on loan facilitation services to existing clients. NEXTT will reduce the size of its payment to BAS providers for each subsequent loan or investment of a

similar nature to the same agribusiness, as follows:

- Second loan of a similar type will be reimbursed 50% of the initial fee schedule
- Third loan of a similar type will be reimbursed 25% of the initial fee schedule.

Subsequent loans/investments following the initial 3 loans will be the sole responsibility of the **BIDDER**.

### 2.1 Base Period

The estimated ceiling price for the base period is not to exceed \$100,000.

### 2.2 Option Period

If, prior to the Subcontract completion date of March 4, 2015 (base period), individual Subcontractors have maximized the ceiling amount of their Subcontracts, Subcontractors may submit a request to request to NEXTT to exercise the option in their subcontract. This would in effect constitute a request to extend the term and ceiling amount of the Subcontract. NEXTT will complete a technical review of requests to exercise the option in their Subcontract, and will inform Subcontractors interested in exercising the option of their contract of its decision to exercise the contract option or not within seven business days of receiving said request.

## **3 STATEMENT OF WORK**

### 3.1 Background

The USAID Nigeria Expanded Trade & Transport (NEXTT), managed by CARANA Corporation and its consortium partners, is designed to promote inclusive economic growth and food security through implementing activities as part of an integrated approach to trade and transport competitiveness. The program builds upon Government of Nigeria (GON) and prior USAID efforts to stimulate investment in trade-related infrastructure and services – with emphasis on the transformation of the LAKAJI Corridor, an existing trade corridor, into a free zone, reform trade policies and procedures, and improve the position of Nigerian firms to access global and regional markets.

NEXTT program activities will lead to further and lasting impacts in the form of reduced transport costs and higher quality of food available in the domestic market, as well as jobs and income generation opportunities for Nigerians linked to agribusinesses exporting goods abroad. NEXTT embraces the pivotal role of women in the rural economy as agricultural producers, traders and entrepreneurs, and will consider opportunities to integrate gender into project activities and assessments in all three components of its work, as well as promote women-led businesses and service providers for inclusion in corridor projects, policy advocacy and export promotion initiatives.

Under its Business Development & Export Promotion work the project seeks to facilitate access to finance for agribusiness in targeted value chains which include cashew, shea, cocoa, sesame seed, processed agricultural food products, horticulture, sustainable seafood, apparel, and leather. NEXTT has set aside funds for Business Advisory Services to be provided for agribusinesses located, or working with producers/suppliers along or tangential to the LAKAJI Corridor. The objective of the program is expected to be achieved through i) expansion of the number of viable investment opportunities as needed to build out the targeted value chains; ii) an increase in financial institutions' appetite for loans that will finance the targeted investment opportunities.

### 3.2 The Role of Business Advisory Service (BAS) Providers in the Implementation of USAID NEXTT

USAID NEXTT will apply part of its resources to targeted recipients to cater for the latter's Business

Development Service needs. This calls for the availability of Business Advisory Services Providers with proven track records in assisting cashew, shea, cocoa, sesame seed, processed agricultural food products, horticulture, sustainable seafood, apparel, and leather value chain actors in Nigeria. Funds have been designated for the retaining of Business Advisory Services providers (tied to performance and pre-agreed targets approved by the NEXTT implementation team) for the delivery of specialized advisory support in areas as listed in the Scope of Work.

### 3.3 Scope of Work

**BIDDER** shall provide services to NEXTT client firms and partner financial institutions to stimulate financing and investment to client agricultural firms. Services under this scope of work may include, but is not limited to the following:

- Arrange credit and other investments from Financial Institutions for approved NEXTT client firms within the cashew, shea, cocoa, sesame seed, processed agricultural food products, horticulture, sustainable seafood, apparel, and leather value chains. The financial facilitation may include but is not limited to:
  - Identification of financial institution (s) potentially interested in financing targeted agribusinesses;
  - Development of agribusiness client engagement letters and presentation of these to NEXTT for approval
  - Business plan development (where applicable) and activation of loan or equity application processes on behalf of NEXTT client firm;
  - Making presentations; preparation and submission of loan applications to financial institutions;
  - Arranging meetings with the CEOs, Credit Officers/Credit Committees, and negotiating loan terms with financial institutions;
  - Following through to obtain financial institution's Terms Sheet and ensure advancement of credit and/or equity to the agribusiness client, and ensuring loan repayment
- Link NEXTT client firm to private/equity investors and facilitate any negotiation of equity investment into client firm's enterprise on their behalf. (Debentures convertible into shares and other acquisition stake options to be explored by BAS Provider and acceptable by grant recipient).
- Facilitate Debt Restructuring, which may include but is not limited to:
  - Conducting a situational analysis by engaging the NEXTT client firm in a dialogue about a delinquent loan.<sup>1</sup>
  - Obtaining a third party authorization to re-negotiate the loan terms on behalf of the grant recipient and concluding a loan restructure agreement with the client firm.
  - Presenting the agreed structure outlining the financial difficulties of the client firm and obtaining a possible solution with the financial intermediary.
  - Negotiating new loan servicing terms that are fair, reasonable, and acceptable by the NEXTT client firm.
- Facilitate access to other financial products such as inventory credit and warehouse receipts financing<sup>2</sup> and interface between the Financial Intermediary advancing the inventory credit and

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<sup>1</sup> The objective is to keep the lender (through a negotiation process) from exercising its lien on the security provided by the client firm.

<sup>2</sup> This financial product involves the use of the underlying commodity as the only security and provides a commodity aggregator



negotiating a fair and reasonable deal that is acceptable by the client firm.

- Assess the internal management systems of NEXTT client firms to identify gaps for capacity building. Identify capacity building needs for financial institutions or the **BIDDER** itself, in order for the transactions to take place. This capacity building may be provided by NEXTT.

### 3.4 Request for approval to commence work

The **BIDDER** shall be required to submit a client engagement letter, signed by the BAS provider and the agribusiness firm it wishes to support with services for approval to Ogoegbunam Chukwurah, (Business Development & Export Promotion Specialist) and Alf Monaghan, Chief of Party (COP), prior to engaging in any service delivery as described above. This client engagement letter shall include the name and description of the agribusiness firm, the sector to be supported, the proposed technical assistance to be provided, the proposed timeline of assistance, the estimated size and type of financing, and the details of the arrangement for agribusiness payment to BAS firm (amounts, form of payment and timeline for payment). Requests will be evaluated and returned to **BIDDERS** with a decision for support within 7 days of receipt.

We strongly encourage and welcome the facilitation of financing for women-led agribusinesses, or to agribusinesses that will be able employ more women once they receive financing. Furthermore, each potential engagement must be pre-screened for potential environmental issues.

Priority will be given to the facilitation of financing for exporting agribusinesses in NEXTT supported value chains along the LAKAJI Corridor, though we will also consider the engagement of agricultural enterprises which are pre-export phase, or which are exporting agricultural products other than the NEXTT value chains listed above, provided that exports will occur within 12 months.

### 3.5 Communications

**BIDDER** will be required to email progress reports on a quarterly basis, updating NEXTT staff on the status of each financing/investment deal underway. These reports shall be submitted according to the reporting schedule provided by NEXTT and in a format to be agreed upon with NEXTT and the successful **BIDDER**. Information should include:

- Name of organization/client
- Overview of accomplishments

The following accomplishments and results for each client firm assisted:

- Name of financial intermediary providing the debt or equity credit to the client
- Value of loan or investment obtained for client
- Interest rate
- Price per share
- Moratorium given (if any)
- Location of loan recipient
- Total value of fees paid to BAS Provider broken down by source
- Repayment of loans
- Completed and signed NEXTT exporter questionnaire
- Any other relevant indicators

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with the liquidity needed to aggregate more to meet his/her supply contracts.

As part of the BAS provider's commitment to working with NEXTT, they agree to be a part of NEXTT's BDS Provider Network. We also expect BAS providers to participate in networking and lessons learned activities.

The **BIDDER** will be required to provide information on finance success stories to the NEXTT communications team.

### 3.6 Deliverables

The **BIDDER** shall be expected to provide 3 key deliverables for each NEXTT client firm assisted:

1. **Work plan:** The work plan should be developed in consultation with the client firm and in a format that is agreed to by NEXTT.
2. **Loan application** (s)/(or equivalent) submitted to financial institution (s): The **BIDDER** must demonstrate that fully completed loan applications to officially request credit or investment from a financial institution has been submitted and received. This could include:
  - A letter of "acknowledgement of receipt" or evidence of an email from a Financing Institution (FI) that states the FI has received the following documents: the company's business plan, loan application form, proposal for short or long term credit and historical and/or pro-forma financial statements.
  - A statement indicating all information required from the NEXTT client firm has been submitted by the **BIDDER** to the financial institution.NEXTT, at its discretion, may require further documentation of a particular transaction before certifying this deliverable.
3. **Disbursement of Credit or Investment Capital:** The **BIDDER** must demonstrate successful completion of a financing deal through disbursement of an initial loan amount or investment capital infusion. Proof of disbursement in the form of a written attestation from the financier must be provided to NEXTT before this deliverable can be considered complete. NEXTT, at its discretion, may require further documentation of a particular transaction before certifying this deliverable.

Delivery of all deliverables and any other documentation shall be made to Ogoegbunam Chukwurah, (Business Development & Export Promotion Specialist) and Alf Monaghan (Chief of Party). Contact details as at 1.3 above.

### 3.7 Engagement Schedule

**BIDDER** is hereby advised of the following schedule and will be expected to adhere to the required dates and times:

<u>Date</u>	<u>Actions</u>
January 22, 2014	RFP available to <b>BIDDER</b>
February 19, 2014	Final date for Proposal Submission
March 5, 2014	Proposed Award Date

### 3.8 Professional Conduct and Operational Expectations

1. The BAS Provider shall work in a good and businesslike manner, in accordance with the highest applicable technical and professional standards, subject to the provisions hereof and the Work described in this SOW.
2. The BAS Provider shall perform the work with due care and diligence, in accordance with the skill and care expected of a competent and experienced provider of all of the services comprising working with standards generally accepted in the industry.

### 3.9 Payment and fee schedule

<b>Milestone</b>	<b>Invoice payable by NEXTT for Initial loan/investment</b>	<b>Invoice payable by NEXTT for subsequent loan/investment of similar type</b>	<b>Invoice payable by NEXTT for third loan/investment of similar type</b>
Deliverable 1: Work plan for engagement submitted and approved	Fee of \$1000	Fee of \$500	Fee of \$250
Deliverable 2: Loan or equity application (or equivalent)	Transaction value of \$500,001 to \$2,000,000, Fee is .4% of transaction value up to a maximum of \$8,000  Transaction value of over \$2,000,001, Fee is 0.32% of transaction value, up to a maximum of \$9,600	Transaction value of \$500,001 to \$2,000,000, Fee is 0.2% of transaction value up to a maximum of \$4,000  Transaction value of over \$2,000,001, Fee is 0.16% of transaction value, up to a maximum of \$4,800	Transaction value of \$500,001 to \$2,000,000, Fee is 0.1% of transaction value up to a maximum of \$2,000  Transaction value of over \$2,000,001, Fee is 0.08% of transaction value, up to a maximum of \$2,400
Deliverable 3: Finance disbursement and close-out report	Transaction value of \$500,001 to \$2,000,000, Fee is .6% of transaction value up to a maximum of \$12,000  Transaction value of over \$2,000,001, Fee is 0.48% of transaction value, up to a maximum of \$14,400	Transaction value of \$500,001 to \$2,000,000, Fee is 0.3% of transaction value up to a maximum of \$6,000  Transaction value of over \$2,000,001, Fee is 0.24% of transaction value, up to a maximum of \$7,250	Transaction value of \$500,001 to \$2,000,000, Fee is 0.15% of transaction value up to a maximum of \$3,000  Transaction value of over \$2,000,001, Fee is 0.12% of transaction value, up to a maximum of \$3,600

Total	NEXTT will pay a maximum of \$25,000 per deal	NEXTT will pay a maximum of \$12,550 per deal	NEXTT will pay a maximum of \$6,250 per deal
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3.10 Terms of engagement with clients

Payment from NEXTT will be made to the **BIDDER** based on the successful completion of deliverables as described in sections 3.6 and section 3.9.

However, the structure of the client firm contribution is negotiated between the **BIDDER** and the client in a client engagement letter. The negotiation of the terms of the engagement are between the **BIDDER** and the client firm. The **BIDDER** shall to disclose the terms of the engagement to NEXTT, by providing a copy of the engagement letter.

The **BIDDER** is solely responsible for collection of fees from NEXTT client firms for its services. NEXTT is under no obligation to cover the client firm fee balance, if any. **BIDDER** can negotiate with the client firm that their fee will be deducted from the bank loan and paid directly to **BIDDER** by a bank.

3.11 Technical support to be provided by NEXTT

NEXTT has developed a list of potential agribusiness financing opportunities that will benefit cashew, shea, cocoa, sesame seed, processed agricultural food products, horticulture, sustainable seafood, and apparel along the LAKAJI Corridor. This list includes information about the potential investment, financial facilitation needs as well as key contacts. This list will be made available to **BIDDER** on signature of a contract. The **BIDDER** is not limited to working with the financing opportunities identified by the project, these should just be seen as a guide.

3.12 Region

Investment and credit facilitation services under this term of reference are limited to agribusinesses located in States on the LAKAJI Corridor or working with suppliers/producers along or contiguous to the LAKAJI Corridor.

3.13 Value Chains

**BIDDER** will work with agribusinesses in the cashew, shea, cocoa, sesame seed, processed agricultural food products, horticulture, sustainable seafood, apparel, and leather value chains.



**NON-U.S. COMPANY DATA SHEET**

**TO: Potential Teaming Partners, Subcontractors, Vendors, and Suppliers of CARANA Corporation. Please provide the information requested below.**

**VENDOR INFORMATION:**

<b>Vendor Name</b>	<b>Telephone Number</b>	<b>Fax Number</b>
<b>Street Address</b>	<b>City/State/Zip Code</b>	
<b>Country</b>	<b>Website Address</b>	<b>Tax ID Number</b>
<b>Authorized Representative (AR)</b>	<b>AR title</b>	<b>Email Address</b>

**VENDOR'S PARENT COMPANY INFORMATION (IF DIFFERENT):**

<b>Vendor Name</b>	<b>Street Address</b>
<b>City/State/Zip Code</b>	<b>Country</b>

**BUSINESS INFORMATION:**

<b>Business Type</b> <input type="checkbox"/> A Division <input type="checkbox"/> An Affiliate <input type="checkbox"/> A Subsidiary (      %) <input type="checkbox"/> A Wholly Owned Subsidiary <input type="checkbox"/> Independently Owned & Operated	<b>Vendor Type</b> <input type="checkbox"/> Manufacturer <input type="checkbox"/> Distributor <input type="checkbox"/> Reseller <input type="checkbox"/> Value-Added Reseller <input type="checkbox"/> Consultant/Individual <input type="checkbox"/> Subcontractor <input type="checkbox"/> Integrator <input type="checkbox"/> Retailer <input type="checkbox"/> Service <input type="checkbox"/> Other
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**Primary Supplies/Services:**

Does your company have a commercial published price list?  Yes  No  
 Do you perform an annual independent audit?  Yes  No  
 If yes, provide a copy of the latest audit report.  
 If no, do you have an adequate job cost accounting system that will support cost-type contracts?  Yes  No  
 What accounting system are you using? \_\_\_\_\_  
 Have you ever received US Government awards before?  Yes  No  
 If yes, state the dates and the amount of an award \_\_\_\_\_  
 Have you ever been audited by US Government and/or audit firms representing USG?  Yes  No  
 If yes, provide the details (dates, auditor, outcome) \_\_\_\_\_

**Status of Organization:**

Is your organization registered with government authorities?  Yes  No  
 Provide a copy of the registration \_\_\_\_\_

Is your company managed by a governing body, the majority of whom are citizens or lawful permanent residents (or equivalent immigration status to live and work on a continuing basis) of the project country?  Yes  No  
 If no, list the citizenship of the owners: \_\_\_\_\_

Does your company employ citizens or lawful permanent residents (or equivalent immigration status to live and work on a continuing basis) of the project country, in more than half its permanent full-time positions and more than half of its principal management positions?  Yes  No  
 If no, provide an explanation \_\_\_\_\_

**Corporate Status of Vendor (Check Applicable Status)**



- Corporate Entity (non-tax exempt)  Yes
- Corporate Entity (tax-exempt)  Yes
- Government Entity (Federal, State, or Local)  Yes
- Sole Proprietorship  Yes
- Partnership  Yes
- Foreign Government  Yes
- Foreign government-controlled organization  Yes
- International Organization  Yes
- Non-for Profit Organization  Yes
- Other  Yes Explain \_\_\_\_\_

**The total number of employees of the business for the last 3 years, including the number of female employees**

Employees (2013) \_\_\_\_\_ Female Employees (2013) \_\_\_\_\_

Employees (2012) \_\_\_\_\_ Female Employees (2012) \_\_\_\_\_

Employees (2011) \_\_\_\_\_ Female Employees (2011) \_\_\_\_\_

**The total revenue (i.e. turnover/sales) of the business for the last year.**

- 0-\$50,000 per annum
- \$50,000-\$100,000 per annum
- \$100,000-\$250,000 per annum
- \$250,000-\$500,000 per annum
- \$500,000-\$1,000,000 per annum
- \$1,000,000+ per annum

Vendor certifies, to the best of its knowledge and belief, that --

- a. Vendor and/or any of its principals  are,  are not presently debarred, suspended, proposed for debarment or declared ineligible for the award of contracts by any US Federal agency; and
- b.  Have,  have not within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, state or local government contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion or receiving stolen property; and
- c.  Are,  are not presently indicted for, or otherwise criminally or civilly charged by a Government entity with, commission of any of these offenses.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_