

Request for Quotations (RFQ)

RFQ Number: TCA002

Issuance Date: February 26, 2021

Deadline for Offers: 12:00PM on March 3, 2021

Description: Provision of photo and video services to develop a photo and video bank for COVID-19 vaccination communications

For: USAID Transformation Communications Activity

Funded By: United States Agency for International Development (USAID),
Contract No. 7201212C00003

Implemented By: Chemonics International Inc.

Point of Contact: TCA-Tenders@TransformUA.com

******* ETHICAL AND BUSINESS CONDUCT REQUIREMENTS *******

Chemonics is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit. Chemonics expects suppliers to comply with our Standards of Business Conduct, available at <https://www.chemonics.com/our-approach/standards-business-conduct/>.

Chemonics does not tolerate fraud, collusion among offerors, falsified proposals/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported to both USAID and the Office of the Inspector General.

Employees and agents of Chemonics are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business. Employees and agents engaging in this conduct are subject to termination and will be reported to USAID and the Office of the Inspector General. In addition, Chemonics will inform USAID and the Office of the Inspector General of any supplier offers of money, fee, commission, credit, gift, gratuity, object of value, or compensation to obtain business.

Offerors responding to this RFQ must include the following as part of the proposal submission:

- Disclose any close, familial, or financial relationships with Chemonics or project staff. For example, if an offeror's cousin is employed by the project, the offeror must state this.
- Disclose any family or financial relationship with other offerors submitting proposals. For example, if the offeror's father owns a company that is submitting another proposal, the offeror must state this.
- Certify that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- Certify that all information in the proposal and all supporting documentation are authentic and accurate.
- Certify understanding and agreement to Chemonics' prohibitions against fraud, bribery and kickbacks.

Please contact Mitra Khaleghian, Chief of Party, at mkhaleghian@TransformUA.com with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to BusinessConduct@chemonics.com or by phone/Skype at 888.955.6881.

Section 1: Instructions to Offerors

1. **Introduction:** The USAID Transformation Communications Activity (TCA) is a USAID program implemented by Chemonics International in Ukraine. The goal of TCA is to partner with the Government of Ukraine, private sector, and civil society to increase the resilience of Ukraine's democracy through innovative communications initiatives. As part of project activities, TCA requires the purchase of photography and videography services to develop a photo and video bank of images and videos to support a communications campaign related to COVID-19 vaccination. The purpose of this RFQ is to solicit quotations for these items.

Offerors are responsible for ensuring that their offers are received by Chemonics in accordance with the instructions, terms, and conditions described in this RFQ. Failure to adhere with instructions described in this RFQ may lead to disqualification of an offer from consideration.

2. **Offer Deadline and Protocol:** Offers must be received no later than **12:00PM** local Kyiv time on **March 3, 2021** by email. All emailed offers must be emailed to TCA-Tenders@TransformUA.com. Please reference the RFQ number in any response to this RFQ. Offers received after the specified time and date will be considered late and will be considered only at the discretion of Chemonics.
3. **Questions:** Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than **17:00** local Kyiv time on **March 1, 2021** by email to TCA-Tenders@TransformUA.com. Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that Chemonics believes may be of interest to other offerors will be circulated to all RFQ recipients who have indicated an interest in bidding.

Only the written answers issued by Chemonics will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of Chemonics or any other entity should not be considered as an official response to any questions regarding this RFQ.

4. **Scope of Work:** Section 3 contains the Scope of Work for the required services.
5. **Quotations:** Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including delivery and all other costs. Pricing must be presented in Ukrainian Hryvnia. Offers must remain valid for not less than thirty (30) calendar days after the offer deadline. Offerors are requested to provide quotations on their official quotation format or letterhead; in the event this is not possible, offerors may complete the table in Section 3.

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

- Organizations responding to this RFQ are requested to submit a copy of their official registration or business license.
- Individuals responding to this RFQ are requested to submit a copy of their identification card.
- A minimum of three (3) references (with name and contact information) indicating the relevant services carried out in the last three (3) years that best illustrate organization/individual's qualifications and past performance. References from USAID or similar donor-funded projects are preferred. Independent verification of the references may be carried out. Chemonics reserves the right to obtain past performance information from sources other than those identified by the offeror;

- Narrative description of their corporate capabilities and past performance for similar services.
6. **Delivery:** As part of its response to this RFQ, each offeror is expected to provide an estimate (in calendar days) of the delivery timeframe (after receipt of order). The delivery estimate presented in an offer in response to this RFQ must be upheld in the performance of any resulting contract.
 7. **Source/Nationality/Manufacture:** All goods and services offered in response to this RFQ or supplied under any resulting award must meet **USAID Geographic Code 937 and 110** in accordance with the United States Code of Federal Regulations (CFR), [22 CFR §228](#). The cooperating country for this RFQ is Ukraine.

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

8. **Taxes and VAT:** The agreement under which this procurement is financed does not permit the financing of any taxes, VAT, tariffs, duties, or other levies imposed by any laws in effect in the Cooperating Country. No such Cooperating Country taxes, VAT, charges, tariffs, duties or levies will be paid under an order resulting from this RFQ.
9. **DUNS Number:** Companies or organizations, whether for-profit or non-profit, shall be requested to provide a Data Universal Numbering System (DUNS) number if selected to receive an award in response to this RFQ valued greater than or equal to USD\$30,000 (or equivalent in other currency). If the Offeror does not have a DUNS number and is unable to obtain one before proposal submission deadline, Offeror shall include a statement noting their intention to register for a DUNS number should it be selected as the successful offeror or explaining why registration for a DUNS number is not possible. Contact Dun & Bradstreet through this webform to obtain a number: <https://fedgov.dnb.com/webform>. Further guidance on obtaining a DUNS number is available from Chemonics upon request.
10. **Eligibility:** By submitting an offer in response to this RFQ, the offeror certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the U.S. Government. Chemonics will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.
11. **Evaluation and Basis for Award:** The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and is determined via a trade-off analysis to be the best value based on application of the following evaluation criteria. Points will not be awarded for cost which will be primarily evaluated for realism and reasonableness. For overall evaluation purposes of this RFQ, technical evaluation factors other than cost, when combined, are considered approximately equal to cost factors. If technical scores are determined to be equal or nearly equal, cost will become the determining factor.

The relative importance of each individual criterion is indicated by the number of points below:

- **Technical Know-How – 50 points:** Chemonics will assess whether the proposal explains, understands, and responds to the objectives stated in the Scope of Work, summarized below:

- Ability to deliver photo and video banks quickly and efficiently as described in the Scope of Work, including in the requested regions.
- Ability to ensure that all individuals being filmed have completed required photo/video consent and release forms and provide such forms to Chemonics and TCA.
- Ability to transfer ownership and deployment of all photos and videos to Chemonics and/or Ukrainian government counterparts for use in communications campaigns.
- **Corporate Capabilities - 30 points:** Chemonics will evaluate whether is the company experience relevant to the project Scope of Work, and meets the requirement outlined in the Scope of Work, summarized below:
 - Minimum five years of experience and proven track record of providing the services outlined in the scope of work.
 - Experience in developing photo and video catalogs for use in communications campaigns.
 - Staff assigned to these tasks must have a minimum two years of experience and have completed all required certifications and licenses required by local law and regulations, including any certifications and licenses required to deploy aerial filming devices such as quadcopters.
 - Experience supporting communications campaigns implemented with USAID or other donor-funded support or projects in Ukraine, especially those implemented by for-profit international firms like Chemonics, is highly preferred.
- **Past Performance – 20 points:** Offerors must include [insert number, e.g. 3 or 5] past performance references of similar work (under contracts or subcontracts) previously implemented as well as contact information for the companies for which such work was completed. Contact information must include at a minimum: name of point of contact who can speak to the offeror’s performance, name and address of the company for which the work was performed, and email and phone number of the point of contact. Chemonics will assess the past performance of the Offerors by contacting three references who may indicate the Offeror's past performance for projects of similar size and scope.

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed “non-responsive” and thereby disqualified from consideration. Chemonics reserves the right to waive immaterial deficiencies at its discretion.

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

- Chemonics may conduct negotiations with and/or request clarifications from any offeror prior to award.
- While preference will be given to offerors who can address the full technical requirements of this RFQ, Chemonics may issue a partial award or split the award among various suppliers, if in the best interest of the TCA Project.
- Chemonics may cancel this RFQ at any time.

Please note that in submitting a response to this RFQ, the offeror understands that USAID is not a party to this solicitation and the offeror agrees that any protest hereunder must be presented—in writing with full explanations—to the TCA Project for consideration, as USAID will

not consider protests regarding procurements carried out by implementing partners. Chemonics, at its sole discretion, will make a final decision on the protest for this procurement.

12. **Terms and Conditions:** This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Chemonics, the TCA Project, or USAID to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer.

This solicitation is subject to Chemonics' standard terms and conditions. Any resultant award will be governed by these terms and conditions; a copy of the full terms and conditions is available upon request. Please note the following terms and conditions will apply:

- (a) Chemonics' standard payment terms are net 30 days after receipt and acceptance of any commodities or deliverables. Payment will only be issued to the entity submitting the offer in response to this RFQ and identified in the resulting award; payment will not be issued to a third party.
- (b) Any award resulting from this RFQ will be firm fixed price, in the form of a purchase order.
- (c) No commodities or services may be supplied that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, Syria.
- (d) Any international air or ocean transportation or shipping carried out under any award resulting from this RFQ must take place on U.S.-flag carriers/vessels.
- (e) United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The supplier under any award resulting from this RFQ must ensure compliance with these laws.
- (f) The title to any goods and/or intellectual property supplied under any award resulting from this RFQ shall pass to Chemonics following delivery and acceptance of the goods by Chemonics. Risk of loss, injury, or destruction of the goods shall be borne by the offeror until title passes to Chemonics.

Section 2: Offer Checklist

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

- Cover letter, signed by an authorized representative of the offeror (see Section 4 for template)

- Technical proposal outlining the offerors ability to meet the required Scope of Work. The technical proposal must include the following elements:
 - Narrative description of offerors ability to meet the required Scope of Work
 - Narrative description of their corporate capabilities and past performance for similar services.
 - A minimum of three (3) references (with name and contact information) indicating the relevant services carried out in the last three (3) years that best illustrate organization/individual's qualifications and past performance. References from USAID or similar donor-funded projects are preferred.

- Federal Funding Accountability And Transparency Act (FFATA) Subaward Reporting Questionnaire, signed by an authorized representative of the offeror (see Section 5 for questionnaire)

- Copy of offeror's registration or business license (see Section 1.5 for more details)

Section 3: Scope of Work

The purpose of this RFQ is to engage the firm to provide photography and videography services to Chemonics and TCA. The firm shall, and when requested, provide the following services:

1. **COVID-19 Vaccination Photo Bank:** 120 high quality photos which highlight the path of vaccines from Ukravaktsina, the government agency responsible for the logistics of vaccination deployment, to injection in the shoulders of vaccinated individuals. The photo bank must include images related to the appearance of the vaccines in Ukraine, vaccine storage, the process of vaccinations in the 7 regions, disposal of materials after vaccination, mobile vaccination teams, vaccination points, and vaccinated individuals.
2. **COVID-19 Vaccination Video Bank:** 15 short videos, up to two minutes in length, which highlight the path of vaccines from Ukravaktsina, the government agency responsible for the logistics of vaccination deployment, to injection in the shoulders of vaccinated individuals. The video bank must include videos related to the appearance of the vaccines in Ukraine, vaccine storage, the process of vaccinations in the 7 regions, disposal of materials after vaccination, mobile vaccination teams, vaccination points, and vaccinated individuals. The video bank must include aerial videos by quadcopter or other aerial filming device to demonstrate how police are managing conveyance of the vaccine throughout Ukraine.

Technical Qualifications that the selected offeror must possess:

- Minimum five years of experience and proven track record of providing the services outlined in the scope of work.
- Experience in developing photo and video catalogs for use in communications campaigns.
- Staff assigned to these tasks must have a minimum two years of experience and have completed all required certifications and licenses required by local law and regulations, including any certifications and licenses required to deploy aerial filming devices such as quadcopters.
- Ability to ensure that all individuals being filmed have completed required photo/video consent and release forms and provide such forms to Chemonics and TCA.
- Ability to transfer ownership and deployment of all photos and videos to Chemonics and/or Ukrainian government counterparts for use in communications campaigns.
- Experience supporting communications campaigns implemented with USAID or other donor-funded support or projects in Ukraine, especially those implemented by for-profit international firms like Chemonics, is highly preferred.

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

Line Item	Description and Scope	Qty	Services Offered	Unit Price UAH	Total Price UAH
1	Photo Bank: High quality photos which highlight the path of vaccines from Ukravaktsina, the government agency responsible for the logistics of vaccination deployment, to injection in the shoulders of vaccinated individuals. The photo bank must include images related to the appearance of the vaccines in Ukraine,	120			

	vaccine storage, the process of vaccinations in the 7 regions, disposal of materials after vaccination, mobile vaccination teams, vaccination points, and vaccinated individuals.				
2	Video Bank: Short videos, up to two minutes in length, which highlight the path of vaccines from Ukravaktsina, the government agency responsible for the logistics of vaccination deployment, to injection in the shoulders of vaccinated individuals. The video bank must include videos related to the appearance of the vaccines in Ukraine, vaccine storage, the process of vaccinations in the 7 regions, disposal of materials after vaccination, mobile vaccination teams, vaccination points, and vaccinated individuals. The video bank must include aerial videos by quadcopter or other aerial filming device to demonstrate how police are managing conveyance of the vaccine throughout Ukraine.	15			
Subtotal:					
Delivery Costs:					
Other Costs (Describe: _____):					
GRAND TOTAL UAH:					

Electronic deliveries shall be made by the Vendor to (insert contact information)

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

The delivery estimate presented in an offer in response to this RFQ must be upheld in the performance of any resulting contract.

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

Yes No

Section 4: Offer Cover Letter

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

To: USAID Transformation Communications Activity
14A Yaroslaviv Val, 3rd Floor
Kyiv, Ukraine

Reference: RFQ No. TCA002

To Whom It May Concern:

We, the undersigned, hereby provide the attached offer to perform all work required to complete the activities and requirements as described in the above-referenced RFQ. Please find our offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFQ. We further certify that the below-named firm—as well as the firm’s principal officers and all commodities and services offered in response to this RFQ—are eligible to participate in this procurement under the terms of this solicitation and under USAID regulations.

Furthermore, we hereby certify that, to the best of our knowledge and belief:

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

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

Authorized Signature: _____

Name and Title of Signatory: _____

Date: _____

Company Name: _____

Company Address: _____

Company Telephone and Website: _____

Company Registration or Taxpayer ID Number: _____

Company DUNS Number: _____

Does the company have an active bank account (Yes/No)? _____

Official name associated with bank account (for payment): _____

Section 5: Federal Funding Accountability And Transparency Act (FFATA) Subaward Reporting Questionnaire

If the offeror is selected for an award valued at \$30,000 or above, and is not exempted based on a negative response to Section 3(a) below, any first-tier subaward to the organization may be reported and made public through FSRS.gov in accordance with The Transparency Acts of 2006 and 2008. Therefore, in accordance with FAR 52.240-10 and 2CFR Part170, if the offeror positively certifies below in Sections 3.a and 3.b and negatively certifies in Sections 3.c and 3.d, the offeror will be required to disclose to Chemonics for reporting in accordance with the regulations, the names and total compensation of the organization's five most highly compensated executives. By submitting this quotation, the offeror agrees to comply with this requirement as applicable if selected for a subaward.

In accordance with those Acts and to determine applicable reporting requirements, **Company Name** certifies as follows:

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

Yes No

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

Yes No

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

Yes No

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

Yes No

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

Authorized Signature: _____

Name and Title of Signatory: _____

Date: _____