

REQUEST FOR PROPOSAL

Issue Date:	April 29, 2024
Questions Submission Due Date:	May 05, 2024, 23:59 BST
Proposal Submission Due Date:	May 12, 2024, 23:59 BST

Subject: USAID Feed the Future Bangladesh Improving Trade and Business Enabling Environment Activity –RFP for Audio-Video Tutorials on Implementing Gender Equality in Trade Logistics Industry of Bangladesh

To All Prospective Offerors:

International Development Group Advisory Services, LLC (International Development Group LLC or IDG) is soliciting proposals from qualified local organizations to provide technical services as described in this solicitation. This procurement will require a formal technical and cost proposal submission as outlined by the Request for Proposal (RFP). This procurement will be conducted through a full and open competition process under which any type of local organization is eligible to compete. Feed the Future Bangladesh Improving Trade and Business Enabling Environment (Feed the Future Bangladesh Trade) Activity anticipates awarding a firm-fixed-priced contract with a period of performance of three months (90 days) from the date of award as a result of this solicitation. The ceiling for this activity is BDT 1,500,000. Competition under this procurement will be limited to local organizations.

A local consulting firm/organization is defined as a corporation, a nonprofit organization, or another body of persons that:

- 1) Is legally organized under the laws of The People’s Republic of Bangladesh;
- 2) Has as its principal place of business or operations in The People’s Republic of Bangladesh;
- 3) Is majority-owned by individuals who are citizens or lawful permanent residents of The People’s Republic of Bangladesh;
- 4) Is managed by a governing body the majority of who are citizens or lawful permanent residents of the country in which this contract will be primarily performed; and
- 5) Is not owned, operated, or funded in whole or in part by the Bangladeshi government (companies or enterprises in which the government has a controlling interest are not eligible for this opportunity).

Questions regarding this opportunity must be submitted by **Sunday, May 05, 2024, 23:59 BST** to **bdinfo@internationaldevelopmentgroup.com**. In the subject line reference: Questions – **RFP for Audio-Video Tutorial on Implementing Gender Equality in Trade Logistics Industry of Bangladesh**. Proposals, consisting of the documentation required in section D must be submitted electronically to **bdinfo@internationaldevelopmentgroup.com** on or before the due date stipulated above. All submitted documents must conform to the requirements outlined in the solicitation.

Documents received after the deadline may not be considered. This solicitation in no way obligates IDG to award a contract nor does it commit IDG to pay any cost incurred in the preparation and submission of a proposal.

Thank you for your interest in working with IDG.

Sincerely,
IDG Procurement Team

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SECTION A. STATEMENT OF WORK

A.1 BACKGROUND AND INTRODUCTION

The Feed the Future Bangladesh Improving Trade and Business Enabling Environment (hereafter referred to as the “Feed the Future Bangladesh Trade Activity” or “the activity”) is a 5-year USAID and Feed the Future activity launched in November 2019 and is being implemented by International Development Group LLC (IDG). The Activity aims to improve economic growth in Bangladesh through the following objectives:

- Objective 1: Improving Trade Facilitation
- Objective 2: Improving Business Enabling Environment
- Objective 3: Improving Performance of the Private Sector Logistics Sector

The Feed the Future Bangladesh Trade Activity aims to reduce costs and regulatory burden related to trade as well as to streamline and improve the business environment in Bangladesh. To achieve success and sustainability, the reform process under each component must be supported and driven by local stakeholders. The Activity collaborates with key public agencies, private sector stakeholders, industry stakeholders and civil society organizations to strengthen technical capacity across agencies, assist in modernizing procedures through digitization and Information Communication Technology (ICT), generate awareness, and disseminate information.

A.2 OBJECTIVES

This RFP seeks an audio-visual producer to create two video tutorials related to the Activity’s sub-objective, namely, Objective 3.1.5: increasing the number of women working in the logistics sector. The primary audience for these videos is the senior management (Directors and/or Owners) and heads of Human Resources (HR) in business entities engaged with logistics industry stakeholders, including individual businesses in freight forwarding, clearing and forwarding (C&F), and Inland Container Depot (ICD) operations. The overall objective of the video is to contribute to improving working conditions for women in the trade logistics sector by incorporating principles of equal employment opportunity. This objective will be accomplished by creating a video tutorial that highlights women’s needs in the workforce and provides a compelling case for women’s employment opportunities in the logistics industry. Specifically, the video aims to:

- **Raise Awareness:** Increase awareness of the current state of gender equality within the freight forwarding companies, C&F agents and ICD operations in Bangladesh.
- **Educate:** Provide educational content on the benefits of gender-inclusive practices within these sectors.
- **Inspire Action:** Encourage trade logistics companies to implement and improve gender equality measures.
- **Highlight Success Stories:** Share examples of successful integration of women in these roles and the positive impact it has had on the organizations and the industry at large.

A.3 GUIDANCE ON METHODOLOGY

The selected firm will provide necessary support for producing the videos, which will consist of the following main steps:

- **Pre-production:** The vendor will compose a production brief that includes research and information collected related to the topics of the videos, video objective(s), and scripts. The Trade Activity also developed a concept note for Implementing Gender Equality in Trade Logistics in Bangladesh video tutorial. The selected firm will develop a video script and story board/ treatment note on the basis of these documents in consultation with the Gender Specialist, Communications Specialist, Component 3 Team Lead, and other members of the activity team. Special attention should be given to avoiding gender stereotyping and understanding gender inclusive communication guidelines.
- **Production:** Based on the approved script and story board/treatment note, the selected firm will outline and follow the necessary steps to complete the animation and video production. The firm will share the draft version of the video with the Trade Activity team for review and feedback. Video production may include filming interviews, narrated content, on-site visuals within logistics environments, and graphics and data to support the narrative. The vendor must develop original music or use publicly available music to avoid copyright infringement. It must also provide voice-over for the videos and animations as needed, preferably a female lead voice to emphasize the message.
- **Post-production:** The vendor will conduct the final editing of the video, including adding sounds, music, visual effects and English subtitles, and ensuring that the final product adheres to the gender-inclusive narrative.

No.	Video Title and Duration	Description	Audience	Shooting Place	Type
Objective 3.1.5: Number of women working in the logistics sector increased					
1.	Gender Equality for the Trade Logistics Industry (8 minutes)	This video tutorial will showcase the current landscape and strategies for better working conditions, raise awareness of the legal framework, and encourage companies and individuals to implement and advocate for inclusive practices.	Senior Management and Human Resources (HR) department of Freight Forwarders, C&F Agents and ICDs	Industry Offices in Dhaka (2 days) and Chattogram (2 days)	Audio, Video and Animation
2.	Successful Companies in Trade Logistics Employing Women (5 minutes)	The video will highlight success stories to illustrate the impact of gender-inclusive practices on company performance.	Senior Management and HR of Freight Forwarder, C&F Agents and ICDs	Industry Offices in Dhaka (1 day) and Chattogram (2 days)	Audio Video and Animation

A.4 TECHNICAL SPECIFICATIONS

The video tutorials must consist of the following technical specifications:

- 2D animation video infographics style
- Original music or publicly available music and Bangla voiceover with English subtitles
- Full HD Quality

- Adherence to the Activity's Branding and Marking Plan
- English Subtitles for each video tutorial

SECTION B. DELIVERIES AND PERFORMANCE

B.1 PERIOD OF PERFORMANCE

The implementation period of performance is estimated as beginning on **May 25, 2024 and ending on August 24, 2024.**

B.2 LIST OF DELIVERABLES

The prospective Contractor is responsible for the following outputs and deliverables in the timeframe indicated in the table below:

Deliverable/Output	Estimated Due/Completion Date*
Deliverable 1: Concept notes, production plan, and scripts of the videos	Within 10 calendar days upon contract signing.
Deliverable 2: 1 st draft version of the two videos	Within 20 calendar days of receiving inputs from the Trade Activity on Deliverable 1.
Deliverable 3: 2 nd draft version of the two videos	Within 10 calendar days of receiving inputs from the Trade Activity on Deliverable 2.
Deliverable 4: Final versions of the 2 videos, raw footage from filming of interviews, narrated content etc. in a portable hard drive	Within 10 calendar days of receiving inputs from the Trade Activity on Deliverable 3.

**The dates and duration will be finalized during contract negotiations. All deliverables must be approved in writing by both IDG and any other concerned trade logistics industry stakeholders considered important by IDG before acceptance.*

Unless specifically instructed otherwise, all written deliverables shall be submitted electronically in Microsoft Office Word, Excel, PowerPoint, etc. All deliverables are to be submitted in English. Final due dates for all deliverables will be discussed with IDG and then included in the contract.

SECTION C. PAYMENT

C.1 PAYMENT SCHEDULE

The prospective Contractor will be paid based on the submission of deliverables as below:

Output	Contract Amount (%)
Deliverable 1: Concept notes, production plan, and scripts of the videos	10%
Deliverable 2: 1 st Draft version of the two videos	30%
Deliverable 3: 2 nd Draft version of the two videos	20%
Deliverable 4: Final versions of 2 videos, raw footage from filming of interviews, narrated content etc. in a portable hard drive	40%

C.2 PAYMENT DETAILS

Each of the deliverables must be presented to Feed the Future Bangladesh Trade Activity and accepted in writing by the Activity as accurate and complete, before corresponding payment can be initiated.

The prospective Contractor will be responsible for any correspondent bank fees associated with transfers. The payment will be sent by the IDG field office in Dhaka, Bangladesh, with funding provided by USAID, within thirty (30) days of receipt of an accurate invoice and full documentation of the accepted deliverable.

SECTION D. PROPOSAL INSTRUCTIONS

D.1 QUESTIONS CONCERNING THE RFP

Questions regarding this opportunity must be submitted by **Sunday, May 05, 2024, 23:59 BST** to **bdinfo@internationaldevelopmentgroup.com**. In the subject line reference: Questions – **RFP for Audio-Video Tutorial on Implementing Gender Equality in Trade Logistics Industry of Bangladesh.**

D.2 PROPOSAL DUE DATE

Proposals, consisting of the documentation required in Section D must be submitted electronically to **bdinfo@internationaldevelopmentgroup.com** on **Sunday, May 12, 2024, by 23:59 BST**. All submitted documents must conform to the requirements outlined in the solicitation.

Documents received after the deadline may not be considered. This solicitation in no way obligates IDG to award a contract nor does it commit IDG to pay any cost incurred in the preparation and submission of a proposal.

D.3 PROPOSAL SUBMISSION INSTRUCTIONS

Documents prepared in response to this RFP must be submitted in accordance with the instructions described below. Offers submitted in response to this solicitation shall be in the English language. Proposals received in a language other than English shall be rejected.

Financial offers submitted in response to this solicitation shall be denominated in BDT. In preparing the financial offer, Offerors should take note of the following:

1. **The USAID / Feed the Future Bangladesh Trade Activity is a VAT exempt project and any budget proposed will not include VAT.** A VAT coupon will be made available to the successful Offeror.
2. Offeror is responsible for any other taxes or levies that may be applied by the Government of Bangladesh. **The Offeror expressly agrees that income taxes at sources will be deducted from the proposed financial offer in accordance with the Income Tax Act 2023.**

Details on the proposal instructions are as follows:

- **Volumes:** Each Offeror's proposal shall be prepared as two (2) separate electronic volumes:
 - **Volume 1 – Technical Proposal (Maximum 8 pages, Without Annexes) – the following sections must be included in the proposal:**
 - **Understanding the RFP and core deliverables:** Offerors must explain their understanding about the RFP and timelines for core deliverables. (1-2 Pages)
 - **Company Qualifications and Experience:** Offerors must provide their company qualifications as relevant to the required work described in Section A. (1-2 Pages)

- **Methodology and Workplan:** Offerors must describe their methodology, including a draft work plan to achieve the deliverables stated in this RFP within the stipulated time frame outlined in the RFP. (1-2 Pages)
- **Key Personnel:** A brief description of all key personnel should be included that must reflect their qualifications, total years of experience and relevant experience. Do not include CVs in this section. (2 Pages)
- **Annexes:**
 - **Personnel:** Offerors must submit the CVs of two to three (2-3) personnel who will be responsible for the pre-production, production and editing of videos (CVs must be no longer than 3 pages each and should include specific and relevant accomplishments associated with audio visual production).
 - **Past Performance:** Offerors should provide a minimum of three (3) examples and references of animation/documentary video clips previously produced, preferably in full HD, shot through professional video cameras. This should also include appropriate Certificates of Completion and client testimonials.
 - **Creative Concept:** Offerors must provide their creative concept note (2 Pages) with reference video showing the proposed style of the video/animation within 60 seconds in high resolution, preferably HD. The reference video must be submitted in a separate video link along with the Volume 1 submission.
- **Volume 2 – Financial Proposal (no page limit)**
 - Detailed Excel budget (template provided)
 - Budget Narrative
 - Evidence of Responsibility
 - Section 889 Certification
 - Authorizations, Licenses, and Permits
- **Format:** Technical proposals must be submitted in either PDF or Microsoft Word. **Technical proposals shall not contain any financial information.** Financial proposals must be submitted with a detailed budget in Excel, following the budget template provided with clear quantities and unit prices (including required travel) and a detailed budget narrative in PDF or Microsoft Word describing the basis of each line item proposed. All text should be in Times New Roman font, in no smaller than 12-point for text and 10-point for spreadsheets. Any font size may be used for graphics as long as they are legible.
- **Language:** Technical and financial proposals shall be submitted in English.
- **Validity:** Proposal submissions must remain valid for 120 days from the date of submission.

D.4 MAXIMUM CONTRACT CEILING

This is for a firm-fixed-price contract with an overall ceiling price of BDT 1,500,000.

D.5 ADDITIONAL REQUIREMENTS

1. **Authorizations, Licenses, and Permits:** The Offeror must provide copies of registration documents required to operate and do business in Bangladesh, such as an incorporation certificate/trade license issued by the relevant government body.
2. **Representations and Certifications:** A completed copy of the representations and certifications must be submitted with the proposal. A copy of Section 889 Certification (Annex A) filled out by the organization must be submitted with the proposal.
3. **Evidence of Responsibility:** the Offeror will make an affirmative determination of responsibility and must address each element of responsibility in the template provided (Annex B).

The proposal must be emailed to bdinfo@internationaldevelopmentgroup.com no later than the time and date shown on the cover letter.

Note: Please make sure to type the email addresses as per instructions. It is the Offeror's responsibility to verify receipt of their quote by Feed the Future Bangladesh Trade Activity.

SECTION E. EVALUATION CRITERIA FOR AWARD

E.1 QUALIFICATIONS AND EXPERIENCE OF THE FIRM

The selected organization/consortium shall possess the following qualifications:

- Legally organized under the laws of The People's Republic of Bangladesh;
- Principal place of business or operations in The People's Republic of Bangladesh;
- Majority-owned by individuals who are citizens or lawful permanent residents of The People's Republic of Bangladesh;
- Managed by a governing body, the majority of whom are citizens or lawful permanent residents of the country in which this contract will be primarily performed;
- At least five (5) years of professional experience in video and animation production;
- Demonstrated experience in conception, production, and editing of short video documentaries, including demonstrated capacity in developing communication materials, designing, and producing documentary videos and animated videos; and
- Excellent written and oral communication skills in English and Bangla.

E.2 EVALUATION CRITERIA

Proposals will be equally evaluated according to the following criteria as well as the reasonableness of the proposed price, in order of descending importance (i.e., the most important criterion is listed first):

- Understanding the RFP and core deliverables.
- Proposed Methodology and Creative Concept with quality of the reference video.
- Previous experience and performance in video/animation production.

- A review of the qualifications and experience of key personnel responsible for managing the project; and
-

E.3 CONTRACTING ELIGIBILITY

As per USAID requirements, all prospective companies wishing to submit a proposal must be owned and operated independently and may not be owned (in full or in part) or operated by any government entity. Any company or enterprise in which the government has a controlling interest is not eligible for this procurement.

ANNEX A: SECTION 889 CERTIFICATION

Section 889 Certification

DATE: **DATE**

FROM: **NAME**

TO: International Development Group Advisory Services, LLC

SUBJECT: Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment (Section 889)

FIRM NAME certifies that it is in compliance with the below Federal Acquisition Regulations (FAR).

FAR 52.204-25 PROHIBITION ON CONTRACTING FOR CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT (AUG 2020)

(a) Definitions. As used in this clause—

Backhaul means intermediate links between the core network, or backbone network, and the small subnetworks at the edge of the network (e.g., connecting cell phones/towers to the core telephone network). Backhaul can be wireless (e.g., microwave) or wired (e.g., fiber optic, coaxial cable, Ethernet).

Covered foreign country means The People's Republic of China.

Covered telecommunications equipment or services means—

- (1) Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities);
- (2) For the purpose of public safety, security of Government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);
- (3) Telecommunications or video surveillance services provided by such entities or using such equipment; or
- (4) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

Critical technology means—

- (1) Defense articles or defense services included on the United States Munitions List set forth in the International Traffic in Arms Regulations under subchapter M of chapter I of title 22, Code of Federal Regulations;
- (2) Items included on the Commerce Control List set forth in Supplement No. 1 to part 774 of the Export Administration Regulations under subchapter C of chapter VII of title 15, Code of Federal Regulations, and controlled-

- (i) Pursuant to multilateral regimes, including for reasons relating to national security, chemical and biological weapons proliferation, nuclear nonproliferation, or missile technology; or
- (ii) For reasons relating to regional stability or surreptitious listening;
- (3) Specially designed and prepared nuclear equipment, parts and components, materials, software, and technology covered by part 810 of title 10, Code of Federal Regulations (relating to assistance to foreign atomic energy activities);
- (4) Nuclear facilities, equipment, and material covered by part 110 of title 10, Code of Federal Regulations (relating to export and import of nuclear equipment and material);
- (5) Select agents and toxins covered by part 331 of title 7, Code of Federal Regulations, part 121 of title 9 of such Code, or part 73 of title 42 of such Code; or
- (6) Emerging and foundational technologies controlled pursuant to section 1758 of the Export Control Reform Act of 2018 (50 U.S.C. 4817).

Interconnection arrangements means arrangements governing the physical connection of two or more networks to allow the use of another's network to hand off traffic where it is ultimately delivered (*e.g.*, connection of a customer of telephone provider A to a customer of telephone company B) or sharing data and other information resources.

Reasonable inquiry means an inquiry designed to uncover any information in the entity's possession about the identity of the producer or provider of covered telecommunications equipment or services used by the entity that excludes the need to include an internal or third-party audit.

Roaming means cellular communications services (*e.g.*, voice, video, data) received from a visited network when unable to connect to the facilities of the home network either because signal coverage is too weak or because traffic is too high.

Substantial or essential component means any component necessary for the proper function or performance of a piece of equipment, system, or service.

(b) *Prohibition.*

(1) Section 889(a)(1)(A) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2019, from procuring or obtaining, or extending or renewing a contract to procure or obtain, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. The Contractor is prohibited from providing to the Government any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system, unless an exception at paragraph (c) of this clause applies or the covered telecommunication equipment or services are covered by a waiver described in FAR 4.2104.

(2) RESERVED.

(c) *Exceptions.* This clause does not prohibit contractors from providing—

(1) A service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or

(2) Telecommunications equipment that cannot route or redirect user data traffic or permit visibility into any user data or packets that such equipment transmits or otherwise handles.

(d) Reporting requirement.

(1) In the event the Contractor identifies covered telecommunications equipment or services used as a substantial or essential component of any system, or as critical technology as part of any system, during contract performance, or the Contractor is notified of such by a subcontractor at any tier or by any other source, the Contractor shall report the information in paragraph (d)(2) of this clause to the Contracting Officer, unless elsewhere in this contract are established procedures for reporting the information; in the case of the Department of Defense, the Contractor shall report to the website at <https://dibnet.dod.mil>. For indefinite delivery contracts, the Contractor shall report to the Contracting Officer for the indefinite delivery contract and the Contracting Officer(s) for any affected order or, in the case of the Department of Defense, identify both the indefinite delivery contract and any affected orders in the report provided at <https://dibnet.dod.mil>.

(2) The Contractor shall report the following information pursuant to paragraph (d)(1) of this clause

(i) Within one business day from the date of such identification or notification: the contract number; the order number(s), if applicable; supplier name; supplier unique entity identifier (if known); supplier Commercial and Government Entity (CAGE) code (if known); brand; model number (original equipment manufacturer number, manufacturer part number, or wholesaler number); item description; and any readily available information about mitigation actions undertaken or recommended.

(ii) Within 10 business days of submitting the information in paragraph (d)(2)(i) of this clause: any further available information about mitigation actions undertaken or recommended. In addition, the Contractor shall describe the efforts it undertook to prevent use or submission of covered telecommunications equipment or services, and any additional efforts that will be incorporated to prevent future use or submission of covered telecommunications equipment or services.

(e) *Subcontracts*. The Contractor shall insert the substance of this clause, including this paragraph (e) and excluding paragraph (b)(2), in all subcontracts and other contractual instruments, including subcontracts for the acquisition of commercial items.

Exceptions:

Name of Offeror: _____

Name and Title: _____

Signature: _____ Date: _____

ANNEX B: EVIDENCE OF RESPONSIBILITY

1. Authorized Negotiators

[Names of authorized negotiators]

2. Adequate Financial Resources

[Company Name] has adequate financial resources to perform the contract, or the ability to obtain them. [expand your certification with brief supporting information, as necessary]

- a. Please briefly describe your relationship with your bank, your line of credit, etc. this should be one sentence. Where does your working capital come from?

3. Ability to Comply

[Company Name] is able to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments. [expand your certification with brief supporting information, as necessary]

- a. Briefly describe the systems your company has in place for project management, administration, financing, monitoring, and reporting. These should be a couple of sentences. Briefly describe the systems your company uses to identify and mitigate risk throughout the life of a project. Confirm that your company complies with reporting requirements.
- b. Briefly identify the number of projects completed, the amount, and whether or not there were any cost overruns, and whether task orders were completed on time.

Include a statement that the company is able to comply with the proposed delivery or performance schedule, having taken into consideration all existing business commitments, commercial as well as governmental.

4. Record of Performance, Integrity, and Business Ethics

[Company Name] has a satisfactory performance record in accordance [expand your certification with brief supporting information, as necessary]

- a. Confirm that your company has complied with contract requirements in the past adhered to contract schedules, including the administrative aspects of performance
- b. Confirm your company's record of forecasting and controlling costs
- c. Confirm that your principals have never been debarred or suspended
- d. Explain how the company will work with the client to ensure work quality.

[Company Name] has a satisfactory record of integrity and business ethics. [expand your certification with brief supporting information, as necessary]

- a. Confirm that your company has never been accused of unethical business practices
- b. Reference your completion of the Representations and Certifications document.
- c. Identify your company's code of conduct or code of ethics, and briefly describe its contents

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

[Company Name] has the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them (including, as appropriate, such elements as production control procedures, property control systems, quality assurance measures, and safety programs applicable to materials to be produced or services to be performed by the prospective contractor and subcontractors). [expand your certification with brief supporting information, as necessary]

- a. Identify the number of projects your company has completed as evidence of its experience.
- b. Reference your company's past performance record
- c. Demonstrate that your company has the capacity in accounting and financial capacity to complete the project
- d. Identify the type of accounting software your company uses and justify the selection of this software. Is it secure and equipped to handle government contracts?

6. Equipment and Facilities

[Company Name] has the necessary production, construction, and technical equipment and facilities, or the ability to obtain them. [expand your certification with brief supporting information, as necessary]

- a. Briefly describe your company's building and facility.
- b. Briefly describe your company's Information Technology systems including hardware, software, and internet connectivity.

7. Eligibility to Receive Award

[Company Name] is otherwise qualified and eligible to receive an award under applicable laws and regulations. [expand your certification with brief supporting information, as necessary]

- a. Recertify that neither your company nor any of your principals are presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contract by any Federal agency
- b. Certify that neither your company nor any of its principals have 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 public (federal, state, or local) contractor subcontract
- c. Confirm that neither your company nor any of its principals has been convicted of committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property, and are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses enumerated above.

8. Cognizant Auditor

9. Organization of Firm

With the signature below, [Company Name] certifies that the above statements are accurate, complete, and current.

Signature: _

Name:

Title:

Date: _

ANNEX C: BUDGET TEMPLATE

See Excel file provided