**REQUEST FOR PROPOSAL**

|  |  |
| --- | --- |
| **Issue Date:** | **November 6, 2023** |
| **Questions Submission Due Date:** | **November 10, 2023, 18:00 Central European Standard Time** |
| **Proposal Submission Due Date:** | **November 17, 2023, 18:00pm Central European Standard Time** |

**Subject:** **Provision of Digital Trading Platform Services for Market for Second-hand Equipment for Wood Processing, Furniture Production, and Food Production for the Western Balkan Region Countries (Albania, Kosovo, and North Macedonia)**

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 organization is eligible to compete. The Economic Development, Governance, and Enterprise Growth Project (EDGE Project) anticipates awarding a fixed price agreement with a period of performance of 4 (four) months from the date of award as a result of this solicitation. The budget range for this activity is $15,000 to $20,000 USD. Competition under this procurement will be limited to organizations from the Western Balkan Region (Albania, Kosovo and North Macedonia).

Questions regarding this opportunity must be submitted on or before the due date and time listed aboveto [**procurement@internationaldevelopmentgroup.com**.](mailto:procurement@internationaldevelopmentgroup.com) In the subject line reference: **Questions – Online platform for market for second-hand equipment**.

All proposals, consisting of the documentation required, must be submitted electronically to [**procurement@internationaldevelopmentgroup.com**](mailto:procurement@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 will not be considered. This solicitation in no way obligates the EDGE Project to award a contract nor commit 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

**A1. BACKGROUND AND INTRODUCTION**

The Economic Development, Governance, and Enterprise Growth in Europe and Eurasia (EDGE) Project is a USAID-funded regional project that aims to create inclusive and sustainable economic growth, and to support intra-regional and Euro-Atlantic integration in twelve countries from three regions: Western Balkans (Albania, Bosnia and Herzegovina, Kosovo, Montenegro, North Macedonia, and Serbia), Caucasus (Armenia, Azerbaijan, and Georgia), Ukraine, Moldova, and Belarus. Within its core activities, EDGE works with companies in selected value chains across the three regions to increase their business sophistication and competitiveness. In order to ensure sustainability of these efforts, EDGE also assists business service providers to improve their competencies, skills, and body of knowledge that could be shared with the SMEs. In this way, SMEs will get direct access to practical knowledge and professional management skills that will make it possible for them to change and successfully integrate international supply chains and global markets.

Active in Kosovo, the USAID Kosovo Compete project is a five-year project that works to promote resilient, self-sustaining market systems and improve the private sector’s competitiveness in local, regional, and global markets. The USAID Kosovo Compete project stimulates enterprise growth, promotes job creation, and fosters greater market penetration. It focuses on three key export-oriented sectors: wood processing, food processing, and Information and Communications Technologies (ICT). This activity contributes to USAID’s overall goal of increasing opportunities for inclusive democratic and economic participation.

Both projects are very active in supporting the wood/furniture and the food processing value chains. These two value chains are important for the countries in the Western Balkan region in regard to employment, exports, and contribution to the each of the countries’ GDPs.

Machinery and equipment affect the companies’ productivity and the quality of the final product. However, reliable and productive machinery require large upfront investments that companies are not always ready and willing to make. There are continuous technological advancements that are affecting the industry for woodworking and fruits/vegetables processing machinery. Being in trend with the latest developments, or at least very “near”, is very important for the companies in the wood and furniture value chain.

Development of a second-hand market for woodworking and fruits/vegetables processing machinery and equipment is important for future development of these value chains in Albania, Kosovo, and North Macedonia. By buying second-hand equipment, instead of new equipment, companies can get a standard grade machine at a reasonable price. A newer version of second-hand equipment can also help the companies update their old equipment. The existence of a market for second-hand equipment could also be detrimental for the leasing companies to provide leasing for this industry.

EDGE plans to support the development of a market for second-hand machinery and equipment in the Western Balkan sub-region, consisting of Albania, Kosovo, and North Macedonia. This is viewed through supporting an existing or new online trading platform for sale of secondary equipment in these three countries, with the possibility for extending the platform’s services to the other countries in the Western Balkan region.

The anticipated results from this activity are:

* Provide opportunities for the companies in the wood/furniture and fruits/vegetables value chains to improve productivity and quality through easier access to affordable machinery and equipment of newer technology.
* Provide opportunities for the distributors of machinery and equipment to further develop their business activities by broadening their services (regular and preventive maintenance services for the clients, dealing with refurbishing and selling of second-hand equipment, etc.); and
* Facilitate the further development of alternative sources of financing, such as leasing.

**A2. GUIDANCE ON METHODOLOGY**

The EDGE Project is looking for a qualified provider of online trading platform services for second-hand machinery and equipment that would provide these services in the countries of the Western Balkans, initially for Albania, Kosovo, and North Macedonia.

The main objective of the platform is to serve as a centralized marketplace that connects buyers and sellers of both new and used machinery, equipment, and tools. The platform will also connect experts related to training for the use and maintenance of the equipment.

The vendor should provide online trading platform services that would, at the minimum, meet the following specifications:

1. **Platform Overview**

* Description:
  + Envisioned as a regional platform in the beginning, the platform should operate legally in three countries - Albania, Kosovo, and North Macedonia, and should have the ability to further expand services to other countries in the region. The platform should allow for presenting the data in multiple languages, including at a minimum Albanian, English, Macedonian, and Serbian. All platform menus should be available in at least the four languages mentioned above. The platform should provide the following to its users:
    - *Cost Savings*: Businesses can find cost-effective solutions by purchasing quality used machinery while still having access to new equipment.
    - *Efficiency*: Streamlines the procurement process by providing quick and easy access to a wide variety of machinery and equipment options.
    - *Market Insights*: Buyers can stay informed about industry trends and pricing by browsing listings and engaging with sellers.
* Key Features:
  + *Product Categories*: The marketplace offers a wide range of categories to browse through, including woodworking machinery, food processing equipment, packaging machinery, and more.
  + *Verified Sellers*: Sellers on the platform are verified businesses with a track record in the industry. Buyers can trust the quality and authenticity of products listed.
  + *Detailed Listings*: Each product listing includes comprehensive details, high-quality images, specifications, condition (new or used), and pricing information.
  + *Shipping and Logistics*: The platform should offer solutions with a third-party shipping and logistics solutions to assist with the transportation of heavy machinery and equipment.
  + *Warranty and Support*: Sellers can provide warranty information, and platform offers customer support to assist buyers in case of issues.
  + *Machinery Experts Database*: The platform will offer a database of machinery experts that will be linked to the machines being sold, with the connection determined by the experts’ competence.
  + *Auctions and Bidding*: In addition to fixed-price listings, the marketplace may host auctions for used machinery, allowing buyers to bid competitively.
  + *Customer Support*: Live chat with a dedicated person that will support listings of buying inquiries.
  + *User Friendly Interface*: Both sellers and buyers will interact with a user-friendly interface which will allow them to post listings in a few easy steps.
* *User Roles*:
  + The platform should allow the creation ofdifferent user roles and their permissions (e.g., seller, buyer, servicer of equipment).

1. **Security**

* The platform should have a verification process to ensure the authenticity and quality of the equipment and the users. The platform should also have a dispute resolution mechanism to handle any issues or complaints that may arise during or after the transaction.
* *Payment Processing*: At this stage, online payments are not foreseen.

1. **User Interface**

* The platform should have a user-friendly and intuitive interface that allows users to easily browse, search, filter, compare, and purchase used equipment.
* The platform should also provide clear and accurate information about the equipment's condition, specifications, price, location, shipping options, etc.
* The platform should also have features such as ratings, reviews, feedback, and messaging to facilitate trust and communication between buyers and sellers.
* *Responsiveness*: The platform should provide responsiveness to various types of devices including mobile devices, with different resolutions and zoom capabilities.
* *Price Negotiations*: Buyers can contract sellers directly through the platform to negotiate prices, request additional information, or arrange inspections.

1. **Performance**

* Speed and Responsiveness: Expected platform load time less than 2.5 seconds.
* Scalability: The platform should be flexible and allow for growth of users and inclusion of other countries in the region.

1. **Data Management**

* Data Input: Data input will be carried out in two steps:
  + Postings of equipment, photos and other data will be entered into the system by the users.
  + Platform administrator will approve the publishing of posts after reviewing for malicious content.

1. **Maintenance and Support**

* Ongoing Maintenance: The platform service provider should perform regular maintenance tasks, such as security updates and bug fixes.
* Support Channels: Users can get support through email, chat, or a knowledge base.

1. **Marketing:**

* The platform should have a strong marketing strategy that attracts both buyers and sellers to the platform. The platform should use various channels such as social media, email, blogs, podcasts, etc. to promote the platform and its benefits. The platform should also use SEO techniques to optimize its visibility and ranking on search engines.

1. **Legal and Compliance**

* Privacy Policy: The platform service provider should ensure compliance with privacy regulations and the platform's privacy policy.

1. **Sustainability**

* The online trading platform service provider should have a financial sustainability plan, i.e. a plan for generating revenue based on the services provided through the platform.

The selected online trading platform service provider should have demonstrated expertise - a proven track record in managing an active online trading platform, preferably for machinery and equipment. The online trading platform service provider should have staff on board to provide necessary support to users of the platform in the three languages (Albanian, Macedonian, and Serbian).

The period of performance for this activity is 5 (five) months.

The EDGE Project will designate a project coordination team that will communicate regularly with the team of the selected online platform service provider. The project coordination team will consist of staff from the EDGE Project, USAID Kosovo Compete Activity, and representatives of the industry (dealers with machines and equipment).

**A.3 DELIVERABLES**

The activity’s implementation will be managed through the following deliverables:

1. **Deliverable 1: List of team members from both parties with contact information.** The objective is to provide for efficient communication between both parties during the implementation of this activity.
2. **Deliverable 2: Diagram with logical flow of process and presentation of users’ interface, wireframes, and screens.** Based on the platform overview provided in this RFP and additional input from the project team, the service provider will prepare a presentation on the Visual and User Experience Design and the logical flow of the key processes (triggers, actions, and conditions).
3. **Deliverable 3: Test version 1 of the online platform placed online for testing purposes.** The selected service provider will present a test version of the proposed online platform. Any commentary will then be implemented in the next version.
4. **Deliverable 4: Test version 2 of the online platform placed online for testing purposes**. The selected service provider will present a test version 2 with modifications and improvements identified in the test version 1 implemented. Any requirements for changes and modifications will be identified in the test version 2 and should be implemented in the final version of the platform.
5. **Deliverable 5: Fully functional online platform uploaded online.** The final version should be uploaded to a server with the deployment of the required files. Another final test should be carried out to make sure that all files have been installed correctly and that the platform is fully functional.

The project coordination team will approve all deliverables.

# SECTION B. DELIVERIES AND PERFORMANCE

**B1. PERIOD OF PERFORMANCE**

The period of performance is estimated as beginning on **November 25, 2023** and end by **May 15, 2024.**

**B2. LIST OF DELIVERABLES**

The prospective subcontractor is responsible for the following outputs and deliverables:

|  |  |
| --- | --- |
| **Deliverable/Output** | **Estimated Due/Completion Date\*** |
| **Deliverable 1:**  List of team members from both parties with contact information | **1 week from contract signing** |
| **Deliverable 2:** Diagram with logical flow of process and presentation of users’ interface, wireframes, and screens | **2 months from contract signing** |
| **Deliverable 3:** Test version 1 of the online platform placed online for testing purposes | **3 months from contract signing** |
| **Deliverable 4:** Test version 2 of the online platform placed online for testing purposes | **4 months from contract signing** |
| **Deliverable 5:** Fully functional online platform uploaded online | **5 months from contract signing (no later than May 15, 2024)** |

\*The dates will be finalized during contract negotiations.

Unless specifically instructed otherwise, all reports shall be submitted electronically in MS Office Word, Excel, or PDF. 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

* 1. **PAYMENT SCHEDULE**

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

|  |  |
| --- | --- |
| **Output** | **Contract Amount (%)** |
| **Deliverable 1:**  List of team members from both parties with contact information | 0% |
| **Deliverable 2:** Diagram with logical flow of process and presentation of users’ interface, wireframes, and screens | 10% |
| **Deliverable 3:** Test version 1 of the online platform placed online for testing purposes | 10% |
| **Deliverable 4:** Test version 2 of the online platform placed online for testing purposes | 10% |
| **Deliverable 5:** Fully functional online platform uploaded online | 70% |

* 1. **PAYMENT DETAILS**

The prospective subcontractor will be responsible for any correspondent bank fees associated with transfers. The payment will be sent by IDG with funding provided by the EDGE Project.

# SECTION D. PROPOSAL INSTRUCTIONS

* 1. **QUESTIONS CONCERNING THE RFP**

Questions regarding this opportunity must be submitted by the date and time in the cover letterto [**procurement@internationaldevelopmentgroup.com**](mailto:procurement@internationaldevelopmentgroup.com.)**.** In the subject line reference: **Questions – Digital Trading Platform Services.**

* 1. **PROPOSAL DUE DATE**

Proposals, consisting of the documentation required in section B must be submitted electronically to [**procurement@internationaldevelopmentgroup.com**](mailto:procurement@internationaldevelopmentgroup.com)by the date and time in the cover letter. All submitted documents must conform to the requirements outlined in the solicitation.

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

* 1. **PROPOSAL SUBMISSION INSTRUCTIONS**

Offers submitted in response to this solicitation shall be in the English language. Offers received in other than English shall be rejected.

Financial offers submitted in response to this solicitation shall be denominated in USD. Offers received that do not include costs in USD shall be rejected.

Documents prepared in response to this RFP must be submitted in accordance with the instructions described below. It is up to the discretion of IDG whether late submissions will be considered. Typically, these will not be considered.

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 (10-page limit)**

Brief overview of the organization submitting the proposal (max 2 pages)

Proposed approach, methodology, selected technology, key features, user interface, security issues, performance, data management, maintenance and support, and marketing of the platform (max 5 pages)

Sustainability plan – how the online trading platform service provider plans to maintain the operation of the platform after the project ends (max 3 pages)

CVs of key personnel (up to three CVs) – CVs are not included in the technical proposal page limit

* + - * + **Volume 2 – Cost Proposal (no page limit)**

Detailed Excel budget (template provided)

Budget Narrative

Evidence of Responsibility

* + - * *Format:* Technical proposals must be submitted in either PDF or Microsoft Word. Cost proposals must be submitted with a detailed budget in the Excel budget template provided with clear quantities and unit costs (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 Times New Roman font, in no smaller than 12-point for text and 10-point for spreadsheets, and any font size for graphics as long as they are legible.
      * *Language*: Technical and cost proposals shall be submitted in English.
      * *Validity*: Proposal submissions must remain valid for 60 days from the date of submission.
      * *References:* Submit at least one reference referring to previous high quality work completed for a client, customer, partner, donor, etc. with an authorized representative’s signature.
  1. **CONTRACT BUDGET RANGE**

This is a Firm-Fixed Price subcontract with an overall budget range of **$15,000 - 20,000 USD**.

* 1. **ADDITIONAL REQUIREMENTS**

1. **Authorizations, Licenses, and Permits:** The offeror must provide copies of registration documents required to operate and do business in one of the countries of the Western Balkan region (Albania, Kosovo, North Macedonia), such as incorporation certificate issued by 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** [**procurement@internationaldevelopmentgroup.com**](mailto:procurement@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 the EDGE Project.

# SECTION E. EVALUATION CRITERIA FOR AWARD

* 1. **QUALIFICATIONS AND EXPERIENCE OF THE FIRM**

The selected organization/consortium shall possess the following qualifications:

* Proven track record in managing an active online trading platform, preferably for machinery and equipment.
* Have staff available to provide necessary support to users of the platform in the three languages (Albanian, Macedonian, and Serbian).
* Have technical personnel on board for the platform maintenance or have a valid contract with software company for the same.
* Have a reasonable financial sustainability strategy for the platform.
  1. **EVALUATON CRITERIA**

Proposals will be equally evaluated according to the following criteria:

* + - Current activities in providing services for online trading with machinery and equipment (maximum 35 points)
    - Activities in the region of the Western Balkan countries (maximum 20 points)
    - A review of the qualifications and experience of key personnel responsible for managing the project (maximum 25 points); and
    - Reasonableness of the proposed costs (maximum 20 points).
  1. **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:

FROM:

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).

**52.204-24 Representation Regarding Certain Telecommunications and Video Surveillance Services or Equipment (Dec 2019)**

The Offeror shall not complete the representation in this provision if the Offeror has represented that it “does not provide covered telecommunications equipment or services as a part of its offered products or services to the Government in the performance of any contract, subcontract, or other contractual instrument” in the provision at [52.204-26,](https://www.acquisition.gov/content/52204-26-covered-telecommunications-equipment-or-services-representation#id19CAC0P0ESS) Covered Telecommunications Equipment or Services- Representation, or in paragraph (v) of the provision at [52.212-3,](https://www.acquisition.gov/content/52212-3-offeror-representations-and-certifications-commercial-items#i1060550) Offeror Representations and Certifications- Commercial Items.

* + 1. *Definitions.* As used in this provision—

“Covered telecommunications equipment or services”, “critical technology”, and “substantial or essential component” have the meanings provided in clause [52.204-25,](https://www.acquisition.gov/content/52204-25-prohibition-contracting-certain-telecommunications-and-video-surveillance-services-or-equipment#id1989I600I4C) Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.

* + 1. *Prohibition*. 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. Contractors are not prohibited 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.
    2. *Procedures.* The Offeror shall review the list of excluded parties in the System for Award Management (SAM) ([https://www.sam.gov](https://www.sam.gov/)) for entities excluded from receiving federal awards for “covered telecommunications equipment or services”.
    3. *Representation.* The Offeror represents that it.

will,

will not provide covered.

telecommunications equipment or services to the Government in the performance of any contract, subcontract or other contractual instrument resulting from this solicitation.

* + 1. *Disclosures.* If the Offeror has represented in paragraph (d) of this provision that it “will” provide covered telecommunications equipment or services”, the Offeror shall provide the following information as part of the offer—
       1. A description of all covered telecommunications equipment and services offered (include brand; model number, such as original equipment manufacturer (OEM) number, manufacturer part number, or wholesaler number; and item description, as applicable).
       2. Explanation of the proposed use of covered telecommunications equipment and services and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b) of this provision.
       3. For services, the entity providing the covered telecommunications services (include entity name, unique entity identifier, and Commercial and Government Entity (CAGE) code, if known); and
       4. For equipment, the entity that produced the covered telecommunications equipment (include entity name, unique entity identifier, CAGE code, and whether the entity was the OEM or a distributor, if known).

The Offeror is required to inform the prime contractor within one (1) business day of identifying any covered equipment/services as required by FAR 52.204-25.

***52.204-26 Covered Telecommunications Equipment or Services-Representation (Dec 2019)***

1. *Definitions.* As used in this provision, “covered telecommunications equipment or services” has the meaning provided in the clause [52.204-25](https://www.acquisition.gov/content/52204-25-prohibition-contracting-certain-telecommunications-and-video-surveillance-services-or-equipment#id1989I600I4C), Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.
2. *Procedures.* The Offeror shall review the list of excluded parties in the System for Award Management (SAM) ([https://www.sam.gov](https://www.sam.gov/)) for entities excluded from receiving federal awards for “covered telecommunications equipment or services”.
3. *Representation.* The Offeror represents that it.

does,

does not provide covered.

telecommunications equipment or services as a part of its offered products or services to the Government in the performance of any contract, subcontract, or other contractual instrument.

The Offeror is required to inform the prime contractor within one (1) business day of identifying any covered equipment/services as required by FAR 52.204-25.

Name and Title: Signature:

Date:

# ANNEX B: EVIDENCE OF RESPONSIBILITY

1. Authorized Negotiators

[Names of authorized negotiators]

1. 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]

* 1. [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?]

1. 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]

1. 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.
2. 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 of performance schedule, having taken into consideration all existing business commitments, commercial as well as governmental.

1. 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]

* 1. Confirm that your company has complied with contract requirements in the past adhered to contract schedules, including the administrative aspects of performance.
  2. Confirm your company’s record of forecasting and controlling costs.

1. Confirm that your principals have never been debarred or suspended.
2. 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]

1. Confirm that your company has never been accused of unethical business practices.
2. Reference your completion of the Representations and Certifications document.
3. Identify your company’s code of conduct or code of ethics, and briefly describe its contents.
4. 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]

* 1. Identify the number of projects your company has completed as evidence of its experience.
  2. Reference your company’s past performance record. Demonstrate that your company has the capacity in accounting and financial capacity to complete the project.
  3. 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?

1. 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]

* 1. Briefly describe your company’s building and facility.
  2. Briefly describe your company’s Information Technology systems including hardware, software, and internet connectivity.

1. 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]

* 1. 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.
  2. 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.
  3. 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.

1. Cognizant Auditor
2. 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.