

## 1. Synopsis of the Request for Quotation

DAI, implementer of the USAID funded **Projet Paysages Résilients Nord – PPR-Nord**, invites qualified vendors to submit quotations for the **Service of Tax Accounting Firm**, as follows:

1. RFQ No.	REQ-CAP-24-0083
2. Issue Date	May 08 <sup>th</sup> , 2024.
3. Title	Service of Tax Accounting Firm
4. Issuing Office & Email/Physical Address for Submission of Quotes	33, Ruelle Dericourt, Vaudreuil, 2 <sup>e</sup> rue a cote du nouveau 4VH – plus bas école « Les Parents Réunies ». Plaine du Nord, Haïti <a href="mailto:PPR-Nord_Procurement@dai.com">PPR-Nord_Procurement@dai.com</a>
5. Deadline for Receipt of Questions	May 31 <sup>st</sup> , 2024
6. Deadline for Receipt of Quotes.	June 21 <sup>st</sup> , 2024 @ 4:00 pm
7. Point of Contact	<a href="mailto:PPR-Nord_bidder_inquiries@dai.com">PPR-Nord_bidder_inquiries@dai.com</a>
8. Anticipated Award Type	Firm Fixed Price Purchase Order.  Issuance of this RFQ in no way obligates DAI to award a subcontract or purchase order and Bidders will not be reimbursed for any costs associated with the preparation of their quote.
9. Basis for Award	An award will be to the responsible bidder whose bid is responsive to the terms of the RFQ and is most advantageous to DAI, considering price, corporate capabilities and past performance.  To be considered for award, bidders must meet the requirements identified in Section 13, “Determination of Responsibility”. No discussions or negotiations are permitted with bidders, and therefore bidders shall submit their best and final price.

DAI conducts business under the strictest ethical standards to assure fairness in competition, reasonable prices and successful performance or delivery of quality goods and equipment. DAI does not tolerate corruption, bribery, collusion or conflicts of interest. Any requests for payment or favors by DAI employees should be reported as soon as possible to [ethics@dai.com](mailto:ethics@dai.com) or by visiting [www.dai.ethicspoint.com](http://www.dai.ethicspoint.com). Further, any attempts by an offeror or subcontractor to offer inducements to a DAI employee to influence a decision will not be tolerated and will be grounds for disqualification, termination and possible debarment. See provision No. 17 for more details.

## 2. Request for Quotation

<p>10. General Instructions to Bidders</p>	<ul style="list-style-type: none"> <li>• The deadline for submission is <b>June 21<sup>st</sup>, 2024</b>. Late offers will be rejected except under extraordinary circumstances at DAI's discretion.</li> <li>• Bidders shall submit quotes electronically via: <a href="mailto:PPR-Nord_Procurement@dai.com">PPR-Nord_Procurement@dai.com</a></li> <li>• Bidders shall <b>sign, seal and date</b> their quotation.</li> <li>• Bidders shall complete Attachment A: Price Schedule template.</li> <li>• These services are eligible for VAT exemption under the DAI prime contract.</li> </ul>
<p>11. Questions Regarding the RFQ</p>	<p>Each Bidder is responsible for reading very carefully and understanding fully the terms and conditions of this RFQ. All communications regarding this solicitation are to be made solely through the Issuing Office and must be submitted via email or in writing delivered to the Issuing Office no later than the date specified above. All questions received will be compiled and answered in writing and distributed to all interested Bidders.</p>
<p>12. Technical Specifications and requirements for Technical Acceptability</p>	<ol style="list-style-type: none"> <li>1. The list of goods and services and their specifications or requirements are listed in the Attachment C below.</li> <li>2. Final submission is required by <b>June 21<sup>st</sup>, 2024 at 4:00 pm local time or sooner</b>.</li> </ol>
<p>13. Prohibited Technology</p>	<p>Bidders <b>MUST NOT</b> provide any goods and/or services that utilize telecommunications and video surveillance products from the following companies: Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company, or any subsidiary or affiliate thereof, in compliance with FAR 52.204-25.</p>
<p>14. Determination of Responsibility</p>	<p>DAI will not enter into any type of agreement with a vendor prior to ensuring the vendor's responsibility. When assessing a vendor's responsibility, the following factors are taken into consideration:</p> <ol style="list-style-type: none"> <li>1. Provide copies of the required business licenses to operate in Haiti.</li> <li>2. Evidence of an Unique Entity ID (SAM)(explained below and instructions contained in the Annex).</li> <li>3. The source, origin and nationality of the services are not from a Prohibited Country (explained below).</li> <li>4. Ability to comply with required or proposed delivery or performance schedules.</li> </ol>
<p>15. Geographic Code</p>	<ul style="list-style-type: none"> <li>• Under the authorized geographic code for its contract DAI may only procure goods and services from the following countries.</li> <li>• Geographic Code 937: Goods and services from the United States, the cooperating country (Haiti), and "Developing Countries" other than "Advanced Developing Countries: excluding prohibited countries. A list of the "Developing Countries" as well as "Advanced Developing Countries" can be found at: <a href="http://www.usaid.gov/policy/ads/300/310maa.pdf">http://www.usaid.gov/policy/ads/300/310maa.pdf</a> and <a href="http://www.usaid.gov/policy/ads/300/310mab.pdf">http://www.usaid.gov/policy/ads/300/310mab.pdf</a> respectively.</li> </ul>

	<ul style="list-style-type: none"> <li>• DAI must verify the source, nationality and origin, of goods and services and ensure (to the fullest extent possible) that DAI does not procure any services from prohibited countries listed by the Office of Foreign Assets Control (OFAC) as sanctioned countries. The current list of countries under comprehensive sanctions include: Cuba, Iran, North Korea, Sudan, and Syria. DAI is prohibited from facilitating any transaction by a third party if that transaction would be prohibited if performed by DAI.</li> <li>• By submitting a quote in response to this RFQ, Bidders confirm that they are not violating the Source and Nationality requirements and that the services comply with the Geographic Code and the exclusions for prohibited countries.</li> </ul>
<p>16. Unique Entity ID (SAM)</p>	<p>All U.S. and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$30,000 and above <b>are required</b> to obtain an Unique Entity ID (SAM) prior to signing of the agreement. Organizations are exempt from this requirement if the gross income received from all sources in the previous tax year was <b>under \$300,000</b>. DAI requires that Bidders sign the self-certification statement if the Bidder claims exemption for this reason.</p> <p>For those required to obtain an Unique Entity ID (SAM) you may request Attachment C: Instructions for Obtaining an Unique Entity ID (SAM) For those not required to obtain an Unique Entity ID (SAM), you may request Attachment D: Self-Certification for Exemption from Unique Entity ID (SAM) Requirement</p>
<p>17. Compliance with Terms and Conditions</p>	<p>Bidder shall be aware of the general terms and conditions for an award resulting from this RFQ. The selected Bidder shall comply with all Representations and Certifications of Compliance listed in Attachment B.</p>
<p>18. Anti-Corruption and Anti-Bribery Policy and Reporting Responsibilities</p>	<p>DAI conducts business under the strictest ethical standards to assure fairness in competition, reasonable prices and successful performance or delivery of quality goods and equipment. <b>DAI does not tolerate the following acts of corruption:</b></p> <ul style="list-style-type: none"> <li>• Any requests for a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by a DAI employee, Government official, or their representatives, to influence an award or approval decision.</li> <li>• Any offer of a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by an offeror or subcontractor to influence an award or approval decision.</li> <li>• Any fraud, such as mis-stating or withholding information to benefit the offeror or subcontractor.</li> <li>• Any collusion or conflicts of interest in which a DAI employee, consultant, or representative has a business or personal relationship with a principal or owner of the offeror or subcontractor that may appear to unfairly favor the offeror or subcontractor. Subcontractors</li> </ul>

must also avoid collusion or conflicts of interest in their procurements from vendors. Any such relationship must be disclosed immediately to DAI management for review and appropriate action, including possible exclusion from award.

These acts of corruption are not tolerated and may result in serious consequences, including termination of the award and possible suspension and debarment by the U.S. Government, excluding the offeror or subcontractor from participating in future U.S. Government business.

Any attempted or actual corruption should be reported immediately by either the offeror, subcontractor or DAI staff to:

- Toll-free Ethics and Compliance Anonymous Hotline at (U.S.) +1-503-597-4328
- Hotline website – [www.DAI.ethicspoint.com](http://www.DAI.ethicspoint.com), or
- Email to [Ethics@DAI.com](mailto:Ethics@DAI.com)
- USAID’s Office of the Inspector General Hotline at [hotline@usaid.gov](mailto:hotline@usaid.gov).

By signing this proposal, the offeror confirms adherence to this standard and ensures that no attempts shall be made to influence DAI or Government staff through bribes, gratuities, facilitation payments, kickbacks or fraud. The offeror also acknowledges that violation of this policy may result in termination, repayment of funds disallowed by the corrupt actions and possible suspension and debarment by the U.S. Government.

**1.1 Attachment A: Price Schedule**

Item Number	Item Name	Specifications	Quantity	Unit Price	Total Price
1					
<b>GRAND TOTAL IN</b> <a href="#">Click here to enter text.</a>					
<b>GRAND TOTAL IN UNITED STATES DOLLARS</b>					\$

**Delivery Date:**

We, the undersigned, provide the attached quote in accordance RFQ # \_\_\_\_\_ dated \_\_\_\_\_ Our attached quote is for the total price of \_\_\_\_\_ (figure and in words)

I certify a validity period of \_\_\_ days for the prices provided in the attached Price Schedule/Bill of Quantities. Our quote shall be binding upon us subject to the modifications.

We understand that DAI is not bound to accept any quotes it receives.

Authorized Signature:  
 Name and Title of Signatory:  
 Name of Firm:  
 Address:  
 Telephone:  
 Email:

Company Seal/Stamp:

## 1.2 Attachment B: Representations and Certifications of Compliance

1. Federal Excluded Parties List - The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.
2. Executive Compensation Certification- FAR 52.204-10 requires DAI, as prime contractor of U.S. federal government contracts, to report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS)
3. Executive Order on Terrorism Financing- The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor/Recipient to ensure compliance with these Executive Orders and laws. Recipients may not engage with, or provide resources or support to, individuals and organizations associated with terrorism. No support or resources may be provided to individuals or entities that appear on the Specially Designated Nationals and Blocked persons List maintained by the US Treasury (online at [www.SAM.gov](http://www.SAM.gov)) or the United Nations Security Designation List (online at: [http://www.un.org/sc/committees/1267/aq\\_sanctions\\_list.shtml](http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml)). This provision must be included in all subcontracts/sub awards issued under this Contract.
4. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.
5. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.
6. Organizational Conflict of Interest – The Bidder certifies that will comply FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide DAI with a disclosure statement describing this information.
7. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
8. Equal Opportunity – The Bidder certifies that it does not discriminate against any employee or applicant for employment because of age, sex, religion, handicap, race, creed, color or national origin.
9. Labor Laws – The Bidder certifies that it is in compliance with all labor laws.
10. Federal Acquisition Regulation (FAR) – The Bidder certifies that it is familiar with the Federal Acquisition Regulation (FAR) and is in not in violation of any certifications required in the applicable clauses of the FAR, including but not limited to certifications regarding lobbying, kickbacks, equal employment opportunity, affirmation action, and payments to influence Federal transactions.
11. Employee Compliance – The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of an DAI Purchase Order to comply with the provisions of the resulting Purchase Order and with all Federal, State, and local laws and regulations in connection with the work associated therein.

By submitting a quote, bidders agree to fully comply with the terms and conditions above and all applicable U.S. federal government clauses included herein, and will be asked to sign these Representations and Certifications upon award.

### 1.3 Attachment C: Detailed Technical Specifications

DAI Global, LLC (DAI) is a for-profit international development and business consulting company. DAI's headquarters is in the United States, with major subsidiaries around the world including in the UK, Belgium, Pakistan, and Nigeria. DAI implements project for both public and private sector clients in industries such as economic growth, health, governance, fragile states, digital technology, energy, etc. DAI's clients include the United States Agency for International Development (USAID), the Department for International Development (DFID), European Commission, private foundations, and major oil and gas companies. For more information, visit [DAI.com](http://DAI.com)

DAI is implementing USAID-funded activities in Haiti. Since 2008, DAI has operated locally using a tax ID that was registered with support from USAID. However, DAI will be changing its registration status in Haiti to a foreign branch to facilitate local operations.

DAI's activities in Haiti do not generate any profit or income. The activities fall under the framework of the bilateral [Technical Cooperation Agreement signed between the Government of Haiti and the United States in May 1951](#). As such, the activities are exempt from VAT, income tax, and customs and duties.

**Background:** DAI Global LLC is Maryland based company who implements international development projects intends to open a Branch Office in Haiti. DAI acquired in 2008 a tax ID number which suited our operational needs until now. DAI is currently implementing three projects in Haiti that are financed by the United States Agency for International Development (USAID).

DAI through our legal representation has begun the process of starting commercial registration with the Ministry of Commerce. DAI requires the services of a specialized tax firms operating in Haiti who have experience registering American companies with the Haitian Tax Authority.

**Scope of Work:** The tax firm must be familiar with USAID and Government of Haiti rules and regulations. Please provide a fixed price quote for each of the following deliverables:

- **DELIVERABLE #1:** Conduct research to ascertain whether the fiscal registration and NIF (Tax Identification Number) held by DAI in Haiti since 2008 can be transferred to a newly registered DAI branch. Provide guidance on the associated procedures, including options to transfer the NIF to the branch or deregister the NIF while transitioning activities under a newly registered NIF linked to the branch registration.
- **DELIVERABLE #2:** Carry out all formalities required to register DAI's with the Haitian Tax Authority (Direction Générale des Impôts - DGI). This includes but is not limited to providing guidance on related procedures; providing the necessary forms and templates; submitting completed documents to the relevant authorities within a reasonable timeframe and conducting necessary follow-ups; providing submission receipts/confirmation from relevant authorities to DAI's designated point of contact; and, communicating regularly with DAI's designated point of contact on the status of registration procedures with DGI. Work on this deliverable will commence after DAI, with support from its local legal counsel, has formally registered as a branch before the Haitian Ministry of Industry and Trade.
- **DELIVERABLE #3:** Provide a memorandum elucidating DAI's tax obligations in Haiti as a foreign branch office, inclusive of a customized tax compliance schedule tailored to DAI's activities and advise on tax exemption procedures.

## Vendor Evaluation Criteria

No.	Criteria	Weight (%)
1.	Price	45%
2.	Corporate Capabilities and Evidence of Past Performance	55%
	<b>Total</b>	<b>100%</b>

### Disclaimer

- DAI may cancel the solicitation and not award
- DAI may reject any or all responses received
- Issuance of solicitation does not constitute award commitment by DAI Global
- DAI reserves the right to disqualify any offer based on initial evaluation of offers without further discussion
- DAI may choose to award only part of the activities in the solicitation, or issue multiple awards based on the solicitation activities.
- DAI reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition
- DAI will be contacting offerors to confirm contact person, address and that bid was submitted for this solicitation.
- DAI will not reimburse the applicant/s for preparation and/or submission of their responses/applications to the solicitation.
- For verification purposes, additional documentation may be requested to confirm proof of past work.