

September 19<sup>th</sup> 2024

## Request for Quotation (RFQ)

---

Subject RFQ #:	Palladium RFP – Fixed Asset Revaluation Specialist licensed by Financial Regulatory Authority in Egypt
RFQ Issue Date:	September 19 <sup>th</sup> , 2024
Terms of Reference / Specifications:	Fixed Asset revaluation for Small and Medium Enterprises part of USAID TRADE Program
Project	Trade Reform and Development in Egypt (TRADE)
The Company	Palladium International, LLC
Country of Performance	Egypt
Closing Date and Time	October 7 <sup>th</sup> , 2024
Contact Person	Ahmed Hadi, Procurement Advisor
Details for Submission	Submissions should be emailed to <a href="mailto:applyTRADE@thepalladiumgroup.com">applyTRADE@thepalladiumgroup.com</a>

---

Thank you for your interest in the above procurement. As implementer for the Project, Palladium invites you to submit a proposal for the terms of reference below. Your proposal must be valid during the Validity Period.

Please submit your proposal in accordance with the Details for Submission above by the Closing Date and Time. This RFP in no way obligates Palladium to award a contract nor does it commit Palladium to pay any cost incurred in the preparation and submission of a proposal. Palladium bears no responsibility for data errors resulting from transmission or conversion processes.

I look forward to your response. If you have any queries, please do not hesitate to contact me by e-mail [applyTRADE@thepalladiumgroup.com](mailto:applyTRADE@thepalladiumgroup.com)

Yours sincerely,

Rachid Benjelloun

Chief of Party, TRADE

## PROJECT DESCRIPTION

Trade Reform and Development in Egypt (TRADE) is a USAID-funded project whose objective is to increase Egypt's international trade by increasing exports from small and medium-sized enterprises (SMEs) in the activity's "selected sectors"; Engineering Products, Food Processing, Home textiles, Ready Made Garments, Chemicals, Printing and Packaging, and Building Materials

The TRADE Activity will achieve the following three Results:

1. Enhanced Export Capacity of SMEs, in particular New and Expanding Export- Ready Enterprises (NEEREs)<sup>1</sup> in the Selected Sectors.
2. Strengthened Public and Private Trade-Support Institutions (e.g., Trade Associations, Export Councils, etc.); and
3. Improved Trade and Investment Policy, Regulatory and Institutional Environment

## Purpose

USAID TRADE project is seeking to engage a licensed financial firm or individual to complete a Fixed asset revaluation for select SMEs to help them reflect the market value of their assets in their financial statements upon completing this asset revaluation activity. USAID TRADE works with SMEs across 7 Sectors (Engineering Products, Building Materials, Printing and Packaging, Food Processing, Home Textiles, Ready-made Garments, and Chemicals).

This assignment aims to provide TRADE's partner SMEs with the asset revaluation report to use it to reflect the market value of their fixed assets in their financial statements to satisfy lenders' requirements.

## Type of Contract

Blanket Purchase Agreement

## Anticipated Contract Term

12 months from the date of contract award.

The assignment is expected to start on/about 19<sup>th</sup> of September 2024 and end on/about 18<sup>th</sup> of September 2025.

## Timeline

Issuance Date: September 19<sup>th</sup>, 2024

Submission Deadline: October 7<sup>th</sup>, 2024

Questions to be received by: September 24<sup>th</sup>, 2024

Answers to be published by : September 26<sup>th</sup>, 2024

Expected Date of Award: October 30<sup>th</sup>, 2024

## Scope of Work and Standards

---

<sup>1</sup> New and Expanding Export Ready Enterprises is a specific term for TRADE that refers to a sub-set of SMEs.

USAID TRADE is looking to support SMEs operating in its target sectors gain access to a Financial Regulatory Authority-licensed (FRA) entity or Individual that would support them in revaluing their fixed assets to reflect their market value as most of their assets were recognized at book value and their carrying values do not reflect the current market value. Therefore, USAID TRADE decided to hire an FRA-licensed asset valuator to undertake below activities for selected SMEs including but not limited to

- Land Appraisal: Appraisal of the land owned by the SME subject to the appraisal.
- Building Appraisal: Appraisal of the state owned by the SME subject to the appraisal.
- Equipment Appraisal: Appraisal of all equipment (including IT) and machinery owned by the SME subject to the appraisal.

**The asset revaluation process for each SME will include the following tasks:**

- USAID TRADE to assign SME(s) and communicate the activities to be performed by the service provider.
- Service provider to determine and share the checklist with all the required documents to perform the assignment 2 days before the scheduled visit to the SME.
- Service provider to schedule a visit to assigned SMEs and provide meeting minutes, detailed timeline for deliverables (within 2 days of the scheduled visit)
- Service provider to submit the final evaluation report meeting the assignment requirements within one week from concluding the site visit.

The action plan shall at minimum cover **the following points:**

- Gather all required data to finalize the asset revaluation request.
- Submit drafted report for the assigned SME within 15 business days from the site visit.
- Submit final report and supporting documents within 20 days from the visit along with supporting documents. The valuation report shall include detailed description of the asset being valued, valuation methodology, supporting documents for the valuation and explain the inputs used to derive to the valuation, and provide supporting documents and recommendation based on the valuation findings.

**Deliverables and associated payments for each company supported are depicted in the following matrix:**

The solicitation will set out an agreed upon price to provide the above services based on the required activity and the location of the companies. Offerors are asked to provide a quote for the final report for each SME.

Prices can be adjusted for companies inside or outside of Cairo. The awarded offerors will be eligible to receive orders for the activities as per the requirements of TRADE's supported companies. At this time, TRADE expects up to 5 companies will benefit from the mentioned activities over the course of the contract.

**Main Deliverables and Payment Terms**

Required deliverables are described below:

Milestone	Payment
Engagement Plan: - Detailed project plan, including scope, timeline, and milestones - Communication plan and stakeholder engagement strategy (2 Days from SME Assignment)	20%

Data Collection and Review: Gather and review all relevant financial records, fixed asset listings, and supporting documentation- Identify any missing or incomplete information. (7 Days from SME Assignment)	0%
Asset Condition Assessment: Physical inspection of all fixed assets to verify existence, condition, and usability- Document any discrepancies between the financial records, documents provided and physical assets onsite. (10 Days from SME Assignment)	10%
Final Asset Valuation Report Comprehensive report detailing the fair market value of all fixed assets - Explanation of the valuation methodologies and supporting evidence - Recommendations for any necessary adjustments to the company's fixed asset accounting. (15 Days from SME Assignment)	70%
<p><b>Performance Delay Penalty:</b></p> <ul style="list-style-type: none"> <li>- Vendor understands and agrees that timely delivery/performance as outlined in the delivery schedule is essential to satisfactory completion of the required suppliers/services. Both parties agree that failure of the vendor to provide the supplies/services within the required delivery/performance dates (for reasons other than a “force majeure”) may result an assessment of the delay and apply penalty that will be deducted from the vendor payment.</li> </ul>	

## Evaluation and Award Process

**Evaluations will be made on a best value, trade off basis. Proposals must meet the following criteria to be considered eligible:**

- This solicitation is open to individuals or companies (together referred to as "consultants")
- Consultants may be Egyptian or American and be based in or outside of Egypt.
- Companies might be from any nationality that is not restricted by geographic code = 937 (Please refer to Source, Nationality and Origin Restrictions section below). Companies may form partnerships to bid for this solicitation

Offerors must demonstrate:

- track record of successfully assisting companies in attaining the listed activities.
- Licensed by FRA to perform the listed activities.
- Ability to pass Palladium’s due diligence standards and Code of Conduct standards.
- Not barred from working with the US government.

**A selection committee will review the technical approach, price, and professional references. The selection criteria are based on the following:**

- Past Experience,
- References, and
- Price

Palladium reserves the right to award under this solicitation without further negotiations. The offerors are encouraged to offer their best terms and prices with the original submission.

## **SOURCE, ORIGIN AND NATIONALITY RESTRICTIONS**

The geocode 937- encompasses the United States, Egypt, and developing countries other than advanced developing countries, but excluding any country that is a prohibited source. Only service providers falling within this specified geographic code will be eligible for consideration for the award.

References:

- USAID ADS Chapter 310: <https://www.usaid.gov/ads/policy/300/310>
- USAID List of Prohibited Source Countries: <https://www.usaid.gov/ads/policy/300/310mac>

## **PROCUREMENT INTEGRITY AND ETHICS**

It is Palladium's Policy that no gifts of any kind and of any value be exchanged between vendors/contractors and Palladium personnel. Discovery of the same will be grounds for disqualification of the vendor/contractor from participation in any Palladium's procurements and may result in disciplinary actions against Palladium personnel involved in such discovered transactions.

### **Instructions to the Offerors**

**The following items are required to be submitted as part of the quotation:**

- **Past Experience Information/Capability Statement:** Offerors must submit a past performance statement with previous experience supporting companies in asset evaluation. Offerors must also submit three professional references, including email and phone number contract information and outlining the nature of the relationship between the offeror and reference. This requirement can be submitted either in Word or PDF (maximum of three pages).
- **Price List:** Offerors must complete the attached price list as per the scope of work above.
- **Signed Certifications:** Terrorism, Anti-Kick Back, Debarment, Foreign Corrupt Practices Act

**The Company must complete Due Diligence Questionnaire if selected for Award within 5 days.**

**The Company must have a UEI number or obtain one within 5 days of being notified of selection.**

### **Attachments**

Please review the additional documentation and proposed contracts terms and conditions which should be given consideration when preparing your quotation. By submitting your bid, you will certify that that you are in agreement with the contract terms and conditions as included in this solicitation and that all prices include all aspects of the required compliance with the terms and conditions of the proposed contract.

- Annex A – Annex A – USAID TRADE FFP Subcontractor under USAID CPFF – Consulting Firms
- Annex B – Budget Template
- Annex C – Palladium Due Diligence Form(s)
- Annex D – Palladium Business Partner Code of Conduct
- Annex E – Certifications: Terrorism, Anti-Kick Back, Debarment, Foreign Corrupt Practices Act
- Annex F - Past Performance Format

You can access the annexes using this link: [https://palladiumgroup-my.sharepoint.com/:f:/g/personal/ahmed\\_abdelhadi\\_thepalladiumgroup\\_com/E51EDqC7X-NLgq3zmfDIG9cBGiNeCadGrUEMk\\_tKLnVDrQ?e=vji8Lf](https://palladiumgroup-my.sharepoint.com/:f:/g/personal/ahmed_abdelhadi_thepalladiumgroup_com/E51EDqC7X-NLgq3zmfDIG9cBGiNeCadGrUEMk_tKLnVDrQ?e=vji8Lf)

Any contract/purchase order resulting from this solicitation must be signed by both parties in order to be considered valid and in force. All costs associated with, but not limited to, production, preparation and/or delivery of goods or services, including deliveries, accepted by Palladium staff, without a fully executed

(signed by both parties) contract/purchase order, are at the vendor's risk only. Palladium shall not pay for any costs, without limitation, associated with production, preparation or delivery of goods and/or services under this or any other contract/purchase order, which has not been signed by both parties.

If your quotation is successful, you will be required to enter into the Company's standard contract for the types of goods or services being provided. In the provision of the Goods and Services, you will be required to comply with the Company's policies, including (without limitation) its Business Partner Code of Conduct and any relevant client terms and conditions. Potential suppliers must also comply with the Company's Business Partner Code of Conduct in the submission of any quotations pursuant to this RFQ.

If you are bidding as part of a joint venture, partnership or similar, please make this clear in your submission. Likewise, if you propose to subcontract any part of the goods or services provision, then disclose this fact within your submission. The Company may require additional information from you and approval for subcontracting will not be automatic as subcontractors will be subject to Palladium's Due Diligence process.

## Terms and conditions

### 1. Proposal Conditions

By submitting a proposal, potential suppliers are bound by these terms and conditions. Potential suppliers must submit offers with all details provided in English and with prices quoted in a single currency.

### 2. Proposal Lodgement

The Company may grant extensions to the Closing Time at its discretion. The Company will not consider any quotes received after the Closing Time specified in the RFP unless the Company determines to do so otherwise at its sole discretion.

### 3. Evaluation

The Company may review all proposal to confirm compliance with this RFP and to determine the best proposal in the circumstances.

### 4. Alterations

The Company may decline to consider a proposal in which there are alterations, erasures, illegibility, ambiguity or incomplete details.

### 5. The Company's Rights

The Company may, at its discretion, discontinue the RFP; decline to accept any proposal; terminate, extend or vary its selection process; decline to issue any contract; seek information or negotiate with any potential supplier that has not been invited to submit a proposal; satisfy its requirement separately from the RFP process; terminate negotiations at any time and commence negotiations with any other potential supplier; evaluate proposals as the Company sees appropriate (including with reference to information provided by the prospective supplier or from a third party); and negotiate with any one or more potential suppliers.

### 6. Amendments and Queries

The Company may amend or clarify any aspect of the RFP prior to the RFP Closing Time by issuing an amendment to the RFP in the same manner as the original RFP was distributed. Such amendments or clarifications will, as far as is practicable be issued simultaneously to all parties.

Any queries regarding this RFP should be directed to the Contact Person identified on the cover page of this RFP.

### 7. Clarification

The Company may, at any time prior to execution of a contract, seek clarification or additional information from, and enter into discussions and negotiations with, any or all potential suppliers in relation to their proposals. In doing so, the Company will not allow any potential supplier to substantially tailor or amend their proposal.

### 8. Confidentiality

In their proposal, potential suppliers must identify any aspects of their proposal that they consider should be kept confidential, with reasons. Potential suppliers should note that the Company will only agree to treat information as confidential in cases that it considers appropriate. In the absence of such an agreement, potential suppliers acknowledge that the Company has the right to disclose the information contained in their proposal.

The potential supplier acknowledges that in the course of this RFP, it may become acquainted with or have access to the Company's Confidential Information (including the existence and terms of this RFP and the TOR). It agrees to maintain the confidence of the Confidential Information and to prevent its unauthorised disclosure to any other person. If the potential supplier is required to disclose Confidential Information due to a relevant law or legal proceedings, it will provide reasonable notice of such disclosure to the Company. The parties agree that this obligation applies during the RFP and after the completion of the process.

### 9. Alternatives

Potential suppliers may submit proposals for alternative methods of addressing the Company's requirement described in the RFP where the option to do so was stated in the RFP or agreed in writing with the Company prior to the RFP Closing Time. Potential suppliers are responsible for providing a sufficient level of detail about the alternative solution to enable its evaluation.

### 10. Reference Material

If the RFP references any other materials including, but not limited to, reports, plans, drawings, samples or other reference material, the potential supplier is responsible for obtaining the referenced

material and considering it in framing their proposal. And provide it to the Company upon request.

### 11. Price/Cost Basis

Prices or costs quoted must show the tax exclusive price, the tax component and the tax inclusive price.

The contract price, which must include any and all taxes, supplier charges and costs, will be the maximum price payable by the Company for the Goods and/or Services.

### 12. Financial information

If requested by the Company, potential suppliers must be able to demonstrate their financial stability and ability to remain viable as a provider of the Goods and/or Services over the term of any agreement.

If requested by the Company, the potential supplier must promptly provide the Company with such information or documentation as the Company reasonably requires in order to evaluate the potential supplier's financial stability.

### 13. Referees

The Company reserves the right to contact the potential supplier's referees, or any other person, directly and without notifying the potential supplier.

### 14. Conflict of interest

Potential suppliers must notify the Company immediately if any actual, potential or perceived conflict of interest arises (a perceived conflict of interest is one in which a reasonable person would think that the person's judgement and/or actions are likely to be compromised, whether due to a financial or personal interest (including those of family members) in the procurement or the Company).

### 15. Inconsistencies

If there is inconsistency between any of the parts of the RFP, the following order of precedence shall apply:

- (a) these Terms and Conditions.
- (b) the first page of this RFP; and
- (c) the Schedule

so that the provision in the higher ranked document will prevail to the extent of the inconsistency.

### 16. Collusion and Unlawful Inducements

Potential suppliers and their officers, employees, agents and advisors must not engage in any collusive, anti-competitive conduct or any other similar conduct with any other potential supplier or person or quote any unlawful inducements in relation to their proposal or the RFP process.

Potential suppliers must disclose where proposals have been compiled with the assistance of current or former the Company employees (within the previous 9 months and who was substantially involved in the design, preparation, appraisal, review, and or daily management of this activity) and should note that this may exclude their proposal from consideration.

Potential suppliers warrant that they have not provided or offered any payment, gift, item, hospitality or any other benefit to the Company, its employees, consultants, agents, subcontractors (or any other person involved in the decision-making process relating to this RFP) which could give rise to a perception of bribery or corruption in relation to the RFP or any other dealings between the parties.

### 17. Jurisdiction

This RFP shall be subject to the laws of the District of Columbia, United States of America. The language of the arbitration will be English.

The Potential Supplier and the Company will use their best efforts to settle amicably any dispute, controversy, or claim arising out of, or relating to this RFP or the breach, termination, or invalidity thereof.

If no agreeable settlement can be found, any dispute, controversy, or claim arising out of or relating to this RFP or the breach, termination, or invalidity thereof, shall be settled by mediation through the American Arbitration Association by filing a request for mediation with the AAA and the other party. The Parties will be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute.