**Request for Proposals (RFP)**

|  |  |
| --- | --- |
| **RFP Number:** | TFCS-RFP-2024-002 |
| **Issuance Date:** | Day (011/02/ 2024) |
| **Deadline for Receipt of Questions** | 05:00 pm, Day (21/02/ 2024) (Ramallah local Time) |
| **Deadline for Offers:** | 05:00 pm, Day (04/09/ 2024) (Ramallah local Time) |
| **Description:** | Tasdeer and Palestine Trade Center (PalTrade) are in search of an innovative marketing and business development company (or companies) possessing extensive expertise in fostering business connections, market development, and crafting and executing top-notch marketing and promotional campaigns for the KSA, UAE, and Kuwait markets. These efforts are integral to an initiative titled “Buy from Palestine”; an initiative to promote Palestinian products and foster business connections in the Gulf markets implemented under Tasdeer Program. The first phase of this initiative will focus on KSA, UAE and Kuwait. Companies/Consortiums of Companies can bid for one or more components of this RFP. |
| **For:** | Trade Facilitation and Customs Support Programme (Tasdeer) |
| **Funded By:** | UK Foreign Commonwealth and Development Office (FCDO) |
| **Implemented By:** | Cowater International |
| **Point of Contact:** | Finance & Operations Department – [procurement@tasdeer.ps](mailto:procurement@tasdeer.ps) – +972569881808 |

**ETHICAL AND BUSINESS CONDUCT REQUIREMENTS**

Tasdeer adheres to Cowater and FCDO’s ethical and business conduct requirements. Cowater is committed to integrity in procurement, and only selects offerors based on objective business criteria such as price and technical merit. Cowater expects offerors to comply with our Standards of Business Conduct, available at <https://www.cowater.com/en/about-us/#history>

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

Employees and agents of Cowater are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or offerors in exchange for or as a reward for business. Employees and agents engaging in this conduct are subject to termination and will be reported to the client.

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

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

Please contact [procurement@Tasdeer.ps](mailto:procurement@Tasdeer.ps) with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to Cowater at to [codeofconduct@cowater.com](mailto:codeofconduct@cowatersogema.com).

**Section 1: Introduction and Instructions to Offerors**

1. **Introduction**

Cowater International, acting for the Trade Facilitation and Customs Support Programme (Tasdeer), is soliciting proposals from eligible and responsible marketing and business development company (or companies) to promote Palestinian products and foster business connections in the Gulf markets as described in Annex 1 (Detailed Terms of Reference and Requirements).

The Trade Facilitation and Customs Support Programme (Tasdeer) is an official program of the UK Foreign Commonwealth and Development Office (FCDO), Contract No. PO10054, and is being carried out in West Bank and Gaza. The objective of Tasdeer programme is to improve the Palestinian private sector competitiveness and the PA’s capacity in the fields of trade, customs and import policy regulation and administration. The TASDEER programme aims to increase sustainable private sector led economic growth and job creation in the Occupied Palestinian Territory, including the West Bank and the Gaza Strip and the PA’s fiscal sustainability while ensuring equitable access to increased trade, and improved institutional capacity. Gender Equality and Social Inclusion are main tools and objectives for Tasdeer to ensure the benefits of the programme are equally accessed by the diverse groups of men and women in the supply chain.

Tasdeer is designed to be flexible and adaptable, and will work politically and technically to make progress across four-key interrelated Workstreams:

* **Work Stream 1: Support to expedite the movement of goods and reduce transaction costs.** This work stream aims to develop systemic interventions that will seek to expedite the movement of goods and contribute to impactful reductions in transaction costs for Palestinian imports and exports.
* **Work Stream 2: Support to improve Palestinian trade-related institutions and business enabling environment.** This work stream aims to improve the Palestinian trade-related institutions and strengthen the trade operating environment.
* **Work Stream 3: Support to improve the private sector’s skills and innovation to export and create jobs.** This work stream aims to support activities that will help Palestinian firms increase their exports through the application of a market-driven approach. This market-driven approach will identify potential buyers/markets while exploring the linkages between the buyer, the firms, and its offerors.
* **Work Stream 4: Support to improve PA’s Customs readiness to assume functions from Israel and revenues from trade-related taxes.** This workstream aims to provide technical assistance to enhance the capacity of the PA Ministry of Finance Customs Department including the possible transfer of additional custom functions from Israel to the PA and to limit fiscal losses from inefficient clearance mechanism of trade-related taxes between the PA. The interventions implemented by each work stream are designed to take into consideration the roles and needs of women, youth, and people with disabilities, including those in marginalized areas (i.e., East Jerusalem, seam zone, area C and Gaza), ensuring that all interventions and activities are GESI responsive, as main principle to achieve their expected results.

Offerors are responsible for ensuring that their offers are received in accordance with the instructions stated herein. Failure to adhere with instructions described herein may lead to disqualification of a proposal from consideration. Companies/Consortiums of Companies can bid for one or more components of this RFP.

1. **Questions and Requests for Clarifications**

Questions regarding the technical or administrative requirements of this RFP may be submitted no later than 05:00 pm on 21/02/2024 (Ramallah local Time) **by email to** [**procurement@tasdeer.ps**](mailto:procurement@tasdeer.ps). Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification and the responses thereto that Cowater believes may be of interest to other offerors will be circulated to all RFP recipients who have indicated an interest in bidding.

Tasdeer will conduct an online workshop on 20/02/2024 , at 11 am Jerusalem time for interested service providers to address any remaining concerns or unresolved issues. Companies interested in attending should send an email to receive the meeting link.

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

1. **Offer Deadline**

Offers must be received no later **than** 05:00 pm, Day (04/09/ 2024) (Ramallah local Time)**.** Offers received after this date or time will be considered late and will be considered only at the discretion of Cowater.

1. **Instructions for Submission of Offers**

**Each offeror must submit its proposal in two separate volumes: the** **Technical Volume and the Cost Volume**.

**The Technical proposal shall be submitted in separate email from the financial proposal.**

All offers and related documents must be submitted in emails with the name and address of the offeror and the RFP number **(“RFP No. TFCS-RFP-2024-**002**”**) clearly marked in the email. **The Technical Volume and the Cost Volume must be submitted separately**. Emails must be clearly marked either “Technical Volume” or “Cost Volume”. If multiple emails must be submitted due to the size of a proposal, offerors must ensure that each email is clearly marked with the information described above.

All offers must be prepared in English.

* 1. **Technical Volume**

The Technical Volume should describe in detail the offeror’s proposed plan for providing the services described in the technical specifications found in Annex 1. It should demonstrate a clear understanding of the work to be undertaken and the responsibilities of all parties involved. The plan should include details on equipment, personnel, and subcontractors that the offeror will make available to carry out the required activities. The plan should also provide details on the anticipated delivery schedule, including an estimated completion date.

At a minimum, the Technical Volume must contain the following required completed documents:

1. Completed Technical Requirements (see Annex 1); at a minimum, this must include:
   1. A detailed methodology with sustainability recommendations
   2. CVs for proposed staff with identified roles
   3. A detailed implementation plans
2. Evidence of Responsibility Statement (see Annex 2)
3. Proposal Cover Letter (see Annex 3)

.

1. Past Performance Form (see Annex 5)
2. Proposal Checklist (see Annex 6)
3. Consultant LOC (Letter of Commitment) (see Annex 7)
4. Completed copy of the attached due diligence form signed by an authorized representative of the offeror.
5. In addition, offerors responding to this RFP are requested to submit the following:

* Organizations responding to this RFP are requested to submit a copy of their official registration or business license.
* Individuals responding to this RFP are requested to submit a copy of their identification card.

***Subcontracting arrangements*:** If the execution of work to be performed by the offeror requires the hiring of subcontractors, the proposal must clearly identify the subcontractor(s), contact information of subcontractor(s), and the work they will perform. Cowater will not refuse a proposal based upon the use of subcontractors; however, Cowater retains the right to approve or reject the specific subcontractors selected.

All electronic copies of documents in the Technical Volume must be in PDF, Microsoft Word or Microsoft Excel format.

The information contained in the Technical Volume should not contain any cost- or price-related information.

* 1. **Cost Volume**

The Cost Volume must include a unit cost breakdown for every line item described in Annex 4, as well as a description of any other costs involved; see the Price Schedule in Annex 4 for the required format. The offer must preserve and clearly indicate the line-item numbers. All items, services, transportation costs, etc. must be clearly labeled and included in the total price. Prices must be quoted on a lump-sum, all-inclusive basis. No other costs, taxes, and/or fees may be added later.

Tasdeer Programme is exempt from VAT. Any award issued by Cowater on behalf of the Tasdeer Programme, an official program of the Government of the UK in Palestine, is free and exempt from VAT.

Quotations must be fixed price, expressed in **GBP**.

The Cost Volume must contain the following required documents:

1. Quotation on official letterhead or official quotation format, containing the information in Annex 4. Alternatively, offerors may complete the format found in Annex 4 and submit a signed/stamped version to Cowater.

The anticipated subcontract type for this procurement will be a firm fixed priced subcontract.

It is anticipated that Cowater will subcontract for the full services described in this RFP. However, Cowater reserves the right to subcontract for less or more services at its discretion

**Validity Period**

Offers must remain valid for at least 90 calendar days after the offer deadline.

* 1. **Past Performance**

In the Technical Volume, all offers should include information for at least three (3) client references for recently offered services of similar technical scope and/or capacity.

The information offered must include a.) the name, address, contact person, and current phone number of the organization for which services were performed; b.) a brief description of the work performed; c.) the duration (including the dates) of the work and amount (specify the currency) of the contracts/subcontracts. If the Offeror encountered problems in carrying out any of these contracts, it should provide an explanation of the problem encountered and describe any corrective action taken. Failure to submit complete and accurate information regarding previous similar or related contracts is grounds for disqualification from the evaluation process.

Cowater reserves the right to obtain past performance information obtained from sources other than those identified by the offeror.  Cowater shall determine the relevance of similar past performance information.

* 1. **Negotiations**

Best and final price quotations are requested from all offerors. It is anticipated that awards will be made solely on the basis of these original quotations. However, Cowater reserves the right to conduct negotiations and/or request clarifications prior to awarding a subcontract.

* 1. **Basis for Award**

The award will be made to a responsible offeror whose offer follows the RFP instructions, meets the eligibility requirements, and is determined via a trade-off analysis to be the best value based on application of the following evaluation criteria. The relative importance of each individual criterion is indicated by the number of points below:

* **Technical approach – 50 points:** Responsiveness to the technical specifications and requirements. This will evaluate the offeror’s proposed methodology and work plan. The methodology should demonstrate a comprehensive understanding of the scope of work and firm grasp of the purpose of the required deliverables. The Work plan should include the organization of the tasks illustrating maximization of time and clarity in the assignment of personnel.
* **Past Experience – 20 points** in relevant field and corporate capabilities: This will include an evaluation of the capacity of the organization to perform the scope of work, review of success stories of previous experience in similar jobs and the ability to illustrate past successes in performing similar assignment.
* **Consultant Composition 30 points**: This will include an evaluation of the qualifications of proposed consultants; mix of experience and technical capabilities and assignment of tasks to maximize resources’ and meet deadlines. Evaluation of the CV and reference if needed.
* **Cost Proposal – 30 points:** The overall cost presented in the offer.

**Commercial Evaluation Criteria (see Annex 8)**

**Technical Evaluation Criteria Item (see Annex 9)**

\* Technical proposals that get score less than 40/60, the financial offer might not be considered.

\* Proposals short listed based on highest scores in the technical evaluation maybe required to make a presentation, after which the technical scoring will be adjusted for those short-listed proposals.

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

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

Please note that in submitting a response to this RFP, the offeror understands that FCDO is not a party to this solicitation and the offeror agrees that any protest hereunder must be presented—in writing with full explanations—to Tasdeer Programme for consideration, as FCDO will not consider protests regarding procurements carried out by implementing partners. Cowater, at its sole discretion, will make a final decision on the protest for this procurement.

* 1. **Terms and Conditions of Subcontract**

This is a Request for Proposals only. Issuance of this RFP does not in any way obligate Cowater to award a subcontract, nor does it commit Cowater to pay for costs incurred in the preparation and submission of a proposal.

**ANNEX 1: Detailed Specifications and Requirements**

**Terms of Reference**

**About Tasdeer**

The Trade Facilitation and Customs Support programme (Tasdeer) is a three-year programme funded by the Foreign Commonwealth and Development Office (FCDO) and aims at improving the trade performance and customs capabilities in the Occupied Palestinian Territories (OPTs). It will ultimately contribute to private sector-led economic growth and fiscal sustainability in the OPT’s. The programme is designed to be flexible and adaptive and will work politically and technically to make progress across four-key interrelated Workstreams:

* Work Stream 1 (WS1): Support to expedite the movement of goods and reduce transaction costs.
* Work Stream 2 (WS2): Support to improve Palestinian trade-related institutions and business enabling environment.
* Work Stream 3 (WS3): Support to improve the private sector’s skills and innovation to export and create jobs.
* Work Stream 4 (WS4): Support to improve PA’s Customs readiness to assume functions from Israel to collect revenues from trade-related taxes.

The programme is implemented by a Cowater-led consortium on behalf of FCDO. A Steering Committee (including representatives from FCDO, the Ministry of National Economy and Ministry of Finance) will approve interventions identified and designed by the programme management. The programme interventions will be reviewed, and quality assured by a Strategic Advisory Panel comprised of experts from the core consortium members across the four workstreams.

**Background:**

The Palestinian economy faces a myriad of challenges, limiting its full potential utilization. Yet, concerted efforts persist in nurturing a conducive business environment. Despite these hurdles, including the perception held by international importers, distributors, and wholesalers stemming from media coverage of the political situation the Palestinian private sector has exhibited resilience, crafting high-quality products exported to over 70 countries, albeit in limited quantities.

This demands action from key stakeholders to reshape this perception and elevate the Palestinian economy's reputation as a hub for top-notch exports, both in goods and services.

The market diversification for Palestinian products remains low, with Israel accounting for the primary export destination in 2022 (85%) due to the favorable price difference with Israel and the lower logistical burden of transporting goods, exposing exports to political instabilities and conflicts. Jordan (4.5%) and the GCC (3.9%) represent minor shares despite the huge potential in these markets. Notably, there's a lack of concerted business development initiatives to advocate for and sell Palestinian products in countries other than Israel.

Additionally, the lack of specialized, integrated marketing campaigns focused on market expansion exacerbates this challenge. Overall, except for a limited number of products, Palestinian products suffer from inadequate positioning and differentiation within the Arab and regional markets. It is worth mentioning that due to the limited resources both the government and private sector entities have failed to invest adequately in bridging this gap.

**Objectives of the Assignment:**

**Tasdeer and Paltrade are aiming to achieve the following objectives:**

Capitalize on the good perception of Palestinian products – especially food products – and improve the awareness of both consumers and traders on the great potential and competitiveness of specific Palestinian products and services.

Establish sustainable business linkages in targeted markets.

Utilize the current solidarity towards Palestinians and the desire to help, by promoting the concept of “buy from Palestine” as a way of support but with the aim of introducing the high-quality Palestinian products which will furnish the way for sustainable demand in the future.

Lower dependency of the Palestinian companies on the Israeli market, and exploring alternative markets to eliminate the high political risk in the commercial relationship with Israel especially after the recent war.

**Scope of Work:**

## Geographical Focus:

Saudi Arabia, UAE, and Kuwait

## Products and companies:

Criteria for Selecting Export-Ready Products

1. Quality and International Success: highly- recognized products with a successful record of penetration in international and regional markets.
2. Historical Sales Performance: products that have a strong historical sales record in export markets, with a specific emphasis on the Gulf countries in general and the three selected priority markets; UAE, Saudi Arabia, and Kuwait in particular.
3. Market Demand: products that have demonstrated demand in the UAE, KSA, and Kuwait markets in specific and the Gulf markets and other markets in general.
4. Production Capacity: products that can be produced in sufficient quantities to meet potential increased demand resulting from promotional activities without straining production capabilities.
5. Customization Potential: products that can be easily customized or adapted to suit the preferences and requirements of the selected markets.
6. Language and Labeling: products with labeling and packaging that can be easily adapted to meet the requirements of the selected markets.

Criteria for Selecting Export-Ready Companies

1. Export performance: demonstrated history of successful international exports, especially to the selected markets, and a track record of exporting their products or services in general, while also maintaining a sustainable track record in their exports.
2. Export Commitment: companies who are willing to participate in the campaign and committed to exporting to the selected markets.
3. Unique success stories: companies with unique success stories or achievements in international trade.‎
4. Regulatory Compliance: the companies that are capable of complying with selected countries' specific export regulations and documentation requirements.
5. Legal and Contractual Capacity: companies that have the legal capacity to enter into international contracts and agreements.‎
6. Distribution and Logistics: companies possessing efficient logistics options for timely delivery to the selected markets.
7. Promotional tools: companies that have professional websites or any e- platforms.
8. Companies with a clean track record, having faced no history of health requirement or standard issues.

## Around 60 companies are estimated to participate.

## The first phase will target the following initial list of products, applicable to be updated during the inception phase.

|  |  |  |
| --- | --- | --- |
| No. | Sector | Products |
| 1. | Furniture | * 1. Bedroom   2. Dining Room   3. Office furniture |
| 2. | Footwear and leather | 2.1 Safety shoes  2.2 Slippers  2.3 Sandals  2.4 Men shoes |
| 3. | Food Products | Agro processed food  3.1 Olive oil  3.2 Zatar  3.3 Freekeh, Couscous3.4 Pickels  3.5 labneh, makdous and such stuff  3.6 cheese |
| Processed meat  3.7 Sausage  3.8 Mortadella |
| Other food items  3.9 Ice cream  3.10 Chocolate  3.11 Biscuits  3.12 Table Salt – Dead sea |
| 4. | Fresh fruits and Vegetables | 4.1 Avocado  4.2 Dates  4.3 Potato |
| 5. | Handcrafts | 5.1 Ceramic  5.2 Embroidery  5.3 Glassware |
| 6. | Dead Sea Products | 6.1 Facial Care Products  6.2 Hair Care Products  6.3 Body Care Products  6.4 Salt  6.5 Soaps with different ingredients such as; olive oil, Rosmary, Green tea, etc. |
| 7. | Pharmaceutical | 7.1 Medicines  7.2 Supplements  7.3 Medical devices (eye drops) |
| 8. | Metal sector | 8.1 Multi lock doors  8.2 Metal furniture  8.3 Cutting & Grinding Wheels, Flap Discs, Cut-off Wheels, |
| 9. | Stone and Marbel | 9.1 Stone for external and internal designs; Slabs, Tiles  9.2 Building stone |
| 10. | ICT sector | 10.1 software development; education, insurance,  10.2 Outsourcing |

**Roles and Responsibilities:**

Based on the scope of work, the hired firm are expected to be responsible for:

This call for proposals is intended to provide support to partners by highly qualified service ‎providers to implement this first phase in the target priority markets. Partners have identified the following ‎three main activities:‎

‎•‎ Create a Palestinian Export Products Catalogue that encompasses export-ready ‎products ‎and companies, adhering to defined criteria, to serve as a valuable resource ‎for all ‎forthcoming promotional initiatives.‎

‎•‎ Support export ready Palestinian companies to establish sustainable business linkages ‎with buyers in the targeted markets. ‎

‎•‎ Design and execute a comprehensive and integrated marketing and promotional ‎campaign within the designated markets, leveraging highly specialized expertise.‎

**Export Products Catalogue**

Create a catalogue for the selected products that can be utilized for all future promotional activities. The catalogue should highlight the quality of products produced by Palestinian companies, the markets that are currently exporting to, their capacity and advanced production methods, the human story behind the product (if any), among other aspects that can make the product appealing to traders and wholesalers.

The catalogue should be localized to match the expectations and needs of the consumer in the targeted markets with special focus on the retailers and distributors.

The catalog will encompass (alongside other recommended elements proposed by the service provider):

- Brief, engaging profiles of each chosen sector/product, emphasizing unique selling points, strengths, and export potential. These will be accompanied by vibrant, high-resolution photographs and illustrations.

- A directory of active exporters within these sectors.

The service provider will:

- Produce compelling promotional content, utilizing information and visual assets provided by Tasdeer and PalTrade.

- Design a user-friendly, visually striking catalogue in print and digital formats that can be easily updated later. Open-source files should be delivered.

- Recommend optimal catalogue formats/platforms to maximize appeal and accessibility for overseas buyers.

- Elucidate their strategy for ensuring a consistent brand identity and seamless content updating as the catalogue expands over time and into new markets.

The service provider will:

- Develop promotional content, provided that all the necessary information and photos regarding the sectors and companies will be submitted by Tasdeer and PalTrade.

- Design a user-friendly export product catalogue and suggest the most suitable formats for producing the catalogue which may include hardcopy and digital copies/options.

- The design should consider that this is the initial phase of an ongoing process, which will extend over longer durations within the same markets and primarily expand into other regional or international markets. Therefore, the service provider should elucidate their approach to ensuring these formats can be consistently updated as the initiative progresses. (open-source format should be provided).

**Market expansion and business linkages**

Explore potential partnerships with local distributors or retailers over a period of one year (including planning and final reporting).

The selected company will be responsible for generating business leads in the targeted markets. The identified leads should be selected based on clear criteria that guarantees high potential of future business relations for the Palestinian products.

Among other things to be proposed by the service provider, the following should be conducted:

- Review all export ready products/services and companies and provide a list of products and services with export potential for each of the selected priority countries (KSA, UAE, and Kuwait)

- Identify and provide a list of potential importers, distributors, wholesalers, retail chains, and e-commerce platforms for each product/service identified with export potential in that market. This list should include the name of the company, targeted products, address, name of main salesperson and contact information.

- Identify potential business linkages between importers, distributors, wholesalers, retail chains, and e-commerce platforms in each priority market and potential Palestinian companies based on exploring interests of potential buyers.

- For each priority market provide a list of business leads and potential business linkages.

- For each priority market organize B2B meetings with potential importers and Palestinian producers.

Before the B2B meetings: In addition to selection of business leads in the targeted markets, the hired company will work on improving the chances of the Palestinian company through conducting pre-meetings to prepare producers and support them on how best to present their company and products, and how best to negotiate a deal.

After the B2B meeting follow up between the Palestinian companies and buyers in priority markets to facilitate reaching deals.

**Promotional Campaign:**

Tasdeer and PalTrade aim to design and launch a six-month promotional campaign to complement other activities in achieving the initiative’s objectives including:

- Increase demand and sales for products available in the targeted markets.

- Boost brand awareness in the targeted markets

- Change the perception of Palestinian business image and export capabilities in targeted markets to encourage buying new products.

- Generate traffic to companies and PalTrade’s website and bolster engagement across its social media channels.

The service provider is expected to execute a promotional campaign that aligns with the B2B activities using the most effective and cost-efficient mix of traditional and digital marketing tools and channels in KSA, UAE, and Kuwait for the priority products selected above. Among other things, the service provider should propose the following:

- A methodology to develop a compelling and consistent message utilizing the sector/product value proposition and building on previously implemented branding campaigns “sunbird” that resonate with the groups (importers, distributors, wholesalers, e-commerce platforms, consumers) in the targeted markets.

- The best platforms to reach the targeted audience (digital and traditional) using creative content and using the most effective and cost-efficient communication tools engaging visuals, multimedia content. This could also include Leveraging influencers, contests, giveaways, and providing incentives. The proposal should include a matrix that reflects the different platforms, quantities per activity per platform, expected reach and estimated cost.

Concurrently aligning with B2B deal finalizations in targeted markets, the promotional campaign's design should be tailored by the service provider to execute activities aimed at enhancing the Palestinian business image. These activities should encourage importers to explore and purchase Palestinian products.

Monitor and evaluate campaign effectiveness:

To monitor and assess the effectiveness of the campaign, the service provider should develop and implement a robust monitoring and reporting mechanism that should be an integral part of the campaign design. Additionally, the company will actively engage in experimentation with various approaches and precisely analyze the outcomes to fine-tune and optimize the campaign. Furthermore, monthly, the company should deliver a report detailing the results and the necessary corrective actions that are being implemented to ensure the campaign achieves the best possible results.

**Personal Skills:**

**Deliverables:**

1. User friendly, fully designed, Export products catalogue.
2. Matrix identifying products with export potential in each of the targeted markets.
3. List of potential importers, distributors, wholesalers, retail chains, and e-commerce platforms for each product/service identified in each market.
4. List of business leads and potential business linkages in each market.
5. Preparation meetings report including recommendations and guidance provided to companies.
6. Organize B2B meetings with potential importers and Palestinian producers.
7. Final report highlighting achievements, lessons learned and recommendations.
8. Inception report that includes promotional messages and detailed plan of the promotional campaign.
9. A monthly report detailing the results and the necessary corrective actions that are being implemented to ensure the campaign achieves the best possible results.
10. A final report to encompass valuable feedback collected from the targeted groups such as consumer, wholesaler, and distributor. This feedback will be converted into actionable recommendations aimed at enhancing future campaigns and further elevating the performance of exporting companies in these designated markets.

**Qualifications and Experience**

1. Hired companies should be specialized in social media marketing that allows it to post quality content to achieve the assignment strategic objective.
2. Strong knowledge in data interpretation for the marketing activities that will be implemented throughout the assignment.
3. Partners are seeking creative marketing companies that will allow achieving the strategic goals of the assignment. Creativity will be measured through the proposed ideas in the received proposal and the efficient use of the available resources.
4. Ability to produce high quality and creative designs.
5. Strong content creation experience that will pull the targeted audience to the Palestinian products.
6. Strong proven problem solving and critical thinking skills. Company should be able to prove its strength through past experience presented.
7. Ability to manage multiple marketing campaigns at once through solid project management experience.

**Reporting Lines and Managerial Responsibilities**

Tasdeer Workstream 2 lead and Paltrade CEO

**Duty Station:**

KSA, UAE or Kuwait

**Type of the Contract:**

Short-Term Consultancy/International companies

**Duration of Contract and level of effort:**

The project is scheduled to commence in February 2024 and will continue through December 2024.

The partners seek highly qualified companies that possess extensive experience in optimizing resources and budgets to achieve maximum impact. Demonstrated cost efficiency and ability to work effectively within resource limitations while maximizing outcomes are essential attributes Cost-efficient innovation is highly required and should be reflected in the proposed financial offerThe applicant is requested to submit offers based on two scenarios: the first scenario with a budget of up to USD 300,000, and the second scenario with a budget of up to USD 500,000. Detailed costs should be provided for each scenario.

**ANNEX 2: Evidence of Responsibility Statement**

Evidence of Responsibility Statement

This statement describes the offeror’s internal policies and procedures, as well as its ability to comply with the terms and conditions of a potential subcontract resulting from RFP No. TFCS-RFP-2024-012. The offeror shall complete the information in this statement as part of its proposal.

Company Name:

1. Authorized Negotiators

The offeror’s proposal in response to RFP No. TFCS-RFP-2024-012 may be discussed with any of the following individuals. These individuals are authorized to represent our company in negotiation of this proposal.

Names of authorized negotiator(s):

These individuals can be reached at the following office:

Address:

Telephone/Email:

2. Adequate Financial Resources

We hereby certify that the above-named company maintains adequate financial resources to manage any subcontract resulting from this offer.

3. Ability to Comply

We certify we are able to comply with the proposed schedule and period of performance, having taken into consideration all existing business commitments, commercial as well as governmental.

4. Record of Performance, Integrity, and Business Ethics

Our record of integrity is outstanding. We have no allegations of lack of integrity or of questionable business ethics. Our integrity can be confirmed by our Past Performance References, contained in the Technical Volume.

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

Describe how the subcontract will be managed:

6. Equipment and Facilities

We maintain the necessary facilities and equipment to carry out the subcontract.

7. Eligibility to Receive Award

We are qualified and eligible to receive an award under applicable laws and regulation. In addition, we have performed similar work – describe:

8. Acceptability of Subcontract Terms and Conditions

We have reviewed the solicitation document and attachments and agree to the terms and conditions set forth therein.

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

Company Name:

By (Signature): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## ANNEX 3: Proposal Cover Letter

[On Firm’s Letterhead]

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

**To: Cowater International – Tasdeer Programme**

**Ramallah Office**

**Reference: RFP no. TFCS-RFP-2024-**002

To Whom It May Concern:

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

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

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

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

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

Authorized Signature:

Name and Title of Signatory:

Date:

Company Name:

Company Address:

Company Telephone and Website:

Company Registration or Taxpayer ID Number:

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

Official name associated with bank account (for payment):

**ANNEX 4: Price Schedule –** **This a summary table. A detailed budget should also be provided showing positions, rates, and expenses. Detailed budgets should be divided by phase (e.g., Inception” and “Implementation”).**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item No. | Item Name | Description/Specifications | QTY | Unit Price | Total Price |
| 1. |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 | VAT | Price should not include VAT. | | | |
| **GRAND TOTAL IN** Click here to enter text. | | | | |  |
| GRAND TOTAL IN GREAT BRITISH POUND GBP | | | | | **£** |

|  |
| --- |
| **Delivery Period:** Click here to enter text. |

## *Note: If the cost offer could be provided in GBP, please adjust your cost proposal and mark clearly costs to be in the GBP currency.*

## 

## ANNEX 5: Past Performance Form

Include projects that best illustrate your work experience relevant to this RFP, sorted by decreasing order of completion date.

Projects should have been undertaken in the past three years. Projects undertaken in the past six years may be taken into consideration at the discretion of the evaluation committee.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| # | Project Title | Description of Activities | Location  Province/ District | Client  Name/Tel No. | Cost in US$ | Start-End.  Dates | Completed on schedule.  (Yes/No) | Completion Letter Received?  (Yes/No) | Type of Agreement, Subcontract, Grant, PO (fixed price, cost reimbursable) |
| 1 |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |

## 

## ANNEX 6: Proposal Checklist

Offeror Name:

|  |
| --- |
|  |

Have you?

Submitted your proposal to Cowater International / Tasdeer Programme by hand or mail to the as specified in General Instructions above?

Does your proposal include the following?

Signed Cover Letter *(use template in Attachment 3)*

Separate Technical and Cost proposals individually emailed and indicated as Volume I and Volume II respectively.

Proposal of the Product or Service that meets the technical requirements as per Attachment A

Response to each of the evaluation criteria

Past Performance *(use template in Attachment)*

Letter of Commitment to be filled by each consultant. (*Use the letter in Attachment 4)*

## ANNEX 7: Consultant LOC (Letter of Commitment)

**Letter of Commitment to be filled by each consultant:**

**Letter of Commitment (to be signed by consultants included in RFP#: TFCS-RFP-2024-**002**)**

I, the undersigned [insert consultant’s name], hereby confirm that I wish to be included on an exclusive basis in the team submitted by [insert lead firm name], which is participating in the Request for Proposal (**TFCS-RFP-2024-**002) titled (**Assignment Title)** issued by the Tasdeer Programme. I therefore undertake not to offer my services to another company taking part in the same application process for the RFP.

Consequently, any other company using my name for this registration process is doing so without my consent.

Name: \_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_ Place: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Consultant Signature**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## ANNEX 8: Commercial Evaluation Criteria

|  |  |  |
| --- | --- | --- |
| **RFQ/RFP Criteria** | **Scoring Guide** | **Weighted Score** |
| C1: Cost Breakdown | A cost breakdown/price schedule that transparently demonstrates the costs of the implementation, including the unit cost breakdown for every line item, as well as a description of any other costs involved | Pass/Fail | |
| C2: Reasonableness of Costs | Costs proposed are reasonable, necessary, and realistic for the work to be performed | 5 | |
| C3: Total Costs | The total points allocated to each bidder shall be determined according to the following formula: (lowest proposed costs / your proposed costs) \* Maximum score achievable (20). The lowest cost offer will be assessed against the maximum available budget by the Project Manager. | 20 | |
| C4: Consultant VfM | If market-rate exists through benchmarking. The cost of the consultant versus the market rate for similar roles. This shall be determined by the formula (market rate/proposed rate) \* 5. The evaluation team should justify consultants whose costs are much higher than market rate, possibly seeking clarification, if appropriate, from the bidder. | 10 | |
| C5: Whole-Life Costing | (Where there are multiple bidders) The panel will determine whether it is more beneficial to invest in more cost-intensive input to more effectively achieve the output (e.g., Proper consideration of long-term or crucial factors including GESI and sustainability). This is a qualitative judgment by the panel members. Allocate 20 points among the firms, according to the long-term effectiveness of their inputs versus their price. | 20 | |
| C5b: Whole-Life Costing | (Where there is a single bidder) This criterion will be used if the total cost exceeds the allocated budget. This is a qualitative judgment by the panel members, of whether it is worthwhile to invest in more cost-intensive input to more effectively achieve the output (e.g., Proper consideration of long-term or crucial factors including GESI and sustainability). | Pass/fail | |
| **Total:** | **55** | **([Total] /55) x 40** | |

## ANNEX 9: Technical Evaluation Criteria Item

|  |  |  |  |
| --- | --- | --- | --- |
| Criteria | |  | Score |
| **Technical Evaluation** | | | **60%** |
| **Methodology and approach** | | The partners primarily seek‎ highly qualified companies with extensive experience in the targeted markets and the ability to swiftly execute plans. These companies should demonstrate the capacity to develop a clear methodology and innovative approaches for delivering the required services. Furthermore, they should showcase their capability to provide cost-efficient and innovative solutions. |  |
| **Global Market Experience** | | The companies should demonstrate its capability and experience in operating within various global markets, with a specific focus on highlighting its experience in KSA, Kuwait, and UAE. |  |
| **Expertise of Proposed Experts** | | Assessment of proposed experts in each area of required services will consider their collective experience across all countries, while emphasizing their relevant expertise in the targeted markets. The applicant should also specify the proposed experts for each targeted country and area of required services. |  |
| **Project Manager Experience** | | The company should demonstrate the experience and skills of the project manager. |  |
| **Effective budgeting and resource management skills** | | * Experience in optimizing resources and budgets for maximum impact. * Ability to work within specified resource limitations while maximizing outcomes. Experience in conducting post-campaign evaluations and deriving insights for future improvements. Ability to refine strategies based on performance data for ongoing optimization.   Ability to adapt strategies based on market shifts and emerging trends. |  |
| **Communication and Coordination** | | * Applicants should demonstrate their strong communication ‎skills for regular updates, reporting, collaboration, and addressing client concerns, and ‎experience in coordinating multidisciplinary teams for campaign execution. Accordingly, ‎along with a proposed clear methodology and coordination mechanism should be proposed ‎within the technical offer. ‎ |  |
| Export Products Catalogue | | | |
| **Past experience** | | Examples of past work (minimum 3 past work). |  |
| B2B | | | |
| **B2B Services Expertise** | | * For each targeted market, the applicant should clearly demonstrate the capacity to design and execute B2B services including: (provide examples, case studies, specify experts allocated demonstrating these skills, etc.): Knowledge of the B2B industry landscape, including trends, challenges, and market dynamics in the targeted markets. * Experience with key importers, distributors, wholesalers, and e-commerce platforms in the targeted markets. * Experience in engaging with various stakeholders and trade support institutions in targeted markets. * Competitor analysis and differentiation strategies for B2B clients. * Expertise in crafting Account-Based Marketing (ABM) strategies to engage and convert high-value B2B leads. * Capacity in content creation for positioning the B2B client as a unique supplier. * Capability to design and facilitate long-term B2B relationships and foster trust. * Value-Based Pricing Strategies and customized solutions. * Capability to offer customized solutions addressing specific pain points of B2B clients.   Expertise in evaluating B2B campaign success metrics and continuous optimization. |  |
| **Past B2B Meetings** | | Applicants are required to provide a comprehensive list of B2B meetings conducted globally and in the targeted markets within the past 5 years. |  |
| **Expertise of Designated Experts in Market Linkages** | | Applicants must showcase the pertinent expertise of designated experts involved in market linkages, including a list of market linkages or B2B projects executed by the consultant within the last 5 years, both globally and specifically within the targeted markets. |  |
| **Success Stories in Market Linkages** | | Applicants are required to present success stories and case ‎studies showcasing their ability to execute impactful market and business linkage initiatives, ‎with a focus on relevance to the targeted markets.‎ This is applicable for both the applicant and the designated experts. |  |
|  |
| **Promotional Campaign** | | | |
| **Past Campaigns** | | Applicants are required to provide a comprehensive list of the promotional campaigns conducted globally and in the targeted markets within the past 5 years. |  |
| **Expertise of Designated Experts** | | Applicants must showcase the pertinent expertise of designated experts involved in promotional campaigns, including a list of the promotional campaigns’ projects executed by the consultant within the last 5 years, both globally and within the targeted markets. |  |
| **Success Stories** | | Applicants are required to present success stories and case studies highlighting the ability to execute impactful promotional campaigns. Emphasis should be placed on success stories specifically from the targeted markets, as they hold significant relevance. This is applicable for both the applicant and the designated experts. |  |
| **Promotional Materials** | | Provide three examples of promotional videos and social media content developed by the company to showcase their quality and cost- effectiveness of these products. |  |
| **Cost effectiveness of financial proposal** | | | **40%** |
| **Total** | | | **100%** |

## Cowater’s Standard Due Diligence Form



**Due Diligence Questionnaire**

This questionnaire is part of the due diligence process that Cowater undertakes when considering external organizations for subcontracts, grants, consortiums, or other inter-organizational relationships. It reflects the due diligence requirements of Cowater’s clients, governmental authorities, and financial institutions regarding Cowater’s supply chain in such areas as: legal capacity to contract, political exposure, anti-corruption, anti-terrorism, compliance with international sanctions, safeguarding, and financial capacity. For the purposes of this questionnaire, the relevant third-party organization will be referred to as the “**Entity**”. It is important to answer all questions candidly and to the best of the Entity’s ability.

If there is insufficient space in the form for the response, please attach additional sheets.

# Information about the Entity

1. Full legal name of Entity
2. Registered address of Entity
3. Legal form of Entity (e.g., sole proprietorship, corporation, partnership, non-profit organization)
4. Date of initial registration or incorporation
5. **Please attach a copy of the Entity’s certificate of registration**
6. Number of years the Entity has been actively operating
7. List of countries in which the Entity currently operates
8. Country (countries) in which the Entity will potentially be working with Cowater
9. Please provide a brief description of the Entity’s core business and expertise
10. Please specify a contact person for possible follow-up questions

|  |  |  |
| --- | --- | --- |
| **Contact Person** | | |
| **Surname, first name** | **Email** | **Phone** |
|  |  |  |

# Ownership Structure

1. **Please attach an organization chart** detailing the Entity’s affiliations with other entities (e.g., parent, subsidiaries, common ownership, ‘sister’ organizations, etc.) and the respective ownership interests.
2. For natural persons or entities with at least 10% ownership in the Entity, please complete the following

|  |  |
| --- | --- |
| **Significant Shareholders** | |
| **Shareholder Name** | **Ownership %** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

1. Please provide information about the Ultimate Beneficial Owner(s)[1](#_bookmark0) of the Entity.

|  |  |  |
| --- | --- | --- |
| **Ultimate Beneficial Owners** | | |
| **Surname, first name** | **Nationality** | **Address** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1 Definition: “**Ultimate Beneficial Owner(s)**” or “**UBO(s)**” is a natural person or entity who (a) holds an interest of minimum 25% capital of the legal Entity, (b) directly or indirectly (i.e. through intermediary entities), has a minimum 25% voting rights at the general meeting of shareholders, (c) receives minimum 25% of said legal Entity’s capital as beneficiary, or (d) controls the Entity by other means (e.g. by means of a shareholder’s agreement, authority to appoint members of the board of directors, veto right(s)).

# Board of Directors

1. Please provide the following information for members of the Board of Directors

|  |  |
| --- | --- |
| **Board of Directors** | |
| **Surname, first name** | **Nationality** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

# Political Exposure Disclosure - Public Official[2](#_bookmark1)(s)

1. Does any current Public Official, or immediate family member of such a person, have any ownership interest or exert control over the Entity?

Yes ☐ No ☐

If ‘Yes’ please provide details

1. Does any former (within the past five years) Public Official, or immediate family member of such a person, have any ownership interest or exert control over the Entity?

Yes ☐ No ☐

If ‘Yes’ please provide details

1. Is any current Public Official, or immediate family member of such a person, a director or officer the Entity?

Yes ☐ No ☐

If ‘Yes’ please provide details

1. Is any former (within the past five years) Public Official, or immediate family member of such a person, a director or officer the Entity?

Yes ☐ No ☐

If ‘Yes’ please provide details

2 Definition: “**Public Official**” means whether paid or unpaid: (a) any official or employee of any government agency or government owned or controlled enterprise; (b) any person performing a public function; (c) any official or employee of a public international organization including without limitation donor or funding agencies; (d) any candidate for political office; or (e) any political party or an official of a political party.

# Codes of Conduct

1. Does the Entity have policies and procedures to ensure ethical business practices and prevent bribery and corruption?

Yes ☐ No ☐

If ‘Yes’, please briefly describe them, including how the Entity ensures compliance

1. Does the Entity have policies and procedures with respect to child protection for its operations and supply chain?

Yes ☐ No ☐

If ‘Yes’, please briefly describe them, including how the Entity ensures compliance

1. Does the Entity have policies and procedures with respect to Safeguarding[3](#_bookmark2) in its operations and supply chain?

Yes ☐ No ☐

If ‘Yes’, please briefly describe them, including how the Entity ensures compliance

1. Does the Entity have policies and procedures with respect to the avoidance of conflicts of interest? Yes ☐ No ☐

If ‘Yes’, please briefly describe them, including how the Entity ensures compliance

1. Does the Entity have policies and procedures to ensure compliance with international financial sanctions in its transactions and supply chain?

Yes ☐ No ☐

If ‘Yes’, please briefly describe them, including how the Entity ensures compliance

1. Does the Entity conduct anti-terrorism screening of its supply chain? Yes ☐ No ☐

If ‘Yes’, please briefly describe them, including how the Entity ensures compliance

3 Definition: “**Safeguarding**” policies are to eliminate the risk of poor human rights practices and include: (i) sexual exploitation, abuse and harassment; (ii) all forms of child abuse; (iii) inequality or discrimination on the basis of race, gender, age, religion, sexuality, culture, or disability; and (iv) forced labour. Entities must place an emphasis on the control of these and other unethical and illegal employment practices such as human trafficking and modern-day slavery, forced labour, child labour, and other forms of exploitative and unethical treatment of workers.

1. Does the Entity have policies and procedures to ensure compliance with relevant and applicable international, national, and local environmental laws and regulations, as well as any environmental standards and codes that are specific to its industry?

Yes ☐ No ☐

If ‘Yes’, please briefly describe them, including how the Entity ensures compliance.

# Financial Capacity

1. Please provide details of the following summary information from the Entity’s financial statements for the past two years and, if available, for one forecast year.

**Currency for (a) through (d)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Two Years Ago** | **Last Year** | **Projected Next**  **Year** |
| a) **Turnover [i.e., annual revenue]** |  |  |  |
| b) **Total Assets** |  |  |  |
| c) **Total Liabilities** |  |  |  |
| d) **Net Working Capital**  **[current assets - current liabilities]** |  |  |  |
| e) **Current Ratio**  **[current assets ÷ current liabilities]** |  |  |  |
| f) **Quick (Acid Test) Ratio**  **[liquid**[**4**](#_bookmark3) **current assets ÷ current liabilities]** |  |  |  |
| g) **Debt to Assets Ratio**  **[total liabilities ÷ total assets]** |  |  |  |

1. The Entity is encouraged to submit its **financial statements for the previous two years**.

# Disclosures

1. Has the Entity or any of the Entity’s shareholders, directors, officers, ultimate beneficial owners, associated entities, or employees been the subject of debarment (e.g. World Bank list of debarred firms and individuals), criminal proceedings, and/or professional suspensions relating to bribery, fraud, or similar offences at any time in the past ten years? (Yes/No)

Yes ☐ No ☐

If ‘Yes,’ provide details

4 Definition: “**Liquid**” current assets are “near cash” assets and exclude inventory/work in progress and prepaids

1. Has the Entity or any of the Entity’s shareholders, directors, officers, ultimate beneficial owners, associated entities, or employees been in the last 10 years, or are they currently being, prosecuted for bribery, influence peddling, money laundering, terrorist financing, tax evasion, cartel, anticompetitive practices or other offenses relating to the conduct of business? (Yes/No)

Yes ☐ No ☐

If ‘Yes’, identify the concerned Entity or person(s) provide a summary of the proceedings

1. Currently or in the last five years, is/has the Entity or any of the Entity’s shareholders, directors, officers, ultimate beneficial owners, or associated entities been a sanctioned party? (Yes/No)

Yes ☐ No ☐

If ‘Yes’, identify the concerned Entity or person(s), the relation of the sanctioned party to the Entity, and the relevant sanction list for which the Entity or person(s) has been identified

# Declarations

1. **No pending suits or actions:** The Entity declares and guarantees that it is under no obligation or prohibition, nor is it subject to or threatened by any significant actions, suits or proceedings that could or would (a) render the Entity unable to fulfill it contractual commitments due to insufficient financial capacity and/or (b) render the Entity’s disclosures invalid.

Check to confirm ☐

If unable to confirm, provide details

1. **Anti-terrorism:** The Entity declares and guarantees that the funding for the purposes of the project will not knowingly be used to benefit terrorist groups or individual members of those groups, or for terrorist activities, either directly or indirectly, as per the Consolidated United Nations Security Council Sanctions List.

Check to confirm ☐

If unable to confirm, provide details

1. **No code violations:** The Entity declares and guarantees that neither the Entity, nor any of the Entity’s Directors or Officers, nor any of the Entity’s staff assigned to the opportunity or project that is related to this due diligence questionnaire appear on any watch-lists for anti-corruption, anti-terrorism, or international sanctions.

Check to confirm ☐

If unable to confirm, provide details

***Prior to contracting:*** *Prior to concluding a contractual relationship with Cowater, the Entity confirms its understanding and acceptance that it shall also be required to demonstrate evidence confirming that the Entity is in good standing as at the contract date; evidence confirming the Entity’s compliance with relevant country tax regulations, including payroll withholdings; and confirmation of the Entity’s acceptance of relevant codes of conduct (client codes and Cowater’s Supply Chain Code of Conduct).*

Signature

Name and title of signatory

Entity

Date