

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE	PAGE OF PAGES 1 5
2. AMENDMENT/MODIFICATION NO. 00002	3. EFFECTIVE DATE See block 16 C	4. REQUISITION/PURCHASE REQ. NO REQ-263-24-000088		5. PROJECT NO. (If applicable)
6. ISSUED BY USAID/Egypt 1/A Nady El Etisalat St. Off El Laselki St. New Maadi, 11435, Egypt	CODE	7. ADMINISTERED BY (IF OTHER THAN ITEM 6)		CODE
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State, and Zip Code) To all Offerors		<input type="checkbox"/>	9A. AMENDMENT OF SOLICITATION NO. 72026324Q00003	
			9B. DATED (SEE ITEM 11) 04/09/2024	
		<input type="checkbox"/>	10A. MODIFICATION OF CONTRACT/ORDER NO.	
CODE:	FACILITY CODE:		10B. DATED (SEE ITEM 11)	
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS				

The above numbered, solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers is extended is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods:

(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers, FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If Required)	
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO., AS DESCRIBED IN ITEM 14	
<input type="checkbox"/>	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify Authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43,103 (b).
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor is NOT is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this amendment is to:

- 1- Provide answers to questions received; and
- 2- Amend the RFQ as attached.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER		16A. NAME AND TITLE OF CONTRACTING OFFICER Alula Abera, Contracting Officer	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED

Questions and Answers:

1. Question: Is this a brand new contract OR there is (was) an incumbent performing these services? If not brand new, could you please provide the current/previous contract number?

Response: This is a new requirement.

2. Question: Is this a new opportunity?

Response: Yes, this is a new opportunity.

3. Question: Is there an incumbent?

Response: This is a new requirement, and there is no current incumbent.

4. Question: Please provide further details regarding the scope of the consultancy services, including the overall value of the opportunity. Please provide additional insights.

Response: Please refer to the scope of work in Section II in the RFQ and its amendment no. 1, here (<https://sam.gov/opp/f97fc97207f346b1b3ea265e4a8684d3/view>). Offerors shall provide a price quotation for accomplishing this work complying with the instructions in Section VI., no later than the closing date as extended in Amendment # 1 to the RFQ.

5. Question: Please clarify whether the advertisement is exclusively for individual consultants or if consultancy companies are also eligible to submit offers.

Response: Consultancy companies are eligible to submit offers as long as a named consultant is identified complying with the instructions in Section VI.

6. Question: In Part VI Instructions of the RFQ, there is reference of “qualified individuals”. Will the Government also allow incorporated entities to place a bid for this opportunity?

Response: Incorporated entities are eligible to submit offers as long as a named consultant is identified complying with the instructions in Section VI.

7. Question: Please provide guidance on how to fill the non-employee vendor request form, (for Example: Vendor Code and Vendor address code, and the Duns number, and the SSN/EIN?)

Response: An updated Phoenix Vendor Form was attached to Amendment # 1. Fields that need to be filled in were highlighted in Orange color.

8. Question: Please provide additional guidance on the Deliverable Price Quotation on pages 6,7,8. Specifically on the costs associated with each task, and the resources available through

the Mission. For example: Will the Mission be providing computers, Internet, Office, paper, and other administrative related costs for printing and copying, and finally refreshments or meals during training for skills development?

Response: The consultant should budget for the cost needed to accomplish each deliverable. Office supplies, such as paper, can partly be provided by USAID as needed. In general, the consultant is expected to use his/her own equipment and supplies. USAID/Egypt will not fund any telecommunications equipment or telecommunications services under this anticipated Purchase Order. The consultant would not be required to pay for meals or refreshments related to training sessions/meetings/events of others.

9. Question: On the costs of the deliverables required; does USAID expect a lump sum figure inserted in each column or the calculations of the deliverables are needed?

Response: A price quotation is needed for each deliverable in the table on P.5-8 and the Travel Expenses Table on P.8 under IV. Payment Terms. Breakdown of the quotation for each deliverable is not required. It is left to each offeror to provide the breakdown as they see appropriate for clarity purposes.

10. Question: The Request for Quotation lists that the duration is up to 18 months, so do I budget for one year and separately 6 months, or do I budget for the whole duration of the 18 months?

Response: A price quotation is needed for each deliverable in the table on P.5-8 and the Travel Expenses Table on P.8 under IV. Payment Terms regardless of the duration. The anticipated purchase order is for an 18-month duration.

11. Question: On the references; do they need to be USAID references or external references?

Response: The references can be from USAID or outside of USAID.

12. Question: What is the relevance of the "FASCSA order " to this solicitation, and how does it apply to the required deliverables? For example: the analysis documents required as deliverables would fall under FASCSA provisions? Please explain.

Response: This FASCSA Order is not relevant as this anticipated Purchase Order does not plan to fund any telecommunications equipment or services.

13. Question: Is there an opportunity to meet and respond to questions online?

Response: No, all questions have to be sent by e-mail. This amendment includes responses to all received questions.

14. Question: Who are the Egyptians partners?

Response: Key stakeholders in Egypt include the Government of Egypt, private sector, civil society, other donors, USAID's implementing partners, etc.

15. Question: Is this opportunity fully funded?

Response: Subject to funds availability, this opportunity will be fully funded.

16. Question: Will documentation generated need to be translated to Egyptian (Literary Arabic)?

Response: The consultant is not expected to translate documents into Arabic.

17. Question: Will we need a translator?

Response: If translation services are required, the Mission will pay for the expense.

18. Question: Should we be addressing Egypt as the Arab Republic of Egypt?

Response: The term Egypt or Arab Republic of Egypt is fine to use.

19. Question: Who do I address with the cover letter? Should I address to Abeer Rizk and Lydia Rizkallah; and/or to the Contracting Officer?

Response: Per the RFQ Cover Letter, your response must be submitted electronically to Abeer Rizk, arizk@usaid.gov and Lydia Rizkallah, lrizkallah@usaid.gov by the RFQ's closing date and time.

20. Question: How do you want the calculation format? Should I copy and paste the required Deliverable Price section and include my calculations on a separate form, containing only the pages requested for the price quotation, or should I include it with the complete RFQ?

Response: The quotation for each deliverable shall be submitted with the complete RFQ following the instructions in Section VI of the RFQ.

The RFQ no. 72026324Q00003 is hereby amended as follows:

1. Section II. Scope of Work and Deliverables, 1. Operational Support, **add** the sentence in **italic, underline, and bold** in the below paragraph and before the task/deliverables table as follows:

“Over the next year, ODG anticipates drastic staffing pattern changes because of the expansion of positions, staff turnover, and staff position movement within the office. The office will have newly hired staff at different grades and positions. In addition to new employees joining ODG for the first time, current staff who are successful in getting a promotion will also be serving in “new” positions. The DG Consultant will mentor all these new-to-office or new-to-position staff members on understanding how to navigate the complex DG context, how to look for opportunities in constrained environments, who the key players are in the sector, how to build successful relationships with the Government of Egypt (GOE) and other key stakeholders, and what type of programming can be successful in this environment. The Consultant will also provide an overview of DG programming to staff new to the Mission. Furthermore, the Consultant will conduct specific skills training courses relevant to ODG, such as negotiating with the GOE, handling media interviews, etc. **The consultant is expected to liaise with other USAID mechanisms to complete deliverables, in consultation with ODG leadership and others, as applicable.** The following table shows the tasks and deliverables for each task under this component:”

2. Section II. Scope of Work and Deliverables, 2. Technical and Programmatic Support, **add** the sentences in **italic, underline, and bold** in the below paragraph and before the task/deliverables table as follows:

“USAID has a number of agency-wide or DG-specific priorities and recently released several key policies, such as the policy framework, gender equality and women’s empowerment, localization, private sector engagement (PSE), and DEIA. Elevated to bureau status, the Democracy, Human Rights and Governance (DRG) Bureau also issued several policies around rule of law and anti-corruption. In addition, Egypt is revisiting or drafting new policies that influence and impact ODG’s programs. The ODG Consultant will stay abreast of recent developments on USG and GOE policies related to DG, analyze the ramifications on DG programming, and recommend actions. The Consultant will facilitate continuous learning/growth and innovative thinking through coordination efforts with key stakeholders and field visits within and outside Egypt. **The consultant is expected to liaise with other USAID mechanisms to complete deliverables, in consultation with ODG and others, as applicable. For the deliverables stated below the consultant is expected to coordinate closely and seek input from the ODG team.** The following table shows the tasks and deliverables for each task under this component:”

End of Amendment