

## **Amendment # 1 to Request for Proposals**

RFP # Turizam-319-RFP

For the provision of

Practical Adventure Guide Training Services

Contracting Entity:

USAID Developing Sustainable Tourism in Bosnia and Herzegovina (Turizam), Džavida Haverića 5,  
71000 Sarajevo

Funded by:

United States Agency for International Development (USAID)

Funded under:

Bosnia and Herzegovina, USAID Developing Sustainable Tourism in Bosnia and Herzegovina (Turizam)

Prime Contract Number 72016820C00004

### **\*\*\*\*\* ETHICAL AND BUSINESS CONDUCT REQUIREMENTS \*\*\*\*\***

Chemonics is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit. Chemonics expects suppliers to comply with our Standards of Business Conduct, available at <https://www.chemonics.com/our-approach/standards-business-conduct/>.

Chemonics 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 both USAID and the Office of the Inspector General.

Employees and agents of Chemonics 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 suppliers 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 USAID and the Office of the Inspector General. In addition, Chemonics will inform USAID and the Office of the Inspector General of any supplier offers of money, fee, commission, credit, gift, gratuity, object of value or compensation to obtain business.

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

- Disclose any close, familial, or financial relationships with Chemonics 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 Chemonics' prohibitions against fraud, bribery and kickbacks.

Please contact [jcoric@turizambih.ba](mailto:jcoric@turizambih.ba) with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to Chemonics at to [BusinessConduct@chemonics.com](mailto:BusinessConduct@chemonics.com) or by phone/Skype at 888.955.6881.

## Scope of Amendment no. 1 to Turizam-319-RFP

On December 13, 2022, Chemonics, the Buyer, acting on behalf of the U.S. Agency for International Development (USAID) and the USAID Developing Sustainable Tourism in Bosnia and Herzegovina (Turizam), under contract number 72016820C00004, published a Request for Proposals no. Turizam-319-RFP to solicit offers from companies and organizations to submit proposals to conduct a practical adventure guide training program.

To ensure that additional information is made available to all potential offerors and that clarifications are distributed to all potential offerors, Turizam is publishing this Amendment 1 to Turizam-319-RFP (hereinafter referred to as "Amendment 1"). The purpose of publishing Amendment 1 is to:

**A. Revise the dates in the original RFP in terms of chronological list of proposal events (Section I.2 of the original RFP). Instead of originally presented dates, the following chronological list and subsequent provisions will apply:**

The following calendar summarizes important dates in the solicitation process. Offerors must strictly follow these deadlines.

RFP published	December 13, 2022
Deadline for written questions	January 11, 2022
Answers provided to questions/clarifications	January 12, 2023
Bidders' conference	January 12, 2023
Proposal due date	January 26, 2023
Subcontract award (estimated)	March 2, 2023

The dates above may be modified at the sole discretion of Chemonics. Any changes will be published in an amendment to this RFP.

**Bidders' Conference.** An optional online bidders' conference will be held by Turizam on January 12, 2023, to provide interested offerors an opportunity to ask any questions about this RFP and the solicitation process. Chemonics welcomes any organization to attend this bidders' conference. Pre-registration to attend the proposal conference is required. Please submit your written questions and register for the bidders' conference by sending an email before January 12, 2023 to Imano Panjeta at [ipanjeta@turizambih.ba](mailto:ipanjeta@turizambih.ba).

Written notes from the bidders' conference will be provided electronically to all registered offerors, including those offerors who submitted written questions prior to the bidders' conference, but were unable to attend the bidders' conference in person.

**B. Revise the detailed wording of:**

- a. Section II.3. Deliverables; and**
- b. Section II.4. Deliverables Schedule.**

Instead of wording in the original RFP, the following updated wording will apply:

### II.3. Deliverables

The successful offeror shall deliver to USAID Turizam the following deliverables, in accordance with the schedule below:

***Deliverable No. 1: Timeline of activity implementation; Design and curricula and training program and design of criteria for participants; Training materials (based on approved curriculum), including i. PowerPoint Presentations, ii. Training handouts, iii. Checklists agreed upon with Turizam during the curriculum design process; list of potential participants; public announcement of training***

An approved timeline with described activities based on meetings and discussions with relevant Turizam staff members along with an approved curricula design for Turizam review and approval and, based on approved structure and design, finalization of criteria for participants including expected participation fee from them.

***Deliverable No. 2: Training implementation***

Provide required training and capacity building for registered participants; provide attendance lists signed by trainers and trainees; two one-minute videos showing details of training session and at least 30 high resolution photos of training sessions.

***Deliverable No. 3: Training evaluation analysis***

In coordination with USAID Turizam prepare, distribute, and prepare summary of evaluation of training by participants and trainer/s

***Deliverable No. 4: Visual content and other promotional material on the training placed online***

Provide screenshots of online posts covering the training and at least two press releases about the training session (one announcing the training and one summarizing the training results).

### II.4. Deliverables Schedule

The successful offeror shall submit the deliverables described above in accordance with the following deliverables schedule:

<b>Deliverable #</b>	<b>Deliverable Name</b>	<b>Due Date and Value</b>
1	a) Timeline of activity implementation, b) Design and curriculum and training program and design of criteria for participants, c) Training materials (based on approved curriculum), including: (i) PowerPoint Presentations, (ii) Training handouts, (iii) Checklists agreed upon with Turizam during the curriculum design process, d) List of potential participants, e) Public announcement of training	5 weeks after subcontract signing, 25% of subcontract value
2	Training implementation	7 weeks after subcontract signing, 40% of subcontract value
3	Training evaluation analysis	9 weeks after subcontract signing, 15% of subcontract value
4	Visual content and other promotional material on training placed online	10 weeks after subcontract signing, 20% of subcontract value

\*Deliverable numbers and names refer to those fully described in II.3 above.