

**REQUEST FOR QUOTATION
ISSUED BY**



GLOBAL BROADBAND AND INNOVATIONS ALLIANCE (GBI)
Reference: USAID Cooperative Agreement No. AID-CIO-A-10-00001

Equipment for Liberia Spectrum Monitoring

July 2016

GBI RFQ # 01-07/2016

NETHOPE GLOBAL BROADBAND INNOVATIONS ALLIANCE

**REQUEST FOR QUOTATION (RFQ) -
Equipment for Liberia Spectrum Monitoring**

RFQ # 01-07/2016

PURPOSE

The NetHope Global Broadband Innovations Alliance (hereinafter NetHope or GBI) invites quotes from qualified firms and individuals for a radio frequency (RF) spectrum monitoring system to be used by the Liberian national telecommunications regulatory authority (LTA). This Request for Quotation (RFQ) solicits detailed company information and pricing for the provision of a spectrum monitoring system.

NetHope is pleased to invite you to participate and has developed this RFQ for your review. Please let us know your intent to participate by **17:00 EDT, 18 July 2016** and submit your proposal by **17:00 EDT, 29 July 2016**.

NetHope requires that suppliers respond to the RFQ in the manner the information is requested. This does not preclude the addition of clarifying comments, explanations or remarks by the supplier. NetHope encourages each potential supplier to respond fully to each question.

The RFQ also explains where and when to submit your response along with a process for asking questions.

GBI is a program funded by the United States Agency for International Development (USAID); NetHope is the implementing partner of the GBI. However, in issuing this RFQ, NetHope is not acting as an agent of USAID and USAID will not be a party to any contract purchase order resulting from this RFQ. Under no circumstances will NetHope or USAID be liable for any costs incurred by any Vendor in responding to this solicitation nor will NetHope or USAID be liable for any anticipated outcome from the submission of a quotation in response to this solicitation. NetHope also reserves the right to make no award under this solicitation at NetHope's sole discretion.

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INDEX - The following are contained in this RFQ.

Section I	Background/Information/Schedule of Events
Section II	Participation in the Procurement Process
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Attachment A	Liberia RF Spectrum Monitoring Equipment Technical Requirements
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SECTION I: BACKGROUND/INFORMATION/SCHEDULE OF EVENTS

GBI is a program designed to provide a comprehensive approach to harnessing the power of information and communication technologies (ICT) across USAID's development portfolio. The program utilizes two core components, Access and Applications, to serve as a catalyst for social and economic change.

- For **Access projects**, NetHope/GBI works with USAID Missions and implementing partners to bring affordable, reliable, competitively serviced broadband (voice and data) to rural areas in USAID priority countries. This can be achieved through strengthening regulatory bodies, creating national broadband plans, creating and effectively implementing universal service funds, promoting competition, improving transparency in the telecommunications regulatory process, introducing new technologies, ensuring the availability of radio spectrum for use by new broadband network technologies, supporting cost-savings achieved through use of energy-efficient telecommunications equipment, etc.
- For **Applications projects**, NetHope/GBI capitalizes on efficiencies that are introduced through technology to achieve USAID's core objectives in Health, Democracy and Governance, Economic Growth, Gender Equality, and new approaches to achieving development through mobile technology, mobile money being a key example.

Reason for this RFQ

GBI and the Government of Liberia are collaborating on an effort designed to strengthen legal and regulatory mechanisms that are essential for proper telecommunications sector management and a necessary precondition for industrial development. This RFI

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is for the procurement of equipment to be used by the Liberian Telecommunications Authority (LTA) to monitor radio frequency occupancy and usage – a key telecommunications sector regulatory function.

GBI CONTACT:

Questions regarding the content or intent of this RFQ or on procedural matters should be addressed in writing by email to: procurementgbi@nethope.org. The deadline for receipt of questions and/ or requests for clarifications is **10:00 EDT USA, 22 July 2016**. No questions or requests will be accepted after this time and date. Questions received prior to the deadline will be answered within 72 hours. Oral instructions or explanations given before the closing date of this solicitation will not be binding.

SCHEDULE OF EVENTS

8 July 2016	Release of RFQ
29 July 2016	RFQ Closes, 17:00 EDT USA
1-5 August 2016	Quotation Evaluation
8 August 2016	Selection Decision

SECTION II: PARTICIPATION IN THE PROCUREMENT PROCESS

A. It is the policy of NetHope to ensure that all businesses, including minority-owned business enterprises, women-owned business enterprises, disabled veteran-owned business enterprises and small businesses, have a fair and equitable opportunity to compete for and participate in GBI contracts.

B. Definitions:

The definitions pertaining to minority, disadvantaged or women business enterprises are set forth in Attachment C.

SECTION III: RESPONSE SUBMITTAL REQUIREMENTS

QUOTES - All quotes must be submitted according to the specifications set forth in the attached RFQ submittal forms.

SIGNATURE- Quotes must be signed by an authorized representative of the Vendor.

DUE DATE - Quotes must be typewritten and submitted to the following e-mail address: procurementgbi@nethope.org.

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Quotes are due no later than **17:00 EDT USA on 29 July 2016**. Any corrections or resubmissions of the quote will not be sufficient reason to extend the deadline.

No late quotations will be accepted under any circumstances.

Grounds for Rejection

A quote may be rejected if:

1. It is not prepared in the format prescribed, or
2. It is signed by an individual not authorized to represent the Firm.

FORMAT - the content and format of the quote will adhere to the specifications listed below. Failure to follow this format may result in disqualification of the submitted quote.

1. The name and address of the Vendor must be typed on the title page of the RFQ. An authorized signature is also required.
2. Include completed documents contained in Attachment C: Certifications and Representations.

SECTION IV: EVALUATION AND SELECTION CRITERIA

Award will be made by NetHope to the Vendor that is determined to have submitted the best quality quotation deemed to be fully responsive to the specifications set forth in this RFQ.

Proposed quotations will be evaluated as part of a best value determination for subcontract award. Although the costs are an important factor in evaluating the proposals, NetHope is under no obligation to accept the lowest quote received if there are other considerations that outweigh this factor.

NetHope reserves the right to make an award based on an initial submission. Vendors should submit their initial proposal with the most favorable terms from both the technical and cost perspectives. NetHope also reserves the right to negotiate price and service requirements with an apparently successful Vendor prior to making a final determination. Additionally, if two (2) or more superior Vendors are determined to be substantially equivalent in value, NetHope will request best and final offers from those superior Vendors in order to optimize a best value determination for the award. NetHope also reserves the right to make no award under this solicitation if, at NetHope GBI's sole discretion, NetHope determines that the offers submitted do not satisfy NetHope GBI's needs.

Proposals should contain all the Administrative and Technical Information requested in *ATTACHMENT A: Liberia RF Spectrum Monitoring Equipment Technical Requirements*.

Evaluation Criteria

Proposal from Vendors that meet the Administrative and Technical Information set forth above will be evaluated based on:

1. Cost (50%)

Cost proposals should be final fixed-price inclusive of all costs for delivery of the equipment to a location in Monrovia, Liberia.

2. Experience with similar activities and specific projects/products. (15%)**3. Availability of post-installation service and support (15%)**

It is important that the recipient organization be able to obtain replacement parts, repairs and any other supplemental services in Liberia as may be required in a cost-efficient and timely manner. All bids should address after-sales service capabilities including price list of "spare parts needed" to be fixed for three (3) years as well as any service coverage, warranties, and support included in the cost proposal.

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4. Technical characteristics of the offered equipment, accessories, software and manuals and their compatibility to the requirements (20%)

Vendor must be available to negotiate with NetHope between the submission of the quote and the selection decision.

SECTION V: Ownership and Organizational Questions

1. State the full name and address of your organization and, if applicable, the branch office or other subordinate elements that will perform, or assist in performing, the work hereunder.
2. Indicate whether your company operates as an individual, partnership, or corporation; if as a corporation, include the State in which it is incorporated.
3. In addition, please indicate how long the company has been in business, company sales volumes for the last 5 years, number of employees and size and location of facilities that will be involved in servicing NetHope.
4. Please list any significant partnerships, joint ventures, 3rd party dependencies, outsourcing or subcontracting which may be involved in your company's solution-
5. If your company is privately held, provide an audited statement of financial condition, preferably including balance sheet, income statement, and statement of cash flows. Please include all documents in a zip file.
6. As a condition to submitting a proposal, your company must describe all current and anticipated financial situations such as violations of bank covenants, cash flow, working capital, loan or bond defaults.
7. Please describe the nature of any new financing.
8. Who will be the primary contact(s) from your company during this RFP process.
9. Please provide details regarding the warranty your company provides for its products/services. How will repairs/replacements be made to damaged/defective equipment?
10. Describe the nature of equipment support your company will provide - troubleshooting support during installation and ongoing maintenance support once the equipment is in-serviced.
11. Please indicate your standard delivery turn-around times from the point an order is placed with regard to the volumes referenced in this RFP.
12. List current illustrative deployments and provide any relevant case studies that demonstrate proposed equipment/technical solutions in use.

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- 13.** List and explain major technical concerns (and risks) related to the proposed equipment/technical solutions.
- 14.** Please describe terms of technical support for the proposed equipment/technical solutions.
- 15.** Please provide contact information for three (3) current customer references.

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SECTION VI: RFQ FORMAT AND SUBMITTAL REQUIREMENTS

REQUEST FOR QUOTATION (RFQ) FOR EQUIPMENT FOR LIBERIA SPECTRUM MONITORING

TO: NetHope GBI

Attention: Procurement Manager

The undersigned, having carefully examined the specifications as set forth by NetHope and attached hereto, hereby proposed and agrees to the conditions stated in this quotation. If this quote is accepted by NetHope, the undersigned agrees to and accepts the conditions as stated.

Company Name _____

Company Address _____

Authorized by _____
(print name)

Authorized Signature _____

Title _____

Telephone No. _____

Fax No. _____

ATTACHMENT A:**Liberia RF Spectrum Monitoring Equipment
Technical Requirements****I. INTRODUCTION**

Efficient radio supervision requires appropriate and modern technical tools. In pursuit and subsequent fulfillment of this need, the National Regulatory Body of Liberia, the Liberia Telecommunications Authority (LTA) requires a Spectrum Monitoring Equipment per the minimum specification indicated below. The system will be used for spectrum monitoring and interference detection. The last two portions of the RFQ will be used for microwave point to point interference detection and Quality of Service (QoS) applications.

II. ALLOTMENT OF QUOTATION

Due to the varying nature of the sort about solution and budgetary issues, the RFQ is broken down into 3 lots as summarized in the chart below. Pieces of equipment in lot 1 are related based on interoperability and interexchange of antennas. The last two lots, 2 and 3 are independent of each other and lot 1 above.

Lot #	ITEM	Quantity
1	Control System / Software	1
	Transportable Monitoring System	2
	Portable Monitoring System	2
2	Point-to-Point Microwave Spectrum Monitoring System	1
3	Quality of Service (QoS) Equipment	1

III. SPECIFICATIONS**III.1 Control System / Software**

The Control System should be compatible with ITU Standard and have the following features:

- Remote communication ability
- Software with map and GPS
- Communicable with Transportable system
- Communicable with portable system is a plus

III.2 Transportable Monitoring System

LTA requires the vender to provide two Transportable Monitoring Systems (SMMS) consisting of receiver(s) several antennas, software, GPS etc. Frequency Range:

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- The system should be able to monitor frequencies in the range of **9 kHz – 8 GHz** and for direction finding from **300 kHz – 8 GHz**.
- The system should be upgradable up to **30 GHz**.

Compatibility:

- The Spectrum Transportable Monitoring System should be compliant with ITU spectrum monitoring requirements and, if possible, interoperable with ITU SMS4DC radio spectrum administration software.

Direction Finding

- Frequency range should be from **300 kHz – 8 GHz**
- The system should support direction finding.
- Direction finding antennas should be a part of the basic module of the system with humming and GPS features.

AOA, TDOA and Triangulation

- Angle of Arrival (AOA)
- TDOA
- Triangulation with at least two antennas.
- Two measurement stations (triangulation) all involved direction finders must be simultaneously operable by using a single command or a single dialog-input.
- Should be capable of remote communication via using PMR radio or mobile data network.

Antenna System

- Antenna should be portable, attachable to non-customized vehicle, a attachable to mast and or attachable to mobile stands
- Monitoring Capabilities
- Direction Finding along with humming capabilities
- Full specifications of the antennas should be provided

Software

- Software should support all spectrum monitoring functions;
- It should also have the capacity to generate ITU compatible detail and graphical reports;
- Provide and install software on server with the option of connecting, several clients;
- Remote access.
- Interoperability with portable and/or mobile monitoring systems is an added advantage

III.3 Portable Monitoring System

LTA requires the vender to provide two Portable Monitoring Systems consisting of portable receiver(s) antenna(s), software, GPS etc.

Frequency Range:

- The system should be able to monitor frequencies in the range of **9 kHz – 8 GHz** and for direction finding from **300 kHz – 8 GHz**.
- The system should be upgradable up to **30 GHz**.

Compatibility:

- Compactable with ITU standards is a plus.

Direction Finding

- Frequency range should be from **300 kHz – 8 GHz**
- The system should support direction finding.
- Direction finding antennas should be a part of the basic module of the system with hunting, electronic compass, and GPS features.
- System should be interoperable with other Direction Finding units using PMR radio or mobile data networks

AOA, TDOA and Triangulation

- Angle of Arrival (AOA)
- TDOA
- Connected to extended antennas for triangulations is a plus.

Antenna System

- Antenna should be handheld and/or portable. Attachable to vehicle, a attachable to mast and or attachable to mobile stands is added advantage
- Direction Finding along with hunting, electronic compass, and GPS capabilities
- Full specifications of the antennas should be provided

Software

- Software should support all spectrum monitoring functions;
- It should also have the capacity to generate detail and graphical reports;
- Provide and install software on clients;
- Remote access is added advantage.

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- Interoperability with transportable and/or mobile monitoring systems is an added advantage

III.4 Point to Point Microwave Spectrum Monitoring Equipment

LTA requires the vender to provide one Point-to-Point Microwave Portable Spectrum Monitoring & Directional Finding Equipment

- a. Frequency Range:
 - The system should be able to monitor and detect interference in the frequency range up to 40 GHz

Antenna System

- Antenna should be handheld and/or portable., attachable to mast and or attachable to mobile stands is added advantage
- Humming capabilities
- Full specifications of the antennas should be provided

III.5 RF Quality of Service Equipment

LTA requires the vender to provide one RF Quality of Service Equipment

- b. Compatibility:
 - The system should be able to measure QoS for (2G, 3G, 4G, GSM, EGSM, UMTS and LTE)

III.6 Training of Technical Personnel

Factory and operational training must be provided to five LTA engineers for a minimum of five working days. Maintenance and Operational training must also be provided in Liberia for five working days.

**ATTACHMENT B
FINANCIAL OFFER / BUDGET**

FINANCIAL OFFER / BUDGET

Item	Brand/Manufacturer /Item Number	Quantity	Price (USD) per Unit	Total Price (USD)
Item	Location	Quantity	Price (USD) per Unit	Total Price (USD)
	Grand Total			

1. Prices should be quoted in US Dollars.
2. Only one price per product.
3. Total price must be fully inclusive (e.g. customs duties, shipping cost, delivery, insurance, etc.) **as specified**.

QUOTATIONS ARE SUBJECT TO ACCEPTANCE AT ANY TIME WITHIN NINETY (90) CALENDAR DAYS AFTER OPENING OF THE QUOTE FOR EVALUATION ON **1 AUGUST 2016** UNLESS OTHERWISE STIPULATED. THE SELECTED VENDOR WILL SUBSEQUENTLY CONTRACT WITH NETHOPE VIA A SIGNED AGREEMENT.

GBI PAYMENT TERMS:

Payment will be made within thirty (30) days of submission of a proper invoice or in accordance with the terms of the signed Agreement.*

*Where acceptance testing is applicable, payment will be made within thirty (30) days after the completion of the acceptance test as stated in the RFQ specifications.

COMPANY NAME _____

AUTHORIZED SIGNATURE _____ DATE _____

ATTACHMENT C
TERMS AND CONDITIONS

1. Sales or Use Taxes Unless otherwise definitely specified, the prices quoted herein do **not** include sales or use taxes.

2. Customs, Shipping, Transportation Charges No charges for shipping, customs duties, transportation, unloading, containers, packing, etc., will be allowed **unless included in Vendor's quotation** as stated in Attachment B and as set forth in the RFQ at Section IV: Evaluation and Selection Criteria, subsection 1. Costs above.

3. Infringement Indemnity Vendor shall defend at its expense any suit against NetHope based on a claim that any item furnished under this RFQ submission thereof infringes any United States Letters Patent or copyright and Vendor shall pay costs and damages finally awarded in any such suit, provided Vendor is notified in writing of the suit and given authority, information, and assistance at Vendor's expense for defense of same if the use of said item is enjoined as a result of such suit. Vendor, at no expense to NetHope, shall obtain for NetHope the right to use and sell said item or shall substitute an equivalent item acceptable to NetHope and extend this patent indemnity thereto.

4. Force Majeure Neither NetHope nor Vendor shall be liable or deemed to be in default for any delay or failure in performance under this RFQ submission or interruption of services resulting, directly or indirectly, from acts of God, civil or military authority, acts of public enemy, war, strikes, labor disputes, shortages of suitable parts, materials, labor or transportation, or any similar cause beyond the reasonable control of NetHope or Vendor.

5. Non-Discrimination In the performance of this RFQ submission, Vendor shall not discriminate in recruiting, hiring, promotion, demotion, or termination practices on the basis of race, religious creed, color, national origin, ancestry, sex, age, or physical or mental disability and shall comply with the provisions of the Federal Civil Rights Act of 1964 (P.L. 88-352) and all amendments thereto, Executive Order no. 11246 (30 Federal Register 12319). Vendor shall likewise require each subcontractor to comply with this paragraph and shall include in each subcontract language similar to this paragraph.

6. Federal, State, and Local Laws Vendor warrants that in the performance of this RFQ submission, it shall comply with all applicable laws and ordinances and all lawful orders, rules and regulations hereunder.

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7. Assignments and Subcontractors Neither this RFQ submission or any interest herein nor claim hereunder may be assigned by Vendor voluntarily or by operation of law nor may all or substantially all of this RFQ submission be further subcontracted by Vendor without the prior written consent of NetHope. Consent by NetHope shall not be deemed to relieve Vendor of its obligations to comply with the requirements hereof.

8. Indemnification Vendor agrees to hold harmless, indemnify, and defend NetHope, its officers, employees, agents, representatives, and successors-in-interest against any and all loss, damage, cost, or expenses which NetHope, its officers, employees, agents, representatives, and successors-in-interest may incur or be required to pay by reason of any injury or property damage caused or incurred by Vendor, its employees, contractors, or agents in the performance of this RFQ submission.

9. Termination In the event Vendor fails to comply with any term or condition of this RFQ submission or fails to provide the supplies or services in the manner agreed upon by the parties, this failure shall constitute a breach of the RFQ submission. NetHope, at its sole discretion, shall either notify the Vendor that it must cure this breach within fifteen (15) days of notice of breach or provide written notification of its intention to terminate its RFQ submission. NetHope reserves the right to terminate this RFQ submission for its convenience. Upon receipt of notice of termination, Vendor shall immediately take action not to incur any further obligations, cost, or expenses except as may be reasonably necessary to termination activities. All finished or unfinished materials procured or produced by Vendor hereunder shall, at the option of NetHope, become NetHope's property upon the date of such termination.

10. Changes By written notice, NetHope may make changes in quantities, drawings, specifications, place of delivery or delivery schedules, methods of shipment and packaging and/or property and services to be furnished. If a change causes an increase or decrease in the price of this RFQ submission or in the time required for its performance, Vendor shall promptly notify NetHope and assert its claim for adjustment within thirty (30) days after the change is ordered and an equitable adjustment shall be made to the RFQ submission. However, nothing in this clause shall excuse Vendor from proceedings immediately with the RFQ submission as changed.

11. Title and Risk of Loss Unless otherwise provided in this agreement, Vendor shall have title to and bear the risk of any loss of or damage to items purchased hereunder until they are delivered in conformity with this RFQ submission at the F.O. B. point specified herein. Upon such delivery, title shall pass from Vendor to NetHope and Vendor's responsibility for loss or damage shall cease, except for loss or damage resulting from Vendor's negligence.; provided, however, that this termination of vendor liability shall in no way affect, negate or modify such warranties of the manufacturer that will be binding on the manufacturer and may be binding on the vendor. Passing of title upon such delivery shall not constitute acceptance of the item by NetHope.

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12. Inspection and Acceptance All items are subject to final inspection and acceptance by NetHope, or a designated representative or agent at destination notwithstanding any payment or prior inspection at Vendor's facilities. Final inspection will be made within a reasonable time after receipt of items hereunder.

13. Payment Unless otherwise provided in this RFQ submission, terms is net thirty (30) days.

ATTACHMENT D
CERTIFICATIONS AND REPRESENTATIONS
Business Information Request

Dear Potential Vendor:

NetHope is committed to ensuring that our contractor/supplier records are current and accurate. If your firm is selected for award of a purchase order or contract, it is imperative that the information requested herein be supplied in a timely manner to facilitate payment of invoices. In order to process your payments, we need the enclosed information regarding your account. **Please review and complete the information identified on the following pages, complete the enclosed W-9 or W-8BEN form, and remember to sign both documents for our files.**

If you do not return this information, we will not be able to establish you as a vendor. This will delay any payments and would still necessitate your submittal of the enclosed information to NetHope's Accounting Department before payment could be initiated. Completion of this document and enclosed forms helps ensure that your payments are processed timely and accurately.

If you have any questions or need assistance in completing the Certifications and Representations section, please send an e-mail to procurementgbi@nethope.org. We appreciate your cooperation in completing this necessary information.

Enclosures:

- International Vendor Invoicing Guidelines
- Form W-8BEN
- US Domestic Vendor Invoicing Guidelines
- IRS Form W-9
- Business Information Request/Remitting Address Information
- Disadvantaged Business Information
- Federal Contract Debarment Certification



International Vendor & Consultant Banking Information

All vendors and consultants requiring payment via non-US financial institutions are required to complete and submit this form to ensure payment. All information must be included and be exactly as it appears on the account. Completed forms should be emailed to operations@nethope.org.

Note: All payments are made in US dollars. NetHope is not responsible for exchange rate fluctuations or international bank fees.

Beneficiary's Name: _____

Beneficiary's Address _____

Bank Name: _____

SWIFT: _____

IBAN/Account Number: _____

Date: _____

Form W-8BEN (Rev. February 2014) Department of the Treasury Internal Revenue Service	Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting (Individuals) ▶ For use by individuals. Entities must use Form W-8BEN-E. ▶ Information about Form W-8BEN and its separate instructions is at www.irs.gov/formw8ben . ▶ Give this form to the withholding agent or payer. Do not send to the IRS.	OMB No. 1545-1021
Do NOT use this form if:		
• You are NOT an Individual		Instead, use Form: W-8BEN-E
• You are a U.S. citizen or other U.S. person, including a resident alien individual		W-9
• You are a beneficial owner claiming that income is effectively connected with the conduct of trade or business within the U.S. (other than personal services)		W-8ECI
• You are a beneficial owner who is receiving compensation for personal services performed in the United States		8233 or W-4
• A person acting as an intermediary		W-8IMY
Part I Identification of Beneficial Owner (see instructions)		
1 Name of individual who is the beneficial owner	2 Country of citizenship	
3 Permanent residence address (street, apt. or suite no., or rural route). Do not use a P.O. box or in-care-of address.		
City or town, state or province. Include postal code where appropriate.		Country
4 Mailing address (if different from above)		
City or town, state or province. Include postal code where appropriate.		Country
5 U.S. taxpayer identification number (SSN or ITIN), if required (see instructions)	6 Foreign tax identifying number (see instructions)	
7 Reference number(s) (see instructions)	8 Date of birth (MM-DD-YYYY) (see instructions)	
Part II Claim of Tax Treaty Benefits (for chapter 3 purposes only) (see instructions)		
9 I certify that the beneficial owner is a resident of _____ within the meaning of the income tax treaty between the United States and that country.		
10 Special rates and conditions (if applicable—see instructions): The beneficial owner is claiming the provisions of Article _____ of the treaty identified on line 9 above to claim a _____ % rate of withholding on (specify type of income): _____		
Explain the reasons the beneficial owner meets the terms of the treaty article: _____		
Part III Certification		
Under penalties of perjury, I declare that I have examined the information on this form and to the best of my knowledge and belief it is true, correct, and complete. I further certify under penalties of perjury that:		
<ul style="list-style-type: none"> • I am the individual that is the beneficial owner (or am authorized to sign for the individual that is the beneficial owner) of all the income to which this form relates or am using this form to document myself as an individual that is an owner or account holder of a foreign financial institution, • The person named on line 1 of this form is not a U.S. person, • The income to which this form relates is: <ul style="list-style-type: none"> (a) not effectively connected with the conduct of a trade or business in the United States, (b) effectively connected but is not subject to tax under an applicable income tax treaty, or (c) the partner's share of a partnership's effectively connected income, • The person named on line 1 of this form is a resident of the treaty country listed on line 9 of the form (if any) within the meaning of the income tax treaty between the United States and that country, and • For broker transactions or barter exchanges, the beneficial owner is an exempt foreign person as defined in the instructions. 		
Furthermore, I authorize this form to be provided to any withholding agent that has control, receipt, or custody of the income of which I am the beneficial owner or any withholding agent that can disburse or make payments of the income of which I am the beneficial owner. I agree that I will submit a new form within 30 days if any certification made on this form becomes incorrect.		
Sign Here	Signature of beneficial owner (or individual authorized to sign for beneficial owner)	Date (MM-DD-YYYY)
	Print name of signer	Capacity in which acting (if form is not signed by beneficial owner)
For Paperwork Reduction Act Notice, see separate instructions. Cat. No. 25047Z Form W-8BEN (Rev. 2-2014)		



United States-Based Vendor and Consultant Invoicing Guidelines

Please read the following information carefully. Documents referenced are included in the administrative packet.

1. To receive payment, US vendors and consultants must have a current IRS Form **W-9** on file with NetHope. If changes to information occur, vendors and consultants should complete a revised form. IRS Form W-9s should be sent to operations@nethope.org.
2. To receive payment, US vendors and consultants must have a current **NetHope Banking Information** form on file with NetHope. If changes to information occur, vendors and consultants should complete a revised form. NetHope Banking Information form should be sent to operations@nethope.org.
3. Invoices must contain the following information:
 - a. Vendor or Consultant name
 - b. Billing address
 - c. Remittance address (if different than billing address)
 - d. Invoice Date
 - e. Invoice number
 - f. Time period covered for entire invoice
 - g. Project(s) worked on
 - h. Time period covered per project
 - i. Activities included per project
 - j. Names of persons who worked on each project
 - k. Hours billed per person for each project
 - l. Billing rate per person for each project
 - m. Subtotal of hours/dollars billed per project
 - n. Total of hours/dollars billed for entire invoice
 - o. List of billed expenses with a description and cost of each expense
 - p. An attached copy of all documentation for expenses, including boarding passes
 - q. Total of all invoiced expenses
 - r. Invoice Grand Total
4. NetHope has provided a sample invoice template if you do not have one that includes the above criteria.
5. Unless instructed otherwise by **NetHope Operations**, invoices should be submitted to the NetHope Point of Contact as identified in the NetHope contract with consultants or vendor agreement for approval no later than the 5th of the month following when the work was performed.
6. Those consultants who are instructed by **NetHope Operations** to use NetHope's online systems for time tracking and expenses, SpringAhead and Tallie, must use these systems. Direct invoices will not be accepted.
7. The NetHope Point of Contact submits invoices for payment once approved.

Questions about NetHope's Vendor and Consulting Invoicing Guidelines should be submitted to operations@nethope.org.

Form W-9 (Rev. August 2013) Department of the Treasury Internal Revenue Service	<h2 style="margin:0;">Request for Taxpayer Identification Number and Certification</h2>	Give Form to the requester. Do not send to the IRS.																		
Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)																			
	Business name/disregarded entity name, if different from above																			
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	Exemptions (see instructions): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____																		
	Address (number, street, and apt. or suite no.)	Requestor's name and address (optional)																		
	City, state, and ZIP code																			
List account number(s) here (optional)																				
Part I Taxpayer Identification Number (TIN) Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3. Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.																				
		<table border="1" style="margin: auto;"> <tr><th colspan="9">Social security number</th></tr> <tr> <td style="width:20px; height:20px;"></td> <td style="width:20px; height:20px;"></td> <td style="width:20px; height:20px;"></td> <td style="width:20px; height:20px;"></td> <td style="width:20px; height:20px;"></td> <td style="width:20px; height:20px;"></td> <td style="width:20px; height:20px;"></td> <td style="width:20px; height:20px;"></td> <td style="width:20px; height:20px;"></td> </tr> </table>	Social security number																	
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Part II Certification Under penalties of perjury, I certify that:																				
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and 3. I am a U.S. citizen or other U.S. person (defined below), and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.																				
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.																				
Sign Here	Signature of U.S. person ▶ _____	Date ▶ _____																		
General Instructions Section references are to the Internal Revenue Code unless otherwise noted. Future developments. The IRS has created a page on www.irs.gov/w9 for information about Form W-9, at www.irs.gov/w9 . Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page. Purpose of Form A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:																				
1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued), 2. Certify that you are not subject to backup withholding, or 3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and																				
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9. Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are: • An individual who is a U.S. citizen or U.S. resident alien, • A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, • An estate (other than a foreign estate), or • A domestic trust (as defined in Regulations section 301.7701-7). Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.																				
Cat. No. 10231X		Form W-9 (Rev. 8-2013)																		

BUSINESS INFORMATION REQUEST

Business Name	
Division of:	
Subsidiary of:	
Website Address	
Type of Business	

REMITTING ADDRESS INFORMATION

Address			
City/Town			
State/Province / Country		Zip	
Phone	() - Ext	Fax	() -
Contact		Title	
E-mail Address			
Payment Name if Different			

DISADVANTAGED BUSINESS INFORMATION

US Federal Government guidance for utilization of disadvantaged business enterprises allows a vendor to be deemed a small business enterprise (SBE), minority business enterprise (MBE) or women business enterprise (WBE) if it meets the criteria below.

- is certified by the Small Business Administration or
- is certified by a state or federal agency or
- is an independent MBE(s) or WBE(s) business concern which is at least 51 percent owned and controlled by minority group member(s) who are citizens of the United States.

Following state guidance, a vendor may be deemed a disabled veteran business enterprise (DVBE) if it meets the following:

- is an independent business concern which is at least 51 percent owned and controlled by disabled veteran(s), and the home office is located in the U.S.

Self-Certification Verification:

Check all that apply:

- | | |
|---|---|
| <input type="checkbox"/> Small business enterprise | <input type="checkbox"/> Women-owned business enterprise |
| <input type="checkbox"/> Local business | <input type="checkbox"/> Disabled veteran-owned business enterprise |
| <input type="checkbox"/> Minority-owned business enterprise | |

Percent of ownership: _____ %

Name of Qualifying Owner(s): _____

I, the undersigned, hereby declare that to the best of my knowledge the above information is accurate.

NAME	TITLE
TELEPHONE NUMBER	DATE

Definitions

Disabled Veteran-Owned Business Enterprise means a business that meets all of the following criteria:

- is a sole proprietorship or partnership of which is at least fifty one (51) percent owned by one or more disabled veterans, or in the case of any business whose stock is publicly held, at least fifty one (51) percent of the stock is owned by one or more disabled veterans; a subsidiary which is wholly owned by a parent corporation but only if at least fifty one (51) percent of the voting stock of the parent corporation is owned by one or more disabled veterans; or a joint venture in which at least fifty one (51) percent of the joint venture's management and control and earnings are held by one or more disabled veterans.
- the management and control of the daily business operations are by one or more disabled veterans. The disabled veterans who exercise management and control are not required to be the same disabled veterans as the owners of the business.
- is a sole proprietorship, corporation, partnership, or joint venture with its primary headquarters office located in the United States and which is not a branch or subsidiary of a foreign corporation, firm, or other foreign-based business.

Joint Venture means that one party to the joint venture is a MBE/WBE/DVBE and owns at least fifty one (51) percent of the joint venture. In the case of a joint venture formed for a single project this means that MBE/WBE/DVBE will receive at least fifty one (51) percent of the project dollars.

Local Business means a business that meets all of the following criteria:

- has an ongoing business within the boundary of the SCGBI at the time of bid application.
- performs ninety (90) percent of the work within SCGBI's jurisdiction.

Minority-Owned Business Enterprise means a business that meets all of the following criteria:

- is at least fifty one (51) percent owned by one or more minority persons or in the case of any business whose stock is publicly held, at least fifty one (51) percent of the stock is owned by one or more minority persons.
- is a business whose management and daily business operations are controlled or owned by one or more minority person.
- is a business which is a sole proprietorship, corporation, partnership, joint venture, an association, or a cooperative with its primary headquarters

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office located in the United States, which is not a branch or subsidiary of a foreign corporation, foreign firm, or other foreign business.

“Minority” person means a Black American, Hispanic American, Native American (including American Indian, Eskimo, Aleut, and Native Hawaiian), Asian-Indian American (including a person whose origins are from India, Pakistan, or Bangladesh), Asian-Pacific American (including a person whose origins are from Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, the United States Trust Territories of the Pacific, Northern Marianas, Laos, Cambodia, or Taiwan).

Small Business Enterprise means a business that meets all of the following criteria:

- is any business enterprise including its affiliates located inside the United States that is organized for profit, pays U.S. taxes, and/or uses American products, materials, and/or labor, etc.
- is independently owned and operated
- is not dominant in the field of operation
- is qualified as a small business under the criteria and size standards set forth in 13 CFR 121

Women-Owned Business Enterprise means a business that meets all of the following criteria:

- is at least fifty one (51) percent owned by one or more women or in the case of any business whose stock is publicly held, at least fifty one (51) percent of the stock is owned by one or more women.
- is a business whose management and daily business operations are controlled or owned by one or more women.
- is a business which is a sole proprietorship, corporation, partnership, or a joint venture, with its primary headquarters office located in the United States, which is not a branch or subsidiary of a foreign
- corporation, foreign firm, or other foreign business.

**Certification Regarding
Debarment, Suspension and Other Responsibility Matters**

The prospective participant certifies to the best of its knowledge and belief that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them or commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction: violation of Federal or State antitrust statute or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. In addition, under 18 USC Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both.

Typed Name & Title of Authorized Representative

Signature of Authorized Representative

Date

→ I am unable to certify to the above statements. My explanation is attached.