

Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	3 (Three) Motorcycles
Type of Procurement:	Purchase Order
Type of Contract:	Fixed Price
Term of Contract:	20 th May 2022– 30 th May 2022
Contract Funding:	USAID
This Procurement supports:	USAID/Cambodia Integrated Early Childhood Development (IECD) Activity
Submit Proposal to:	Makara Doung Procurement Officer mdoung@iecd.rti.org
Date of Issue of RFP:	22 nd April 2022
Date Questions from Supplier Due:	06 th May 2022 at 5 p.m. Phnom Penh time Send your questions to Makara Doung at mdoung@iecd.rti.org
Date Proposal Due:	10 th May 2022
Approximate Date Purchase Order Issued to Successful Bidder(s):	20th May 2022

Method of Submittal:	
Email to mdoung@iecd.rti.org	
Respond via e-mail with attached document in MS Word / pdf format. The Bidder/Seller agrees to hold the prices in its offer firm for 90 days from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFP/RFQ.	
Solicitation Number:	IECD RFQ-2022-008

Attachments to RFP:

1. Attachment "A" – Commodity Specifications
2. Attachment "B" – Instructions to Bidders/Seller
3. Attachment "C" – Organizational Certification
4. Attachment "D" – Definitions (US Entities Only)
5. Attachment "E" – 937 Geographic Code Countries
6. All PO Terms and Conditions are listed on our website at:
<https://www.rti.org/sites/default/files/rti-purchase-order-terms-and-conditions->

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3040 Cornwallis Road ■ PO Box 12194 ■ Research Triangle Park, NC 27709-2194 ■ USA
Telephone 919.541.6000 ■ Fax 919.541.5985 ■ www.rti.org

[v1.16.pdf](#), [http://www.rti.org/files/PO FAR Clauses.pdf](http://www.rti.org/files/PO_FAR_Clauses.pdf) or for commercial items:
[http://www.rti.org/files/PO FAR Clauses Commercial Items.pdf](http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf) (hereinafter the “Terms”).
Supplier’s delivery of products, performance of services, or issuance of invoices in connection with this purchase order establishes Supplier’s agreement to the Terms. The Terms may only be modified in writing signed by both parties.

All bidders/sellers are responsible to carefully review each attachment and follow any instructions that may be relevant to this procurement.

RTI International is a trade name of Research Triangle Institute. RTI and the RTI logo are U.S. registered trademarks of Research Triangle Institute.

Attachment A

Commodity Specifications or Statement of Work

Statement of Work

Indicate a description of the activity/service that is expected from the supplier. Provide product specifications or service expectations (both if applicable). Include deliverables, timelines, and any special terms and conditions.

Description of Activity/Service:

RTI International (RTI) is a global, independent research institute with almost 60 years of experience in creating and translating knowledge into practice. RTI has more than 5,000 staff in over 75 countries with expertise in at least 250 degree fields working to unlock value in eight practice areas including: health, education, energy, environmental sciences, and innovation ecosystems.

RTI International has been working in Asia for more than 35 years, providing technical assistance, institutional strengthening, and program support on behalf of governments, foundations, and private-sector clients. Together with our local partners, we deliver science-based solutions and advisory and technical services to help countries across South and Southeast Asia achieve national, regional, and local goals—in health, education, economic growth, governance and public policy, and environmental management.

RTI is implementing contractor for USAID/Cambodia Integrated Early Childhood Development (IECD) Activity. The purpose of the IECD activity is to support children to thrive and reach their full developmental potential by promoting nurturing care for the most vulnerable newborns and young children, starting from before birth. IECD will specifically address stunting through a multi-sectoral approach that strengthens nutrition service delivery at health facilities and in communities; supports nutrition sensitive agriculture; improves WASH practices among caregivers; and promotes responsive caregiving to help children meet critical cognitive, linguistic, socio-emotional, and physical developmental milestones. Focus will be on the early childhood years, with an emphasis on the first 1,000 days for more intensive nutrition, psychosocial, and physical stimulation interventions.

We are looking for a company to supply and delivery 3 (Three) motorcycles for Safe Haven, one of IECD's grantee to train Interventionists and conduct the assessment in Siem Reap.

To identify possible service provider/s nationality is **US Manufactured vehicle or** Nationality (the place of incorporation, ownership, citizenship, residence, etc. of the supplier of the vehicle): from the Nationality stated in Attachment E. 937 Geographic Code Countries

Please quote your prices, **Included VAT** for the following commodities/ services.

Product or Service Expectations (both if applicable):

Item #	Quantity to be purchased	Description of Preferred Commodity or Services Specifications	Unit of Measure
1	3 (Three)	<p>Motorcycle 100CC (Black Color) Engine: Engine System 4-stroke/Air Cooling -Displacement 97.1cc; Fuel System Carburetor -Fuel Type Unleaded petrol Recommended: 91 RON or higher -Final Drive Type Drive Chain; Starter System Electric starter and Kick starter -Compression Ratio 9.0:1; Engine oil capacity 0.7L -Transmission Constant mesh, 4-speed Dimensions: [W x L x H] 715 x 1,811.x 1,051 mm -Wheelbase 1.208 mm; Weight 97Kg; Ground Clearance 128 mm -Seat High 760 mm; Fuel Tank 3.7L -Frame Type 90 RON or Higher -Battery 12V-2.5Ah Suspension & Tire: Tire Size Front 2.25-17-33L -Tire Size Rear 2.50-17-38L -Front brake Drum Brake -Rear brake Drum Brake -Tire Type Spoke wheel Suspension Front Telescopic Fork; Suspension Rear Swingarm Other parts and accessories: Helmet, front basket, metal frame and warranty on parts & services</p> <ul style="list-style-type: none"> • Source (The country from which a vehicle is shipped to Cambodia, or the Cambodia itself if the vehicles is located therein at the time of the purchase): U.S. or the Cambodia, or any 937 geographic code country (reference Attachment E). • Nationality (the place of incorporation, ownership, citizenship, residence, etc. of the supplier of the vehicle): U.S. or the Cambodia 	Unit

Deliverables, Timelines, Special Terms and Conditions:

<p>Delivery to : First Floor, U01 & U02, No#113C, Mao Tse Tung Blvd, Sangkat Toul Svay Prey 1, Khan Beoung Keng Kong, Phonm Penh, Cambodia</p> <p>Timeline : 30th May 2022</p> <p>Payment : Payment within 30 days receipt of invoices after delivery</p>
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Pricing

Item #	Quantity to be Purchased	Description of Preferred Commodity or Services Specifications	Unit of Measure	Unit Fixed Price (Each)	Total Fixed Price (Each)	Lead Time Availability (Number of Days)
1	3	<p>Motorcycle 100CC (Black Color) Engine: Engine System 4-stroke/Air Cooling -Displacement 97.1cc; Fuel System Carburetor -Fuel Type Unleaded petrol Recommended: 91 RON or higher -Final Drive Type Drive Chain; Starter System Electric starter and Kick starter -Compression Ratio 9.0:1; Engine oil capacity 0.7L -Transmission Constant mesh, 4-speed Dimensions: [W x L x H] 715 x 1,811.x 1,051 mm -Wheelbase 1.208 mm; Weight 97Kg; Ground Clearance 128 mm -Seat High 760 mm; Fuel Tank 3.7L -Frame Type 90 RON or Higher -Battery 12V-2.5Ah Suspension & Tire: Tire Size Front 2.25-17-33L -Tire Size Rear 2.50-17-38L -Front brake Drum Brake -Rear brake Drum Brake -Tire Type Spoke wheel Suspension Front Telescopic Fork; Suspension Rear Swingarm Other parts and accessories: Helmet, front basket, metal frame and warranty on parts & services</p> <ul style="list-style-type: none"> • Source (The country from which a vehicle is shipped to Cambodia, or the Cambodia itself if the vehicles is located therein at the time of the purchase): U.S. or the Cambodia, or any 937 geographic code country (reference Attachment E). • Nationality (the place of incorporation, ownership, citizenship, residence, etc. of the supplier of the vehicle): U.S. or the Cambodia 	Unit			
Total Value						
VAT						
TOTAL VALUE After VAT						

By signing this attachment, the bidder confirms he has a complete understanding of the specifications and fully intends to deliver items that comply with the above listed specifications.

Signature:

Title:

Date:

Attachment “B” Instructions to Bidders/Sellers

1. **Procurement Narrative Description:** The Buyer (RTI) intends to purchase commodities and/or services identified in Attachment A. The Buyer intends to purchase the quantities (for commodities) and/or services (based on deliverables identified in a Statement of Work). The term of the Ordering Agreement shall be from Award Date to the Delivery date of the Offeror unless extended by mutual agreement of the parties. The Buyer intends to award to a single “approved” supplier based on conformance to the listed specifications, the ability to service this contract, and selling price. We reserve the right to award to more than one bidder. If an Ordering Agreement is established as a result of this RFQ/RFP, supplier understands that quantities indicated in the specifications (Attachment A) are an estimate only and RTI does not guarantee the purchase quantity of any item listed.
2. **Procuring Activity:** This procurement will be made by **Research Triangle Institute (RTI International)**, located at

Integrated Early Childhood Development—First Floor, U01 & U02, No#113C, Mao Tse Tung Blvd, Sangkat Toul Svay Prey 1, Khan Beoung Keng Kong, Phonm Penh, Cambodia

(insert full address of the office)

who has a purchase requirement in support of a project funded by

USAID

(insert client’s name)

RTI shall award the initial quantities and/or services and any option quantities (if exercised by RTI) to Seller by a properly executed Purchase Order as set forth within the terms of this properly executed agreement.

3. **Proposal Requirements.** All Sellers will submit a quote/proposal which contains offers for all items and options included in this RFQ/RFP. All information presented in the Sellers quote/proposal will be considered during RTI’s evaluation. Failure to submit the information required in this RFQ/RFP may result in Seller’s offer being deemed non-responsive. Sellers are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach RTI’s office designated in the RFQ/RFP by the time and date specified in the RFQ/RFP. Any offer, modification, revision, or withdrawal of an offer received at the RTI office designated in the RFQ/RFP after the exact time specified for receipt of offers is “late” and may not be considered at the discretion of the RTI Procurement Officer. The Seller’s proposal shall include the following:
 - (a) The solicitation number:
 - (b) The date and time submitted:
 - (c) The name, address, and telephone number of the seller (bidder) and authorized signature of same:
 - (d) Validity period of Quote:
 - (e) A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary.

The offeror should include the following information:

- Manufacturer's name and Model Number for each vehicle proposed
 - Detailed specifications as outlined in the commodity specifications.
 - Source (location from where item is shipped) and Nationality (where item is located)
 - Itemized list of all local service locations and/or authorized service centers (Cambodia)
 - Warranty information. All offerors must provide warranty information in order for their quotation to be considered.
 - Please demonstrate that the vehicles are fully serviceable (spare parts available and existing service/repair shops).
- (f) If RTI informs Seller that the Commodity is intended for export and the Commodity is not classified for export under Export Classification Control Number (ECCN) "EAR99" of the U.S. Department of Commerce Export Administration Regulations (EAR), then Seller must provide RTI the correct ECCN and the name of Seller's representative responsible for Trade Compliance who can confirm the export classification.
- (g) Lead Time Availability of the Commodity/Service.
- (h) Terms of warranty describing what and how the warranties will be serviced.
- (i) Special pricing instructions: Price and any discount terms or special requirements or terms (special note: pricing must include guaranteed firm fixed prices for items requested.)
- (j) Payment address or instructions (if different from mailing address)
- (k) Acknowledgment of solicitation amendments (if any)
- (l) Past performance information, when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including points of contact with telephone numbers, and other relevant information)
- (m) **Special Note:** *The Seller, by his response to this RFQ/RFP and accompanying signatures, confirms that the terms and conditions associated with this RFQ/RFP document have been agreed to and all of its attachments have been carefully read and understood and all related questions answered.*
4. **Forms:** Sellers (potential bidders or suppliers) must record their pricing utilizing the format found on Attachment "A". Sellers must sign the single hardcopy submitted and send to address listed on the cover page of this RFQ/RFP.

5. **Questions Concerning the Procurement.** All questions in regards to this RFQ/RFP to be directed to

Makara Doung

(insert name of procurement officer)

at this email address:

mdoung@iecd.rti.org

(insert email address of the procurement officer).

The cut-off date for questions is *(insert date)*.

06th May 2022 at 4 p.m. Phnom Penh time

6. **Notifications and Deliveries:** Time is of the essence for this procurement. Seller shall deliver the items or services no later than the dates set forth in the contract that will be agreed by both parties as a result of this RFQ/RFP. The Seller shall immediately contact the Buyer's Procurement Officer if the specifications, availability, or the delivery schedule(s) changes. Exceptional delays will result in financial penalties being imposed of Seller.
7. **Documentation:** The following documents will be required for payment for each item:
- (a) A detailed invoice listing Purchase Order Number, Bank information with wiring instructions (when applicable)
 - (b) Packing List
 - (c) All relevant product/service documentation (manuals, warranty doc, certificate of analysis, etc.)
8. **Payment Terms:** Refer to RTI purchase order terms and conditions found in <https://www.rti.org/sites/default/files/rti-purchase-order-terms-and-conditions-v1.16.pdf> , http://www.rti.org/files/PO_FAR_Clauses.pdf , or http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf . Payment can be made via wire transfer or other acceptable form. Sellers may propose alternative payment terms and they will be considered in the evaluation process.
9. **Alternative Proposals:** Sellers are permitted to offer "alternatives" should they not be able to meet the listed requirements. Any alternative proposals shall still satisfy the minimum requirements set forth in Attachment A Specifications.
10. **Inspection Process:** Each item shall be inspected prior to final acceptance of the item. All significant discrepancies, shortages, and/or faults must be satisfactorily corrected and satisfactorily documented prior to delivery and release of payment.
11. **Evaluation and Award Process:** The RTI Procurement Officer will award an agreement contract resulting from this solicitation to the responsible Seller (bidder) whose offer conforms to the RFQ/RFP will be most advantageous to RTI, price and other factors considered. The award will be made to the Seller representing the **best value** to the project and to RTI. For the purpose of this RFQ/RFP, price, delivery, technical and past performance are of equal importance for the purposes of evaluating, and selecting the "best value" awardee. RTI intends to evaluate offers and award an Agreement without discussions with Sellers. Therefore, the Seller's initial offer should contain the Seller's best terms from a price and technical standpoint.

However, RTI reserves the right to conduct discussions if later determined by the RTI Procurement Officer to be necessary.

The evaluation factors will be comprised of the following criteria:

- (a) **PRICE.** Lowest evaluated ceiling price (inclusive of option quantities) .
- (b) **DELIVERY.** Seller provides the most advantageous delivery schedule.
- (c) **TECHNICAL.** Items/Services shall satisfy or exceed the specifications described in RFQ/RFP Attachment A.
- (d) **PAST PERFORMANCE** - Seller can demonstrate his/her capability and resources to provide the items/services requested in this solicitation in a timely and responsive manner. N/A
- (e) **OTHER EVALUATION CRITERIA.**

N/A

- 12. **Award Notice.** A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful supplier within the time acceptance specified in the offer, shall result in a binding contract without further action by either party.
- 13. **Validity of Offer.** This RFP in no way obligates RTI to make an award, nor does it commit RTI to pay any costs incurred by the Seller in the preparation and submission of a proposal or amendments to a proposal. Your proposal shall be considered valid for 90 days after submission.
- 14. **Representations and Certifications.** Winning suppliers under a US Federal Contract are required to complete and sign as part of your offer RTI Representations and Certifications for values over \$10,000.
- 15. **Anti- Kick Back Act of 1986.** Anti-Kickback Act of 1986 as referenced in FAR 52.203-7 is hereby incorporated into this Request for Proposal as a condition of acceptance. If you have reasonable grounds to believe that a violation, as described in Paragraph (b) of FAR 52.203-7 may have occurred, you should report this suspected violation to the RTI's Ethics Hotline at 1-877-212-7220 or by sending an e-mail to ethics@rti.org. You may report a suspected violation anonymously.
- 16. **The John S. McCain National Defense Authorization Act for fiscal year 2019 - section 889.** RTI cannot use any equipment or services from specific companies, or their subsidiaries and affiliates, including Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, and Dahua Technology Company ("Covered Technology"). In response to this request for proposal, please do not provide a quote which includes any Covered Technology. Any quote which includes Covered Technology will be deemed non-responsive. Additionally, if the United States Government is the source of funds for this RFP, the resulting Supplier shall not provide any equipment, system, or service that uses Covered Technology as a substantial or essential component

Acceptance:

Seller agrees, as evidenced by signature below, that the seller's completed and signed solicitation, seller's proposal including all required submissions and the negotiated terms contained herein, constitute the entire agreement for the services described herein.

By: *(Seller Company Name)*

Signature: _____

Title:

Date:

Attachment C

Organizational Certification

This certification attests to the Offeror's awareness and agreement to the content of this RFQ and all accompanying calendar schedules and terms and provisions contained herein.

The Offeror must ensure that this certification is duly completed and correctly executed by an authorized officer of the Offeror's company.

1. This quotation is submitted in response to an **IECD RFQ-2022-008** issued by IECD. The undersigned is a duly authorized officer, hereby certifies that:

(Offeror Name)

Agrees to be bound by the content of this Quotation and agrees to comply with the terms, conditions and provisions of the referenced RFQ. The quotation shall remain in effect for a period of 90 calendar days as of the Due Date of the RFQ.

2. The undersigned further certify that their firm (check one):
 IS
 IS NOT

Currently debarred, suspended, or proposed for debarment by any United States federal entity.

The undersigned agree to notify IECD of any change in this status, should one occur, until such time as an award has been made under this procurement action.

3. The offeror, by checking the applicable box, certifies that –

(a) If the offeror is a **U.S. entity**,

(1) it operates as a corporation incorporated under the laws of the State of _____ (state), an individual, a partnership, a nongovernmental nonprofit organization, a state or local governmental organization, a private college or university, a public college or university, an international organization, or a joint venture;

(2) its status* is (check all that apply; see Annex B for standard definitions):

Small Business (SB) (self-certification)

Small Disadvantaged Business (SDB) (self-certification)

HUBZone Small Business (self-certification not available), certification issued by

Woman Owned Small Business (WOSB) (self-certification) Veteran Owned Small Business (VOSB) (self-certification)

Service-Disabled Veteran Owned Small Business Concern (SDVOSP) (self-certification)

Large Business (LB)

Other Certification, certification: _____

(3) In addition to the above, the offeror complies with the Small Business Administration's Table of Size Standards. (See www.sba.gov for additional information.)

OR

(b) If the offeror is a **non-U.S. entity**, it operates as a corporation organized under the laws of ____ (country), an individual, a partnership, a nongovernmental nonprofit organization, a nongovernmental educational institution, a governmental organization, an international organization, or a joint venture.



5. Person[s] authorized to negotiate on behalf of this firm for purposes of this RFQ are:

Name: _____ Title: _____

Signature: _____ Date: _____

Name: _____ Title: _____

Signature of Authorized Officer:

Name: _____ Title: _____

Signature: _____ Date: _____

Notification: Under 15 U.S.C. 645(d), any person who misrepresents its firm's size status shall (1) be punished by a fine, imprisonment, or both; (2) be subject to administrative remedies; and (3) be ineligible for participation in programs conducted under the authority of the Small Business Act.

**If you are certified or a member of one of the qualifying groups listed in Attachment D, please register with Dun & Bradstreet at http://www.dnb.com/us/duns_update/. There is no charge for this registration.*

Attachment D Definitions (U.S. Entities Only)

Small Business (SB)

A small business, means a concern, including its affiliates, that is independently owned and operated, not dominant in its field of operation, and meets the SBA's criteria for the NAICS (<http://www.census.gov/eos/www/naics/>) industry to which it belongs. Currently, a small business certification process is not required for Federal contracts. When submitting a quotation, simply self-certify by checking the appropriate box

Small Disadvantaged Business (SDB)

A Small Disadvantaged Business (SDB) is a small business that is at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged.

The SBA defines socially disadvantaged groups as those who have been, historically, subjected to "racial or ethnic prejudice or cultural bias" within the larger American culture. Identified groups include: African Americans, Asian Pacific Americans, Hispanic Americans, Native Americans and Subcontinent Asian Americans. Members of other groups may qualify if they can satisfactorily demonstrate that they meet established criteria.

Economically disadvantaged individuals are defined as those for whom impaired access to financial opportunities has hampered the ability to compete in the free enterprise system, in contrast to people in similar businesses who are not identified as socially disadvantaged.

HUBZone Small Business - Historically Underutilized Business Zone

A small business concern that appears on the list of Qualified HUBZones Small Businesses maintained by the US Small Business Administration. To determine if your business is located in a HUBZone, or to apply online, go to The Small Business Administration's HUBZone website <https://eweb1sp.sba.gov/hubzone/internet/index.cfm>.

Woman-owned Small Business (WOSB)

A small business that is at least 51 percent owned and actively managed by one or more women with either U.S. citizenship or U.S. resident alien status. Learn more at SBA's Office of Women's Business Ownership at <http://www.sba.gov/aboutsba/sbaprograms/onlinewbc/index.html>.



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Telephone 919.541.6000 ■ Fax 919.541.5985 ■ www.rti.org

Veteran-Owned Small Business (VOSB)

A small business concern that is:

- i. At least 51% unconditionally owned by one or more veterans as defined at 38 U.S.C. 101(2) or, in the case of any publicly owned business, at least 51% of the stock of which is unconditionally owned by one or more veterans; and
- ii. The management and daily business operations of which are controlled by one or more veterans.

Learn more at SBA's Office of Veterans Business Development

<http://www.sba.gov/aboutsba/sbaprograms/ovbd/index.html>.

Service-Disabled Veteran-Owned Small Business Concern (SDVOSB)

A small business concern that is:

- i. At least 51% unconditionally owned by one or more service-disabled veterans or, in the case of any publicly owned business, at least 51% of the stock of which is unconditionally owned by one or more service-disabled veterans, and;
- ii. The management and daily business operations of which are controlled by one or more service-disabled veterans, or in the case of a service-disabled veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

“Service-Disabled Veteran” means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service connected as defined in 38 U.S.C. 101(16). Learn more at the US Dept. of Veteran Affairs <http://vabenefits.vba.va.gov/vonapp/main.asp>.

NAICS

The North American Industry Classification System (NAICS) is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy. For more information go to NAICS at <http://www.census.gov/eos/www/naics/>.

Attachment E

937 Geographic Code Countries

Countries included in the 937 Geographic Code per ADS 310 (310maa_020612)

Afghanistan	Gambia, The	Myanmar
Bangladesh	Guinea	Nepal
Benin	Guinea-Bissau	Niger
Burkina Faso	Haiti	Rwanda
Burundi	Kenya	Sierra Leone
Cambodia	Korea, Dem Rep.	Somalia
Central African Republic	Kyrgyz Republic	Tajikistan
Chad	Liberia	Tanzania
Comoros	Madagascar	Togo
Congo, Dem. Rep	Malawi	Uganda
Eritrea	Mali	Zimbabwe
Ethiopia	Mozambique	
Angola	India	São Tomé and Príncipe
Armenia	Iraq	Senegal
Belize	Kiribati	Solomon Islands
Bhutan	Kosovo	Sri Lanka
Bolivia	Lao PDR	Sudan
Cameroon	Lesotho	Swaziland
Cape Verde	Marshall Islands	Syrian Arab Republic



Congo, Rep.	Mauritania	Timor- Leste
Côte d'Ivoire	Micronesia, Fed. Sts.	Tonga
Djibouti	Moldova	Turkmenistan
Egypt, Arab Rep.	Mongolia	Tuvalu
El Salvador	Morocco	Ukraine
Fiji	Nicaragua	Uzbekistan
Georgia	Nigeria	Vanuatu
Ghana	Pakistan	Vietnam
Guatemala	Papua New Guinea	West Bank and Gaza
Guyana	Paraguay	Yemen, Rep.
Honduras	Philippines	Zambia
Indonesia	Samoa	