



**USAID Indonesia Urban Water Sanitation and Hygiene  
Penyehatan Lingkungan Untuk Semua**

Request For Proposals (RFP) – Re-advertised

No. REQ-JAK-17-0058

**Junior Environment Service Provider for RPAM Strategy Development Support**

**October 2017 – March 2018**

Issue Date: October 4, 2017

**WARNING:** Prospective Offerors who have received this document from a source other than the USAID -IUWASHPLUS Project, should immediately contact **IWPLProc\_LSIC@dai.com** and provide their name and mailing address in order that amendments to the RFP or other communications can be sent directly to them. Any prospective Offeror who fails to register their interest assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation will be issued and posted at [www.iuwash.or.id](http://www.iuwash.or.id) "Offerors are encouraged to check this website periodically."

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**Synopsis of the RFP**

RFP No.	REQ-JAK-17-0058-Re-advertised
Issue Date	October 4, 2017
Title	<b>Junior Environment Service Provider for RPAM Strategy Development Support ; October 2017 – March 2018</b>
Issuing Office & Email/Physical Address for Submission of Proposals	USAID – IUWASH PLUS Jakarta Office Mayapada Tower 1 Building, 10th Floor, Jl. Jend. Sudirman Kav. 28, Jakarta 12920; Email : IWPLProc_LSIC@dai.com
Bidders' Conference	There will be no pre-bid meeting, however, all interested bidders may ask questions to <a href="mailto:IWPLProc_LSIC@dai.com">IWPLProc_LSIC@dai.com</a> until October 4, 2017 at the latest 12.00 p.m.
Deadline for Receipt of Questions	<b>October 11<sup>th</sup> , 2017 at the latest 12.00 p.m.</b>
Deadline for Receipt of Proposals	<b>October 11<sup>th</sup> , 2017 at the latest 17.00 p.m.</b>
Point of Contact	<a href="mailto:IWPLProc_LSIC@dai.com">IWPLProc_LSIC@dai.com</a>
Anticipated Award Type	A Fixed Price Purchase Order Issuance of this RFP in no way obligates DAI to award a subcontract or purchase order and Bidders will not be reimbursed for any costs associated with the preparation of their quote.
Basis for Award	An award will be made based on the Trade Off Method. The award will be issued to the responsible and reasonable offeror who provides the best value to DAI and its client using a combination of technical and cost/price factors.

*Interested Offerors may obtain a full copy of the RFP which contains detailed instructions for preparation of the proposal. The RFP may be collected from the address and/or contact person above.*

## 1. Introduction and Purpose

### 1.1 Purpose

DAI, the implementer of the “The USAID Indonesia Urban Water, Sanitation and Hygiene 'Penyehatan Lingkungan Untuk Semua' (IUWASH PLUS) program invites qualified individual offerors to submit proposals to supply and deliver **“Junior Environment Service Provider for RPAM Strategy Development Support ; October 2017 – March 2018”** in support of program implementation.

#### **Description of the Program:**

##### **Activity Background**

Urban water supply systems in Indonesia face multiple challenges related to the quality, quantity and continuity of raw water for water utilities and other service providers. The Water Safety Planning (RPAM) is one key approach, increasingly adopted by a wide array of countries, to overcome such challenges through the assessment, prioritization and continuous management of risks to water safety. The aim of employing RPAM is to consistently ensure the safety and acceptability of drinking water supply in a practical manner. RPAM has been initiated since 2012 in Indonesia, beginning with a pilot of RPAM that addressed three (3) areas: water source, water utilities (or “operators”, and communal systems. The RPAM pilots were implemented by Bappenas for water sources in Bandung, by the Ministry of Public Works and Housing (MPWH) for water utilities in Banjarmasin, and by the Ministry of Health (MOH) for communal systems in Kab. Malang and Kab. Sumba Barat Daya. From those initiatives, several results and outputs were been produced, such as a draft RPAM white paper, draft RPAM roadmap to 2019, and draft program for integrating RPAM into RPJMN and RPJMD planning processes. For its part, and based on more recent consultations with key GOI partners, USAID IUWASH PLUS will also implement RPAM (and which will involve 4 areas, including source, operator, communal, and consumer levels) in selected locations. Likewise, USAID IUWASH PLUS will contribute to the RPAM framework and strategy, also adjustment of manuals, derived from results and lessons learned of RPAM implementation at local level.

However, as the RPAM initiative requires much additional work to be effectively and sustainably scaled up, several elements at the national level need to be in place. Such elements include an integrated RPAM framework, implementation manuals that accommodated lessons learned and best practices from fields, and a road map and action plan for RPAM implementation. USAID IUWASH PLUS will contribute to this process both through sharing widely its own experience in RPAM implementation, as well as in directly contributing to the efforts of its national-level GOI partners. This activity supports this latter contribution through: supporting the consolidation of RPAM lessons learned and best practices; providing input for technical guidelines; and advancing national-level dialogue and policy development.

The activity plans to be implemented in 6 months, from October 2017 to March 2018. The vendor has to propose the activities schedule based on required tasks and respective methodology, which anticipates the possibility of adjustment due to actual condition. When required, the vendor may propose to adjust and extend the schedule without any additional charge.

#### **Objectives**

The main objectives of the proposed strategy for RPAM implementation are to:

- Support in conducting analysis and draw lessons learned from previous RPAM pilot and ongoing under Ministry of Health and Ministry of Public Works components of RPAM: operator, and communal;

- Support in generating recommendation for updating initial concept of RPAM, such as scope of each RPAM components, responsible institutions/Ministries, and strategy to achieve 4K aspects (Kualitas, Kuantitas, Kontinuitas dan Keterjangkauan) as an input for RPAM framework,
- Support in providing input for updating of RPAM technical guidelines under MOH and MPWH by adopting the lesson learned of RPAM implementation (RPAM Operator and RPAM Komunal), and initial input for RPAM Sumber technical guidelines;
- Support in assessing and mapping out existing regulations to support RPAM implementation and assessing tasks and functions of each Government institutions relevant to RPAM in national level.

## Tasks

In general, the tasks for Junior Environment Service Provider in implementing the activity are as follow:

### 1. Task 1: Preparation

- Support and contribute in preparing inception report, which include detail work plan and schedule.
- Support in development of areas/indicators for in depth review during analysis of RPAMs past and ongoing initiatives.

### 2. Task 2 : Data Gathering and Desk Review

This activity mainly implement at national level with relevant ministries and stakeholders working on RPAM initiatives, including:

- Compile and review documents and reports from previous and ongoing RPAM implementations, for the following components of RPAM: source, operator, and communal.
- Compile and review the available supporting documents for RPAM implementation, such as the initial concept of RPAM in Indonesia, reports of various RPAM implementations, results of RPAM operator audit, technical guidelines of RPAM *Operator* and RPAM *Komunal*, also other available documents from relevant stakeholders (donors and programs) working on RPAM initiatives.
- Compile and review available national and local regulations to support the implementation of RPAM.

### 3. Task 3: Support in Conducting Analysis and Drawing Lessons Learned

- Conduct field visit to support to gather results and lessons learned on the implementation of RPAM operator and RPAM Komunal, in the following districts: Kota Salatiga (operator), Kota Balikpapan (operator), Jogjakarta (komunal), Kota Medan (operator), Kab. Bulukumba (komunal), Kab. Bogor (operator, komunal).
- Compile the results and results from each visited districts.

### 4. Task 4: Assessment of Relevant Regulations and Tasks and Functions

- Conduct assessment and mapping of existing regulations to support RPAM implementation.
- Provide suggestion on regulation needed (if required) for RPAM implementation
- Conduct assessment of tasks and functions of each Government institutions relevant to RPAM in national level.

### 5. Task 5 : Review and Modify RPAM Technical Guidelines

- Support Senior Environment Service Provider in reviewing/updating RPAM technical guidelines (operator and komunal).
- Provide input to Senior Environment Service Provider on the initial concept for RPAM Sumber

#### **6. Task 6 : Reporting and General**

- The local implementer (Junior Environment Service Provider) shall assist the delivery of reports and relevant documents both in soft & hardcopy
- Conduct data collection and gather feedback during series of meetings, focus group discussions, and workshops with relevant Ministries and stakeholders.

The two local implementers (Senior Environment Service Provider and Junior Environment Service Provider) will work under the same concept and objectives, but each local implementer (service provider) will have specific tasks and clear deliverables. However, there are deliverables that have to be prepared jointly and submitted as integrated reports, which are: (i) inception report, which include methodology, detailed work plan and schedule, (ii) report of the results and lesson learned from previous and ongoing RPAMs implementation, (iii) updated RPAM technical guidelines for RPAM Operator and RPAM Komunal, and input for RPAM Sumber technical guidance, and (iv) list of available regulations relevant to RPAMs and input for required regulation (if needed), and (v) Final report (results and completion progress of all activities and recommendation for next steps).

##### **1.2 Issuing Office**

The Issuing Office and Contact Person noted in the above synopsis is the sole point of contact at DAI for purposes of this RFP. Any prospective offeror who fails to register their interest with this office assumes complete responsibility in the event that they do not receive direct communications (amendments, answers to questions, etc.) prior to the closing date.

##### **1.3 Type of Award Anticipated**

DAI anticipates awarding a **Fixed Price Purchase Order**. This subcontract type is subject to change during the course of negotiations.

#### **2. General Instructions to Offerors**

##### **2.1 General Instructions**

“Offeror”, “Subcontractor”, and/or “Bidder” means an individual proposing the work under this RFP. “Offer” and/or “Proposal” means the package of documents the individual submits to propose the work.

Offerors wishing to respond to this RFP must submit proposals, in Bahasa Indonesia, in accordance with the following instructions. Offerors are required to review all instructions and specifications contained in this RFP. Failure to do so will be at the Offeror’s risk. If the solicitation is amended, then all terms and conditions not modified in the amendment shall remain unchanged.

Issuance of this RFP in no way obligates DAI to award a subcontract or purchase order. Offerors will not be reimbursed for any costs associated with the preparation or submission of their proposal. DAI shall in no case be responsible for liable for these costs.

Proposals are due no later than **October 11, 2017 at the latest 17.00 pm**, to be submitted to IWPLProc\_LSIC@dai.com for softcopy by stated the RFP Number and Title of the Activity in the subject line. Late offers will be rejected except under extraordinary circumstances at DAI’s discretion. The submission to DAI of a proposal in response to this RFP will constitute an offer and indicates the

Offeror's agreement to the terms and conditions in this RFP and any attachments hereto. DAI reserves the right not to evaluate a non responsive or incomplete proposal.

## **2.2 Proposal Cover Letter**

A cover letter shall be included with the proposal on the Individual Offeror's letterhead with a duly authorized signature using Attachment B as a template for the format. The cover letter shall include the following items: cover letter shall be included with the proposal on the Individual Offeror's letterhead with a duly authorized signature using Attachment B as a template for the format. The cover letter shall include the following items:

- The Offeror will certify a validity period of 60 days for the prices provided.
- Acknowledge the solicitation amendments received.

## **2.3 Questions regarding the RFP**

Each Offeror is responsible for reading and complying with the terms and conditions of this RFP. Requests for clarification or additional information must be submitted in writing via email or in writing to the Issuing Office as specified in the Synopsis above. No questions will be answered by phone. Any verbal information received from a DAI or IUWASH PLUS employee or other entity shall not be considered as an official response to any question regarding this RFP.

Copies of questions and responses will be distributed in writing to all prospective bidders who are on record as having received this RFP after the submission date specified in the Synopsis above.

## **3. Instructions for the Preparation of Technical Proposals**

Technical proposals shall be sent in a separate paper from cost/price proposals, and shall be clearly mentioned as "VOLUME I: TECHNICAL PROPOSAL".

Technical proposals shall include the following contents

1. Technical Approach - Description of the proposed services which meets or exceeds the stated technical specifications or scope of work. The proposal must show how the Offeror plans to complete the work and describe an approach that demonstrates the achievement of timely and acceptable performance of the work.
2. Personnel approach – Description of the Offeror's person assigned to the project. The proposal should describe how the proposed person have the necessary experience and capabilities to carry out the Technical Approach.
3. Past Performance –Provide a list of at least three (3) recent awards of similar scope and duration. The information shall be supplied as a table, and shall include the legal name and address of the organization for which services were performed, a description of work performed, the duration of the work and the value of the contract, description of any problems encountered and how it was resolved, and a current contact phone number of a responsible and knowledgeable representative of the organization. See Attachment F.

### **3.1 Services Specified**

For this RFP, DAI is in need of the services described in Attachment A.

### **3.2 Technical Evaluation Criteria**

Each proposal will be evaluated and scored against the evaluation criteria and evaluation sub-criteria, which are stated in the table below. Cost/Price proposals are not assigned points, but for overall evaluation purposes of this RFP, technical evaluation factors other than cost/price, when combined, are considered.

Evaluation Criteria	Evaluation Sub-criteria (if needed)	Maximum Points
Qualification		40 points
Experience		30 points
Methodology		30 points
<b>Total Points</b>		100 points

#### 4. Instructions for the Preparation of Cost/Price Proposals

##### 4.1 Cost/Price Proposals

Cost/Price proposals shall be sent in a separate paper from technical proposals, and shall be clearly mentioned as "VOLUME II: COST/PRICE PROPOSAL".

Provided in Attachment C is a template for the Price Schedule, for individual-fixed price awards. For cost-reimbursable or time & material awards, the offeror shall provide a fully detailed budget. Offerors shall complete the template including as much detailed information as possible.

These services are not eligible for VAT exemption under the DAI prime contract. The Subcontractor is responsible for all applicable taxes and fees, as prescribed under the applicable laws for income, compensation, permits, licenses, and other taxes and fees due as required.

#### 5. Basis of Award

##### 5.1 Best Value Determination

DAI will review all proposals, and make an award based on the technical and cost evaluation criteria stated above, and select the offeror whose proposal provides the best value to DAI. DAI may also exclude an offer from consideration if it determines that an Offeror is "not responsible", i.e., that it does not have the management and financial capabilities required to perform the work required.

Evaluation points will not be awarded for cost. Cost will primarily be evaluated for realism and reasonableness. DAI may award to a higher priced offeror if a determination is made that the higher technical evaluation of that offeror merits the additional cost/price.

DAI may award to an Offeror without discussions. Therefore the initial offer **must contain the Offeror's best price and technical terms.**

##### 5.2 Responsibility Determination

DAI will not enter into any type of agreement with an Offeror prior to ensuring the Offeror's responsibility. When assessing an Offeror's responsibility, the following factors are taken into consideration:

1. Provide evidence of the required individual licenses to operate in the host country.
2. Evidence of a DUNS number (explained below and instructions contained in Attachment D).
3. The source, origin and nationality of the services are not from a Prohibited Country (explained below).
4. Having adequate financial resources to finance and perform the work or deliver goods or the ability to obtain financial resources without receiving advance funds from DAI.
5. Ability to comply with required or proposed delivery or performance schedules.
6. Have a satisfactory past performance record.



7. Have a satisfactory record of integrity and business ethics.
8. Have the necessary experience, accounting and operational controls and technical skills.
9. Have the necessary production, construction and technical equipment and facilities if applicable.
10. Be qualified and eligible to perform work under applicable laws and regulations.

## 6. Anticipated post-award Deliverables

Upon award of a subcontract, the deliverables and deadlines detailed in below table will be submitted to DAI. The Offeror should detail proposed costs per deliverable in the Price Schedule. All of the deliverables must be submitted to and approved by DAI before payment will be processed.

### Deliverables and Payment Schedule

The deliverables of the activity are:

1. Inception report which include methodology, detailed work plan and schedule
2. Compiled report of the results and lesson learned from previous and ongoing RPAMs implementation in 6 districts;
3. Updated RPAM technical guidelines for RPAM Operator, and RPAM Komunal; and input for RPAM Sumber technical guidance;
4. List of available regulations relevant to RPAMs and input for required regulation (if needed); and
5. Final report

The schedule of deliverables submission and payment is as follow:

No.	Deliverables/Outputs	Due Date	Payment
1	Inception report, which include methodology, detailed work plan and schedule	2 weeks after agreement signed	15%
2	Compiled report of the results and lesson learned from previous and ongoing RPAMs implementation	End of November 2017	30%
3	<ul style="list-style-type: none"> <li>• Updated RPAM technical guidelines for RPAM Operator, and RPAM Komunal; and input for RPAM Sumber technical guidance;</li> <li>• List of available regulations relevant to RPAMs and input for required regulation (if needed)</li> </ul>	End of February 2018	40%
4	Final report, covering results and completion progress of all activities and recommendation for next steps	End of March 2018	15%

## 7. Inspection & Acceptance

The designated DAI Project Manager will inspect from time to time the services being performed to determine whether the activities are being performed in a satisfactory manner, and that all equipment or supplies are of acceptable quality and standards. The subcontractor shall be responsible for any countermeasures or corrective action, within the scope of this RFP, which may be required by the DAI Chief of Party as a result of such inspection.

## 8. Compliance with Terms and Conditions

### 8.1 General Terms and Conditions

Offerors agree to comply with the general terms and conditions for an award resulting from this RFP. The selected Offeror shall comply with all Representations and Certifications of Compliance listed in Attachment G.

### 8.2 Source and Nationality

Under the authorized geographic code for its contract DAI may only procure goods and services from the following countries.

**Geographic Code 937:** Goods and services from the United States, the cooperating country, and "Developing Countries" other than "Advanced Developing Countries: excluding prohibited countries. A list of the "Developing Countries" as well as "Advanced Developing Countries" can be found at:

<http://www.usaid.gov/policy/ads/300/310maa.pdf> and  
<http://www.usaid.gov/policy/ads/300/310mab.pdf> respectively.

**Geographic Code 935:** Goods and services from any area or country including the cooperating country, but excluding Prohibited Countries.

**Geographic Code 110:** Goods and services from the United States, the independent states of the former Soviet Union, or a developing country, but excluding Prohibited Countries.

DAI must verify the source and nationality of goods and services and ensure (to the fullest extent possible) that DAI does not procure any goods or services from prohibited countries listed by the Office of Foreign Assets Control (OFAC) as sanctioned countries. OFAC sanctioned countries may be searched within the System for Award Management (SAM) at [www.SAM.gov](http://www.SAM.gov). The current list of countries under comprehensive sanctions include: Cuba, Iran, North Korea, Sudan, and Syria. Goods may not transit through or be assembled in comprehensive sanctioned origin or nationality countries nor can the vendor be owned or controlled by a prohibited country. DAI is prohibited from facilitating any transaction by a third party if that transaction would be prohibited if performed by DAI.

By submitting a proposal in response to this RFP, Offerors confirm that they are not violating the Source and Nationality requirements of the goods or services being offered and that the goods and services comply with the Geographic Code and the exclusions for prohibited countries outlined above.

### 8.3 Data Universal Numbering System (DUNS)

There is a **mandatory** requirement for your organization to provide a DUNS number to DAI. The Data Universal Numbering System is a system developed and regulated by Dun & Bradstreet (D&B) that assigns a unique numeric identifier, referred to as a "DUNS number" to a single business entity. Without a DUNS number, DAI cannot deem an Offeror "responsible" to conduct business with and therefore, DAI will not enter into a subcontract/purchase order or monetary agreement with any organization. The determination of a successful offeror/applicant resulting from this RFP/RFQ/RFA is contingent upon the winner providing a DUNS number to DAI. Offerors who fail to provide a DUNS number will not receive an award and DAI will select an alternate Offeror.

**All U.S. and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$25,000 and above are required to obtain a DUNS number prior to signing of the agreement.**

Organizations are exempt from this requirement if the gross income received from all sources in the

previous tax year was under \$300,000. DAI requires that Offerors sign the self-certification statement if the Offeror claims exemption for this reason.

For those required to obtain a DUNS number, see Attachment D - Instructions for Obtaining a DUNS Number - DAI'S Vendors, Subcontractors

For those not required to obtain a DUNS number, see Attachment E: Self Certification for Exemption from DUNS Requirement

## **9. Procurement Ethics**

Neither payment nor preference shall be made by either the Offeror, or by any DAI staff, in an attempt to affect the results of the award. DAI treats all reports of possible fraud/abuse very seriously. Acts of fraud or corruption will not be tolerated, and DAI employees and/or subcontractors/grantees/vendors who engage in such activities will face serious consequences. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Offeror or the DAI staff may report violations to the Toll-Free Ethics and Compliance Anonymous Hotline at +1 855-603-6987, via the DAI website, or via email to [FPI\\_hotline@dai.com](mailto:FPI_hotline@dai.com). DAI ensures anonymity and an unbiased, serious review and treatment of the information provided. Such practice may result in the cancellation of the procurement and disqualification of the Offeror's participation in this, and future, procurements. Violators will be reported to USAID, and as a result, may be reported to the U.S. Department of Justice to be included in a Restricted Parties list, preventing them from participating in future U.S. Government business.

Offerors must provide full, accurate and complete information in response to this solicitation. The penalty for materially false responses is prescribed in Section 1001 of Title 18 of the United States Code.

In addition, DAI takes the payment of USAID funds to pay Terrorists, or groups supporting Terrorists, or other parties in exchange for protection very seriously. Should the Terrorist, groups or other parties attempt to extort/demand payment from your organization you are asked to immediately report the incident to DAI's Ethics and Compliance Anonymous Hotline at the contacts described in this clause.

By submitting an offeror, offerors certify that they have not/will not attempt to bribe or make any payments to DAI employees in return for preference, nor have any payments with Terrorists, or groups supporting Terrorists, been attempted.

**10. Attachments**

**10.1 Attachment A: Scope of Work for Services or Technical Specifications**

**10.2 Attachment B: Proposal Cover Letter**

[On Individual's Letterhead]

<Insert date>

TO: [Click here to enter text.](#)

Development Alternatives, Inc.

I, the undersigned, provide the attached proposal in accordance with **RFP-REQ-JKT-17-0058 – Re-advertised - Junior Environment Service Provider for RPAM Strategy Development Support ; October 2017 – March 2018**, issued on October 4, 2017.

My attached proposal is for the total price of <Sum in Words (\$0.00 Sum in Figures) >. I certify a validity period of [Click here to enter text.](#) days for the prices provided in the attached Price Schedule/Bill of Quantities. My proposal shall be binding upon my subject to the modifications resulting from any discussions.

I understand that DAI is not bound to accept any proposal it receives.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Address:

Telephone:

Email:

**10.3 Attachment C: Price Schedule**

Item Number	Item Name	Description/Specifications	Quantity	Unit Price	Total Price
1	Inception report, which include methodology, detailed work plan and schedule	2 weeks after agreement signed	15%		
2	Compiled report of the results and lesson learned from previous and ongoing RPAMs implementation	End of November 2017	30%		
3	<ul style="list-style-type: none"> <li>Updated RPAM technical guidelines for RPAM Operator, and RPAM Komunal; and input for RPAM Sumber technical guidance;</li> <li>List of available regulations relevant to RPAMs and input for required regulation (if needed)</li> </ul>	End of February 2018	40%		
4	Final report, covering results and completion progress of all activities and recommendation for next steps	End of March 2018	15%		
<b>GRAND TOTAL IN</b> <a href="#">Click here to enter text.</a>					
<b>GRAND TOTAL IN UNITED STATES DOLLARS</b>					\$

**Delivery Period:** [Click here to enter text.](#)

**10.4 Attachment D: Instructions for Obtaining a DUNS Number - DAI'S Vendors, Subcontractors**

**10.5 Attachment E: Self Certification for Exemption from DUNS Requirement**

**10.6 Attachment F: Past Performance Form**

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

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

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

## 10.7 Attachment G: Representations and Certifications of Compliance

1. Federal Excluded Parties List - The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.
2. Executive Compensation Certification- FAR 52.204-10 requires DAI, as prime contractor of U.S. federal government contracts, to report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS)
3. Executive Order on Terrorism Financing- The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor/Recipient to ensure compliance with these Executive Orders and laws. Recipients may not engage with, or provide resources or support to, individuals and organizations associated with terrorism. No support or resources may be provided to individuals or entities that appear on the Specially Designated Nationals and Blocked persons List maintained by the US Treasury (online at [www.SAM.gov](http://www.SAM.gov)) or the United Nations Security Designation List (online at: [http://www.un.org/sc/committees/1267/aq\\_sanctions\\_list.shtml](http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml)). This provision must be included in all subcontracts/sub awards issued under this Contract.
4. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.
5. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.
6. Organizational Conflict of Interest – The Bidder certifies that will comply FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide DAI with a disclosure statement describing this information.
7. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
8. Equal Opportunity – The Bidder certifies that it does not discriminate against any employee or applicant for employment because of age, sex, religion, handicap, race, creed, color or national origin.
9. Labor Laws – The Bidder certifies that it is in compliance with all labor laws..

10. Federal Acquisition Regulation (FAR) – The Bidder certifies that it is familiar with the Federal Acquisition Regulation (FAR) and is in not in violation of any certifications required in the applicable clauses of the FAR, including but not limited to certifications regarding lobbying, kickbacks, equal employment opportunity, affirmation action, and payments to influence Federal transactions.

11. Employee Compliance – The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of an DAI Purchase Order to comply with the provisions of the resulting Purchase Order and with all Federal, State, and local laws and regulations in connection with the work associated therein.

By submitting a proposal, offerors agree to fully comply with the terms and conditions above and all applicable U.S. federal government clauses included herein, and will be asked to sign these Representations and Certifications upon award.



## 10.8 Attachment J: Proposal Checklist

Offeror: \_\_\_\_\_

Have you?

Submitted your proposal to DAI in a sealed envelope to the address (electronic or mailing) as specified in General Instructions above?

Does your proposal include the following?

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

Separate Technical and Cost proposals individually sent and mentioned as Volume I and Volume II respectfully.

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

Response to each of the evaluation criteria

Documents use to determine Responsibility

Evidence of a DUNS Number OR Self Certification for Exemption from DUNS Requirement

Past Performance (*use template in Attachment F*)