



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

Request For Proposals (RFP)

No. REQ-SEI-17-0053

**“Consultant of GIS Serviced Provider in Support of Non-Revenue Water  
Programming in Makassar and Jayapura”**

Issue Date: December 5, 2017

**WARNING:** Prospective Offerors who have received this document from a source other than the USAID –IUWASH PLUS Project, [IWPLProc\\_Makassar@dai.com](mailto:IWPLProc_Makassar@dai.com), should immediately contact [IWPLProc\\_Makassar@dai.com](mailto:IWPLProc_Makassar@dai.com) or [IUWASH\\_Plus\\_Procurement@dai.com](mailto:IUWASH_Plus_Procurement@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 [www.iuwashplus.or.id](http://www.iuwashplus.or.id) “Offerors are encouraged to check this website periodically.”)

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**Synopsis of the RFP**

RFP No.	REQ-SEI-17-0053
Issue Date	December 5, 2017
Title	<b>“Consultant of GIS Serviced Provider in Support of Non-Revenue Water Programming in Makassar and Jayapura”</b>
Issuing Office & Email/Physical Address for Submission of Proposals	USAID – IUWASH PLUS SSEI Office Jl. Perkebunan No 8 Makassar, 90231, South Sulawesi Email : <a href="mailto:IWPLProc_Makassar@dai.com">IWPLProc_Makassar@dai.com</a>
Bidders’ Conference	December 14, 2017 on 09.00 pm at IUWASH South Sulawesi Eastern Indonesia Office, Jl. Perkebunan No 8 Makassar, 90231, South Sulawesi  Phone : 0411-435130  <b><i>Bidders conference confirmation : December 13, 2017 at the latest 17.00 WITA (05.00 pm)</i></b>
Deadline for Receipt of Questions	December 15, 2017 at the latest 17.00 WITA to <a href="mailto:IWPLProc_Makassar@dai.com">IWPLProc_Makassar@dai.com</a>
Deadline for Receipt of Proposals	<b>January 8, 2018 (at the latest 17.00 WITA)</b>
Point of Contact	<a href="mailto:IWPLProc_Makassar@dai.com">IWPLProc_Makassar@dai.com</a>
Anticipated Award Type	Individual 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	<b>An award will be made based on the Trade Off Method.</b>  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 USAID Indonesia Urban Water, Sanitation and Hygiene 'Penyehatan Lingkungan Untuk Semua' (IUWASH PLUS, invites qualified offerors to submit proposals to supply and deliver **“Consultant of GIS Serviced Provider in Support of Non-Revenue Water Programming in Makassar and Jayapura”** in support of program implementation.

The USAID Indonesia Urban Water, Sanitation and Hygiene, Penyehatan Lingkungan Untuk Semua (IUWASH PLUS) program is a five-year initiative designed to assist the Government of Indonesia (GOI) in increasing access to water supply and sanitation services as well as improving key hygiene behaviors among urban poor and vulnerable populations. USAID IUWASH PLUS works with governmental agencies, the private sector, NGOs, communities and others to achieve the following "high level" results:

- I. An increase of one million people in urban areas with access to improved water supply service quality, of which at least 500,000 are from the poorest 40% of the population (also referred to as the “Bottom 40%” or “B40”), vulnerable groups or Indonesia’s eastern provinces; and
- II. An increase of 500,000 people in urban areas with access to safely managed sanitation and all of whom are from the "B40", vulnerable groups or Indonesia’s eastern provinces.

To ensure that improvements in access to WASH services are sustained, USAID IUWASH PLUS is guided by a development hypothesis that focuses on strengthening service delivery systems, so they can more effectively reach the poorest and most vulnerable segments of the population. In order to achieve this at scale, the program undertakes activities through four interrelated components, including: (1) improving household WASH services; (2) strengthening city WASH institutional performance; (3) strengthening the WASH financing environment; and (4) advancing national WASH advocacy, coordination and communication.

The provision of piped water supply in urban areas remains challenging for many Indonesian municipalities due to persistently high rates of Non-Revenue Water (NRW), unstable water pressure between service zones, and a host of other issues. While technologies such as Geographic Information Systems (GIS) can substantially improve a water utility’s (PDAM’s) ability to address such issues, many lack in-depth familiarity with GIS or the capacity to maximize its use. This is the case with the PDAMs of Makassar and Jayapura—both of which have a keen interest in improving their GIS capacity, but both of which have limited capability.

The above has been the subject of discussion among multiple parties involved in NRW reduction programming, including Dit SPAM (Ministry of PUPR), World Bank, USAID IUWASH PLUS, and concerned PDAMs and local government (LGs). Based on these discussions, and to determine if these PDAMs are ready to receive NRW assistance, a review of their GIS capacity was conducted and included examining the availability of staff and quality of data spatial of distribution pipeline network. The review indicated that: 1) PDAM Kota Makassar has compiled spatial data of distribution pipeline network as much as 40.4% of their total system (which is about 1293 km in length); and PDAM Jayapura has compiled spatial data of distribution pipeline network for about 39.9% of their total system (which is about 263 km). Based on this review, it was also concluded that the two PDAMs should be assisted in completing the spatial data of their distribution pipelines (including accessories such as valves and water meters). This program is a direct response to these requirements and is planned to involve a GIS service provider that will guide PDAM staff in developing required spatial data through on-the-job (OTJ) training over a period

of seven (7) months, ultimately allowing these PDAMs to participate in further NRW reduction programming.

### **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 an Individual Fix 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” or “Bidder” means an individual proposing the work under this RFP. “Offer” and/or “Proposal” means the package of documents submits to propose the work.

Offerors wishing to respond to this RFP must submit proposals, in English, 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 palinconditions 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 **January 8, 2018 (at the latest 17.00 WITA)**, to be submitted to [IWPLProc\\_Makassar@dai.com](mailto:IWPLProc_Makassar@dai.com) by state RFP number and title of the activity in the subject line of the email. Late offers will be rejected except under extraordinary circumstances at DAI’s discretion. All proposals submitted in hardcopy shall be sealed and labeled with the RFP Number.

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 Offeror’s with a duly authorized signature and 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.

#### 2.4 Pre-Proposal Bidders' Conference

A pre-proposal bidders' conference will be held on

**December 14, 2017 on 09.00 WITA at IUWASH PLUS South Sulawesi Eastern Indonesia Office, Jl. Perkebunan No 8 Makassar, 90231, South Sulawesi (0411-435130)**

Information of interest to all prospective Offerors will be presented. While attendance at the pre-proposal conference is not mandatory, all interested prospective suppliers are encouraged to attend in order to prepare acceptable proposals. Questions asked at the Pre-Proposal Bidder's Conference, that would benefit all bidders, shall be provided in an amendment to the RFP.

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

Technical proposals shall be sent in a separate subject from cost/price proposals, and shall be clearly labeled 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. Management approach – Description of the Offeror's staff assigned to the project. The proposal should describe how the proposed team members 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

<b>Evaluation Criteria</b>	<b>Maximum Points</b>
Understanding of the project	20 points
Methodology of implementation	40 points
Qualification & Work experience	40 points
<b>Total Points</b>	<b>100 points</b>

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

### 4.1 Cost/Price Proposals

Cost/Price proposals shall be sealed in a separate envelope from technical proposals, and shall be clearly labeled as "VOLUME II: COST/PRICE PROPOSAL".

Provided in Attachment C is a template for the Price Schedule, for firm-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 business 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 products or 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 organization, 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.

Deliverable & Payment Schedule

Description	Delivery Schedule	Payment	
Preliminary Report and work plan	two (2) weeks after contract signature	10%	One (1) week after the report approved
First Progress Report	The end of first week on the third (3 <sup>rd</sup> ) month	20%	One (1) week after the report approved
Second Progress Report	the end of first week on the fifth (5 <sup>th</sup> ) month	20%	One (1) week after the report approved
Third Progress Report	the end of first week on the seventh (7 <sup>th</sup> ) month	25%	One (1) week after the report approved
Final report and completion of work	latest one (1) week after the end of the contract / end of the seventh month (7)	25%	One (1) week after the report approved

Time Schedule

No	Activity	2018																											
		Feb				Mar	Apr				May	June				July	Aug				Sept								
		1	2	3	4		1	2	3	4		1	2	3	4		1	2	3	4	1	2	3	4					
1	Preliminary Report and work plan																												
2	First Progress Report																												
3	Second Progress Report																												
4	Third Progress Report																												
5	Final report and completion of work																												

## 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.

### 8.1 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.

## **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

#### SCOPE OF WORK

#### Consultant of GIS Serviced Provider in Support of Non-Revenue Water Programming in Makassar and Jayapura

##### A. Background

The USAID Indonesia Urban Water, Sanitation and Hygiene, Penyehatan Lingkungan Untuk Semua (IUWASH PLUS) program is a five-year initiative designed to assist the Government of Indonesia (GOI) in increasing access to water supply and sanitation services as well as improving key hygiene behaviors among urban poor and vulnerable populations. USAID IUWASH PLUS works with governmental agencies, the private sector, NGOs, communities and others to achieve the following "high level" results:

1. An increase of one million people in urban areas with access to improved water supply service quality, of which at least 500,000 are from the poorest 40% of the population (also referred to as the "Bottom 40%" or "B40"), vulnerable groups or Indonesia's eastern provinces; and
2. An increase of 500,000 people in urban areas with access to safely managed sanitation and all of whom are from the "B40", vulnerable groups or Indonesia's eastern provinces.

To ensure that improvements in access to WASH services are sustained, USAID IUWASH PLUS is guided by a development hypothesis that focuses on strengthening service delivery systems, so they can more effectively reach the poorest and most vulnerable segments of the population. In order to achieve this at scale, the program undertakes activities through four interrelated components, including: 1) improving household WASH services; 2) strengthening city WASH institutional performance; 3) strengthening the WASH financing environment; and 4) advancing national WASH advocacy, coordination and communication.

##### B. Program Summary

The provision of piped water supply in urban areas remains challenging for many Indonesian municipalities due to persistently high rates of Non-Revenue Water (NRW), unstable water pressure between service zones, and a host of other issues. While technologies such as Geographic Information Systems (GIS) can substantially improve a water utility's (PDAM's) ability to address such issues, many lack in-depth familiarity with GIS or the capacity to maximize its use. This is the case with the PDAMs of Makassar and Jayapura—both of which have a keen interest in improving their GIS capacity, but both of which have limited capability.

The above has been the subject of discussion among multiple parties involved in NRW reduction programming, including Dit SPAM (Ministry of PUPR), World Bank, USAID IUWASH PLUS, and concerned PDAMs and local government (LGs). Based on these discussions, and to determine if these PDAMs are ready to receive NRW assistance, a review of their GIS capacity was conducted and included examining the availability of staff and quality of data spatial of distribution pipeline network. The review indicated that: 1) PDAM Kota Makassar has compiled spatial data of distribution pipeline network as much as 40.4% of their total system (which is about 1293 km in length); and PDAM Jayapura has compiled spatial data of distribution pipeline network for about 39.9% of their total system (which is about 263 km). Based on this review, it was also concluded that the two PDAMs should be assisted in completing the spatial data of their distribution pipelines (including accessories such as valves and water meters). This program is a direct response to these requirements and is planned to involve a GIS service provider that will guide PDAM staff in

developing required spatial data through on-the-job (OTJ) training over a period of seven (7) months, ultimately allowing these PDAMs to participate in further NRW reduction programming.

### **C. Scope of Work:**

The GIS Service Provider serves as a partner of IUWASH, to provide technical assistance to staff of PDAM Kota Makassar and Jayapura in developing spatial databases, especially distribution pipelines and accessories. Therefore the complete spatial data of distribution pipeline network could be used as a baseline data in leak analysis. The main task of the GIS Service Provider is to act as a consultant for the process developing of water supply spatial data that implemented by PDAM staff. The scope of work of the assistance include:

- Assist the PDAM staff how to build the effective and efficient of spatial data
- Teach and assist the PDAM staff to improve their mastery of GIS operational techniques, including; digitization, data conversion, data attribute management, join table, query analysis, overlapping analysis, and the preparation of thematic maps, and others.
- Teach and assist the PDAM staff in conducting field survey that is more efficient and accurate through increased mastery and use of survey tools.
- Monitor the progress of developing of water supply spatial data, both in terms of completeness and quality.
- Ensure of developing of water supply spatial data, particularly pipeline network data, are ready to use for analysis pressure and leak in NRW Program
- Encourage PDAM to finish spatial data of pipeline network and accessories with the target of 1903 km (59,6%) for PDAM Kota Makassar and 395 km (60,1%) for PDAM Jayapura.

In carry out of their duties, the GIS service provider will be under the supervision of IUWASH PLUS team of South Sulawesi and East Indonesia Region, in this case is Urban Water Supply Specialist and will be supported and coordinated with National GIS team (GIS Specialist).

### **D. Time Allocation**

Based on the conditions and situations of GIS utilization, and the availability of spatial data between PDAM Kota Makassar and Jayapura is different, then the time allocation of assistance should be implemented by adjusting the conditions and situation. The time allocation of assistance is as follows:

- PDAM Kota Makassar, to complete the data of the distribution pipeline network need assistance for 4 (four) months;
- PDAM Jayapura, to complete the data of the distribution pipeline network requires assistance for 3 (three) months.

### **E. Expected Outputs**

During seven (7) months of implementation of GIS assistance program – the development of water supply of spatial data, the GIS Service Provider is given target as follows:

- PDAM staff finish spatial data of complete distribution pipeline network, including its accessories, with good quality. The spatial data also has attached data attribute, as needed by network analysis.
- PDAM staff is able to carry out pipeline network analysis based on its data attributes, so that it can support NRW Program.

### **F. Deliverables**

Within seven (7) months of implementation of the GIS assistance program - the development of water supply of spatial data, the GIS Service Provider is required to submit reports on the implementation process, including:

1. Preliminary report and work plan, which contains the methodology and work schedule implementation plan;
2. Progress Reports, is divided into 3 (three) reports as a follows:
  - First Progress Report, which include the progress of development of spatial data PDAM Makassar minimum 50% from the target;
  - Second Progress Report, that contains completion of development of spatial data PDAM Makassar;
  - Third Progress Report, that contains the progress of development of spatial data PDAM Jayapuraat least 50% of the target;
3. Final report and completion of implementation of work, which contains progress on implementation and targets achieved and readiness of data and PDAM staff to support the implementation of the NRW Program.

**G. Reporting and Delivery Shedule**

The GIS Service Provider is required to submit reports, directly to the IUWASH PLUS team of South Sulawesi and East Indonesia Region and will receive guidance on administrative matters. The reports preparation process should coordinate with the PDAM team and be supervised by Urban Water Supply Specialist in coordination with the National GIS team.

The GIS Service Provider have to give the deliverables, as following:

- Preliminary Report and work plan should be submitted at the latest two (2) weeks after contract signature;
- First Progress Report should be submitted at the latest the end of first week on the third (3<sup>rd</sup>) month;
- Second Progress Report should be submitted at the latest the end of first week on the fifth (5<sup>th</sup>) month;
- Third Progress Report should be submitted at the latest the end of first week on the seventh (7<sup>th</sup>) month
- Final report and completion of work is delivered at the latest one (1) week after the end of the contract/end of the seventh month (7).

Draft reports may be submitted in digital format, then after approval must be submitted in print and digital format (in flash). For progress reports and final reports, must also include a copy of the spatial data submitted in the flash.

**H. Estimated Budget and Payment Schedule**

The estimate budget for this activity is Rp 92.500.000,00 (Ninety Two Million Five Hundred Thousand Rupiah only). Payment of honorarium The GIS Service Provider as a companion in the spatial data water supply development activities will be based on the achievement of the implementation progress, as follows:

No	Description	Delivery Schedule	Payment	
1.	Preliminary Report and work plan	two (2) weeks after contract signature	10%	One (1) week after the report approved
2.	First Progress Report	The end of first week on the third (3 <sup>rd</sup> ) month	20%	One (1) week after the report approved
3.	Second Progress Report	the end of first week on the fifth (5 <sup>th</sup> ) month	20%	One (1) week after the report approved
4.	Third Progress Report	the end of first week on the seventh (7 <sup>th</sup> ) month	25%	One (1) week after the report approved
5.	Final report and completion of work	latest one (1) week after the end of the contract / end of the seventh month (7)	25%	One (1) week after the report approved

### I. Tender Requirements

The GIS Assistance Program is informed to the public through the internet media and the Service Provider will be selected through the tender mechanism. Anyone who meets the requirements can submit a proposal to follow the tender, as for the requirements are as follows:

- GIS Assistance Program - The development of spatial data of PDAM's distribution pipeline network requires one GIS Service Provider, so that the selection process is open to individual consultant (not companies);
- The minimum education of the prospective applicant is Bachelor (S1), preferably has a geo-science background or any related to;
- Mastering in GIS technology, GIS Open-source applications especially QGIS, and having experience as a GIS Service Provider/Trainer, preferably with experience working on similar programs;
- Prospective applicant must submit a complete proposal, covering the methodology of implementation, the similar experience in carrying out the work which can be proved and implementation costs.

### J. Proposal Evaluation Criteria

All proposals received from bidders will be assessed by the evaluator team. In order to be assessed, each proposal should be supplemented by a methodology, portfolio and past experience written in a complete resume. The criteria in the proposal document that will be assessed are the methodology of implementation, working experience and implementation costs, of which the total value of the proposal is 100 points with the total points per criteria as follows:

- Understanding of project (20 points)
- Implementation methodology (40 points)
- Qualification & Work experience (40 points)

The proposal document should be clearly labeled, including the name of the tender participant, phone number and email address and submitted in digital format and emailed.

#### 10.2 Attachment B: Proposal Cover Letter

<Insert date>

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

Development Alternatives, Inc.

We, the undersigned, provide the attached proposal in accordance with **RFP-REQ-SEI-17-0053**. - "Consultant of GIS Serviced Provider in Support of Non-Revenue Water Programming in Makassar and Jayapura". Issued on December 5<sup>th</sup>, 2017, our 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. Our proposal shall be binding upon us subject to the modifications resulting from any discussions.

*Offeror shall verify here the items specified in this RFP document.*

We understand that DAI is not bound to accept any proposal it receives.  
Yours sincerely,

Authorized Signature:

Name and Title of Signatory: [Click here to enter text.](#)

Name of Firm: [Click here to enter text.](#)

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

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

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

Seal/Stamp:

**10.3 Attachment C: Price Schedule**

<b>No</b>	<b>Deliverables</b>	<b>Due Date</b>	<b>Payment</b>
1	Preliminary Report and work plan		10 %
2	First Progress Report		20 %
3	Second Progress Report		20 %
4	Third Progress Report		25 %
5	Final report and completion of work		25 %

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

10.4 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	Completed on schedule (Yes/No)	Completion Letter Received? (Yes/No)	Type of Agreement, Subcontract, Grant, PO (fixed price, cost reimbursable)
1									
2									
3									
4									
5									

#### 10.4 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 DAII 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.

## 10.6 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 sealed and labeled 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*)