



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

Request For Proposals (RFP)

No. REQ-NSR-18-0018

**Service Provider for participatory development of Detailed Engineering
Designs (DEDs) for IPLTs in Deli Serdang and
Tebing Tinggi, North Sumatra
April 2018 – August 2018**

Issue Date: March 6, 2018

WARNING: Prospective Offerors who have received this document from a source other than the USAID -IUWASHPLUS Project, should immediately contact Procurement Jakarta 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.iuwashplus.or.id "Offerors are encouraged to check this website periodically"

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Synopsis of the RFP

RFP No.	REQ-NSR-18-0018
Issue Date	March 6, 2018
Title	Service Provider for participatory development of Detailed Engineering Designs (DEDs) for IPLTs in Deli Serdang and Tebing Tinggi, North Sumatra ; April 2018 – August 2018
Issuing Office & Email/Physical Address for Submission of Proposals	USAID – IUWASH PLUS North Sumatra Regional Office Jl. Mojopahit No. 136A, Medan Sumatera Utara Email : IWPLProc_LSIC@dai.com
Bidders' Conference	March 12, 2018 on 10.30 AM at USAID – IUWASH PLUS North Sumatra Regional Office Jl. Mojopahit No. 136A, Medan Sumatera Utara Bidders conference confirmation: March 9, 2018 at the latest 16.00 WIB (04.00 pm) March 12, 2018 on 10.30 at USAID – IUWASH PLUS Jakarta Office Mayapada Building, Tower 1, 10th Floor, Jl. Jend. Sudirman Kav. 28, Jakarta 12920; Bidders conference confirmation: March 9, 2018 at the latest 16.00 WIB (04.00 pm)
Deadline for Receipt of Questions	March 13 – 15, 2018
Deadline for Receipt of Proposals	March 20, 2018 (at the latest 17.00 p.m)
Point of Contact	IWPLProc_LSIC@dai.com
Anticipated Award Type	a Firm 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 offerors (firm) to submit proposals to supply and deliver **"Service Provider for participatory development of Detailed Engineering Designs (DEDs) for IPLTs in Deli Serdang and Tebing Tinggi, North Sumatra ; April 2018 – August 2018"** in support of program implementation.

1.1 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.

1.2 Type of Award Anticipated

DAI anticipates awarding a **Firm 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 a firm proposing the work under this RFP. "Offer" and/or "Proposal" means the package of documents the firm 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 **March 20, 2018 (at the latest 17.00 p.m)**, 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. 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 company letterhead with a duly authorized signature and company stamp/seal 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 separate file 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.

Evaluation Criteria	Evaluation Sub-criteria (if needed)	Maximum Points
Qualification of proposed personnel		50 points
Company Experience		30 points
Methodology		20 points
Total Points		100 points

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 AND PAYMENT SCHEDULE

- The details schedule is as follows:

Deliverables	Due Date	Payment
Inception Report	1 week after contract signed	15%
Progress report 1	End of month 1	35%
Progress report 2	End of month 3	30%
Final Report	End of month 4	20%

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. 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. 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 Participatory DED Development for an IPLT Tungkusan in Deli Serdang and IPLT in Tebing Tinggi

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:

- 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 access to safely managed sanitation for 500,000 people in urban areas.

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

Activity Background

Kabupaten Deli Serdang

IPLT Tungkusan, constructed in 2010, is located in Deli Serdang and not functioning at all. The Government has earmarked budget for the rehabilitation of this IPLT and IUWASH PLUS agreed to support this through the development of a participatory DED for this IPLT combined with a new one in Kota Tebing Tinggi (not far from Deli Serdang).

A quick initial review by the IUWASH PLUS team showed that the system consists of an Imhoff tank for solid liquid separation, from which the settled sludge should flow to sludge drying beds (SDB) and the liquid should flow into a stabilization pond. A detailed assessment was made by a civil and environment engineering consultant, to understand the system process and condition of the current infrastructure. The result of assessment shows that the Imhoff tank requires special focus, not only regarding the infrastructure, but also the process flow needs to be repaired. The suggestion is that the Imhoff tank could be changed to other treatment unit such as a thickener or other unit which will be decided on during the DED process. For the Sludge Drying Bed and stabilization pond, it also requires repair to meet the design standards and process. The repairs of the Sludge Drying Bed are as follow: changing on the

material bed (sand and gravel), repair the bottom slope of the unit, repair piping or underdrain, check the elevation of the unit (this is depend on the selection of unit such as imhoff or thickener or other), install the roof or top cover of the unit (current condition there is no cover). The repair of Stabilization unit/Anaerobic unit is increasing the depth, its must meet the standard (minimum 3m). The result of the assessment will be used in development of the DED of IPLT Tungkasan and can be found in Annex 1 of this SOW.

Kota Tebing Tinggi

Kota Tebing Tinggi does not have IPLT yet, but both Local and Central Government agreed on development and financing an IPLT and PEMDA already allocated land to build IPLT. At this moment all fecal sludge which is collected from septic tank is temporary dumped in a small IPAL (built previously under SAIIG program). Kota Tebing Tinggi has 0.6 Ha available for the construction of an IPLT, located at Kecamatan Padang Hilir, Kelurahan Damar Sari. This land is located next to the landfill, which could be used as final disposal site. The distance from the city is between 5 - 10 Km, which facilitates increased demand for desludging. The closest river is around 500 m from the land.

IUWASH PLUS agreed to support development of participatory DED IPLT for Tebing Tinggi in combination with DED for IPLT Tungkasan in Deli Serdang. After detailed assessment, the second step is to develop a participatory DED for two IPLTs (Deli Serdang and Tebing Tinggi). The DED development will be conducted through a Fixed Price Purchase Order for selected local implementer (vendor, Indonesian consulting company). The selected local implementer (vendor) will complete a participatory design process that includes the usual DED process deliverables, but will also include four review workshops to discuss each major step / deliverable with key stakeholders. Each workshop will be used to build design review capacity and encourage the future owners (PEMDA) and operators (UPTD) to actively be involved in the design decisions, considering perspective of all local stakeholders, that will interact with the facility like the IPLT operators, truck drivers and solids removal agencies.

The DED contract will include terms that ensure high quality products from the design consultant. There will be milestones that has to be passed and payment can be withheld until receiving approval from the client for each milestone. The participatory process, which includes owners and operators, should become a reference for future DED contracts, which means the consultant will include as one of the key milestones a report which explains all steps in this process, including results, issues encountered, etc.

This SoW outlines the tasks and deliverables for the selected local implementer (vendor, Indonesian consulting company).

11. Objectives

1. Increase access to safely managed sanitation in Kab Deli Serdang and Kota Tebing Tinggi, both IUWASH PLUS collaborating cities, through development of DED for IPLT rehabilitation (Deli Serdang) and new IPLT (Tebing Tinggi).
2. Introduce and document a participatory IPLT design process in two field locations in Indonesia, to review technical options with local stakeholders as an opportunity to build the capacity and commitments of Deli Serdang and Tebing Tinggi owners and operators.

12. Tasks

A. General tasks

1. Participate in workshops and meetings in Medan, Deli Serdang/Tebing Tinggi and Jakarta with the PUPR/Satker, IUWASH PLUS and key officials of Deli Serdang and Tebing Tinggi (DINAS, UPTD).
2. Coordination with PUPR/Satker, IUWASH PLUS and key officials of Deli Serdang and Tebing Tinggi (DINAS, UPTD) regarding development of each DED IPLT.
3. Facilitate meetings with operators and key stakeholders for meetings and interviews as necessary.
4. Identified supporting data regarding planning of wastewater domestic or fecal sludge management.
5. Conduct interviews, observations, measurements, photographic documentation, schematic drawing sketch, etc. to collect all information regarding development of both DED IPLT
6. Support the identification on IPLT capacity as part of service area of onsite system.

Note that the cost of venue and accommodation for the four participatory workshops and meetings, which are part of the participatory process explained above, will be financed by and be the responsibility of IUWASH PLUS.

B. Specific Tasks

- Conduct topography test and soil investigation in each location.
- Conduct between 5 - 10 fecal sludge sample tests from truck in each location according regulation of Permen LH No. P.68 tahun 2016 (consist of pH, BOD, COD, TSS, oil and grease, ammonia, total coliform)
- Identify and agree with local stakeholders on design criteria and parameter for DED IPLT.
- Identify technology options of each IPLT process, based on environmental condition, appropriate use of land (structural and size), operation and maintenance requirements, skill of operator, operation cost, capital cost.
- Identify possible incremental approach for IPLT expansion in the next phase.
- Develop estimation cost for investment and operational.
- Develop calculation on determining dimension of IPLT.
- Develop SOP for operation and maintenance of IPLT as well as also for effluent monitoring.

C. Prepare Technical Report

- Inception report
- Progress 1 Report, (treatment train analysis and selected technology options for IPLT, included participatory process for selection IPLT technology in each location)
- Progress 2 Report, (preliminary design drawing, detail designs, dimension and specification unit, mass balance, lay out, access road, including participatory process for finalizing technology choice in each IPLT)
- Final Report, (detail design drawings, calculation, estimation operation and investment cost, SOP, document for tender, participatory process report).
- The (vendor, Indonesian consulting company) must documenting all of implementation steps (by reports, pictures) and must prepare and submit in timely manner both soft and hard copy

IUWASH PLUS OUTCOMES

The above proposed activities will contribute to the following IUWASH PLUS outcomes:

- HR 2: People gaining access to safely managed sanitation services in two cities.
- C2-3: Two local sanitation management units (UPTD) with improved service delivery.
- C2-4: Two Local governments with improved WASH service delivery performance.
- C3-6: Percentage change in budget appropriations for WASH by targeted local governments.

WORKING ARRANGEMENTS AND TIMING

The selected local implementer (vendor) will work under the supervision of the North Sumatra Urban Sanitation Specialist, who is supported by the IUWASH PLUS National Sanitation Specialist. The assignment is expected to be completed within four months. The assignment includes all travel to Deli Serdang and Tebing Tinggi by consultant team.

DELIVERABLE AND PAYMENT SCHEDULE

- The budget ceiling for this activity is around IDR 500 million up to 540 million and funded under the LSIC
- Budget include all labor cost associated with all tasks and all required deliverables.
- All travel costs between Medan to Deli Serdang and Tebing Tinggi for the implementation of the assignment are included in this budget.
- If the selected local implementer (vendor) is based outside province of North Sumatra, the required airline tickets and accommodation are included in this budget.
- IUWASH PLUS will provide budgets and administrative support to arrange the participatory meetings and workshops. The payment will be made through four (4) transaction after all required deliverable are submitted to USAID IUWASH PLUS and verified by technical team and client. The details schedule is as follows:

Deliverables	Due Date	Payment
Inception Report	1 week after contract signed	15%
Progress report 1	End of month 1	35%
Progress report 2	End of month 3	30%
Final Report	End of month 4	20%

Required Qualifications and Experience

IUWASH PLUS will seek a local implementer (vendor) to implement the above work of which must have the following qualification:

- Team Leader
 - Minimum S-1 bachelors’ degree in environmental/Civil/Chemical engineering
 - Minimum 5-10 years’ experience in water and sanitation sector, especially in the design of IPLT (Septage Treatment Plant) or domestic WWTP (Waste Water Treatment Plant).
- Civil Engineering
 - an S-1 bachelors’ degree in Civil Engineering
 - Minimum 5 years’ experience in water and sanitation sector, especially in the design of IPLT (Septage Treatment Plant) or domestic WWTP (Waste Water Treatment Plant).
- Other staff such as: assistant, drafter, electrical, estimator

- Minimum have successful past performance and experience in similar field in the design of IPLT (Septage Treatment Plant) or domestic WWTP (Waste Water Treatment Plant)
- The selected local implementer (vendor) shall propose the personnel/team compositions and qualifications based on the required tasks and deliverables stated in previous sections

Selection of the local implementer (vendor) and Evaluation Criteria

The selected local implementer (vendor) will be selected based on Full & Open Competition. The selected local implementer (vendor) has to provide a proposal that will consist of Technical Proposal (background of the program, Task to be conducted, methodology, schedule), cost proposal and CV.

The proposal will be evaluated based on:

- Qualification of proposed personnel 50 %
- Experience of company 30 %
- Methodology 20 %

Proposed Mechanism

Proposed mechanism of the activity will be implemented through a Fixed-Price Subcontract.

12.1 Attachment B: Proposal Cover Letter

[On Firm’s Letterhead]

<Insert date>

TO: [Click here to enter text.](#)
Development Alternatives, Inc.

We, the undersigned, provide the attached proposal in accordance with **RFP- REQ-NSR-18-0018 – Service Provider for participatory development of Detailed Engineering Designs (DEDs) for IPLTs in Deli Serdang and Tebing Tinggi, North Sumatra ; April 2018 – August 2018**, issued on March 6, 2018.

Our attached proposal is for the total price of <Sum in Words (\$0.00 Sum in Figures) >. We 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 our subject to the modifications resulting from any discussions.

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

Authorized Signature:
Name and Title of Signatory:
Name of Firm:
Address:
Telephone:

RFP No. REQ-NSR-17-0112

Email:

Company Seal/Stamp:

12.2 Attachment C: Price Schedule

Item Number	Item Name	Description/Specifications	Quantity	Unit Price	Total Price
1	Inception Report	1 week after contract signed			
2	Progress report 1	End of month 1			
3	Progress report 2	End of month 3			
4	Final Report	End of month 4			
GRAND TOTAL IN Click here to enter text.					
GRAND TOTAL IN UNITED STATES DOLLARS					\$

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

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

12.4 Attachment E: Self Certification for Exemption from DUNS Requirement

12.5 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									

12.6 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) or the United Nations Security Designation List (online at: 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 a 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.

12.7 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*)
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