



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

Request For Proposals (RFP)

No. REQ-JAK-18-0013

**Consultant for Developing Module/Material on Regular Desludging Service
(LLTT) Training**

Issue Date: March 29, 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-JAK-18-0013
Issue Date	March 29, 2018
Title	Consultant for Developing Module/Material on Regular Desludging Service (LLTT) Training
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 : IUWASH_Plus_Procurement@dai.com
Bidders' Conference	April 3rd, 2018 on 11.00 am at IUWASH Jakarta Office, Mayapada Tower 1 Building, 10th Floor, Jln. Jend. Sudirman Kav. 28, Jakarta 12920. Phone : 021-522 0540 Bidders conference confirmation : April 2nd, 2018 at the latest 16.00 WIB (04.00 pm).
Deadline for Receipt of Questions	April 3rd – April 11th, 2018 at 16.00 p.m.
Deadline for Receipt of Proposals	12th April, 2018 (at the latest 17.00 p.m)
Point of Contact	IUWASH_Plus_Procurement@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 to submit proposals to supply and deliver **“Consultant for Developing Module/Material on Regular Desludging Service (LLTT) Training”** in support of program implementation.

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 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 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 **April 12th, 2018**, to be submitted to IUWASH_Plus_Procurement@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 sealed in a separate envelope 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		40 points
Experience		30 points
Methodology		30 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.

DELIVERABLES / PAYMENT SCHEDULE

Task	Deliverables	Timing	Payment
1. Deliverable I – Inception Report	will contain syllabus, and activity plan	1 week after contract signed	15%
2. Deliverable II – Draft module/training materials	the module will contain materials to be delivered to the trainees according to the 14 steps LLTT	<i>End month 3</i>	35%
3. Deliverable III - Supporting ppt (hand-out training)	Powerpoint presentation – Presentation material for each topic according to 14 steps LLTT to complete the module	<i>End month 4</i>	25%
4. Deliverable 4 – Training Report	evaluation of implementation module training LLTT	<i>End month 5</i>	25%

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

Consultant for Developing Module/Material on Regular Desludging Service (LLTT) Training

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.

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. In support of these components, IUWASH PLUS also implements a Local Sustainability and Innovation Component (LSIC) that is designed to stimulate WASH innovations that strengthen community, private sector and government WASH service provision.

B. Activity Summary and Justification

Fecal sludge management—the collection, transport and treatment of fecal sludge—plays a critical part in delivering safely managed sanitation services in Indonesia. Presently, most households turn to private companies that are often unregulated when their septic tank is overflowing. The workers often empty the septic tank without using proper health and safety gear and without reporting anything to a local government agency. The desludging fee is not fixed and paid directly to the driver of the truck. Since the driver is already paid, he often chooses to empty the fresh sludge into a nearby river or canal rather than driving further to a treatment plant.

Recognizing the detrimental health and environmental implications these actions are having, the Indonesian government's public works and housing department (PUPR) has been working together with IUWASH and other donors to put in place a scheduled desludging service, *Layanan Lumpur Tinja Terjadwal* (LLTT). Under LLTT, a licensed desludging unit comes to a registered customer to conduct mandatory desludging and deliver it to a treatment plant. Payment for these services is made through a government appointed operator, and the entire process is made more efficient through better planning

and use of technology. Seven cities have already implemented LLTT and another 57 cities are in the planning phase. However, those numbers are small compared to the 514 cities that remain.

Implementing LLTT requires strong commitment and active participation from local governments, municipal drinking companies (PDAMs) and local sanitation management units (UPTDs). In planning, these stakeholders must work together on several aspects of the program—operational, infrastructure, procedural, regulatory, financial, institutional, and customer relations. Prior to planning, these parties need to be trained on LLTT procedures and guidelines.

Under this activity, an individual service provider will develop training materials on LLTT guidelines, deliver the training in Medan (*Balai Diklat Medan*), the training center in Makassar (*Balai Diklat Makassar*) and the PLP Wiyung technical training center (*Balai Teknik PLP Wiyung - Surabaya*), and conduct a train-the-trainer (ToT) course for future trainers. Currently there are two sets of guidelines, one developed by IUWASH and the other written by PUPR. The new training materials will draw on both sets of guidelines as well as IUWASH training materials that have already been developed.

C. Objective

The main objectives of this scope of work are to:

- Develop training materials on scheduled desludging service (LLTT) guidelines
- Deliver three (3) LLTT trainings to be held at *Balai Diklat Medan*, *Balai Diklat Makassar*, and *Balai Teknik PLP Wiyung*
- Conduct a train-the-trainer training

D. Tasks

Phase 1: Develop training materials on LLTT guidelines

- 1.1 Review PURR and IUWASH guidelines and previous IUWASH training materials
- 1.2 Work with representatives from PUPR, IUWASH PLUS and other relevant parties to identify key concepts to be covered in the training (see Table 1.1 below for 'seven aspects of LLTT'; for more information on these aspects as well as the 14 steps in establishing a LLTT program please refer to the LLTT guidebook by IUWASH PLUS)
- 1.3 Develop course syllabus, incorporating feedback from relevant stakeholders
- 1.4 Use finalized syllabus to develop modules and related training materials based on BPSDM/LAN standards
- 1.5 Develop power point presentation, incorporating feedback from relevant stakeholders

Phase 2: Deliver three (3) trainings to UTPD and local government representatives

- 2.1 Coordinate with IUWASH PLUS to modify training materials to make it specific/relevant to each particular audience
- 2.2 Prepare handouts, games, training equipment and any other miscellaneous items needed for the training
- 2.3 Conduct the training
- 2.4 Prepare training report

Phase 3: Conduct train-the-trainer (TOT) training for Ministry Of Public Work And Housing, Balai Wiyung, BPSDM and Special Task Force (Satuan Kerja – Satker) Ministry of Public Work and Housing

- 3.1 Coordinate with IUWASH PLUS to modify training materials to make it specific for trainers
- 3.2 Prepare handouts, games, training equipment and any other miscellaneous items needed for the training
- 3.3 Conduct the training

3.4 Prepare training report

Table 1.1: Seven aspects of LLTT

Aspect	Issues to be addressed
Operational	<ul style="list-style-type: none"> • desludging period • service area • transportation scheme • desludging scheme
Infrastructure	<ul style="list-style-type: none"> • desludging units • transfer stations • laboratory • treatment plants • GIS and MIS • vehicle monitoring
Procedural	<ul style="list-style-type: none"> • customer registration • billing system • septic tank emptying procedures • transportation procedures • monitoring and evaluation plan
Regulatory	<ul style="list-style-type: none"> • institutional framework • mandatory periodic emptying regulations • desludging rates and payment mechanisms
Financial	<ul style="list-style-type: none"> • tariffs covering 100% of operating cost (cross subsidy possible) • capital investment in treatment plants by the government • trucks purchased by private sector or government • microfinance programs to assist in upgrading septic systems
Institutional	<ul style="list-style-type: none"> • designated waste water operator • regulator and supervisor • contracting private sector for desludging
Customer relations	<ul style="list-style-type: none"> • type of service • customer database • community engagement • complaint handling

E. Deliverables

The Service Provider is expected to produce the following deliverables:

1. Inception report – will contain syllabus, and activity plan.
2. Draft module/training materials – the module will contain materials to be delivered to the trainees according to the 14 steps LLTT
3. Powerpoint presentation – Presentation material for each topic according to 14 steps LLTT to complete the module,
4. Training report –evaluation of implementation module training LLTT

F. Detailed Delivery / Payment Schedule

- The estimated budget for this activity is around IDR **64.800.000** million.
- The payment will be made through four (4) transactions after all required deliverables are submitted to USAID IUWASH PLUS and verified by technical team. The details schedule is as follows:

Deliverables	Due Date	Payment
Inception Report	1 week after contract signed	15%
Draft module/material training	End of month 3	35%
Supporting ppt (hand-out training)	End of month 4	25%
Training report	End of month 5	25%

G. Posting & Reporting Relationship

The Service Provider will report to National Coordinator for Urban Sanitation Specialist or other designated IUWASH PLUS senior staff. S/he will be working in Jakarta, preferably from home, with regular visits to the IUWASH PLUS office for progress meetings. The Service Provider will deliver regular updates on their progress by email or in person to IUWASH PLUS. The National IUWASH PLUS Component 2 Team will provide technical and administrative support to the Service Provider regarding meeting arrangements, obtaining data and information materials, etc. Travel arrangements within Jakarta will be arranged and covered by the Service Provider. Travel outside Jakarta (if required) will be arranged by IUWASH PLUS, but included in Service Provider's budget.

H. Service Provider Requirements

The candidate should have an S-I bachelors' degree in Environmental Engineering, or urban planner or related field with minimum 10 years experiences; have good relationship with Ministry of PUPR. Must have experience in the WASH sector, preferably extensive exposure to fecal sludge management issues, development of policy/regulation and development of policy framework.

I. Cost Estimate

The cost for implementing this program will be paid by IUWASH PLUS to the Service Provider selected through a competitive tender procedure. The cost of implementing this program is estimated at a maximum of IDR 64,800,000 (sixty-four million eight-hundred thousand rupiah). The estimated cost includes the costs for labor, training materials development, reporting, communication, computer costs, transport within Jakarta and miscellaneous administration costs.

J. Bid Process

- | | |
|---|---------------|
| 1. Invitation letter to the bidder (service provider) | 29 March 2018 |
| 2. Pre-bid meeting | 3 April 2018 |
| 3. Submission of bids to IUWASH PLUS | 12 April 2018 |
| 4. Evaluation of bids by IUWASH PLUS | 13 April 2018 |
| 5. Negotiation and Clarification | 16 April 2018 |
| 6. Information the winner | 18 April 2018 |
| 7. Contract with the winning bidder | 20 April 2018 |

Note that the above schedule is illustrative and subject to adjustment.

K. Proposal Evaluation

All candidates should submit a proposal package consisting of a technical proposal (which includes background of the program, tasks to be conducted, methodology, schedule), a cost proposal and a CV.

The proposal will be evaluated based on:

- Qualification of personnel 40 %
- Experience of personnel 30 %
- Methodology 30 %

L. Other Information:

1. Issuance of this RFP shall not constitute any form of agreement by DAI to any party.
2. Proposals must be accompanied by a bid cover letter written on A4 size paper.
3. Budget/cost proposal can be written in the attached format, or bidders can customize it in accordance with their proposed methodology.
4. Proposal must be sent no later than 17:00 on [DATE TO BE INSERTED UPON RFP ISSUANCE] as follows:

- In PDF format with the subject **Consultant for Developing Module/Material for Scheduled Desludging Service (LLTT) Training** to email address: [INSERT UPON RFP ISSUANCE]
- Two (2) sets of hard copy in a sealed envelope clearly labeled as **Consultant for Developing Module/Material for Scheduled Desludging Service (LLTT) Training** to the following street address:

IUWASH PLUS National Office
Mayapada Tower I, 10th Floor
Jl. Jendral Sudirman Kav 28
Jakarta 12920 Indonesia

Note: On the top left on the proposal envelope, please write:

- Name of Company/Institution
 - Full address
 - No Telp/Fax
 - Email address
 - Contact Person, Position, phone number
5. Only short-listed and selected bidders will be called for technical clarification and negotiation.
 6. No costs incurred by bidders in the preparation of their proposal will be reimbursed.
 7. All payments will be made in "Rupiah" currency and all project invoices/payments will be denominated in Rupiah.

10.2 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-JAK-18-0013 – Consultant for Developing Module/Material on Regular Desludging Service (LLTT) Training**, issued on March 29th, 2018.

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.

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:
Email:
Company Seal/Stamp:

10.3 Attachment C: Price Schedule

Item Number	Item Name	Description/Specifications	Quantity	Unit Price	Total Price
1	Inception Report	1 week after contract signed	15%		
2	Draft Module / Material Training	End of Month 3	35%		

3	Supporting ppt – hand-out training	End of Month 4	25%		
4	Training Report	End of Month 5	25%		
GRAND TOTAL IN Click here to enter text.					
GRAND TOTAL IN UNITED STATES DOLLARS					\$

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) 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 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 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*)