



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

Request For Proposals (RFP)

No. REQ-EJR-18-0047

Individual Consultant for GIS Facilitation PDAM Kabupaten Sidoarjo

Issue Date: May 17th, 2018

WARNING: Prospective Offerors who have received this document from a source other than the USAID –IUWASH PLUS Project, IWPLProc_Surabaya@dai.com, should immediately contact IWPLProc_Surabaya@dai.com or 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 in www.iuwashplus.or.id

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Synopsis of the RFP

RFP No.	REQ-EJR-18-0047
Issue Date	May 17 th , 2018
Title	Individual Consultant for GIS Facilitation for PDAM Kabupaten Sidoarjo
Issuing Office & Email/Physical Address for Submission of Proposals	USAID – IUWASH PLUS East Java Office Jl. Kapuas no. 48, Surabaya - 60265 Email : IWPLProc_Surabaya@dai.com
Bidders' Conference	May 21st, 2018 on 02.00 pm (14.00 WIB), at IUWASH East Java Office Jl. Kapuas no. 48, Surabaya Phone : 031-5660956 Bidders conference confirmation : May 18th, 2018 at the latest 16.00 WIB (04.00 pm)
Deadline for Receipt of Questions	May 28th, 2018 at the latest 04.00 pm
Deadline for Receipt of Proposals	May 31st, 2018 at the latest 04.00 p.m (16.00 WIB)
Point of Contact	IWPLProc_Surabaya@dai.com or IUWASH_Plus_Procurement@dai.com
Anticipated Award Type	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.

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) project, invites qualified offerors to submit proposals to supply and deliver **Individual Consultant for GIS Facilitation for PDAM Kabupaten Sidoarjo** 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:

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.

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 Kabupaten Sidoarjo in East Java which has a keen interest in improving their GIS capacity, but which has limited capability. This 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 the PDAM of Kabupaten Sidoarjo is ready to receive NRW assistance, a review of its GIS capacity was conducted and included examining the availability of staff and quality of spatial data related to its distribution network.

The above GIS review indicated that PDAM Kabupaten Sidoarjo has completed about 80% of mapping required of its distribution system, but would benefit substantially from more concerted technical assistance (to both complete mapping and ensure it has the degree of quality required). In support of this requirement,

IUWASH PLUS requires a GIS Facilitator who will be contracted under a Fixed Price Purchase Order (FPPO) and who will work with the PDAM of Kabupaten Sidoarjo over a period of three (3) month to complete development of spatial data and further provide on-the-job to relevant PDAM staff, and requirement will carry out the selection through an auction mechanism

The GIS facilitator serves as an implementing partner of IUWASH, providing technical assistance to PDAM staff of Delta Tirta in Kabupaten Sidoarjo spatial database development, including the distribution system and its components. Tasks of the GIS Facilitator will include:

- Overseeing the PDAM's completion of a spatial map of the entire PDAM distribution system and its components, including house connections.

- Ensuring that the above yields ready-to-use data for pressure / leak analysis for use in NRW reduction programming;
- Through classroom and on-the-job training, improving the understanding of relevant PDAM staff in specific GIS areas, including: digitization, data conversion, data attribute management, query analysis, overlapping analysis, the preparation of thematic maps, etc.;
- Improving PDAM staff capacity to conduct field surveys through practical application of survey tools;
- Monitoring the progress, completeness and quality of the above and identifying and responding to issues as they arise.

To ensure smooth implementation of the above, the GIS Facilitator will be under the supervision of East Java Regional Urban Water Supply Specialist who will be further supported by the National GIS team.

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 **Firm Fixed Price Purchase Order**. This subcontract type is subject to change during the course of negotiations. A Firm Fixed Price Purchase Order is: An award for a total firm fixed price, for values less than \$150,000, for the provision of specific services, goods, or deliverables and is not adjusted if the actual costs are higher or lower than the fixed price amount. Offerors are expected to include all costs, direct and indirect, into their total proposed price.

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 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 May 31st, 2018 to be submitted to email IWPLProc_Surabaya@dai.com at latest 04.00 pm for softcopy proposal and 4 copies for Hardcopy Proposal sent to USAID IUWASH PLUS East Java Office, Jl. Kapuas 48, Surabaya – 60265. 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 30 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 USAID 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

May 21st , 2018 on 02.00 pm at

IUWASH East Java Office,

Jl. Kapuas no. 48, Surabaya, East Java.

Phone : 031-5660956.

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 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 significantly more important than cost/price factors.

Evaluation Criteria	Maximum Points
Understanding of program	15 points
Metodology of Implementation	45 points
Qualification & Work Experience	40 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. (if available)
2. Evidence of a DUNS number (explained below and instructions contained in Attachment D). (It needed when offering with a value of \$25,000 and above)
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. (if available, but must for experience)
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.

No	Description	Delivery schedule	Payment	
1.	Preliminary report and work plan	Two weeks after signature of contract	20%	One week after the report is approved
2.	Intermediate progress reports and Training Reports	The first week-end of the second month	40%	One week after the report is approved
3.	Final report and completion of work	Last week at the end of the contract	40%	One week after the report is approved

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.

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.

8.1 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.

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 GIS Facilitation for PDAM Kabupaten Sidoarjo June - August 2018

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, USAID 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

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 Kabupaten Sidoarjo in East Java which has a keen interest in improving their GIS capacity, but which has limited capability. This 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 the PDAM of Kabupaten Sidoarjo is ready to receive NRW assistance, a review of its GIS capacity was conducted and included examining the availability of staff and quality of spatial data related to its distribution network.

The above GIS review indicated that PDAM Kabupaten Sidoarjo has completed about 80% of mapping required of its distribution system, but would benefit substantially from more concerted technical assistance (to both complete mapping and ensure it has the degree of quality required). In support of this requirement, IUWASH PLUS wishes to engage a GIS Facilitator who will be contracted under a Fixed Price Purchase Order (FPPO) and who will work with the PDAM of Kabupaten Sidoarjo over a period of three (3) month to complete development of spatial data and further provide on-the-job to relevant PDAM staff.

C. Scope of work:

The GIS facilitator serves as an implementing partner of IUWASH, providing technical assistance to PDAM staff of Delta Tirta in Kabupaten Sidoarjo spatial database development, including the distribution system and its components. Tasks of the GIS Facilitator will include:

- Overseeing the PDAM's completion of a spatial map of the entire PDAM distribution system and its components, including house connections.
- Ensuring that the above yields ready-to-use data for pressure / leak analysis for use in NRW reduction programming;
- Through classroom and on-the-job training, improving the understanding of relevant PDAM staff in specific GIS areas, including: digitization, data conversion, data attribute management, query analysis, overlapping analysis, the preparation of thematic maps, etc.;
- Improving PDAM staff capacity to conduct field surveys through practical application of survey tools;
- Monitoring the progress, completeness and quality of the above and identifying and responding to issues as they arise.

To ensure smooth implementation of the above, the GIS Facilitator will be under the supervision of East Java Regional Urban Water Supply Specialist who will be further supported by the National GIS team.

D. Results to be Achieved

During the planned three (3) months of GIS assistance, the following results are expected:

- The PDAM will have a complete set of spatial data of distribution pipelines, including their accessories, of good quality, to ensure their eligibility to participate in the NRW reduction program; and
- Relevant PDAM staff will have improved capacity to carry out GIS-related work in the future.

E. Reports to Submit

The following reports will be required during the course of activity implementation:

- Preliminary report and work plan, which contains the methodology and work schedule implementation plan
- Intermediate progress reports, which include progress on implementation and targets achieved
- Final report and completion of work implementation, which includes progress on implementation and targets achieved and data preparedness and PDAM staff to support the implementation of the NRW reduction program.

F. Reporting and Delivery Schedule

GIS facilitator is required to submit reports, directly to the IUWASH PLUS Regional East Java with input from the assisted PDAM. This will entail:

- Preliminary report and work plans should be submitted no later than two (2) weeks after contract signature.

- Intermediate report (including detail on training provided), should be submitted no later than the end of the first week (1) of the second month (2).
- Final report and completion of work, delivered no later than one (1) week after the end of the contract / end of the third month (3).

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, should also be accompanied by a copy of the spatial data submitted in the flash disk.

G. Payment Schedule

The budget ceiling for this activity is Rp 50,000,000 (fifty million rupiah) and payment will be released based on the following schedule:

No	Description	Delivery schedule	Payment	
1.	Preliminary report and work plan	Two weeks after signature of contract	20%	One week after the report is approved
2.	Intermediate progress reports and Training Reports	The first week-end of the second month	40%	One week after the report is approved
3.	Final report and completion of work	One week after the contract expires	40%	One week after the report is approved

H. 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.

I. 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 the program (15 points)
- Implementation methodology (45 points)
- Qualification and 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

[On Firm's Letterhead]

<Insert date>

TO: Development Alternatives, Inc.
USAID – IUWASH PLUS PROJECT
Jl. Kapuas 48, Surabaya
East Java, 602656

We, the undersigned, provide the attached proposal in accordance with **RFP-REQ-EJR-18-0047** “Click here to enter text.-Click here to enter text. issued on May 17th, . Our attached proposal is for the total price of <Sum in Words (\$0.00 Sum in Figures) >. I certify a validity period of 30 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.

Company Seal/Stamp:

10.3 Attachment C: Price Schedule

No	Description	Delivery schedule	Percentage (%)	Unit Price	Price
1.	Preliminary report and work plan	Two weeks after signature of contract	20%	IDR.	
2.	Intermediate progress reports and Training Reports	The first week-end of the second month	40%	IDR.	
3.	Final report and completion of work	One week after the contract expires	40%	IDR	
4.	Tax Deduction (PPH 23)				
GRAND TOTAL IN RUPIAH (IDR).					IDR.
GRAND TOTAL IN UNITED STATES DOLLARS					\$

Delivery Period: June 1 to August 31, 2018 (estimate of period performance)

**10.4 Attachment D: Instructions for Obtaining a DUNS Number - DAI's Vendors, Subcontractors
(Not needed for under \$ 25,000)**

10.5 Attachment E: Self Certification for Exemption from DUNS Requirement

**Self Certification for Exemption from DUNS Requirement
For Subcontractors and Vendors**

Legal Business Name: _____

Physical Address: _____

Physical City: _____

Physical Foreign Province (if applicable): _____

Physical Country: _____

Signature of Certifier _____

Full Name of Certifier (Last Name,
First/Middle Names): _____

Title of Certifier: _____

Date of Certification (mm/dd/yyyy): _____

The sub-contractor/vendor whose legal business name is provided herein, certifies that we are an organization exempt from obtaining a DUNS number, as the gross income received from all sources in the previous tax year is under USD \$300,000.

*By submitting this certification, the certifier attests to the accuracy of the representations and certifications contained herein. The certifier understands that s/he and/or the sub-contractor/vendor may be subject to penalties, if s/he misrepresents the sub-contractor/vendor in any of the representations or certifications to the Prime Contractor and/or the US Government.

The sub-contractor/vendor agrees to allow the Prime Contractor and/or the US Government to verify the company name, physical address, or other information provided herein. Certification validity is for one year from the date of certification.

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.

No.	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*)