



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

Request For Proposals (RFP)

No. REQ-CJR-18-0201

**Service Provider for Development of Business Plan of  
PDAM Kabupaten Wonogiri and PDAM Kabupaten Karanganyar  
(Program Wosusokas)**

Issue Date: December 12, 2018

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

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**Synopsis of the RFP**

RFP No.	REQ-CJR-18-0201
Issue Date	December 12, 2018
Title	Service Provider for Development of Business Plan of PDAM Kabupaten Wonogiri and PDAM Kabupaten Karanganyar (Program Wosusokas)
Issuing Office & Email/Physical Address for Submission of Proposals	USAID – IUWASH PLUS Central Java Regional Office Jl. Semangka No. 16 Kerten, Laweyan, Surakarta 57143 Email : <a href="mailto:IWPLProc_Surakarta@dai.com">IWPLProc_Surakarta@dai.com</a>
Pre Bid Meeting	A Pre-Proposal Bidders' Conference is scheduled for:  December 17, 2018 at 13.00 AM -16.00 AM at USAID – IUWASH PLUS Central Java Regional Office Jl. Semangka No. 16 Kerten, Laweyan, Surakarta 57143  <b>Bidders Conference Confirmation</b> : December 14 28, 2018 at the latest 02.00 PM
Deadline for Receipt of Questions	December 20, 2018 at the latest 05.00 PM
Deadline for Receipt of Proposals	December 26, 2018 at the latest 05.00 PM
Point of Contact	<a href="mailto:IWPLProc_Surakarta@dai.com">IWPLProc_Surakarta@dai.com</a>
Anticipated Award Type	An Individual Fixed Price Purchase Order Issuance of this RFP in no way obligates DAI to award a subcontract or purchase order and Bidders will not be reimbursed for any costs associated with the preparation of their quote.
Basis for Award	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.*

## I. Introduction and Purpose

### I.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 **“Service Provider for Development of Business Plan of PDAM Kabupaten Wonogiri and PDAM Kabupaten Karanganyar (Program Wosusokas)”** in support of program implementation.

The guidance from the Director of the Drinking Water Supply System (DITPSPAM-Direktorat Pengembangan Sistem Pelayanan Air Minum) for development of regional water supply system of WOSUSOKA (Kab. Wonogiri, Kab. Sukoharjo, Kota Solo, and Kab. Karanganyar) indicated that the project requires the analysis if PDAM can effectively absorb the water supply from the regionalization project. The analysis will be documented in business plan covering financial and technical impacts due to water addition from the project. For doing so IUWASH PLUS as requested by GOI planned to facilitate 2 PDAM, i.e. PDAM Wonogiri and Karanganyar to develop business plan. The other PDAM of Surakarta and Sukoharjo, the business plan have been ready since last year which facilitated also by IUWASH PLUS. In relation to the plan, several meetings with PDAM Karanganyar and Wonogiri have been conducted previously and expected IUWASH PLUS can soon help PDAM developing the business plan.

In order to increase and improve overall performance of PDAM effectively and efficiently there is a need to have a Business Plan as a road map of development. The Business Plan is essentially a five-year “road map” of how PDAM will address important issues related to coverage, infrastructure development, financing (including access to long-term finance, as well as tariff setting to ensure cost recovery), human resources management, and others. The technical assistance of IUWASH PLUS under this proposed activity will provide facilitating to develop Business Plans for both Kabupaten Karanganyar and Kabupaten Wonogiri. The Business Plans will cover a five-year development period from 2019 to 2023. Notably, implementation of the Business Planning process will be carried out with the full participation of PDAM leadership with the intent of establishing a strong sense of ownership of the finalized plans, as well as improved internal capacity within both PDAMs for developing future Business Plans

The main objective of this SOW is to develop two (2) PDAM Business Plans for PDAM Wonogiri and Karanganyar in relation to PDAM will get bulk water from regionalization water supply system of WOSUSOKA. The Business Plans will provide a reference for PDAM management and respective Local Governments (LGs) especially to response and support the increasing service coverage as the water addition from the project. The business plan then will become essential reference for preparing PDAM annual work plans and budgets, also will provide the basis for the respective LGs to evaluate performance of the PDAMs in achieving their goals.

### 1.2 Issuing Office

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

### 1.3 Type of Award Anticipated

DAI anticipates awarding an **Individual 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 that submits to propose the work.

Offerors wishing to respond to this RFP must submit proposals, in Bahasa Indonesia or 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 **December 26, 2018 (at the latest 05.00 p.m)**, to be submitted to IWPLProc\_Surakarta@dai.com for softcopy by stated the RFP Number and Title of the Activity in the subject line. Late offers will be rejected except under extraordinary circumstances at DAI’s discretion.

The submission to DAI of a proposal in response to this RFP will constitute an offer and indicates the Offeror’s agreement to the terms and conditions in this RFP and any attachments hereto. DAI reserves the right not to evaluate a non-responsive or incomplete proposal.

### 2.2 Proposal Cover Letter

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

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

### 2.3 Questions regarding the RFP

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

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

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

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

Technical proposals shall include the following contents

1. Technical Approach - Description of the proposed services which meets or exceeds the stated technical specifications or scope of work. The proposal must show how the Offeror plans to complete the work and describe an approach that demonstrates the achievement of timely and acceptable performance of the work.
2. Management approach – Description of the Offeror’s staff assigned to the project. The proposal should describe how he/she 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 Point
Methodology (proposed methodology, background, task to be conducted, and time schedule)	40%
Qualification of personal and experience	60%

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

#### 4.1 Cost/Price Proposals

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

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

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

## 5. Basis of Award

### 5.1 Best Value Determination

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

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

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

### 5.2 Responsibility Determination

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

1. Provide evidence of the required 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 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.

No	Deliverables/Outputs	Due Date
1	Inception Report, including detail of workplan (25%)	2 weeks after contract signing
2	Interim Report, including Draft Business Plan (35%)	Middle of 3 <sup>rd</sup> month
3	Final Report, Business Plan Final for Kab Wonogiri & Karanganyar (40%)	End of 4 <sup>th</sup> month

## 7. Inspection & Acceptance

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

## 8. Compliance with Terms and Conditions

### 8.1 General Terms and Conditions

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

### 8.2 Source and Nationality

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

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

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

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

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

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

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

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

### 8.3 Data Universal Numbering System (DUNS)

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



the winner providing a DUNS number to DAI. Offerors who fail to provide a DUNS number will not receive an award and DAI will select an alternate Offeror.

**All U.S. and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$25,000 and above are required to obtain a DUNS number prior to signing of the agreement.** Organizations are exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. DAI requires that Offerors sign the self-certification statement if the Offeror claims exemption for this reason.

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

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

## 9. Procurement Ethics

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

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

In addition, DAI takes the payment of USAID funds to pay Terrorists, or groups supporting Terrorists, or other parties in exchange for protection very seriously. Should the Terrorist, groups or other parties attempt to extort/demand payment from your organization you are asked to immediately report the incident to DAI's Ethics and Compliance Anonymous Hotline at the contacts described in this clause. By submitting an offeror, offerors certify that they have not/will not attempt to bribe or make any payments to DAI employees in return for preference, nor have any payments with Terrorists, or groups supporting Terrorists, been attempted.

## 10. Attachments

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

#### **Scope of Work** **Service Provider for Development of Business Plan of** **PDAM Kabupaten Wonogiri and PDAM Kabupaten Karanganyar (Program** **Wosusokas)**

##### **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.

The guidance from the Director of the Drinking Water Supply System (DITPSPAM-Direktorat Pengembangan Sistem Pelayanan Air Minum) for development of regional water supply system of WOSUSOKA (Kab. Wonogiri, Kab. Sukoharjo, Kota Solo, and Kab. Karanganyar) indicated that the project requires the analysis if PDAM can effectively absorb the water supply from the regionalization project. The analysis will be documented in business plan covering financial and technical impacts due to water addition from the project. For doing so IUWASH PLUS as requested by GOI planned to facilitate 2 PDAM, i.e. PDAM Wonogiri and Karanganyar to develop business plan. The other PDAM of Surakarta and Sukoharjo, the business plan have been ready since last year which facilitated also by IUWASH PLUS. In relation to the plan, several meetings with PDAM Karanganyar and Wonogiri have been conducted previously and expected IUWASH PLUS can soon help PDAM developing the business plan.

##### **B. Activity Summary**

In order to increase and improve overall performance of PDAM effectively and efficiently there is a need to have a Business Plan as a road map of development. The Business Plan is essentially a five-year "road map" of how PDAM will address important issues related to coverage, infrastructure development, financing (including access to long-term finance, as well as tariff setting to ensure cost recovery), human resources management, and others. The technical assistance of IUWASH PLUS under this proposed activity will provide facilitating to develop Business Plans for both Kabupaten Karanganyar and

Kabupaten Wonogiri. The Business Plans will cover a five-year development period from 2019 to 2023. Notably, implementation of the Business Planning process will be carried out with the full participation of PDAM leadership with the intent of establishing a strong sense of ownership of the finalized plans, as well as improved internal capacity within both PDAMs for developing future Business Plans.

### **C. Objective**

The main objective of this SOW is to develop two (2) PDAM Business Plans for PDAM Wonogiri and Karanganyar in relation to PDAM will get bulk water from regionalization water supply system of WOSUSOKA. The Business Plans will provide a reference for PDAM management and respective Local Governments (LGs) especially to response and support the increasing service coverage as the water addition from the project. The business plan then will become essential reference for preparing PDAM annual work plans and budgets, also will provide the basis for the respective LGs to evaluate performance of the PDAMs in achieving their goals.

### **D. Tasks**

Activities will be implemented for PDAM Kabupaten Wonogiri and PDAM Kabupaten Karanganyar and consist of the following tasks especially taking into account the water addition from WOSUSOKA project:

1. Establish PDAM Business Plan Development Team per the requirements of each PDAM.
2. Conduct Business Plan Training for relevant staff.
3. Conduct SWOT analysis.
4. Identify and agree on in PDAM vision and mission
5. Develop PDAM strategic plan
6. Develop PDAM program goals and plans
7. Conduct Business Plan presentations before the Director and Supervisory Board
8. Conduct Business Plan Workshop (All stakeholders)
9. Finalize Business Plan
10. Obtain commitment of respective LGs for implementation of programs in accordance with the approved Business Plan, including measures to safeguard raw water sources and increase access to low income communities.

**Note:** In preparing the PDAM Business Plans, the required Financial Projections will not have to be made by the Third Party, but will be prepared by the IUWASH PLUS regional Wash Finance Specialist.

### **E. Parties Involved**

Parties involved for each PDAM in the above-mentioned tasks include:

1. Director of PDAM
2. Business Plan PDAM development team
3. PDAM supervisory board
4. Related Organisasi Perangkat Daerah (OPD)
5. Executing (Third Party)
6. IUWASH Plus Central Java Team

Note that all stages are expected to be conducted through a participatory process, involving regular meetings with stakeholders, Focused Group Discussions (FGDs), etc. to ensure the highest degree of stakeholder ownership and buy-in.

**F. Expected Results**

1. Two (2) PDAM Business Plans developed in coordination with PDAM leadership
2. Commitment of all relevant stakeholders to implement PDAM Business Plans
3. Full understanding of PDAM management and staff of the following:
  - o Importance and methodology of preparing a professional PDAM strategic plan;
  - o Full understanding of PDAM vision and mission, and the implications;
  - o Full understanding of PDAM internal and external conditions through a SWOT analysis;
  - o Involvement of all PDAM sections to understand the objectives and programs areas;
  - o Prioritizing PDAM improvement program on the basis of consumer expectations
  - o Requirements for PDAM to prepare subsequent business plan by their own team

**G. Period of performance**

The contract for the invited Individual Consultant will be for the period of 4 months starting from January to May 2019 .

**H. Implementation Schedule**

Activities will be conducted for 4 (four) months starting from the execution of a contract with the selected service provider.

No	Activities	Month I				Month II				Month III				Month IV			
		Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	Week 4
1	Business Plan PDAM development team	█															
2	Business Plan training		█														
3	SWOT Analysis			█	█												
4	PDAM Vision and Mission					█	█	█	█								
5	PDAM Strategic Plan									█	█	█	█				
6	PDAM Program Goals and Plans																
7	Business Plan presentations before the Director and Supervisory Board													█	█	█	█
8	Business Plan Workshop																
9	Finalize Business Plan																
10	Reporting																
	Note		1:	Inception Report									2:	Interim Report	3:	Final Report	

**I. Labor Requirements**

This activity will be informed to the public through the internet media and the executor will be selected through bidding process. Anyone who meets the requirements may submit a proposal to join the bidding, as for the requirements as follows :

- This Development of Business Plan program need one (1) person as a Facilitator, so that the selection process is opened for individual candidates (not companies)
- Preferred graduates of environmental engineering or civil engineering
- Have a minimum of 5 years experience in drinking water
- understand the concept of strategic planning
- Priority has been given to assisting in the preparation of the PDAM's business plan

**Note:** There is no need for the Third Party to provide a PDAM financial analyst, since all financial analysis will be done by IUWASH Plus. The Water Supply Engineers need to communicate closely with the IUWASH Plus team for timely analysis of both technical and financial aspects in each PDAM.

#### J. Report Submission and Payment Schedule

Report submission and payment schedule for program is as specified in the following table:

No.	Deliverables	Content	Due Date	Payment
1	Inception Report	Detail of Work plan	Two weeks after the contract is signed	25%
2	Interim Report	Draft Business Plan	Middle of the 3 <sup>rd</sup> month	35%
3	Final Report	Business Plan Final	End of the 4 <sup>th</sup> month	40%

In addition to above formal schedule the Third Party will also conduct regular (at least monthly) meetings with the IUWASH Plus Central Java Regional team in IUWASH office Surakarta.

**Note:**

- Reports can be prepared in Bahasa Indonesia
- Inceptions Report: 4 copies of each PDAM report + soft copy (digital)
- Interim Report: 4 copies of each PDAM report + soft copy (digital)
- Final report: 4 copies of each PDAM taps + soft copy (digital)

#### K. Cost Estimate

The cost for implementing this program will be paid by IUWASHPLUS to the Third Party selected through a competitive tender procedure. The cost of implementing this program is estimated at a maximum of Rp 70 million (million rupiah). The estimated cost includes the costs for labor, transportation from the Third Party office to the PDAMs, transportation during field trips, reporting, stationary and communication .The budget does not include the provision of household or bulk water meters.

IUWASH Plus will bear all costs for the IUWASH Plus team and/or its representative/consultant.

#### L. Proposal Evaluation

All proposals received from bidders will be assessed by the evaluator team. In order to be assessed by the evaluator team, each proposal should have contents such as methodology, portfolios and previous experiences which packed in a complete resume. Factors that influence proposal assessment are the methodology, work experiences and cost implementation where the total value of these factors is 100 as described below :

- Methodology (40 points);
- Qualification and Experience for this program (60 points);

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

**M. Bid Process**

- |   |                    |
|---|--------------------|
| 1. Invitation letter to the bidder (third parties)  | December 12, 2018  |
| 2. Pre-bid meeting                                  | December 17, 2018  |
| 3. Submission of bids to IUWASH Central Java office | December 26, 2018  |
| 4. Evaluation of bids by IUWASH                     | January 3 -5, 2019 |
| 5. Negotiation and Clarification                    | January 08, 2019   |
| 6. Information the winner                           | January 15, 2019   |
| 7. Contract with the winning bidder                 | January 21, 2019   |

**10.2 Attachment B: Proposal Cover Letter**

[Letterhead]

<Insert date>

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

I, the undersigned, provide the attached proposal in accordance with **RFP-REQ-CJR-18-0201 “Service Provider for Development of Business Plan of PDAM Kabupaten Wonogiri and PDAM Kabupaten Karanganyar (Program Wosusokas)**

My attached proposal is for the total price of <Sum in Words (\$0.00 Sum in Figures) >.

I certify a validity period of [Click here to enter text.](#) Days for the prices provided in the attached Price Schedule/Bill of Quantities. My proposal shall be binding upon my subject to the modifications resulting from any discussions.

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

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Address:

Telephone:

Email:

**I0.3 Attachment C: Price Schedule**

No	Deliverables	Contents	Due date	Amount
1	Inception Report	<ul style="list-style-type: none"><li>Detail of Workplan</li></ul>		25%
2	Interim Report	<ul style="list-style-type: none"><li>Draft Business Plan Kab Wonogiri &amp; Karanganyar</li></ul>		35%
3	Final Report	<ul style="list-style-type: none"><li>- Final Report for Business Plan Kabupaten Wonogiri &amp; Karanganyar</li></ul>		40%



**10.4 Attachment E: Self Certification for Exemption from DUNS Requirement  
(as attached)**

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

## 10.6 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](http://www.SAM.gov)) or the United Nations Security Designation List (online at: [http://www.un.org/sc/committees/1267/aq\\_sanctions\\_list.shtml](http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml)). This provision must be included in all subcontracts/sub awards issued under this Contract.
4. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.
5. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.
6. Organizational Conflict of Interest – The Bidder certifies that will comply FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide DAI with a disclosure statement describing this information.
7. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
8. Equal Opportunity – The Bidder certifies that it does not discriminate against any employee or applicant for employment because of age, sex, religion, handicap, race, creed, color or national origin.
9. Labor Laws – The Bidder certifies that it is in compliance with all labor laws.
10. Federal Acquisition Regulation (FAR) – The Bidder certifies that it is familiar with the Federal Acquisition Regulation (FAR) and is in not in violation of any certifications required in the applicable clauses of the FAR, including but not limited to certifications regarding lobbying,

kickbacks, equal employment opportunity, affirmation action, and payments to influence Federal transactions.

11. Employee Compliance – The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of 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.

## 10.7 Attachment H: Proposal Checklist

Offeror:

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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*)