



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

Request For Proposals (RFP)

No. REQ-SEI-19-0079

**“Septic Tank Census of 5000HH Ternate, North Maluku Province,
SSEI Region”**

Issue Date: 6 May 2019

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-SEI-19-0079
Issue Date	6 May 2019
Title	Septic Tank Census of 5000HH Ternate, North Maluku Province, SSEI Region
Issuing Office & Email/Physical Address for Submission of Proposals	USAID – IUWASH PLUS Jakarta Office Mayapada Tower I Building, 10th Floor, Jl. Jend. Sudirman Kav. 28, Jakarta 12920; Email : IWPLProc_LSIC@dai.com
Bidders Conference	Thursday, 9 May 2019 at 09.30 WIT at kantor Dinas PUPR Kota Ternate, Jalan Ki Hajar Dewantara no 218, Takoma, Ternate Tengah, Kota Ternate, Maluku Utara, Ternate., Please confirm at least 1 day before to : IWPLProc_LSIC@dai.com
Deadline for Receipt of Questions	6-15 May 2019, at the latest 17.00 WITA / 17.00 WIB to IWPLProc_LSIC@dai.com
Deadline for Receipt of Proposals	20 May 2019, at the latest 17.00 WITA / 17.00 WIB to IWPLProc_LSIC@dai.com
Point of Contact	IWPLProc_LSIC@dai.com
Anticipated Award Type	A Firm Fixed Price Purchase Order Issuance of this RFP in no way obligates DAI to award a subcontract or purchase order and Bidders will not be reimbursed for any costs associated with the preparation of their quote.
Basis for Award	An award will be made based on the Trade Off Method. The award will be issued to the responsible and reasonable offeror who provides the best value to DAI and its client using a combination of technical and cost/price factors.

Interested Offerors may obtain a full copy of the RFP which contains detailed instructions for preparation of the proposal. The RFP may be collected from the address and/or contact person above.

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 **“Septic Tank Census of 5000 HH Ternate, North Maluku Province, SSEI Region”** in support of program implementation.

Description of the program :

A. Background

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

- An increase of 1,100,000 people in urban areas with access to improved water supply services of which at least 500,000 are from the poorest 40% of the population; and
- An increase of 500,000 people in urban areas with access to a safely managed sanitation services.

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 cities 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.

Activity Background

The USAID IUWASH PLUS regional program in Eastern Indonesia includes Kota Ternate, which despite strong commitment from Local Government faces serious challenges in improving and increasing safely-managed sanitation services to its population, including:

- Ternate has a regulation governing domestic wastewater, including basic wastewater tariff, however, the Waste Water Operator (UPTD-PAL) was just recently established.
- There is no comprehensive oversight of the current sanitation infrastructure (especially regarding availability and type of individual sanitation systems).
- Ternate has an IPLT (sludge treatment plant), but it is not in optimal condition and requires improvements in operation and management.
- Ternate has only 1 truck for collecting and transporting sludge.
- Ternate does not have a clear strategy or program to promote and market improved sanitation services, including construction of proper septic tanks or regular desludging.

As part of the promotion of Safely Managed Sanitation systems, the USAID IUWASH PLUS SSEI Regional Team agreed to support local government of Ternate city to address problems faced by Ternate City. While the IUWASH PLUS teams already supported the finalizing of the domestic wastewater regulations and establishing of UPTD, for the other issues, additional technical support is required, to be provided by third parties, through the LSIC mechanism. A LSIC package was identified and agreed with USAID, to complement the work already started by IUWASH PLUS and jointly address bottlenecks in critical institutional and operational aspects.

From the Concept Note concurred with by USAID, this SoW elaborates on the first program which covers the recruitment of a developing framework and roadmap of domestic wastewater for Ternate City, strengthening new UPTD PAL Ternate and support UPTD in improving operation of IPLT. As defined, implementation of this program requires a firm (service provider) to oversee all the tasks mentioned under a Fixed Price Purchase Order mechanism. The other two programs (conducting census of septic tanks and support implementation MIS LLTT/ LLTTT service provider and event) will be described in separate SoW.

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.

2. General Instructions to Offerors

2.1 General Instructions

“Offeror”, “Subcontractor”, and/or “Bidder” means a firm proposing the work under this RFP. “Offer” and/or “Proposal” means the package of documents the firm submits to propose the work.

Offerors wishing to respond to this RFP must submit proposals, in Bahasa Indonesia, in accordance with the following instructions. Offerors are required to review all instructions and specifications contained in this RFP. Failure to do so will be at the Offeror’s risk. If the solicitation is amended, then all terms and conditions not modified in the amendment shall remain unchanged.

Issuance of this RFP in no way obligates DAI to award a subcontract or purchase order. Offerors will not be reimbursed for any costs associated with the preparation or submission of their proposal. DAI shall in no case be responsible for liable for these costs.

Proposals are due no later than Monday, May 20, 2019 at the latest 17.00 WITA / 17.00 WIB to be submitted to **IWPLProc_LSIC@dai.com** for softcopy by stated the RFP Number and

Title of the Activity in the subject line. Late offers will be rejected except under extraordinary circumstances at DAI's discretion. All proposals submitted in softcopy shall be mentioned subject 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 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 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 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.

Evaluation Criteria	Evaluation Sub-criteria (if needed)	Maximum Points
Qualification of proposed personnel		60 points
Experience of organization		20 points
Methodology and work-plan		20 points
Total Points		100 points

4. Instructions for the Preparation of Cost/Price Proposals

4.1 Cost/Price Proposals

Cost/Price proposals shall be sealed in a separate email 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 individual 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 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.

A. Deliverables & Payment Schedule

Selected organization will be required to produce and submit the following deliverables:

Deliverable/Output	Due Date	Payment
1 Inception Report	2 nd week after contract signed	15%
2 ST Survey Progress Report	3 rd week of Month 2	55%
4 Final Report & Data Analysis	End of Month 3	30%

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
Septic Tank Census of 5000 HH
Ternate, North Maluku Province, SSEI Region
July – September 2019

A. Background

The USAID Indonesia Urban Water, Sanitation and Hygiene, *Penyehatan Lingkungan Untuk Semua* (IUWASH PLUS) program is a five-and-a-half-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 1,100,000 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 cities 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.

A. Activity Background

The USAID IUWASH PLUS regional program in Eastern Indonesia includes Kota Ternate, which despite strong commitment from Local Government faces serious challenges in improving and increasing safely-managed sanitation services to its population, including:

- Ternate has a regulation governing domestic wastewater, including basic wastewater tariff, however, the Waste Water Operator (UPTD-PAL) was just recently established.
- There is no comprehensive oversight of the current sanitation infrastructure (especially regarding availability and type of individual sanitation systems).
- Ternate has an IPLT (sludge treatment plant), but it is not in optimal condition and requires improvements in operation and management.
- Ternate has only 1 truck for collecting sludge.
- Ternate does not have a clear strategy or program to promote and market improved sanitation services, including construction of proper septic tanks or regular desludging.

As part of the promotion of Safely Managed Sanitation systems, the USAID IUWASH PLUS SSEI Regional Team agreed to support local government of Ternate city to address problems faced by Ternate City. While the IUWASH PLUS teams already supported the finalizing of the domestic wastewater regulations and establishing of UPTD, for the other issues, additional technical support is required, to be provided by third parties, through the LSIC mechanism. A LSIC package was identified

and agreed with USAID, to complement the work already started by IUWASH PLUS and jointly address bottlenecks in critical institutional and operational aspects.

From the Concept Note concurred with by USAID, this SoW elaborates on the first program which covers the recruitment of a developing framework and roadmap of domestic wastewater for Ternate City, strengthening new UPTD PAL Ternate and support UPTD in improving operation of IPLT. As defined, implementation of this program requires a firm (service provider) to oversee all the tasks mentioned under a Fixed Price Purchase Order mechanism. The other two programs (conducting census of septic tanks and support implementation MIS LLTT/ LLTTT service provider and event) will be described in separate SoW.

B. Objective

The objectives of this SOW to improve the ability UPTD PAL under the Dinas Pekerjaan Umum dan Penataan Ruang through as follows:

- 1) Use USAID IUWASH PLUS Septic Tank Survey (STS) app, to identify the septic tank systems of existing household (dimensions, materials used, location, physical condition, system used, availability of manhole, etc.), through a septic tank census at 5,000 households in Ternate City.
- 2) Analysis of septic tank census data to obtain 2,000 households as potential customer of scheduled desludging service customer, in which 200 are ready for scheduled desludging implementation.

C. Activities

The following activities will be conducted in the septic tank census in Ternate City:

- Lead discussion with PEMDA Ternate and USAID IUWASH PLUS to agree on census targets and locations
- Coordinate that PEMDA Ternate, USAID IUWASH PLUS and the local implementer/service provider (vendor) prepare questionnaires to be used on census.
- Installation of USAID IUWASH PLUS Septic Tank Survey (STS) app, web portal on cloud server
- Support Census Administrators training on how to set up questionnaires and users, installation android survey app on smartphone and monitoring census implementation
- Conduct Census Enumerators training on how to conducting field survey
- Implement Census by Enumerators to conduct survey to targeted 5,000 households under supervision of System Administrator and Survey Manager
- Based on survey results, the local implementer/service provider (vendor) conduct an analysis to select 2,000 household as potential customers of scheduled desludging services, while 200 of them are ready for desludging implementation
- Conduct workshop survey result done by the local implementer/service provider (vendor)

The following matrix is the time schedule of all activities on septic tank census

Activity	Month 01				Month 02				Month 03			
	1	2	3	4	1	2	3	4	1	2	3	4
1 Identification of Survey Target & Location	■											
2 Instalation of Survey Application	■											
2 Quesionaire preparations anf Trainings	■											
3 Output 1: Inception Report	■											
4 ST Census Implementation		■	■	■	■	■	■	■	■	■		
5 Output 2: Survey Progress Report							■					
7 Data Census Analysis											■	
8 Workshop survey result												■
9 Output 3: Final Report & analysis data												■

D. Link with USAID IUWASH PLUS High Level Results and Outcomes

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

1. HR2 : Number of people gaining access to safely managed sanitation services as a result of USG assistance
2. T1 : Number of people trained
3. C4c : Number of knowledge events
4. C4d : Number of people with increased knowledge/skills/awareness as a result of events/workshops.

E. Expected Result

Expected results of this census:

- Survey form is prepared in android system adequate to identify existing septic tank condition and potential sanitation services.
- Four system administrators trained on how to conduct prepare questionnaires, setting up users and monitoring census process.
- 20 enumerators trained on how to conduct interview respondents and technical identification of existing septic tanks, land condition, and other supporting factors required in the census
- 5,000 houses are surveyed in Ternate City.
- Census data analysis completed which can determine the 2,000 households that have the potential to become a scheduled desludging service customer, in which 200 are ready for scheduled desludging.

F. Budget Estimate

Budget for the existing septic tank census will be given by IUWASH PLUS from LSIC fund. Budget estimate for this activity is around Rp. 200.000.000,- up to 252.000.000- The budget includes fees for project staffs including enumerators, local transport cost, preparation meetings, census supporting tool, computer rental, documentation and reporting.

G. Payment Schedule

The payment will be made through 3 (three) transactions after all required deliverable are submitted to USAID IUWASH PLUS and verified by technical team (National & SSEI RO team) and UPTD PAL Kota Ternate. The detail schedule is as follows:

Deliverable/Output	Due Date	Payment
1 Inception Report	2 nd week after contract signed	15%
2 ST Survey Progress Report	3 rd week of Month 2	55%
4 Final Report & Data Analysis	End of Month 3	30%

H. Working Arrangements and Timing

The activity will be implemented primarily locally with the UPTD PAL Kota Ternate, Maluku Utara. However, Urban Sanitation Specialist and East Indonesia Coordinator in SSEI Regional Office will manage it under the coordination of the Senior Sanitation Institutional Specialist and National Coordinator Urban Sanitation Sector Jakarta Office in Component-2. In addition, regular coordination, including progress reporting, will be conducted between the local implementer/service provider (vendor), Person in charge, and relevant USAID IUWASH PLUS staffs/team.

The local implementer/service provider (vendor) will be engaged for a period of 3 months after contract signing

I. Required Qualifications and Experience

USAID IUWASH PLUS will seek a Local implementer/service provider (vendor) to implement the above work of which must have the following qualification:

University/ NGO:

- The local implementer/service provider (vendor) must have experience-conducting census, understanding domestic waste water management and Information Technology
- Each University/ NGO consist of the qualified personnel (not limited to) as follows:
 1. Census Manager/ Supervisor
 - Should have a bachelor degree in environmental engineering
 - Experience in similar program/utility sector for more than 1 client
 - Understand the process of Septic Tank Survey and IT program
 2. System Administrator
 - Should have a bachelor degree in Information Technology or Engineering
 - More than 3 years' experience in managing computer networking system, including Internet and email.
 3. Admin support staff
 - Minimum have a Diploma in administration/ management
 - Experienced enough to financial administration
 - Experienced enough to correspondence office
 - Experience using the computer system of administration
 - Understand of personal management
 4. Enumerators
 - College student or at least high school graduates
 - Own an Android smartphone with accurate GPS capacity and internet data package
 - Own a vehicle (motorcycle) for census mobility
 - preferably experienced conducting surveys with a smartphone

J. Selection of Service Provider and Evaluation Criteria

The local implementer/service provider (vendor) will be selected based on tender result. The candidate of local implementer/service provider (vendor) has to provide proposal, which consist of Technical Proposal (background of the program, Task to be conducted, methodology, schedule), cost proposal and CV.

The proposal will be evaluated based on:

- | | | |
|--|---|------|
| 1. Qualification of proposed personnel | : | 60 % |
| 2. Experience of University/ NGO | : | 20 % |
| 3. Methodology | : | 20 % |

K. Proposed Mechanism

Proposed mechanism of the activity will be implemented through fixed price subcontract.

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-SEI-19-0079 "Septic Tank Census of 5000 HH Ternate, North Maluku Province, SSEI Region"**, issued on May 6, 2019.

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

We certify a validity period of [Click here to enter text.](#) days for the prices provided in the attached Price Schedule/Bill of Quantities. Our proposal shall be binding upon 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:

Address:

Telephone:

Email:

10.3 Attachment C: Price Schedule

	Deliverable/Output	Due Date	Payment
1	Inception Report	^{2nd} week after contract signed	15%
2	ST Survey Progress Report	^{3rd} week of Month 2	55%
4	Final Report & Data Analysis	End of Month 3	30%

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	Completed on schedule (Yes/No)	Completion Letter Received? (Yes/No)	Type of Agreement, Subcontract, Grant, PO (fixed price, cost reimbursabl)
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 DAII with a disclosure statement describing this information.
7. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
8. Equal Opportunity – The Bidder certifies that it does not discriminate against any employee or applicant for employment because of age, sex, religion, handicap, race, creed, color or national origin.

9. Labor Laws – The Bidder certifies that it is in compliance with all labor laws..
10. Federal Acquisition Regulation (FAR) – The Bidder certifies that it is familiar with the Federal Acquisition Regulation (FAR) and is in not in violation of any certifications required in the applicable clauses of the FAR, including but not limited to certifications regarding lobbying, kickbacks, equal employment opportunity, affirmation action, and payments to influence Federal transactions.
11. Employee Compliance – The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of an DAI Purchase Order to comply with the provisions of the resulting Purchase Order and with all Federal, State, and local laws and regulations in connection with the work associated therein.

By submitting a proposal, offerors agree to fully comply with the terms and conditions above and all applicable U.S. federal government clauses included herein, and will be asked to sign these Representations and Certifications upon award.

10.8 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*)