



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

Request For Proposals (RFP)

No. REQ-JAK-19-0048

**“Service Provider for National Fecal Sludge Management
(FSM) Twinning Program”**

Issue Date: May 27, 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.”

Table of Contents

1. Introduction and Purpose4

 1.1 Purpose 4

 1.2 Issuing Office..... 6

 1.3 Type of Award Anticipated 7

2. General Instructions to Offerors.....6

 2.1 General Instructions..... 6

 2.2 Proposal Cover Letter 7

 2.3 Questions regarding the RFP 7

3. Instructions for the Preparation of Technical Proposals7

 3.1 Services Specified..... 7

 3.2 Technical Evaluation Criteria 8

4. Instructions for the Preparation of Cost/Price Proposals8

 4.1 Cost/Price Proposals 8

5. Basis of Award.....8

 5.1 Best Value Determination..... 8

 5.2 Responsibility Determination 8

6. Anticipated post-award Deliverables.....9

7. Inspection & Acceptance.....10

8. Compliance with Terms and Conditions.....10

 8.1 General Terms and Conditions..... 10

 8.2 Source and Nationality..... 10

 8.3 Data Universal Numbering System (DUNS) 8

9. Procurement Ethics11

10. Attachments13

 10.1 Attachment A: Scope of Work for Services or Technical Specifications 10

 10.2 Attachment B: Proposal Cover Letter 17

 10.3 Attachment C: Price Schedule..... 18

 10.4 Attachment D: Instructions for Obtaining a DUNS Number - DAI’S Vendors, Subcontractors... 19

 10.5 Attachment E: Self Certification for Exemption from DUNS Requirement..... 19

 10.6 Attachment F: Past Performance Form 20

 10.7 Attachment G: Representations and Certifications of Compliance..... 21

 10.8 Attachment H: Proposal Checklist 192

Synopsis of the RFP

RFP No.	REQ-JAK-19-0048
Issue Date	May 27, 2019
Title	Service Provider for National Fecal Sludge Management (FSM) Twinning Program
Issuing Office & Email/Physical Address for Submission of Proposals	USAID – IUWASH PLUS Jakarta Office Mayapada Tower 1 Building, 10th Floor, Jl. Jend. Sudirman Kav. 28, Jakarta 12920; Email : IWPLProc_LSIC@dai.com
Bidders Conference	Wednesday, May 29, 2019 at 01.00 p.m. - finish at USAID IUWASH PLUS Office, Mayapada Tower 1, 10 th Floor, Jln. Jend. Sudirman Kav 28, Jakarta 12920 Please confirm at least 1 day before to : IWPLProc_LSIC@dai.com
Deadline for Receipt of Questions	May 28 – June 10, 2019 to IWPLProc_LSIC@dai.com
Deadline for Receipt of Proposals	June 17, 2019 (at the latest 17.00 p.m) 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.

1. Introduction and Purpose

1.1 Purpose

DAI, the implementer of the “The USAID Indonesia Urban Water, Sanitation and Hygiene 'Penyehatan Lingkungan Untuk Semua' (IUWASH PLUS) program invites qualified offerors to submit proposals to supply and deliver “**Service Provider for National Fecal Sludge Management (FSM) Twinning Program**” in support of program implementation.

1.2 Issuing Office

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

1.3 Type of Award Anticipated

DAI anticipates awarding a **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 **June 17, 2019 (at the latest 17.00 p.m)**, to be submitted to **IWPLProc_LSIC@dai.com** for softcopy by stated the RFP Number and Title of the Activity in the subject line. Late offers will be rejected except under extraordinary circumstances at DAI’s discretion. All proposals submitted in 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 company		20 points
Methodology		20 points
Total Points		100 points

4. Instructions for the Preparation of Cost/Price Proposals

4.1 Cost/Price Proposals

Cost/Price proposals shall be sealed in a separate envelope from technical proposals, and shall be clearly labeled as "VOLUME II: COST/PRICE PROPOSAL".

Provided in Attachment C is a template for the Price Schedule, for 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

Deliverable/Output	Due Date	Payment
1 Inception Report	2 nd week Month 1	10%
2 Progress Report 1	End of Month 2	20%
a. Intermediate Results of Task 1 (preparation 1-3 mentors) b. Intermediate Results of Task 2 (implementation 1-2 twinning programs)		
3 Progress Report 2	End of Month 5	20%
a. Intermediate results of Task 1 (preparation 3-5 mentors) b. Intermediate results of Task 2 (implementation 3-5 twinning programs)		
4 Progress Report 3	End of Month 8	15%
a. Intermediate results of Task 1 (prepare 5 mentors) for all 5 Twinning topics b. Intermediate results of Task 2 (implementation 5 twinning programs)		
5 Draft Final Report	End of Month 11	15%
a. Documentation of all materials prepared and used for Task 1 for 5 mentors b. Documentation on results of Task 2 for 5 twinning topics / 10 mentees		
6 Final Report	End Month 12	20%
		100%

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 National Fecal Sludge Management (FSM) Twinning 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 (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 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.

A. Activity Background

FORKALIM (Forum Komunikasi Air Limbah) was setup in 2004 under PERPAMSI, to support a small number of (mainly PDAM) Operators of sewerage systems. Since 2017, IUWASH PLUS has supported them through development of a Business plan, supporting staff and some office equipment. Their current membership previously was 11 Sewerage Operators, but in recent months, around 9 new Waste Water operators (UPTD) joined. With the focus of sanitation access in Indonesia switching to promoting on-site (FSM) systems, more cities have now established a Domestic Waste Water Operator, which are mainly UPTD. However, as they are still new, they require substantial technical support and at request by Bappenas, IUWASH PLUS is now supporting the development and implementation of a National FSM twinning program, for existing and new FSM operators. In a Twinning program a mentor (experienced operator) is selected who will provide technical assistance to one of more mentee locations during a series of meetings, workshops and fieldvisits. During recent meetings with FORKALIM members, participants identified the critical role for FORKALIM as future host for FSM twinning, as one of their key activities to new (FSM) members. Furthermore 5 priority topics were identified with potential mentors and several mentees already applied for some of the selected topics.

This SoW is focusing on the further development and implementation of the National Twinning program, to be implemented as a Fixed Price Contract for one professional company over a one year period; The SoW will describe the general objectives, description of the selected topics, detailed tasks, expected outcomes, proposed timing, participants and estimated budgets, etc.

B. Objective

The overall program goal is to develop and implement a comprehensive National Twinning program, managed by FORKALIM, covering 5 (pre-selected) priority topics, with the following specific objectives:

1. Preparation of up to 5 mentors (WW operators) for each of the 5 priority topics
2. Supporting 10 mentees (WW operators) to exchange and learn from the mentor operators.
3. Monitor and document progress and results, to be included in the FORKALIM website.

C. Priority Topics, potential mentors & mentees

During various meetings, RAKERNAS and other events, 5 topics were selected by FORKALIM, as the topics which are mostly requested by WW operators and for which the current FORKALIM members can act as potential mentor. Also for a number of topics potential mentee already requested to join. FORKALIM is still contacting other potential mentees. The following list shows the topics and potential mentors & mentee locations.

	Topic	Potential mentors	Potential Mentees
1	Conventional Sludge Treatment Plant (IPLT): Design, Operation and Maintenance	UPTD Sidoarjo	PDAM Balikpapan UPTD Kota Jambi
2	Mechanical Sludge Treatment Plant (IPLT): Design, Operation and Maintenance	UPTD Kota Bekasi	UPTD Gresik
3	Calculating tariffs and collaboration with private sector for regular (L2T2) desludging	PDAM Kota Surakarta	PD PAL Banjarmasin BP Batam
4	Customer Management (including customer database and promotion / marketing)	UPTD Makassar	UPTD Kota Malang UPTD Deli Serdang
5	Strengthening and preparing new UPTD for FSM operation	UPTD Gresik	UPTD Kota Tasikmalaya UPTD Kota Cimahi UPTD Pare-Pare

D. Relationship to IUWASH PLUS Outcomes:

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

- 1) HR2: Number of people gaining access to safely managed sanitation services.
- 2) C2c: Number of local sanitation management units with improved service delivery performance
- 3) C4c: Number of knowledge events or workshop held
- 4) C4d: Number of people with increased knowledge / skills / awareness as result of C4c.

E. Main Tasks

The Twinning program consists of two main tasks, explained further below. A Preparation Phase (final selection of twinning mentors / mentees) is currently underway by a FORKALIM and IUWASH PLUS team. Therefore the responsibilities for the selected service provider (company) are only for Task 1 (develop mentor capacity) and Task 2 (implementation of Twinning),

Preparation Phase: Final selection of twinning mentor and mentees (by FORKALIM / IUWASH-PLUS)

During different stakeholder event the final selection was made of 5 twinning topics, as shown above. FORKALIM and IUWASH PLUS continued to select suitable mentor locations and started to prepare simple factsheets for selected topics to share with FORKALIM existing and potential members (including all WW operators working with PUPR and donors). Factsheets explain requirements that each mentee has to become FORKALIM member, cover their own travel cost (ticket, local transport and per diem/SPJ) to mentor location, estimated timing and commitment to follow-up / implement results of the twinning. Based on the response from WW operators, for each topic 2 mentee (= waste water operators) are then selected by FORKALIM and IUWASH PLUS.

Task 1: Development Mentor Capacity

During the finalization of the mentor and mentee final selection process (in the preparation phase explained above) the vendor has the responsibility for the preparation of each of the mentor operators, before the mentees can join for actual twinning implementation. This includes following (sub) tasks:

- 1.1 For each Twinning topic, vendor will select and contract a suitable Senior Service Provider (SSP), fully familiar with specific topic and can provide necessary capacity development of the mentor operator.
- 1.2 The SSP will visit the mentor location(s), assesses current condition of the mentor in relation to the selected topic, understanding and/or readiness of local staff to be a mentor, the mentor facilities (IPLT, office, etc) and available materials / handouts to be used by the mentor (leaflets, drawings, maps, etc)
- 1.3 SSP works with mentor to choose and prepare suitable twinning materials (leaflets, handouts, factsheets, etc) and other relevant background materials (depending on the topic the IUWASH PLUS technical team can provide inputs and/or templates, etc)
- 1.4 SSP re-visits mentor location, and trains mentor team in the twinning topics. IUWASH PLUS and/.or FORKALIM team can join to monitor results to make sure mentor is ready to receive mentee.

The recruitment of SSP by the service provider (company) needs to be flexible as by the start of the program, not all mentors and/or mentee locations might be ready yet. In that case the program will start first with the topics where the mentor and mentee are already clear and the others will follow as soon as they are ready.

Task 2 Implementation of Twinning program

To maximize the benefit of the twinning program, one mentor will train 2 mentees over a period of 6 – 8 months, so that in total 10 mentees are trained (in parallel) in 5 twinning topics.

The 4 twinning visits (in general) are divided as follows:

	Visit description	Location
1	<u>Both mentees visit the mentor location</u> to learn about the twinning topic, compare it to their own situation and all parties agree on tailor-made twinning program for each mentee, including timeframe and homework assignments for each mentee	Mentor
2	<u>Mentor visits both mentee locations</u> , discusses progress of each mentee	Mentee

	teams, assesses current situation and adjust the twinning plan when needed	
3	<u>Both mentees visit mentor location</u> again to share progress, discuss emerging issues and agree on the plan to finalize the twinning assignment	Mentor
4	<u>Mentor visits both mentee locations</u> again to discuss final results and meet management / owner (PEMDA) to share results and agree on the commitment to further implement / expand the twinning results	Mentee

During these visits, the service provider (company) is responsible for arranging all the necessary logistics for both the mentor and mentee participants as well as monitoring and documentation. This includes following (sub) tasks:

- 2.1. Agreement with mentor and mentees on the scheduling of the 4 trips for each of the 5 twinning topics, which means a total of 20 trips, over period of one year
- 2.2. Arranging and cover cost for all logistic for all the twinning trips, including travel (by car, plane), accommodation (twin-share), per diems, package meetings, (occasional) fieldtrips, etc for all twinning participants, except travel cost and per- diem for mentee participants when they visit the mentor (during trip 1 and trip 3).
- 2.3. Documenting all meetings, including goals, process, emerging issues and intermediate and final results
- 2.4. Arrange for SSP specialized in each topic (see Task 1) to join at least half of the twinning visits, to monitor progress and where needed provide support to mentor and mentee

F. Deliverables:

The expected deliverables of this Twinning program can be summarized as follows:

- 5 Waste Water operators are prepared as the twinning mentors, including completed training and package of twinning materials for each twinning topic.
- 10 WW operators (mentee) participate in twinning program (estimated 5 persons per mentee)
- 10 WW Operators will obtain commitment of their respective LG to implement the results of the twinning program in their own location
- Progress and Final reports, including documentation of the implementation and results of each twinning program, to be included on the FORKALIM Website

G. Implementation Schedule

An estimated period of **12 months** will be required for the successful implementation of above explained 2 tasks, considering a flexible startup period, as not all the twinning topics might be ready (formal agreements with mentors and mentees) at the start of the program. The tasks related to all of the twinning topics are implemented in parallel to each other, which means each SSP selected and recruited by the vendor need to be available for a period of around 20 working days over a period of 7-9 months (considering 1 month for Task 1 and 6-8 months for Task 2).

H. Estimated budget requirements

Funding for the implementation of this activity will be provided from the LSIC fund. The budget estimate for this activity is around IDR 828.800.000,- (approximately USD 59.044). The service provider (company) need to budget for all direct cost related to Task 1 and Task 2 for all 5 twinning topics, except travel cost (ticket and per diem) for the mentee as this is considered as their own contribution.

The budget breakdown needs to show at least the following items:

- Remuneration of each SSP working for Tasks 1 & 2 (estimated time at least 20 days per SSP)
- Travel, Accommodation, per diem for all visits by SSP to mentors and mentee
- Travel, Accommodation, per diem for Mentor (1 person) to visit 2 mentee locations, two times, each time for 3 days / 2 nights (per twinning topic)
- Meeting packages for all mentees (including accommodation; twin-share) for all twinning programs (assume 5 staff per mentee). Mentee covers own travel cost and per diem (SPJ)
- Mentor fee (1 resource person) for estimated 15 days / twinning topic

I. Payment Schedule

The payment will be made through 6 (six) transaction after all required deliverables are submitted to USAID IUWASH PLUS and verified by technical team and client. The detailed schedule is as follows:

Deliverable/Output	Due Date	Payment
1 Inception Report	2 nd week Month 1	10%
2 Progress Report 1	End of Month 2	20%
a. Intermediate Results of Task 1 (preparation 1-3 mentors) b. Intermediate Results of Task 2 (implementation 1-2 twinning programs)		
3 Progress Report 2	End of Month 5	20%
a. Intermediate results of Task 1 (preparation 3-5 mentors) b. Intermediate results of Task 2 (implementation 3-5 twinning programs)		
4 Progress Report 3	End of Month 8	15%
a. Intermediate results of Task 1 (prepare 5 mentors) for all 5 Twinning topics b. Intermediate results of Task 2 (implementation 5 twinning programs)		
5 Draft Final Report	End of Month 11	15%
a. Documentation of all materials prepared and used for Task 1 for 5 mentors b. Documentation on results of Task 2 for 5 twinning topics / 10 mentees		
6 Final Report	End Month 12	20%
		100%

J. Working Arrangements

The activity will be implemented under the joint responsibility of FORKALIM and IUWASH PLUS National Sanitation team, which means that the service provider (company) should have a strong and regular presence in Jakarta. Regular coordination meetings, including progress reporting, will be conducted between the vendor and relevant FORKALIM and IUWASH PLUS staffs/team, in FORKALIM office in Jakarta.

K. Required Qualifications and Experience

USAID IUWASH PLUS will seek a service provider (company) to implement the above work, with following qualification:

The service provider (company) must have a minimum of 5 years' experience in supporting Local Government institutions, preferably Water and/or Waste Water operators. Vendor must have previous and proven experience in arranging logistics and supervision of package meetings / workshops in various locations in Indonesia

Each company should provide Senior Service Providers (SSP) with proven following minimum qualification:

- Proven expertise and suitable background in one or more of the 5 twinning topics
- Excellent communication and reporting skills (Bahasa Indonesia and preferred in English)
- Experience as trainer / facilitator for more than 3 years, preferably including for Waste Water Operators

L. Selection of Service Provider and Evaluation Criteria

The service provider (company) will be selected based on tender result. The candidate of service provider has to provide proposal, which consist of Technical Proposal (background of the program, Task to be conducted, methodology, schedule), cost proposal and CV's of key personnel.

The proposal will be evaluated based on:

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

M. 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-JAK-19-0048-“Service Provider for National Fecal Sludge Management (FSM) Twinning Program”** issued on May 27, 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	2 nd week Month 1	10%
2 Progress Report 1	End of Month 2	20%
a. Intermediate Results of Task 1 (preparation 1-3 mentors) b. Intermediate Results of Task 2 (implementation 1-2 twinning programs)		
3 Progress Report 2	End of Month 5	20%
a. Intermediate results of Task 1 (preparation 3-5 mentors) b. Intermediate results of Task 2 (implementation 3-5 twinning programs)		
4 Progress Report 3	End of Month 8	15%
a. Intermediate results of Task 1 (prepare 5 mentors) for all 5 Twinning topics b. Intermediate results of Task 2 (implementation 5 twinning programs)		
5 Draft Final Report	End of Month 11	15%
a. Documentation of all materials prepared and used for Task 1 for 5 mentors b. Documentation on results of Task 2 for 5 twinning topics / 10 mentees		
6 Final Report	End Month 12	20%
		100%

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

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

10.5 Attachment E: Self Certification for Exemption from DUNS Requirement

10.6 Attachment F: Past Performance Form

Include projects that best illustrate your work experience relevant to this RFP, sorted by decreasing order of completion date.

Projects should have been undertaken in the past three years. Projects undertaken in the past six years may be taken into consideration at the discretion of the evaluation committee.

#	Project Title	Description of Activities	Location Province/ District	Client Name/Tel No	Cost in US\$	Start-End Dates	Complete d on schedule (Yes/No)	Completion Letter Received? (Yes/No)	Type of Agreement, Subcontract, Grant, PO (fixed price, cost reimbursable)
1									
2									
3									
4									
5									

10.7 Attachment G: Representations and Certifications of Compliance

1. Federal Excluded Parties List - The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.
2. Executive Compensation Certification- FAR 52.204-10 requires DAI, as prime contractor of U.S. federal government contracts, to report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS)
3. Executive Order on Terrorism Financing- The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor/Recipient to ensure compliance with these Executive Orders and laws. Recipients may not engage with, or provide resources or support to, individuals and organizations associated with terrorism. No support or resources may be provided to individuals or entities that appear on the Specially Designated Nationals and Blocked persons List maintained by the US Treasury (online at www.SAM.gov) or the United Nations Security Designation List (online at: http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml). This provision must be included in all subcontracts/sub awards issued under this Contract.
4. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.
5. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.
6. Organizational Conflict of Interest – The Bidder certifies that will comply FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide 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*)
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