



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

Request For Proposals (RFP)

No. REQ-CJR-19-0239

**Service Provider 11.000 Household Water Meter Survey
For Perumda Surakarta and Sukoharjo in Central Java**

Issue Date: October 03, 2019

WARNING: Prospective Offerors who have received this document from a source other than the USAID -IUWASHPLUS Project, should immediately contact 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 "Offerors are encouraged to check this website periodically"

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Synopsis of the RFP

RFP No.	REQ-CJR-19-0239
Issue Date	October 03, 2019
Title	Service Provider 11.000 Household Water Meter Survey For Perumda Surakarta and Sukoharjo in Central Java
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 : IVPLProc_Surakarta@dai.com
Pre Bid Meeting	A Pre-Proposal Bidders' Conference is scheduled for: October 09, 2019 at 10.00 AM -12.00 AM at USAID – IUWASH PLUS Central Java Regional Office Jl. Semangka No. 16 Kerten, Laweyan, Surakarta 57143 Bidders Conference Confirmation : October 07, 2019 at the latest 04.00 PM
Deadline for Receipt of Questions	October 14, 2019 at the latest 04.00 PM
Deadline for Receipt of Proposals	October 17, 2019 at the latest 04.00 PM
Point of Contact	IVPLProc_Surakarta@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 **“Service Provider 11.000 Household Water Meter Survey For Perumda Surakarta and Sukoharjo in Central Java”** in support of program implementation.

On February 2019, USAID signed a partnership agreement with SECO (Swiss State Secretariat for Economic Affairs) to improve the technical and financial performance of 7 PDAMs (at West- and Central Java provinces), with a special focus on reducing of NRW, increasing Energy Efficiency and Capacity Building of PDAM staff on various key technical and non-technical topics. As part of the data required for the NRW reduction program, it was agreed to survey 11,000 household water meters in 2 PDAM locations, as follow:

location	Number survey
Kota Surakarta	7,000 hh
Kab. Sukoharjo	4,000 hh

The objective of this program is to collect accurate data on the actual condition of household water meters in 2 PDAM, especially the meters with no or low recorded consumption, as the basis for the water meter replacement program by each participating PDAM.

I.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.

I.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 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 **October 17, 2019 (at the latest 04.00 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)	60%
Qualification of personal (Survey Coordinator)	30%
Experiences of institutions	10%

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.

A. Deliverables & Payment Schedule

The following table presents a summary of deliverables that should be provided by the consultant, due dates, and payment schedule for the three (3) sets of deliverables described above:

No	Deliverables	Due Date	Payment
1	Deliverable 1: Work Plan & Preparation	Two days after PO / signing contract	30%
2	Deliverable 2: Training report & 50% completion of survey	15 days after approved deliverable I	40%
3	Deliverable 3: Final Report	35 days after approved deliverable II	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 Works

Service Provider 11.000 Household Water Meter Survey For Perumda Surakarta and Sukoharjo in Central Java

A. Background

The USAID Indonesia Urban Water, Sanitation and Hygiene, *Penyehatan Lingkungan Untuk Semua* (IUWASH PLUS) program is a five-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 WASH service provision.

B. Program Summary

On February 2019, USAID signed a partnership agreement with SECO (Swiss State Secretariat for Economic Affairs) to improve the technical and financial performance of 7 PDAMs (at West- and Central Java provinces), with a special focus on reducing of NRW, increasing Energy Efficiency and Capacity Building of PDAM staff on various key technical and non-technical topics. As part of the data required for the NRW reduction program, it was agreed to survey 11,000 household water meters in 2 PDAM locations, as follow:

location	Number survey
Kota Surakarta	7,000 hh
Kab. Sukoharjo	4,000 hh

C. Objectives

The objective of this program is to collect accurate data on the actual condition of household water meters in 2 PDAM, especially the meters with no or low recorded consumption, as the basis for the water meter replacement program by each participating PDAM.

D. Detailed Tasks

The detailed tasks for this activity are similar for each of the selected PDAM:

Preparation:

- Prepare inception report with workplan, detailed schedules, training venue data, logistics arrangements, etc. (early week 1)
- Arrange kickoff meeting followed by enumerator training (middle-end of week 1)
 - Survey tool will be a M-water application, which is prepared by IUWASH-PLUS (including a questionnaire pre-loaded in M-Water; training materials and trainers)
 - Survey locations each PDAM for will be prepared by SECO and PDAM in groups of 200 for each enumerator (1 enumerator expected to complete 8 survey/day x 25 working days)
 - During the training (1-2 days) IUWASH PLUS trainers will assist vendor with uploading M-Water application, preloaded with questionnaire + survey locations on mobile phone from each enumerator.
 - Vendor to arrange survey jackets for each enumerator and survey supervisor, with the PDAM and donor logo's provided by SECO to vendor
 - SECO team and PDAM will arrange necessary survey notification letters for enumerators

Implementation & Reporting

- Duration of each survey is maximum 1-month fieldwork per location
- Vendor has to recruit sufficient enumerators to complete each survey in 1 month (max), following planning figure of 200 surveys by one enumerator in one month.
- All survey data is collected in the M-Water app and uploaded on a server (prepared by IUWASH PLUS) on a daily basis
- Vendor will recruit max. 2 survey supervisors per location to manage the fieldwork, verify uploaded data (on daily basis) and provide feedback to enumerator if additional data checking is required
- Survey supervisors and Team Lead will complete the survey report within one week of completion of fieldwork
- Survey supervisors and Team Lead will present 10 hard- and softcopies of final report to SECO team and each PDAM

E. Expected Result

- Completed survey for each of the 2 locations, following number of surveys in table above

F. Duration

The duration of activities is estimated 30 days, starting the 1st November 2019.

G. Reporting

The report has to be provided are:

No	Report	Due Date	Wages
1	Work plan & preparation	2 days after PO	30%
2	Training report & 50% completion of survey.	15 days after PO	40%
3	Final Report	35 day after PO	30%




H. Estimated Budget

The estimated budget for Household Water Meter Survey in Kota Surakarta & Kabupaten Sukoharjo is IDR 408.950.000 for 11.000 survey's

I. Selection Method

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. Survey coordinator should minimum SI with 2 or 3 year experiences in survey.

The proposal will be evaluated based on:

-  Qualification Survey Coordinator : 30 %
-  Experience institution : 10 %
-  Methodology : 60 %

Bid process plan estimation:

1. RFP Issued to Potential Bidder : October 3, 2019
2. Pre Bid Meeting and Q & A : October 9, 2019
3. Proposal Submission : October 17, 2019
4. Proposal Evaluation : October 18, 2019
5. Proposal Clarification : October 22 - 23, 2019
6. Contract Singing : October 25, 2019
7. Start field activity : November 1, 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-19-0239 “Service Provider 11.000 Household Water Meter Survey For Perumda Surakarta and Sukoharjo in Central Java**

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:

10.3 Attachment C: Price Schedule

No	Deliverable	Due Date	Payment
1	Workplan & Preparation		
2	Training report & 50% completion of survey.		
3	Final Report		

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

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

10.6 Attachment F: Past Performance Form

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

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

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

10.7 Attachment G: Representations and Certifications of Compliance

1. Federal Excluded Parties List - The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.
2. Executive Compensation Certification- FAR 52.204-10 requires DAI, as prime contractor of U.S. federal government contracts, to report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS)
3. Executive Order on Terrorism Financing- the Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor/Recipient to ensure compliance with these Executive Orders and laws. Recipients may not engage with, or provide resources or support to, individuals and organizations associated with terrorism. No support or resources may be provided to individuals or entities that appear on the Specially Designated Nationals and Blocked persons List maintained by the US Treasury (online at www.SAM.gov) or the United Nations Security Designation List (online at: http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml). This provision must be included in all subcontracts/sub awards issued under this Contract.
4. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.
5. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.
6. Organizational Conflict of Interest – The Bidder certifies that will comply FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide DAI with a disclosure statement describing this information.
7. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
8. Equal Opportunity – The Bidder certifies that it does not discriminate against any employee or applicant for employment because of age, sex, religion, handicap, race, creed, color or national origin.

9. Labor Laws – The Bidder certifies that it is in compliance with all labor laws.

10. Federal Acquisition Regulation (FAR) – The Bidder certifies that it is familiar with the Federal Acquisition Regulation (FAR) and is in not in violation of any certifications required in the applicable clauses of the FAR, including but not limited to certifications regarding lobbying, kickbacks, equal employment opportunity, affirmation action, and payments to influence Federal transactions.

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

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*)