



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

Request For Proposals (RFP)

No. REQ-JAK-19-0176

**Enhancing Capacity Building Program for PDAM through E-learning**

Issue Date: December 19, 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](http://www.iuwashplus.or.id) "Offerors are encouraged to check this website periodically."

**Table of Contents**

- 1. Introduction and Purpose .....4**
  - 1.1 Purpose ..... 4
  - 1.2 Issuing Office ..... 4
  - 1.3 Type of Award Anticipated ..... 4
- 2. General Instructions to Offerors.....4**
  - 2.1 General Instructions..... 4
  - 2.2 Proposal Cover Letter ..... 4
  - 2.3 Questions regarding the RFP ..... 5
- 3. Instructions for the Preparation of Technical Proposals .....5**
  - 3.1 Services Specified..... 5
  - 3.2 Technical Evaluation Criteria ..... 5
- 4. Instructions for the Preparation of Cost/Price Proposals .....6**
  - 4.1 Cost/Price Proposals ..... 6
- 5. Basis of Award.....6**
  - 5.1 Best Value Determination..... 6
  - 5.2 Responsibility Determination ..... 6
- 6. Anticipated post-award Deliverables.....7**
- 7. Inspection & Acceptance.....7**
- 8. Compliance with Terms and Conditions.....7**
  - 8.1 General Terms and Conditions..... 7
  - 8.2 Source and Nationality..... 7
  - 8.3 Data Universal Numbering System (DUNS) ..... 8
- 9. Procurement Ethics .....8**
- 10. Attachments .....10**
  - 10.1 Attachment A: Scope of Work for Services or Technical Specifications ..... 10
  - 10.2 Attachment B: Proposal Cover Letter ..... 15
  - 10.3 Attachment C: Price Schedule..... 16
  - 10.4 Attachment D: Instructions for Obtaining a DUNS Number - DAI’S Vendors, Subcontractors... 16
  - 10.5 Attachment E: Past Performance Form ..... 17
  - 10.6 Attachment F: Representations and Certifications of Compliance..... 18
  - 10.7 Attachment G: Proposal Checklist ..... 21

**Synopsis of the RFP**

RFP No.	REQ-JAK-19-0176
Issue Date	December 19, 2019
Title	<b>Enhancing Capacity Building Program for PDAM through E-learning</b>
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 : <b>IWPLProc_InboxLSIC@dai.com</b>
Bidders Conference	January 6, 2020 – at 02.00 p.m. - finished at USAID IUWASH PLUS Office, Mayapada Tower 1, 10 <sup>th</sup> Floor, Jln. Jend. Sudirman Kav 28, Jakarta 12920 Please confirm at least 1 day before to : <b>IWPLProc_LSIC@dai.com</b>
Deadline for Receipt of Questions	December 20, 2019 – January 7, 2020 to : IWPLProc_LSIC@dai.com
Deadline for Receipt of Proposals	January 10, 2020 (at the latest 17.00 p.m) to : Email : <b>IWPLProc_InboxLSIC@dai.com</b>
Point of Contact	<b>IWPLProc_LSIC@dai.com</b>
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 “**Enhancing Capacity Building Program for PDAM through E-learning**” 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 **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 **January 10, 2020 (at the latest 17.00 p.m)**, to be submitted to **IWPLProc\_InboxLSIC@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.

<b>Evaluation Criteria</b>	<b>Evaluation Sub-criteria (if needed)</b>	<b>Maximum Points</b>
Qualification of Proposed Personnel		40 points
Experience of Organization		30 points
Methodology and Work Plan		30 points
<b>Total Points</b>		<b>100 points</b>

## 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.

Reporting	Time Schedule
Inception report including detailed methodology, work plan, schedule, and personnel mobilization	Week 1
Concept and design of LMS and e-learning modules	Month 1.5
Draft of LMS and ready for trial	End of month 3
Draft of e-learning modules ready for trial (for 2 topics)	End of month 5
<ul style="list-style-type: none"> <li>Final LMS and E-learning modules</li> <li>SOP for managing e-learning</li> </ul>	End of month 7

## 7. Inspection & Acceptance

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

## 8. Compliance with Terms and Conditions

### 8.1 General Terms and Conditions

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

### 8.2 Source and Nationality

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

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

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

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

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

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

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

### **8.3 Data Universal Numbering System (DUNS)**

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

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

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

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

## **9. Procurement Ethics**

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

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



In addition, DAI takes the payment of USAID funds to pay Terrorists, or groups supporting Terrorists, or other parties in exchange for protection very seriously. Should the Terrorist, groups or other parties attempt to extort/demand payment from your organization you are asked to immediately report the incident to DAI's Ethics and Compliance Anonymous Hotline at the contacts described in this clause.

By submitting an offeror, offerors certify that they have not/will not attempt to bribe or make any payments to DAI employees in return for preference, nor have any payments with Terrorists, or groups supporting Terrorists, been attempted.

## 10. Attachments

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

## Scope of Work Enhancing Capacity Building Program for PDAM through E-learning January – July 2020

### 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, IUWASH PLUS also implements a Local Sustainability and Innovation Component (LSIC) that is designed to stimulate WASH innovations that strengthen community, private sector and government WASH service provision.

### B. Activity Background

Improving the capacity of WASH sector actors is a critical part in the effort to increase access to safely-managed WASH, especially for the service providers' personnel. Given that, USAID IUWASH PLUS includes the capacity building aspect in the PDAM performance index monitoring, which is used to track the improvement of PDAM performance as a result of USAID IUWASH PLUS technical assistance. However, many WASH service providers/operators such as PDAMs still have limited access to capacity building programs due to several constrains, among them there are still a few institutions that provide training programs designed specifically for PDAMs and are expensive to participate in the program. Balai Teknik Air Minum (BTAM) under the Directorate General of Human Settlements, Ministry of Public Works and Housing is one of the institution that provide such training, design specifically for water supply operators of PDAMs and focus on technical aspects of water services.

BTAM provides training for PDAMs with different funding schemes, completely free for 'sick' PDAMs, partially-funded for 'unhealthy' PDAMs, and PDAM-paid program for healthy PDAMs. BTAM has a comprehensive training program, divided into 4 clusters that are: production, transmission and

distribution, mechanical and electrical, and other supporting aspects, with each cluster having several fields. However, BTAM has limitations to serve a significant number of participants due to most of the comprehensive training program requires substantial face-to-face time to deliver, the duration of different training module is ranging from 5 up to 10 days, thus maximum participants that can be trained in BTAM are only 1,000 per year.

While, the total personnel of PDAMs in Indonesia are more than 60,000 personnel. Therefore, to increase number of PDAMs personnel that can receive training from BTAM, a new methodology for providing the training program is necessary, such as combining the e-learning and face-to-face method to reduce the duration. BTAM and Directorate of Water Supply Development, MPWH request USAID IUWASH PLUS assistance to develop the e-learning concept, structure, and develop example of e-learning modules.

Therefore, USAID IUWASH PLUS will hire multimedia company to develop the Learning Management System (LMS) and e-learning modules from available modules with a duration of 8 JPL. The multimedia consultant will conduct the development of e-learning starting from the concept, storyboard, LMS and modules development, conduct trials, evaluate results, and adjust when needed.

### **C. Objective**

This LSIC aims to support Balai Teknik Air Minum (BTAM) in expanding the training methodology through online training/e-learning. The online training will become prerequisite to the face-to-face training. To be eligible for face to face training, the participants need to take the online training and pass the minimum score in the post test. The online training will mostly cover the basic knowledge/theory or introduction, while the advance topics that require field practice or on-the-job exposure will be done by face-to-face. By combining the two training methodologies, BTAM is expected to be able to increase the number of yearly training participants, who are mostly from PDAMs.

### **D. Tasks**

In general, the tasks and responsibilities of the consultant will include, but not limited to:

#### **I. Preparation**

- Identification of e-learning users.
- Identifying e-learning needs such as participant registration, discussion, tests and certificates.
- Identification of e-learning infrastructure requirements.
- Conduct regular discussion with USAID IUWASH PLUS and relevant stakeholders at Ministry of Public Works and Housing

#### **2. Development of Learning Management Systems**

- Identification of features required to operate e-learning (for instance: content management, registration, forum and/or video call/conf., testing and assessment, reporting and tracking, etc)
- Based on the agreed features, develop the LMS concept and design
- Develop the learning management system

**Note:** the LMS is planned to be integrated with SIPANDU (Sistem Layanan Terpadu) that developed by Subdit Data dan Informasi, Dit. Keterpaduan Infrastruktur Permukiman, Kem. PUPR

3. Development of E-learning modules (for 2 selected topics with total of 8 JPL or equivalent with 6 hours)
  - Development of conceptual design and outline content (story board).
  - Mockup development which is a visual sketch of the e-learning display.
  - Prototype development which is a system or platform design that will be used.
  - Development of e-learning modules.
4. Trial/pre-test of e-modules
  - Conduct application pen test with Pusdatin of Ministry of Public Works and Housing
  - Conduct E-learning trial in several locations
  - Evaluate of e-learning trial results
  - E-learning improvement or adjustment
5. Support for e-learning management
  - Development of Standard Operational Procedure (SOP) for BTAM to operate e-learning (backend manual)
  - Provide training to operate and manage e-learning to relevant stakeholders (mainly BTAM and Pusdatin)

After completion, the LMS and e-learning modules will be managed by Balai Teknis Air Minum (BTAM). However, the programs (LSM and e-learning modules) will be stored in the Pusdatin of MPWH server. Therefore, close communication with these institutions are critical to ensure compatibility and ease of management.

#### **E. Deliverables**

- Concept and design of Learning Management Systems Brief and e-learning modules
- Learning Management System (LMS)
- 2 modules of e-learning (details see attachment)
- SOP for managing e-learning
- Brief report on trial process and key points for improvement

#### **F. Contribution to IUWASH PLUS Outcomes**

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

- C4b Number of knowledge products
- C4e Number of national level WASH policies, regulations, guidelines or frameworks developed, strengthened, or adopted

#### **G. Posting & Reporting Relationships**

The multimedia company will work out of the IUWASH PLUS office in Jakarta and report directly to the component 4 team lead. WASH e-learning development consultant (STTA) will provide significant support in implementing the tasks, especially in concept development, facilitate discussion and agreement of the concept and scheme for LMS and E-Learning with BTAM, Dit. PSPAM, and other relevant stakeholders. And also, provide input and feedback for the multimedia consultant on different aspects of E-Learning modules, such as the use of effective media, animation, user interface, etc. When travel is required, associated costs (for airfare, local transport, accommodation, per diem, etc.) will be financed directly by USAID IUWASH PLUS and in accordance with project-level practice and regulations.

## H. Schedule

This activity will be implemented over 7 months from January to July 2020, with the detail schedule as follow:

No	Tasks	Jan	Feb	Mar	Apr	May	Jun	Jul
1	LMS development							
2	Development of E-learning modules							
	• Story board development							
	• Modules development							
	• E-learning trial							
	• Evaluation and improvement							

## I. Estimated Budget and Payment Schedule

The budget for this activity is estimated at IDR 475,000,000.- for development of Learning Management System (custom) and 2 topics of e-learning modules of 8 JPL (equivalent with 6 hours). Payments will be made in 5 stages after the submission of the deliverables for each stage is received and approved by the USAID IUWASH PLUS and other key stakeholders (mainly BTAM and Dit. PSPAM) in accordance with the tasks that must be carried out. .

Payment as mentioned above will be as follows:

Reporting	Time Schedule	Payment
Inception report including detailed methodology, work plan, schedule, and personnel mobilization	Week 1	10%
Concept and design of LMS and e-learning modules	Month 1.5	20%
Draft of LMS and ready for trial	End of month 3	20%
Draft of e-learning modules ready for trial (for 2 topics)	End of month 5	30%
<ul style="list-style-type: none"> <li>Final LMS and E-learning modules</li> <li>SOP for managing e-learning</li> </ul>	End of month 7	20%

## J. Proposed Mechanism

This activity will be implemented through fixed-price purchase order.

## K. Evaluation Criteria

The multimedia company will be selected based on tender result and using full and open competition. Candidates for service provider must provide a proposal which consists of a Technical Proposal (background of the program, tasks to be conducted, methodology, schedule & CVs of the team) and Cost Proposal.

The proposal will be evaluated based on:

- Methodology : 30 point
- Qualification of personnel : 40 point
- Company experience in similar activity : 30 point

## L. Required Qualifications and Experience

- Minimum three years of experience in producing LMS and e-learning. Additional experience in producing videos for non-profit organizations or development programs would be an added advantage.
- Having good knowledge about the different types and format LMS and e-learning.
- Having creative idea and concept on how to present the modules contents interestingly, and combined with the current video style and technology whenever possible, such as the use of motion graphics.
- Having excellent technical capacities in LMS and e-learning making to ensure smooth and high-quality production.
- The service provider is required to have sufficient resources and form several teams to work in parallel for completing all the products (LMS, e-learning modules and SOP) within 7 months.
- Creative-minded and updated with the current trend of digital media products.
- Proven ability to effectively manage workloads and meet deadlines, be self-disciplined, good communication skills, and have an absolute intolerance to plagiarism.
- Willingness to work in a responsible, flexible and collaborative manner.

### Attachment: List of Modules for E-Learning

No.	Topik	Sub-Topik	Tujuan Pembelajaran	Materi Pelatihan	JPL
<b>Modul: Menyadap Air Permukaan</b>					<b>4</b>
1	Pengantar				0,5
2	Melakukan Pekerjaan Persiapan	Pengetahuan yang Diperlukan Dalam Melakukan Pekerjaan Persiapan	<ul style="list-style-type: none"> <li>• Dapat menjelaskan jenis dan fungsi alat ukur pemeriksaan kualitas air dalam menyadap air permukaan.</li> <li>• Dapat menjelaskan fungsi peralatan ME dalam menyadap air permukaan.</li> <li>• Dapat menjelaskan fungsi instrumentasi lainnya dalam menyadap air permukaan.</li> <li>• Dapat menjelaskan cara memeriksa kelaikan operasional alat ukur pemeriksaan kualitas air, peralatan ME, dan instrumentasi lainnya</li> </ul>	Fungsi dan Jenis Alat Ukur	1
				Macam dan Fungsi Peralatan M&E	1
				Macam dan Fungsi Instrumen Lainnya	1
				Cara Memeriksa Kelaikan Peralatan	0,5
				Jenis Alat Pelindung Diri	

No.	Topik	Sub-Topik	Tujuan Pembelajaran	Materi Pelatihan	JPL
			sesuai dengan POS. <ul style="list-style-type: none"> <li>• Dapat menjelaskan jenis dan fungsi APD.</li> <li>• Dapat menjelaskan APD yang wajib digunakan.</li> </ul>		
<b>Modul: Metode Penanggulangan Kehilangan Air</b>					<b>4</b>
1	Pendahuluan	Latar Belakang Tujuan Pembelajaran Ruang Lingkup Pengertian Identifikasi Kehilangan Air Penyebab Kehilangan Air Kehilangan Air yang Diperbolehkan Tujuan Pengendalian Kehilangan Air Kerugian Teknis dan Ekonomis Akibat Kehilangan Air	Peserta diharapkan mampu menjelaskan identifikasi dan penyebab kehilangan air, kehilangan air yang diperbolehkan, tujuan pengendalian kehilangan air dan kerugian akibat kehilangan air.	<ul style="list-style-type: none"> <li>• Latar belakang kehilangan air.</li> <li>• Tujuan pembelajaran kehilangan air.</li> <li>• Ruang lingkup kehilangan air.</li> <li>• Identifikasi kehilangan air.</li> <li>• Penyebab kehilangan air.</li> <li>• Kehilangan air yang diperbolehkan.</li> <li>• Tujuan pengendalian kehilangan air.</li> <li>• Kerugian akibat kehilangan air.</li> </ul>	1,5
2	Persiapan Penanggulangan Kehilangan Air	Pengumpulan Data Organisasi Penanggulangan Kehilangan Air Peralatan dan Bahan Metode Penanggulangan Kehilangan Air	Peserta diharapkan mampu menjelaskan dan menerapkan berbagai metode persiapan menanggulangi kehilangan air	<ul style="list-style-type: none"> <li>• Data yang diperlukan dalam persiapan penanggulangan kehilangan air.</li> <li>• Bentuk organisasi penanggulangan kehilangan air.</li> <li>• Peralatan dan bahan dalam persiapan penanggulangan kehilangan air.</li> <li>• Metode penanggulangan kehilangan air.</li> </ul>	1
3	Pelaksanaan Penanggulangan Kehilangan Air	Kehilangan Air Administrasi Metode Penanggulangan Kehilangan Air	Peserta diharapkan mampu menjelaskan dan menerapkan berbagai metode pelaksanaan menanggulangi kehilangan air	<ul style="list-style-type: none"> <li>• Cara menanggulangi kehilangan air administrasi.</li> <li>• Metode</li> </ul>	1,5

No.	Topik	Sub-Topik	Tujuan Pembelajaran	Materi Pelatihan	JPL
		Fisik		penanggulangan kehilangan air fisik.	

\* \* \*

## 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-19-0176 - "Enhancing Capacity Building Program for PDAM through E-learning"**, issued on December 19, 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**

Reporting	Time Schedule	Payment
Inception report including detailed methodology, work plan, schedule, and personnel mobilization	Week 1	10%
Concept and design of LMS and e-learning modules	Month 1.5	20%
Draft of LMS and ready for trial	End of month 3	20%
Draft of e-learning modules ready for trial (for 2 topics)	End of month 5	30%
<ul style="list-style-type: none"> <li>• Final LMS and E-learning modules</li> <li>• SOP for managing e-learning</li> </ul>	End of month 7	20%

**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: 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									

## 10.6 Attachment F: Representations and Certifications of Compliance

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

**10.7 Attachment G: 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 E*)