



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

Request For Proposals (RFP)

No. **REQ-WJD-20-0033**

**Initial Assessment on Harmonization Cross-Boundary FSM Services for
Jakarta and Its Satellite Cities & Districts**

Issue Date: February 13, 2020

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

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Synopsis of the RFP

RFP No.	REQ-WJD-20-0033
Issue Date	February 13, 2020
Title	Initial Assessment on Harmonization Cross-Boundary FSM Services for Jakarta and Its Satellite Cities & Districts
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_InboxLSIC@dai.com
Bidders Conference	February 18, 2020 – at 09.00 p.m. - finished 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	February 20, 2020 to : IWPLProc_LSIC@dai.com
Deadline for Receipt of Proposals	February 27, 2020 (at the latest 17.00 p.m) to : Email : IWPLProc_InboxLSIC@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 **“Initial Assessment on Harmonization Cross-Boundary FSM Services for Jakarta and Its Satellite Cities & Districts”** 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 **February 27, 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.

Evaluation Criteria	Evaluation Sub-criteria (if needed)	Maximum Points
Qualification of Proposed Personnel		40 points
Experience of Organization		30 points
Methodology and Work Plan		30 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.

ACTIVITY	Timing	Payment Schedule
I. CONTRACT SIGNING	Week 1	
II. INCEPTION REPORT a. Background (incl. maps and IPLT locations) b. Methodology/ Approaches c. Overall Action Plan d. Role and Responsibility of each member of the consultant team e. Presentation and approval of the Inception Report	End Month 01	1 nd Payment (10%)
III. INTERIM REPORT a. Inventory of current practices in desludging by both the private sector and local government b. Mapping of potential customers for desludging in each area based on existing data c. Mapping existing local government and IPLT (Waste Water Treatment Plant) including location, regulation, operators, capacity, tariffs, practices records, etc. d. Documenting and Analysis of current desludging practices by the private sector and financial issues (based on workshops/meeting reports)	End Month 04	2 rd Payment (50%)
IV. FINAL REPORT a. Final Report on all activities (complete with respective appendix and photos) b. Documentation of all work execution activities (Photo, Video, worksheet, etc.)	Third week of Month 06	3 th Payment (40%)

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 INITIAL ASSESSMENT ON HARMONIZATION CROSS-BOUNDARY FECAL SLUDGE MANAGEMENT/FSM SERVICES FOR JAKARTA AND ITS SATELLITE CITIES AND DISTRICTS

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.

ACTIVITY DESCRIPTION

DKI Jakarta, the mega metropolitan capital of Indonesia has 8 satellite cities and districts surrounding it, comprising a total population of about 32 million people. DKI Jakarta alone has a total of 10.5 million in population. Those satellite cities and districts are Bekasi City, Bekasi District, Bogor District, Bogor City, Depok City, Tangerang District, Tangerang City and South Tangerang District. Each of the cities and districts has a domestic waste water treatment plant – IPLT (see map # 1) managed by their respective local government operators or UPTs. DKI Jakarta has two IPLTs managed by PD PAL and the satellite cities and districts have one IPLT, each operated by their own UPTD except for South Tangerang District, which has none. The desludging from individual household owned septic tanks is conducted by combination of public and privately owned trucks at various charge rates depending on location and often at a distance from the IPLT. Monitoring of the trucks, especially the privately owned ones, is critical, because often they do not consider good environmentally desludging management and prefer to dump fresh sludge in nearby rivers and streams rather than travel to the closest IPLT. Additional reasons for poor desludging services identified in these locations include:

- Most IPLT owned by the local government have limited capacity compared to potential customers that need to be served;
- Longer distance from potential customer location to their “own” IPLT and its correlation with the time to travel the distance;
- Potential customer location is nearer to IPLT in neighboring location, but is not allowed to conduct cross-boundary desludging due to lack of agreement between different UPTDs, difference in tipping fees between one and another, or overloaded capacity of IPLT;
- Some IPLTs refuse private desludging trucks to dump the sludge to their IPLT because of administrative burden, low fees or low capacity.

The above problems result in deficient desludging services in / around DKI Jakarta:

- There is no map of potential customers or customers that already receive desludging services from the operator available in the respective UPTs, which makes it impossible to establish an accurate database for Safely Managed Sanitation Services;
- Private sector desludging companies are doing cross-boundary desludging and dumping to nearest IPLT or to nearby rivers, because there is no monitoring system to know if they go elsewhere. High dumping fees or lack of agreement between the private desludging company and the local government who owns IPLT are often cited as the reasons;
- There is no information system in place in regard to IPLT capacity in/around Jakarta including trucks and human resources, tariffs (dumping fees), and standard operation procedures.

This mismanagement in desludging has an adverse impact to the environment where surface and ground water will be contaminated resulting in water borne diseases to community and potentially stunting to children below five years of age. As the majority of sludge collected from individual households is conducted by privately owned trucks, the above problems have substantial impact on Safely Managed Sanitation Services (SMSS) in each USAID IUWASH PLUS supported location in WJDT (West Java, DKI Jakarta and Tangerang District). A rapid internal assessment on the cross-boundary desludging by privately-owned trucks has happened in only six selected locations, those assisted by USAID IUWASH PLUS.

OBJECTIVE

The objective is to support USAID IUWASH PLUS assisted local governments in and around DKI Jakarta (West Java, DKI Jakarta and Tangerang supported Cities) to improve Safely Managed Sanitation Services (SMSS) through harmonization of cross-boundary fecal sludge management services.



Map #1: WWTP at DKI Jakarta, Depok, Tangerang & Tangerang Selatan and Bekasi (Kota and Kabupaten)

- **TASK DESCRIPTIONS**

The main task is to conduct an initial assessment on cross-boundaries desludging practices conducted by UPTs and private desludging companies in DKI Jakarta and 5 surrounding satellite districts and cities through the following:

1. Inventory and Mapping (fieldwork) by visiting all 6 locations
 - Inventory of current practices, issues of desludging by (especially) representative sample of private de-sludgers from all 6 target locations.
 - Mapping existing 6 Waste Water Operators and their IPLT (Sludge Treatment Plant) including location, current policies on receiving sludge, IPLT capacity, tariffs for dumping by LG / private de-sludgers, practices records, experience with private de-sludgers, and any miscellaneous data..
2. Analysis (deskwork)
 - Current practices, key issues, potential conflicts, current and potential overlaps & gaps services.
 - Financial analysis of cost for private sector versus current desludging tariffs and tipping fees.
 - Potential opportunities to improve current practices and increase collaboration as first step towards harmonization.
3. Conduct 2 stakeholder workshop to 1) initiate activity + 2) share draft final results of analysis and recommendations.
4. Regular Site visit for DKI Jakarta and 5 selected satellite cities and districts.
5. Documenting private desludging behaviors and final recommendations in final report.

EXPECTED OUTPUTS

1. Report on initial inventory of current practices by the private sector desludgers from 6 target locations and mapping of existing 6 IPLTs in regard to regulations, tariff for dumping, practices records, private sector experiences;
2. Report on the analysis of current practices, key issues, potential conflicts, potential overlaps and gaps encountered, analysis on desludging tariff and tipping fees for private sector and report on how to improve current practices and increase collaboration for harmonization of desludging services
3. Report on 2 workshops with suggested recommendation;
4. Report of site visits to DKI Jakarta and 5 selected satellite cities and districts
5. Final report on all activities, incl list of clear recommendations

CONTRIBUTION TO IUWASH PLUS OUTCOMES

1. C2c, number of local sanitation management unit with improved service delivery performance.
2. T1, number of people participating in WASH training activities.
3. C4b, number of knowledge products

COORDINATION WITH IUWASH PLUS

1. The consultant team is obligated to always coordinate through meetings with IUWASH PLUS, such as to review plans, progress and reports.
2. The consultant team is required to carry out periodic coordination during the activities in accordance with agreed "milestone" activities and carry out the directives provided by the IUWASH PLUS Team, particularly those related to tasks, implementation methods, fieldwork progress and content report.

WORKING ARRANGEMENTS AND TIMING

The estimated duration of the action research is approximately 6 months for a team of 3 senior consultant with relevant background in sanitation, fecal sludge management, regulation on tariff or sludge dumping fee, regulation on domestic waste water management (Perda, Perwal or Perbup).

Month 1 through 3 : Inventory and Mapping (include a workshop at the end of 1st Month)
Month 4-5 : Analysis and cross check analysis through FGDs
Month 6 : Workshop to present findings and prepare final report

BUDGET

The budget estimated for this activity is IDR 390.000.000,- (three hundred ninety million Rupiah) and is provided by USAID IUWASH PLUS from the LSIC budget. The budget proposal from the consultant team shall include at least cost for the following:

- Staffing (Team Leader, Env. Eng, Econ, Admin and Finance)
- Travel and accommodation (rental car, taxi, hotels)
- Enumerator or junior engineer for field survey
- Workshops (2 times)
- Meetings/FGDs in 6 (six) locations
- Reports/Documentations

DELIVERABLE AND PAYMENT SCHEDULE

Reporting schedules relate to the payment of Consultant's bills to USAID IUWASH PLUS, while the progress of activities / reporting can be seen in the following table:

ACTIVITY	Timing	Payment Schedule
V. CONTRACT SIGNING	Week 1	
VI. INCEPTION REPORT f. Background (incl. maps and IPLT locations) g. Methodology/ Approaches h. Overall Action Plan i. Role and Responsibility of each member of the consultant team j. Presentation and approval of the Inception Report	End Month 01	1 nd Payment (10%)
VII. INTERIM REPORT e. Inventory of current practices in desludging by both the private sector and local government f. Mapping of potential customers for desludging in each area based on existing data g. Mapping existing local government and IPLT (Waste Water Treatment Plant) including location, regulation, operators, capacity, tariffs, practices records, etc. h. Documenting and Analysis of current desludging practices by the private sector and financial issues (based on workshops/meeting reports)	End Month 04	2 rd Payment (50%)
VIII. FINAL REPORT c. Final Report on all activities (complete with respective appendix and photos) d. Documentation of all work execution activities (Photo, Video, worksheet, etc.)	Third week of Month 06	3 th Payment (40%)

REQUIRED QUALIFICATION AND EXPERIENCE

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

- a. Consultant, the consultant team of three person consists of one Team Leader, one environmental engineer, and one governance/finance specialist in domestic waste water management.

The team must have the following qualification and experience:

- The Team Leader and Environmental Engineer must have at least a bachelor degree in environmental engineering from an accredited university in Indonesia;

- The Governance/Finance Specialist must have at least a bachelor degree in law or in economic from an accredited university in Indonesia;
- All must have at least 5 year experience in sanitation work particularly in domestic waste water management or fecal sludge management (FSM);
- All must have the skill in conducting assessment, inventories of data, surveys and analysis; and
- The team leader must have good writing and presentation skills.

b. Company/Firm

- The vendor must have a minimum 5 years in Public/Sanitation Policies especially on domestic waste water management or fecal sludge management (FSM).
- Experience in serving clients such as private companies, state-owned enterprises, government agencies and NGOs.
- Experience in developing serial activities such as conducting assessment, inventories of data, surveys and analysis.
- The selected local implementer (vendor) shall propose the personnel/team compositions and qualifications based on the required tasks and deliverables stated in previous sections.

EVALUATION CRITERIA

The evaluation criteria will include two main aspects, technical proposal and cost proposal as follows:

- | | |
|---------------------------------------|------|
| • Qualification of proposed personnel | 40 % |
| • Experience of company | 30 % |
| • Methodology | 30 % |

PROPOSED MECHANISM

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

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-WJD-20-0033 - "Initial Assessment on Harmonization Cross-Boundary FSM Services for Jakarta and Its Satelite Cities & Districts"**, issued on February 13, 2020.

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

ACTIVITY	Timing	Payment Schedule
I. CONTRACT SIGNING	Week 1	
II. INCEPTION REPORT a. Background (incl. maps and IPLT locations) b. Methodology/ Approaches c. Overall Action Plan d. Role and Responsibility of each member of the consultant team e. Presentation and approval of the Inception Report	End Month 01	1 nd Payment (10%)
III. INTERIM REPORT a. Inventory of current practices in desludging by both the private sector and local government b. Mapping of potential customers for desludging in each area based on existing data c. Mapping existing local government and IPLT (Waste Water Treatment Plant) including location, regulation, operators, capacity, tariffs, practices records, etc. d. Documenting and Analysis of current desludging practices by the private sector and financial issues (based on workshops/meeting reports)	End Month 04	2 rd Payment (50%)
IV. FINAL REPORT a. Final Report on all activities (complete with respective appendix and photos) b. Documentation of all work execution activities (Photo, Video, worksheet, etc.)	Third week of Month 06	3 th Payment (40%)

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) 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.

10.7 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*)