



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

Request For Proposal (RFP)

No. REQ-EJR-20-0108

**Service Provider for
Business Development Services (BDS)
to Build Business Capacity of Sanitation Entrepreneurs
in East Java Region Office**

Issue Date: May 14, 2020

WARNING: Prospective Offerors who have received this document from a source other than the USAID –IUWASH PLUS Project, IWPLProc_Surabaya@dai.com, should immediately contact IWPLProc_Surabaya@dai.com or IUWASH_Plus_Procurement@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 www.iuwashplus.or.id.

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Synopsis of the RFP

RFP No.	REQ-EJR-20-0108
Issue Date	May 14, 2020
Title	Service Provider for Business Development Services (BDS) to Build Business Capacity of Sanitation Entrepreneurs in East Java Region Office
Issuing Office & Email/Physical Address for Submission of Proposals	USAID – IUWASH PLUS East Java Office Jl. Kapuas no. 48, Surabaya - 60265 Email : IWPLProc_InboxSBY@dai.com
Bidders' Conference	N/A
Deadline for Receipt of Questions	May 20, 2020 at the latest 04.00 pm
Deadline for Receipt of Proposals	May 28, 2020 (at the latest 04.00 p.m)
Point of Contact	IWPLProc_Surabaya@dai.com
Anticipated Award Type	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) project, invites qualified offerors to submit proposals to supply and deliver **“Service Provider for Business Development Services (BDS) to Build Business Capacity of Sanitation Entrepreneurs in East Java Region Office”**

The BDS candidate will strengthen the sanitation market, by strengthening businesses to entrepreneurs, such as masons, building material producers, sanitation business associations, banks and microfinance institutions so that they are able to do business in this sector in a sustainable and independent manner.

The BDS candidate will conduct assessments at Kota/Kabupaten Malang for sanitation marketing strategy, identify sanitation entrepreneurs and increase the capacity they need to run a sanitation business, and ultimately assist these sanitation entrepreneurs to be sustainable in running their businesses.

1.2 Issuing Office

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

1.3 Type of Award Anticipated

DAI anticipates awarding a Firm Fixed Price Purchase.

This subcontract type is subject to change during the course of negotiations.

A Firm Fixed Price Purchase Order is: An award for a total firm fixed price, for values less than \$150,000, for the provision of specific services, goods, or deliverables and is not adjusted if the actual costs are higher or lower than the fixed price amount. Offerors are expected to include all costs, direct and indirect, into their total proposed price.

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 **May 28, 2020** to be submitted to be delivered in softcopy by email. If sent by email, state the RFP number and title of the activity in the subject line of the email, and specify whether cost and technical proposals shall be submitted in a single email or in separate emails.

Faxes are generally not secure enough, and are not recommended.

Late offers will be rejected except under extraordinary circumstances at DAI's discretion. All proposals submitted in hardcopy shall be sealed and labeled 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 company letterhead with a duly authorized signature and company stamp/seal 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 30 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 USAID 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.

2.4 Pre-Proposal Bidders' Conference

A pre-proposal bidders' conference is not Not Applicable.

3. Instructions for the Preparation of Technical Proposals

Technical proposals shall be sealed in a single or separate envelope from cost/price proposals, and if the separate envelope shall be clearly labeled as "VOLUME I: TECHNICAL PROPOSAL", when sent by hardcopy. If sent an email is ignored.

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 the proposed team members 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 are considered significantly than cost/price factors.

Evaluation Criteria Evaluation Sub-criteria (if needed)	Maximum Points
Technical Approach about Methodology	40 points
Management Approach or Personnel Qualifications	30 points
Past Performance	30 points
Total Points	100 points

4. Instructions for the Preparation of Cost/Price Proposals

4.1 Cost/Price Proposals

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

Provided in **Attachment C** is a **template for the Price Schedule**, for firm-fixed price awards. Offerors shall complete the template including as much detailed information as possible.

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 if any (certificate of Business Registration: Akte Notaris, SIUP)
2. Evidence of a DUNS number (explained below and instructions contained in Attachment D, only for above \$ 30.000).

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 organization, 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.

No	Description	Delivery schedule	Payment	
1.	Inception Report	Two weeks after signature of contract	10%	One week after the report is approved
2.	First Intermediate Reports	One month after signature of contract	20%	One week after the report is approved
3.	Second Intermediate Reports	Three months after signature of contract	50%	One week after the report is approved
4.	Final report and completion of project proposal	One week after the contract expires (Nov 6, 2020)	20%	One week after the report is approved

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.

8.1 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 \$30,000 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 (only above of \$ 30.000)

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
PO Business Development Services (BDS) to Build Business Capacity of Sanitation
Entrepreneurs in East Java Region Office (EJRO) of USAID IUWASH PLUS
June – October 2020

<i>Component</i>	: <i>1. Improving Household WASH Services</i>
<i>Sub Component</i>	: <i>1-2 Facilitate a Robust Market for Household WASH Product and Service</i> <i>1.2.2 Strengthen WASH Ecosystem through Facilitating Linkage Between WASH Product Services and Stakeholder</i>
<i>Activity</i>	: <i>PO Regular BDS</i>
<i>Contribute to Outcome</i>	: <i>C1c = 1, C1d = 5, C1g = 60, C4c = 3 C4d = 40</i>

A. Introduction to USAID IUWASH PLUS

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 (also referred to as the “Project”) 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.

B. Background to the Assignment

To achieve the above objectives, and within the framework of Sanitation Marketing, USAID IUWASH PLUS plans to collaborate with local organization as Business Development Services (BDS) that will support on WASH business in East Java through PO mechanism. This BDS will strengthen the sanitation market, by strengthening businesses to entrepreneurs, such as masons, building material producers, sanitation business associations, banks and microfinance institutions so that they are able to do business in this sector in a sustainable and independent manner. BDS will conduct assessments at Kota/Kabupaten Malang for sanitation marketing strategy, identify sanitation entrepreneurs and increase the capacity they need to run a sanitation business, and ultimately assist these sanitation entrepreneurs to be sustainable in running their businesses.

USAID IUWASH PLUS will work with BDS who have experience in assisting to entrepreneurs in the areas of marketing, business development, financial management and sales.

USAID IUWASH PLUS teams will provide capacity building to BDS candidates in terms of sanitation infrastructure development and Market Based Sanitation. This capacity building is intended so that BDS candidates get an overview of this business, and get references to develop a sanitation business for entrepreneurs who will be accompanied.

Under this PO, there are three activities that will be implemented. The activities are: (1) assessment of potential Sanitation Entrepreneurs and identify its capacity building needs and (2) identify the needs of potential sanitation entrepreneurs to make them grow and sustain as WASH entrepreneurs and (3) develop business plan for potential sanitation entrepreneurs. The selecting of BDS candidates will use a full and open competition for these activities.

The PO program will be implemented and managed by USAID IUWASH PLUS EJRO. BDS candidates are encouraged to propose the methodology and detailed tasks they will undertake to reach the objectives.

C. Objectives

Working closely with USAID IUWASH PLUS staff to better understand work undertaken to date, key local actors, and related issues and challenges, the main objectives of this scope of work are to:

1. Assess the local market for household-level sanitation products and services that meet national standards (SNI).

2. Assess the availability, technical competence, business acumen, business development needs and requirements of local:
 - Micro-scale construction-related businesses;
 - Small and medium-scale construction-related businesses;
 - Microfinance Institutions (MFIs);
 - Other businesses that will complement the sanitation business in the chosen area.
3. Needs assessment of the potential sanitation entrepreneurs to make them grow and sustain as WASH entrepreneurs

D. Proposed Activities

The selected BDS through the PO mechanism is expected to be able to carry out a series of activities in accordance with the methodology that has been approved by USAID IUWASH PLUS. The methodology must be prepared with reference to:

1. Desk Review and Preparation

The selected Local Facilitator should prepare for this assignment by intimately familiarizing itself with all relevant documents developed by IUWASH and IUWASH PLUS. These include, but are not limited to:

 - a. Document that related to sanitation access;
 - b. Data that related to market mapping.
2. Assessment of Potential BDS
 - a. Assess the local market for household-level sanitation products and services targeted that meet national standards (SNI);
 - b. Assess the availability, technical competence, business acumen of local:
 - Micro-scale construction-related businesses;
 - Small and medium-scale construction-related businesses;
 - Microfinance Institutions (MFIs);
 - Other businesses that will complement the sanitation business in the chosen area.
3. Needs assessment
 - a. Business development needs and requirements to help the sanitation entrepreneurs grow and sustain.
 - b. Identify the sanitation business providers and entrepreneurs' capacity building needs to serve the community in the selected area.
 - c. Assess the capacity building and technical assistance that must be provided to each identified business provider. Capacity building that can be provided is training and technical assistance in developing business plans regarding identification of marketing areas and prospective customers, product marketing, product development, pricing, business development, financial management, after sales services and technical development of septic tanks.
4. Business Plan Development
 - a. Assist the potential sanitation entrepreneur to develop business plan based on the results of the assessment above using Model Business Canvas analysis.
 - b. The business plan must explain: general description of the area, promotion of sanitation entrepreneurs, profiles and data of existing sanitation entrepreneurs, background of technical assistance, the need for capacity building of each sanitation entrepreneur, training plans and technical assistance to sanitation entrepreneurs and sustainability approach for WASH program.

As for the best result of the implementation on its duties, BDS activities will be under the supervision of East Java Regional USAID IUWASH PLUS team, in this case is Microfinance and Business Enabling

Specialist (MBES) and will be supported and coordinated with Sanitation Marketing Team of East Java Regional Office USAID IUWASH PLUS.

E. Output:

The output of the PO program is as follows:

1. 1 BDS provider with increased capacity to support private sector participation in the sanitation sector;
2. At least 5 sanitation entrepreneurs with increased capacity for developing and marketing sanitation products and services;
3. At least 60 sanitation products (toilets, septic tanks, etc.) sold by sanitation entrepreneurs (buyers must be listed by name by address) that receive assistance under this activity;
4. Documentation of all aspects of the above, including that related to the appropriateness of applying USAID’s Enterprise Viability & Sustainability Diagnostic Toolkit (EVST) in the Indonesian context.

F. Contribution to the IUWASH PLUS Outcomes

This activity will contribute directly to the following IUWASH PLUS outcomes

Outcome	Definition	Contribution
C1c	Number of WASH business development services firms accessible to targeted areas	1
C1d	Number of WASH enterprises with improved WASH product or service offerings as a result of U.S. Government assistance	5
C1g	Number of toilets and septic tank systems sold	60
C4c	Number of knowledge events or workshops held	3
C4d	Number of people with increased knowledge / skills / awareness as a result of events/ workshops	30

G. Activity Location and Estimated Time Schedule

Working with substantial technical support and guidance from USAID IUWASH PLUS, the selected BDS entity is expected to be based in Malang with its field work focused on Malang City and / or District.

Based on the task of this program, **the assistance time will be implemented for 5 months**, from June 1st to October 31st 2020.

No.	Month/ Activity	M-1	M-2	M-3	M-4	M-5
1	Desk review & preparation					
2	Assessment of Potential BDS					
3	Needs Assessment					
4	Business Plan Development					
5	Reporting					

H. Deliverables

BDS are required to submit reports, directly to the USAID IUWASH PLUS East Java Regional team and will receive guidance on administrative matters. The report preparation process should coordinate with WASH Facilitator in the area and be supervised by Microfinance and Business Enabling Specialist (MBES). In addition, other relevant issues can coordinate with Behavior Change Marketing specialist (BCMS).

BDS must submit; **Inception Report**, **Intermediate Report** and **Final Report**, which must follow the scheduled time of delivery, as follows:

- **Inception Report** : detailed workplan as explanation of the proposed workplan in the proposal, field implementation, list of potential sanitation entrepreneurs and its profiles, potential market and target for each sanitation entrepreneurs should be submitted no later than two weeks after the contract signed.
- **1st Intermediate Report** : result of field implementation, list of potential sanitation entrepreneurs and its profiles, potential market and target for each sanitation entrepreneurs should be submitted no later than 1 month after the contract signed.
- **2nd Intermediate Report** : result of needs assessment for sanitation entrepreneur to help them grow and sustain, list of beneficiaries / consumer of the sanitation entrepreneur (at least 50% of the target) should be submitted no later than 3 months after the contract signed.
- **Final Report** : business plan of all sanitation entrepreneurs and list of beneficiaries / consumer of the sanitation entrepreneur 100% of the target) should be submitted no later than one week after the end of the contract / end of the fifth month.
- Draft reports may be submitted in digital format, then after approval must be submitted in hard copy (3 copies) and digital format.

I. Estimated Budget and Payment Schedule

The budget to this activity is under IUWASH PLUS EJRO.

The budget ceiling for this activity is Rp 120.000.000,00 (one hundred and twenty million rupiah) and covers all labor, transportation, equipment rental, reporting, writing, communication, computer, and other direct costs. The payment of Local Facilitator will be based on the achievement of the implementation progress, as follows:

No	Deliverables	Delivery schedule	Payment	
1.	Inception Report	Two weeks after signature of contract	10%	One week after the report is approved
2.	1 st Intermediate Report	One month after signature of contract	20%	One week after the report is approved
2.	2 nd Intermediate Report	Three months after signature of contract	50%	One week after the report is approved
3.	Final Report	One week after the contract expires (Nov 6, 2020)	20%	One week after the report is approved

J. Required Qualifications

BDS candidates must attach a Company Profile showing that they:

1. Having experience in assisting small and micro entrepreneurs for the marketing sector, business development, financial management and product sales
2. Having experience in providing training and technical assistance in the aforementioned sectors to small and micro entrepreneurs
3. Have a vision and mission to provide technical assistance to entrepreneurs in the WASH sector in the USAID IUWASH PLUS assisted area within the framework of implementing Market Based Sanitation

4. Have a sustainability plan for developing Market Based Sanitation in Indonesia

To support the foregoing, BDS candidates must have experienced specialists in the training and technical assistance sectors for small and medium entrepreneurs. The specialists are required to attach their respective Curriculum Vitae.

K. Selection of Service Provider and Evaluation Criteria

The selected BDS candidate will be on Full & Open Competition. The BDS candidate have to provide proposal which consist of Technical Proposal (background of the program, experience, tasks to be conducted, methodology, schedule, qualification of personnel) and cost proposal.

The technical proposal will be evaluated based on:

Methodology and work-plan	40 %
Qualification of proposed personnel	30 %
Experience of organization on training and technical assistance for entrepreneurs	30 %

L. Estimated Process Schedule

The implementation of the program will be conducted by open recruitment to get the best candidates based on the schedule as follows:

1. Announcement : 14 May 2020
2. Question : 20 May 2020
3. Proposal Submission : 28 May 2020
4. Proposal Evaluation : 02 June 2020
5. Proposal Clarification & Negotiation : 03 June 2020
6. Revise for Negotiation Budget Planning : 05 June 2020
7. Contract Process / PO : Take more less one week process
8. Contract Signing : 15 June 2020
9. Implementation : 16 June – 31 October 2020

10.2 Attachment B: Proposal Cover Letter

[On Firm's Letterhead]

<Insert date>

TO: USAID IUWASH PLUS
Development Alternatives, Inc.

We, the undersigned, provide the attached proposal in accordance with **RFP No : REQ-EJR-20-0108 - Service Provider for Business Development Services (BDS) to Build Business Capacity of Sanitation Entrepreneurs in East Java Region Office**, that was issued on May 14, 2020.

Our 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. 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 :
Name of Firm :
Address :
Telephone :
Email :

Company Seal/Stamp:

10.3 Attachment C: Price Schedule

Item No.	Item Name	Description/Specification/Unit	Volume	Unit Price	Total
A	Honorarium				
B	Operational Cost/Lumpsum Cost (Communication, Transport allowance)				
C	Event Cost (Technical Training, Bussiness & Admin Trainig, Marketing Training)				
D	IEC Material / Promotion Tools				
E	Reporting (Hardcopy and Softcopy)				
1	Inception Report	Copy	3		
2	Intermediate reports	Copy	3		
3	Final reports	Copy	3		
GRAND TOTAL IN IDR (including progressive tax deduction). No vat					IDR.
GRAND TOTAL IN UNITED STATES DOLLARS (1\$ = IDR 14.872)					\$

Ceiling Budget for this RFP is IDR. 120.000.000

This amount includes progressive tax deductions, no VAT

The assistance time will be implemented for 5 months

The table above is a basic example of a template, please adjust as needed

**10.4 Attachment D: Instructions for Obtaining a DUNS Number - DAI'S Vendors, Subcontractors
(only for above \$ 30.000)**

10.5 Attachment E: Self Certification for Exemption from DUNS Requirement

**Self Certification for Exemption from DUNS Requirement
For Subcontractors and Vendors**

Legal Business Name: _____

Physical Address: _____

Physical City: _____

Physical Foreign Province (if applicable): _____

Physical Country: _____

Signature of Certifier _____

Full Name of Certifier (Last Name, First/Middle Names): _____

Title of Certifier: _____

Date of Certification (mm/dd/yyyy): _____

The sub-contractor/vendor whose legal business name is provided herein, certifies that we are an organization exempt from obtaining a DUNS number, as the gross income received from all sources in the previous tax year is under USD \$300,000.

*By submitting this certification, the certifier attests to the accuracy of the representations and certifications contained herein. The certifier understands that s/he and/or the sub-contractor/vendor may be subject to penalties, if s/he misrepresents the sub-contractor/vendor in any of the representations or certifications to the Prime Contractor and/or the US Government.

The sub-contractor/vendor agrees to allow the Prime Contractor and/or the US Government to verify the company name, physical address, or other information provided herein. Certification validity is for one year from the date of certification.

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\$ / IDR	Start-End Dates	Completed 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. Business Size and Classification(s) – The Bidder certifies that is has accurately and completely identified its business size and classification(s) herein in accordance with the definitions and requirements set forth in FAR Part 19, Small Business Programs.
8. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
9. 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.
10. Labor Laws – The Bidder certifies that it is in compliance with all labor laws..
11. 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.
12. Employee Compliance – The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of an DAI Purchase Order to comply with the provisions of the resulting Purchase Order and with all Federal, State, and local laws and regulations in connection with the work associated therein.

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

10.8 Attachment 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 sealed and labeled as Volume I and Volume II respectfully
- Single Envelope for Technical and Cost Proposal
- 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 (only above \$ 30.000)
- Past Performance (*use template in Attachment F*)