



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

Request For Proposal (RFP)

No. REQ-JAK-20-0020

English Technical Editor

Issue Date: November 19, 2020

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

1. RFP No.	RFP REQ -JAK-20-0020
2. Issue Date	November 19, 2020
3. Title	English Technical Editor
4. Issuing Office & Email/Physical Address for Submission of Proposals	USAID – IUWASH PLUS Jakarta Office Gedung Mayapada Tower 1, 10th Floor, Jl. Jend. Sudirman Kav. 28, Jakarta 12920; Email : IWPLProc_InboxJKT@dai.com
5. Bidders' Conference	N/A
6. Deadline for Receipt of Questions	December 2, 2020 (at the latest 16.00 p.m)
7. Deadline for Receipt of Proposals.	December 3, 2020 (at the latest 16.00 p.m)
8. Contact Person	IUWASH_Plus_Procurement@dai.com
9. Anticipated Award Type	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.
10. 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

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 “**English Technical Editor**” in support of program implementation

1.2 Background

The USAID Indonesia Urban Water, Sanitation and Hygiene, Penyehatan Lingkungan Untuk Semua (IUWASH PLUS) program is a five year-and-eight-months 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 one million 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.

1.3 Objective

The Technical Editor will work with DCOP Program, Component 4 Team Lead, and communication team. He/She is responsible for editing the IUWASH PLUS reports/documents and producing a final draft for the Chief of Party to review and submit to USAID.

1.4 Task

The tasks and responsibilities of the Technical Editor include the following:

- Editing the technical content of the report, including providing substantive comments and questions for further elaboration by the IUWASH PLUS technical and operational teams.
- Revise the report and make all necessary corrections in English grammar, punctuation, formatting, and layout;
- Conferring with the Component 4 Team Lead, and communication team to review proposed changes and any additional questions;
- Submitting a final, edited version in electronic format to IUWASH PLUS.

1.5 Required Qualifications

- English native speaker is preferred;
- Must possess at least two years of relevant in-country experience;

- Must have documented ability to meet required delivery timelines;
- Appropriate word processing computer skills;
- Familiar with WASH terminology and experience in editing WASH documents is a benefit.

1.6 Tendering Process

Invitation Letters Sent:	November 15, 2019
Proposals Due:	December 3, 2019
Evaluation:	December 5, 2019
Clarification with Short-listed candidate:	December 9, 2019
Expected Award Notification:	December 20, 2019

1.7 Posting & Reporting Relationships

The Editor will work with the USAID IUWASH PLUS National Coordinator, Project Communications within the Advocacy and Communication (component 4) Team.

1.8. Selection of Local Implementer and Evaluation Criteria

The translator will be selected based on evaluation criteria, by submitting cost proposal, CV, and translation of USAID IUWASH PLUS sample document.

The proposal will be evaluated based on:

- Editing skills 50%
(Candidates are required to submit the editing results of the sample document provided by USAID IUWASH PLUS and sample of their portfolio)
- Experiences 25%
- Qualification 25%

Disclaimer:

1. Issuance of this RFP in no way obligates DAI to award an agreement.
2. Offerors will not be reimbursed for any costs associated with the preparation and submission of the proposal.
3. The Overall Assistance Agreement for USAID Environment Programs between the Government of Indonesia (GOI) waives the application of VAT to any commodities or services procured through this agreement. As such, vendors are requested not to include VAT in their cost proposal.”
4. IUWASH reserves the right to award multiple or no awards.

Withholding Tax Payment

All payment submitted to Iuwash Plus will be deducted according to the prevailing tariffs. IUWASH PLUS will send the Withholding Tax Receipt after the following month.

2. 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.

3. Compliance with Terms and Conditions

3.1 *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.

3.2 *Source and Nationality*

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.

3.3 *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 \$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

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

4. 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.

5. Attachments

5.1 *Attachment A: Instructions for Obtaining a DUNS Number - DAI'S Vendors, Subcontractors*

5.2 *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 No : REQ-JAK-20-0020 - English Technical Editor** issued on November 18, 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.

Offeror shall verify here the items specified in this RFP document.

We understand that DAI is not bound to accept any proposal it receives.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory: [Click here to enter text.](#)

Name of Firm: [Click here to enter text.](#)

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

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

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

Company Seal/Stamp:

5.3 Attachment C: Price Schedule

Item Number	Item Name	Unit Price /Word	Remarks
1a	English Technical Editor for Editing USAID IUWASH PLUS documents, such as reports, e-newsletters, and other IEC products		Total estimate : 504.000 words/ year
1l	Other cost (If Any)		
2	VAT		
GRAND TOTAL IN IDR Click here to enter text.			

5.4 Attachment D: Representations and Certifications of Compliance

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

5.5 Attachment E: Detailed Scope of Work

Scope of Work

Name of Program	: Blanket Purchase Agreement with English Technical Editor
Location	: DKI Jakarta
Period of Performance	: One year from the date of signed agreement

Background

The USAID Indonesia Urban Water, Sanitation and Hygiene, *Penyehatan Lingkungan Untuk Semua* (IUWASH PLUS) program is a five-and-eight-months 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
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Objective

The Technical Editor will work with DCOP Program, Component 4 Team Lead, and communication team. He/she is responsible for editing USAID IUWASH PLUS reports/documents and producing a final draft for the Chief of Party to review and submit to USAID.

Tasks

The tasks and responsibilities of the Technical Editor include the following:

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Desired Qualifications

- English native speaker is preferred;
- Must possess at least two years of relevant in-country experience;
- Must have documented ability to meet required delivery timelines;
- Appropriate word processing computer skills;
- Familiar with WASH terminology and experience in editing WASH documents is a benefit.

Deliverables

Edited USAID IUWASH PLUS reports, e-newsletters, and other IEC products.

Ceiling Price:

The total amount allocated for the above is based on an estimate of 504,000 words/year. Total Ceiling Price is around IDR 151,200,000 per year or around Rp300 per words.

Period of Performance:

The Period of Performance is January 04 to December 31, 2021

Evaluation Criteria

- Editing skills 50%
(Candidates are required to submit the editing results of the sample document provided by USAID IUWASH PLUS and sample of their portfolio)
- Experiences 25%
- Qualification 25%

5.6 *Attachment F: 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*)
- 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