



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

Request For Proposals (RFP)

No. REQ-CJR-20-0217

**“Service Provider for Business Development Services (BDS)
to Build Business Capacity of Sanitation Entrepreneurs in
Central Java
January – June 2021”**

Issue Date: 10 December 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-CJR-20-0217
Issue Date	10 December 2020
Title	Service Provider for Business Development Services (BDS) to Build Business Capacity of Sanitation Entrepreneurs in Central Java
Issuing Office & Email/Physical Address for Submission of Proposals	USAID – IUWASH PLUS Jakarta Office Mayapada Tower I Building, 10th Floor, Jl. Jend. Sudirman Kav. 28, Jakarta 12920; Email : IWPLProc_InboxSOL@dai.com
Bidders Conference	USAID– IUWASH PLUS Surakarta Office, zoom meeting on December 16, 2020 at 09.00 WIB Please confirm at least December 14, 2020 at 14.00 to : IWPLProc_Surakarta@dai.com
Deadline for Receipt of Questions	December 28, 2020 at 17.00 WIB to IWPLProc_Surakarta@dai.com
Deadline for Receipt of Proposals	January 04, 2021 at 17.00 WIB to IWPLProc_InboxSOL@dai.com
Point of Contact	IWPLProc_Surakarta@dai.com
Anticipated Award Type	A Firm Fixed Price Purchase Order Issuance of this RFP in no way obligates DAI to award a subcontract or purchase order and Bidders will not be reimbursed for any costs associated with the preparation of their quote.
Basis for Award	An award will be made based on the Trade Off Method. The award will be issued to the responsible and reasonable offeror who provides the best value to DAI and its client using a combination of technical and cost/price factors.

Interested Offerors may obtain a full copy of the RFP which contains detailed instructions for preparation of the proposal. The RFP may be collected from the address and/or contact person above.

I. Introduction and Purpose

I.1 Purpose

DAI, the implementer of the “The USAID Indonesia Urban Water, Sanitation and Hygiene 'Penyehatan Lingkungan Untuk Semua' (IUWASH PLUS) program invites qualified offerors to submit proposals to supply and deliver **“Service Provider for Business Development Services (BDS) to Build Business Capacity of Sanitation Entrepreneurs in Central Java”** in support of program implementation.

Description of the program:

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

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 Central Java through PO mechanism. This BDS will strengthen the sanitation market, by strengthening businesses to entrepreneurs, such as masons, building material shop owner, and sanitation business associations, so that they are able to do business in this sector in a sustainable and independent manner. BDS will conduct assessments at Kota/Kabupaten Surakarta, Sukoharjo, Sragen, and Magelang to increase the capacity of sanitation entrepreneurs on sanitation marketing strategy that 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 experiences in assisting entrepreneurs in the areas of marketing, business development, financial management, sales and Construction of septic tank.

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, activities to be carried out are ensuring that sanitation entrepreneurs can play their role in the sanitation market through training, mentoring and monitoring the sale of septic tanks and/ or toilets. 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 CJRO. BDS candidates are encouraged to propose the methodology and detailed tasks they will undertake to reach the objectives.

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

2. General Instructions to Offerors

2.1 General Instructions

“Offeror”, “Subcontractor”, and/or “Bidder” means a firm proposing the work under this RFP. “Offer” and/or “Proposal” means the package of documents the firm submits to propose the work.

Offerors wishing to respond to this RFP must submit proposals, in Bahasa Indonesia, in accordance with the following instructions. Offerors are required to review all instructions and specifications contained in this RFP. Failure to do so will be at the Offeror’s risk. If the solicitation is amended, then all terms and conditions not modified in the amendment shall remain unchanged.

Issuance of this RFP in no way obligates DAI to award a subcontract or purchase order. Offerors will not be reimbursed for any costs associated with the preparation or submission of their proposal. DAI shall in no case be responsible for liable for these costs.

Proposals are due no later than **January 04, 2021** to be submitted to: IWPLProc_InboxSOL@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
Methodology		40 points
Qualification of proposed personnel		30 points
Company experience in similar activity		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 submitted in soft copy in a separate file from technical proposals, and shall be clearly stated as "VOLUME II: COST/PRICE PROPOSAL".

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.

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.

A. Deliverables & Payment Schedule

Selected organization will be required to produce and submit the following deliverables:

No	Payment Deliverables	Description	Due date	Payment Schedule (% of Contract)
1.	Deliverable I (Inception Report)	Workplan, need assessment, filed implementation & list of potential market and target	1 month after the contract is signed	30%
2.	Deliverable II (Interim Report)	Result of need assessment, list of beneficiaries, training module and curriculum	End of 3 rd month after contract is signed	40%
3.	Deliverable III (Final Report)	Business plan of all sanitation entrepreneurs and 100% list of beneficiaries	5 th month after contract is signed	30%

7. Inspection & Acceptance

The designated DAI Project Manager will inspect from time to time the services being performed to determine whether the activities are being performed in a satisfactory manner,

and that all equipment or supplies are of acceptable quality and standards. The subcontractor shall be responsible for any countermeasures or corrective action, within the scope of this RFP, which may be required by the DAI Chief of Party as a result of such inspection.

8. Compliance with Terms and Conditions

8.1 General Terms and Conditions

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

8.2 Source and Nationality

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

Geographic Code 937: Goods and services from the United States, the cooperating country, and "Developing Countries" other than "Advanced Developing Countries: excluding prohibited countries. A list of the "Developing Countries" as well as "Advanced Developing Countries" can be found at: <http://www.usaid.gov/policy/ads/300/310maa.pdf> and <http://www.usaid.gov/policy/ads/300/310mab.pdf> respectively.

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

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

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

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

8.3 Data Universal Numbering System (DUNS)

There is a **mandatory** requirement for your organization to provide a DUNS number to DAI. The Data Universal Numbering System is a system developed and regulated by Dun & Bradstreet (D&B) that assigns a unique numeric identifier, referred to as a "DUNS number" to a single business entity. Without a DUNS number, DAI cannot deem an Offeror "responsible" to conduct business with and therefore, DAI will not enter into a subcontract/purchase order or

monetary agreement with any organization. The determination of a successful offeror/applicant resulting from this RFP/RFQ/RFA is contingent upon the winner providing a DUNS number to DAI. Offerors who fail to provide a DUNS number will not receive an award and DAI will select an alternate Offeror.

All U.S. and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$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

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

Service Provider for Business Development Services (BDS) to Build Business Capacity of Sanitation Entrepreneurs in central Java January – June, 2021

<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, C1d, C1g C4c C4d</i>

A. Background

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

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 Central Java through PO mechanism. This BDS will strengthen the sanitation market, by strengthening businesses to entrepreneurs, such as masons, building material shop owner, and sanitation business associations, so that they are able to do business in this sector in a sustainable and independent manner. BDS will conduct assessments at Kota/Kabupaten Surakarta, Sukoharjo, Sragen, and Magelang to increase the capacity of sanitation entrepreneurs on sanitation marketing strategy that 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 experiences in assisting entrepreneurs in the areas of marketing, business development, financial management, sales and Construction of septic tank.

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, activities to be carried out are ensuring that sanitation entrepreneurs can play their role in the sanitation market through training, mentoring and monitoring the sale of septic tanks and/ or toilets. 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 CJRO. 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 technical competence, business acumen, business development needs and requirements of local Sanitation Entrepreneurs
2. Develop a curriculum and training materials that responds to needs identified by the assessments above and for each type of business
3. Provide training and technical assistance to sanitation entrepreneurs in each of the selected areas so that they can achieve the targets as previously stated
4. Develop a Business Plan based on the results of the assessment above

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. Assess the availability, technical competence, business acumen, business development needs and requirements of local Sanitation Entrepreneurs
 - a) BDS candidates must identify the Sanitation Entrepreneurs capacity building needs to serve the community in the selected area
 - b) BDS candidates must 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.
 - c) The above assessment must be documented with finding presented in the assessment report.
 - d) The BDS candidates may choose their own tools to conduct the assessments.
2. Develop a curriculum and training materials that responds to needs identified by the assessments above and for each type of business.

BDS candidates must submit softcopy material to USAID IUWASH PLUS and USAID IUWASH PLUS can use training materials to increase the capacity of sanitation entrepreneurs in other regions.
3. Provide training, technical assistance and monitoring & evaluation to sanitation entrepreneurs in each of the selected areas so that they can achieve the targets as previously stated

- a) At the conclusion of training and technical assistance, the BDS must reassess the capacity of participating enterprises to determine any changes as compared to the assessments conducted under Task (1).
 - b) BDS candidates must document all complete training and technical assistance activities (pictures, material, timetable, speaker, attendance list, pre and posttest, discussion results with participants).
 - c) All documents will be attached to the final report.
4. Develop a Business Plan based on the results of the assessment above
- a) BDS candidates must develop a Business Plan as a sustainable Sanitation Business Development Services Provider
 - b) The Business Plan should consist of : company profile of BDS, promotion plan of BDS in sanitation sector, 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, baseline and end line survey plan, and sustainability approach for Sanitation program.

As for the best result of the implementation on its duties, BDS activities will be under the supervision of Microfinance and Business Enabling Specialist (MBES) and will be supported and coordinated with Sanitation Marketing Team of Central 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 15 sanitation entrepreneurs with increased capacity for developing and marketing sanitation products and services, have a business plan canvas model and are able to implement it.
- 3. At least 75 sanitation products (toilets and/or septic tanks) sold and installed by sanitation entrepreneurs (buyers must be listed by name by address) that receive assistance under this activity;

F. Contribution to the IUWASH PLUS Outcomes

This activity will contribute directly to the following IUWASH PLUS outcomes

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

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 Surakarta with its field work focused on Kota/Kabupaten Surakarta, Sukoharjo, Sragen and Magelang.

Based on the task of this program, the assistance time will be implemented for 5 months, from January 18 to June 17, 2021.

No.	Month/ Activity	M-1	M-2	M-3	M-4	M-5
1	Develop Work plan and Training need Assessment	■				
2	Develop a curriculum and training materials		■			
3	Conduct Training and technical assistance		■	■	■	
4	Develop Business Plan			■	■	
5	Monitoring and evaluation				■	■

H. Deliverables

BDS are required to submit reports, directly to the USAID IUWASH PLUS Central Java Regional team and will receive guidance on administrative matters. The report preparation process should supervised by Microfinance and Business Enabling Specialist (MBES).

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

- **Inception Report** : detailed workplan and need assessment 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 1 month after the contract signed.
- **Interim Report** : result of needs assessment for sanitation entrepreneur to help them grow and sustain, list of beneficiaries / consumer of the sanitation entrepreneur, curriculum, training material and training report, should be submitted no later than the end of Month 3
- **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 the 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 CJRO . The budget ceiling for this activity is Rp 99.150.000,00 (ninety nine million one hundred and fifty thousands 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	One month after signature of contract	30%	One week after the report is approved
2.	Interim Report	Three months after signature of contract	40%	One week after the report is approved
3.	Final Report	One week after the contract expires	30%	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 good vision/ understanding 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 BDS will be selected based on Full & Open Competition. The BDS 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:

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

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:

No	Activities	Date
1	RFP Issued to potential bidder	10 December 2020
2	Pre Bid Meeting and Q & A	16 December 2020
3	Proposal Submission	04 January 2021
4	Proposal Evaluation	05 January 2021
5	Proposal Clarification	08 January 2021
6	Contract Signing	11 January 2021
7	Start Filed Activity	18 January 2021

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 **Service Provider for Business Development Services (BDS) to Build Business Capacity of Sanitation Entrepreneurs in central Java**, issued on December 10, 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

Item Number	Item Name	Description	Quantity	Unit Price	Total Price
Service Provider for Business Development Services (BDS) to Build Business Capacity of Sanitation Entrepreneurs in central Java					
1.	Deliverable I (Inception Report)	Workplan, need assessment, filed implementation & list of potential market and target			
2.	Deliverable II (Interim Report)	Result of need assessment, list of beneficiaries, training module and curriculum			
3.	Deliverable III (Final Report)	Business plan of all sanitation entrepreneurs and 100% list of beneficiaries			

GRAND TOTAL IN IDR	
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Period of Performance: January – February 2021.

We, the undersigned, provide the attached proposal in accordance RFP # REQ-CJR-20-0217 dated December 10, 2020 Our attached proposal is for the total price of _____ (figure and in words)

I certify a validity period of ____ 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.

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Telephone:

Email:

Company Seal/Stamp:

10.4 Attachment E: Self Certification for Exemption from DUNS Requirement

10.5 Attachment F: Past Performance Form

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

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

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

10.6 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 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 J: 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
- Past Performance *(use template in Attachment F)*