



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

**Request For Proposal (RFP)**

**No. REQ-JAK-21-0007**

**Service Provider for Technical Assistance of Business Plan  
Preparation for Regional Water Supply of Mamminasata in South  
Sulawesi Province**

Issue Date: January 27, 2021

**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](http://www.iuwashplus.or.id))

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**Synopsis of the RFP**

1. RFP No.	RFP REQ -JAK-21-0007
2. Issue Date	January 27, 2021
3. Title	Service Provider for Technical Assistance of Business Plan Preparation for Regional Water Supply of Mamminasata in South Sulawesi Province
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 : <b>IWPLProc_InboxJKT@dai.com</b>
5. Bidders' Conference	<b>February 5, 2021 at 9.00 a.m.</b> via Zoom  Link as follows :  <a href="https://us02web.zoom.us/meeting/register/tZEuc-mgqj4vGdMfmv7g3EjSanIbEj92Rj1H">https://us02web.zoom.us/meeting/register/tZEuc-mgqj4vGdMfmv7g3EjSanIbEj92Rj1H</a>  For bidders who interest to join pre bid, <b>please send confirmation to : February 4. 2021 at the latest 16.00 WIB (04.00 pm)</b>  Please confirm your attendance by email to <b>IUWASH_Plus_Procurement@dai.com</b>
6. Deadline for Receipt of Questions	February 11, 2021 (at the latest 16.00 p.m)
7. Deadline for Receipt of Proposals.	<b>February 12, 2021 (at the latest 16.00 p.m)</b>
8. Contact Person	IUWASH_Plus_Procurement@dai.com
9. 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.
10. Basis for Award	<b>An award will be made based on the Trade Off Method.</b> 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 “**Service Provider for Technical Assistance of Business Plan Preparation for Regional Water Supply of Mamminasata in South Sulawesi Province**” 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 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.

## A. Activity Summary

The Mamminasata Metropolitan Area is an urban National Strategic Area (KSN) located in South Sulawesi Province, which consists of 1 city and 3 districts that are Makassar City, Maros Regency, Gowa Regency, and Takalar Regency as stipulated by Presidential Decree No. 55 of 2011. The plan to fulfill drinking water services in the area is called the Mamminasata Regional SPAM, where the 4 districts / cities are the recipients of Regional SPAM bulk water (oftaker). This plan is in line with the 2020-2024 RPJMN (Presidential Decree 18/2020).

To support the growth of the Mamminasata Metropolitan Area, it is necessary to prepare an urban infrastructure network system, one of which is the drinking water supply system, especially the availability of drinking water supply for urban areas in the Mamminasata area.

The study which supports the drinking water supply system that has been prepared is the Feasibility Study (FS) of the Mamminasata Regional SPAM. Meanwhile, the institution that will manage the supply of raw water for the Mamminasata Regional is still in the process of being established. Currently the agency that is temporarily responsible to manage the Mamminasata Regional SPAM is the Perseroda of South Sulawesi Province (PT Sulsel Citra Indonesia) as BUMD of South Sulawesi Province. The coordination is carried out with the builder agencies, namely the Public Works and Spatial Province Of South Sulawesi,

Infrastructure and Settlement Regional Office of South Sulawesi and the Directorate of Drinking Water (Dit.AM) of the Ministry of PUPR.

In line with the establishment of this institution, USAID IUWASH PLUS will provide assistance in the preparation of a business plan to the institution which will provide and manage the bulk drinking water for drinking water providers in each district city of the Mamminasata Metropolitan Area.

USAID IUWASH PLUS plans to assist develop a business plan of regional drinking water supply of the Mamminasata Regional SPAM which will become as the guideline for the Perseroda of South Sulawesi Province. The objective of the business plan is to compile a program for the development of infrastructure and facilities for supplying drinking water and absorption plans for each operator / PDAM / Perumda in the Mamminasata Metropolitan Area for the next 5 (five) years, namely 2022 - 2026.

The Business Plan document will cover all planning that include technical aspects, financial aspects, and human resources aspects. All programs or plans in the business plan need to be adjusted / synchronized with the business plans of each operator or PDAM Kota / Kabupaten as an off-taker of the Mamminasata Regional SPAM. Therefore, this arrangement needs to be discussed and agreed by all the local government of Mamminasata area as the off-taker and the provincial government as the manager of the Regional SPAM.

## **B. The Objective of Activity**

The main objective of this SOW is to prepare a Business Plan for the Perseroda of Mamminasata Regional SPAM which will then become a reference both for the Perseroda South Sulawesi Provincial and for drinking water providers (PDAM/Perumda Air Minum) in the Mamminasata area to increase service coverage by increasing air supply.

Furthermore, for USAID IUWASH PLUS, these activities will contribute to the following IUWASH PLUS results:

- HR-I Increased access to water supply services through additional water availability from SPAM Regional Mamminasata

## **C. Location of Activity**

The process of preparation of Business Plan will undertake in the office the Perseroda of South Sulawesi Province located in Makassar city. Visiting or discussion to the cities will also be conducted that include Gowa Regency, Maros Regency and Takalar Regency.

## **D. Task**

The preparation of the Mamminasata Regional SPAM business plan document consists of the following tasks:

### **I. Task I : Preparation**

- a. Compilation of Workplan and discuss with IUWASH PLUS team

- b. Arranging coordination meeting and discussion, related to scope of work, methodology, preliminary information/data of Mamminasata Regional SPAM and consensus of the institution that will be responsible to manage the Mamminasata Regional SPAM, between Tim IUWASH Plus with representative of Dinas PUTR Provinsi Sulawesi Selatan, BPPW Sulawesi Selatan, DITAM Kementerian PUPR and other related institutions.

**2. Task II : Review of Technical Scheme of Mamminasata Regional SPAM**

- a. To facilitate to establish the team that will responsible on the process of business plan preparation
- b. To collect whole documents and data related to Mamminasata Regional SPAM plan
- c. To compile and review the technical scheme of Mamminasata Regional SPAM based on existing documents of technical scheme/technical reviewed/Feasibility Study and other data that have been composed by related party/institution
- d. Support and provide input to Directorate of Drinking Water of Ministry of Public Works and Public Housing in encouraging approval on a technical scheme of Mamminasata Regional SPAM with related stakeholder
- e. To establish the Technical Scheme agreed by the Directorate of Drinking Water of the Ministry of Public Works and Public Housing with related stakeholders becomes the basis for the preparation of the Mamminasata Regional SPAM Business Plan.

**3. Task III : Support The Review Calculation of Bulk Water Tariff for Mamminasata Regional SPAM (This activity will be carried out jointly and completed by the IUWASH PLUS Team)**

- a. Discuss with the Finance Specialist IUWASH PLUS related to support needed
- b. To collect data needed to review calculation of bulk water tariff, both data related to Mamminasata Regional SPAM and data required from PDAM off taker Mamminasata Regional SPAM, such as
  - i. The existing Tariff Decree on PDAM off taker
  - ii. Financial statement and Performance Audit Report each PDAM off taker on 3 years historical
- c. To Analyze the tariff ability of each PDAM off-taker and formulate a strategy to match the tariff for bulk water and the tariff ability of the PDAM

**4. Task IV: Preparation of Business Plan of Mamminasata Drinking Water Perseroda**

- a. Identify an overview of the Mamminasata Regional SPAM area
- b. Together with the Business Plan Team to prepare a strategic plan for the sale of bulk water to off takers
- c. Conduct a financial feasibility analysis
- d. Develop a program implementation schedule
- e. Present Business Plan to Perseroda management
- f. Carry out a Business Plan Workshop by inviting all stakeholders
- g. Getting commitment from each local government to implement the program in accordance with the approved Business Plan

**5. Task V : Finalize Documents**

- a. Preparation of The final revision of the Technical Scheme agreed by stake holder
- b. Report of data and information needed to support tariff analysis
- c. Preparation of Final Document of Business Plan
- d. Preparation of Final Progress Report of Assistance Activity

## **E. Parties Involved**

The parties will be involved on the activity are :

1. Sub. Dit. Wilayah III - Direktorat Air Minum, DJCK, Kementerian PUPR
2. Sub. Dit Wilayah III – Direktorat Air Tanah dan Air Baku, DJSDA, Kementerian PUPR
3. BPPW Provinsi Sulawesi Selatan
4. BBWS Pompengan - Jeneberang
5. Dinas PUTR Provinsi Sulawesi Selatan
6. Perseroda Provinsi Sulawesi Selatan – BUMD Provinsi Induk (PT Sulsel Citra Indonesia)
7. Dinas PU Kota Makassar
8. Dinas PUPR Kab. Maros
9. Dinas PUPR Kab. Gowa
10. Dinas PUPR dan Perkim Kab. Takalar
11. Perumda Air Minum Kota Makassar
12. PDAM Kabupaten Maros
13. PDAM Kabupaten Gowa
14. PDAM Kabupaten Takalar
15. Tim Penyusunan Rencana Bisnis
16. USAID IUWASH PLUS

The activities will be conducted through a participatory process through regular meetings with stakeholders, Focused Group Discussions (FGDs), etc. The model aims to ensure the highest degree of stakeholder ownership and buy-in the plan has been set.

## **F. Timing and Activity Schedule:**

The duration of the whole program is around 7 months, which can roughly be divided as follows:

- Task 1: 0.5 months ;
- Task 2: 2.5 months ;
- Tasks 3: 1 months ;
- Task 4: 3 months ;
- Task 5 :1 months

Task 3 on collect data phase and Task 4 can be carried out simultaneously, so that the total implementation time required is 7 (seven) months.

Each bidder is expected to provide a detailed (monthly) activity and staffing plan in their technical proposal.

### G. Implementation Team

The personnel required to perform the 5 tasks above are as follows:

- a. 1 (one) Environmental Engineering Expert who also act as a Team Leader, with qualifications of experience as an environmental engineering expert for at least 8 years
- b. 1 (one) financial expert with experience qualifications as a financial expert for at least 6 years
- c. 1 (one) junior environmental engineer with a minimum qualification of 3 years of experience..

### H. Estimated Budget

The budget allocation provided by USAID IUWASH PLUS is around IDR 474,550,000. This budget includes as least the following items:

- a. All cost for project expert team, include remuneration, travel, accommodation, per diem when required
- b. Meeting packet for the FGD and Workshop
- c. Reports

### I. Deliverables

The deliverables must be submitted to USAID IUWASH PLUS and Perseroda regularly as part of progress report of the activity as follows:

- a. The final revision of the Technical Scheme agreed by stake holder
- b. Report of data and information needed to support tariff analysis
- c. Final Document of Business Plan
- d. Final Progress Report of Assistance Activity

### J. Payment Schedule

No	Payment Deliverables	Description Report	Due date	Payment Schedule (% of Contract)
1.	Initial Report	Task 1	14 days after contract	10%
2.	Progress Report 1	Task 2	End of 3 <sup>rd</sup> month	30%
3.	Progress Report 2	Task 3 and 4	End of 6 <sup>th</sup> month	40%
4.	Draft & Final Report	Task 5	End of 7 <sup>th</sup> month	20%

### K. Proposed Mechanism

Proposed mechanism of the activity will be implemented through fixed price subcontract.

### L. Evaluation Criteria



The Service Provider will be selected based on tender result and using full and open competition. The candidates must provide a proposal which consists of a Technical Proposal (background of the program, tasks to be conducted, methodology, schedule & CVs) and Cost Proposal.

The proposal will be evaluated based on:

- a. Methodology : 30 point
- b. Qualification of personnel : 50 point
- c. Company experience in similar activity : 20 point

**M. Bid Process**

- a. RFP Issued January 27, 2021
- b. Pre-bid meeting February 5, 2021
- c. Submission of Proposal February 12, 2021
- d. Evaluation of bids by IUWASH February 15 - 18, 2021
- e. Negotiation and Clarification February 19, 2021
- f. Award Notification February 24, 2021
- g. Contract Signing February 26, 2021

**N. Environmental Compliances**

This activity is to prepare a study that has no pronounced effect on the natural or physical environment. So there is no need for an initial environmental examination, environmental analysis and an environmental impact statement. Based on USAID environmental policies and procedures, this activity is categorized as Categorical Exclusion.

**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](http://www.SAM.gov). The current list of countries under comprehensive sanctions include: Cuba, Iran, North Korea, Sudan, and Syria. Goods may not transit through or be assembled in comprehensive sanctioned origin or nationality countries nor can the vendor be owned or controlled by a prohibited country. DAI is prohibited from facilitating any transaction by a third party if that transaction would be prohibited if performed by DAI.

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

#### **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](mailto:FPI_hotline@dai.com). DAI ensures anonymity and an unbiased, serious review and treatment of the information provided. Such practice may result in the cancellation of the procurement and disqualification of the Offeror's participation in this, and future, procurements. Violators will be reported to USAID, and as a result, may be reported to the U.S. Department of Justice to be included in a Restricted Parties list, preventing them from participating in future U.S. Government business.

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

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

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

## 5. Attachments

### 5.1 Attachment A: Detail SOW

### 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-21-0007 - Service Provider for Technical Assistance of Business Plan Preparation for Regional Water Supply of Mamminasata in South Sulawesi Province**, issued on **January 27, 2021**. 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 Cost	Total Price	Remarks
1a	Service Provider for Technical Assistance of Business Plan Preparation for Regional Water Supply of Mamminasata in South Sulawesi Province (detail cost attached at Cost Proposal Template)			
1b	Other cost (if any)			
2	VAT			
<b>GRAND TOTAL IN IDR</b> <a href="#">Click here to enter text.</a>				
<b>GRAND TOTAL IN UNITED STATES DOLLARS</b>				
<b>Period of Performance:</b> <a href="#">Click here to enter text.</a>				

We, the undersigned, provide the attached proposal in accordance **RFP REQ JAK-0021-0007 Service Provider for Technical Assistance of Business Plan Preparation for Regional Water Supply of Mamminasata in South Sulawesi Province** dated January 27, 2021. 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:

#### 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](http://www.SAM.gov)) or the United Nations Security Designation List (online at: [http://www.un.org/sc/committees/1267/aq\\_sanctions\\_list.shtml](http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml)). This provision must be included in all subcontracts/sub awards issued under this Contract.
4. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.
5. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.
6. Organizational Conflict of Interest – The Bidder certifies that will comply FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide 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 : Time line payment schedule

Activity	Payment Terms	Due Date	Payment Amount
Payment 1	Initial Report (Task 1)		10%
Payment 2	Progress Report 1 (Task 2)		30%
Payment 3	Progress Report 2 (Task 3 & 4)		40%
Payment 4	Draft & Final Report (Task 5)		20%

### 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