



Iraq Governance and Performance Accountability Project (IGPA)

**Request for Proposals (RFP)
Technical Advisory Services for Anbar Provincial Water Directorate**

No. RFP-DAI-IGPA-19-075

Issue Date: January 10, 2019

WARNING: Prospective Offerors who have received this document from a source other than the Iraq Governance and Performance Accountability project, Babylon-Warwick Hotel, ProcurementIGPA@dai.com , IGPAProcurementINBOX@dai.com, should immediately contact IGPAProcurementINBOX@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 distributed via IGPAProcurementINBOX@dai.com.

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Synopsis of the RFP

RFP No.	RFP-DAI-IGPA-19-075
Issue Date	January 10, 2019
Title	Technical Advisory Services for Anbar Provincial Water Directorates
Issuing Office & Email/Physical Address for Submission of Proposals	Iraq Governance and Performance Accountability Project, Baghdad Office Al Jadriya, Baghdad ProcurementIGPA@dai.com
Deadline for Receipt of Questions	<u>January 21, 2019</u> 5:00pm Baghdad Local Time
Bidders' Conference	<u>January 20, 2019</u> 2019 at 04:00pm Baghdad Local Time in Babylon Warwick Hotel, Al-Jadriya, Baghdad.
Deadline for Receipt of Proposals	January 24, 2019, 5:00pm Baghdad time
Point of Contact	IGPAProcurementINBOX@dai.com
Anticipated Award Type	Firm Fixed Price Subcontract This award type is subject to change during the course of negotiations.
Basis for Award	An award will be made based on the Trade Off Method. The award will be issued to the responsible and reasonable offeror who provides the best value to DAI and its client using a combination of technical and cost/price factors.

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

1. Introduction and Purpose

1.1 Purpose

DAI, the implementer of the USAID-funded Iraq Governance and Performance Accountability (IGPA) project, invites qualified offerors to submit proposals to supply provide technical advisory services to the Provincial Water Directorate in support of program implementation.

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.

1.2 Type of Award Anticipated

DAI anticipates awarding a Firm Fixed Price Subcontract. This award 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 English, 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 24, 2019, 5:00pm Baghdad time**, to be submitted to ProcurementIGPA@dai.com. The RFP number and title of the activity must be stated in the subject line of the email. Technical and cost proposals may be submitted in the same email. Late offers will be rejected except under extraordinary circumstances at DAI’s discretion. All proposals submitted in hardcopy shall be sealed and labeled with the RFP Number.

The submission to DAI of a proposal in response to this RFP will constitute an offer and indicates the Offeror’s agreement to the terms and conditions in this RFP and any attachments hereto. DAI reserves the right not to evaluate a non-responsive or incomplete proposal.

2.2 Proposal Cover Letter

A cover letter shall be included with the proposal on the Offeror’s company letterhead with a duly authorized signature and company stamp/seal using Attachment B as a template for the format. The cover letter shall include the following items:

- The Offeror will certify a validity period of 90 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 IGPA 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 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 the proposed team members have the necessary experience and capabilities to carry out the Technical Approach.
3. Past Performance –Provide a list of at least three (3) recent awards of similar scope and duration, specifically relating to work with international organizations and USAID are highly desirable. 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 significantly more important than cost/price factors.

Areas of Criteria	Evaluation Criteria	Maximum Points
Technical Approach	Methodology	10 points
	Company profile	10 points
	Project Implementation Plan (PIP)	20 points
	Quality assurance system	10 points
Management Approach or Personnel Qualifications	Availability of personnel/resources	15 points
	Impartiality and professional integrity	10 points
Corporate Capabilities or Past Performance	Previous relevant experience	25 points

TOTAL	100 points
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4. Instructions for the Preparation of Cost/Price Proposals

4.1 Cost/Price Proposals

Cost/Price proposals shall be clearly labeled as "VOLUME II: COST/PRICE PROPOSAL".

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 business licenses to operate in the host country.
2. Evidence of a DUNS number (explained below and instructions available upon request).
3. The source, origin and nationality of the products or services are not from a Prohibited Country (explained below).
4. Having adequate financial resources to finance and perform the work or deliver goods or the ability to obtain financial resources without receiving advance funds from DAI.
5. Ability to comply with required or proposed delivery or performance schedules.
6. Have a satisfactory past performance record.
7. Have a satisfactory record of integrity and business ethics.
8. Have the necessary organization, experience, accounting and operational controls and technical skills.
9. Have the necessary production, construction and technical equipment and facilities if applicable.
10. Be qualified and eligible to perform work under applicable laws and regulations.

6. 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.

7. Compliance with Terms and Conditions

7.1 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.

7.2 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.

7.1 Data Universal Numbering System (DUNS)

There is a **mandatory** requirement for your organization to provide a DUNS number to DAI. The Data Universal Numbering System is a system developed and regulated by Dun & Bradstreet (D&B) that assigns a unique numeric identifier, referred to as a "DUNS number" to a single business entity. Without a DUNS number, DAI cannot deem an Offeror "responsible" to conduct business with and therefore, DAI will not enter into a subcontract/purchase order or monetary agreement with any organization. The determination of a successful offeror/applicant resulting from this RFP/RFQ/RFA is contingent upon the winner providing a DUNS number to DAI. Offerors who fail to provide a DUNS number will not receive an award and DAI will select an alternate Offeror.

All U.S. and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$25,000 and above **are required** to obtain a DUNS number prior to signing of the agreement. Organizations are exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. DAI requires that Offerors sign the self-certification statement if the Offeror claims exemption for this reason.

Instructions for obtaining a DUNS number will be sent to the selected vendor upon request.

For those not required to obtain a DUNS number, DAI will send the "Self-Certification for Exemption from DUNS Requirement" form to the selected vendor upon request.

8. 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.

8.1 Mandatory Vetting

Pursuant to AIDAR 752.204-71, all recipients of DAI Iraq awards above \$25,000 must comply with vetting requirements of all key individuals under the given award. No cash or in-kind disbursements will be provided until the recipient organization and all key individual(s) under the organization have passed vetting. The purpose of vetting is to mitigate the risk that USAID funds and other resources do not, even inadvertently provide support or benefit individual or entities that are terrorists, supporters of terrorists or affiliated with terrorists.

9. Attachments

9.1 Attachment A: Scope of Work for Services or Technical Specifications

Scope of Work (Sow) Technical Advisory Services for Anbar Provincial Water Directorates

Activity Purpose

Introduce and implement standard procedures for the operation and maintenance (O&M) of Water Treatment Plants, training of plants' operators, and ensure that the water treatment plants are supplying quality water regularly to citizens at a low cost of production and conduct studies and mobilize funds from the federal government or other donors to execute these works.

Background and Rationale

IGPA will support the Iraqi Government to shore up fiscal stability while rapidly and visibly improving service delivery. The project aims to build capacity for Iraqi government service delivery, improve governorate and national government public financial management, and strengthen monitoring and oversight of service delivery and public expenditure.

Establish rapid response and high impact priority activities so the Iraqi government and governorates can implement flexible and accountable capital projects—with local counterpart contributions—especially in provinces with disadvantaged and vulnerable populations.

Objectives

The general objective of this scope of work is to identify a national-company to provide technical support to improve water service delivery by supporting Anbar water directorates to improve their performance and by creating an institutional enabling environment.

The services provided in this award will accomplish the following specific objectives, but not limited to:

- 1- increase water supply hours and reduce the maintenance and repair cost of water treatment plants in three Provinces.
- 2- Specific objectives are as follows:
 - Identify maintenance and repair needs of the plants.
 - Introduce technically sound operation and maintenance procedures of water treatment plants.
 - Train operators to implement these procedures.
 - Provide technical assistance to the water directorates to improve the operational performance of water treatment plants through the development and implementation of a capital repair and replacement program. While IGPA/Takamul has no funds for repair works or for the procurement of equipment and/or spare parts, this activity aims at providing the necessary assistance to the water directorate to conduct studies and mobilize funds from the federal government or other donors to execute these works.

Tasks to be completed

Task 1: Identify priority target water treatment plants: The consultant will identify in cooperation with water directorates the water treatment plants to target according to well defined criteria and establish the profile of staff to participate in this activity and collect the following information (to the extent information is available):

- technical documents such as as-built drawings, operation manuals, etc.
- financial data related to the maintenance cost of treatment plants.
- technical data such as pumps run-time.
- Other information.

Other parameters can be added as needed.

Task 2: Conduct a tech assessment of the targeted water treatment plants:

Target water treatment plants to be visited by the consultant and conduct a detailed technical assessment of these plants including mechanical, electro-mechanical, chemical, electrical and civil components, design and use a detailed documented assessment forms. They should examine current operation and preventive/routine maintenance practices, as well as maintenance records and information if available such as pump run-time, water flows in case meters are available, etc.

Task 3: Assist the water directorate to develop a scope of work for engineering/design professional services:

According to the technical assessment conducted under activity 1, the consultant will provide technical assistance to the Anbar water directorate to develop:

- 1- A detailed scope of work,
- 2- Undertake the design/engineering studies required to refurbish the plants.

Task 4: Conduct a training needs assessment and train the water treatment operators:

The consulting team will conduct a training needs assessment with certain plant operators to better understand their roles and assess their capacities and training needs in three main technical areas, mechanical, electrical, and chemical to better perform their tasks. Based on both assessments results, the consultant will prepare a report highlighting existing technical issues in water treatment plants, current O&M practices, and recommendations to improve the performance of these plants and O&M procedures. The report and recommendations will be presented to the water directorate's management team for comments and approval. **training needs assessment will be conducted through group and/or individual discussions, in addition to simple tests and observations during their daily tasks.**

Task 5: Assist the water directorates to manage the engineering company and review engineering design and studies

Assist the water directorate to manage the engineering company to conduct the studies and design according to its own procedures and review studies, designs and other deliverables.

Task 6: Review and improve SOPs for O&M of water treatment plants and build operators' capacities:

Consultant in cooperation with technical directorates staff will review and improve standard operating procedures in simple reference documents and guidelines to be used during an on-the-job training to build operators capacities and improve O&M. designated operators by the water directorate from all water plants in Anbar to be train on main three technical areas mechanical, electrical, and chemical, and will take place on-site, in a water treatment plant, to remain practical and address issues operators face in their day-to-day work.

Task 7: Provide follow-up support to water treatment plant operators in their daily work: To ensure the sustainability of this activity beyond the training, consultant will conduct regular visits to the plants over a period of 3 months at a frequency to be determined with the water directorate managements and treatment plant operators.

The objectives of these visits are:

- 1- To provide additional assistance.
- 2- Make sure the newly-introduced O&M procedures are applied.
- 3- Monitor the overall maintenance expenses and pump run-times to assess the impact of the activity on operations.

Vendor Requirements

- Has at least 5 years of experience in related technical area.
- Provide examples of past technical deliverables
- Current staff or access to staff with capacity to provide the following deliverables.
- Strong analytical and research skills, including data analysis.
- Expertise in result-based management, gender equality, and capacity building are also important.

Technical Proposals

The technical proposal should include the following section/approaches:

1. Executive Summary: summarises the proposal, task, timeline, and approach for each task.
2. Overall Implementation Description including detailed information for each task
3. Demonstration of Past Performance directly related to....
4. CVs of Key Personnel and consultants

Deliverables

The deliverables for this agreement are as follows:

A. Deliverables

1. Task-1 Identify priority target water treatment plans: This deliverable includes selection criteria (Word doc format), information on selected plants (Word doc format), collected information (technical, financial, others in PDF form) – End of week 2.
2. Task-2 Conduct a tech assessment of the targeted water treatment plants: This deliverable consists of a report (Word format) that outlines the main findings, conclusions and recommendations about the technical status in the targeted water plants (pup run-time, water

- quantity and quality, etc.) and a Presentation to the water directorate management for comments and approval (PowerPoint presentation and signed official letter required)End of week 4.
3. Task – 3 Assist the water directorate to develop a scope of work for engineering/design professional services, based on assessment results: Develop a scope a SOW for engineering/design services for the repair of the selected water treatment plants (Word doc), End of week 8.
 4. Task – 4 Conduct a training needs assessment and train the water treatment operators: This report (Word doc) should outline the main training need classified into categories such as mechanical, electrical, chemical, etc. Also complete a presentation to the water directorate managements for comments and approval (PowerPoint presentation and signed official letter required), complete training of operators designated by the water directorate in three technical areas: mechanical, electrical, and chemical in selected water plant sites and water laboratories (power point). Finally, also provide equipment to trainees. (GDP for specialized toolkits and work suit). End of week 8.
 5. Task – 5 Assist the water directorate to manage the engineering company and review engineering design and studies: This deliverable includes developing detailed studies and designs for selected water plants including technical specifications, BOQ, and cost estimates for rehabilitation by item (Word doc), End of week 12.
 6. Task – 6 Review and improve SOPs for O&M of water treatment plants and build operators' capacities: This deliverable consists of:
 - a. Collect existing SOPs and review and improve. (Word doc)
 - b. Modify SOPs and Operation and Maintenance (Word Doc)
 - c. Presentation to Water Directorate for comments and approval PowerPoint and signed official letter required.) End of week 10.
 7. Task – 7 Provide follow-up support to water treatment plant operators in their daily work: This deliverable includes an evaluation report to show the improvement in indicators in terms of pump run-time, water flows, etc. (Word Doc) End of week 12
 8. Monthly Evaluation report:.

The following table showed the targeted water projects in Anbar Province to implement the above tasks.

Anbar water directorate- projects				
#	Project name	Location	Production m3/ hr	comments
1	Five kelo underground reservoir	Ramadi water center	300	
2	7 kelo water project	Ramadi water center	400	
3	New Ramadi project/Albofarraj	Ramadi water center	600	
4	Alramadi alkabeer water project	Ramadi water center	6000	
5	Kasir Al adala water project	Ramadi water center	600	

6	5 kelo compact units	Ramadi water center	400	
7	Albosha'aban water compact/2	Al jazira-Ramadi	200	
8	Albosoda water compact	Al sofiya	200	
9	Al boa'itha water compact/1	Al jazira-Ramadi	200	
10	Albo khalifa/Alboghanim water compact	Alsofiya	200	

Timeframe/duration

Timeline

The activities under this RFP should be completed before end of April 2019.

Indicators

- Increase/Change of total run time of each plant.
- Reduction of total annual maintenance and repair costs of each target treatment plant or water compact unit.
- SOW for capital repair and replacement OR detailed engineering studies for capital repair and replacement.

9.2 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**-[Click here to enter text.](#)-[Click here to enter text.](#) issued on [Click here to enter text.](#). Our attached proposal is for the total price of <Sum in Words (\$0.00 Sum in Figures) >. I certify a validity period of 90 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:

9.3 Attachment C: Detailed Budget and Price Schedule

Nr.	Line Item	Unit	Quantity	Unit Price	Total Cost	Notes
A	Salaries and Wages					
1						
2						
3						
4						
5						
6						
	Sub-Total					
B	Fringe Benefits					
1						
2						
3						
4						
5						
	Sub-Total					
C	Travel, Transportation and Per Diem					
1						
2						
3						

4						
5						
	Sub-Total					
D	Allowances					
1						
2						
3						
	Sub-Total					
E	Other Direct Costs					
1						
2						
3						
4						
5						
	Sub-Total					
	GRAND TOTAL IN Iraqi Dinar					
	GRAND TOTAL in USD					

Price Schedule

Item Number	Deliverable Name	Description/Specifications	Duration	Unit Price	Total Price
1	Task-1 Identify priority target water treatment plans	Refer to 9.1 Attachment A: Scope of Work for Services or Technical Specifications	Refer to 9.1 Attachment A: Scope of Work for Services or Technical Specifications		
2	Task-2 Conduct a tech assessment of the targeted water treatment plants	Refer to 9.1 Attachment A: Scope of Work for Services or Technical Specifications	Refer to 9.1 Attachment A: Scope of Work for Services or Technical Specifications		
3	Task – 3 Assist the water directorate to develop a scope of work for engineering/design professional services, based on assessment results	Refer to 9.1 Attachment A: Scope of Work for Services or Technical Specifications	Refer to 9.1 Attachment A: Scope of Work for Services or Technical Specifications		
4	Task – 4 Conduct a training needs assessment and train the water treatment operators	Refer to 9.1 Attachment A: Scope of Work for Services or Technical Specifications	Refer to 9.1 Attachment A: Scope of Work for Services or Technical Specifications		
5	Task – 5 Assist the water directorate to manage the engineering company and review engineering design and studies	Refer to 9.1 Attachment A: Scope of Work for Services or Technical Specifications	Refer to 9.1 Attachment A: Scope of Work for Services or Technical Specifications		

6	Task – 6 Review and improve SOPs for O&M of water treatment plants and build operators’ capacities	Refer to 9.1 Attachment A: Scope of Work for Services or Technical Specifications	Refer to 9.1 Attachment A: Scope of Work for Services or Technical Specifications		
7	Task – 7 Provide follow-up support to water treatment plant operators in their daily work	Refer to 9.1 Attachment A: Scope of Work for Services or Technical Specifications	Refer to 9.1 Attachment A: Scope of Work for Services or Technical Specifications		
GRAND TOTAL IN Click here to enter text.					
GRAND TOTAL IN UNITED STATES DOLLARS					\$

Attachment D: 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 reimbursable)
1									
2									
3									
4									
5									

9.4 Attachment E: 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.

9.5 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*)

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 used to determine Responsibility

Evidence of a DUNS Number OR Self Certification for Exemption from DUNS Requirement

Past Performance (*use template in Attachment F*)