



Iraq Governance and Performance Accountability Project (IGPA)

Request for Proposals (RFP)

**Installing a Fleet Management System
On Solid Waste Collection Vehicles in
Basra & Erbil**

RFP-DAI-IGPA-19-129

Issue Date: August 18, 2019

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Synopsis of the RFP

RFP No.	RFP-DAI-IGPA-19-129
Issue Date	August 18, 2019
Title	Installing a Fleet Management System on Solid Waste Collection Vehicles in Basra & Erbil
Issuing Office & Email/Physical Address for Submission of Proposals	Iraq Governance and Performance Accountability Project, Baghdad Office Al Jadiryia, Baghdad ProcurementIGPA@dai.com
Deadline for Receipt of Questions	August 25, 2019 5:00pm Baghdad Local Time
Bidders' Conference	<u>August 22, 2019 at 04:00pm Baghdad Local Time in Babylon Rotana Hotel, Al-Jadriya, Baghdad.</u>
Deadline for Receipt of Proposals	September 5, 2019, 5:00 pm Baghdad time
Point of Contact	IGPAProcurementINBOX@dai.com
Anticipated Award Type	Firm Fixed Price Subcontract
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.

I. Introduction and Purpose

I.1 Purpose

DAI, the implementer of the USAID-funded Iraq Governance and Performance Accountability (IGPA) project, invites qualified offerors to submit proposals for this tender request.

Activities.

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.

I.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 or liable for these costs.

Proposals are due no later than **September 5, 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.

Evaluation Criteria	Maximum Points
Technical Approach	40 points
Project Implementation Plan	25 points
Management Approach or Personnel Qualifications	15 points
Corporate Capabilities or Past Performance	20 points
TOTAL	100 points

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.

Detailed budget notes must be included in the “notes” column of the cost/price proposal describing in detail the specifications and calculations of each proposed line item. Separate cost/price schedules may be included for more detail if needed.

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.

9. Attachments

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

9.1.1 Activity Purpose and Summary

This activity aims at installing a fleet management system for the vehicles used for the collection of solid waste in Basra Municipalities. (In addition, a similar system will be used for the water vehicles in Basra Water Directorate and Erbil Water Directorate.)

Fleet management systems aim mainly to ensure the work vehicles of these entities are operating smoothly, are constantly seeking ways to improve performance, are able to keep operation costs at a minimum, and maintain compliance with government regulations.

9.1.2 Background and Rationale

Fleet Management is a function which allows entities which rely on transportation in services to remove or minimize the risks associated with vehicle investment, improving efficiency, productivity and reducing their overall transportation and staff costs, providing 100% compliance with government legislation (duty of care) and many more.

In Iraq, one of the challenges related to delivery of services is the lack of proper planning of the movement of the vehicles that deliver the service, and hence the lack of monitoring of its performance. This is exacerbated by the corruption and mismanagement, which lowers the return on investment of these vehicles to very low levels.

Recently, IGPA supported the installation of a fleet management system in Baghdad Municipalities Directorate, whereby 400 GPS hardware units were installed which resulted in an increased trash collection coverage of 3.4 km² from 2.2km² and doubled the number of beneficiaries to 81.6 percent of the 80,000 citizens in al-Jisr Municipality. It also decreased the number of workers needed in trash collection by 25 percent. Similarly, 200 devices were installed on vehicles owned by Baghdad Water Directorate. In both cases it was reported that the system accurately monitored vehicle mileage, fuel consumption, and misuse, which enables broader future coverage as a result of increased efficiency.

Entity	Number of Vehicles
Erbil Water Directorate	212
Basra Municipalities Directorate	201
Basra Water Directorate	111
Total	524

As a result of that, other local government entities requested the installation of two hundred and one (201) similar systems in the waste collection vehicles and (212) in Erbil Water Directorate and (111) in Basrah Water Directorate.

9.1.3 Objectives

The objectives of this assignment are to:

- 1- Install a fleet management system for a total of 524 vehicles for Erbil water Directorate, Basra Municipalities Directorate and Basra water Directorate , to have more efficient utilization of these vehicles and monitor their use properly.
- 2- Train the relevant employees at the abovementioned directorates on the use of the system
- 3- Inform the relevant Civil Society Organizations in Erbil and Basra about the installation of the system and its benefits, in order to be able to monitor its proper use and ensure achieving the benefits sought after
- 4- Measure and disclose the improvements achieved due to the installation and use of the system

9.1.4 Vendor Requirements

The vendor should have the following qualifications, and it is likely that the vendor will need to associate with other specialist firms and individuals to provide the range of equipment, skills and experience required:

- Access to the requisite GPS tracking units and associated software modules, with demonstrated access to ongoing technical support from the physical GPS equipment supplier and software developer
- Experience in selecting and installing GPS tracker units, and subsequently activating the physical units and the required software modules.
- Experience in organising and running appropriate workshops for training GPS tracking users and supervisors/managers in using and interpreting outputs from the software management modules
- Demonstrated experience in consultation and assessing potential impacts and benefits on women and disadvantaged groups, and incorporating these learnings into the relevant aspects of unit operation

9.1.5 Technical Proposals

The technical proposal should include the following section/approaches:

1. Executive Summary summarising the proposal, task, timeline, and approach
2. Overall implementation description
3. Protocols and procedures for developing and agreeing the installation program for the GPS units
4. Protocols and procedures for organising and running appropriate workshops for training GPS tracking system field users and managers
5. Process for assessing potential impacts and benefits overall, and specifically on women and disadvantaged groups, and incorporating these learnings into the relevant aspects of GPS installation, training and operations.
6. Project Implementation Plan including description by stage, task, and timeline: This section should demonstrate the vendor implementation strategy and plan to conduct the technology review to assess the appropriate tracking unit and software modules options, and how this would be developed inclusively with the proposed users as well as local disadvantaged groups and women as part of the required training and monitoring workshops, and finally agreeing technical aspects with the water directorates , municipality and the USAID-funded IGPA/Takamul project advisors.
7. CVs of Key Personnel.
8. Additionally, references should be provided, for each nominated staff member and company experience should be provided with relevant case studies of similar work.

9. Organizational chart and Management Structure for Implementation

9.1.6 Detailed Task Requirements

IGPA/Takamul will require the selected vendor to provide Fleet Tracking Management System that having built-in GPS and GSM/GPRS modules. The GPS provides the vehicle's geographical position in terms of Latitude, Longitude and Altitude along with other (optional) parameters such as Vehicle Speed, Date & Time. All software used in the implementation of the Fleet Tracking Management System must be licensed. Vendor should indicate whether the software is licensed in the technical proposal.

The GPS data is transmitted to the central server over the GSM network through GPRS / SMS. The user can monitor vehicle position on the map or download the reports from the Web based Application Software from any location. The system would include but not limited to the following features:

- Vehicle Position Data: Lat, Long, Altitude
- Protocol: TCP/IP (default) & UDP
- Online & Offline Tracking
- Storage capability of 20,000 Records (approx. 15 Days of Data) in Offline mode, equivalent number of data and/or records is acceptable.
- Local & Remote Configuration through GPRS / SMS.
- Various types of Reports to suits beneficiary's requirements. Beneficiary's specific reports on request.
- Distance Measurement Tool provided for Route Planning.
- Automatic switching of Tracking from GPS to GSM incase GPS Satellites not visible.
- Any other equipment which is necessary to run two control rooms in Baghdad.

The project will address different tasks, which will be done in series. A vendor is needed to perform the specified tasks. The tasks are as follow:

Task 1: Project Implementation Plan (PIP)

The vendor will submit a revised PIP within one week of signing the contract (10 pages maximum).

Task 2: Conduct a Baseline Analysis

The vendor will conduct a baseline analysis of the vehicles used by the directorate, in order to assess their performance and to be used later to measure the change in performance as a result of implementing the new system.

The components of the baseline will be agreed between the project, the relevant entity and the vendor. However, it will contain at least the following elements:

- The average distance covered by the fleet in total and each vehicle separately.
- The average amount of fuel consumed by the fleet in total and by each vehicle in separate.
- The total volume of solid waste collected (for the municipality directorate) and water vehicles, and the average per vehicle.
- The associated cost for using the vehicle per hour based on the abovementioned information

The vendor, the entity and IGPA will agree on how these indicators are calculated, however the benefiting entity will share the information it has and needed in order to conduct the analysis.

Task 3: Prepare an Inventory of Vehicles

The vendor in collaboration with the benefiting entities will determine the vehicles in which the GPS devices will be installed. While the number is determined as mentioned above, the vendor will determine which exact vehicles will be used, check their suitability and prepare a list of these vehicles including at least the following:

- Type of the vehicle
- Brand and year of manufacturing
- Engine number
- Plate number
- Chassis number

The inventory will be shared with the relevant entities to verify them before starting to install the GPS devices.

Task 4: Install the System

The vendor will install the system in the relevant entities, which will include the following:

- Installing and operating the GPS devices on the selected vehicles
- Provide updated satellite images (high quality, 4 colors, saved on DVD).
- Subscribing the use of the system for one Year, after that the entity will renew the subscription from its own budget
- Installing the hardware and software for operating the system as needed. (Including the operation room).
- Running the system and training a selected number of employees on its use and maintenance.

Task 5: Assess the Improvements

After finishing the installation and using of the new system, the vendor will measure the same indicators that were measured in the baseline in order to assess the changes as a result of the new system. The measurement will be done with the participation of the interested CSOs and other identified actors on monthly basis for a period of 6 months, and hence 6 reports will be issued. Each month and based on the results, the vendor will make any necessary adjustments on the system and will report them to the benefiting entities and IGPA.

Task 6: Produce Final Report

Six months after the installation of the system, the vendor will issue a final report that summarizes what was done in the project and the improvements achieved as a result of using the system. The report will contain at least the following:

- The number, locations and types of vehicles that the GPS was installed on
- The installed software and hardware
- The results achieved as a result for using the system, with an analysis of these results before and after the system
- The challenges that were encountered
- Recommendations for further enhancement and for future projects

9.1.7 Deliverables

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Task	Deliverable	Timeframe
1- Project Implementation Plan	A revised PIP to be submitted by the project manager	End of week 1
2- Conduct a Baseline Analysis	A baseline report that includes the measurements of the selected indicators before the installation of the system	End of week 4
3- Prepare an Inventory of Vehicles	A document that contains an inventory of the vehicles that the GPS will be installed on. It will contain at least the following: <ul style="list-style-type: none"> - Type of the vehicle - Brand and year of manufacturing - Engine number - Plate number - Chassis umber 	End of week 6
4- Install the System	Installation and submission forms signed by the benefiting entities	End of week 12
5- Assess the Improvements	Six Monthly Reports on the changes in the indicators that were used in the baseline and an analysis of the results	End of week 38
6- Produce Final Report	A final report that summarizes the work in the project and the achieved results. It should contain the following: <ul style="list-style-type: none"> - The number, locations and types of vehicles that the GPS was installed on - The installed software and hardware - The results achieved as a result for using the system, with an analysis of these results before and after the system - The challenges that were encountered - Recommendations for further enhancement and for future projects 	End of week 40

Timeframe/duration

The period of implementation of this award will be 9 months.

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.** 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						

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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					

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Price Schedule

Item Number	Item Name	Description/Specifications	Duration	Unit Price	Total Price
1	Project Kick-Off	An implementation plan to be submitted by the project manager. 10 pages maximum.	End of week 1		
2	Conduct a Baseline Analysis	A baseline report that includes the measurements of the selected indicators before the installation of the system. 10 pages maximum plus appendices.	End of week 4		
3	Prepare an Inventory of Vehicles	A document that contains an inventory of the vehicles that the GPS will be installed on. It will contain at least the following: <ul style="list-style-type: none"> - Type of the vehicle - Brand and year of manufacturing - Engine number - Plate number - Chassis number 	End of week 6		
4	Install the System	Installation and submission forms signed by the benefiting entities. Deliverable is a stamped letter of approval and acceptance from the Municipality noting all units installed and operating.	End of week 12		
5	Assess the Improvements	Six Monthly Reports on the changes in the indicators that were used in the baseline and an analysis of the results. Max 10 pages each report.	End of week 38		
6	Produce Final Report	A final report that summarizes the work in the project and the achieved results. It should contain the following:	End of week 40		

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		<ul style="list-style-type: none"> - The number, locations and types of vehicles that the GPS was installed on - The installed software and hardware - The results achieved as a result for using the system, with an analysis of these results before and after the system - The challenges that were encountered - Recommendations for further enhancement and for future projects - <p>Max 25 pages plus appendices</p>			
GRAND TOTAL IN Click here to enter text.					
GRAND TOTAL IN UNITED STATES DOLLARS					\$

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9.4 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									

9.5 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 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.

9.6 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*)

Separated Technical and Cost proposals individually sealed and labeled as Volume I and Volume II respectfully.

Included Proposal of the Product or Service that meets the technical requirements as per Attachment A

Provided response to each of the evaluation criteria

Included documents used to determine Responsibility

Included evidence of a DUNS Number OR Self Certification for Exemption from DUNS Requirement

Included Past Performance (*use template in Attachment D*)