



## **Central Asia Competitiveness, Trade, and Jobs (CTJ)**

Request for Proposals (RFP)

No. RFP-CTJ-UZB-20-0001

### **Procurement of Sorting and packing line equipment for sweet cherries with electronic sorter**

Issue Date: February 28, 2020

**WARNING:** Prospective Offerors who have received this document from a source other than the CTJ Project, should immediately contact [CTJ\\_Procurement@dai.com](mailto:CTJ_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 (state where the amendments may be posted, such as a project website, then state "Offerors are encouraged to check this website periodically.")

**Synopsis of the RFP**

RFP No.	RFP-CTJ-UZB-20-0001
Issue Date	February 28, 2020
Title	<b>Procurement of Sorting and packing line equipment for sweet cherries with electronic sorter</b>
Issuing Office & Email/Physical Address for Submission of Proposals	Attn: Procurement Department, CTJ Project <a href="mailto:CTJ_procurementinbox@dai.com">CTJ_procurementinbox@dai.com</a>
Deadline for Receipt of Questions	March 6, 2020, 17.00 pm local Almaty, Kazakhstan time.
Deadline for Receipt of Proposals.	March 16, 2019, 12.00 pm local Almaty, Kazakhstan time.
Contact Person	<a href="mailto:CTJ_Procurement@dai.com">CTJ_Procurement@dai.com</a> – Procurement Officer.
Anticipated Award Type	Firm Fixed Price Purchase Order(s)
Basis for Award	An award will be made based on the Lowest Price, Technically Acceptable Source Selection process. The award will be issued to the responsible Offeror submitting the lowest evaluated price that meets or exceeds the acceptability requirements for technical/non-cost factors described in this RFP.

## 1. Introduction and Purpose

### 1.1 Purpose

DAI, the implementer of the USAID funded Central Asia Competitiveness, Trade, and Jobs (CTJ) Project, invites qualified offerors to submit proposals for supply **of sorting and packing line equipment for sweet cherries with electronic sorter** in support of program implementation.

### 1.2 Issuing Office

The Issuing Office above is the sole point of contact at DAI for purposes of this RFP is the Issuing Office. Any prospective offeror who fails to register their interest with this office assumes complete responsibility in the event that they do not receive direct communications (amendments, answers to questions, etc.) prior to the closing date.

### 1.3 Background

USAID funded DAI is implementing Central Asia Competitiveness, Trade, and Jobs (CTJ).

### 1.4 Type of Award Anticipated

DAI anticipates awarding a Firm Fixed Price Purchase Order. This is only the anticipated type of award and may be changed as a result of negotiations.

A Firm Fixed Price Purchase Order is: An award for a total firm fixed price, for values less than \$150,000, for the provision of specific services, goods, or deliverables and is not adjusted if the actual costs are higher or lower than the fixed price amount. Offerors are expected to include all costs, direct and indirect, into their total proposed price.

## 2. General Instructions to Offerors

### 2.1 General Instructions

Proposals are due no later than **March 16, 2020, 12.00 pm local Almaty, Kazakhstan time**, to be submitted to the Issuing Office. Late offers will be rejected except under extraordinary circumstances at DAI's discretion. DAI reserves the right not to evaluate a nonresponsive or incomplete proposal. The completion of all RFP requirements in accordance with the instructions in this RFP and submission to DAI of the proposal will constitute an offer and indicate the Offeror's agreement to the terms and conditions in this RFP and any attachments hereto. DAI reserves the right to award a subcontract without discussion and/or negotiation; however, DAI also reserves the right to conduct discussions and/or negotiations, which among other things may require an Offeror(s) to revise its proposal. Issuance of this RFP in no way obligates DAI to award a subcontract or purchase order. All documents from the Offeror related to this RFP shall be in English. 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.

Offerors are required to fully review all instructions and specifications contained in this RFP. Failure to do so will be at the Offeror's risk.

Offerors shall submit proposals via email [CTJ\\_procurementinbox@dai.com](mailto:CTJ_procurementinbox@dai.com), Subject of email shall be named as follows **Proposal\_RFP-CTJ-UZB-20-0001 Procurement of sorting and packing line equipment for sweet cherries with electronic sorter**.

Offerors shall confirm in writing that the Offeror fully understands that their proposal/offer must be valid for a period of **60 calendar days**. Time is stated in calendar days, unless otherwise specified.

If the solicitation is amended, then all terms and conditions not modified in the amendment shall remain unchanged. Offerors shall acknowledge receipt of amendments in the cover letter.

Offerors shall:

1. Furnish all of the information required by the RFP
2. Ask any questions to clarify the requirements if necessary
3. Sign and submit the cover letter
4. Use and submit forms as provided in the Attachments as required.

“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.

## **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 60 days for the prices provided.
- Acknowledge the solicitation amendments received
- Enter any additional requirements that must be included in the cover letter.

## **2.3 Questions regarding the RFP**

Each Offeror is responsible for reading very carefully and understanding fully the terms and conditions of this RFP. All communications regarding this solicitation are to be made solely through the Issuing Office. Requests for clarification or additional information must be submitted via email or in writing delivered to the Issuing Office no later than the date and time specified in the Synopsis above. Only written communications relative to the procurement shall be considered. No questions will be answered over the phone or in person, except for administrative questions regarding the project office location, packaging of the bid, etc.... The subject line of the email or the heading of the letter must include the RFP Number and Title.

Questions and requests for clarifications – and the responses thereto – that DAI believes may be of interest to other offerors will be circulated in writing to all RFP recipients who have indicated interest in responding to this RFP. Both questions and answers will be distributed, without identification of the inquirer(s), to all prospective Offerors who are on record as having received this RFP. Any verbal information received from a DAI or CTJ employee or other entity shall not be considered as an official response to any question regarding this RFP.

## **3. Instructions for the Preparation of Technical Proposals**

Technical proposals shall include the following sections:

1. Thorough description of the proposed good or service which meets or exceeds the stated technical specifications or scope of work.
2. Submission of documents which demonstrates that the offeror can meet or exceed the listed non-cost factors that determine technical acceptability.
3. A list of Past Performance

### **3.1 Goods or Services Specified**

For this RFP, DAI is in need of the goods/services described in detail in Attachment A.

Final delivery is required within 2 **months** from the date of Purchase Order signature. It shall be understood that by that date, the Offeror would have met the following technical specifications or deliverables.

Equivalent items (i.e. substitutes or alternatives) will be acceptable unless stated otherwise.

### **3.2 Technical Acceptability Requirements**

To be considered technically acceptable, offerors must demonstrate how they will meet or exceed all the requirements that are outlined below as Technical Acceptability Requirements. If the proposal fails to meet one or more of the requirements, it will be deemed technically unacceptable. Proposals deemed technically unacceptable contain significant weaknesses or deficiencies that are not able to be corrected without a major rewrite or revision of the original proposal.

1. Offerors are required to meet or exceed the significant non-cost factors listed below:
  - must have experience in production of similar equipment at least for 3 years (if producer);
  - must have experience in supply of similar equipment at least 3 years (if supplier);
  - must have official manufacture authorization of producer (if supplier);
  - must have qualified after-sales service and maintenance in Uzbekistan.
2. Must provide proof of execution of 3 contracts on production/supply/installation of similar equipment, with equivalent contract volume (price) for the last 3-5 years.

### **3.3 Past Performance**

The technical proposal shall include information on past performance. Provide a list of at least three (3) recent awards of similar scope and duration. The information supplied shall be stated in 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.

## **4. Instructions for the Preparation of Cost/Price Proposals**

### **4.1 Price Schedule**

Provided in Attachment C is a template for the Price Schedule. Offerors shall complete the template including as much detailed information as possible. The sections of the template are as follows:

- Item number
- Item name
- Description/Specifications
- Quantity
- Unit Price
- Total Price
- VAT
- Delivery Cost

It is important to note that Value Added Tax (VAT) shall be included on a separate line, and that delivery cost per kilometer (unit) and total delivery cost are included on their designated budget line. These products or services are eligible for VAT exemption under the DAI prime contract. The Subcontractor is responsible for all applicable taxes and fees, as prescribed under the applicable laws for income, compensation, permits, licenses, and other taxes and fees due as required

## **5. Required documents to Determine Responsibility**

### **5.1 General Responsibility**

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 a copy of the required entity registration and business licenses.

2. Evidence of a DUNS number (explained below and instructions contained in the Attachment).
3. The source, origin and nationality of the products or services are not from a Prohibited Country (explained below).
4. Ability to comply with required or proposed delivery or performance schedules.
5. Have a satisfactory past performance record.
6. Have the necessary organization, experience, accounting and operational controls and technical skills.
7. Be qualified and eligible to perform work under applicable laws and regulations.

## 5.2 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

## 6. Basis of Award and Selection Process

### 6.1 Basis of Award

Award will be made to a responsible offeror, whose proposal offers the lowest evaluated price and meets or exceeds the acceptability standards for technical/non-cost factors, using United States Federal regulations (FAR 15.101-2 – Lowest Price Technically Acceptable Source Selection Process) as a guide. DAI will classify a proposal as not acceptable for award if it does not meet the requirements of this RFP. DAI may also determine that an Offeror is "not responsible", i.e., that it does not have the management and financial capabilities in all respects to perform the work required.

In order for Offerors to be considered technically acceptable, they must meet all of the technical acceptability requirements and business requirements as specified in this RFP. Proposals will be evaluated by committee against the acceptability requirements contained herein.

DAI may award to an Offeror without discussions with the Offeror. Therefore, the initial offer must contain the Offeror's best price and technical terms.

## 6.2 Selection Process

All proposals shall be received and remain unopened until the due date. All proposals shall be stored in a secure and locked location. On the due date, all proposals shall be opened by the Procurement Officer and shall be witnessed by at least one other project employee.

An Evaluation Committee comprised of a minimum of three (3) people shall be convened, and each committee member will receive a copy of the solicitation requirements and shall sign a Statement of Non-Disclosure/Conflict of Interest form. The Evaluation Committee shall jointly review the technical proposals and determine which proposals 1) are complete, and 2) meet the technical acceptability requirements. Those proposals which are determined to be "technically acceptable" shall be considered in the "Competitive Range". Prior to concluding on those offerors in the Competitive Range, DAI may contact offerors to seek clarification to proposal submissions that are insufficient. Competitive Range offerors may then be contacted to answer questions, negotiate and discuss offers, and potentially be asked to submit a "Best and Final Offer". Upon receiving all Best and Final Offers (if a Best and Final Offer is requested), the Evaluation Committee shall select the offer which is the lowest price amongst those in Competitive Range and investigate to ensure that the offeror is responsible and the price is reasonable.

## 7. Source and Nationality

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

**Geographic Code 937:** Goods and services from the United States, the cooperating country, and

"Developing Countries" other than "Advanced Developing Countries"; excluding prohibited countries. A list of the "Developing Countries" as well as "Advanced Developing Countries" can be found at:

<http://www.usaid.gov/policy/ads/300/310maa.pdf> and

<http://www.usaid.gov/policy/ads/300/310mab.pdf> respectively.

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

DAI must verify the source, nationality and origin, 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. 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 countries nor can the vendor be owned or controlled by a prohibited country. DAI is prohibited from facilitating any transaction by a third party if that transaction would be prohibited if performed by DAI.

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

## 8. Anticipated post-award Deliverables

Upon award of a subcontract, the deliverables detailed in below table will be submitted to DAI according to deadlines established by DAI and the selected subcontractor. The deliverables are intended as evidence or confirmation that the activities have been successfully completed. The Offeror should detail proposed costs per deliverable in the Price Schedule.

All of the deliverables must be submitted to, and approved, by DAI before payment will be processed.

No.	Description	Due Date
1	100 % payment after supply and installation of equipment. Advance payments possible upon submission of bank guarantees on required amount	2 months from Agreement signature date
*personal payment plan can be developed with successful vendor prior to Agreement signature. Any payments prior to actual delivery and installation of equipment has to be secured with certified bank guarantees. Delivery terms of equipment under this RFP - DDP as per incoterms		

### **8.1 Branding Implementation Plan and Marking Plan**

Markings under this subcontract shall comply with the USAID "Graphic Standards Manual" available at [www.usaid.gov/branding](http://www.usaid.gov/branding) or any successor branding policy. In accordance with ADS 320 "Branding and Marking," this subcontract incorporates USAID's policy directives and required procedures on branding and marking of USAID-funded programs, projects, activities, public communications, and commodities with the USAID identity. The Branding Implementation Plan and Marking Plan template is included as Attachment H.

## **9. Inspection & Acceptance**

The 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.

## **10. Compliance with Terms and Conditions**

Offerors shall be aware of 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.

## **11. 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 Fraud Prevention and Investigations Team at the contacts above.

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.

## 12. Attachments

### 12.1 Attachment A: Technical Specifications

DAI is looking for a vendor to supply sorting and packing line equipment for sweet cherries with electronic sorter.

The proposed cherry sorting equipment shall:

- a) Use minimal manual fruit selection processes, i.e. maximize automatic processes;
- b) Permit electronic programming of fruit selection;
- c) Rely upon optical and/or electronic sorting of fruit softness, color and size;
- d) Sort by internal and external fruit quality characteristics;
- e) Preserve a minimum of 65% fruit humidity content;
- f) Have a minimum average line load capacity of 0.6 tons per hour per line;
- g) Automatically maintain and manage all data and production processes, including traceability data
- h) Should be able to provide the following processing parameters:
  - Cherries diameters from 18 mm to 32 mm;
  - Average weight 8 g.
  - Min № of colors – 2
  - Min № of sizes – 5
  - Min № of combinations ‘size/color/grade’ – 8

Along with the equipment, the Offeror should ensure provision of the following minimum of additional services:

- a) Proper equipment installation, start up and training for equipment operators and technicians;
- b) The ready availability of suitably qualified after-sales service and maintenance in Uzbekistan, preferably from a dedicated agent of the supplier.

## 12.2 Attachment B: Proposal Cover Letter

[On Firm's Letterhead]

<Insert date>

TO: Click here to enter text.

DAI Global LLC.

Click here to enter text.

We, the undersigned, provide the attached proposal in accordance with **RFP**-Click here to enter text.-Click here to enter text. dated 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 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:

### 12.3 Attachment C: Price Schedule

#	Equipment	Technical specifications	Unit of measure	Q-ty of units	Related service	Place of delivery	Price per unit USD	Total Price USD
<b>Lot #1</b>								
1	Sorting and packing line equipment for sweet cherries with electronic sorter					Uzbekistan, Tashkent region, Zarkent village, Soy Sohili str., 7		
<b>Note:</b> <ul style="list-style-type: none"> <li>• Specifications of proposed equipment can be analogues/alike to specifications outlined above.</li> <li>• Please, provide price for each single component part if it is sold out separately.</li> </ul>								
<b>GRAND TOTAL IN USD (DDP Tashkent - INCOTERMS)</b>								

Successful vendor must provide manufacture guarantee.

**Delivery Period: 2 months from the date of Purchase order signature**

- 12.4** [Attachment D: Instructions for Obtaining a DUNS Number - DAI'S Vendors, Subcontractors](#)
- 12.5** [Attachment E: Self Certification for Exemption from DUNS Requirement](#)

### 12.6 Attachment F: Past Performance Form

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

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

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

## 12.7 Attachment G: Representations and Certifications of Compliance

1. Federal Excluded Parties List - The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.
2. Executive Compensation Certification- FAR 52.204-10 requires DAI, as prime contractor of U.S. federal government contracts, to report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS)
3. Executive Order on Terrorism Financing- The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor/Recipient to ensure compliance with these Executive Orders and laws. Recipients may not engage with, or provide resources or support to, individuals and organizations associated with terrorism. No support or resources may be provided to individuals or entities that appear on the Specially Designated Nationals and Blocked persons List maintained by the US Treasury (online at [www.SAM.gov](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. Business Size and Classification(s) – The Bidder certifies that is has accurately and completely identified its business size and classification(s) herein in accordance with the definitions and requirements set forth in FAR Part 19, Small Business Programs.
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.

## **12.8** [Attachment I: Full Terms of Contract](#)



## 12.9 Attachment J: Proposal Checklist

Offeror: \_\_\_\_\_

Have you?

☐ Submitted your proposal to DAI to electronic address 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

☐ Demonstration of how you meet or exceed each of the technical acceptability criteria.

☐ Documents use to determine Responsibility

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

☐ Past Performance (*use template in Attachment F*)