



Strengthening Democratic Governance and Accountability Project (SDGAP)

Request for Proposal (RFP)

No. RFP-COL-19-0008 & 0039

Establishment of Parliament Media Center (PMC)

Issue Date: February 28th 2019

WARNING: Prospective Bidders who have received this document from a source other than the SDGAP Project, should immediately contact SDGAPProcurement@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 Bidder 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 via email.

1. Synopsis of the Request for Proposal

DAI, implementer of the USAID funded Strengthening Democratic Governance and Accountability Project (SDGAP) in Sri Lanka, invites qualified vendors to restructure the Media center of Sri Lankan Parliament.

1. RFP No.	RFP-COL-19-0008 & 0039
2. Issue Date	February 28 th 2019
3. Title	Establishment of Parliament Media Center (PMC)
4. Issuing Office & Email/Physical Address for Submission of Quotes	SDGAP – Colombo SDGAPProcurementInbox@dai.com No. 39/3, Horton Place, Colombo 07, Sri Lanka
5. Deadline for Receipt of Quotes.	March 12th 2019 ,5.00 P.M local Colombo time
6. Point of Contact	SDGAPProcurement@dai.com
7. Anticipated Award Type	DAI anticipates issuing a Firm Fixed Price Purchase Order. This is only the anticipated type of award and may be changed as a result of negotiation. Issuance of this RFP in no way obligates DAI to award a subcontract or purchase order and Bidders will not be reimbursed for any costs associated with the preparation of their quote.
8. 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.

2. Request for Proposal

9. General Instructions to Bidders	<ul style="list-style-type: none"> Proposal submissions are March 12th 2019, 5.00 P.M local Colombo time. Late offers will be rejected except under extraordinary circumstances at DAI's discretion. Bidders shall submit quotes in English in hard copy, in a sealed envelope, OR electronically via SDGAPProcurementInbox@dai.com Offerors shall confirm in writing that the Offeror fully understands that their proposal must be valid for a period of ninety (90) days by signing the Attachment B: Cover Letter. Bidders shall sign and date their Proposal. Bidders shall complete Attachment C: Price Schedule template. Value Added Tax (VAT) shall be included on a separate line. These services are not eligible for VAT exemption under the DAI prime contract.
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10. Questions Regarding the RFP	Each Bidder 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 and must be submitted via email (SDGAPProcurement@dai.com) or in writing delivered to the Issuing Office no later than the date specified above. All questions received will be compiled and answered in writing and distributed to all interested Bidders.
11. Pre-bid meeting	Pre-bid meeting will be held on 5 th March 2019 at SDGAP Office . Time 10.00 A.M.
12. Technical Specifications and requirements for Technical Acceptability	Provide a detailed list of services and a unit cost as requested in Attachment A: Scope of Work and Attachment C: Price Schedule
13. Determination of Responsibility	DAI will not enter into any type of agreement with a vendor prior to ensuring the vendor's responsibility. When assessing a vendor's responsibility, the following factors are taken into consideration: <ol style="list-style-type: none"> 1. Provide copies of the required business licenses to operate in the host country. 2. The source, origin and nationality of the services are not from a Prohibited Country (explained below). 3. Ability to comply with required or proposed delivery or performance schedules. 4. Ability to comply with required or proposed delivery or performance schedules. 5. Evidence of a DUNS number (explained below and instructions contained in the Annex).
14. Geographic Code	<ul style="list-style-type: none"> • 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. • 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 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. DAI is prohibited from facilitating any transaction by a third party if that transaction would be prohibited if performed by DAI. • By submitting a quote in response to this RFP, Bidders confirm that they are not violating the Source and Nationality

	requirements and that the services comply with the Geographic Code and the exclusions for prohibited countries.
15. Data Universal Numbering System (DUNS)	<p>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 Bidders sign the self-certification statement if the Bidder claims exemption for this reason.</p> <p>For those required to obtain a DUNS number, you may visit http://www.dnb.com/solutions/government/duns-number-request-guide.html.</p> <p>For those not required to obtain a DUNS number, you may request from SDGAPprocurement@dai.com Attachment G: Self-Certification for Exemption from DUNS Requirement</p>
16. Compliance with Terms and Conditions	Bidder shall be aware of the general terms and conditions for an award resulting from this RFP. The selected Bidder shall comply with all Representations and Certifications of Compliance listed in Attachment D.
17. Procurement Ethics	By submitting a Proposal, Bidders 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. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Bidders 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 .

3. Attachment A: Scope of Work

DAI, implementer of the USAID funded Strengthening Democratic Governance and Accountability Project (SDGAP) in Sri Lanka is supporting the Sri Lankan parliament to restructure the Parliament media unit. The Vendor selected is expected to have comprehensive requisite planning, capacity and expertise to execute the said scope.

1. Term of Reference :

Please find the detailed TOR annexed with the price schedule.

2. Payment Terms :

20% will be paid upon submission on the detailed delivery plan and remaining balance paid upon the completion subsequent delivery of services.

4. Attachment B Cover Letter

[On Firm's Letterhead]

<Insert date>

TO: DAI Global, LLC.

We, the undersigned, provide the attached proposal in accordance with RFP-COL-19-0008 & 0039 issued on 28th February, 2019. Our attached proposal is for the total price of *<Sum in Words (0.00LKR 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.*

5. Attachment C: Price Schedule

Please refer the attached Excel sheets

6. Attachment D: Representations and Certifications of Compliance

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

6.1 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.

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