



## Trade and Investment Facilitation Project (TIF)

Request for Proposals (RFP)

RFP No. TIF-0025

Social Media Management

Issue Date: September 19, 2022

**WARNING:** Prospective Offerors who have received this document from a source other than the Trade and Investment Facilitation Project (TIF), Bank Byblos Building, 9th floor, Fouad Chehab Street, Sin El Fil, [procurementtif@tifproject.com](mailto:procurementtif@tifproject.com), should immediately contact [procurementtif@tifproject.com](mailto:procurementtif@tifproject.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 by the procurement email [procurementtif@tifproject.com](mailto:procurementtif@tifproject.com). "Offerors are encouraged to check their email periodically.")

DAI conducts business under the strictest ethical standards to assure fairness in competition, reasonable prices and successful performance or delivery of quality goods and equipment. DAI does not tolerate corruption, bribery, collusion or conflicts of interest. Any requests for payment or favors by DAI employees should be reported as soon as possible to [ethics@dai.com](mailto:ethics@dai.com) or by visiting [www.dai.ethicspoint.com](http://www.dai.ethicspoint.com). Further, any attempts by an offeror or subcontractor to offer inducements to a DAI employee to influence a decision will not be tolerated and will be grounds for disqualification, termination and possible debarment. See provision No. 9 for more details.

## Table of Contents

<b>1. Introduction and Purpose .....</b>	<b>4</b>
1.1 Purpose .....	4
1.2 Issuing Office .....	4
1.3 Type of Award Anticipated .....	4
<b>2. General Instructions to Offerors .....</b>	<b>4</b>
2.1 General Instructions .....	4
2.2 Proposal Cover Letter .....	5
2.3 Questions regarding the RFP .....	5
<b>3. Instructions for the Preparation of Technical Proposals .....</b>	<b>5</b>
3.1 Services Specified .....	6
3.2 Technical Evaluation Criteria .....	6
<b>4. Instructions for the Preparation of Cost/Price Proposals .....</b>	<b>6</b>
4.1 Cost/Price Proposals .....	6
<b>5. Basis of Award .....</b>	<b>7</b>
5.1 Trade Off Method .....	7
5.2 Responsibility Determination .....	7
<b>6. Anticipated post-award Deliverables .....</b>	<b>7</b>
<b>7. Inspection &amp; Acceptance .....</b>	<b>8</b>
<b>8. Compliance with Terms and Conditions .....</b>	<b>9</b>
8.1 General Terms and Conditions .....	9
8.2 Prohibited Technology .....	9
<b>9. Anti-Corruption and Anti-Bribery Policy and Reporting Responsibilities .....</b>	<b>9</b>
<b>10. Attachments .....</b>	<b>10</b>
10.1 Attachment A: Scope of Work for Services or Technical Specifications .....	10
10.2 Attachment B: Proposal Cover Letter .....	12
10.3 Attachment C: Price Schedule .....	13
10.4 Attachment D: Past Performance Form .....	14
10.5 Attachment E: Representations and Certifications of Compliance .....	15
10.6 Attachment F: Proposal Checklist .....	16
10.7 Attachment G: Electronic payment authorization form for international payments .....	17

**Synopsis of the RFP**

RFP No.	RFP No. TIF_0025
Issue Date	September 19, 2022
Title	Social Media Management
Issuing Office & Email Address for Submission of Proposals	DAI TIF Office Lebanon: Bank Byblos Building, 9 <sup>th</sup> floor, Fouad Chehab Street, Sin El Fil – Metn <a href="mailto:SubmissionsTIF@TIFProject.com">SubmissionsTIF@TIFProject.com</a>
Deadline for Receipt of Questions	September 23, 2022, at 4:00 PM Beirut time
Deadline for Receipt of Proposals	September 28, 2022, at 4:00 PM Beirut time
Point of Contact for receipt of questions	Email address for receiving procurement questions is <a href="mailto:procurementtif@tifproject.com">procurementtif@tifproject.com</a>
Anticipated Award Type	Firm Fixed Price Purchase Order Issuance of this RFP in no way obligates DAI to award a subcontract or purchase order and offerors will not be reimbursed for any costs associated with the preparation of their bid.
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.

## 1. Introduction and Purpose

### 1.1 Purpose

DAI, the implementer of the USAID-funded Lebanon Trade and Investment Facilitation (TIF) project, invites qualified Offerors to submit proposals to supply and deliver the **“Social Media Management”** in support of TIF implementation.

Through TIF’s assistance, DAI partner aims to support a cluster of 15 local Lebanese wineries to sustainably penetrate the Texan market by (1) increasing their competitiveness by providing legal permits and guidance to enter the Texan market, (2) marketing and promoting the “Lebanese wine” on the Texan market, and (3) opening a new market and creating a sustainable revenue stream for the selected 15 wineries and consequently, provide them with the foreign currency to sustain and develop their operations.

This project will ease the access for Lebanese winemakers to sustainably penetrate the Texan mainstream market with products prepared for export, and commercially linked with all the wine trade value chain players. This will ultimately lead to the increase of sales and a more prominent presence in the market.

### 1.2 Issuing Office

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.

### 1.3 Type of Award Anticipated

DAI anticipates awarding a Firm Fixed Price Purchase Order. This award type is subject to change during the course of negotiations.

A Firm Fixed Price Purchase Order is: An award for a total firm fixed price, 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

“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 September 28, 2022, at 4:00 PM Beirut time, to be submitted in PDF file to [SubmissionsTIF@TIFProject.com](mailto:SubmissionsTIF@TIFProject.com).**

The RFP number and title of the activity shall be stated in the subject line of the email. Offerors must submit the cost and technical proposals in a single email with 2 different folders/PDF files (one technical proposal: VOLUME I and another financial proposal: VOLUME II).

**Offerors who fail to submit two separate PDF files (one for technical and another one for financial records) will be disqualified.**

Late offers will be rejected except under extraordinary circumstances at DAI's discretion.

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 nonresponsive or incomplete proposal.

## **2.2 Proposal Cover Letter**

A cover letter shall be included in the financial proposal 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 TIF 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 in a separate PDF file from cost/price proposals and 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, methodology, and solutions that demonstrates the achievement of timely and acceptable performance of the work.
2. Management Approach and Personnel Qualifications:
  - Delivery/Implementation Plan & Timeline presented
  - Description of the Offeror's project management 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.
  - Identify the project staffing plan and structure, essential staffing.
  - Provide a list of key personnel with technical and management roles/responsibilities in response to the scope of work (CVs to be submitted in supporting documentation)

3. Corporate Capabilities and Past Performance:
  - Describe Offeror's relevant experience
  - Include a list of recent projects/awards (during the past five years) with at least three (3) projects of similar scope.

### 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 more important than cost price factors.

Evaluation Criteria	Maximum Points
<b>Technical Approach</b>	<b>20</b>
Quality and Comprehensiveness of the proposal	10
Methodology and Solution presented (how the Offeror plans to complete the work and describe an approach, methodology, and solutions that demonstrates the achievement of timely and acceptable performance of the work)	10
<b>Management Approach or Personnel Qualifications</b>	<b>20</b>
Delivery/Implementation Plan & timeline	10
The Offeror shall describe the proposed technical staff who will be assigned to the project by providing CVs of the team members. The proposal should describe how the proposed team members have the necessary experience and capabilities to carry out the Technical Approach	10
<b>Corporate Capabilities or Past Performance</b>	<b>60</b>
Providing similar services for more than 5 years.	20
At least 3 similar references in the past 5 years including the client's name, reference person and contact details, at least two (2) references related to the wine sector.	20
Samples of previous work.	20
<b>Total Points</b>	<b>100</b>

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

### 4.1 Cost/Price Proposals

Cost/Price proposals shall be submitted in a separate folder from technical proposals and shall be clearly labeled as "VOLUME II: COST/PRICE PROPOSAL".

Provided in Attachment C is a template for the Price Schedule, for firm-fixed price awards. Offerors shall complete the template including as much detailed information as possible.

It is important to note that Value Added Tax (VAT) shall be included on a separate line as 0 value. **TIF is VAT exempt.** 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.

**Under no circumstances may cost information be included in the technical proposal. No cost information or any prices, whether for deliverables or line items, may be included in the technical proposal. Cost information must only be shown in the cost proposal.**

## **5. Basis of Award**

### **5.1 Trade Off Method**

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. Technical and cost factors will trade off to determine the best value.

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 and legal registration papers to operate in the US
2. 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.
3. Ability to comply with required or proposed delivery or performance schedules.
4. Have a satisfactory past performance record.
5. Have a satisfactory record of integrity and business ethics.
6. Have the necessary organization, experience, accounting and operational controls and technical skills.
7. Electronic payment Authorization form (Attachment G)

## **6. Anticipated post-award Deliverables**

Upon award of a purchase order, the deliverables and deadlines detailed in below table will be submitted to DAI. The Offeror should detail proposed costs per deliverable in the Price Schedule (Attachment C). All of the deliverables must be submitted to and approved by DAI before payment will be processed.

No.	Description	Due Date
1	Create a detailed social media strategy to include tone of voice, visual approach, and content pillars.	Starting on or about October 1 <sup>st</sup> , 2022, until December 28, 2022.
2	Social media ads and Google ads strategy and execution (the budget is \$750 for boosting)	
3	Set Key Performance Indicators (KPI) in coordination with the client for social media channels growth and advertisements.	
4	Create monthly content calendars to include content and visuals, such as GIF or static visuals.	
5	Community management via post content and respond to inbound messages.	
6	A total of 70 posts.	
7	Up to three creative campaigns, for example a Christmas campaign.	
8	Provide live coverage of events.	
9	Provide monthly reporting based on set metrics.	
10	Coordinate with the client to adjust strategy as needed.	

The duration/timeline for each activity in the “proposed” process is indicative. The service provider is expected to review and suggest a timeline in line with its own approach and implementation methodology.

## 7. Inspection & Acceptance

The designated **DAI Senior Business Development Specialist in coordination with the client** 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/services 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.



## 8. Compliance with Terms and Conditions

### 8.1 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 E.

### 8.2 Prohibited Technology

Bidders MUST NOT provide any goods and/or services that utilize telecommunications and video surveillance products from the following companies: Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company, or any subsidiary or affiliate thereof, in compliance with FAR 52.204-25.

## 9. Anti-Corruption and Anti-Bribery Policy and Reporting Responsibilities

DAI conducts business under the strictest ethical standards to assure fairness in competition, reasonable prices and successful performance or delivery of quality goods and equipment. **DAI does not tolerate the following acts of corruption:**

- Any requests for a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by a DAI employee, Government official, or their representatives, to influence an award or approval decision.
- Any offer of a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by an offeror or subcontractor to influence an award or approval decision.
- Any fraud, such as mis-stating or withholding information to benefit the offeror or subcontractor.
- Any collusion or conflicts of interest in which a DAI employee, consultant, or representative has a business or personal relationship with a principal or owner of the offeror or subcontractor that may appear to unfairly favor the offeror or subcontractor. Subcontractors must also avoid collusion or conflicts of interest in their procurements from vendors. Any such relationship must be disclosed immediately to DAI management for review and appropriate action, including possible exclusion from award.

These acts of corruption are not tolerated and may result in serious consequences, including termination of the award and possible suspension and debarment by the U.S. Government, excluding the offeror or subcontractor from participating in future U.S. Government business.

Any attempted or actual corruption should be reported immediately by either the offeror, subcontractor, or DAI staff to:

- Toll-free Ethics and Compliance Anonymous Hotline at (U.S.) +1-503-597-4328
- Hotline website – [www.DAI.ethicspoint.com](http://www.DAI.ethicspoint.com), or
- Email to [Ethics@DAI.com](mailto:Ethics@DAI.com)
- USAID's Office of the Inspector General Hotline at [hotline@usaid.gov](mailto:hotline@usaid.gov).

By signing this proposal, the offeror confirms adherence to this standard and ensures that no attempts shall be made to influence DAI or Government staff through bribes, gratuities, facilitation payments, kickbacks, or fraud. The offeror also acknowledges that violation of this policy may result in termination, repayment of funds disallowed by the corrupt actions and possible suspension and debarment by the U.S. Government.

## **10. Attachments**

### **10.1 Attachment A: Scope of Work for Services or Technical Specifications**

#### **Background:**

Through TIF's assistance, DAI partner aims to support a cluster of 15 local Lebanese wineries to sustainably penetrate the Texan market by (1) increasing their competitiveness by providing legal permits and guidance to enter the Texan market, (2) marketing and promoting the "Lebanese wine" on the Texan market, and (3) opening a new market and creating a sustainable revenue stream for the selected 15 wineries and consequently, provide them with the foreign currency to sustain and develop their operations. This project will ease the access for Lebanese winemakers to sustainably penetrate the Texan mainstream market with products prepared for export, and commercially linked with all the wine trade value chain players. This will ultimately lead to the increase of sales and a more prominent presence in the market.

#### **Objective**

TIF seeks to achieve the following objectives:

- Introduce Lebanese wines to the western world with a Geo-target beta test in Texas - starting first in Houston, one of the most diverse cities in the United States, a food capital of America and a large consumer of wine and imports as the first entry point.
- Promote Lebanon as a beautiful culture immersed in love for life with wine.
- Raise brand awareness for the 15 wineries in the program.
- Generate interest from prospective wine buyers-retailers, wholesalers, restaurants.
- Use social media to deliver relevant news about upcoming tasting/product events.
- Help educate all target audience about the history of winemaking in Lebanon.

Maden Lebanon's social media is focused on two channels: Facebook and Instagram. Currently, the number of followers is still limited as little has been done with social media other than setting up the channels and posting content related to an initial wine evaluation and the first trade tasting event in June 2022.

#### **Deliverables:**

- Create a detailed social media strategy to include tone of voice, visual approach, and content pillars.
- Social media ads and Google ads strategy and execution.
- Set Key Performance Indicators (KPI) in coordination with the client for social media channels growth and advertisements.
- Create monthly content calendars to include content and visuals, such as GIF or static visuals.
- Community management via post content and respond to inbound messages.
- A total of 70 posts.
- Up to three creative campaigns, for example a Christmas campaign.
- Provide live coverage of events.

- Provide monthly reporting based on set metrics.
- Coordinate with the client to adjust strategy as needed.

**Duration:** Starting on or about October 1<sup>st</sup>, 2022, until December 28, 2022.

**Service provider qualifications:**

- Bidders must have expertise in brand building; be creative and enthusiastic about helping a small business and have been in business for at least five (5) years.
- Bidders must have experience in managing food and beverage or similar wine/spirits business.
- Bidders must provide references and outline relevant work/project experience in social media marketing.
- Bidders must provide a list of all personnel who will be working on the project and include their CVs.
- This is a fast-track project, bidders must be willing and able to jump on board immediately.

**Copy Rights:**

The Bidder agrees to and does hereby irrevocably waive all moral rights with respect to the work developed and/or produced hereunder, including any and all rights of identification of authorship. Copyright of which shall be owned solely, completely, and exclusively by TIF.

**Branding and visibility:**

Subcontractor to ensure the visibility of USAID in all media events related to the project.

Subcontractor to ensure mentioning the role of USAID in all public communications materials shared with the media, and on social media pages to show that the activity was a result on U.S. government support.

Subcontractor to ensure USAID visibility on all project-related publications and platforms (brochures, social media accounts, flyers, roll-up banners, videos, etc).

All branding and visibility activities and materials to follow USAID and TIF guidelines. USAID visibility guidelines will be provided to the winning bidder.

## 10.2 Attachment B: Proposal Cover Letter

[On Firm's Letterhead]

<Insert date>

TO: Click here to enter text.

DAI.

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 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:

### 10.3 Attachment C: Price Schedule

In addition to the below, please add the cost/ budget breakdown

Item Number	Item Name	Unit of Measure	Quantity	Unit Price	Total Price
1	Detailed social media strategy	Lump sum	1		
2	Posts (includes caption and visual)	Per post	70		
3	Campaigns	Per campaign	3		
4	Monthly reporting based on set metrics	Per month	3		
5	Social media ads and Google ads strategy and execution.	Monthly or Markup			
6	Other				
GRAND TOTAL IN <a href="#">Click here to enter text.</a>					
GRAND TOTAL IN UNITED STATES DOLLARS					\$

Currency: Financial Proposals shall be denominated in US Dollars exclusive of customs, stamps, and any other duties. TIF will make payments to subcontractors through wire transfers in fresh USD.

**Delivery Period:** [Click here to enter text.](#)

#### 10.4 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									

## 10.5 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](http://www.SAM.gov)) or the United Nations Security Designation List (online at: [http://www.un.org/sc/committees/1267/aq\\_sanctions\\_list.shtml](http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml)). This provision must be included in all subcontracts/sub awards issued under this Contract.
4. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.
5. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.
6. Organizational Conflict of Interest – The Bidder certifies that will comply FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide DAI with a disclosure statement describing this information.
7. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
8. Equal Opportunity – The Bidder certifies that it does not discriminate against any employee or applicant for employment because of age, sex, religion, handicap, race, creed, color or national origin.
9. Labor Laws – The Bidder certifies that it is in compliance with all labor laws.
10. Federal Acquisition Regulation (FAR) – The Bidder certifies that it is familiar with the Federal Acquisition Regulation (FAR) and is in not in violation of any certifications required in the applicable clauses of the FAR, including but not limited to certifications regarding lobbying, kickbacks, equal employment opportunity, affirmation action, and payments to influence Federal transactions.
11. Employee Compliance – The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of an DAI Purchase Order to comply with the provisions of the resulting Purchase Order and with all Federal, State, and local laws and regulations in connection with the work associated therein.

By submitting a proposal, offerors agree to fully comply with the terms and conditions above and all applicable U.S. federal government clauses included herein, and will be asked to sign these Representations and Certifications upon award.

## 10.6 Attachment F: Proposal Checklist

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

Have you?

☐ Submitted your technical and financial proposals to DAI in in two separate PDF files by email as specified in General Instructions above?

Does your proposal include the following?

- **Technical Proposal**

☐ Signed Representations and Certifications of Compliance (*use template in Attachment E*)

☐ Separate Technical and Cost proposals individually labeled as Volume I and Volume II respectfully.

☐ Response to each of the evaluation criteria

☐ Documents used to determine Responsibility

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

☐ Copy of Company Registration Certificate

☐ Electronic payment authorization form (*use template in Attachment G*)

- **Financial Proposal**

☐ Signed Cover Letter (*use template in Attachment B*)

☐ Price Schedule (*use template in Attachment C*)



## 10.7 Attachment G: Electronic payment authorization form for international payments

Account Information	
<b>Note:</b> The vendor name, as executed on each invoice and issued Purchase Order, if applicable, must match the account name stated below to which payment is to be issued.	
Beneficiary Name: (Print name exactly as it appears on account)	Type: : <input type="checkbox"/> Organization <input type="checkbox"/> Project Employee  <input type="checkbox"/> Individual (Non-employee)
Authorization Type: <input type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Cancel	
Account Type ( <b>Check only one</b> ): <input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Mobile Money	
Beneficiary Financial Institution Information	
Name of Beneficiary's Financial Institution: _____	Financial Institution Address (including country): _____
Account Number (if Mobile Money, enter mobile number)	SWIFT Number, if applicable:
IBAN (International Bank Account Number), if applicable:	Routing Number, if applicable:
Correspondent/Intermediary Bank Information (To be completed for International payments only. This information can be obtained by contacting the beneficiary institution.)	
Name of Financial Institution: _____	Financial Institution Address (including country): _____ _____
Account Number (optional):	SWIFT Number:
Authorization Agreement	
<p>I, (print name), hereby authorize Lebanon Trade and Investment Facilitation (TIF) Project to initiate credit/payment entries to the account and the financial institution listed above. I verify that the information provided above is correct and that I am an authorized account holder of the account listed above. I understand that Lebanon Trade and Investment Facilitation (TIF) Project is not liable for errors occurring as a result of providing wrong or inaccurate information on this form. I approve bearing all wire fees or related intermediary bank charges, and understand that, as a result of such charges, the final amount deposited in the bank account listed above, might be less than the correspondent invoice amount. This authorization is to remain in full force and effect until Lebanon Trade and Investment Facilitation (TIF) Project has received written notification from me of its termination in such time and in such manner as to afford Lebanon Trade and Investment Facilitation (TIF) Project a reasonable opportunity to act on it or I complete and sign a new Electronic Payment Authorization Form.</p>	
_____ Signature	_____ Date