



Iraq Governance and Performance Accountability Project (IGPA)

Request For Proposals (RFP)

No. RFP-DAI-IGPA-BAG-20-020

Anbar and Ninawa Water Treatment Plants Rehabilitation Assessment

Issue Date: August 18, 2020

WARNING: Prospective Offerors who have received this document from a source other than the (Iraq Governance and Performance Accountability Project (IGPA), Baghdad-Iraq), should immediately contact (ProcurementIGPA@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 in the same announcing website, where offerors are encouraged to check the website periodically.

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Synopsis of the RFP

RFP No.	RFP-DAI-IGPA-BAG-20-020
Issue Date	August 18, 2020
Title	Anbar and Ninawa Water Treatment Plants Rehabilitation Assessment
Issuing Office & E-mail Address for Submission of Proposals	DAI - Iraq Governance and Performance Accountability Project, Baghdad Office Al Rasheed Tulip Hotel - Baghdad, Iraq <i>(only electronic copy of the proposals will be accepted)</i> IGPAProcurementINBOX@dai.com
Deadline for Receipt of Questions	August 25, 2020, 12:00 PM Baghdad Time zone <i>E-mail subject line must contain solicitation number and title:</i> " RFP-DAI-IGPA-BAG-20-020 Anbar and Ninawa Water Treatment Plants Rehabilitation Assessment". All questions received will be compiled and answered in writing and distributed to all interested Offerors.
Deadline for Receipt of Proposals	September 06, 2020, 12:00 PM Baghdad Time zone <i>E-mail subject line must contain solicitation number and title:</i> " RFP-DAI-IGPA-BAG-20-020 Anbar & Ninawa Water Treatment plants rehabilitation Assessment".
Point of Contact	Please send your questions <i>only</i> to ProcurementIGPA@dai.com
Anticipated Award Type	DAI anticipates issuing a subcontract agreement 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.



RFP-DAI-IGPA-BAG-20-020 Anbar & Ninawa Water Treatment plants rehabilitation Assessment

1. Introduction and Purpose

1.1 Purpose

DAI, the implementer of the USAID-funded Iraq Governance and Performance Accountability (IGPA), invites qualified offerors to submit proposals to provide assessment for Anbar and Ninawa water treatment plants rehabilitation in support of the program implementation.

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 Subcontract**. This is only the anticipated type of award and may be changed as a result of negotiations.

A Firm Fixed Price Subcontract is: An award for a total firm fixed price, for values more 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

“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 06, 2020, at 12:00 Baghdad Time**. An electronic copy of the Technical Proposal and an electronic copy of the Cost/Business proposal to be submitted to (IGPAProcurementINBOX@dai.com) (this is a strict access controlled e-mail account set up ONLY to receive solicitation responses), RFP number and title of the activity must be stated in the subject line of the e-mail.

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 non-responsive or incomplete proposal.

Offerors are required to review all instructions and specifications included in this RFP thoroughly.

Failure to agree and comply with the specifications of this RFP will result in offerors being considered unresponsive, and the proposal may be rejected.

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 calendar days for the prices provided.
- Acknowledge the solicitation amendments received, if any.

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 e-mail to ProcurementIGPA@dai.com by no later than date/time specified 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 provided in a separate document from price proposals and shall be clearly labeled as "**VOLUME I: TECHNICAL PROPOSAL**".

Technical proposals shall include the following contents

1. **Technical Approach** (*problem statement and evidence of local knowledge & methodology*) – description of the proposed services which meet or exceed the stated technical specifications of 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 Four (4) recent awards of similar scope and duration. The information shall be supplied as a table, and it 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 requires the services described in Attachment A.

3.2 Technical Evaluation Criteria

Each proposal will be evaluated and scored against the evaluation criteria 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.** The award will be made to an Offeror

whose offer presents the best value and is the optimal combination of technical merits and reasonable cost.

Proposals will be evaluated and scored on technical aspects first. Only the cost proposals of those offers that surpass the minimum qualifying score of **70 points** in the technical evaluation will advance to cost evaluation. Proposals not reaching this qualifying score in the technical evaluation will be considered non-competitive and will not be evaluated.

Technical Competence – presented in the Technical Proposal **(100 points in total)**

Technical Approach **(45 points)**

Management Approach **(30 points)**

Past performance **(25 points)**

Offerors shall provide a clear, specific, and concise technical proposal that covers both the conceptual and practical approaches and address the following, in the order specified below:

Item	Requirement	Points Available
TECHNICAL APPROACH		
1) Problem statement and evidence of local knowledge	<p>Giving specific examples from the municipalities/provinces discussed in the Scope of Work, please describe the problem your organizational expertise will address through this project.</p> <p>A problem statement with a demonstrated understanding of the problem and the ability to relate them to Program objectives and goals will receive a higher score than a problem statement that does not include this information</p>	10 points
2) Methodology & Implementation Plan	<p>Considering the Statement of Work, please describe in detail the following:</p> <p>Addressing each objective/task included in the scope of work, explain the steps in chronological order, that you will take to implement the work. Make sure to describe any innovative approaches or technology you plan to use, and <u>the anticipated implementation plan</u></p> <p>Methodologies that indicate a greater practical understanding of implementing the work and more innovative yet realistic ways of carrying out the work will be scored more favourably than those that do not consider these factors</p>	20 points
3) Coordination Plan	<p>Considering the Statement of Work, describe clearly the practical steps you will take to ensure the involvement of Beneficiaries, Local organizations, Government Entities, and/or other stakeholders in this project.</p> <p>Coordination plans that are more realistic and that achieve the project</p>	15 points

	impact, local ownership, and sustainability, and the image of the government officials' initiative will be evaluated more favorably than those plans that do not consider these factors	
MANAGEMENT APPROACH		
4) Organizational Management	<p>Please provide and describe:</p> <ul style="list-style-type: none"> a) An organizational structure of the company b) An organizational chart that outlines the proposed staff assigned explicitly to this activity. The Offeror should describe how the proposed team members have the necessary experience and capabilities to carry out the proposed scope of work <p>Org. management approach that indicates a greater practical understanding of implementing the work and provided a greater explanation of how each staff member will be engaged in carrying out the scope of work will be scored more favorably than those that do not consider these factors</p>	15 points
5) Staffing	<p>Please provide the following, in order:</p> <ul style="list-style-type: none"> a) A staffing plan for this activity that includes the following information for each proposed staff member: <ul style="list-style-type: none"> -Name and Proposed position on the team: -Summary of relevant expertise and experience a) CVs for each proposed staff member, excluding surveyors and field laborers. CVs should be no longer than one page in length. <p>Staffing plans that propose staff with qualifications and experience related to the tasks stated in this RFP will be evaluated more favourably than staffing plans that do not consider these factors.</p>	15 points
PAST PERFORMANCE		
6) Past performance	<p>Offerors must have at least 5 years of relevant technical experience; Document and summarize your proven track record of successfully implementing the same or similar activities. Using the table format provided, please list only the projects you have implemented within the past 3 years, a brief description of how each is relevant to this RFP, and the contact details for each previous client or donor. The Offeror may also include recommendation/appreciation letters and certificates as attachments.</p> <p>Offerors with past performance with similar projects, in the same geographic area and/or of similar scale to the activity described in this RFP, will be given higher scores than offerors that do not meet these criteria. If an Offeror has current/past performance working with DAI, they cannot be positively evaluated on this experience unless it is provided in the Offeror's proposal.</p>	25 points
Total		100 points

4. Instructions for the Preparation Price Proposals

Price proposals shall be in a separate document from technical proposals and shall be clearly labeled as **"VOLUME II: COST, PRICE PROPOSAL."**

Provided in Attachment C is a template for the Detailed Budget and price Schedule for firm-fixed-price awards. Offerors shall complete the template, including as much detailed information as possible and submit in *PDF and Excel* formats.

It is important to note that the Value Added Tax (VAT) should not be included in the budget. The Subcontractor is responsible for all applicable taxes and fees, as prescribed under the applicable laws for income, compensation, permits, licenses, and other taxes and fees due as required.

5. Basis of Award

5.1 Best Value Determination

DAI will review all proposals and make an award based on the technical and cost evaluation criteria stated above and select the Offeror whose proposal provides the best value to DAI. DAI may also exclude an offer from consideration if it determines that an Offeror is "not responsible", i.e., that it does not have the management and financial capabilities required to perform the work required.

Evaluation points will not be awarded for cost. The 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 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. Business Registration: Please provide a copy of official Iraqi business registration and required license(s) to operate in Iraq (e.g., organization registration in Iraq, or/and the organization proxy registration in Iraq), the organization also must be eligible to perform work under applicable laws and regulations of Iraq.
2. Evidence of a DUNS number (explained below in section 8.3).
3. The source, origin, and nationality of the products or services are not from a Prohibited Country (explained below in section 8.2).
4. Offerors must have 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 (e.g. Bank Statement, ... etc.).
5. Ability to comply with required or proposed delivery or performance schedules (e.g. detailed price schedule, ... etc.)
6. Have a satisfactory past performance record (e.g. appreciation letters or previous performance evidence, ... etc.).
7. Have the necessary organization, experience, accounting, and operational controls and technical skills (e.g. organizational structure, ... etc.).

8. Insurance and Risk Allocation (as defined in **Attachment I**)

6. Anticipated post-award Deliverables

Upon award of a subcontract, the payment will be made upon receipt of a properly executed tranche payment request, complete with a milestone report and applicable documentation for each deliverable as listed below. The Offeror should detail the proposed costs per deliverable in the Price Schedule. Payment shall be made only in accordance with approved milestones/deliverables and payment schedule, upon Technical Monitor approval of required documentation.

Milestone No.	Task	Milestone's Description and Required Documentation	Payment Amount (%)	Anticipated Completion Dates
1	Task1: Participate in kick-off meeting with IGPA/Takamul. <i>(end of week1)</i>	The vendor shall submit: <ul style="list-style-type: none"> Project implementation plan/timeline (English), An implementation plan for each province of Anbar and Ninewa which consists of the following components: <ul style="list-style-type: none"> 1) a description of the project lifecycle, including the phases and detailed deliverables under each phase and 2) the tasks under each phase, with a timeline for estimating each of these tasks. (English) <ul style="list-style-type: none"> (Word document) weekly progress reports Final report outlines 	15% of the total contract amount	1 Weeks from Contract Start Date
22	Task2: Conduct a technical assessment of 10 WTPs selected in coordination with Anbar Water Directorate. <i>(end of week8)</i>	<ul style="list-style-type: none"> An official letter from Anbar and Ninewa Water Directorates of selection ten treatment plants in each province (Letter) Detailed assessment reports (word documents), which include for each plant: <ul style="list-style-type: none"> A detailed description of the different components of the plant Operating hours as base line The rehabilitation requirements for the plant Pictures describing the current situation of these plants 	35% of the total contract amount	8 Weeks from Contract Start Date

		<ul style="list-style-type: none"> - A Bill of Quantity of the work - The rehabilitation plans • 7 weekly progress reports <p>At the end of week 8 (technical team reserves the right to ask for these reports to be submitted every week)</p>		
3	Task 3: Prepare O&M Standard Operating Procedures Based on the observations <i>(end of week 12)</i>	<ul style="list-style-type: none"> • Detailed SOPs for each plant (Printed and electronic copies) • Simple guidelines for operate the water treatment plant (Printed Document) • Approval letters from Anbar and Ninewa Water Directorates. • 4 weekly progress reports • At the end of week 12 (technical team reserves the right to ask for these reports to be submitted every week) 	25% of the total contract amount	12 Weeks from Contract Start Date
4	Task 4: Build staff capacity to implement the new SOPs for the O&M of water treatment facilities <i>(end of week 16)</i>	<ul style="list-style-type: none"> • Full training sessions report with pictures and attendance sheets. • Final Report • 4 weekly progress reports • At the end of week 16 (technical team reserves the right to ask for these reports to be submitted every week) 	25% of the total contract amount	16 Weeks from Contract Start Date

7. 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.



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 G.

8.2 Source and Nationality

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

Geographic Code 935: Goods and services from any area or Country including the cooperating Country, but excluding Prohibited Countries

DAI must verify the source and nationality 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. OFAC sanctioned countries may be searched within the System for Award Management (SAM) at www.SAM.gov. The current list of countries under comprehensive sanctions includes Cuba, Iran, North Korea, Sudan, and Syria. Goods may not transit through or be assembled in comprehensive sanctioned origin or nationality 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.

8.3 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



9. 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 e-mail 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 offer, 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.

10. Attachments

10.1 Attachment A: Scope of Work for Services and Technical Specifications

A. BACKGROUND AND JUSTIFICATION

The purpose of the USAID-funded Iraq Governance and Performance Accountability (IGPA/Takamul) project is to advance effective, accountable, and transparent governance in Iraq. This USAID effort, implemented by DAI, is working with the Government of Iraq (GOI) at all levels to better respond to citizen needs by supporting reform initiatives and Iraqi change agents on inclusive governance and public sector transparency, accountability, and economy. Reform initiatives include support to improve service delivery functions, public financial management, and open government initiatives. IGPA/Takamul supports the GOI and the citizens of Iraq in forming partnerships and collaborative efforts to solve problems jointly.

IGPA/Takamul has four (4) objectives:

1. Enhance GOI service delivery capacity
2. Improve public financial management (PFM)
3. Strengthen monitoring and oversight of service delivery and public expenditure
4. Support Iraqi change agents (cross-cutting objective)

As part of Objective 1 above, IGPA/Takamul plans to build the capacity of five (5) compact water treatment plants (WTPs) and five (5) conventional WTPs in each provinces Anbar and Ninewa Provinces identified by the provincial water directorates to improve their operational performance and efficiency. This activity is part of the USAID-Funded IGPA/Takamul Project Assistance Package (AP) to the General Directorate of Water to improve water service delivery.

When operation of WTPs in Anbar and Ninewa transferred from various international companies to the General Directorate of Water in _1980ths and 1980th, very little was done to ensure the transfer of knowledge and general sustainability for WTP operation, maintenance, and planning. For example, WTP standard operating procedures (SOPs) for routine preventative maintenance were not translated from English to Arabic or adopted to reflect the relatively low literacy rate of WTP operators (approximately 60%). Similarly, the Water Directorate lacks the capacity to appropriately plan for the immediate, short- and long-term repair and replacement of capital equipment.

B. OBJECTIVE

The objective of this activity is to increase water supply hours and reduce maintenance costs of water treatment facilities. The following are more specific objectives aligned with this overall objective:

Objective 1: Determine the existing base line condition of the selected WTPs (e.g., water supply hours, existing water supply (production) volumes, electrical power down time issues, and operation and maintenance costs).

Objective 2: Conduct a detailed technical assessment for five (5) compact WTPs and five (5) conventional WTPs in each of Anbar and Ninewa provinces to identify the rehabilitation requirements and produce a bill of quantities (BOQ) with the required materials, labor, and all associated costs to

rehabilitate each WTP. An estimated timeline for each rehabilitation project shall also be provided. This plan should include the estimate procurement time anticipated to obtain any of the materials or equipment need for the rehabilitation works.

Objective 3: Prepare the standard of procedures (SOPs) for the operation and maintenance of the selected 10 WTPs in each of Anbar and Ninewa Provinces. The O & M SOPs for the existing plants shall be reviewed, updated and improved for each selected plant. The contractor/vendor shall provide 4 sets of hard copies and six soft copies (electronic) of the updated O & M SOP for each water treatment plant.

Objective 4: Build the capacity of the WTPs operators on the operation and maintenance (O&M) processes of these existing plants using the improved/upgraded SOPs.

Objective 5: Train a group of select operators to become trainers on the WTPs O&M processes specifically for each plant.

C. ACTIVITY SUMMARY/DESCRIPTION

1. While closely working with the Anbar and Ninewa Water Directorates management teams, evaluate, prioritize, the selected ten water treatment plants in each province for having the technical assessment performed.
2. Conduct a technical assessment of the ten selected water treatment plants (five (5) compact WTPs and five (5) conventional WTPs) in each province including the electrical, mechanical, chemical, and structural components of each plant. Assessment should include recommendations regarding the feasibility of rehabilitating each plant, the BOQ (Bill of quantity), associated cost of rehabilitation, and a timeline required to perform the rehabilitation (including all required procurement procedures). As this is a rehabilitation assessment project, the intent is to restore the practical extent possible, the production of the plants to their originally designed production rates. If water flow meters were neglected to be installed during the original plant construction, new flow meter installations shall be installed by the water treatment plant so that the plant performance can be properly monitored.
- 3- Update and improve the existing SOPs if any for the operation and maintenance of the existing plants and develop simple illustrated printed guides and directions for use by the WTP operators.
- 4- Train 3 operators from each plant (no less than 60 trainees in total) on the revised best practice SOPs and 1 operator from each plant (twenty trainees total) on how to conduct future trainings (TOT).

D. TASKS/DETAILED REQUIREMENTS

Under this Scope of Work, the vendor shall perform the following tasks:

Task 1: Participate in kick-off meeting with IGPA/Takamul:

May be in-person at the IGPA/Takamul office in Baghdad or remotely.

The vendor will submit an implementation plan within one week of signing the contract (10 pages maximum). The implementation plan must consist of the following components and be accompanied by a kick-off meeting/call with IGPA staff:

- A description of the project lifecycle, including the phases and detailed deliverables under each phase, and how the project implementation will not affect the operating hours.
- The tasks under each phase, with a timeline for estimating each of these tasks
- The allocated resources for each task, including the key person in charge
- A communication protocol that describes how communication will be managed during the project in order to ensure the exchange of the needed information at the right time, content and to the right persons(s)
- A risk management plan that identifies the key risks in the project and the proposed response plans to deal with them.
- The strategy to be followed in how the existing plant operators can attend the training sessions in a way to minimize the impact of the running of the existing WTP during the training period.

Weekly Reports: IGPA requires a weekly progress report on the implementation on every Tuesday at the close of business each week throughout the project period (Report should include clear information/ data/ details of works done with evidences/ photos and work plan for next week). The photos should be digitally provided (high resolution) and provide clear illustrations and examples of the work performed under this contract. All pictures should be labeled explaining the content of the photograph and date taken.

Task 2: Conduct a technical assessment of selected 20 WTPs in coordination with Anbar and Ninewa provincial Water Directorates.

The vendor in close coordination and communications and discussions with the Anbar and Ninewa Water Directorates management teams will assess and prepare rehabilitation plans, and evaluate, prioritize, the selected ten water treatment plants in each province (20 in total) for having the technical assessment performed.

The vendor will coordinate with the Anbar and Ninewa Water Directorates and visit the selected ten water plants in each province to conduct a detailed technical assessment including mechanical, electro-mechanical, electrical, chemical and civil components. The team will examine current operation and maintenance practices, as well as maintenance records and information, as available, such as pump run-time, water flows in case meters are available. During the visit, the vendor will also collect the following information (to the extent information is available):

- Technical documents such as the original as-built drawings of selected plants and any significant modifications that may have occurred after the initial construction of the plants, SOPs, operation and maintenance manuals and maintenance and repair records.
- The original design capacity of the production of the plant was when it was built (and any commissioning notes that may document what the plants actual production capacity was at the time the plant was opened and what its current production level is.
- Technical data such as pumps run-time. (hours per day).
- Individual and collection water production records.
- Maintenance and repair records.
- Chemical utilization records.
- Energy use/consumption record
- Safety and health plans
- Environmental protection plans

- Financial data records such as operating, maintenance, and repair costs.
- Any other available information.
- Any documents that must be removed from the plants or borrowed from the both Water Directorates will be signed for, copied and returned back to the plant or water directorates as fast as possible.

The vendor/subcontractor, in coordination with the both Anbar and Ninewa Water Directorates, shall conduct interviews with the selected water plant managers and operators to collect their comments and lessons learned from maintaining and operating the plants.

The report should include the following:

Based on the evaluation results, the vendor will prepare a detailed technical evaluation report that explains the current condition of the plant and describes the current rehabilitation/repair needs of the water treatment plant and current operating and maintenance procedures and how those procedures should be improved. The report should include but not be limited (including previously mentioned items) to the following:

- Data collection from the WTP site and operators,
- Operating log sheets maintenance, manuals, technical documents and plant plans and drawings including shop drawings
- Test records from performance monitoring of major equipment, and records and reports covering the current status of equipment and systems within the water treatment plant.
- Station rehabilitation requirements
- Maintenance and recommended operation and maintenance spare parts for the existing plant and those needed for the plant after the recommended renovations are made (in the future by the water directorate). A recommended monthly and annual consumption list of pre-treatment and treatment chemicals for the existing plant are calculated and provided.
- Labeled digital pictures documenting the current state of the equipment, systems and structural condition of the water treatment plants as well as photographs that illustrate deficiencies in the facility and equipment and in the current operation and maintenance practices.
- The rehabilitation plan, which includes a description of the work (tasks) to be performed, plans, specifications, costed BOM (Bill of material) and rehabilitation timeline/schedule. A recommended monthly and annual consumption list of pre-treatment and treatment chemicals for the plant after the renovations and upgrades are performed are to be provided.

It should be taken into consideration that the results of this task will be used by IGPA/Takamul team to prepare tender documents for the implementation of these rehabilitations in cooperation with the Water Directorate using the Standard Bidding Documents (SBDs). Therefore, the technical assessment developed for the water plants under this contract shall provide the complete technical information that will be needed for the technical component of the intended tender documents to be used by the both Anbar and Ninewa Water Directorates for obtaining the future renovations of the plants.

Task 3: Prepare O&M Standard Operating Procedures Based on the observations during the assessment of the plants and discussions with the plant operators, the vendor will translate the existing SOPs, and will improve and update the SOPs that provide practical and step by step instructions for how the operation and maintenance of the existing plants should be conducted.

These procedures will be in the form of simple reference documents and guidelines. These SOPs will be used during an on-the-job training to build operators capacities and improve O&M.

They will include but not limited to the following elements:

- A description of the plant and its key components
- A detailed description of the procedures used to operate and maintain each of these components, and how to plan for the maintenance operations. In addition to the procedures for water quality testing on a regular basis
- The documents/templates that should be used to support the implementation of the processes, with clear guidelines on how to use and fill them.
- Develop simple guidelines to operate the water treatment plant components to include but not limited to (intake pumping station, high lift pumping stations, valves, electrical soft starters, filtration and alum units, clarifiers, laboratory, high voltage and low voltage power supplies, transformers, switchgears, and also all electrical and mechanical control systems). If any of plants selected are reverse osmosis (RO) systems, then all of the necessary O & M procedures required for RO systems shall be included (including but not limited to pretreatment of raw water, descaling procedures, membrane maintenance and replacement). Guidelines should be in clear understandable soft and hard copies, and flow-charts in the way that can be easily implemented and followed by WTP operation and maintenance teams.
- An updated chemical/material utilization plan that identifies the monthly and yearly requirements for water treatment chemicals, including any pre-treatment chemicals. The quantities of materials and their cost estimate of the pretreatment and treatment shall also be provided in this technical assessment.

The SOPs should be supported with visual illustrations and photos as much as possible.

Task 4: Build staff capacity to implement the new SOPs for the O&M of water treatment facilities, 10 days /Training sessions for plant's operators and maintenance team in 20 WTPs. One day is considered 8 hours of training, including classroom and hands on instruction). Conducting in-class and on-site O&M trainings on the SOPs for approximately three (3) engineers for each province and technical O&M staff per plant (no less than 30 trainees in total) for each province. Training should cover all trainings' logistics and technical requirements including (300 Lunch meal and 300 coffee break/day, training hall renting, and transportation) for each province to be provided by the vendor. The vendor shall coordinate with each plant manager to split maintenance and operational staff to attend the trainings in separate groups in order not to minimize the effect running of WTP during the training period. The training should include but not limited to the following topics:

WTP-Training course topics	
1	Introduction to Water Pretreatment and Treatment Operations
2	Standard operation and maintenance procedures
3	Chemical analysis and sampling procedures
4	Clarification, filtration and adsorption processes

5	Chemical feed pumps
6	Meter and Valve installation and maintenance
7	Pumping principles and maintenance
8	Filter maintenance
9	Line flushing and sterilization processes
10	Meter/gauge reading
11	Data collection and recording
12	Pipeline repairs and replacement
13	Preventive maintenance schedule and PM checklists
14	Utility health and safety program
15	Electrical/Instrumentation Maintenance
16	Motor control panels maintenance guidelines
17	Drinking water treatment maintenance and troubleshooting skills
18	Typical plant maintenance (template)
19	Pretreatment of raw water for Reverse Osmosis systems principles (if one or both mega systems include a RO treatment system)
20	Reverse Osmosis systems operations and maintenance principles including RO membrane maintenance and replacement procedures (if one or both mega systems include a RO treatment system)

The training will be delivered to staff designated by the Anbar and Ninewa water directorate and will take place both on-site and in class sessions, in the designated water treatment plants, to make sure that the training can be implemented practically, and address issues operators face in their day-to-day work. Furthermore, prepare hand-outs for skilled operators with simple instructions for their day-to-day use.

Moreover, the vendor will select ten (10) of the trainees from each province group of trained operators (total 20 operators) to become trainers in each province of Anbar and Ninewa who can transfer knowledge about the O&M of the WTPs in the future. The selection of these trainers will be done in coordination with Anbar and Ninewa Water Directorate.

The vendor will design and conduct a 10-day TOT program (classroom and on-site) for the selected 20 operators. The TOT program should include but not limited the following topics:

WTP – TOT Training course topics	
1	Water source and characteristics; including source water pollutant issues that could disrupt the water treatment system
2	Water Treatment Plant Operation Overview
3	Operation of the water distribution system

4	Conduct routine sampling and monitoring; , water testing procedures (before (feedwater) and after treatment)
5	Chemical, fuel inventory control and management; electrical supply management
6	Corrosion prevention and control
7	Disinfection treatment processes
8	Water quality laboratory requirements
9	Basic chemical concepts that are applicable to evaluating and regulating water quality
10	Mechanical & electrical maintenance check list for (pumps, valves, flow meters, pipes, filters, electrical meters, electrical and mechanical controls, and heat-exchangers).
11	Maintaining a safe work environment; including use of PPE, hazardous material handling and storage; first aid; and accident and incident reporting.
12	Introduction to backflow prevention and related preventative maintenance
13	Conducting routine typical plant maintenance
14	Reverse Osmosis (RO) system operation and maintenance procedures, including raw water pretreatment, RO maintenance and replacement, and effluent discharge considerations (if a RO system is one or both of the mega systems selected)

Final Report: Vendor will submit a final report to IGPA/Takamul in English describing approach and results of activity implementation, challenges of implementation, number of the current beneficiaries served (disaggregated by demographics including male/female, age, etc.) and recommendations to ensure sustainable water directorate adoption of the deliverables (e.g., recommended rehabilitation and upgrades, training plans, and O & M, SOPs). The final report should also include an estimated of the increase in beneficiaries that the WTP would serve once the rehabilitations and improvements are completed.

E. ACTIVITY LOCATION

The work will be conducted on-site in the following ten selected WTPs in each of Anbar and Ninewa provinces as follows:

Anbar water directorate- projects				
#	Project name	Location	Production m ³ / hr	comments
1	Five kelo underground reservoir	Ramadi water center	300	
2	7 kelo water project	Ramadi water center	400	
3	New Ramadi project/Albofarraj	Ramadi water center	600	

4	Alramadi alkabeer water project	Ramadi water center	6000	
5	Kasir Al adala water project	Ramadi water center	600	
6	5 kelo compact units	Ramadi water center	400	
7	Albosha'aban water compact/2	Al jazira-Ramadi	200	
8	Albosoda water compact	Al sofiya	200	
9	Al boa'itha water compact/1	Al jazira-Ramadi	200	
10	Albo khalifa/Alboghanim water compact	Alsofiya	200	

Ninewa water directorate- projects				
#	Project name	Location	Production m ³ / hr	comments
1	Five kelo underground reservoir	Ramadi water center	300	
2	7 kelo water project	Ramadi water center	400	
3	New Ramadi project/Albofarraj	Ramadi water center	600	
4	Alramadi alkabeer water project	Ramadi water center	6000	
5	Kasir Al adala water project	Ramadi water center	600	
6	5 kelo compact units	Ramadi water center	400	
7	Albosha'aban water compact/2	Al jazira-Ramadi	200	
8	Albosoda water compact	Al sofiya	200	
9	Al boa'itha water compact/1	Al jazira-Ramadi	200	
10	Albo khalifa/Alboghanim water compact	Alsofiya	200	

F. DETAILED DELIVERY/PAYMENT SCHEDULE

The duration of the implementation of this SOW is 16 weeks from the date of signing the contract.

Requirements of this Statement of Work – as per deliverables included in the table below:

Milestone No.	Task	Milestone's Description and Required Documentation	Payment Amount (%)	Anticipated Completion Dates
1	Task1: Participate in kick-off meeting with IGPA/Takamul. <i>(end of week1)</i>	<p>The vendor shall submit:</p> <ul style="list-style-type: none"> Project implementation plan/timeline (English), An implementation plan for each province of Anbar and Ninewa which consists of the following components: <ul style="list-style-type: none"> 1) a description of the project lifecycle, including the phases and detailed deliverables under each phase and 2) the tasks under each phase, with a timeline for estimating each of these tasks. (English) <ul style="list-style-type: none"> (Word document) weekly progress reports Final report outlines 	15% of the total contract amount	1 Weeks from Contract Start Date
22	Task2: Conduct a technical assessment of 10 WTPs selected in coordination with Anbar Water Directorate. <i>(end of week8)</i>	<ul style="list-style-type: none"> An official letter from Anbar and Ninewa Water Directorates of selection ten treatment plants in each province (Letter) Detailed assessment reports (word documents), which include for each plant: <ul style="list-style-type: none"> A detailed description of the different components of the plant Operating hours as base line The rehabilitation requirements for the plant Pictures describing the current situation of these plants A Bill of Quantity of the work The rehabilitation plans 7 weekly progress reports <p>At the end of week 8 (technical team reserves the right to ask for these reports to be submitted every week)</p>	35% of the total contract amount	8 Weeks from Contract Start Date

3	Task 3: Prepare O&M Standard Operating Procedures Based on the observations <i>(end of week 12)</i>	<ul style="list-style-type: none"> Detailed SOPs for each plant (Printed and electronic copies) Simple guidelines for operate the water treatment plant (Printed Document) Approval letters from Anbar and Ninewa Water Directorates. 4 weekly progress reports At the end of week 12 (technical team reserves the right to ask for these reports to be submitted every week) 	25% of the total contract amount	12 Weeks from Contract Start Date
4	Task 4: Build staff capacity to implement the new SOPs for the O&M of water treatment facilities <i>(end of week 16)</i>	<ul style="list-style-type: none"> Full training sessions report with pictures and attendance sheets. Final Report 4 weekly progress reports At the end of week 16 (technical team reserves the right to ask for these reports to be submitted every week) 	25% of the total contract amount	16 Weeks from Contract Start Date

G. REFERENCES & OTHER INFORMATION

Qualifications: The vendor must have design engineering qualifications, who have an experience of similar works or work previously in water treatment plants, (licensed for this type of work and have appropriately registered / certified / licensed engineers in the staff, perhaps requiring additional key personnel).

The vendor must confirm and prove that work performed under the contract is in accordance with the International Federation of Consulting Engineers (FIDIC) standard specifications, as indicated in the FIDIC Red Book (link below). Vendor must also provide proof of liability insurance (whether self-insured or institutional) for gross errors or negligence in work.

FIDIC Book: <https://onlinelibrary.wiley.com/doi/pdf/10.1002/9780470697641.app1>

H. MONITORING AND EVALUATION

Documentation described in Section F: Detailed Delivery/Payment Schedule shall serve as deliverables and are not considered complete until written approval is provided by the IGPA/Takamul PFM Team

Lead. The following section also notes when key government stakeholder approval is also required. Approvals will not be considered valid unless they are in writing.

IGPA/Takamul will provide the following templates for the vendor's use when submitting deliverables: sign-in sheet, home letters, training evaluation form, and short report letterhead.

Reports, approvals, meeting notes, etc. may be submitted electronically. Sign-in sheets, home letters, pre- and post-training tests, and training evaluation forms must be submitted in both original hardcopy and electronically.

Monitoring, evaluation, and learning (MEL) require that the Vendor must ensure all relevant information detailed in this section is provided to IGPA no later than 10 working days prior to each event.:

c) For assessments: The vendor must coordinate with IGPA to provide the following documents:

1. Assessment questionnaire to be shared with MEL team three days in advance of the survey/assessment.
2. Filled assessment forms.
3. Following the event completion, the following attachments should be uploaded to TAMIS: sign-in sheets, questionnaire, photos, event/assessment report.

d) For Training Events:

MEL forms required: sign-in sheets, training evaluation forms.

Pre-post tests should be designed by the trainer and shared with MEL and E&I team three days in advance of the training event, pre-posttest 20 findings should be included in the event report. MEL team is responsible for designing the coding for technical team's pre/posttests while technical team is responsible for uploading on DAI Collect.

During the last day of the training, the trainer will distribute a "Home Letter" to each participant, collect the cards, and submit to MEL team.

Following the event completion, the following documents should be provided by the Vendor: sign-in sheets, training evaluation forms, training materials (including presentations and handouts), photos, event report, detailed budget and agenda.

e) For on-the-job trainings (OJT):

MEL forms required: sign in sheets, training evaluation forms.

Following the event completion, the following attachments should be uploaded to TAMIS: sign-in sheets, training evaluation forms, photos, event report, detailed budget, training materials, handouts and agenda.

I. TECHNICAL DIRECTION

The Regional Service Delivery Coordinator is responsible for day-to-day supervisory work and coordination (e.g., receives initial submission of all communications, weekly reports, deliverables, and approval requests including meeting and event dates, etc.). The IGPA/Takamul Service Delivery Team Lead is responsible for providing written technical approval for all deliverables.

J. SPECIAL CONSIDERATIONS

IGPA/Takamul aims to have proportionate representation of women and marginalized populations in trainings. For the selection criteria, IGPA/Takamul attempts to reflect the demographic of the target ministries in the composition of participants (e.g., at least 25% of the participants should be women). The distinction of being women or from a marginalized population group does not however supersede the need to select participants who meet the minimum requirements (i.e., tokenism is not encouraged).

10.2 Attachment B: Proposal Cover Letter

[On Firm's Letterhead]

<Insert date>

TO: Click here to enter text.

DAI Global, LLC.

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.

E-mail: Click here to enter text.

Company Seal/Stamp:

10.3 Attachment C: Detailed Budget and Price Schedule

The budget below includes examples of the types of costs that may be included in the budget. Actual budget submissions may include different costs and should be prepared in line with the offerors' technical proposal. Please provide a budget per directorate included in the proposal.

Please include an accompanying budget narrative linking costs with the work required in Attachment A. Additional supporting documentation for any of the costs included below may be requested.

Detailed Budget Template:

Line Item	Unit	Quantity	Unit Price	Total Cost	Budget notes (details, calculation, specification, and/or justification)
LABOR					
For example, Team Leader and project manager	(e.g., day)	(e.g., # of days)	(e.g., cost per day)		
For example, expert					
Other staff					
Other staff					
Staff Subtotal					
Fringes and benefits					
G&A					
Fringes					
Staff Subtotal					
TRAVEL COSTS					
For example, local transportation					
For example, per diem					
For example, international travel					
For example, hotel costs					
Other travel cost					
Travel Subtotal					
OTHER DIRECT COSTS (ODC)					
For example, workshops and Meetings					
For example, Room rental (1 day in a local hotel)					
For example, Printing documents/maps					
For example, Anticipated ODC					
ODC Subtotal					
Total Program Expenses Subtotal					
INDIRECT COSTS AND FEE					
Fee					
GRAND TOTAL (USD)					

Price Schedule

Milestone No.	Milestone Description and Required Documentation	Payment Amount (%)	Price (USD)
Milestone No. 1		15%	\$
Milestone No. 2		35%	\$
Milestone No. 3		25%	\$
Milestone No. 4		25%	\$
Total		100%	\$

10.4 Attachment D: Instructions for Obtaining a DUNS Number - DAI'S Vendors, Subcontractors

Note: There is a Mandatory Requirement for your to Provide a DUNS number to DAI

I. SUBCONTRACTS/PURCHASE ORDERS: Organization All domestic 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. *Your organization is exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. Please see the self-certification form attached.*

II. MONETARY GRANTS: All foreign entities receiving first-tier monetary grants (standard, simplified and FOGs) with a value equal to or over \$25,000 and performing work outside the U.S. must obtain a DUNS number prior to signing of the grant. All U.S. organizations who are recipients of first-tier monetary grants of any value are required to obtain a DUNS number; the exemption for under \$25,000 applies to foreign organizations only.

NO SUBCONTRACTS/POs (\$30,000 + above) or MONETARY GRANTS WILL BE SIGNED BY DAI WITHOUT PRIOR RECEIPT OF A DUNS NUMBER.

Note: The determination of a successful offeror/applicant resulting from this RFP/RFQ/RFA is contingent upon the winner providing a DUNS number to DAI. Organizations who fail to provide a DUNS number will not receive an award and DAI will select an alternate vendor/subcontractor/grantee.

Background:

Summary of Current U.S. Government Requirements- DUNS

The Data Universal Numbering System (DUNS) is a system developed and managed by Dun and Bradstreet that assigns a unique nine-digit identifier to a business entity. It is a common standard worldwide and users include the U.S. Government, European Commission and the United Nations. The DUNS number will be used to better identify related organizations that are receiving U.S. federal funding, and to provide consistent name and address data for electronic application systems.

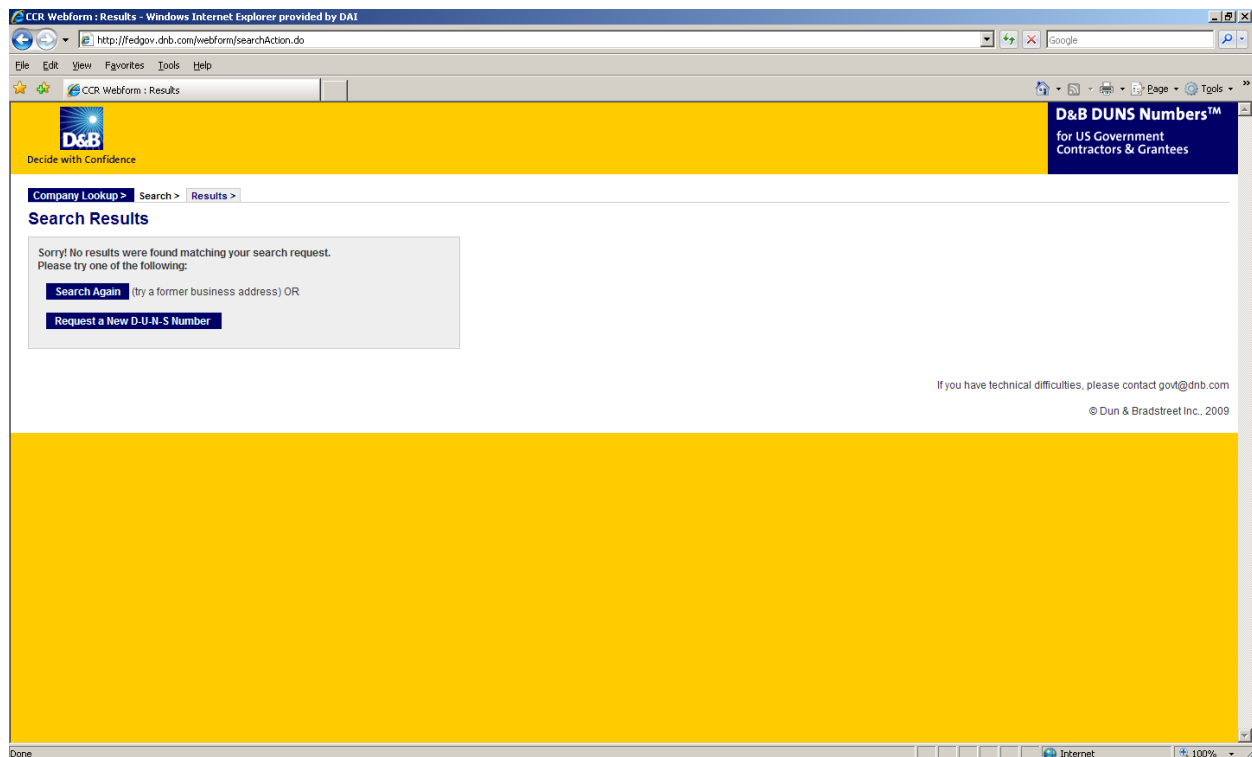
Instructions detailing the process to be followed in order to obtain a DUNS number for your organization begin on the next page. THE PROCESS FOR OBTAINING A DUNS NUMBER IS OUTLINED BELOW:

1. Log on to the D&B (Dun & Bradstreet) DUNS registration website to begin the process of obtaining a DUNS number free of charge.

<http://fedgov.dnb.com/webform/index.jsp>

Please note there is a bar on the left for Frequently Asked Questions as well as e-mails and telephone numbers for persons at Dun & Bradstreet for you to contact if you have any questions or difficulties completing the application on-line. DAI is not authorized to complete the application on your organization's behalf; the required data must be entered by an authorized official of your organization.

2. Select the Country where your company is physically located.
3. You will first be asked to search the existing DUNS database to see whether a DUNS number already exists for your organization/entity. Subcontractors/grantees who already have a DUNS number may verify/update their DUNS records.
4. Potential DAI subcontractors/vendors/grantees who do not already have a DUNS number will be shown the screen below. To request a new DUNS Number, the “Request a New D-U-N-S Number” button needs to be selected.



5. Enter the information regarding your organization listed on the next three screens. (See screen shots below.) Make sure you have the following information available (in English) prior to beginning the process of entering this Section in order to ensure successful registration.
 - Legal Business Name (commas are allowed, periods are not allowed)
 - Address
 - Phone
 - Name of Owner/Executive
 - Total Number of Employees
 - Annual Sales or Revenue (US Dollar equivalent)

➤ Description of Operations

6. Note that some fields are Optional, however all other fields must be completed to proceed further with the application process. For example, all applicants must complete the Organization Information sections. The Company Name and Physical Address fields are self-populated based on information previously entered during the initial DUNS search. The question marks to the left of the field provide additional information when you click on them.

CCR Webform : New Duns Number Request. - Windows Internet Explorer provided by DAI

http://fedgov.dnb.com/webform/newReq.do?hdnCompanyNumber=13&browser=&hdnCompanyName=&hdnAddress=&hdnCity=&hdnState=&hdnZip=&hdnCountry=&hdnDuns=&hdnTradeStyleName=&hdnComp...

File Edit View Favorites Tools Help

CCR Webform : New Duns Number Request.

Decide with Confidence

D&B DUNS Numbers™
for US Government
Contractors & Grantees

D-U-N-S Number Request > Search > Enter Your Company Information >

Request for New D-U-N-S Number

Any affiliated companies at the same address, will not be affected. If there are affiliated companies at the same address, please specify in the Notes section.

Complete the information below to obtain a new D-U-N-S Number for your company's physical location.

Note: All fields are required unless otherwise indicated.

Company Name

Legal Name: DNB TEST, INC

Legal Structure: Proprietorship

Tradestyle Name 1 (optional):

Tradestyle Name 2:

Tradestyle Name 3:

Phone Number of Business: 20-555-1212

Physical Address

Street: 100 Jalan Abdul Rahman

City: Kabul

State:

Zip Code + 4/Postal Code:

Country: AFGHANISTAN

Mailing Address (optional) ☐ Same as Physical Address

Street/ P.O. Box:

City:

7. You must select the legal structure of your organization from the pull down menu. To assist you in selecting the appropriate structure that best represents your organization, a brief description of the various types follows:
- **Corporation** – A firm that meets certain legal requirements to be chartered by the state/province in which it is headquartered by the filing of articles of incorporation. A corporation is considered by law to be an entity separate and distinct from its owners. It can be taxed; it can be sued; it can enter into contractual agreements.
 - **Government** - central, province/state, district, municipal and other U.S. or local government entities. Includes universities, schools and vocational centers owned and operated by the government.
 - **Limited Liability Company (LLC)** - This is a type of business ownership combining several features of corporation and partnership structures. It is designed to provide the limited liability features of a corporation and the tax efficiencies and operational flexibility of a partnership. Its

owners have limited personal liability for the LLC's debts and obligations, similar to the status of shareholders in a corporation. If your firm is an LLC, this will be noted on the organizations registration and licensing documents.

- **Non-profit** - An entity which exists for charitable reasons and is not conducted or maintained for the purpose of making a profit. Any money earned must be retained by the organization, and used for its own expenses, operations, and programs. Most organizations which are registered in the host country as a non-governmental organization (NGO) rather than as a commercial business are anon-profit entities.

Community based organizations, trade associations, community development councils, and similar entities which are not organized as a profit making organization should select this status, even if your organization is not registered formally in Country as an NGO.

- **Partnership**- a legal form of operation in which two or more individuals carry on a continuing business for profit as co-owners. The profits and losses are shared proportionally.
- **Proprietorship**-These firms are owned by one person, usually the individual who has day-to-day responsibility for running the business. Sole proprietors own all the assets of the business and the profits generated by it.

8. One of the most important fields that must be filled in is the Primary SIC code field. (See screen shot below.) The Primary Standard Industrial Code classifies the business' most relevant industry and function.

CCR Webform: New Duns Number Request. - Windows Internet Explorer provided by DAI

http://fedgov.dnb.com/webform/newReq.do?hdnCompanyName=&hdnAddress=&hdnCity=&hdnState=&hdnZip=&hdnCountry=&hdnDuns=&hdnTradeStyleName=&newComp=

File Edit View Favorites Tools Help

CCR Webform: New Duns Number Request.

Street/ P.O. Box
City
State
Zip Code + 4/Postal Code
Country

Organization Information

Executive Name
Title
Primary SIC code
Description of Operations
Socioeconomic Data
Number of Employees (includes owners, partners, and/or officers)
Annual Sales or Revenue

Parent Organization (optional)

Name
Street
City
State
Zip Code + 4/Postal Code
Country

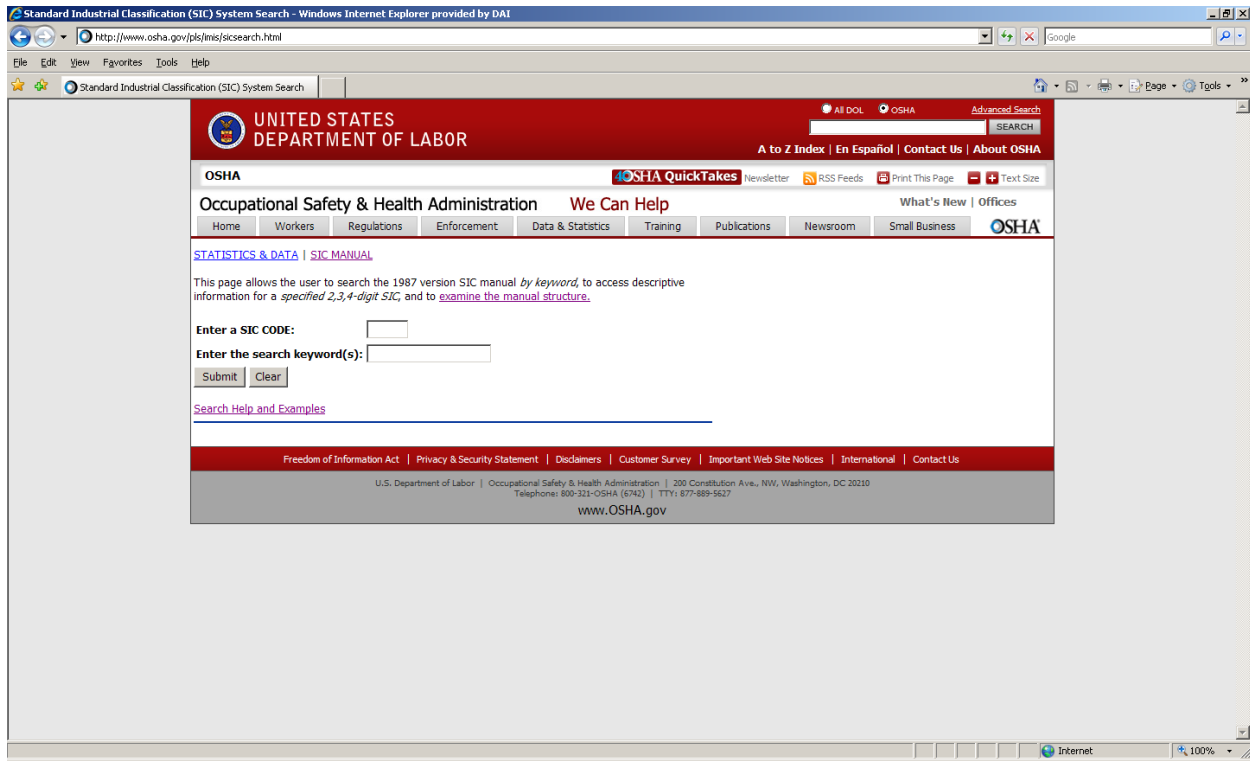
Notes (optional)

Submit Your Request

If you have technical difficulties, please contact gov@dnb.com

Done Internet 100%

9. If you are unsure of which SIC Code your organization's core business falls under, please refer to the following website: <http://www.osha.gov/oshstats/sicser.html>



You will need to enter certain keywords to bring up the potential SIC Codes. In the case above, “Research” was entered as the keyword, and resulted in the following:

Standard Industrial Classification (SIC) System Search - Windows Internet Explorer provided by DAI

http://www.osha.gov/pls/sicsearch.html?ip_sic=bp_search=Research

File Edit View Favorites Tools Help

Standard Industrial Classification (SIC) System Search

STATISTICS & DATA | SIC MANUAL

This page allows the user to search the 1987 version SIC manual by keyword, to access descriptive information for a specified 2,3,4-digit SIC, and to examine the manual structure.

Enter a SIC CODE:

Enter the search keyword(s):

[Search Help and Examples](#)

- 3721 Aircraft
- 3724 Aircraft Engines and Engine Parts
- 3728 Aircraft Parts and Auxiliary Equipment, Not Elsewhere Classified
- 3761 Guided Missiles and Space Vehicles
- 3764 Guided Missile and Space Vehicle Propulsion Units and Propulsion Unit Parts
- 3769 Guided Missile Space Vehicle Parts and Auxiliary Equipment, Not Elsewhere Classified
- 3844 X-Ray Apparatus and Tubes and Related Irradiation Apparatus
- 6282 Investment Advice
- 6411 Insurance Agents, Brokers, and Service
- 6732 Educational, Religious, and Charitable Trusts
- 6733 Trusts, Except Educational, Religious, and Charitable
- 8731 Commercial Physical and Biological Research
- 8732 Commercial Economic, Sociological, and Educational Research
- 8733 Noncommercial Research Organizations
- 8742 Management Consulting Services
- 9511 Air and Water Resource and Solid Waste Management
- 9531 Administration of Housing Programs
- 9532 Administration of Urban Planning and Community and Rural Development
- 9641 Regulation of Agricultural Marketing and Commodities
- 9661 Space and Research and Technology

Freedom of Information Act | Privacy & Security Statement | Disclaimers | Customer Survey | Important Web Site Notices | International | Contact Us

U.S. Department of Labor | Occupational Safety & Health Administration | 200 Constitution Ave., NW, Washington, DC 20210
Telephone: 800-321-OSHA (6742) | TTY: 877-889-5627
www.OSHA.gov

PLEASE NOTE: Many of the DAI subcontractors and grantees fall under one of the following SIC codes:

8742 Management Consulting Services

1542 General Contractors-Nonresidential Buildings, Other than Industrial Buildings and Warehouses or one of the codes within:

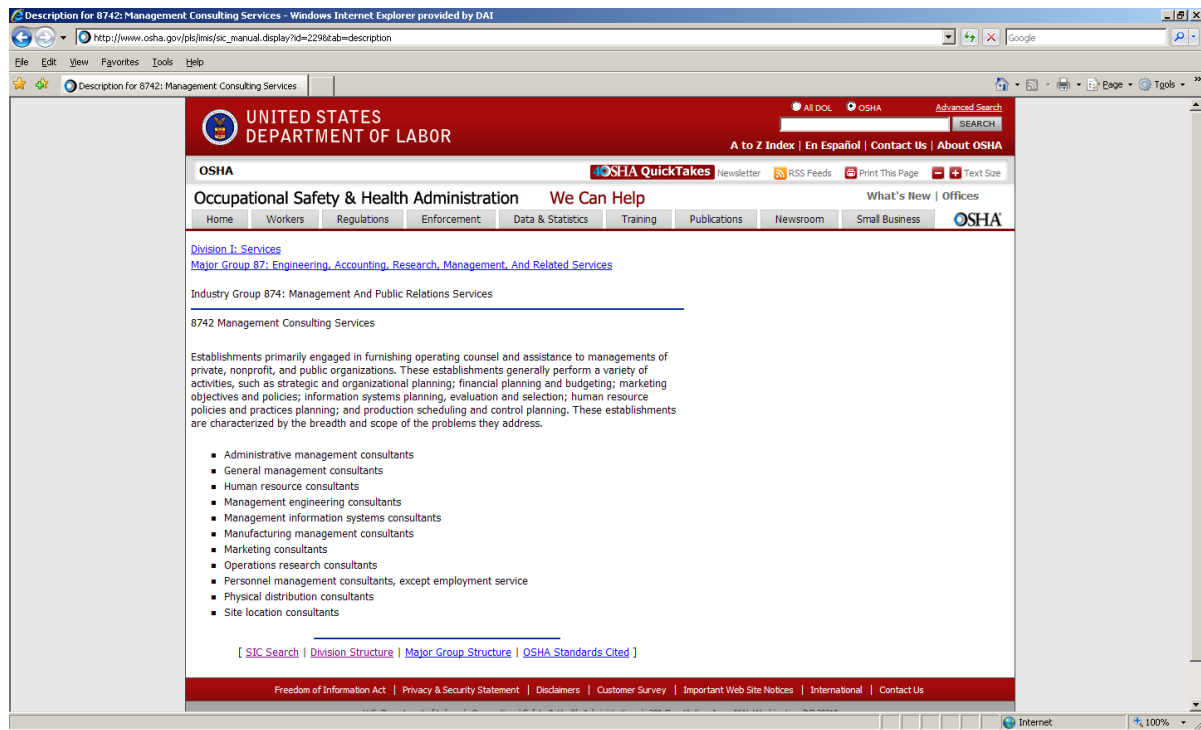
Industry Group 357: Computer And Office Equipment

Industry Group 355: Special Industry Machinery, Except Metalworking

Industry Group 356: General Industrial Machinery And Equipment

Industry Group 359: Miscellaneous Industrial And Commercial

RFP-DAI-IGPA-BAG-20-020 Anbar & Ninawa Water Treatment plants rehabilitation Assessment



10. Description of Operations- Enter a brief description of the primary services you provide the example below, “agricultural technical assistance” was chosen as the primary function of the business.

The screenshot shows the "CCR Webform: New Duns Number Request" form. The form is divided into several sections: Mailing Address (optional), Organization Information, and Parent Organization (optional). The "Mailing Address" section includes fields for Street/P.O. Box, City, State, Zip Code + 4/Postal Code, and Country. The "Organization Information" section includes fields for Executive Name, Title, Primary SIC code, Description of Operations (set to "Agricultural Technical Assistance"), Socioeconomic Data (set to "No special Ownership Status"), Number of Employees (set to "10"), and Annual Sales or Revenue (set to "USD 500,000"). The "Parent Organization" section includes fields for Name, Street, City, State, Zip Code + 4/Postal Code, and Country. A "Notes (optional)" section is also present at the bottom. A "Submit Your Request" button is located at the bottom right of the form.

11. The Annual Sales or Revenue figure should be provided in USD (US Dollar) equivalent.

12. Once all of the fields have been completed, click on “Submit Your Request” to be taken to the Verification page.
13. Note: Representative (Principal, Owner or Officer) needs to verify and provide affirmation regarding the accuracy of the data under criminal or civil penalties as per Title 18, Section 1001 of the US Criminal Code.
14. Once “Yes, Continue” button is clicked, the registration application is sent to D&B, and a DUNS number should be available within 24-48 hours. DUNS database can be checked in 24-48 hours by entering the Business Information in the Search window – which should now display a valid result with the new DUNS number for the entity.

CCR Webform: verification page - Windows Internet Explorer provided by DAI

http://fedgov.dnb.com/webform/NewDunsRequest.do

File Edit View Favorites Tools Help

CCR Webform: verification page

D&B DUNS Numbers™
for US Government
Contractors & Grantees

D-U-N-S Number Request > Search > Enter Your Company Information > Verify Information Page >

Verification Page

Company Name

? Legal Name

? Phone Number of Business

Physical Address

? Street

? City

? State

? Zip Code + 4/Postal Code

Country

Organization Information

? Executive Name

You affirm that you are a principal, owner or officer of the entity for which you are submitting proposed information and/or changes and that you are properly authorized to submit these changes. You also agree not to knowingly provide any false or misleading information to D&B. Knowingly providing false or misleading information may result in criminal or civil penalties as per [Title 18, Section 1001 of the US Criminal Code](#), and may negatively impact the status of the D&B report maintained on this company.

This also includes the use of a Shelf Corporation. D&B defines a Shelf Corporation as one that exhibits either of the following characteristics: (1) An aged corporation where no prior business activities could be confirmed or (2) An aged corporation that was revoked, dissolved or went to a dormant status, and is subsequently reinstated and is under new control. It is D&B's policy that the historical business activity of a Shelf Corporation, if any, will not be factored into the determination of such Shelf Corporation's start date. As such, any individual who attempts to misrepresent the start date of their business through the use of a Shelf Corporation or any other means is immediately put on information alert status or higher-risk status. In addition, the criminal penalties mentioned above may apply.

Done Internet 100%

10.5 Attachment E: Self Certification for Exemption from DUNS Requirement

Legal Business Name: _____

Physical Address: _____

Physical City: _____

Physical Foreign Province (if applicable): _____

Physical Country: _____

Signature of Certifier _____

Full Name of Certifier (Last Name, First/Middle Names): _____

Title of Certifier: _____

Date of Certification (mm/dd/yyyy): _____

The sub-contractor/vendor whose legal business name is provided herein, certifies that we are an organization exempt from obtaining a DUNS number, as the gross income received from all sources in the previous tax year is under USD \$300,000.

*By submitting this certification, the certifier attests to the accuracy of the representations and certifications contained herein. The certifier understands that s/he and/or the sub-contractor/vendor may be subject to penalties, if s/he misrepresents the sub-contractor/vendor in any of the representations or certifications to the Prime Contractor and/or the US Government.

The sub-contractor/vendor agrees to allow the Prime Contractor and/or the US Government to verify the company name, physical address, or other information provided herein. Certification validity is for one year from the date of certification.

10.6 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 five 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 / Email	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									

10.7 Attachment G: Representations and Certifications of Compliance

5. 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.
6. 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)
7. 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.
8. 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.
9. 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.
10. 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.
11. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
12. 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.
13. Labor Laws – The Bidder certifies that it is in compliance with all labor laws..
14. 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.
15. 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.

10.8 Attachment H: Branding and Marking Plan

Note: This is not required as part of the proposal. It is included as information for the Offeror. Upon subcontract award, this will be the first deliverable due.

Appendix N: Marking Plan

Sub Project Number and Name: _____

Name of Implementing Partner: _____

Name and Title of Partner's Agent: _____

Name and Title of DAI Project Manager: _____

Instructions: This form has been created to provide implementing partners (subcontractors and grantees) and DAI Project Managers with a summary of marking requirements found in the Project's Branding Implementation Plan (BIP). This form must be completed by the DAI Project Manager in conjunction with the agent of the implementing partner. Once completed, the Project Manager must upload the form to TAMIS.

Subproject Activities

Provide a short summary of the activities to be completed including the project location. For example, what materials or equipment will be purchased? What events will take place?

Include 2-3 sentence summary here:

Please place an "X" below for each activity that will take place as part of this Sub project. The implementing partner will be responsible for ensuring the Marking noted in the table below is implemented according to standards and templates provided.

Mark "X"	Activity/Documents	Required Marking
Activities		

Mark “X”	Activity/Documents	Required Marking
Documents		
	Reports	
	Certificates (training or other)	
	Invitations	
	Other (please describe)	

Co- Branding and Co-Marking:

DAI logo must not appear on any USAID funded programmatic material.

Requests for Exceptions or Waivers of Marking Requirements – If you do not feel it is possible to mark one or more of the items or events listed above, please describe below (1) what marking you want to be exempt from (2) how the activity or item meets the requirement for an exception or waiver.

Include full detailed justification here:

10.9 Attachment I: Insurance and Risk Allocation

By submitting an offer to this RFP, you agree to the following Insurance and Risk Allocation requirements:

1- Insurance: The Subcontractor shall purchase and maintain through the course of the Work such insurance as will protect the Subcontractor, Client and Contractor from the following claims which may arise out of or result from its operations hereunder (whether by itself, any Subcontractors, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable): claims under workmen's compensation, disability benefit, and other similar employee benefit acts; claims for damages because of bodily injury, occupational sickness or disease, or death, of its employees or any other person; claims which are sustained by any person as a result of the actions of the Subcontractor or by any other person; and claims for damages because of injury to or destruction of tangible property, including loss of use resulting there from. If requested, the Subcontractor will provide the Contractor with satisfactory evidence of compliance with this requirement.

The Subcontractor further agrees that if DAI should legally incur any reasonable cost whatsoever resulting from the lack of the aforementioned Insurance, on the part of the Subcontractor, while engaged in work, the Subcontractor will, to the extent permitted by applicable law, indemnify, and hold harmless DAI and the Client Organization from any such costs which they may legally be required to pay. The Subcontractor agrees to flow down the substance of this clause to all applicable consultants.

2- Indemnification: To the extent permitted by applicable law, the Subcontractor shall defend, indemnify, and hold harmless the Client and the Contractor, and its agents, officers and directors and employees from and against any and all claims, liability, losses, cost or expenses, including attorney's fees, arising out of the acts, errors or omissions of the Subcontractor, its officers, agents, employees, and anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. This indemnification obligation shall not be limited in any way by required, actual, or available insurance coverage. The Subcontractor agrees to flow down the substance of this clause to all applicable consultants.

Likewise, DAI shall defend, indemnify, and hold harmless the Subcontractor and their agents, officers and directors, and employees from and against all claims, liability, losses, cost or expenses, including attorney's fees, arising out of the acts, errors or omissions of DAI, its officers, agents, employees, subcontractors, and anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable.

3- Intellectual Property Rights: Intellectual Property Rights: The Subcontractor warrants that it is not aware of any copyright, patent, trademark, trade secret or other proprietary right that it might infringe upon in providing the work required under the Agreement. The Parties shall indemnify and save each other harmless from any and all claims, suits, liability, expense or damages for any alleged or actual infringement of any copyright, patent, trademark, trade secret or other proprietary right arising in connection with the work provided by the Subcontractor under this Agreement.

Any deliverable produced under this subcontract shall be the property of DAI's Client, if applicable and as defined in DAI's prime contract with its Client. Additionally, any pre-existing item from either party shall remain the property of that party throughout the life of this subcontract agreement, and said party shall retain all rights and privileges to ownership. Any item that is jointly developed during the course of this subcontract agreement shall be either owned by DAI's Client or jointly owned by both parties, dependent upon the terms and conditions of DAI's prime contract with its Client.

4- DBA Insurance: Subcontractor shall, throughout the period when work is performed and until final acceptance by DAI, carry and maintain, and ensure that all Subcontractors carry and maintain, DBA insurance in accordance with the applicable laws. It is required that a copy of DBA insurance policies shall be submitted to the DAI Contract Administrator prior to the commencement of any overseas work. To meet this requirement, the Subcontractor is requested to immediately submit the copy of Subcontractor's existing DBA insurance policies and DBA insurance certification to the DAI Contract Administrator.

5- Proof of Insurance. Prior to the commencement of the Work, Subcontractor shall provide for Contractor's review evidence of Insurance reflecting full compliance with the requirements set forth in Article 7, as applicable in the form of a Certificate of Insurance and other related documents. Such documents shall be kept current and in compliance throughout the period when work is being performed and until final acceptance by Contractor, and shall, based on Subcontractor's best efforts, provide for thirty (30) days advance written notice to Contractor in the event of cancellation. Failure of Subcontractor or any Subcontractors to furnish Proof of Insurance, or to procure and maintain the Insurance required herein, or failure of Contractor to request such proof of coverage shall not constitute a waiver of the respective Subcontractors obligations hereunder.

10.10 Attachment J: Proposal Checklist

Offeror: _____

Have you?

- ☐ Submitted your proposal to DAI electronic E-mail address IGPAProcurementINBOX@dai.com (as specified in General Instructions above?)

Does your proposal include the following?

- ☐ Signed Cover Letter (*use template in Attachment B*)
- ☐ Price Proposal (submitted in PDF and Excel format as described in section 4)
- ☐ Technical Proposal
- ☐ Past Performance (*use template in Attachment F*).
- ☐ Documents use to determine Responsibility (As required in section “Responsibility Determination”):
4. Business Registration: Please provide a copy of official Iraqi business registration and required license(s) to operate in Iraq (e.g., organization registration in Iraq, or/and the organization proxy registration in Iraq), the organization also must be eligible to perform work under applicable laws and regulations of Iraq.
 5. Evidence of a DUNS number (explained in section 8.3).
 6. The source, origin and nationality of the products or services are not from a Prohibited Country (explained in section 8.2).
 7. 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 (e.g. Bank Statement, ... etc.).
 8. Ability to comply with required or proposed delivery or performance schedules (e.g. detailed price schedule, ... etc.).
 9. Have a satisfactory past performance record (e.g. appreciation letters or past performance evidence, ... etc.).
 10. Have the necessary organization, experience, accounting and operational controls and technical skills (e.g. organizational structure, ... etc.).
 11. Insurance and Risk Allocation (as defined in attachment I)