



Iraq Governance and Performance Accountability Project (IGPA)

Request for Proposals (RFP)

Anbar & Ninewa Mega Water Plants Maintenance Procedures & SOPs

Developing Preventive Maintenance Procedures for Water Treatment Plant Generators and Standby Equipment

Tender No. RFP-DAI-IGPA-BAG-19-137

Issue Date: September 26, 2019

1. Table of Contents

2. Introduction and Purpose	1
2.1 Purpose	1
2.2 Type of Award Anticipated	1
3. General Instructions to Offerors.....	1
3.1 General Instructions.....	1
3.2 Proposal Cover Letter	1
3.3 Questions regarding the RFP	2
4. Instructions for the Preparation of Technical Proposals	2
4.1 Services Specified.....	2
4.2 Technical Evaluation Criteria	3
5. Instructions for the Preparation of Cost/Price Proposals.....	4
5.1 Cost/Price Proposals	4
6. Basis of Award.....	4
6.1 Best Value Determination.....	4
6.2 Responsibility Determination	4
7. Inspection & Acceptance.....	5
8. Compliance with Terms and Conditions.....	5
8.1 General Terms and Conditions.....	5
8.2 Source and Nationality.....	5
8.1 Data Universal Numbering System (DUNS)	5
9. Procurement Ethics	6
9. Attachments.....	7
9.1 Attachment A: Scope of Work for Services or Technical Specifications	7
9.1.1 Activity Purpose and Summary	7
9.1.2 Background and Rationale	7
9.1.3 Vendor Requirements.....	8
9.1.4 Technical Proposals.....	9
9.1.5 Detailed Task Requirements	9
9.1.6 Deliverables.....	12
9.2 Attachment B: Proposal Cover Letter	16
9.3 Attachment C: Detailed Budget and Price Schedule.....	17
9.4 Attachment D: Past Performance Form.....	19
9.5 Attachment E: Representations and Certifications of Compliance	20
9.6 Attachment F: Proposal Checklist	22

Synopsis of the RFP

RFP No.	RFP-DAI-IGPA-BAG-19-137
Issue Date	September 26, 2019
Title	<i>Developing Preventive Maintenance Methods for Water Treatment Plant Generators and Standby Equipment</i>
Issuing Office & Email/Physical Address for Submission of Proposals	Iraq Governance and Performance Accountability Project, Baghdad Office Al Jadriya, Baghdad ProcurementIGPA@dai.com
Deadline for Receipt of Questions	October 6 th , 2019 5:00pm Baghdad Local Time
Bidders' Conference	<u>October 3rd, 2019 at 04:00pm Baghdad Local Time in Babylon Rotana Hotel, Al-Jadriya, Baghdad.</u>
Deadline for Receipt of Proposals	October 10 th , 2019, 5:00pm Baghdad time
Point of Contact	IGPAProcurementINBOX@dai.com
Anticipated Award Type	Firm Fixed Price Subcontract
Basis for Award	An award will be made based on the Trade Off Method. The award will be issued to the responsible and reasonable offeror who provides the best value to DAI and its client using a combination of technical and cost/price factors.

2. Introduction and Purpose

2.1 Purpose

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

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.

2.2 Type of Award Anticipated

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

3. General Instructions to Offerors

3.1 General Instructions

“Offeror”, “Subcontractor”, and/or “Bidder” means a firm proposing the work under this RFP. “Offer” and/or “Proposal” means the package of documents the firm submits to propose the work.

Offerors wishing to respond to this RFP must submit proposals, in English, in accordance with the following instructions. Offerors are required to review all instructions and specifications contained in this RFP. Failure to do so will be at the Offeror’s risk. If the solicitation is amended, then all terms and conditions not modified in the amendment shall remain unchanged.

Issuance of this RFP in no way obligates DAI to award a subcontract or purchase order. Offerors will not be reimbursed for any costs associated with the preparation or submission of their proposal. DAI shall in no case be responsible or liable for these costs.

Proposals are due no later than **October 10, 2019, 5:00pm Baghdad time**, to be submitted to ProcurementIGPA@dai.com. The RFP number and title of the activity must be stated in the subject line of the email. Technical and cost proposals may be submitted in the same email. Late offers will be rejected except under extraordinary circumstances at DAI’s discretion. All proposals submitted in hardcopy shall be sealed and labeled with the RFP Number.

The submission to DAI of a proposal in response to this RFP will constitute an offer and indicates the Offeror’s agreement to the terms and conditions in this RFP and any attachments hereto. DAI reserves the right not to evaluate a non-responsive or incomplete proposal.

3.2 Proposal Cover Letter

A cover letter shall be included with the proposal on the Offeror’s company letterhead with a duly authorized signature and company stamp/seal using Attachment B as a template for the format. The cover letter shall include the following items:

- The Offeror will certify a validity period of 90 days for the prices provided.
- Acknowledge the solicitation amendments received.

3.3 Questions regarding the RFP

Each Offeror is responsible for reading and complying with the terms and conditions of this RFP. Requests for clarification or additional information must be submitted in writing via email or in writing to the Issuing Office as specified in the Synopsis above. No questions will be answered by phone. Any verbal information received from a DAI or IGPA employee or other entity shall not be considered as an official response to any question regarding this RFP.

Copies of questions and responses will be distributed in writing to all prospective bidders who are on record as having received this RFP after the submission date specified in the Synopsis above.

4. Instructions for the Preparation of Technical Proposals

Technical proposals shall be clearly labeled as “VOLUME I: TECHNICAL PROPOSAL”.

Technical proposals shall include the following contents

1. Technical Approach - Description of the proposed services which meets or exceeds the stated technical specifications or scope of work.
 - i. Methodology: Describes the systematic approach that demonstrates the achievement of timely and acceptable performance of the work.
 - ii. Training approach: Describes the approach of conducting the trainings, mechanism, courses design, training plan and the selection criteria of the trainees. The offeror should demonstrate well understanding of the need requirements of the trainings.
2. Project Implementation Plan: Description of actions that demonstrate how to implement the activities in the context of achieving project objectives, addressing requirements, and meeting expectations. The PIP should demonstrate details for all the activities within a proposed timeline.
3. Management approach:
 - i. Organizational structure: Description of the Offeror’s proposed organizational structure includes the 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.
 - ii. CVs: The proposal should include relevant CVs that match the management and technical requirements.
4. Corporate Capabilities or Past Performance –Provide a list of at least three (4) recent awards of similar scope and duration, specifically relating to work with international organizations and USAID are highly desirable. The information shall be supplied as a table and shall include the legal name and address of the organization for which services were performed, a description of work performed, the duration of the work and the value of the contract, description of any problems encountered and how it was resolved, and a current contact phone number of a responsible and knowledgeable representative of the organization. See Attachment F.

4.1 Services Specified

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

4.2 Technical Evaluation Criteria

Each proposal will be evaluated and scored against the evaluation criteria and evaluation sub-criteria, which are stated in the table below. Cost/Price proposals are not assigned points, but for overall evaluation purposes of this RFP, technical evaluation factors other than cost/price, when combined, are considered significantly more important than cost/price factors.

Evaluation Criteria	Evaluation sub-criteria	Maximum Points
Technical Approach		40 points
i. Methodology	Distinct per-province methodology taking into account local context; considers full range of relevant government and non-government actors	25 points
ii. Training approach	Approach designed to maximize equality and inclusion	15 points
Project Implementation Plan (PIP)	PIP provides a detailed timeline; rationale and methodology for each task	25 points
Management Approach or Personnel Qualifications		15 points
i. Proposed organizational structure	Organizational structure is clear and reasonable	5 points
ii. CVs	CVs of key personnel and consultants demonstrate a relevant and recent past performance history with appropriate education and professional background	10 points
Corporate Capabilities or Past Performance	Description of relevant and recent past performance history; three or more references; demonstrated implementation capacity; demonstrated inclusion of gender considerations in past projects, etc.	20 points

TOTAL		100 points
--------------	--	------------

5. Instructions for the Preparation of Cost/Price Proposals

5.1 Cost/Price Proposals

Cost/Price proposals shall be clearly labeled as “VOLUME II: COST/PRICE PROPOSAL”.

The Subcontractor is responsible for all applicable taxes and fees, as prescribed under the applicable laws for income, compensation, permits, licenses, and other taxes and fees due as required.

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

6. Basis of Award

6.1 Best Value Determination

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

Evaluation points will not be awarded for cost. Cost will primarily be evaluated for realism and reasonableness. DAI may award to a higher priced offeror if a determination is made that the higher technical evaluation of that offeror merits the additional cost/price.

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

6.2 Responsibility Determination

DAI will not enter into any type of agreement with an Offeror prior to ensuring the Offeror's responsibility. When assessing an Offeror's responsibility, the following factors are taken into consideration:

1. Provide evidence of the required business licenses to operate in the host country.
2. Evidence of a DUNS number (explained below and instructions available upon request).
3. The source, origin and nationality of the products or services are not from a Prohibited Country (explained below).
4. Having adequate financial resources to finance and perform the work or deliver goods or the ability to obtain financial resources without receiving advance funds from DAI.
5. Ability to comply with required or proposed delivery or performance schedules.
6. Have a satisfactory past performance record.
7. Have a satisfactory record of integrity and business ethics.

8. Have the necessary organization, experience, accounting and operational controls and technical skills.
9. Have the necessary production, construction and technical equipment and facilities if applicable.
10. Be qualified and eligible to perform work under applicable laws and regulations.

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 937: Goods and services from the United States, the cooperating country, and "Developing Countries" other than "Advanced Developing Countries: excluding prohibited countries. A list of the "Developing Countries" as well as "Advanced Developing Countries" can be found at: <http://www.usaid.gov/policy/ads/300/310maa.pdf> and <http://www.usaid.gov/policy/ads/300/310mab.pdf> respectively.

8.1 Data Universal Numbering System (DUNS)

There is a **mandatory** requirement for your organization to provide a DUNS number to DAI. The Data Universal Numbering System is a system developed and regulated by Dun & Bradstreet (D&B) that assigns a unique numeric identifier, referred to as a "DUNS number" to a single business entity. Without a DUNS number, DAI cannot deem an Offeror "responsible" to conduct business with and therefore, DAI will not enter into a subcontract/purchase order or monetary agreement with any organization. The determination of a successful offeror/applicant resulting from this RFP/RFQ/RFA is contingent upon the winner providing a DUNS number to DAI. Offerors who fail to provide a DUNS number will not receive an award and DAI will select an alternate Offeror.

All U.S. and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$25,000 and above **are required** to obtain a DUNS number prior to signing of the agreement. Organizations are exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. DAI requires that Offerors sign the self-certification statement if the Offeror claims exemption for this reason.

Instructions for obtaining a DUNS number will be sent to the selected vendor upon request.

For those not required to obtain a DUNS number, DAI will send the “Self-Certification for Exemption from DUNS Requirement” form to the selected vendor upon request.

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 email to FPI_hotline@dai.com. DAI ensures anonymity and an unbiased, serious review and treatment of the information provided. Such practice may result in the cancellation of the procurement and disqualification of the Offeror’s participation in this, and future, procurements. Violators will be reported to USAID, and as a result, may be reported to the U.S. Department of Justice to be included in a Restricted Parties list, preventing them from participating in future U.S. Government business.

Offerors must provide full, accurate and complete information in response to this solicitation. The penalty for materially false responses is prescribed in Section 1001 of Title 18 of the United States Code.

In addition, DAI takes the payment of USAID funds to pay Terrorists, or groups supporting Terrorists, or other parties in exchange for protection very seriously. Should the Terrorist, groups or other parties attempt to extort/demand payment from your organization you are asked to immediately report the incident to DAI’s Ethics and Compliance Anonymous Hotline at the contacts described in this clause.

By submitting an offeror, offerors certify that they have not/will not attempt to bribe or make any payments to DAI employees in return for preference, nor have any payments with Terrorists, or groups supporting Terrorists, been attempted.

9. Attachments

9.1 Attachment A: Scope of Work for Services or Technical Specifications Developing Preventive Maintenance Procedures for Water Treatment Plant Generators and Standby Equipment

9.1.1 Activity Purpose and Summary

The main purpose of this activity is to support the water directorates in Anbar & Ninewa ensuring that a consistent stream of water is supplied year-round to the two provinces. This will be done through the development of preventive maintenance procedures for power generators and other equipment needed to include intake pumps, sedimentation tanks, filtration units, filter particles, Mixers, Alum injectors, chlorine boosters & injectors, collection tank, outlet pumps, and laboratory equipment and/or kits to maintain the operation at six mega water treatment plants in the two provinces, and building the capacity of operators to conduct these procedures regularly and properly.

9.1.2 Background and Rationale

The purpose of the USAID-funded Iraq Governance Performance and 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 will support 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)

During the 2018 heat wave, the Iraqi public protested due to power cuts and water supply shortages. This unavailability of services is caused by many reasons, primarily the irregular electricity supply to mega water treatment plants. Decades of wars have destroyed most of the country's electric generation units and power lines resulting in water supply shortages¹.

Water treatment plants in Iraq have generators to sustain power when required, as well as standard procedures for maintenance which include electrical, mechanical, and laboratory maintenance to fix damage in these generators and other components of the plants when needed. However, a myriad of issues in maintaining and replacing generators and electrical equipment in the plants still present challenges. A lack of budget allocation for generators, generator fuel, plant components, and preventative maintenance reduce the effectiveness of existing water treatment plants and impair the delivery of water to citizens, which is an issue especially in the summer when the demand for water increases².

As part of Objective 1 above, the Anbar & Ninewa Water directorates asked IGPA/Takamul to assist in preparing Standard Operating Procedures (SOPs) for preventive maintenance for large (mega) water treatment and desalination facilities (with standby generators power between 680 and 1250 KVA). Specifically, the maintenance will target generators and plant components including pumps, filters, etc. In addition, IGPA/Takamul will develop a training program on the SOPs to build operators' capacities on implementing them.

Objectives

The objective of this activity is to ensure a consistent water supply in Anbar and Ninewa despite power cuts through developing SOPs for preventive maintenance. The objective will be achieved through two distinct phases:

1. Prepare the SOPs for the preventive maintenance of six selected mega treatment plants' generators and components.
2. Build the capacity of the operators of mega water treatment plants in the two provinces using the SOPs.

9.1.3 Vendor Requirements

- Has at least 5 years of experience in related technical area.
- Provide examples of past technical deliverables
- Must be familiar with the maintenance procedures of the equipment in the assigned plants
- Current staff or access to staff with capacity to provide the needed deliverables.
- Strong analytical and research skills, including data analysis.
- Expertise in result-based management, gender equality, and capacity building are also important.

¹ <https://insidearabia.com/iraq-electricity-sector-critical-juncture/>

² Water and Sewage Sectors in Iraq — Sector Report: February 2013. http://www.iraq-jccme.jp/pdf/arc/water_sewage_treatment_iraq2013.pdf

9.1.4 Technical Proposals

The technical proposal should include the following section/approaches:

1. Technical Approach - Description of the proposed services which meets or exceeds the stated technical specifications or scope of work.
 - i. Methodology: Describes the systematic approach that demonstrates the achievement of timely and acceptable performance of the work.
 - ii. Training approach: Describes the approach of conducting the trainings, mechanism, courses design, training plan and the selection criteria of the trainees. The offeror should demonstrate well understanding of the need requirements of the trainings.
 - iii. Cross-cutting themes: Explanation of how vendor will integrate result-based management, gender equality, and capacity building in the technical approach.
2. Project Implementation Plan: Description of actions that demonstrate how to implement the activities in the context of achieving project objectives, addressing requirements, and meeting expectations. The PIP should demonstrate details for all the activities within a proposed timeline.
3. Management approach:
 - i. Organizational structure: Description of the Offeror's proposed organizational structure includes the 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.
 - ii. CVs: The proposal should include relevant CVs that match the management and technical requirements.
4. Corporate Capabilities or Past Performance –Provide a list of at least four (4) recent awards of similar scope and duration, specifically relating to work with international organizations and USAID are highly desirable. The information shall be supplied as a table and shall include the legal name and address of the organization for which services were performed, a description of work performed, the duration of the work and the value of the contract, description of any problems encountered and how it was resolved, and a current contact phone number of a responsible and knowledgeable representative of the organization. See Attachment D.

i. Detailed Task Requirements

Under this Scope of Work, the vendor shall contribute to performing, but not limited to, the specific tasks specified under the following categories:

Task One: Project Kick-off

The vendor will submit a revised 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/Takamul staff:

- A description of the project lifecycle, including the phases and detailed deliverables under each phase
- 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 person(s)
- A risk management plan that identifies the key risks in the project and the proposed response plans to deal with them.
- A detail description of how the work will be done without affecting the normal operation of the plan
- The vendor must be familiar with the equipment maintenance procedures as outlined by the manufacturer(s)

Task Two: Selection of Plants

The vendor, and in close cooperation with Anbar & Ninewa Water directorates, will identify six mega water treatment plants to prepare preventive maintenance SOPs. Three plants will be chosen in Anbar, and three in Ninewa.

Task Three: Conducting Baseline Assessment

The vendor will conduct a detailed baseline assessment of the six selected mega water plants in the two provinces to identify their situation regarding the operation and efficiency, and to determine and measure the key performance indicators such as the average production capacity, pump run-time, water flows in case meters, number of generators run hours, etc., and to use these indicators to measure improvement later. The team will examine current operation and preventive maintenance practices, as well as maintenance records and information, as available to determine these values.

Task Four: Assessing Inventory of Spare Parts and Maintenance Tools

The vendor will assess the inventory of spare parts and maintenance equipment in the selected plants and accordingly create an inventory list detailing the minimum level of spare parts and components and maintenance tools that must be available at the mega water treatment plants at all times to operate efficiently. The minimum level of spare parts must be determined on the basis of how often the part is maintained, local market availability, number of hours of use etc

The inventory list must be updated regularly using excel sheet to show availability and quantity of spare parts and what is needed. Plant manager must submit the bill of quantity (BOQ) of what materials, listed as the minimum level of spare parts, are needed to be included in the operation budget.

Task Five: Developing Maintenance Staff Profile

The vendor will develop a staff profile of team members involved in maintenance of relevant mega water treatment plant components. The profile will cover the following information:

- The number of operators involved in maintenance processes and their specialty.
 - The qualifications of these operators, including the needed education, experience, skills, knowledge and training.
- Staff needed that must be available at the mega water treatment plant to perform efficient and effective service delivery.

Task Six: Prepare Preventive Maintenance SOPs

Based on the observations during the baseline assessment of the plants and discussions with the plant operators and the water directorates in the two provinces, the vendor will prepare detailed procedures that describe how the work will be carried out to conduct preventive maintenance of the power generators and components of each of the six water plants. These procedures will be designed in the form of simple reference documents and guidelines to be used during an on-the-job training to build operators capacities and improve maintenance procedures.

They will include but not limited to the following elements:

- A description of the plants and their key components
- Plant manufacture production capacity, and the existing production capacity
- A detailed description of the procedures used to conduct preventive maintenance of the power generators and plant components, and how to plan for the maintenance operation 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.
- The maintenance forms shall be stored handy for verification and proper documentation
- The SOPs should be supported with graphical illustrations and pictures as much as possible

Task Seven: Build staff capacity to implement the developed SOPs for maintenance of mega water treatment facilities

- The vendor will train all plant operators responsible for maintenance in the six treatment plants on the implementation of the standard operating procedures that were delivered for the preventive maintenance of mega water treatment facilities.

- The vendor will also invite and train plant operators from neighboring cities mega plants on preventative maintenance.
- Training will also be delivered to operator staff designated by the water directorates to be used as TOT to train other operators to maintain sustainability of the effort
- Training will take place on-site, in the designated six mega 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, IGPA/Takamul will prepare a short, simplified version of maintenance procedures in the form of hand-outs for skilled operators with simple instructions for their day-to-day use.
- To maintain normal plants operation at all times, operators cannot be trained together at one time

ii. Deliverables

Task	Deliverable	Timeframe
1- Project Kick-Off	<ul style="list-style-type: none"> - An implementation plan which consists of the following components <ul style="list-style-type: none"> • A description of the project lifecycle, including the phases and detailed deliverables under each phase • 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 	End of week 1

Task	Deliverable	Timeframe
	<p>response plans to deal with them.</p> <ul style="list-style-type: none"> • The final report to capture methodology, challenges, and accomplishments • Deliverables in task 1 should be submitted in Arabic and English 	
2- Selection of Plants	<ul style="list-style-type: none"> - Six mega water treatment plants selected to prepare SOPs, three in Anbar and three in Ninewa. - Deliverables in task 2 should be submitted in Arabic and English 	End of month 1 –
3- Conducting Baseline Assessment	<ul style="list-style-type: none"> - Baseline report that includes the indicators for the performance and efficiency of each plant, including but not limited to the average production capacity, pump run-time, water flows in case meters, number of generators run hours...etc. The report will include the baseline measurements of these indicators for each plant based on the available records Such as manufacture records and other tools used by the contractor. - Deliverables in task 3 should be submitted in Arabic and English 	End of Month 3
4- Assessing Inventory of Spare Parts and Maintenance Tools	<ul style="list-style-type: none"> - An inventory list detailing which components are available and which are missing for the power 	End of month 3

Task	Deliverable	Timeframe
	<p>generators and the other components of the plants.</p> <ul style="list-style-type: none"> - A list of minimum requirements for spare parts and tools that must always be available. - Deliverables in task 4 should be submitted in Arabic and English 	
5- Developing Maintenance Staff Profile	<ul style="list-style-type: none"> - A staff profile of team member involved in maintenance detailing: <ol style="list-style-type: none"> 1. Number of team members 2. Team members' qualifications - Deliverables in task 5 should be submitted in Arabic and English 	End of month 4
6- Prepare Preventive Maintenance SOPs	<ul style="list-style-type: none"> - Detailed SOPs for the preventive maintenance of power generators and other components of each plant - Simple guidelines and SOPs for preventive maintenance of power generators and other components of water treatment plants. - SOPs must be submitted to the plant manager and Anbar and Ninawa water directorates and must be kept handy for verification and proper documentation - Deliverables in task 6 should be submitted in Arabic and English 	End of month 5
7- Build staff capacity to implement SOPs for maintenance of mega water treatment facilities	<ul style="list-style-type: none"> - Training material - Training of selected operators on the implementation of SOPs on-site 	End of month 6

Task	Deliverable	Timeframe
	- Deliverables in task 7 should be submitted in Arabic and English	

Timeframe/duration

The period of implementation of this award will be 6 months.

b. Attachment B: Proposal Cover Letter

[On

Firm's

Letterhead]

<Insert date>

TO: [Click here to enter text.](#)

Development Alternatives, Inc.

We, the undersigned, provide the attached proposal in accordance with **RFP-Click here to enter text.**-Click here to enter text. issued on Click here to enter text.. Our attached proposal is for the total price of <Sum in Words (\$0.00 Sum in Figures) >.

I certify a validity period of 90 days for the prices provided in the attached Price Schedule/Bill of Quantities. Our proposal shall be binding upon us subject to the modifications resulting from any discussions.

Offeror shall verify here the items specified in this RFP document.

We understand that DAI is not bound to accept any proposal it receives.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory: [Click here to enter text.](#)

Name of Firm: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

Telephone: [Click here to enter text.](#)

Email: [Click here to enter text.](#)

Company Seal/Stamp:

c. Attachment C: Detailed Budget and Price Schedule

Please include a detailed budget narrative outlining the assumptions and specifying calculation details for the items listed in the budget below. The narrative should clarify how the items listed in the budget correspond to the work required in the scope.

Nr.	Line Item	Unit	Quantity	Unit Price	Total Cost	Notes
A	Salaries and Wages					
1						
2						
3						
4						
5						
6						
	Sub-Total					
B	Fringe Benefits					
1						
2						
3						
4						
5						
	Sub-Total					
C	Travel, Transportation and Per Diem					
1						

2						
3						
4						
5						
	Sub-Total					
D	Allowances					
1						
2						
3						
	Sub-Total					
E	Other Direct Costs					
1						
2						
3						
4						
5						
	Sub-Total					
	GRAND TOTAL IN Iraqi Dinar					
	GRAND TOTAL in USD					

d. 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									

e. Attachment E: Representations and Certifications of Compliance

1. Federal Excluded Parties List - The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.
2. Executive Compensation Certification- FAR 52.204-10 requires DAI, as prime contractor of U.S. federal government contracts, to report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS)
3. Executive Order on Terrorism Financing- The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor/Recipient to ensure compliance with these Executive Orders and laws. Recipients may not engage with, or provide resources or support to, individuals and organizations associated with terrorism. No support or resources may be provided to individuals or entities that appear on the Specially Designated Nationals and Blocked persons List maintained by the US Treasury (online at www.SAM.gov) or the United Nations Security Designation List (online at: http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml). This provision must be included in all subcontracts/sub awards issued under this Contract.
4. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.
5. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.
6. Organizational Conflict of Interest – The Bidder certifies that will comply FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide 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.

f. Attachment F: Proposal Checklist

Offeror:

Have you?

☐ Submitted your proposal to DAI in a sealed envelope to the address (electronic or mailing) as specified in General Instructions above?

Does your proposal include the following?

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

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

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

☐ Provided response to each of the evaluation criteria

☐ Included documents used to determine Responsibility

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

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

Offeror representative should sign and stamp below acknowledging that the requirements concerning the statement of work and proposal have been read and understood. This checklist should be submitted as part of the offeror's proposal package.

Signature: _____

Name: _____

Title: _____

Company: _____

Date: _____

Stamp: