



**WATER FOR AFRICA THROUGH LEADERSHIP
AND INSTITUTIONAL SUPPORT (WALIS)**

Request for Proposals (RFP)

No. 1002690-003

Improving Water, Sanitation and Hygiene (WASH)
Evidence-based Decision-making

MOZAMBIQUE

Issue Date: May 3, 2017

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Synopsis of the RFP

RFP No.	1002690-003
Issue Date	May 3, 2017
Title	Improving Water, Sanitation and Hygiene Evidence-based Decision- making Program MOZAMBIQUE: Development of National Water and Sanitation Information System (SINAS) for National Directorate of Water Supply and Sanitation
Issuing Office & Email/Physical Address for Submission of Proposals	WALIS Project 7600 Wisconsin Ave Suite 200, Bethesda MD 20814 walisprocurement@dai.com
Estimated Value of this award	Between \$250,000 USD and \$320, 000 USD. Offerors are expected to provide their best and final offer in the initial proposal.
Deadline for Receipt of Questions	Monday May 8, 2017 at 5PM EST.
Deadline for Receipt of Proposals	Monday May 29, 2017 at 5PM EST.
Point of Contact	walisprocurement@dai.com
Anticipated Award Type	Cost Reimbursable
Basis for Award	An award will be made based on the Trade Off Method. The award will be issued to the responsible and reasonable offeror who provides the best value to DAI and its client using a combination of technical and cost/price factors.

1. Introduction and Purpose

1.1 Purpose

DAI, the implementer of the USAID-funded Water for Africa through leadership and Institutional Support (WALIS) project, invites qualified offerors to submit proposals to supply and deliver “Improving Water, Sanitation and Hygiene (WASH) Evidence-based Decision- making program - MOZAMBIQUE” in support of program implementation. DAI has been working closely with the National Directorate of Water Supply and Sanitation (DNAAS) to determine the activities that would best serve their needs. While the WALIS team is based in the United States, work will be completed in Mozambique in close conjunction with the Directorate. For more details about the activities to be undertaken see attachment A.

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 Cost Reimbursable contract. This subcontract type is subject to change during the course of negotiations.

A Cost Reimbursable Subcontract is: An award where the subcontractor is reimbursed for actual reasonable, allowable, and allocable costs up to a maximum ceiling value of the subcontract agreement.

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 Monday May 29 at 5PM EST, to be submitted to walisproposals@walis.org. The RFP number and title of the activity must be stated in the subject line of the email. Cost and technical proposals shall be submitted in a single 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.

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.

2.3 Questions regarding the RFP

Each Offeror is responsible for reading and complying with the terms and conditions of this RFP. Requests for clarification or additional information must be submitted in writing via email to walisprocurement@dai.com 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 WALIS 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 a separate attachment from cost/price proposals, and shall be clearly labeled as "VOLUME I: TECHNICAL PROPOSAL".

Technical proposals shall include the following contents:

1. Technical Approach - Description of the proposed services which meets or exceeds the stated technical specifications or scope of work. The proposal must show how the Offeror plans to complete the work and describe an approach that demonstrates the achievement of timely and acceptable performance of the work. A time-bound implementation plan must be included.
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 three (3) recent awards of similar scope and duration. 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.

3.1 Services Specified

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

3.2 Technical Evaluation Criteria

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

Evaluation Criteria	Maximum Points
Technical Approach related to the task outlined in the scope of work	40 points
Management Approach and Personnel Qualifications	40 points

Corporate Capabilities or Past Performance	20 points
Total Points	100 points

4. Instructions for the Preparation of Cost/Price Proposals

4.1 Cost/Price Proposals

Cost/Price proposals shall be attached separately from technical proposals, and shall be clearly labeled as "VOLUME II: COST/PRICE PROPOSAL".

The offeror shall provide a fully detailed budget. Offerors shall complete the template including as much detailed information as possible.

It is important to note that Value Added Tax (VAT) shall be included on a separate line, and that delivery cost per kilometer (unit) and total delivery cost are included on their designated budget line. These services are not eligible for VAT exemption under the DAI prime contract. The Subcontractor is responsible for all applicable taxes and fees, as prescribed under the applicable laws for income, compensation, permits, licenses, and other taxes and fees due as required.

5. 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. 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.**

5.2 Responsibility Determination

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

1. Provide evidence of the required business licenses to operate in the host country. An example of evidence would be a valid Business Registration certificate from the Ministry.
2. Evidence of a DUNS number (explained below and instructions contained in Attachment D).
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.
11. Be able to read, write and communicate in both English and Portuguese.

6. 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.

7. Compliance with Terms and Conditions

7.1 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.

7.2 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.

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.

7.1 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.

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

8. 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

1. CONTEXT

The Water for Africa through Leadership and Institutional Support (WALIS) program funded by U.S. Agency for International Development (USAID) aims to support national and regional institutions and their development partners to improve the capacity of African water sectors to implement policies, strategies, and plans that will deliver sustainable WASH services consistent with the Sustainable Development Goals (SDGs).

As one of its core activities, the WALIS project has established the “Improving WASH Evidence-based Decision-making” program (IWED). IWED is a demand-driven technical assistance initiative through which selected national governments can apply for support for activities that the governments themselves identify within the overall scope of the WALIS Project. The National Directorate of Water Supply and Sanitation (DNAAS) of the Ministry of Public Works, Housing and Water Resources of Mozambique has submitted a full proposal for 24 month IWED program to support the development of National Water and Sanitation Information System (SINAS).

The First National Conference on Database for the Rural Water Supply and Sanitation Subsector was held in 2002 at Msika, Manica Province, to standardize the monitoring of rural water supply and sanitation infrastructure. Complementary to this process, in 2007 Government initiated the establishment of a National Water and Sanitation Information System (SINAS). Government conducted situational assessment, developed a strategy document, and initiated the development of improved sector indicators. Two national meetings were held with key stakeholders in 2009, to plan the development of SINAS. One of these, the Second National Conference on a Database for Rural Water Supply and Sanitation Subsector, focused on the development of monitoring indicators and tools and a manual on information management for Rural Water Supply and Sanitation. By 2009, about 70% of point sources had been recorded in database, but with deficiencies in the coding of sources and keeping functionality data up-to-date. There have been several attempts to establish a national database on water point sources, small piped systems, however data have not been kept up to date regularly. In the absence of a national system, information systems were established at project level, covering limited areas and these have rarely been compatible.

The work that began in 2009 continues with a program of training at provincial, district and sub-district levels, and the production of reports for the sector in standard agreed formats, the quality and scope of which is gradually improving.

WSP conducted a pilot project and developed a model that could be replicated in other provinces. The UNICEF support included the province of Nampula, Manica and Gaza. The project aimed to train the provincial and district technicians in planning, monitoring and evaluation, development of databases at provincial and district level, and data collection using paper files. Based on this experience the database collection system was developed for provincial and district levels.

The information at central level is used for activity planning; decentralized funding for provinces and districts; donor coordination; organizing Joint Annual Reviews: orientation of NGOs who want to support the water and sanitation sector toward the regions most in need.

The National government is responsible for establishing the data collection systems in the provinces and districts. Once they are established the provincial government provides funding to districts for data collection, reporting and maintenance.

The reports prepared at the local level go through the Administrative post, and then are passed to the district, and from there to province, and finally to the DNAAS. After analysis, compilation and globalization of information, the report is approved and sent back to the provinces for distribution to all institutions.

The technicians at the district level collect the data using Excel 2003 and enter into computer database and share using Dropbox. The data is cleaned using Pentaho Data Integration (PDI) tool and is analyzed, organized, visualized and stored using an open source software PostgreSQL. Using the Business Intelligence (BI) tool the information is produced off-line at this level. When internet is available for at least 5 minutes, the data is automatically shared with provincial and national levels where the cleaning process is done for production of information. DNAAS uses BI to produce graphics that are sent back to provinces and districts. The advantage of this process is that it allows access to information off-line, since many parts of the country have difficulty accessing internet.

2. OBJECTIVES

The basis of SINAS is the collection and management of data at local level – Communities Administrative Post (sub-districts), districts, municipalities, services providers, provinces, NGOs and financing agencies. The concepts were developed with the participation of representatives from these levels, and their proposals contributed to the implementation of an operational plan. In addition, the whole development process to date has been actively supported by sector's partners. At government level, SINAS is integrated into DNAAS, Planning department, which has established partnerships with INE (Instituto Nacional de Estatística) and with the Ministry of Health (MISAU) through the National Food Hygiene and Water Laboratory.

The current database does not accurately capture the data, therefore it does not allow decision makers to plan efficiently for the development of the sector. The principal objective of the project is to have a database that will provide reliable data on water and sanitation and will help the decision makers to prepare and execute realistic plans for the development of the water supply and sanitation in Mozambique.

By using tablets with preloaded questionnaires instead of using paper will significantly reduce the number of errors, the cleaning of the data will be done immediately at the collection, as the answers are coded and fields are restricted and predefined. Also, the geographical coordinates are captured automatically without possibility of an error. Using the tablets will considerably reduce the errors that happened with the manual transcription of information, reducing human intervention in the transmission of information, its cleaning and production to a minimum. Therefore, the information will be more reliable and accurate, and information update will be done more regularly and on time.

While different software might be used by partner supported programs there will be a requirement for them to be compatible, and that data includes all the necessary information and can be transferred into an Excel. Also, the information, maps, and graphics have to be accessible at district and provincial levels. Partners using a different system will have to develop the local capacity to assure that data collection and reporting process continues after the end of the project. *The project aims to consolidate the database for the harmonization of methodologies for the collection, processing, analyses and sharing of information on water supply and sanitation.*

The private sector through Private Water Providers is a new player in the sector. For that reason their involvement as providers of water supply was not captured up to now. From now on SINAS with the collaboration of DNAAS /SPEED+ (follow-on to the USAID-funded Support Program for Economic and Enterprise Development) will add water use and access information provided by private sector providers into the questionnaire.

A strong database system that is regularly updated and is sustainable will be an essential tool to improve the governance in water and sanitation in Mozambique.

The expected results of the program include:

- Harmonized and compatible data collection system using modern technologies;
- Operational and regularly updated district, municipal, provincial and national databases;
- Adequately trained personnel at all levels;
- Provision and analysis of data to answer specific questions raised by sector stakeholders;
- Evaluation of the effectiveness of investments and implementing agencies, through performance and cost analyses of water and sanitation interventions;
- Effective monitoring of sector investment made through state budget, Common Fund and other mechanisms;
- Better local and national planning based on up-to-date sector information;
- More comprehensive and less expensive monitoring that is provided by the current fragmented system;
- Sustainable systems for collecting, managing and transmitting data, from local to national level;
- Distribution/availability of data and standard reports to all stakeholders, according to their needs.

Expected impacts include:

- An increase in external funds mobilized for the rural water supply and sanitation sector, based on improved monitoring of sector activities;
- More services delivered per dollars spent, due to better tracking of expenditure and outputs;
- A more balanced distribution of resources between the sub-sectors and between investment and operation, based on more accurate and comprehensive data.

3. TASKS

The subcontractor will work closely with DNAAS colleagues and will report to the Head of the Planning Department who will serve as the program coordinator in charge of coordinating the activities, quality control and monitoring.

Activity 1. Support SINAS establishment at Central level

The actual database is defined perfectly in terms of information flow: visualization of information, maps, graphics, and reports which are produced timely at every level. The information is available even off-line and the return of information allows everyone at each level to get the information they need to make appropriate decision. The only point that is not satisfactory in the actual system is the amount of error that is caused by the manual collection of data by using paper and then transcribing on computer with high risk of introducing error. It is expected to improve data quality by using tablets or mobile devices. The main system is very slow because currently a low RAM computer is being used as a server. A new server with 16 GB xenon processor to response efficiently to our needs shall be procured for the use by DNAAS based on technical specifications that will be provided by DNAAS. The synchronization with the province and district is relatively fast as long as the internet is available.

Institutional Compatibility and reporting procedures

The Administration for Water and Sanitation Infrastructure (AIAS) has established a mobile system for data collection of urban water infrastructure and they share data with DNAAS/SINAS. DNAAS recommended using the codification for the administrative divisions as established by Ministry of

State Administration and Public Affairs for a better integration of data. The standard questionnaires were shared with AIAS for integration of information in the SINAS system. Coordination with AIAS and Water Supply Asset holding company (FIPAG) should be ongoing to assure a full integration of data in the system.

District mapping production and distribution

Maps, developed by using the collected information, will be distributed to each district to help them better visualize the full picture of water supply on their territory. These maps should also be shared with the administrative posts for them to know the real situation of water coverage and support decision making of new investment and maintenance. The information will also include the geophysical information to know if there is a possibility to have water or not. To produce large scale maps a large printer shall be procured.

Activity 2. Support SINAS establishment at provincial and district level

The installment of new technology will require training at provincial and district level. The staff will need to be trained on operation and use of the tablets as well as monitoring after the first data collection. The training should also assure the reporting capacity.

Activity 3. Reporting, monitoring and evaluation

The subcontractor will work closely with DNAAS to write the quarterly reports and provide monthly updates to the WALIS team. The subcontractor will work with DNAAS and provide support for following activities:

- a) To assure an adequate coordination every three months DNAAS will organize a meeting with its partners to provide updates and hold discussions to ensure the harmonization of procedures.
- b) The Joint Annual Meeting is also an important opportunity to show the results and progress, as well as address constraints and discuss potential solutions with partners.
- c) After defining which information should be made available to the public in general, these should be integrated into DNAAS's Website; as these are important monitoring tools.
- d) For quality assurance the software must have capacity to give a warning on each update by any user.
- e) The technician at the district and provincial level must perform quality verification for the provided information.

Sustainability

The subcontractor shall take into account the following sustainability considerations:

- a) The technician at district level should be able to update the data each time there is a new construction through proper monitoring of activities in their respective district.
- b) The water committee must be responsible to follow any breakdown information to the district through cell phone.
- c) Each district should have a civil servant as a focal point to receive the information and update the database on daily bases.

- d) The district focal point must also act as a technical assistant to the district as well as train any replacement staff in case of change of duty or departure.
- e) All proposed solutions for data collection and information production (Map, graphic, report, dash board) must be free and open source to avoid additional cost.

9.2 Attachment B: Proposal Cover Letter

[On Firm's Letterhead]

<Insert date>

TO: WALIS project
Development Alternatives, Inc.
7600 Wisconsin Ave Suite 200
Bethesda MD, 20814

We, the undersigned, provide the attached proposal in accordance with RFP-1002690-003 issued on April 14, 2017. 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.

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:

9.3 Attachment C: 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.

PROCUREMENT				
	Cost per item	Number of items	Total cost to WALIS	Amount of Cost share
Data collection Equipment				
For example Server				
For example tablet computer (Wi-fi access is sufficient, cell service not needed)				
Other?				
Procurement Subtotal			\$	\$
TRAVEL COSTS				
For example local transportation				
For example per diem for enumerators				
Travel Subtotal			\$	\$
OTHER DIRECT COSTS				
Workshops and Meetings				
For example Room rental (1 day in a local hotel)				
Other Direct Costs Subtotal			\$	\$
CONSULTANTS	Rate per day	Number of days of labor		
For example Project Manager				
For example IT specialist				
For example Data entry/enumerators				
Government staff (In kind contribution)				
Consultants Subtotal			\$	\$
Subtotal			\$	\$
VAT on procured goods				
Overhead and administrative costs			\$	\$
Fee			\$	\$
GRAND TOTAL			\$	\$

- 9.4 [Attachment D: Instructions for Obtaining a DUNS Number - DAI'S Vendors, Subcontractors \(see attached\)](#)
- 9.5 [Attachment E: Self Certification for Exemption from DUNS Requirement \(see attached\)](#)

9.6 Attachment F: Past Performance Form

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

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

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

9.7 Attachment G: Representations and Certifications of Compliance

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

9.8 Attachment I: Proposal Checklist

Offeror: _____

Have you?

☐ Submitted your proposal to DAI as an e-mail attachment to the address as specified in General Instructions above?

Does your proposal include the following?

- ☐ Signed Cover Letter (*use template in Attachment B*)
- ☐ Separate Technical and Cost proposals as individual attachments labeled as Volume I and Volume II respectfully.
- ☐ Proposal of the services that meets the technical requirements as per Attachment A
- ☐ Documents use to determine Responsibility
- ☐ Evidence of a DUNS Number OR Self Certification for Exemption from DUNS Requirement
- ☐ Past Performance (*use template in Attachment F*)