USAID Economic Security Program (GESP)

Request For Proposals (RFP)

No. GESP-RFP-056

Preparation and Implementation of ICT Trade Mission to Uzbekistan

Issue Date: August 11, 2022

WARNING: Prospective Offerors who have received this document from a source other than the USAID Economic Security Program (# 29 I. Chavchavadze Ave., Tbilisi 0179 Georgia, GESPProcurement@dai.com), should immediately contact GESPProcurement@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 on www.jobs.ge. Offerors are encouraged to check this website periodically.

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

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Synopsis of the RFP

RFP No.	GESP-RFP-056
Issue Date	August 11, 2022
Title	Preparation and Implementation of ICT Trade Mission to Uzbekistan
Issuing Office & Email/Physical Address for Submission of Proposals	USAID Economic Security Program (GESP) # 29 I. Chavchavadze Ave., Tbilisi 0179 Georgia E-mail for communications/inquires: GESPProcurement@dai.com E-mail for submission GESPProcurementInbox@dai.com
Deadline for Receipt of Questions	August 19, 2022, before 18:30, Georgian local time (GMT +4) to GESPProcurement@dai.com
Deadline for Receipt of Proposals	**September 1, 2022, before 18:30, Georgian local time (GMT +4) to GESPProcurement@dai.com**
Point of Contact	GESP Procurement Officer Email: GESPProcurement@dai.com
Anticipated Award Type	Firm Fixed Price Purchase Order ***Note: Award amount not to exceed USD 35,000.00 (thirty-five thousand)***
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.

Interested Offerors may obtain a full copy of the RFP which contains detailed instructions for preparation of the proposal. The RFP may be collected from the address and/or contact person above.

1. Introduction and Purpose

1.1 Purpose

DAI, the implementer of the USAID Economic Security Program in Georgia, invites qualified offerors to submit proposals to Support implementation of a trade mission of Georgian ICT/digital service provider firms to Uzbekistan, through identification of potential buyers and organization of B2B meetings.

1.2 Issuing Office

The Issuing Office and Contact Person noted in the above synopsis is the sole point of contact at DAI for purposes of this RFP. Any prospective offeror who fails to register their interest with this office assumes complete responsibility in the event that they do not receive direct communications (amendments, answers to questions, etc.) prior to the closing date.

1.3 Type of Award Anticipated

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

A Firm Fixed Price Purchase Order is: An award for a total firm fixed price, for 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 1, 2022, before 18:30, Georgian local time (GMT +4),** be submitted to **GESPProcurement@dai.com.** 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 separate, single emails. 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.

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 **60 days** for the prices provided.
- Acknowledge the solicitation amendments received.

2.3 Questions regarding the RFP

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

All communications regarding this solicitation are to be made solely through the Issuing Office and must be submitted via email GESPProcurement@dai.com to the Issuing Office **no later than August 19, 2022.**

All questions received will be compiled and answered in writing and be distributed to all interested bidders via email **within 3 working days of the deadline**.

3. Instructions for the Preparation of Technical Proposals

Technical proposals shall be sealed in a separate envelope from cost/price proposals and shall be clearly labeled as "VOLUME I: TECHNICAL PROPOSAL".

Technical proposals, in general, include the following contents. For the detailed proposal requirements, particular requirements to the current tender, please see Scope of Work (Attachment A)

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.
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. **Please include CVs of key personnel in the application in the management approach section.**
3. **Past Performance** – The offeror shall provide a detailed description of the past performance (as requested in the Attachment F) illustrating relevant experience in delivering the services requested within the current Scope of Work.

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 significantly more important than cost/price factors.

Evaluation Criteria	Maximum Points
Technical Approach and Proposal: As described in the Scope of Work *(Attachment A)*	**45**
Management Approach and Personnel Qualifications As described in the Scope of Work *(Attachment A)*	**30**
Past Performance:	**25**

As described in the Scope of Work *(Attachment A)*	
Total Points	**100 points**

4. Instructions for the Preparation of Cost/Price Proposals

4.1 Cost/Price Proposals

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

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

<u>Note: Award amount not to exceed USD 35,000.00 (thirty-five thousand)</u>

All services (if any) are eligible for VAT exemption under the DAI prime contract. The offeror 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. Formal registration and evidence of the required business licenses (as applicable) to operate in Georgia.
2. Evidence of an Unique Entity ID (SAM) (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.

6. Anticipated post-award Deliverables

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

Structures for reporting corresponding to each Deliverable is provided in Attachment A: Scope of Work

	Activities	Deliverables	Timeline
1	Help the Program and BoG select trade mission participants from the pool of shortlisted SMEs	Quantifiable approach to selecting trade mission participants developed and up to 5 participants selected from the provided shortlist	1 calendar week after contracting
2a	Prepare for the lead generation effort – group workshops	Activity reports (2) from the group workshops, including presentations	2 calendar weeks after completion of Activity 1
2b	Prepare for the lead generation effort – individual advisory	Individual activity reports (12), one per each trade mission participant, summarizing individual consultations with SMEs, including individual long-lists of leads	
3	Identify potential buyers and partners in Uzbekistan for trade mission participants	Activity Reports (12) on identification of potential buyers and partners for trade mission participants, including lists of confirmed B2B meetings with potential buyers and partners (at least 5 unique B2B meetings per trade mission participant)	4-6 calendar weeks after completion of Activity 2
4	Support trade mission implementation	Activity report (1) on preparatory workshop and proof of correspondence with leads	Immediately before and during trade mission (est. timeframe: 2nd or 3rd week of November)
5	Follow up support	Activity report on follow-up support to the Program	During the 6 calendar weeks after activity 4

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 Prohibited Technology

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

8.3 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.

Geographic Code 110: Goods and services from the United States, the independent states of the former Soviet Union, or a developing 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 include: 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.

8.4 Unique Entity ID (SAM)

There is a **mandatory** requirement for your organization to provide an Unique Entity ID (SAM)to DAI. Without an Unique Entity ID (SAM), 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 an Unique Entity ID (SAM)to DAI. Offerors who fail to provide Unique Entity ID (SAM)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 an Unique Entity ID (SAM)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 an Unique Entity ID (SAM), see Attachment D - Instructions for Obtaining an Unique Entity ID (SAM)- DAI'S Vendors, Subcontractors

For those not required to obtain an Unique Entity ID (SAM), see Attachment E: Self Certification for Exemption from Unique Entity ID (SAM)Requirement

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

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

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

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

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

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

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

10. Attachments

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

Preparation and Implementation of ICT Trade Mission to Uzbekistan

Scope of Work (SoW)

1. PROGRAM BACKGROUND:

The purpose of the USAID Economic Security Program (the Program) in Georgia, implemented by DAI, is to accelerate creation of high(er) value jobs, generation of investment and increased incomes and revenues of micro, small, and medium enterprise (MSME) in sectors such as, tourism, light manufacturing, shared intellectual services, and creative industries. Within these sectors, the program focuses on the following value chains: gastronomic, adventure and culture tourism; business process outsourcing (BPO); packaging and furniture manufacturing; solid waste management; and production media, post-production, and high-end artisan products.

The Program accelerates the economic transformation of the country by attracting the capital and technologies needed for growth. It harnesses Georgia's growing market dynamism and catalyze multi-stakeholder problem-solving and co-investment. By putting the private sector in the lead, the Program ensures sustainability, local ownership, and self-reliance.

DAI applies a facilitative value chain development approach. This approach places market actors and other value chain stakeholders (public and private) at the center of the change process and invites them to define problems and co-create solutions. Using timebound "smart incentives," we then co-invest with market actors in their own pro-growth solutions. The USAID Economic Security Program is headquartered in Tbilisi. The Program is committed to diversity in its policies, initiatives, and relationships with partners and stakeholders, as well as in its efforts to build, maintain, and promote a culture of equity and inclusion.

2. Background of the Assignment

In May 2022, the USAID Economic Security Program (the Program) and JSC Bank of Georgia (BoG) signed a partnership agreement focused on jointly designing and implementing multiple initiatives aimed at facilitating growth of Georgia's small and medium-sized enterprises (SMEs).

One of the key directions of cooperation between the Program and the Bank is Export Promotion. Under this direction, the Program and the Bank intend to extend export promotion support to companies in Services sector, namely: ICT/digital services, through facilitating a trade mission to a target market. Based on several rounds of conversations and brainstorming with their partner SMEs in the sector, the Program and the Bank have designated Uzbekistan as the target market for such a trade mission.

Therefore, The Program and the Bank intend to facilitate a trade mission of up to 12 Georgian SMEs (the trade mission participants), operating in the fields of ICT/digital products and services, to Uzbekistan in late Autumn/December 2022.

For this purpose, the Program intends to identify and contract an international or local (to Uzbekistan) firm which will be responsible for identifying potential buyers and partners for a selected group of Georgian SMEs and organizing B2B meetings with them.

3. Purpose of the Assignment

Support implementation of a trade mission of Georgian ICT/digital service provider firms to Uzbekistan, through identification of potential buyers and organization of B2B meetings.

4. Scope of Work

Given the above background, the Program seeks to contract a qualified service provider (the Vendor) which will work with the designated Georgian companies to help the Program and BoG achieve following objectives: select trade mission participants from the pool of shortlisted partner SMEs, identify potential buyers and partners in Uzbekistan, act as an intermediary to organize B2B meetings with them prepare the selected SMEs (trade mission participants) for the trade mission in Uzbekistan; support negotiation process in the field, based on individual requests of Georgian firms if such will arise and in case of inactive behavior of potential buyers post-trade mission, identify new potential buyers.

The following are the activities, that the Vendor will undertake for the achievement of above purposes:

4.1. Help the Program and BoG select trade mission participants from the pool of shortlisted SMEs

At the stage of publication of the SoW, the Program has identified 7 participants for the trade mission. In parallel, it has launched a public Call for Georgian SMEs at large to express their interest to participate in the trade mission. As a result of this call, the Program expects to select up to 5 additional SMEs. At the same time, the Program expects that it may receive a larger number of applications from interested companies. In such a case, the Program will have to make decisions pertaining to selection of up to 5 trade mission participants from the list of applied companies. The Vendor shall advise the Program by suggesting a transparent and quantifiable approach to filtering out SMEs with least market perspectives on the Uzbekistan market.

The number of SMEs to be selected from the public call may increase, if the Vendor provides a substantiated advice that one or more of the already identified 7 companies does not possess perspectives in the Uzbekistan market (at this stage), and thus it is not feasible for them to engage in the trade mission. In this case, the Program will select additional participants from the public call.

4.2. Prepare for the lead generation effort

The Vendor will familiarize themselves with each Georgian company selected for the participation in the trade mission and, working jointly with them through individual technical consultations to identify leads and potential B2B meetings in Uzbekistan.

In frames of this activity:

- The Vendor will conduct a maximum 2-hour online group workshop with all participants, the Program and BoG that will serve as an introductory round with the trade mission participants and will assist the Vendor in improving their overall understanding of the Georgian ICT sector,

  Leading up to this activity, the Vendor will receive profiles of the selected trade mission participants, in the form of filled out questionnaire. Questionnaire is to be developed by the Vendor so as to ensure that the information prepared by the trade mission participants in advance corresponds directly to the data that is necessary for the Vendor to acquire to perform further assignments.

  Workshops' plan and materials should be agreed upon with the Program in advance to implementation.

- The Vendor will conduct a maximum 3-hour online group workshop with all participants, the Program and BoG to present the outlook and key specificities of the Uzbekistan market, with the special focus on the target business sectors of the trade mission participants. The Vendor will pre-agree the presentation with the Program, before the presentation,

  At this presentation, the Vendor should already present ideas for leads per each participant of the trade mission. This is not part of the targeted lead generation work as envisioned in the following section, but rather preliminary ideas that will help calibrate Vendor's understanding of the trade mission participants' needs before further activities,

  Workshops' plan and materials should be agreed upon with the Program in advance to implementation.

- The Vendor will conduct individual consultations (online) with 12 trade mission participants (3 hours per each trade mission participant) to identify a long list of target buyers and partners to meet in Uzbekistan. The long list is to be vetted by respective trade mission participants.

4.3. Identify potential buyers and partners in Uzbekistan for trade mission participants

The Vendor will reach out to the long-list of organizations, developed as part of the individual consultations with trade mission participants to schedule physical, in-person B2B meetings with the trade mission participants.

As a result of the activity, meetings with at least 5 unique leads/potential buyers per each trade mission participant will be set up. The total amount of unique leads/potential buyers shall be 60, depending on the final number of trade mission participants (5 unique leads x 12 participants).

If correspondingly sufficient amount of B2B meetings have not been ensured for a given trade mission participant, from the agreed upon long-lists, the Vendor will circle back to the respective trade mission participant, via online consultations (totaling 1.5 hours per participant), to identify new potential counterparts for B2B. This iteration of identifying leads must be conducted before it can be concluded that there are not sufficient interested parties in Uzbekistan willing to meet the respective trade mission participant.

Important organizational details:

- The Vendor will involve selected trade mission participants in communication with the leads, once the leads display interest in meeting with the trade mission participants,

- The Vendor will be responsible for coordination of time and place of trade mission participants' meetings with their respective leads,
- It is preferable that the trade mission participants meet with their respective leads at the latter's offices, should this not be possible in individual cases, the meetings are to be scheduled at the venues organized by BoG (conference/meeting rooms at one of the local hotels),

4.4. Support trade mission implementation

Before trade mission participants travel to Uzbekistan, the Vendor will conduct a maximum 3-hour online workshop for the trade mission participants to prepare them for the mission to Uzbekistan. The workshop content shall include, but not limited to the local cultural norms and customs (including business culture and customs) in Uzbekistan.

In the days leading up to the scheduled B2B meetings, the Vendor will follow up with each lead to ensure/double-check that the meeting and the meeting details (venue, time) are in force, and circle back with confirmations to the Program and trade mission participants.

4.5. Follow up support

The Vendor will dedicate 2 working days to the effort of supporting Georgian SMEs with follow-up communications with potential buyers, as needed/requested by trade mission participants. Based on joint agreement of the Program and the Vendor, the Vendor may conduct an alternative effort as part of this activity.

5. Reporting and Timeline

	Activities	Deliverables	Timeline
1	Help the Program and BoG select trade mission participants from the pool of shortlisted SMEs	Quantifiable approach to selecting trade mission participants developed and up to 5 participants selected from the provided shortlist	1 calendar week after contracting
2a	Prepare for the lead generation effort – group workshops	Activity reports (2) from the group workshops, including presentations	2 calendar weeks after completion of Activity 1
2b	Prepare for the lead generation effort – individual advisory	Individual activity reports (12), one per each trade mission participant, summarizing individual consultations with SMEs, including individual long-lists of leads	
3	Identify potential buyers and partners in Uzbekistan for trade mission participants	Activity Reports (12) on identification of potential buyers and partners for trade mission participants, including lists of confirmed B2B meetings with potential buyers and partners (at least 5 unique B2B meetings per trade mission participant)	4-6 calendar weeks after completion of Activity 2
4	Support trade mission	Activity report (1) on preparatory workshop and proof of	Immediately before and during trade mission (est.

	implementation	correspondence with leads	timeframe: 2nd or 3rd week of November)
5	Follow up support	Activity report on follow-up support to the Program	During the 6 calendar weeks after activity 4

Topics to be included in activity reports:

Activity 1: the methodology should include:

- description of the approach to/rationale of the selection methodology, outlined by the Vendor, which has enabled the Program to select up to 5 trade mission participants from the list of applicants to the public call,
- methodology itself, including selection/filtering criteria,
- ranked list of applicants to the public call, resulting from application of the methodology to the information they provided.

Activity 2:

2a. an activity report from a group workshop should include:

- profile template/questionnaire for trade mission participants, in advance to the workshops,
- workshop agenda and list of participants,
- summary of key points discussed (max 1-2 pages total),
- presentation(s) or any other materials used in the workshops.

NOTE: there should be 1 activity report per 1 group workshop conducted: a total of 2; profile template/questionnaire is to be attached to only one activity report.

2b. an activity report from individual consultations with a trade mission participant should include:

- summary of discussions in preparation to lead identification process (max 1-2 pages),
- description of the corrective action/corrections in trade mission participant targets by the Vendor, if such took place,
- agreed-upon long-list of desired/target leads of the trade mission participant

NOTE: there should be 1 activity report per 1 SME: a total of 12, in case of 12 trade mission participants selected.

Activity 3:

An activity report for identifying potential buyers and partners for a trade mission participant is to include:

- documentation of the outreach to the leads for B2B meetings (email correspondence),
- list of the confirmed leads/B2B meetings, with details such as venue/time/date.

NOTE: there should be 1 activity report per 1 trade mission participant: a total of 12, in case of 12 trade mission participants selected.

Activity 4:

An activity report for this activity should include:

- Documentation of the group workshop:
    - workshop agenda and list of participants,
    - summary of key points discussed (max 1-2 pages total),
    - presentation(s) or any other materials used in the workshops
- Documentation of confirmation that the pre-scheduled meetings are in force, following double-check

Activity 5:

Activity report on actions performed in support of the follow up communication of the trade mission participants, or an alternative activity that has been jointly agreed upon by the Program and the Vendor.

6. Submission requirements and Technical Evaluation Criteria

Evaluation Criteria	Maximum Points
Technical Approach and Proposal: *The bidders are required to provide following documentation, as part of their bid:* • Interpretation of objectives, • Understanding of Uzbekistan's ICT Sector, including e-commerce market, online payment systems, solution-providers/integrators, money transfer systems, • Understanding of and expertise/linkages with/in Uzbekistan's other economic sectors, that may serve as target sectors of the Georgian ICT firms*****, • Understanding of the behavior of local populace and businesses pertaining to digitalization, online sales, non-cash payments (incl. credit/debit cards), • Suggested approach to selection of trade mission participants for the trade mission (activity 1 of SoW), • Suggested content for the actions within the effort to prepare for lead generation effort (activity 2 of SoW), • Suggested approach to outreach to B2B meeting counterparts, especially if the bidder does not possess immediate direct linkages in the target sectors (activity 3 of SoW), • Suggestions for alternative concept for activity 4. *****Based on currently identified trade mission participants, the target buyers/partners for the Georgian SMEs include financial institutions (banks, micro-finance organizations), retail chains, SMEs in retail, delivery companies, accounting and ERP solution providers, fulfillment service providers, marketplaces, startup accelerators or institutions within start-up ecosystem,	**45**

tech hubs, educational organizations and training centers, industries surrounding financial payment systems. The Program understands that it may not be possible for one vendor to already possess expertise within all of the target sectors of trade mission participants, therefore it seeks to understand as much as possible the extent of **existing** expertise/linkages of the bidders, and how they would approach **expanding** these linkages mid-implementation, for the purposes of the trade mission.	
Management Approach and Personnel Qualifications The offeror shall present the detailed description of the corporate capability which provides the solid evidence that offeror is able to achieve RFP requirement with the highest possible quality. In this section the offerors shall include: • Details of personnel who will lead or be assigned to the activities described in the technical approach, including where they are based geographically and their specific roles, as well as a clear management plan in that outline how expected deliverables and milestones will be developed and reviewed. • Information about Qualification, knowledge, and relevant experience with similar activities of offered key personnel. ***<u>With CVs of key personnel attached.</u>***	**30**
Past Performance: The offeror shall provide a detailed description of the past performance (as requested in the *Attachment F* as applicable and provide detailed narrative description of past performance in technical proposal) illustrating relevant experience in delivering the services requested within the current Scope of Work. The offeror is expected to provide narrative information on: • On their past and current involvement in, and networks with, Uzbekistan ICT/tech community, what kind of projects have they implemented for ICT/tech companies in the past, • On their experience, if such exists, in helping foreign companies enter the Uzbekistan market (Vendor's are encouraged to provide names of specific companies only if it does not conflict with confidentiality), • Past experience, if such exists, working with businesses in Uzbekistan that sell their goods or services through online platforms, • Past experience, if such exists, working with local or international financial institutions, government institutions.	**25**
Total Points	**100 points**

10.2 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-056 issued** on **August 11, 2022.** Our attached proposal is for the total price of <Sum in Words ($ 0.00 Sum in Figures) >.

I certify a validity period of **60 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.
Firm ID: Click here to enter text.
Address: Click here to enter text.
Telephone: Click here to enter text.
Email: Click here to enter text.

Company Seal/Stamp:

10.3 Attachment C: Price Schedule

	Activities	Deliverables/Proof of Deliverables	Units	Price per Unit (USD)	Total Price (USD)
1	Help the Program and BoG select trade mission participants from the pool of shortlisted SMEs	Quantifiable approach to selecting trade mission participants developed and up to 5 participants selected from the provided shortlist	1 (selection methodology)		
2a	Prepare for the lead generation effort – group workshops	Activity reports (2) from the group workshops, including presentations	2 (per each workshops)		
2b	Prepare for the lead generation effort – individual advisory	Individual activity reports (12), one per each trade mission participant, summarizing individual consultations with SMEs, including individual long-lists of leads	Up to 12 (per each trade mission participant)		
3	Identify potential buyers and partners in Uzbekistan for trade mission participants	Activity Reports (12) on identification of potential buyers and partners for trade mission participants, including lists of confirmed B2B meetings with potential buyers and partners (at least 5 unique B2B meetings per trade mission participant)	12 (per each trade mission participants)		
4	Support trade mission implementation	Activity report (1) on preparatory workshop and proof of correspondence with leads	1 (package of documents)		
5	Follow up support	Activity report on follow-up support to the Program	1 (activity report)		
				GRAND TOTAL IN USD	

ANTICIPATED Delivery Period: 12-Sep-2022 to 30-Dec-2022

10.4 Attachment D: Instructions for Obtaining an Unique Entity ID (SAM)Number - DAI'S Vendors, Subcontractors

Note: There is a Mandatory Requirement for your Organization to Provide an Unique Entity ID (SAM) to DAI

I. SUBCONTRACTS/PURCHASE ORDERS: All domestic and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of $30,000 and above are required to obtain an Unique Entity ID (SAM) 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 an Unique Entity ID (SAM) 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 an Unique Entity ID (SAM); 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 AN UNIQUE ENTITY ID (SAM).

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

Background:

Summary of Current U.S. Government Requirements - Unique Entity ID (SAM)

Effective April 4, 2022, entities doing business with the federal government will use the Unique Entity Identifier (SAM) created in SAM.gov. The Unique Entity ID (SAM) is a 12-character alphanumeric value managed, granted, and owned by the government. This allows the government to streamline the entity identification and validation process, making it easier and less burdensome for entities to do business with the federal government.

Entities are assigned an identifier during registration or one can be requested at SAM.gov without needing to register. Ernst and Young provides the validation services for the U.S. Government. The information required for getting an Unique Entity ID (SAM) without registration is minimal. It only validates your organization's legal business name and address. It is a verification that your organization is what you say it is.

The Unique Entity ID (SAM) does not expire.

Summary of Previous U.S. Government Requirements – DUNS

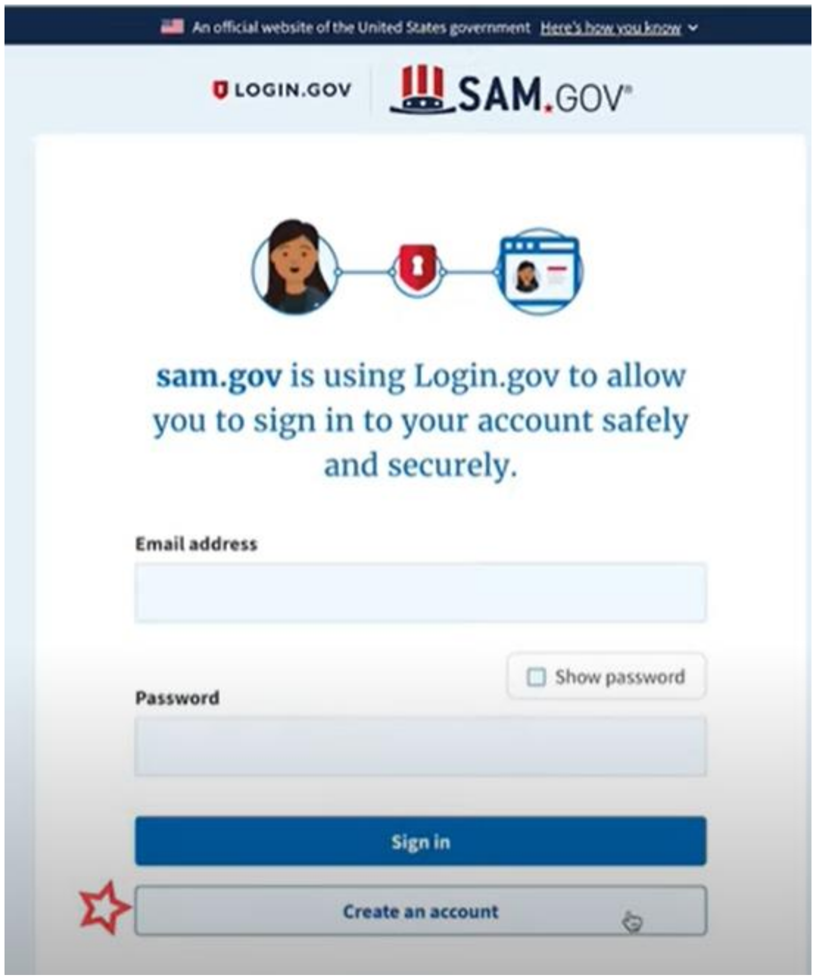
The Data Universal Numbering System (DUNS) is a system developed and managed by Dun and Bradstreet that assigns a unique nine-digit identifier to a business entity. It is a common standard world-wide and was previously used by the U.S. Government to assign unique entity identifiers. This system was retired by the U.S. Government on April 4, 2022 and replaced with the Unique Entity Identifier (SAM). After April 4, 2022 the federal government will have no requirements for the DUNS number.

If the entity was registered in SAM.gov (active or inactive registration), an Unique Entity ID (SAM) was assigned and viewable in the entity registration record in SAM.gov prior to the April 4, 2022 transition. The Unique Entity ID (SAM) can be found by signing into SAM.gov and selecting the Entity Management widget in your Workspace or by signing in and searching entity information.

Instructions detailing the process to be followed in order to obtain an Unique Entity ID (SAM) for your organization begin on the next page.

THE PROCESS FOR OBTAINING AN UNIQUE ENTITY ID IS OUTLINED BELOW:

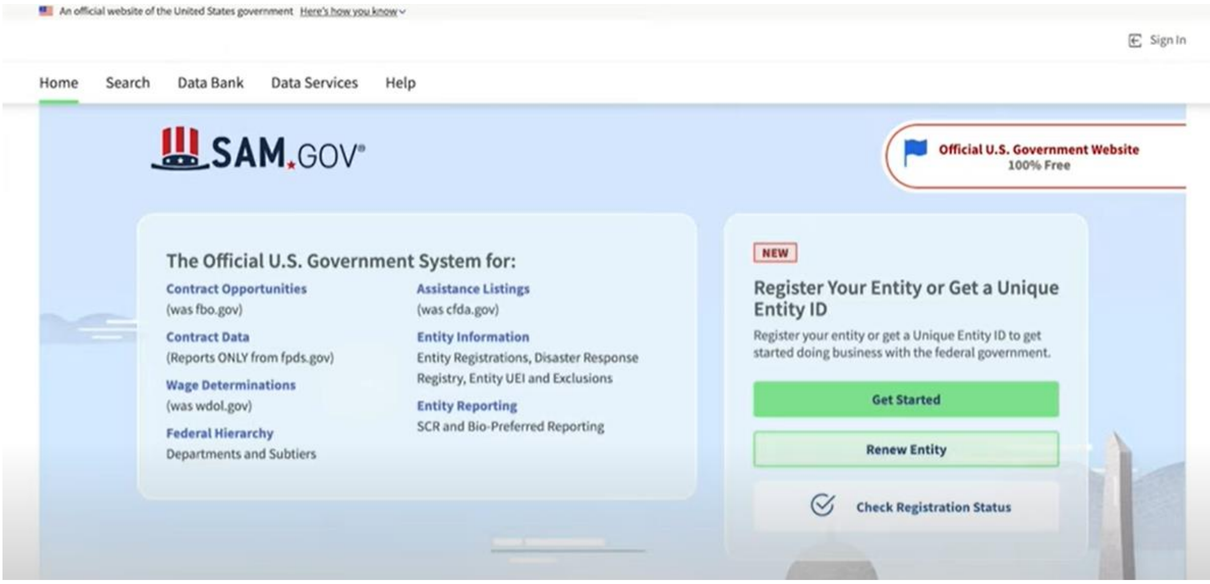
1. Have the following information ready to request an Unique Entity ID (SAM)
    a. Legal Business Name
    b. Physical Address (including ZIP + 4)
    c. SAM.gov account (this is a user account, not actual SAM.gov business registration).
        i. **As a new user**, to get a SAM.gov account, go to www.sam.gov.
            1. Click "Sign In" on the upper right hand corner.
            2. Click on "Create a User Account"



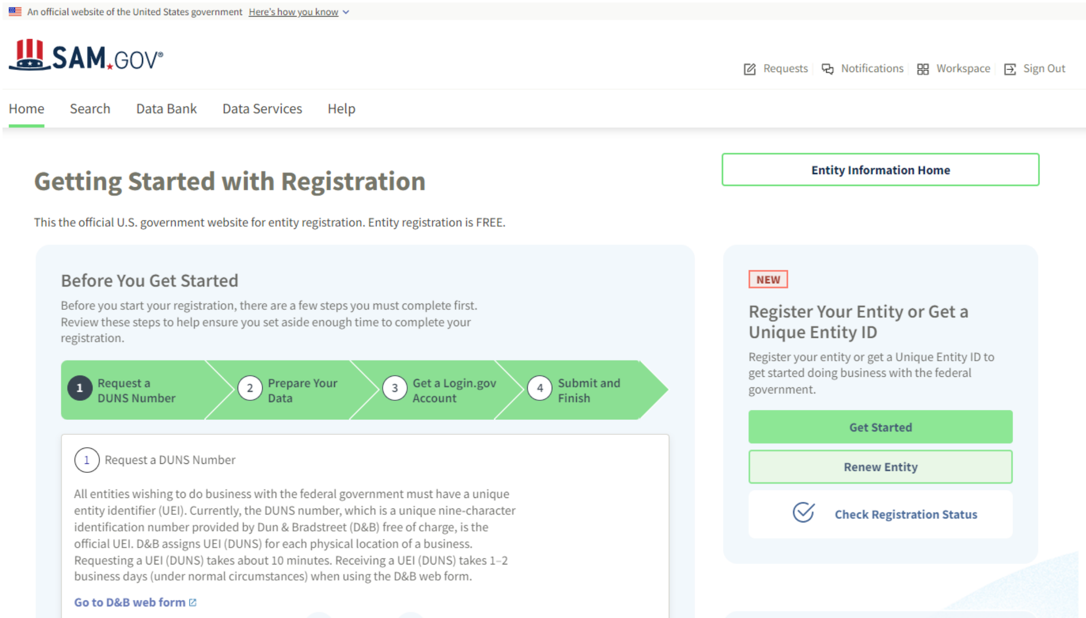
            3. Choose Account Type:
                a. Create an Individual User Account to perform tasks such as register/update your entity, create and manage exclusion records or to view FOUO level data for entity records.
                b. Create a System User Account if you need system-to-system communication or if performing data transfer from SAM to your government database system. Complete the requested information, and then click "Submit."

4. Click "DONE" on the confirmation page. You will receive an email confirming you have created a user account in SAM.
5. Click the validation link in the email that contains the activation code within 48 hours to activate your user account. If the email link is not hyperlinked (i.e., underlined or appearing in a different color), please copy the validation link and paste it into the browser address bar. You can now register an entity.
NOTE: Creating a user account does not create a registration in SAM, nor will it update/renew an existing registration in SAM.

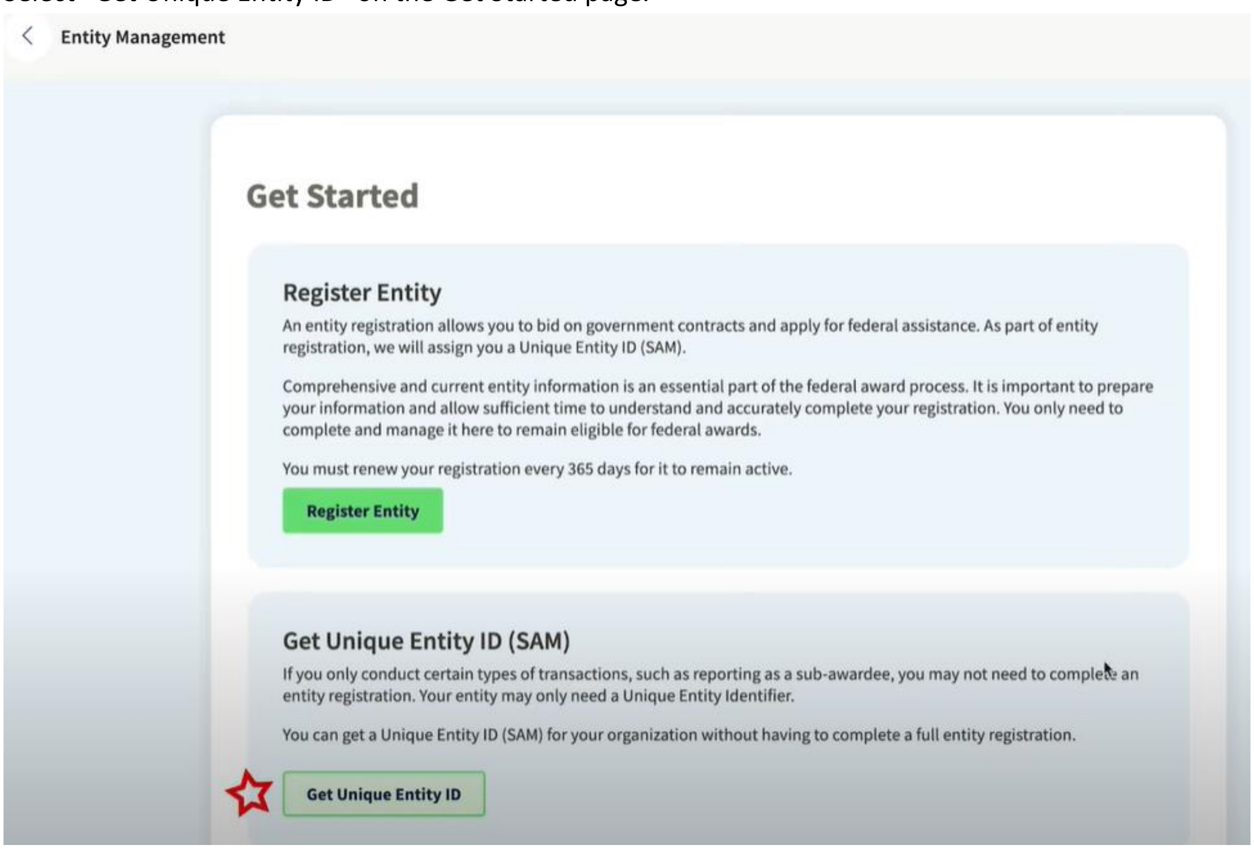
2. Once you have registered as a user, you can get an Unique Entity ID by selecting the "Get Started" button on the SAM.gov home page.



3. Select “Get Started” on the Getting Started with Registration page.



4. Select “Get Unique Entity ID” on the Get Started page.

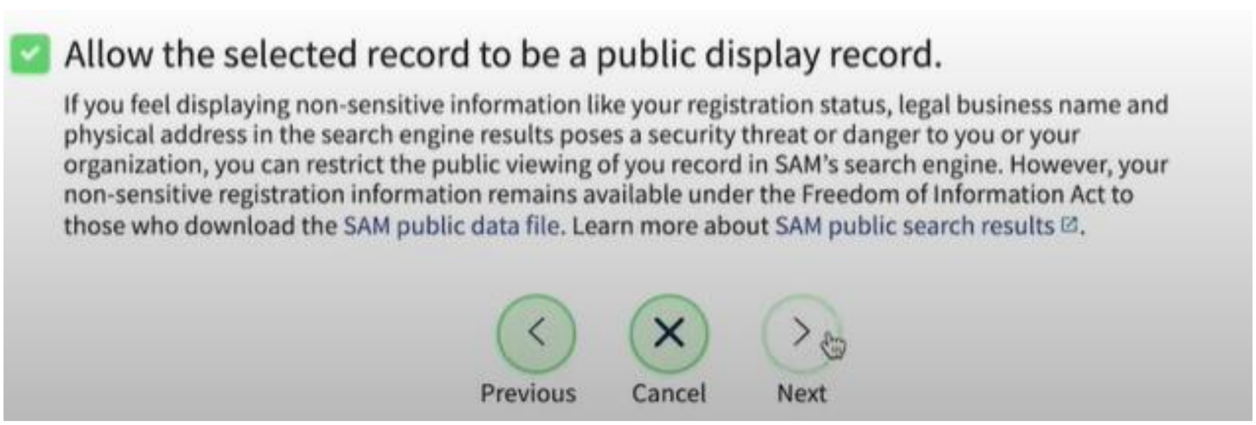


5. Enter Entity Information.

   a. If you previously had a DUN Number, make sure your Legal Business Name and Physical Address are accurate and match the Entity Information, down to capitalization and punctuation, used for DUNS registration.

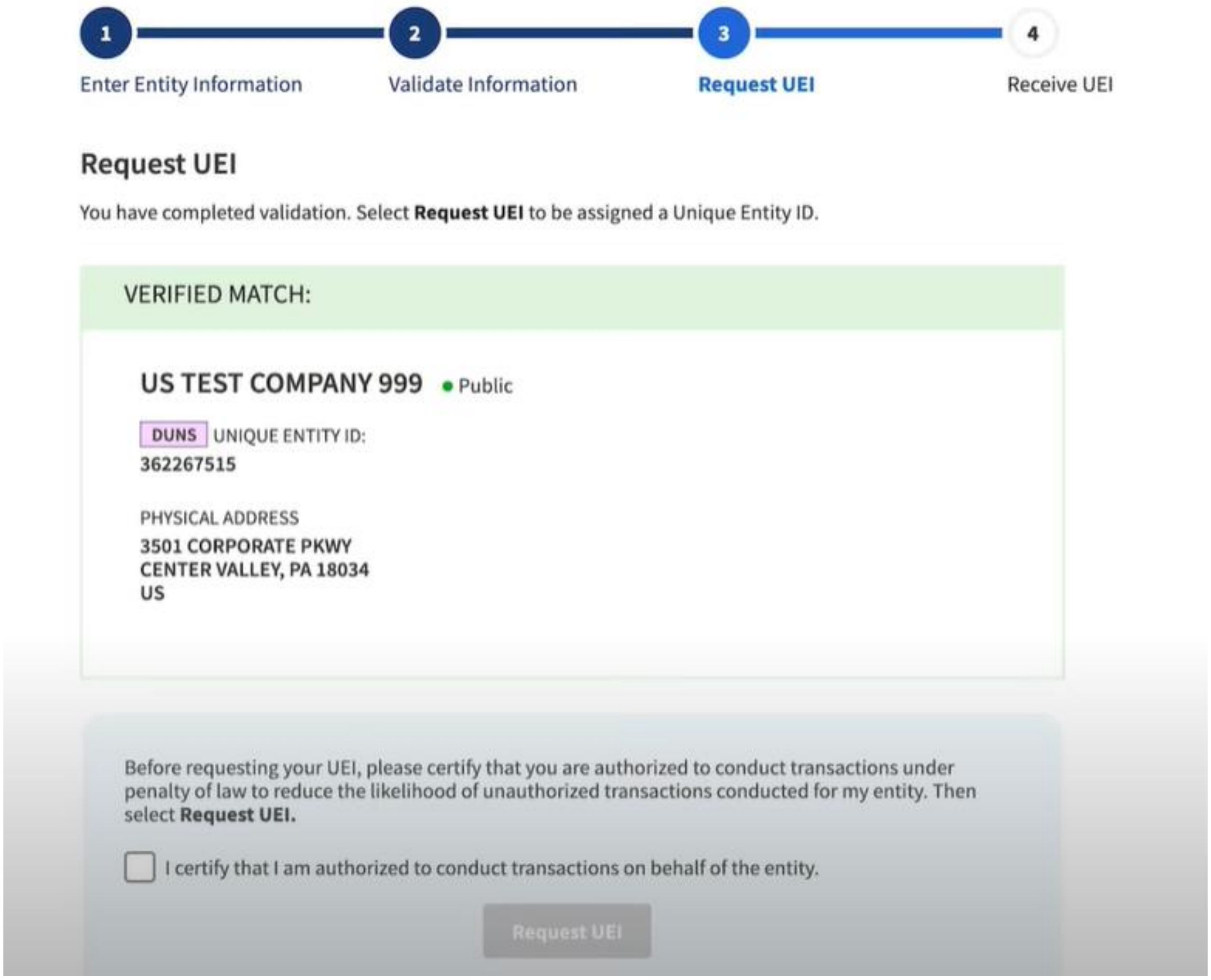
6. When you are ready, select "Next"
7. Confirm your company's information.

   a. On this page you will have the option to restrict the public search of this information. "Allow the selected record to be a public display record." If you uncheck this box, only you and the federal government users will be able to search and view the entity information and entities like DAI will not be able to independently verify that you have an Unique Entity Identifier (SAM).

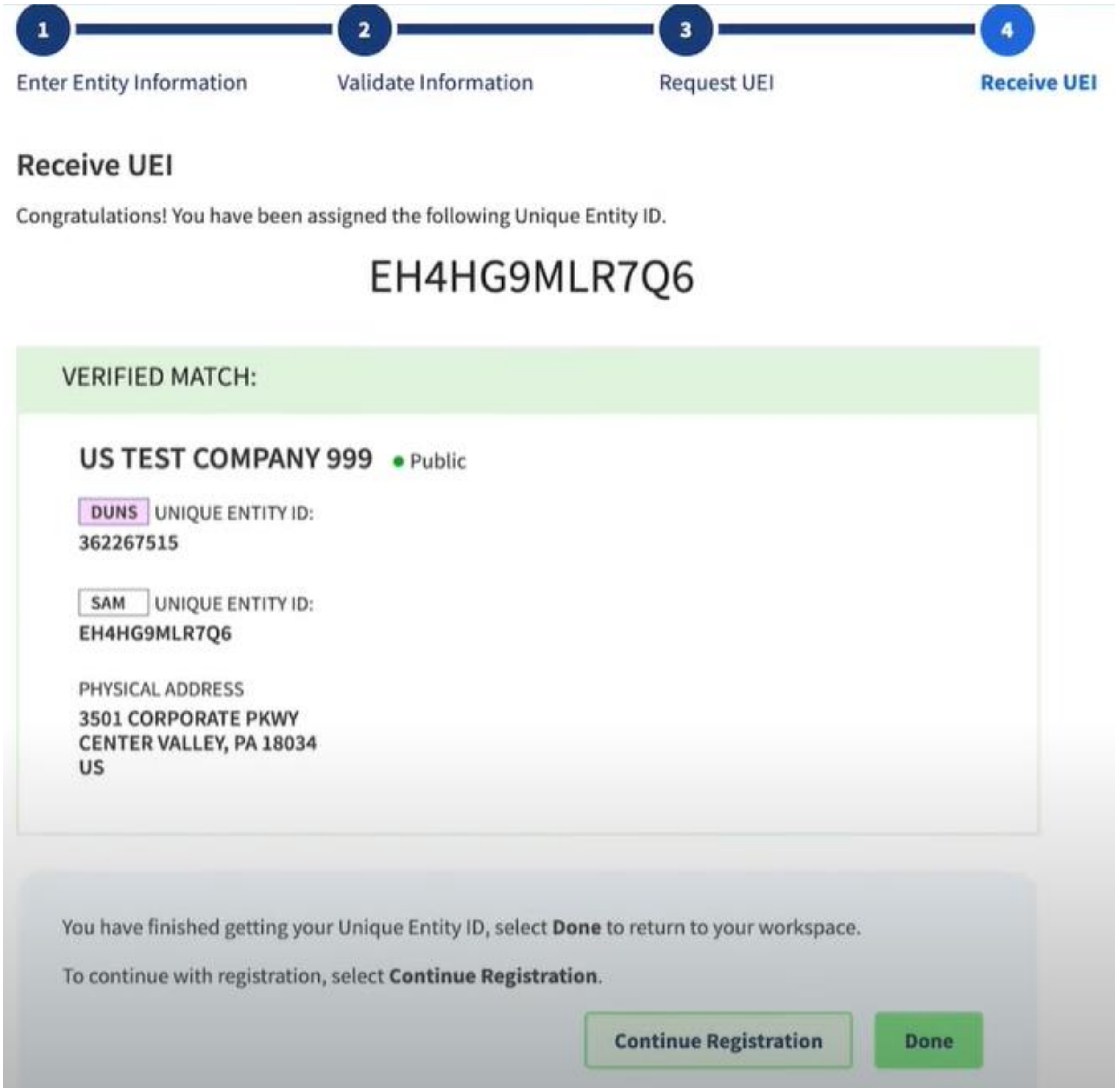


8. When you are ready, select "Next"

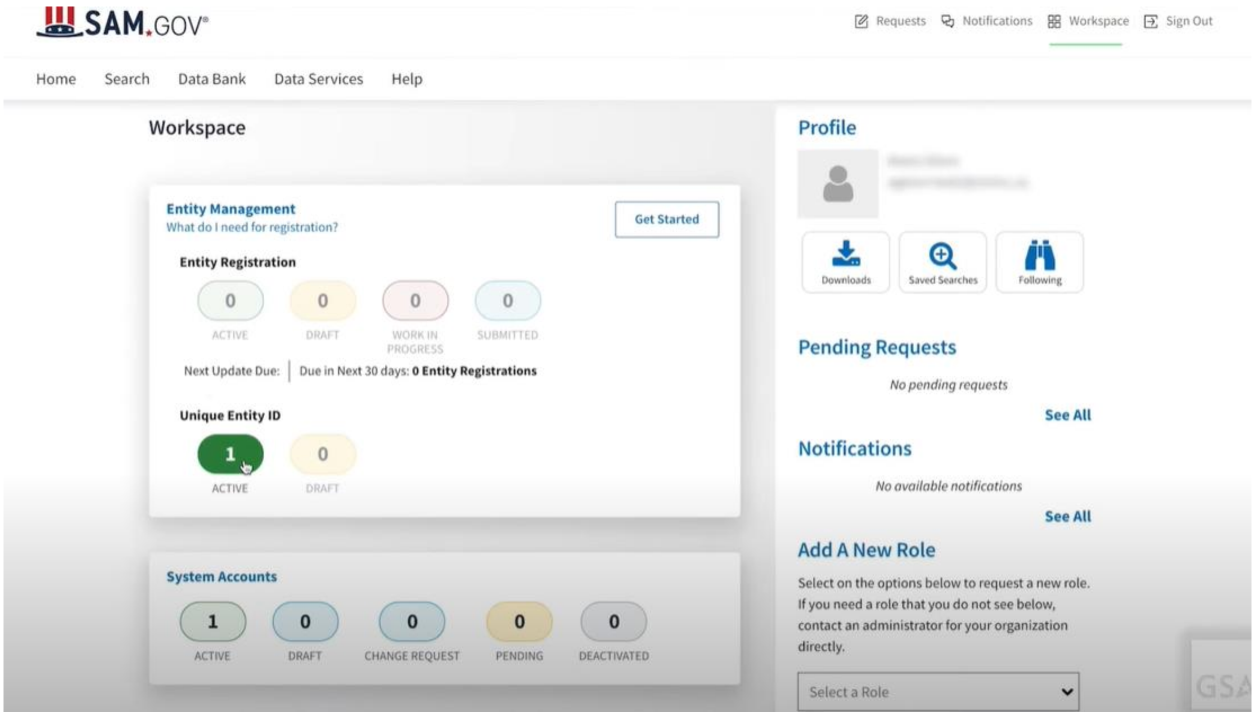
9. Once validation is completed, select "Request UEI" to be assigned an Unique Entity ID (SAM). Before requesting your UEI (SAM), you must certify that you are authorized to conduct transactions under penalty of law to reduce the likelihood of unauthorized transactions conducted for the entity.



10. The Unique Entity ID will be shown on the next page. SAM.gov will send an email confirmation with your Unique Entity ID.



11. If you need to view the Unique Entity ID from SAM in the future or update the organization's information, sign into SAM.gov and go to "Entity Management" widget.



10.5 Attachment E: Self Certification for Exemption from Unique Entity ID (SAM)Requirement

For Subcontractors and Vendors

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 an **Unique Entity ID (SAM)**, 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. Any references provided may be subject to contact by the Program.

#	Project Title	Description of Activities	Location Country	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

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 DAII with a disclosure statement describing this information.

7. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.

8. Equal Opportunity – The Bidder certifies that it does not discriminate against any employee or applicant for employment because of age, sex, religion, handicap, race, creed, color or national origin.

9. Labor Laws – The Bidder certifies that it is in compliance with all labor laws.

10. Federal Acquisition Regulation (FAR) – The Bidder certifies that it is familiar with the Federal Acquisition Regulation (FAR) and is in not in violation of any certifications required in the applicable clauses of the FAR, including but not limited to certifications regarding lobbying, kickbacks, equal employment opportunity, affirmation action, and payments to influence Federal transactions.

11. Employee Compliance – The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of an DAI Purchase Order to comply with the provisions of the resulting Purchase Order and with all Federal, State, and local laws and regulations in connection with the work associated therein.

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

10.8 Attachment H: 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)*

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

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

☐ Response to each of the evaluation criteria

☐ Documents use to determine Responsibility

☐ Evidence of an Unique Entity ID (SAM)OR Self Certification for Exemption from Unique Entity ID (SAM)Requirement

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