



Central Asia Competitiveness, Trade, and Jobs (CTJ)

Request For Proposals (RFP)

No. RFP-CTJ-UZB-20-0006

Hospitality Training for the key staff of the Uzbek state tourism agency and its tourism development institute

Issue Date: July 21, 2020

WARNING: Prospective Offerors who have received this document from a source other than the CTJ Project, should immediately contact CTJ_Procurement@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 via email.

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Synopsis of the RFP

RFP No.	RFP-CTJ-UZB-20-0006
Issue Date	July 21, 2020
Title	Hospitality Training for the key staff of the Uzbek state tourism agency and its tourism development institute
Issuing Office & Email Address for Submission of Proposals	Attn: Procurement Department, CTJ Project CTJ_procurementinbox@dai.com
Deadline for Receipt of Questions	July 28, 2020, 5 pm local Almaty, Kazakhstan time.
Deadline for Receipt of Proposals	August 3, 2020, 5 pm local Almaty Kazakhstan time.
Point of Contact	CTJ_Procurement@dai.com – Procurement Officer.
Anticipated Award Type	Firm Fixed Price Purchase Order
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 USAID funded Central Asia Competitiveness, Trade, and Jobs (CTJ) Project, invites qualified offeror to submit proposals for **Hospitality Training for the key staff of the Uzbek state tourism agency and its tourism development institute.**

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.

A Firm Fixed Price Purchase Order is: An award for a total firm fixed price, for values less 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”, “Service Provider” 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 or liable for these costs.

Proposals are due no later than August 3, 2020, 5.00 pm local Almaty, Kazakhstan time, to be submitted via procurement email to CTJ_procurementinbox@dai.com with the RFP number in the subject line. Proposals should include all costs and technical proposals in the same email. Late offers will be rejected except under extraordinary circumstances at DAI’s discretion. All proposals submitted in hardcopy shall be sealed and labeled with the RFP Number.

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

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 CTJ employee or other entity shall not be considered as an official response to any question regarding this RFP.

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

3. Instructions for the Preparation of Technical Proposals

Technical proposals shall be in a separate PDF document sealed in a separate envelope from cost/price proposals, and shall be clearly labeled with title "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 requirements outlined in the Scope of Work (**Attachment A**). The proposal must include the following elements:
 - **Certificate of state registration;**
 - **Proposed work plan on implementation of assignment - Hospitality Training for the key staff of the Uzbek state tourism agency and its tourism development institute.**
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 serve the customer. **The proposal should also include the CV of each proposed staff member who will be implementing this assignment.**
3. Corporate Capabilities and Past Performance – Offerors must provide sufficient evidence of capabilities and successful past performance in the following areas:
 - a) global expertise in hospitality, sales, and tourism services certification and standards;*
 - b) Significant experience providing capacity building support to tour operators and input suppliers in tourism sector in CIS and globally;*
 - c) previous successful collaboration with international organizations is an advantage.*

3.1 Services Specified

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

3.2 Technical Evaluation Criteria

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.

Criteria	Sub-criteria	Maximum Points
Technical Approach		
	Does the offeror clearly explain, demonstrate understanding, and respond to the requirements of the project as stated in the Scope of Work?	40 points
	Does the bidder explain how they plans to provide services?	
Management Approach		

	Does the Offeror have staff who are qualified and available to complete the work as proposed? Do the candidates proposed have the experience and capabilities to fulfill the Scope of Work?	20 points
Corporate Capabilities and Past Performance		
	Does the organization have a good track record in conducting similar work and magnitude of work specified the scope of work?	40 points
Total Points		100 points

4. Instructions for the Preparation of Cost/Price Proposals

4.1 Cost/Price Proposals

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

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

It is important to note that Value Added Tax (VAT) shall be included on a separate line. These services are 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 registration to operate in the host country.
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. Ability to comply with required or proposed delivery or performance schedules.
5. Have a satisfactory past performance record.
6. Have a satisfactory record of integrity and business ethics.
7. Have the necessary organization, experience, accounting and operational controls and technical skills.

8. Have the necessary production, construction and technical equipment and facilities if applicable.
9. 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.

#	Deliverable	Timeline
1	Submission of a detailed agenda for four training courses;	August 2020
2	List of proposed participants for each training courses;	August 2020
3	Completion of four (4) online certified hospitality, sales, and guest services' trainings with exams and facilitation from instructors	August - September, 2020

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, see Attachment H for standard DAI terms and conditions. The selected Offeror shall comply with all Representations and Certifications of Compliance listed in Attachment G.

8.2 Source and Nationality

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

The Offeror may **not** supply any goods or services manufactured in or shipped from the following countries: Cuba, Iraq, Iran, Laos, Libya, North Korea, or Syria.

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.

8.1 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 \$30,000 and above **are required** to obtain a DUNS number prior to signing of the agreement. Organizations are exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. DAI requires that Offerors sign the self-certification statement if the Offeror claims exemption for this reason.

For those required to obtain a DUNS number, see Attachment D - Instructions for Obtaining a DUNS Number - DAI'S Vendors, Subcontractors

For those not required to obtain a DUNS number, see Attachment E: Self Certification for Exemption from DUNS Requirement

9. Procurement Ethics

Neither payment nor preference shall be made by either the Offeror, or by any DAI staff, in an attempt to affect the results of the award. DAI treats all reports of possible fraud/abuse very seriously. Acts of fraud or corruption will not be tolerated, and DAI employees and/or subcontractors/grantees/vendors who engage in such activities will face serious consequences. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Offeror or the DAI staff may report violations to the Toll-Free Ethics and Compliance Anonymous Hotline at +1 855-603-6987, via the DAI website, or via 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 offer, offerors certify that they have not/will not attempt to bribe or make any payments to DAI employees in return for preference, nor have any payments with Terrorists, or groups supporting Terrorists, been attempted.

10. Attachments

10.1 Attachment A: Scope of Work for Services

BACKGROUND

USAID Competitiveness, Trade, and Jobs in Central Asia activity facilitates exports and employment in horticulture, strengthen transport and logistics services, and tourism across the five Central Asian economies. By incentivizing firms to become more regionally competitive and by addressing cross-border impediments to trade, USAID helps to develop a more diverse and competitive private sector and generate export-driven growth.

Tourism has significant potential for growth across Central Asia. USAID CTJ is partnering with national and regional players to identify the gaps in skills, professional expertise, policies, data/statistics, marketing campaign. Through global experts in the field of tourism development, USAID CTJ leverages exposure to the best practices on marketing tools development, training, promotion, bloggers campaign and storytelling, B2B networking, new destination identification, new tourism products development to improve local capacities of the public agencies and private tour operators, local hotel and guesthouses across the region.

The Government of Uzbekistan is undertaking reforms to liberalize and develop its national tourism sector and transform it into the fastest-growing sector of economy. For the last three years the Government of Uzbekistan has introduced measures to attract more foreign tourists and visitors to the country. This includes the elimination of entry visas requirements for more than 25 countries, development of tourism infrastructure, simplification of visa procedures and waiving the registration of foreign visitors in the country. Between 2012 and 2016 Uzbekistan received about two million foreign visitors per year. Over the past three years this has increased to 6.8 million foreign visitors in 2019 – 488,400 from outside the Commonwealth of Independent States.

The Uzbek Tourism Research and Training Center(referred to as Center) under the Uzbek Tourism Development Agency has requested USAID CTJ to support capacity building exercises for its key staff. They request USAID CTJ's support in the organization of the certified courses in the areas of hospitality, guest services, and sales for the professionals and trainers/instructors.

The Center was established in 2000 in accordance with the Decrees of the President of the Republic of Uzbekistan dated of 1999 "On the State Tourism Development Program in Uzbekistan for the period up to 2005," "On The Training of Qualified Personnel for the Development of Tourism In Uzbekistan," and the Law of the Republic of Uzbekistan on Tourism. The Center is tasked with training, retraining and improving the skills of tourism-related personnel, and promoting the development of tourism industry in Uzbekistan.

The staff of the Center work as instructors and trainers for tour operators, travel agencies, hotel staff, and guides in Uzbekistan. To be more specific, a travel agency, a tour operator or a guide seeking registration is required to be certified by the Center. One of the main requirements when obtaining a license of the State Tourism Company for a tour operator activity is to take a special training course in the Center and certify at least one of its employees.

USAID CTJ will seek the services of an internationally recognized hospitality institution that can deliver certified training courses to the Center and the Uzbek Tourism Agency staff in a range of relevant topics.

OBJECTIVE

The main objective of the proposed hospitality certified trainings is to improve the professional skills and knowledge of current standards in tourism of the Uzbek Tourism Agency staff and instructors. This will equip the staff with the knowledge which can be disseminated to suppliers in the tourism chain to make their services more competitive and visitor friendly. This will help develop quality labor force to sustain reform process in tourism sector of Uzbekistan. Overall, USAID CTJ will contribute to

improving the hospitality practices in Uzbekistan and development of national standard-based tourism sector in Uzbekistan.

TYPES OF TRAINING AND PARTICIPANTS

The hospitality trainings will be certified module-based courses designed to enhance critical thinking skills, in-demand industry knowledge and customer services skills, build supervisory and mentorship skills, effective communication skills and English language proficiency skills, problem solving and multitasking skills, conflict management skills. The courses will develop key industry-driven competency standards. The trainings will help apply course concepts to workplace experiences to better solve everyday workplace challenges. The courses will focus on the latest pedagogical methods, updated teaching strategies and certified standards. The trainings will run as self-study online or facilitated by moderator online and supported by custom textbooks and training materials for each course.

In response to the Center's request, the selected Vendor will be responsible for providing four hospitality trainings for the following types of personnel:

1. Training for hospitality instructors and hospitality management educators at the post-secondary level in a self-study online format or live-webinar facilitated by moderator/trainer with supporting video and text materials, and test/exam followed by completion certificate. The training course should focus on modern pedagogical methods, teaching strategies, and modern support media for educators, aimed at increasing quality of education and student performance. The training should include a networking component for participants to share best practices, discuss concerns, and broaden their professional ties.
2. Training course for hospitality supervisors currently employed in a supervisory position in a hospitality-related business, who either make decisions, and/or perform HR related functions in a self-study online format or live-webinar facilitated by moderator/trainer with supporting video and text materials, and test/exam followed by completion certificate. The training course will be aimed at improving participants' supervisory skills and helping them in their every-day work to meet management objectives for productivity and quality guest service, solve everyday workplace challenges, lead, motivate and improve team performance;
3. Training course for hospitality sales professionals who are employed in a tourism industry, guestrooms, sales offices and reservations, travel agents and meeting planners in a format of an online self-study or live-webinar facilitated by moderator/trainer with supporting video and text materials, a test/exam followed by completion certificate. The course should cover all areas of hospitality sales such as rooms, convention/conference, banquet/catering, group, etc. and update participants' marketing and revenue management skills in order to keep up with the latest trends and sales techniques.
4. Training course for guest services professionals, hospitality and tourism employees who are engaged and connect with guest needs in a self-study online format or live-webinar facilitated by moderator/trainer with supporting video and text materials, a test/exam followed by completion certificate. The training course should help participants become confident, guest service oriented employees who can provide high quality guest services.

The participants for these trainings will include the following categories:

- Trainers/instructors of the Uzbek Tourism Development Institute;
- Heads of Departments of Certification of the Uzbek Tourism Agency;
- Heads of regional sub-divisions of the Uzbek Tourism Agency;

TASKS:

The selected Vendor shall undertake and complete the following tasks:

- In communication with the Center of the Uzbek Tourism Agency and USAID CTJ identify up to 15 participants for each course;
- Using the well-designed and well-tested internationally recognized and certified training modules organize the four above-mentioned trainings to address the needs of the Center in professional skills development. The training courses will be delivered in the English language and performed in the following way and meet the following criteria:
 - Module: self-study online format or live- webinar facilitated by moderator/trainer in English language for up to 40 hours each depending on the intensity of the program with clearly developed selection criteria for participants;
 - Supporting video and training text materials available during the course;
 - Exams/tests and completion certificate with a well-defined pass rate;
 - 15-16 participants from the key staff of the Center and the Uzbek Tourism Agency for each course;
 - It is expected that seasoned Master Trainers with vast experience of both hospitality education and facilitation experience will lead the courses;

10.2 Attachment B: Proposal Cover Letter

[On Firm's Letterhead]

<Insert date>

TO: Click here to enter text.
DAI Global, LLC.

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

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

#	Service description	Q-ty	Unit price in USD	Total Price in USD
1	Submission of a detailed agenda for four training courses;	1		
2	List of proposed participants for each training courses;	4		
3	Provision of online training course for hospitality instructor and those who teach hospitality management at the post-secondary level (self-study online format or live-webinar facilitated by moderator/trainer with supporting video and text materials, a test/exam followed by completion certificate with clear selection criteria for participants);	1		
4	Provision of online training course for hospitality supervisors currently employed in a supervisory position in a hospitality-related business, who either make decisions, and/or perform HR related functions (self-study online format or live-webinar facilitated by moderator/trainer with supporting video and text materials, a test/exam followed by completion certificate with clear selection criteria for participants);	1		
5	Provision of online training course for hospitality sales professionals who are employed in a tourism industry, guestrooms, sales offices and reservations, travel agents and meeting planners (self-study online format or live-webinar facilitated by moderator/trainer with supporting video and text materials, a test/exam followed by completion certificate with clear selection criteria for participants);	1		
6	Provision of online training course for guest services professionals, hospitality and tourism employees who are engaged and connect with guest needs (self-study online format or live-webinar facilitated by moderator/trainer with supporting video and text materials, a test/exam followed by completion certificate with clear selection criteria for participants);	1		
Subtotal in USD (all taxes and payment inclusive)				

- 10.4** [Attachment D: Instructions for Obtaining a DUNS Number - DAI'S Vendors, Subcontractors](#)
- 10.5** [Attachment E: Self Certification for Exemption from DUNS Requirement](#)

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

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

10.7 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 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: DAI Standard Purchase Order template](#)

10.9 Attachment I: 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 PDF documents Technical and Cost proposals individually 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 requirements in the SOW with description and explanation of **HOW** it will be fulfilled. Confirmation that each requirement can be fulfilled.
- ☐ Documents used to determine Responsibility
- ☐ Evidence of a DUNS Number OR Self Certification for Exemption from DUNS Requirement
- ☐ Past Performance (*use template in Attachment F*)
- ☐ Work plan
- ☐ CVs of proposed key staff that would be assigned to the project