



Iraq Governance and Performance Accountability Project (IGPA)

Request For Proposals (RFP)

No. RFP-DAI-IGPA-BAG-20-003

Develop preventive maintenance methods for water treatment plant
generators and stand by equipment

Issue Date: March 23, 2020

(Amendment and Re-Advertisement Issue Date: April 22, 2020)

WARNING: Prospective Offerors who have received this document from a source other than the (Iraq Governance and Performance Accountability Project (IGPA), Baghdad-Iraq), should immediately contact (ProcurementIGPA@dai.com) and provide their name and mailing address in order that amendments to the RFP or other communications can be sent directly to them. Any prospective Offeror who fails to register their interest assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation will be issued and posted in the same announcing website, where offerors are encouraged to check the website periodically.

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Synopsis of the RFP

RFP No.	RFP-DAI-IGPA-BAG-20-003
Issue Date	Ammendment and re-advertisement Issue Date: April 22, 2020 Original Issue Date: March 23, 2020
Title	Develop preventive maintenance methods for water treatment plant generators and stand by equipment
Issuing Office & Email/Physical Address for Submission of Proposals	DAI - Iraq Governance and Performance Accountability Project, Baghdad Office Al Rasheed Tulip Hotel - Baghdad, Iraq <i>(currently, only electronic bid submission is accepted)</i> IGPAProcurementINBOX@dai.com
Deadline for Receipt of Questions	April 29, 2020 3:00 PM Baghdad Time zone
Deadline for Receipt of Proposals.	May 13, 2020 5:00 PM Baghdad Time zone
Contact Person	ProcurementIGPA@dai.com
Anticipated Award Type	DAI anticipates issuing a Firm Fixed Price Subcontract. This is only the anticipated type of award and may be changed as a result of negotiations. Issuance of this RFP in no way obligates DAI to award a subcontract or purchase order and offerors will not be reimbursed for any costs associated with the preparation of their bid.
Basis for Award	An award will be made based on the Lowest Price, Technically Acceptable Source Selection process. The award will be issued to the responsible Offeror submitting the lowest evaluated price that meets or exceeds the acceptability requirements for technical/non-cost factors described in this RFP.

1. Introduction and Purpose

1.1 Purpose

DAI, the implementer of the USAID-funded Iraq Governance and Performance Accountability (IGPA) project invites qualified offerors to submit proposals to supply and delivery of developing preventive maintenance methods for water treatment plant generators and stand by equipment in support of program implementation.

1.2 Issuing Office

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

1.3 Type of Award Anticipated

DAI anticipates awarding a Firm Fixed Price Subcontract. This is only the anticipated type of award and may be changed as a result of negotiations.

A Firm Fixed Price Subcontract is: An award for a total firm fixed price, for values more than \$150,000, for the provision of specific services, goods, or deliverables and is not adjusted if the actual costs are higher or lower than the fixed price amount. Offerors are expected to include all costs, direct and indirect, into their total proposed price.

2. General Instructions to Offerors

2.1 General Instructions

Proposals are due no later than (May 13, 2020 5:00 PM Baghdad Time zone), to be submitted to the Issuing Office via the following email: IGPAProcurementINBOX@dai.com. To be considered, Offerors should submit a complete proposal no later than the closing date and time indicated above. Offerors should ensure that the proposals are well-written in English, easy to read, follow the instructions provided and contain only requested information. Late offers will be rejected except under extraordinary circumstances at DAI's discretion. DAI reserves the right not to evaluate non-responsive or incomplete proposals. The completion of all RFP requirements in accordance with the instructions in this RFP and submission to DAI of the proposal will constitute an offer and indicate the Offeror's agreement to the terms and conditions in this RFP and any attachments hereto.

DAI reserves the right to award a subcontract without discussion and/or negotiation and therefore is strongly recommended that Offerors present their best offer. However, DAI also reserves the right to conduct discussions and/or negotiations, which among others it may require an Offeror(s) to revise its proposal. Issuance of this RFP in no way obligates DAI to award a subcontract or purchase order. All documents from the Offeror related to this RFP shall be in English. 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.

Failure to comply with any of the above specifications will result in the Offeror being considered unresponsive and the proposal may be rejected

Offerors shall submit proposals by email only through the next email address (IGPAProcurementINBOX@dai.com), the RFP Number and Title of the activity **must** be stated in the subject line of the email.

The Offeror must state in their Proposal the validity period of their offer. The minimum offer acceptance period for this RFP is 120 calendar days after closing date of the RFP

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If the solicitation is amended, then all terms and conditions not modified in the amendment shall remain unchanged. Offerors shall acknowledge receipt of amendments in the cover letter.

Offerors shall:

1. Furnish all of the information required by the RFP
2. Ask any questions to clarify the requirements of this RFP within the set deadline for receiving questions as stated on page 3 of this document
3. Sign and submit the cover letter
4. Use and submit forms as provided in the Attachments as required.

“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.

The proposal shall be comprised of the following sections:

- i. The Cover Letter (Attachment B)
- ii. Responsibility determination package: (Section 5.1)
 1. Provide evidence of the required business licenses to operate in the host country (e.g. origination registration in the host country, or the organization proxy registration 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. 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 the necessary organization, experience, accounting and operational controls and technical skills.
 8. Be qualified and eligible to perform work under applicable laws and regulations.
 9. Public Liability Insurance
- iii. The Technical Proposal – VOLUME I
- iv. The Cost/Price Proposal – VOLUME II

2.2 Proposal Cover Letter

A cover letter must be provided as a separated document 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 120 calendar days for the prices provided.
- Acknowledge the solicitation amendments received, if any.

2.3 Questions regarding the RFP

Each Offeror is responsible for reading very carefully and understanding fully the terms and conditions of this RFP. All communications regarding this solicitation are to be made solely through the Issuing Office. Requests for clarification or additional information must be submitted via email to: (ProcurementIGPA@dai.com) by no later than the date and time specified in the Synopsis above. Only

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written communications related to this RFP shall be considered. No questions will be entertained if they are received by means other than the specified email address, except for administrative questions regarding the project office location, packaging of the bid, etc....

The solicitation title (**Develop preventive maintenance methods for water treatment plant generators and stand by equipment**) and RFP number (RFP-DAI-IGPA-BAG-20-003) have to be stated in the subject line.

Questions and requests for clarifications – and the responses thereto – that DAI believes may be of interest to other offerors will be circulated in writing to all RFP recipients who have indicated an interest in responding to this RFP. Both questions and answers will be distributed, without identification of the inquirer(s), to all prospective Offerors who are on record as having received this RFP. Any verbal information received from a DAI or (IGPA) employee or other entity shall not be considered as an official response to any question regarding this RFP.

2.4 Site Visit

IGPA/Takamul suggests that all interested offerors contact the water directorate directly for permission and arrange their site visits to the Water Treatment Plant (WTP). However, neither the water directorate nor the water treatment plant is involved in selecting the winning bid. Furthermore, IGPA/Takamul is not responsible for arranging, coordinating or approving any site visits.

3. Instructions for the Preparation of Technical Proposals

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

Technical proposals shall include the following sections:

1. A thorough description of the proposed goods or services which meet or exceed the stated technical specifications or scope of work.
2. Submission of documents that demonstrate that the offeror can meet or exceed the listed non-cost factors that determine technical acceptability.
3. A list of Past Performance projects/services provided for similar requirements

3.1 Goods or Services Specified

Under this RFP, DAI requires the services described in Attachment A.

Anticipated final delivery is required by the end of the week *16 weeks after signing the contract*.

It shall be understood that by the end of the 16 weeks; the selected offeror would have met and delivered all deliverables as described in section (12.1 Attachment A: *Scope of Work*).

Equivalent items (i.e. substitutes or alternatives) will not be accepted unless approved by DAI and/or stated otherwise.

3.2 Technical Acceptability Requirements

To be considered technically acceptable, offerors must demonstrate how they will meet or exceed all of the requirements that are outlined below as Technical Acceptability Requirements. If the proposal fails to meet one or more of the requirements, it will be deemed technically unacceptable. Proposals deemed technically unacceptable are the proposals that contain significant weaknesses or deficiencies that are not able to be corrected without a major rewrite or revision of the original proposal.

Offerors are required to **meet or exceed** the significant non-cost factors listed below:

I. **VOLUME I - TECHNICAL PROPOSAL**, should contain but not limited to the following:

A. **Technical Approach:**

1. A proposed comprehensive implementation plan that demonstrates a practical understanding of implementing the scope of work. The steps, in chronological order, that you will take to implement the work. (Make sure to describe any innovative approaches or technology you plan to use.)
2. Provide a training plan for the training to be carried out in Anbar & Ninawa that will consist of 5 training sessions for at least 20 trainees in each province (10 for each plant). Describe clearly the practical steps you will take to ensure the training will be successful.
3. Technical support: (Conduct an on the job training through implementing the SOP in each selected site). Explain the steps in chronological order, that you will take to implement the work

B. **Management Approach:**

1. Provide organizational structure.
2. Provide a clear and relevant project structure.

C. **Staff and Personal:**

1. The offerors are required to propose a **Project Manager** with a minimum of 5 years of relevant experience holding an Engineering Bachelor's academic degree or higher.
2. At least **1 Mechanical, 1 Electrical, and 1 Civil Engineer**, with a minimum of 5 years of relevant experience.
3. Provide CVs of the proposed team, not more than 3 pages each

D. **Past Performance, should contain but not limited to the following:**

1. Offerors must have relevant experience in related technical areas.
2. Using the table provided in the **Attachment F** the offerors shall provide a list of at least four (4) recent awards for the same or similar activities.

II. **Period of Performance**

1. The offers are required to provide a statement and confirm the ability to complete the needed tasks within the set period of performance stated in the SOW

3.3 **Past Performance**

The technical proposal shall include information on past performance. Provide a list of at least four (4) recent awards of similar scope and duration. The information supplied shall be stated in a table, and shall include the legal name and address of the organization for which services were performed, a description

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of work performed, the duration of the work and the value of the contract, description of any problems encountered and how it was resolved, and a current contact phone number of a responsible and knowledgeable representative of the organization. See Attachment F.

4. Instructions for the Preparation of Cost/Price Proposals

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

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

Submit reasonably comprehensive budget narrative/budget notes that provide information on each of the line items in the budget and explains why these items are needed for implementation of the activity.

If indirect rates are charged, Offerors must provide supporting computations for the allocation for indirect/overhead costs, a copy of an audit report and balance sheet, and a profit and loss (P&L)/income & expenditure/revenue & expenditure statement

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

5. Required documents to Determine Responsibility

5.1 General Responsibility

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

1. Provide evidence of the required business licenses to operate in the host country (e.g. origination registration in the host country, or the organization proxy registration 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. 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 the necessary organization, experience, accounting and operational controls and technical skills.
8. Be qualified and eligible to perform work under applicable laws and regulations.
9. Public Liability Insurance

5.2 Public Liability InsuranceData 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

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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 the 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 an 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

6. Basis of Award and Selection Process

6.1 Basis of Award

Award will be made to a responsible offeror, whose proposal offers the lowest evaluated price and meets or exceeds the acceptable standards for technical/non-cost factors, using United States Federal regulations (FAR 15.101-2 – Lowest Price Technically Acceptable Source Selection Process) as a guide. DAI will classify a proposal as not acceptable for an award if it does not meet the requirements of this RFP. DAI may also determine that an Offeror is "not responsible", i.e., that it does not have the management and financial capabilities in all respects to perform the work required.

For Offerors to be considered technically acceptable, they must meet all of the technical acceptability requirements and business requirements as specified in this RFP. Proposals will be evaluated by an evaluation committee against the acceptability requirements contained herein.

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

6.2 Selection Process

All proposals shall be received and remain unopened until the due date. All proposals shall be stored in a secure and locked location. On the due date, all proposals shall be opened by the Procurement Officer and shall be witnessed by at least one other project employee.

An Evaluation Committee comprised of a minimum of three (3) people shall be convened, and each committee member will receive a copy of the solicitation requirements and shall sign a Statement of Non-Disclosure/Conflict of Interest form. The Evaluation Committee shall jointly review the technical proposals and determine which proposals 1) are complete, and 2) meet the technical acceptability requirements. Those proposals which are determined to be "technically acceptable" shall be considered in the "Competitive Range". Before concluding on those offerors in the Competitive Range, DAI may contact offerors to seek further clarification for proposals that contain insufficient information. Competitive Range offerors may then be contacted to answer questions, negotiate and discuss offers, and potentially be asked to submit a "Best and Final Offer". Upon receiving all Best and Final Offers (if a Best and Final Offer is requested), the Evaluation Committee shall select the offer which is the lowest price amongst those in Competitive Range and investigate to ensure that the offeror is responsible and the price is reasonable.

7. Source and Nationality

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

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

DAI must verify the source, nationality, and origin, 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. The current list of countries under comprehensive sanctions includes Cuba, Iran, North Korea, Sudan, and Syria. Goods may not transit through or be assembled in comprehensive sanctioned origin 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. Anticipated post-award Deliverables

Upon award of a subcontract, the deliverables detailed in the below table will be submitted to DAI according to deadlines established by DAI and the selected subcontractor. The deliverables are intended as evidence or confirmation that the activities have successfully been carried out. DAI will estimate the cost per deliverables based on the detailed budget to be submitted in the financial proposal and during the contract development for the winning offeror.

Payments will be made to the Subcontractor upon receipt, reviewed and approved of a properly executed Tranche Payment request, complete with a milestone report and applicable documentation for each deliverable as listed below. Due dates and payment amounts shall be specified in terms of the Firm Fixed Price Sub-Contract.

Deliverable No.	Details / Description	Timeframe
1-	<p>Task 1: Project Kick-Off</p> <ul style="list-style-type: none">• An implementation plan including the following components:<ul style="list-style-type: none">○ A description of the project lifecycle, and detailed deliverables.○ A timeline for estimating each of these tasks○ The allocated resources for each task, including the key person in charge○ A communication protocol that describes how communication will be managed during the project in order to ensure the exchange of the needed	End of week 1

Deliverable No.	Details / Description	Timeframe
	information at the right time, content and to the right persons(s)	
2-	<p>Task 2: Selection of Plants</p> <ul style="list-style-type: none"> Plant Selection letter issued by the Directorates identifying Four water treatment plants to prepare SOPs, two in Anbar and two in Ninewa. 	End of week 3
3-	<p>Task 3: Conducting Baseline Assessment</p> <ul style="list-style-type: none"> Baseline Report that includes the indicators for the performance and efficiency of each plant, including but not limited to the average production capacity, pump run-time, water flows in case meters, number of generators run hours.... The report will include the baseline measurements of these indicators for each plant based on the available records Such as manufacture records. 	End of week 5
4-	<p>Task 4: Assessing Inventory of Spare Parts and Maintenance Tools</p> <p>A. An inventory list detailing which components are available and which are missing for the power generators and the other components of the plants.</p> <p>B. A list of minimum requirements for spare parts and tools that must always be available.</p>	End of week 7
5-	<p>Task 5: Developing Maintenance Staff Profile</p> <ul style="list-style-type: none"> A staff profile of team members involved in the maintenance operations detailing: <ul style="list-style-type: none"> Number of team members Team members' qualifications progress reports should be submitted Deliverables in task 5 should be submitted in Arabic and English 	End of week 10
6-	<p>Task 6: Prepare Preventive Maintenance SOPs</p> <p>A. Detailed SOPs for the preventive maintenance of power generators and related control panels of each plant</p> <p>B. Simple guidelines and SOPs for preventive maintenance of power generators and related control panels of water treatment plants.</p> <p>C. Receipt Confirmation from Plant Managers: SOPs must be submitted to the plant manager and Anbar and</p>	End of week 13

Deliverable No.	Details / Description	Timeframe
	Ninawa water directorates and must be kept handy for verification and proper documentation	
7-	<p>Task 7: Build staff capacity to implement SOPs for maintenance of mega water treatment facilities</p> <p>A. TOT Training material</p> <p>B. SOPs Training Material</p> <p>C. Training Schedule and Agenda of selected 10 operators in each plant on the implementation of SOPs on-site</p> <p>D. Attendance and Evaluation sheets for all training sessions</p>	End of week 16
Periodic & Final Deliverables	<p>A. Bi-Weekly Progress Reports (32 progress reports)</p> <p>B. Final Report Structure and Outline</p> <p>C. A final report including final updates on completed work methodologies of implementation, obstacles, risks, achievements, and recommendations. The final report should be accompanied by all deliverables completed and approved during the life of the activity.</p>	<p>Bi-Weekly</p> <p>Within 4 weeks from signing the agreement</p> <p>Within 20 days after completion of all tasks</p>

8.1 Branding Implementation Plan and Marking Plan

Markings under this subcontract shall comply with the USAID "Graphic Standards Manual" available at www.usaid.gov/branding or any successor branding policy. In accordance with ADS 320 "Branding and Marking," this subcontract incorporates USAID's policy directives and required procedures on branding and marking of USAID-funded programs, projects, activities, public communications, and commodities with the USAID identity. The Branding Implementation Plan and Marking Plan template is included as Attachment H.

9. Inspection & Acceptance

The DAI objective 1 team lead 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.

10. Compliance with Terms and Conditions

Offerors shall be aware of 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.

11. 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 Fraud Prevention and Investigations Team at the contacts above.

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.

12. Attachments

12.1 Attachment A: Scope of Work

BACKGROUND AND JUSTIFICATION

The purpose of the USAID-funded Iraq Governance Performance and Accountability (IGPA/Takamul) project is to advance effective, accountable, and transparent governance in Iraq. This USAID effort, implemented by DAI, is working with the Government of Iraq (GOI) at all levels to better respond to citizen needs by supporting reform initiatives and Iraqi change agents on inclusive governance and public-sector transparency, accountability, and economy. Reform initiatives include support to improve service delivery functions, public financial management, and open government initiatives. IGPA/Takamul will support the GOI and the citizens of Iraq in forming partnerships and collaborative efforts to solve problems jointly. IGPA/Takamul has four (4) objectives:

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

During the 2018 heat wave, the Iraqi public protested due to power cuts and water supply shortages. This unavailability of services is caused by many reasons, primarily the irregular electricity supply to mega water treatment plants. Decades of wars have destroyed most of the country's electric generation units and power lines resulting in water supply shortages¹. Water treatment plants in Iraq have generators to sustain power when required, as well as standard procedures for maintenance which include electrical, mechanical, and laboratory maintenance to fix damage in these generators and other components of the plants when needed. However, a myriad of issues in maintaining and replacing generators and electrical equipment in the plants still present challenges. A lack of budget allocation for generators, generator fuel, plant components, and preventative maintenance reduce the effectiveness of existing water treatment plants and impair the delivery of water to citizens, which is an issue especially in the summer when the demand for water increases².

Objectives

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

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

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

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

SCOPE OF WORK

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

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

TASKS/DETAILED REQUIREMENTS

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

Task One: Project Kick-off

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

- A description of the project lifecycle, and detailed deliverables.
- An estimated timeline for each of these tasks, agreed upon with IGPA technical lead
- The allocated resources for each task, including the key person in charge
- A communication protocol that describes how communication will be managed during the project lifetime to ensure the exchange of the needed information at the right time, content and to the right person(s)
- The vendor must be familiar with the equipment maintenance procedures as outlined by the manufacturer(s)

Task Two: Selection of Plants

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

Task Three: Conduct a Baseline Assessment

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

Task Four: Assess Inventory of Spare Parts and Maintenance Tools

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

The vendor shall work closely with the plant authority to make sure the inventory list is updated regularly using an excel sheet to show the availability and quantity of spare parts and what is needed. The plant manager must submit the bill of quantity (BOQ) of what materials, listed as the minimum level of spare parts, are needed to be included in the operating budget.

Task Five: Develop Maintenance Staff Profile

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

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

Task Six: Prepare Preventive Maintenance SOPs

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

They will include but not limited to the following elements:

- A description of the plants and their key components
- Plant manufacture production capacity, and the existing production capacity
- A detailed description of the procedures used to conduct preventive maintenance of the power generators and plant components, and how to plan for the maintenance operations regularly
- The documents/templates that should be used to support the implementation of the maintenance operations and processes, with clear guidelines on how to use and fill them.

- Guidelines on locating the maintenance forms, which shall be stored handily for verification and proper documentation
- The SOPs should be supported with graphical illustrations and pictures as much as possible

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

- The vendor will train all plant operators responsible for maintenance in the six treatment plants on the implementation of the standard operating procedures that were developed for the preventive maintenance of mega water treatment facilities.
- The vendor will also consider inviting and training a minimum of (10) plant operators from neighboring cities mega plants on preventative maintenance.
- Develop and conduct a Training of Trainers (TOT) session to be delivered to operator staff designated by the water directorates to be used as TOT to conduct training for other operators, to maintain sustainability of the effort
- Training is expected to take place on-site, in the designated six mega water treatment plants, to make sure that the training can be implemented practically, and address issues operators face in their day-to-day work. Furthermore, IGPA/Takamul will prepare a short, simplified version of maintenance procedures in the form of hand-outs for skilled operators with simple instructions for their day-to-day use.

Note: To maintain normal plants operation at all times, please note that operators cannot be trained together at one time

OUTPUTS AND ANTICIPATED DELIVERABLES

Deliverable No.	Details / Description	Timeframe
1.	<p>Task 1: Project Kick-Off</p> <ul style="list-style-type: none"> • An implementation plan including the following components: <ul style="list-style-type: none"> ○ A description of the project lifecycle, and detailed deliverables. ○ A timeline for estimating each of these tasks ○ The allocated resources for each task, including the key person in charge ○ A communication protocol that describes how communication will be managed during the project in order to ensure the exchange of the needed information at the right time, content and to the right persons(s) 	End of week 1
2.	Task 2: Selection of Plants	End of week 3

Deliverable No.	Details / Description	Timeframe
	<ul style="list-style-type: none"> Plant Selection letter issued by the Directorates identifying Four water treatment plants to prepare SOPs, two in Anbar and two in Ninewa. 	
3.	<p>Task 3: Conducting Baseline Assessment</p> <ul style="list-style-type: none"> Baseline Report that includes the indicators for the performance and efficiency of each plant, including but not limited to the average production capacity, pump run-time, water flows in case meters, number of generators run hours.... The report will include the baseline measurements of these indicators for each plant based on the available records Such as manufacture records. 	End of week 5
4.	<p>Task 4: Assessing Inventory of Spare Parts and Maintenance Tools</p> <p>C. An inventory list detailing which components are available and which are missing for the power generators and the other components of the plants.</p> <p>D. A list of minimum requirements for spare parts and tools that must always be available.</p>	End of week 7
5.	<p>Task 5: Developing Maintenance Staff Profile</p> <ul style="list-style-type: none"> A staff profile of team members involved in the maintenance operations detailing: <ul style="list-style-type: none"> Number of team members Team members' qualifications progress reports should be submitted Deliverables in task 5 should be submitted in Arabic and English 	End of week 10
6.	<p>Task 6: Prepare Preventive Maintenance SOPs</p> <p>D. Detailed SOPs for the preventive maintenance of power generators and related control panels of each plant</p> <p>E. Simple guidelines and SOPs for preventive maintenance of power generators and related control panels of water treatment plants.</p> <p>F. Receipt Confirmation from Plant Managers: SOPs must be submitted to the plant manager and Anbar and Ninawa water directorates and must be kept handy for verification and proper documentation</p>	End of week 13

Deliverable No.	Details / Description	Timeframe
7.	<p>Task 7: Build staff capacity to implement SOPs for maintenance of mega water treatment facilities</p> <p>E. TOT Training material</p> <p>F. SOPs Training Material</p> <p>G. Training Schedule and Agenda of selected 10 operators in each plant on the implementation of SOPs on-site</p> <p>H. Attendance and Evaluation sheets for all training sessions</p>	End of week 16
Periodic & Final Deliverables	<p>D. Bi-Weekly Progress Reports (32 progress reports)</p> <p>E. Final Report Structure and Outline</p> <p>F. A final report including final updates on completed work methodologies of implementation, obstacles, risks, achievements, and recommendations. The final report should be accompanied by all deliverables completed and approved during the life of the activity.</p>	<p>Bi-Weekly</p> <p>Within 4 weeks from signing the agreement</p> <p>Within 20 days after completion of all tasks</p>

General Terms:

- 1- Deliverables should be submitted in Arabic and English
- 2- Period of Performance: Anticipated period to complete this scope of work is 16 weeks



12.2 Attachment B: Proposal Cover Letter

[On Firm's Letterhead]

<Insert date>

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

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

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

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

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

Yours sincerely,

Authorized Signature:

Name and Title of Signatory: Click here to enter text.

Name of Firm: Click here to enter text.

Address: Click here to enter text.

Telephone: Click here to enter text.

Email: Click here to enter text.

Company Seal/Stamp:

12.3 Attachment C: Detailed Budget and Price Schedule

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

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

Detailed Budget:

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

Price Schedule

Deliverable No.	Deliverable Description and Required Documentation	Payment Amount (%)	Price (USD)
Deliverable No. 1			\$
Deliverable No. 2			\$
Deliverable No. 3			\$
Deliverable No. 4			\$
Deliverable No. 5			\$
Deliverable No. 6			\$
Deliverable No. 7			\$
Total		100%	\$



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

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

I. SUBCONTRACTS/PURCHASE ORDERS: Organization All domestic and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$30,000 and above are required to obtain a DUNS number prior to signing of the agreement. *Your organization is exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. Please see the self-certification form attached.*

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

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

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

Background:

Summary of Current U.S. Government Requirements- DUNS

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

Instructions detailing the process to be followed in order to obtain a DUNS number for your organization begin on the next page.

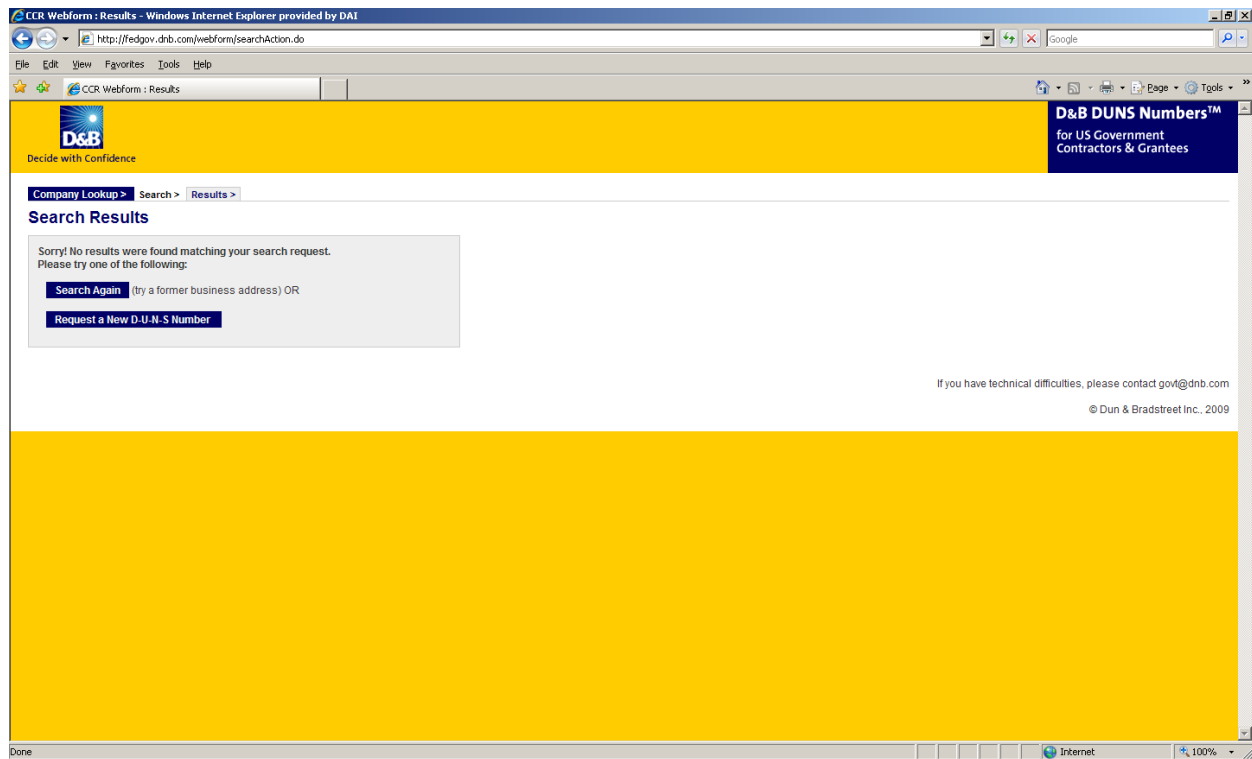
THE PROCESS FOR OBTAINING A DUNS NUMBER IS OUTLINED BELOW:

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

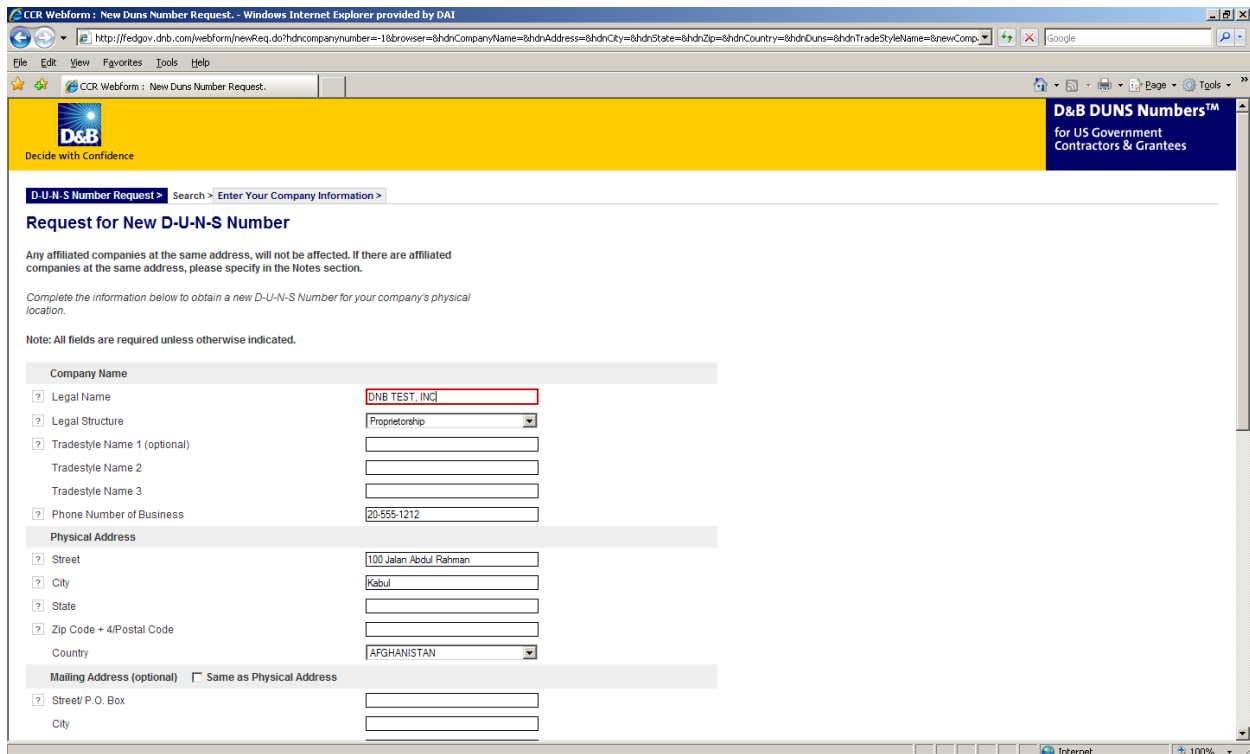
<http://fedgov.dnb.com/webform/index.jsp>

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

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



5. Enter the information regarding your organization listed on the next three screens. (See screen shots below.) Make sure you have the following information available (in English) prior to beginning the process of entering this section in order to ensure successful registration.
 - Legal Business Name (commas are allowed, periods are not allowed)
 - Address
 - Phone
 - Name of Owner/Executive
 - Total Number of Employees
 - Annual Sales or Revenue (US Dollar equivalent)
 - Description of Operations
6. Note that some fields are Optional, however all other fields must be completed to proceed further with the application process. For example, all applicants must complete the Organization Information sections. The Company Name and Physical Address fields are self-populated based on information previously entered during the initial DUNS search. The question marks to the left of the field provide additional information when you click on them.



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

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

File Edit View Favorites Tools Help

CCR Webform: New Duns Number Request.

Decide with Confidence

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

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

Request for New D-U-N-S Number

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

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

Note: All fields are required unless otherwise indicated.

Company Name

[?] Legal Name

[?] Legal Structure

[?] Tradestyle Name 1 (optional)

Tradestyle Name 2

Tradestyle Name 3

[?] Phone Number of Business

Physical Address

[?] Street

[?] City

[?] State

[?] Zip Code + 4/Postal Code

Country

Mailing Address (optional) ☐ Same as Physical Address

[?] Street/ P.O. Box

City

7. You must select the legal structure of your organization from the pull down menu. To assist you in selecting the appropriate structure that best represents your organization, a brief description of the various types follows:

- **Corporation** – A firm that meets certain legal requirements to be chartered by the state/province in which it is headquartered by the filing of articles of incorporation. A corporation is considered by law to be an entity separate and distinct from its owners. It can be taxed; it can be sued; it can enter into contractual agreements.
- **Government** - central, province/state, district, municipal and other U.S. or local government entities. Includes universities, schools and vocational centers owned and operated by the government.
- **Limited Liability Company (LLC)** - This is a type of business ownership combining several features of corporation and partnership structures. It is designed to provide the limited liability features of a corporation and the tax efficiencies and operational flexibility of a partnership. Its owners have limited personal liability for the LLC's debts and obligations, similar to the status of shareholders in a corporation. If your firm is an LLC, this will be noted on the organizations registration and licensing documents.
- **Non-profit** - An entity which exists for charitable reasons and is not conducted or maintained for the purpose of making a profit. Any money earned must be retained by the organization, and used for its own expenses, operations, and programs. Most organizations which are registered in the host country as a non-governmental organization (NGO) rather than as a commercial business are non-profit entities.

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

- **Partnership**- a legal form of operation in which two or more individuals carry on a continuing business for profit as co-owners. The profits and losses are shared proportionally.
 - **Proprietorship**-These firms are owned by one person, usually the individual who has day-to-day responsibility for running the business. Sole proprietors own all the assets of the business and the profits generated by it.
8. One of the most important fields that must be filled in is the Primary SIC code field. (See screen shot below.) The Primary Standard Industrial Code classifies the business' most relevant industry and function.

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

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

File Edit View Favorites Tools Help

CCR Webform: New Duns Number Request.

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

Organization Information

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

Parent Organization (optional)
Name
Street
City
State
Zip Code + 4/Postal Code
Country

Notes (optional)

Submit Your Request

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

Done

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

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

http://www.osha.gov/pls/ins/sicsearch.html

File Edit View Favorites Tools Help

Standard Industrial Classification (SIC) System Search

UNITED STATES DEPARTMENT OF LABOR

OSHA

OSHA QuickTakes Newsletter RSS Feeds Print This Page Text Size

Occupational Safety & Health Administration We Can Help

Home Workers Regulations Enforcement Data & Statistics Training Publications Newsroom Small Business OSHA

STATISTICS & DATA | SIC MANUAL

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

Enter a SIC CODE:

Enter the search keyword(s):

Submit Clear

Search Help and Examples

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

U.S. Department of Labor | Occupational Safety & Health Administration | 200 Constitution Ave., NW, Washington, DC 20210
Telephone: 800-351-OSHA (6742) | TTY: 877-889-5627
www.OSHA.gov

Internet 100%



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

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

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

File Edit View Favorites Tools Help

Standard Industrial Classification (SIC) System Search

STATISTICS & DATA | SIC MANUAL

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

Enter a SIC CODE:

Enter the search keyword(s):

[Search Help and Examples](#)

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

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Telephone: 800-321-OSHA (6742) | TTY: 877-889-5627

www.OSHA.gov

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

8742 Management Consulting Services

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

Industry Group 357: Computer And Office Equipment

Industry Group 355: Special Industry Machinery, Except Metalworking

Industry Group 356: General Industrial Machinery And Equipment

Industry Group 359: Miscellaneous Industrial And Commercial



UNITED STATES DEPARTMENT OF LABOR
OSHA
 Occupational Safety & Health Administration
 We Can Help

Division 1: Services
Major Group 87: Engineering, Accounting, Research, Management, And Related Services
Industry Group 874: Management And Public Relations Services
8742 Management Consulting Services

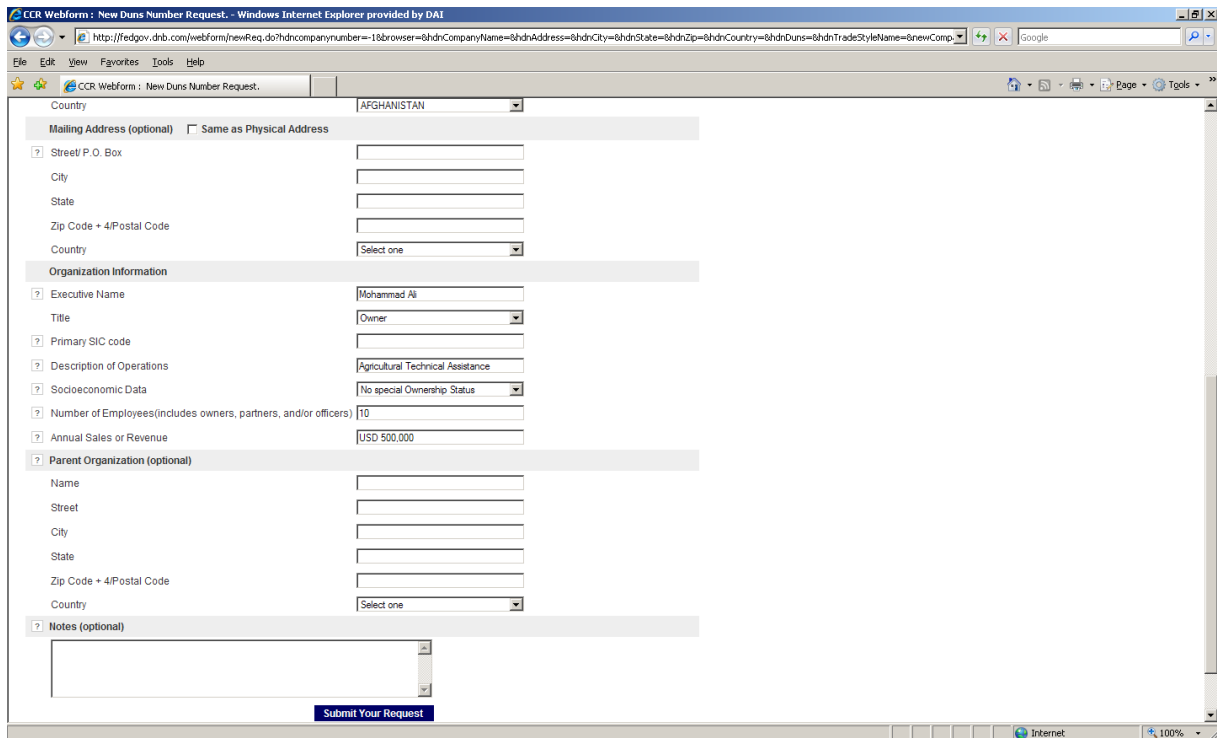
Establishments primarily engaged in furnishing operating counsel and assistance to managements of private, nonprofit, and public organizations. These establishments generally perform a variety of activities, such as strategic and organizational planning; financial planning and budgeting; marketing objectives and policies; information systems planning; evaluation and selection; human resource policies and practices planning; and production scheduling and control planning. These establishments are characterized by the breadth and scope of the problems they address.

- Administrative management consultants
- General management consultants
- Human resource consultants
- Management engineering consultants
- Management information systems consultants
- Manufacturing management consultants
- Marketing consultants
- Operations research consultants
- Personnel management consultants, except employment service
- Physical distribution consultants
- Site location consultants

[[SIC Search](#) | [Division Structure](#) | [Major Group Structure](#) | [OSHA Standards Cited](#)]

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

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



CCR Webform: New Duns Number Request

Country:

Mailing Address (optional) ☐ Same as Physical Address

Street/ P. O. Box:

City:

State:

Zip Code + 4/Postal Code:

Country:

Organization Information

Executive Name:

Title:

Primary SIC code:

Description of Operations:

Socioeconomic Data:

Number of Employees (includes owners, partners, and/or officers):

Annual Sales or Revenue:

Parent Organization (optional)

Name:

Street:

City:

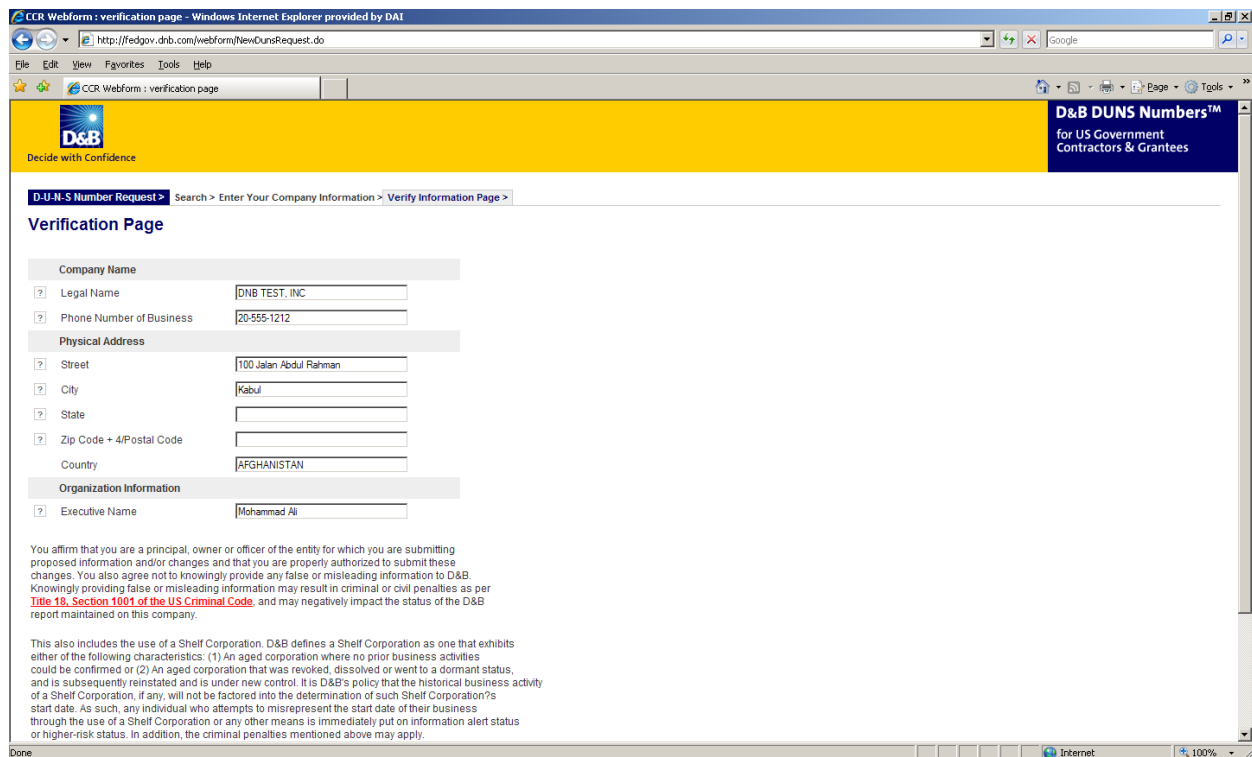
State:

Zip Code + 4/Postal Code:

Country:

Notes (optional)

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



The screenshot shows a web browser window titled "CCR Webform: verification page - Windows Internet Explorer provided by DAI". The address bar shows the URL "http://fedgov.dnb.com/webform/NewDunsRequest.do". The page has a yellow header with the D&B logo and the tagline "Decide with Confidence". On the right side of the header, it says "D&B DUNS Numbers™ for US Government Contractors & Grantees".

The main content area is titled "Verification Page" and contains a form with the following sections:

- Company Name**
 - Legal Name: DNB TEST, INC
 - Phone Number of Business: 20-555-1212
- Physical Address**
 - Street: 100 Jalan Abdul Rahman
 - City: Kabul
 - State:
 - Zip Code + 4/Postal Code:
 - Country: AFGHANISTAN
- Organization Information**
 - Executive Name: Mohammad Ali

Below the form, there is a disclaimer text:

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

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



12.5 Attachment E: Self Certification for Exemption from DUNS Requirement

Legal Business Name:

Physical Address:

Physical City:

Physical Foreign Province (if applicable):

Physical Country:

Signature of Certifier

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

Title of Certifier:

Date of Certification (mm/dd/yyyy):

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

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

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

12.6 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 / 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									

12.7 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.



12.8 Attachment H: Branding and Marking Plan

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

Appendix N: Marking Plan

Sub Project Number and Name: _____

Name of Implementing Partner: _____

Name and Title of Partner's Agent: _____

Name and Title of DAI Project Manager: _____

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

Subproject Activities

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

Include 2-3 sentence summary here:

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

Mark "X"	Activity/Documents	Required Marking
Activities		

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

Co- Branding and Co-Marking:

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

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

Include full detailed justification here:

12.9 Attachment I: Proposal Checklist

Offeror: _____

Have you?

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

Does your proposal include the following?

- ☐ Signed Cover Letter (*use template in Attachment B*)
- ☐ Documents use to determine Responsibility (As required in section "Responsibility Determination")
- ☐ Price Proposal (submitted in PDF and Excel format)
- ☐ Technical Proposal
- ☐ Past Performance (*use template in Attachment F*).
- ☐ Vendor registration/License documents in host country.
- ☐ Evidence of a DUNS Number OR Self Certification for Exemption from DUNS Requirement