



Iraq Governance and Performance Accountability Project (IGPA)

Request For Proposals (RFP)

RFP-DAI-IGPA-BAG-20-022

Train Water Directorates on operations and maintenance (O&M) - Sulymaniya, Najaf, Wasit, Diyala, Muthanna

Issue Date: December 03, 2020

(UPDATE: Extended deadline of proposal submission to January 4th , 2021)

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 RFQ 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.

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

Table of Contents

1. Introduction and Purpose.....	4
1.1 Purpose	4
1.2 Issuing Office	4
1.3 Type of Award Anticipated	4
2. General Instructions to Offerors	4
2.1 General Instructions.....	4
2.2 Proposal Cover Letter	5
2.3 Questions regarding the RFP	5
3. Instructions for the Preparation of Technical Proposals	5
3.1 Services Specified.....	5
3.2 Technical Evaluation Criteria	6
4. Instructions for the Preparation of Price Proposals	8
5. Basis of Award.....	8
5.1 Best Value Determination.....	8
5.2 Responsibility Determination	8
6. Anticipated post-award Deliverables.....	9
7. Inspection & Acceptance	14
8. Compliance with Terms and Conditions.....	14
8.1 General Terms and Conditions	14
8.2 Prohibited Technology	14
8.3 Source and Nationality.....	14
8.4 Data Universal Numbering System (DUNS)	15
9. Anti-Corruption and Anti-Bribery Policy and Reporting Responsibilities	15
10. Attachments.....	17
10.1 Attachment A: Scope of Work for Services or Technical Specifications	17
Requirements of this Statement of Work – as per deliverables included in the table below	23
10.2 Attachment B: Proposal Cover Letter	36
10.3 Attachment C: Detailed Budget and Price Schedule.....	37
10.4 Attachment D: Instructions for Obtaining a DUNS Number - DAI’S Vendors, Subcontractors...	39
10.5 Attachment E: Self Certification for Exemption from DUNS Requirement’	47
10.6 Attachment F: Past Performance Form	48
10.7 Attachment G: Representations and Certifications of Compliance.....	49
10.8 Attachment H: Branding and Marking Plan	50
10.9 Attachment I: Insurance and Risk Allocation	52
10.10 Attachment J: Proposal Checklist.....	54

RFP-DAI-IGPA-BAG-20-022 Train Water Directorates on operations and maintenance (O&M) - Sulymaniya, Najaf, Wasit, Diyala, Muthanna

Synopsis of the RFP

RFP No.	RFP-DAI-IGPA-BAG-20-022
Issue Date	December 03, 2020
Title	Train Water Directorates on operations and maintenance (O&M) - Sulymaniya, Najaf, Wasit, Diyala, Muthanna
Issuing Office & Email Address for Submission of Proposals	DAI - Iraq Governance and Performance Accountability Project, Baghdad Office Al Rasheed Tulip Hotel - Baghdad, Iraq <i>(only electronic copy of the proposals will be accepted)</i> IGPAProcurementINBOX@dai.com
Deadline for Receipt of Questions	December 13, 2020, 12:00 PM Baghdad Time zone <i>E-mail subject line must contain solicitation number and title:</i> " RFP-DAI-IGPA-BAG-20- 022 Water Directorates on operations and maintenance (O&M) - Sulymaniya, Najaf, Wasit, Diyala, Muthanna" All questions received will be compiled and answered in writing and distributed to all interested Offerors
Deadline for Receipt of Proposals	December 28, 2020, 12:00 PM Baghdad Time zone UPDATE: Extended deadline of proposal submission to January 4th, 2021, 12:00 PM Baghdad time zone <i>E-mail subject line must contain solicitation number and title:</i> RFP-DAI-IGPA-BAG-20-022 Train Water Directorates on operations and maintenance (O&M) - Sulymaniya, Najaf, Wasit, Diyala, Muthanna
Point of Contact	Please send your questions <i>only</i> to ProcurementIGPA@dai.com
Anticipated Award Type	DAI anticipates issuing a subcontract agreement 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 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 price factors.

1. Introduction and Purpose

1.1 Purpose

DAI, the implementer of the USAID-funded Iraq Governance and Performance Accountability (IGPA), invites qualified offerors to submit proposals to provide Train Water Directorates on operations and maintenance (O&M) Sulymaniya, Najaf, Wasit, Diyala, Muthanna in support of program implementation.

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 Subcontract, This subcontract type is subject to change during the course 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

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

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

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

Proposals are due no later than **January 4th, 2021, at 12:00 Baghdad Time**. An electronic copy of the Technical Proposal and an electronic copy of the Price proposal to be submitted to (IGPAProcurementINBOX@dai.com) (this is a strict access controlled e-mail account set up ONLY to receive solicitation responses), RFP number and title of the activity must be stated in the subject line of the e-mail.

Late offers will be rejected except under extraordinary circumstances at DAI’s discretion.

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

Offerors are required to review all instructions and specifications included in this RFP thoroughly. Failure to agree and comply with the specifications of this RFP will result in offerors being considered unresponsive, and the proposal may be rejected.

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 90calendar days for the prices provided.
- Acknowledge the solicitation amendments received, if any.

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 e-mail to ProcurementIGPA@dai.com by no later than the date/time specified above. No questions will be answered by phone. Any verbal information received from a DAI or (IGPA) employee or other entity shall not be considered as an official response to any question regarding this RFP.

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

3. Instructions for the Preparation of Technical Proposals

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

Technical proposals shall include the following contents

1. **Technical Approach** - Description of the proposed services that meets or exceeds the stated technical specifications or scope of work. The proposal must show how the Offeror plans to complete the work and describe an approach that demonstrates the achievement of timely and acceptable performance of the work. The Technical Approach under this RFP consists of two evaluation criteria;
 - Problem statement and evidence of local knowledge
 - Methodology & Implementation Plan
 - Coordination Plan
2. **Management approach** – Description of the Offeror's staff assigned to the project. The proposal should describe how the proposed team members have the necessary experience and capabilities to carry out the Technical Approach. The Management Approach consists of two evaluation criteria;
 - Organizational Management
 - Staffing
3. **Past Performance** –Provide a list of at least three (3) awards of similar scope and duration implemented over the past five years. The information shall be supplied as a table and shall include the legal name and address of the organization for which services were performed, a description of work performed, the duration of the work and the value of the contract, a description of any problems encountered and how it was resolved, and a current contact phone number of a responsible and knowledgeable representative of the organization.
See Attachment F.

3.1 Services Specified

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

3.2 Technical Evaluation Criteria

Each proposal will be evaluated and scored against the evaluation criteria stated in the table below. Price proposals are not assigned points, but for overall evaluation purposes of this RFP, technical evaluation factors other than price, when combined, are considered significantly more important than price factors. The award will be made to the Offeror whose offer presents the best value and is the optimal combination of technical merits and reasonable cost.

Proposals will be evaluated and scored on technical aspects first. Only the price proposals of those offers that pass the minimum qualifying score of 70 points in the technical evaluation will advance to price evaluation. Proposals not reaching this qualifying score in the technical evaluation will be considered non-competitive and will not be evaluated.

Technical Competence as presented in the Technical Proposal with the possible 100 points in total made up as follows:

Technical Competence – presented in the Technical Proposal **(100 points in total)**

Technical Approach **(45 points)**

Management Approach **(30 points)**

Past performance **(25 points)**

Offerors shall provide a clear, specific and concise technical proposal that covers both the conceptual and practical approaches and address the following, in the order specified below:

Item	Requirement	Points Available
TECHNICAL APPROACH		
1) Problem statement and evidence of local knowledge	<p>Giving specific examples from the municipalities/provinces discussed in the Scope of Work, please describe the problem your organizational expertise will address through this project.</p> <p>A problem statement with a demonstrated understanding of the problem and the ability to relate them to Program objectives and goals will receive a higher score than a problem statement that does not include this information</p>	10 points
2) Methodology & Implementation Plan	<p>Considering the Statement of Work, please describe in detail the following:</p> <p>Addressing each task included in the scope of work, explain 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, and <u>the anticipated implementation plan.</u></p> <p>Methodologies that indicate a greater practical understanding of implementing the work and more innovative yet realistic ways of carrying out the work will be scored more favourably than those that do not consider these factors</p>	20 points
3) Coordination Plan	<p>Considering the Statement of Work, describe clearly the practical steps you will take to ensure the involvement of Beneficiaries, Local organizations, Government Entities, and/or other stakeholders in this project.</p> <p>Coordination plans that are more realistic and that achieve the project</p>	15 points

	impact, local ownership, and sustainability, and the image of the government officials' initiative will be evaluated more favourably than those plans that do not consider these factors	
MANAGEMENT APPROACH		
4) Organizational Management	<p>Please provide and describe:</p> <p>a) An organizational structure of the company</p> <p>b) An organizational chart that outlines the proposed staff assigned explicitly to this activity. The Offeror should describe how the proposed team members have the necessary experience and capabilities to carry out the proposed scope of work</p> <p>Org. management approach that indicates a greater practical understanding of implementing the work and provided a greater explanation of how each staff member will be engaged in carrying out the scope of work will be scored more favourably than those that do not consider these factors</p>	15 points
5) Staffing	<p>Please provide the following, in order:</p> <p>a) A staffing plan for this activity that includes the following information for each proposed staff member:</p> <p style="padding-left: 40px;"><i>-Name and Proposed position on the team:</i></p> <p style="padding-left: 40px;"><i>-Summary of relevant expertise and experience</i></p> <p>a) CVs for each proposed staff member, excluding surveyors and field laborers. CVs should be no longer than one page in length.</p> <p>Staffing plans that propose staff with qualifications and experience related to the tasks stated in this RFP will be evaluated more favourably than staffing plans that do not consider these factors.</p>	15 points
PAST PERFORMANCE		
6) Past performance	<p>Offerors must have at least 5 years of relevant technical experience;</p> <p>Document and summarize your proven track record of successfully implementing the same or similar activities. Using the table format provided, please list only the projects you have implemented within the past 3 years, a brief description of how each is relevant to this RFP, and the contact details for each previous client or donor. The Offeror may also include recommendation/appreciation letters and certificates as attachments.</p> <p>Offerors with past performance with similar projects, in the same geographic area and/or of similar scale to the activity described in this RFP, will be given higher scores than offerors that do not meet these criteria. If an Offeror has current/past performance working with DAI, they cannot be positively evaluated on this experience unless it is provided in the Offeror's proposal.</p>	25 points
Total		100 points

4. Instructions for the Preparation of Price Proposals

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

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. Basis of Award

5.1 Best Value Determination

DAI will review all proposals, and make an award based on the technical and price 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 price. The price 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 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. Business Registration: Please provide a copy of official Iraqi business registration and required license(s) to operate in Iraq (e.g., organization registration in Iraq, or/and the organization proxy registration in Iraq – in case of non-Iraqi organization, please submit home country business registration as well), the organization also must be eligible to perform work under applicable laws and regulations of Iraq.
2. Evidence of a DUNS number (explained below in section 8.4).
3. Provide confirmation that the source, origin, and nationality of the products or services are not from a Prohibited Country (explained below in section 8.3).
4. Offerors must have 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 (e.g. Bank Statement, ... etc.).
5. Ability to comply with required or proposed delivery or performance schedules (e.g. detailed price schedule, ... etc.)
6. Have a satisfactory past performance record (e.g. appreciation letters or previous performance evidence, ... etc.).
7. Provide evidence to have the necessary organization, experience, accounting, and operational controls and technical skills (e.g. organizational structure, origination operation manual ... etc.).
8. Insurance and Risk Allocation (as defined in **Attachment I**)

9. The Vendor is to submit proof of manuals, standard operating procedures, and/or internal policies, including human resource policies, which reflect a commitment to non-discrimination, equity and inclusion, and reporting mechanisms, including a whistleblower policy, for non-compliance with internal policies. If the Vendor is unable to produce the required documentation, the Vendor must be willing to work with IGPA/Takamul to receive training and support in the development of relevant policies.

6. Anticipated post-award Deliverables

Upon award of a subcontract, the payment will be made upon receipt of a properly executed tranche payment request, complete with a milestone report and applicable documentation for each deliverable as listed below. The Offeror should detail the proposed prices per deliverable in the Price Schedule. Payment shall be made only in accordance with approved milestones/deliverables and payment schedule, upon Technical Monitor approval of required documentation.

IGPA anticipates a period of performance of 32 weeks (18-week base and 14 weeks option period) for this scope of work.

Requirements of this Statement of Work – as per deliverables included in the table below

Milestone	Milestone's Description and Required Documentation	Payment Amount (%)	Anticipated Completion Dates
Anticipated Base Period: February 1, 2021 – June 15, 2021 3 WTPs in 3 provinces (Sulaimaniya, Wasit, and Najaf provinces)			
1	The service provider shall submit: <ul style="list-style-type: none"> Detailed implementation action plan (prepared in English and to meet the following requirements) Include step-by-step implementation actions with responsible parties/people and timeframe in a Gantt chart format Clearly show the phases for implementation broken down into base period and option period 	10 %	2 weeks from the Contract Start Date
	The service provider shall submit: <ul style="list-style-type: none"> Inception report (prepared in English language and include at least the following) A summary of consultations and meetings with water directorates A summary of findings and observations during field visits and inspections Training need assessment results (TNA) based on the interviews with WTP operators 		6 weeks from the Contract Start Date

	<ul style="list-style-type: none"> - Screening and selection criteria of WTPs and recommendations for potential target WTPs (2 WTPs in base period) - 4 weekly progress reports at the end of week 6 covering the period of milestone 2 		
	<p>The service provider shall submit:</p> <ul style="list-style-type: none"> • SOP manual and training material (handout) for 2 WTPs prepared in English and Arabic language and should include the following; - Guidelines for WTP operators to perform preventive maintenance and basic repair works - Specific operating parameters - Engineers' and manufacturers' recommendations and best practices - Training material and handouts the subcontractor will use to deliver training sessions - 2 weekly progress reports at the end of week 8 covering the period of milestone 3 		8 weeks from the Contract Start Date
2	<p>The service provider shall submit:</p> <ul style="list-style-type: none"> • TOT material prepared in English and Arabic language and should include the following; - Guidelines for potential trainers to provide further training to their Specific operating parameters colleagues and peers - Advanced guidelines for trainers 	20%	12 weeks from the Contract Start Date
	<p>The service provider shall submit:</p> <ul style="list-style-type: none"> • Assessment Report prepared in English and should include the following; - Recommendations for repair and rehabilitation works - Rough cost-estimates of suggested works - Pictures and drawings to support recommendations 		14 weeks from the Contract Start Date
	<p>The service provider shall submit:</p> <ul style="list-style-type: none"> • Training Report prepared in English and to include at least the following: 		16 weeks from the Contract Start Date

RFP-DAI-IGPA-BAG-20-022 Train Water Directorates on operations and maintenance (O&M) -
Sulymaniya, Najaf, Wasit, Diyala, Muthanna

	<ul style="list-style-type: none">- Summary of the classroom and hands-on training delivered- List of trainees and sign-up sheets- Training evaluation results- Recommendations for additional support		
3	<p>The service provider shall submit:</p> <ul style="list-style-type: none">• Lessons Learned Report prepared in English and should include the following;- Information gathered in lessons learned sessions and additional input and recommendations from participants, whether they attended or not- Summary - two- page brief listing the activity number, name, supported entity/ies, and key stakeholders involved; activity summary, activity timeline, IGPA/Takamul subcontractor and or IGPA/Takamul staff engaged with a summary of the findings and recommendations- Executive report - overview of the lessons learned together with a summary of what went well, what went wrong, and how to improve- A detailed report can also be attached, but the executive report itself shouldn't exceed 3 pages- Findings - summary of any issues found during the review process- Recommendations - actions needed to correct or improve findings, and where successes were noted, future efforts to help repeat these successes will be recommended	10%	18weeks from the Contract Start Date
	<p>The service provider shall submit:</p> <ul style="list-style-type: none">• Final Report prepared in English and should include the following;- Documentation of all activities- Summary of deliverables- Summary recommendations for future support and lessons learned		18 weeks from the Contract Start Date
<p>Anticipated Option Period: June 15, 2021 - September 15, 2021 2 WTPs in 2 provinces (Muthanna, and Diyala provinces)</p>			

4	<p>The service provider shall submit:</p> <ul style="list-style-type: none"> Detailed implementation action plan (prepared in English and to meet the following requirements) <ul style="list-style-type: none"> Include step-by-step implementation actions with responsible parties/people and timeframe in a Gantt chart format Clearly show the phases for implementation broken down into base period and option period 	10%	20 weeks from the Contract Start Date
	<p>The service provider shall submit:</p> <ul style="list-style-type: none"> Inception report (prepared in English language and include at least the following) <ul style="list-style-type: none"> A summary of consultations and meetings with water directorates A summary of findings and observations during field visits and inspections Training need assessment results (TNA) based on the interviews with WTP operators Screening and selection criteria of WTPs and recommendations for potential target WTPs (3 WTPs in option period) 		22 weeks from the Contract Start Date
	<p>The service provider shall submit:</p> <ul style="list-style-type: none"> SOP manual and training material prepared in English and Arabic language and should include the following; <ul style="list-style-type: none"> Guidelines for WTP operators to perform preventive maintenance and basic repair works Specific operating parameters Engineers' and manufacturers' recommendations and best practices Training material and handouts the subcontractor will use to deliver training sessions 		24 weeks from the Contract Start Date
5	<p>The service provider shall submit:</p> <ul style="list-style-type: none"> TOT material prepared in English and Arabic language and should include the following; 	30%	26 weeks from the Contract Start Date

RFP-DAI-IGPA-BAG-20-022 Train Water Directorates on operations and maintenance (O&M) -
Sulymaniya, Najaf, Wasit, Diyala, Muthanna

	<ul style="list-style-type: none"> - Guidelines for potential trainers to provide further training to their Specific operating parameters colleagues and peers - Advanced guidelines for trainers 		
	<p>The service provider shall submit:</p> <ul style="list-style-type: none"> • Assessment Report prepared in English and should include the following; <ul style="list-style-type: none"> - Recommendations for repair and rehabilitation works - Rough cost-estimates of suggested works - Pictures and drawings to support recommendations 		26 weeks from the Contract Start Date
	<p>The service provider shall submit:</p> <ul style="list-style-type: none"> • Training Report prepared in English and to include at least the following: <ul style="list-style-type: none"> - Summary of the classroom and hands-on training delivered - List of trainees and sign-up sheets - Training evaluation results - Recommendations for additional support 		28 weeks from the Contract Start Date
6	<p>The service provider shall submit:</p> <ul style="list-style-type: none"> • Lessons Learned Report prepared in English and should include the following; <ul style="list-style-type: none"> - Information gathered in lessons learned sessions and additional input and recommendations from participants, whether they attended or not - Summary - two- page brief listing the activity number, name, supported entity/ies, and key stakeholders involved; activity summary, activity timeline, IGPA/Takamul subcontractor and or IGPA/Takamul staff engaged with a summary of the findings and recommendations - Executive report - overview of the lessons learned together with a summary of what went well, what went wrong, and how to improve - A detailed report can also be attached, but the executive report itself shouldn't exceed 3 pages - Findings - summary of any issues found 	20%	32weeks from the Contract Start Date

	<p>during the review process</p> <ul style="list-style-type: none"> - Recommendations - actions needed to correct or improve findings, and where successes were noted, future efforts to help repeat these successes will be recommended 		
	<p>The service provider shall submit:</p> <ul style="list-style-type: none"> • Final Report prepared in English and should include the following; - Documentation of all activities - Summary of deliverables - Summary recommendations for future support and lessons learned 		32 weeks from the Contract Start Date

7. Inspection & Acceptance

The designated DAI Project Manager will inspect from time to time the services being performed to determine whether the activities are being performed in a satisfactory manner, and that all equipment or supplies are of acceptable quality and standards. The subcontractor shall be responsible for any countermeasures or corrective action, within the scope of this RFP, which may be required by the DAI Chief of Party as a result of such inspection.

8. Compliance with Terms and Conditions

8.1 General Terms and Conditions

Offerors agree to comply with the general terms and conditions for an award resulting from this RFP. The selected Offeror shall comply with all Representations and Certifications of Compliance listed in Attachment G.

8.2 Prohibited Technology

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

8.3 Source and Nationality

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

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

DAI must verify the source and nationality of goods and services and ensure (to the fullest extent possible) that DAI does not procure any goods or services from prohibited countries listed by the Office of Foreign Assets Control (OFAC) as sanctioned countries. OFAC sanctioned countries may be searched within the System for Award Management (SAM) at www.SAM.gov. The current list of countries under comprehensive sanctions include: Cuba, Iran, North Korea, Sudan, and Syria. Goods may not transit through or be assembled in comprehensive sanctioned origin or nationality countries nor can the vendor be owned or controlled by a prohibited country. DAI is prohibited from facilitating any transaction by a third party if that transaction would be prohibited if performed by DAI.

By submitting a proposal in response to this RFP, Offerors confirm that they are not violating the Source and Nationality requirements of the goods or services being offered and that the goods and services comply with the Geographic Code and the exclusions for prohibited countries outlined above.

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

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

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

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

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

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

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

10. Attachments

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

Title: Activity 1.1.11: Train Water Directorates on operations and maintenance (O&M) Sulymaniya, Najaf, Wasit, Diyala, Muthanna

A. BACKGROUND AND JUSTIFICATION

The USAID-funded IGPA/Takamul project is designed to focus on assisting the Iraqi Government in improving water supply and solid waste management services to all citizens at a provincial level. The project recognizes that there is a great disparity in the needs of different regions of Iraq - and among different groups within regions. Some regions require establishing a new provincial government and providing services, while others such as Baghdad must contend with rapid population growth. The effect of COVID-19 on the country, coupled with a substantial reduction of oil prices, contributed to a government budget crisis that has resulted in scarce financial resources for the Government of Iraq (GOI) to better address water service delivery priorities across the country. To provide water services on an equitable basis to all citizens in their respective service areas demonstrates accountability on the part of provincial water directorates and gives all communities a stake in good governance, especially during a pandemic that requires continuous water supply services.

In this perspective, IGPA/Takamul is requesting proposals from qualified bidders to provide capacity building to the operation staff of water treatment plants (WTP) in Sulymaniya, Najaf, Wasit, Diyala, and Muthanna and improve operation and maintenance (O&M) of these plants, leading to a reduction of operational costs and an increase of water supply hours to citizens. The winning bidder will work under Subcontract with DAI and coordinate with provincial water directorates, other donors active in the water sector in Iraq, and other USAID implementing partners as applicable.

B. OBJECTIVE

The overall objective of this assignment is to increase water supply hours to citizens in target provinces through improved O&M of selected water treatment and pumping facilities and reduction of downtime due to operational failures.

Specific objectives are summarized as follows:

1. Develop selection criteria and, jointly with water directorates and IGPA/Takamul, select target water treatment and pumping facilities in target provinces;
2. Conduct a technical assessment of target water treatment and pumping facilities;
3. Conduct a training needs assessment (TNA) of operators of these facilities;
4. Examine O&M procedures and practices; mainly preventive maintenance practices applied regularly;
5. Develop standard operating procedures (SOPs) and provide training on the use of these SOPs along with training on operation and maintenance best practices; and
6. Propose recommendations/plans to reduce failures and increase water supply hours at these select WTPs.

C. ACTIVITY SUMMARY/DESCRIPTION

Project areas and phases

Areas covered by this assignment are limited to the water service zones of the following provincial water directorates: Sulymaniya, Najaf, Wasit, and Diyala, Muthanna. Bidders are required to select a maximum of one water treatment/pumping facility located in each province (total of 5 WTPs), based on selection criteria to be developed as described below in this scope of work. Target WTPs shall be managed directly by provincial water directorates. WTPs within these provinces or service areas managed by communities and/or other stakeholders, if applicable, are excluded and cannot be part of this scope of work.

Due to contractual requirements, this scope of work is divided into two (2) implementation phases, one base implementation period extending from o/a February 01, 2021, through June 15, 2021, and an option phase extending from o/a June 15, 2021, through September 15, 2021. Bidders must design their technical approach and develop a phased implementation plan in line with the base and option periods.

It is anticipated that the selected subcontractor will work in three WTPs (in three provinces) during the base period and continue the work in the remaining two WTPs (in the remaining two provinces) during the option period. The option period is contingent upon USAID funds' availability and the extension of the subcontract with DAI beyond the base period. The subcontractor must plan to implement the work as described below in this scope of work.

D. TASKS/DETAILED REQUIREMENTS

To achieve the above-stated objectives, the subcontractor will undertake the following tasks:

Task 1: Prepare an implementation action plan, collect information, assess training needs, select WTPs and prepare an inception report

- **Prepare a detailed implementation action plan:** Upon award, the subcontractor will prepare a detailed implementation action plan of the assignment in line with this scope of work. The action plan must be developed jointly with water directorates and IGPA/Takamul and include a phased approach and a schedule describing, step by step, how the subcontractor intends to implement the activity clearly and concisely. It is anticipated that IGPA/Takamul will award this assignment to one subcontractor to implement the work in a phased approach as described above, with a base period to complete the work in two provinces and WTPs, and an option period to complete the work in the remaining three provinces and WTPs. Water directorates and IGPA/Takamul will review and approve the implementation action plan.
- **Conduct consultations and develop selection criteria of target facilities:**
The selected subcontractor will organize meetings with IGPA/Takamul's and water directorates' managerial and technical staff to discuss the work methodology and collect available data and information. In coordination with the provincial water directorate, the subcontractor will develop a set of criteria to select one WTP per province, in the five chosen provinces mentioned above, to develop O&M procedures and training of staff. The subcontractor will discuss these selection criteria with water directorates and IGPA/Takamul for approval prior to recommending target WTP facilities that are directly operated by target water directorates. Selection criteria shall be used, such as WTPs servicing an area with no less than 500 households (or a total population of no less than 2,500 people); WTPs that are operational and do not require significant rehabilitation or repair works. The subcontractor should particularly prioritize and consider facilities already benefitting from IGPA/Takamul's support through other water-related activities and/or WTPs servicing underprivileged populations to increase social inclusion. Selection criteria should consider determination of vulnerable populations and identify unique challenges, issues, concerns. The final selection of target

WTPs will be discussed and officially recommended by the water directorates and IGPA/Takamul to the subcontractor.

▪ **Conduct quick field inspections and training needs assessments (TNA):**

The selected subcontractor will be responsible for conducting field visits and inspecting potential target WTPs to better understand the existing technology, workflow and work scheduling, processes, functionality, and review any existing O&M SOPs and guidelines. The subcontractor will conduct a quick assessment of different components of the facilities (civil, mechanical, electromechanical, electrical, and chemical components) to confirm that the facility is operational. Moreover, the subcontractor will provide recommendations for repair works described under task 4 below; and help determine the composition of subjects and topics for the O&M SOP development and delivery of training on O&M topics. IGPA/Takamul will provide support to a working facility as opposed to a facility that requires major rehabilitation or repair works. Additionally, the subcontractor will interview operators of these plants to understand and document current practices and procedures related to preventive and corrective maintenance practices, repair works, spare part management, etc. and related challenges and opportunities. Finally, the subcontractor will review existing records and forms to document pump and motor run-time, chlorination schedules, scheduled maintenance, other documentation and operating manuals, as-built drawings, etc. that would impact the development of improved tailored procedures. The subcontractor shall include labeled photographs of all facilities (no less than 30 high-quality photos) to highlight poor operation and maintenance procedures that may lead to operational failures and work safety issues.

▪ **Prepare an inception report:**

With the end of this first task of the project, the subcontractor will compile all findings from meetings, consultations, and field assessments in an inception report submitted to IGPA/Takamul for review and approval. The inception report will include all findings from the assessments, particularly documentation of major findings through interviews with WTP operators and managers. The report will also include any potential challenges the subcontractor anticipates, any required adjustments to the technical approach, recommended/selected WTPs, and support needed from water directorates and/or IGPA/Takamul for the smooth implementation and success of this activity.

Task2: Develop SOPs to improve O&M of target WTPs

Conduct an analysis of current O&M practices: The subcontractor will analyze the information collected during consultations, fieldwork observations, and assessments and identify shortcomings and areas for improvement, including safety issues.

▪ **Develop SOPs for proper O&M of WTPs:**

Based on the analysis above, develop an SOP manual for the proper O&M of target WTPs. The SOP manual is intended to be a reference document for operators of WTPs to perform daily operations, preventive maintenance, and basic corrective maintenance and repair works. The SOP manual should be tailored for each WTP depending on existing technology and processes, and it will constitute a living document to be reviewed and updated, as needed, by water directorates or WTP managers. The SOP manual will include a description of the plant and its components along with specific equipment operating parameters such as flow rates, water pressure, water temperatures, pump speed, voltage, and ampere readings for their specific equipment. The subcontractor should also add any critical references to equipment manuals and engineering reports and incorporate manufacturers' and engineers' recommendations and best practices. The SOP manual should provide step-by-step instructions describing how the WTP operators should carry out routine maintenance and repair activities. This will ensure that every water directorate staff responsible for O&M follow consistent and sound procedures based on O&M best practices. The SOPs should detail and support the regularly recurring work processes that are to be conducted or followed within the WTPs. The SOPs should document the way activities are to be performed in a simple manner in easy to understand language, with illustrative pictures, to facilitate consistent conformance to technical and quality system requirements and support data quality. For example, they may describe technical

actions such as processes for maintaining, calibrating, and using the equipment. SOPs are intended to be specific to the WTP, which activities are related and help that organization maintain quality control over its operation and maintenance procedures and regulations.

Furthermore, the SOP manual should include a list of routine spare parts and materials required to perform scheduled preventive maintenance that the water directorates should maintain in their warehouses and basic guidelines related to warehouse storage and management. The SOP manual should include as many photos, diagrams, and visuals as possible (and less text) to make it easier and practical for operators to use and be prepared in English and Arabic. Copies of the SOPs need to be provided to the O&M staff in hard copy but have electronic copies kept safely stored and updated as required.

- **Discuss the SOP manual with IGPA/Takamul and water directorates for approval:**

Prior to developing the full SOP manual, the subcontractor will prepare an outline describing the content of the manual for discussion with and approval by IGPA/Takamul. Once a draft manual SOP is ready, the subcontractor will provide a draft copy to IGPA/Takamul and water directorates for review and approval. If necessary, the subcontractor will prepare a presentation on the SOP manual and its content and participate in a meeting organized by IGPA/Takamul. The SOP manual will be considered final upon official approval by IGPA/Takamul.

Task3: Develop a capacity building program and deliver training to WTP operators

Develop training material: Based on the TNA results described under task 1 above, the subcontractor will design training material (including lesson plans and detailed training agendas) to address WTP operators' main capacity issues daily. The capacity development program will mainly focus on building staff capacity to perform proper O&M (including preventative maintenance) to increase the lifespan of different WTPs components, reduce failures and reduce unnecessary O&M costs required to repair these plants. While all operators will receive copies of the SOP manual once officially approved, the subcontractor should prepare handouts in Arabic language to trainees that can be used for future reference. The training manuals (including lesson plans and detailed training agendas, handouts, PowerPoint slides) and SOPs shall be provided to twenty five (25) WTP operators in each province and IGPA/Takamul.

- **Deliver training to WTP operators:**

The subcontractor will develop training material including modules with clear description and content (in a lesson plan format) and a detailed hourly training schedule for discussion with and approval by IGPA/Takamul and water directorates. The subcontractor will then deliver ten (10) day training sessions to no less than twenty-five (25) WTP operators in each province. These sessions will include: (1) classroom sessions to go through the content of the SOP manual and explain basic principles of preventive maintenance, O&M best practices, and safety practices and (2) hands-on training sessions on the WTP's premises that involve performing actual work required by these operators. The training will be delivered by native Arabic speaking engineers and technicians and will cover different components of the WTP requiring regular maintenance such as pumps and motors, valves, chlorination systems, filters, electric panels, civil components, etc.

- **Deliver training of trainers:** Based on the training needs assessment conducted by the subcontractor, results of the training to WTP operators, and interaction with plant operators during the training, the subcontractor will identify no less than five (5) operators in each province who have the necessary qualifications to act as trainers of their colleagues and peers. The subcontractor, in coordination with IGPA/Takamul, will recommend designating these operators as trainers, will prepare TOT training material, and will deliver a ten(10)day training of trainers (TOT) to those operators. IGPA/Takamul will liaise with the water directorate and will facilitate the nomination of the trainers. The subcontractor will be required to deliver a more advanced training of trainers and provide the necessary handouts and documentation in Arabic language.

- **Prepare a training report:** By the end of the training, the subcontractor will develop a report documenting all topics covered during the training, the number of participants, daily sign-in sheets,

and their level of engagement, along with the subcontractor's additional observations, lessons learned and recommendations for additional support and follow-up. The subcontractor will also conduct an evaluation survey at the end of the training to collect feedback and input from operators who attended the training and include the survey results in the training documentation. The evaluations may be used to modify or adjust training events that have not been conducted yet.

Special considerations related to training activities: Given the importance of ensuring a continuous operation and maintenance of WTPs, and the current security and health situation in Iraq due to COVID-19, bidders must consider the following factors in their technical proposals and during implementation. Bidders must demonstrate their understanding of the situation on the ground and describe how these factors will be integrated into their work in the technical and management approach.

- The subcontractor shall work closely with the water directorates and manager of WTPs in planning the delivery of the training, considering that WTPs typically operate multiple work shifts and that the plants usually operate 24/7. The training delivery shall allow participants from all shifts to attend the training without any interruption in operation.
- *Given the current situation due to COVID-19 and public health requirements of social distancing*, the subcontractor will plan to deliver classroom training sessions online using available technology in Iraq. The subcontractor will coordinate with IGPA/Takamul to identify the best available technology accessible to water directorate staff. For the smooth and safe implementation of this activity, IGPA/Takamul will support this area and facilitate appropriate solutions.
- The subcontractor will coordinate with IGPA/Takamul to design and plan hands-on training sessions requiring face to face interaction with the WTP staff. While these training sessions will be arranged on-site, in a WTP, the subcontractor must respect all public health protocols and guidelines of the WHO and public health authorities in Iraq regarding COVID 19. The subcontractor must seek larger training classrooms that allow safe student spacing and provide hand-sanitizers and masks (daily change out) for the trainees and instructors. The subcontractor will describe the training approach and will coordinate and seek approval from IGPA/Takamul prior to delivering the training to minimize, to the maximum extent possible, any potential health risks to the contractor's staff, water directorates' staff, and IGPA/Takamul's staff during all phases of the project.
- Water directorates currently operate at 25% capacity due to COVID-19. The subcontractor must plan all tasks and activities in this scope of work around this challenge and reflect potential delays or additional time required for implementing the detailed implementation action plan with proper justifications and rationales. All assumptions should be clearly described in the implementation action plan and approved by IGPA/Takamul.
- Given the volatile security situation in some provinces, the subcontractor should develop a security protocol to ensure staff safety, especially those conducting fieldwork, data collection, and interview female and male staff. The subcontractor is required to inform IGPA/Takamul of any delays due to security such as protests, civil unrest, etc., that could affect implementation, and describe the impact of such events on work progress.
- IGPA/Takamul, through its provincial coordinators and other staff members, will provide support to the subcontractor in liaising and coordinating with provincial authorities to address challenges affecting this work. Particularly, IGPA/Takamul will liaise with the Governor's office and the water directorate to assign a focal point for this activity in each province to facilitate data collection and coordinate training activities.

Task 4: Prepare an assessment report with recommendations for rehabilitation, repair, and upgrade works required

- **Describe different WTP components and their status:** Based on the field inspection and the assessment described under task 1 above, the subcontractor will describe the status of each component of the WTP and identify requirements for maintenance, repair, rehabilitation, or replacement. Recommendations will cover all WTPs components such as civil, mechanical,

electromechanical, electric, chemical treatment such as flocculation, coagulation, chlorination, and other WTP assets. All failures and deficiencies that need to be addressed should be documented in photos with a clear description included in the required documentation.

▪ **Prepare an assessment report with recommendations to address technical issues:**

The subcontractor will document all findings described above in a report, including recommendations for repair and rehabilitation works to improve the WTP's efficiency and work condition. The report shall include recommendations for spare parts and consumables required for routine operation and maintenance procedures. The assessment will include, in addition to these recommendations, a high-level cost-estimate (rough order of magnitude) of the necessary works along with any other suggestions as deemed necessary. The assessment report and cost estimates are intended to be shared with the water directorate for further action. It is to be noted that the procurement and execution of any repair or rehabilitation work is not part of this scope of work.

Task 5: Prepare the lessons learned and a final report

▪ **Lessons learned report:** Toward the end of completing the required activities for each province, the subcontractor shall prepare lessons learned report about the activities in that province that will include all issues and challenges the subcontractor noted during implementation and actions undertaken to overcome these challenges. Lessons learned can include issues or challenges such as planning in an insecure context or public health context, how to overcome delays, lack of quality and quantity of data in water directorates, lack of water directorates engagement or buy-in of the activity, staff qualifications, etc. The lessons learned report should give the IGPA/Takamul team, stakeholders, USAID, and other donors a chance to learn and improve on observations that have been made on past activities. Hence, lessons learned shall be compiled, formalized, and stored throughout the project's duration, including comments from the subcontractor, the supported water directorate staff, and IGPA/Takamul staff. Lessons learned should be collected through sessions that the subcontractor will conduct with the appropriate water directorate staff and IGPA/Takamul staff. The focus will be on identifying project successes and project failures/challenges along with recommendations to improve future performance on projects.

- **Capturing successes:** The lessons learned should capture successes noted throughout the project. These successes should identify best practices to apply toward future sub-activities of this project and future projects and processes. Lessons learned sessions should record successes that should be carried through to the next sub-activities or future projects. Whether that was a short-term process change, a commitment to the existing process, communication tweaks, or something else, the subcontractor shall document these lessons to realize what can and should be carried on to the next related project or projects.

- **Improvements needed:** The subcontractor shall record the reasons behind project improvements or issues to document lessons learned. With the assistance of participating stakeholders, the subcontractor will identify project issues and determine where the problem originated or was caused by its impact. This information will provide more context to the issue and helps set up recommendations for improvements moving forward. The subcontractor shall review project improvements by breaking down the problem, impact, and recommendation.

- **Final report:** With the end of the assignment, the subcontractor is required to prepare a final report documenting all activities undertaken along with recommendations for further support and activities. The final report will include a summary of all deliverables and activities undertaken, as described above. The final report's content will be discussed with IGPA/Takamul and agreed upon before it is developed.

E. DETAILED DELIVERABLES

IGPA anticipates a period of performance of 32 weeks (18-week base and 14 weeks option period) for this scope of work.

Requirements of this Statement of Work – as per deliverables included in the table below

Milestone	Milestone's Description and Required Documentation	Payment Amount (%)	Anticipated Completion Dates
<p>Anticipated Base Period: February 1, 2021 – June 15, 2021</p> <p>3 WTPs in 3 provinces</p> <p>(Sulaimaniya, Wasit, and Najaf provinces)</p>			
1	<p>The service provider shall submit:</p> <ul style="list-style-type: none"> Detailed implementation action plan (prepared in English and to meet the following requirements) <ul style="list-style-type: none"> Include step-by-step implementation actions with responsible parties/people and timeframe in a Gantt chart format Clearly show the phases for implementation broken down into base period and option period 	10 %	2 weeks from the Contract Start Date
	<p>The service provider shall submit:</p> <ul style="list-style-type: none"> Inception report (prepared in English language and include at least the following) A summary of consultations and meetings with water directorates A summary of findings and observations during field visits and inspections Training need assessment results (TNA) based on the interviews with WTP operators Screening and selection criteria of WTPs and recommendations for potential target WTPs (2 WTPs in base period) 4 weekly progress reports at the end of week 6 covering the period of milestone 2 		6 weeks from the Contract Start Date

	-		
	<p>The service provider shall submit:</p> <ul style="list-style-type: none"> - SOP manual and training material (handout) for 2 WTPs prepared in English and Arabic language and should include the following; - Guidelines for WTP operators to perform preventive maintenance and basic repair works - Specific operating parameters - Engineers' and manufacturers' recommendations and best practices - Training material and handouts the subcontractor will use to deliver training sessions - 2 weekly progress reports at the end of week 8 covering the period of milestone 3 - 		8 weeks from the Contract Start Date
2	<p>The service provider shall submit:</p> <ul style="list-style-type: none"> • TOT material prepared in English and Arabic language and should include the following; <ul style="list-style-type: none"> - Guidelines for potential trainers to provide further training to their Specific operating parameters colleagues and peers - Advanced guidelines for trainers 	20%	12 weeks from the Contract Start Date
	<p>The service provider shall submit:</p> <ul style="list-style-type: none"> • Assessment Report prepared in English and should include the following; <ul style="list-style-type: none"> - Recommendations for repair and rehabilitation works - Rough cost-estimates of suggested works - Pictures and drawings to support recommendations 		14 weeks from the Contract Start Date

	<p>The service provider shall submit:</p> <ul style="list-style-type: none"> • Training Report prepared in English and to include at least the following: <ul style="list-style-type: none"> - Summary of the classroom and hands-on training delivered - List of trainees and sign-up sheets - Training evaluation results - Recommendations for additional support 		16 weeks from the Contract Start Date
3	<p>The service provider shall submit:</p> <ul style="list-style-type: none"> • Lessons Learned Report prepared in English and should include the following; <ul style="list-style-type: none"> - Information gathered in lessons learned sessions and additional input and recommendations from participants, whether they attended or not - Summary - two- page brief listing the activity number, name, supported entity/ies, and key stakeholders involved; activity summary, activity timeline, IGPA/Takamul subcontractor and or IGPA/Takamul staff engaged with a summary of the findings and recommendations - Executive report - overview of the lessons learned together with a summary of what went well, what went wrong, and how to improve - A detailed report can also be attached, but the executive report itself shouldn't exceed 3 pages - Findings - summary of any issues found during the review process - Recommendations - actions needed to correct or improve findings, and where successes were noted, future efforts to help repeat these successes will be recommended 	10%	18weeks from the Contract Start Date

	<p>The service provider shall submit:</p> <ul style="list-style-type: none"> Final Report prepared in English and should include the following; <ul style="list-style-type: none"> Documentation of all activities Summary of deliverables Summary recommendations for future support and lessons learned 		18 weeks from the Contract Start Date
<p>Anticipated Option Period: June 15, 2021 - September 15, 2021</p> <p>2 WTPs in 2 provinces</p> <p>(Muthanna, and Diyala provinces)</p>			
4	<p>The service provider shall submit:</p> <ul style="list-style-type: none"> Detailed implementation action plan (prepared in English and to meet the following requirements) <ul style="list-style-type: none"> Include step-by-step implementation actions with responsible parties/people and timeframe in a Gantt chart format Clearly show the phases for implementation broken down into base period and option period 	10%	20 weeks from the Contract Start Date
	<p>The service provider shall submit:</p> <ul style="list-style-type: none"> Inception report (prepared in English language and include at least the following) <ul style="list-style-type: none"> A summary of consultations and meetings with water directorates A summary of findings and observations during field visits and inspections Training need assessment results (TNA) based on the interviews with WTP operators Screening and selection criteria of WTPs and recommendations for potential target WTPs (3 WTPs in option period) 		22 weeks from the Contract Start Date

	<p>The service provider shall submit:</p> <ul style="list-style-type: none"> SOP manual and training material prepared in English and Arabic language and should include the following; <ul style="list-style-type: none"> Guidelines for WTP operators to perform preventive maintenance and basic repair works Specific operating parameters Engineers' and manufacturers' recommendations and best practices Training material and handouts the subcontractor will use to deliver training sessions 		24 weeks from the Contract Start Date
5	<p>The service provider shall submit:</p> <ul style="list-style-type: none"> TOT material prepared in English and Arabic language and should include the following; <ul style="list-style-type: none"> Guidelines for potential trainers to provide further training to their Specific operating parameters colleagues and peers Advanced guidelines for trainers 	30%	26 weeks from the Contract Start Date
	<p>The service provider shall submit:</p> <ul style="list-style-type: none"> Assessment Report prepared in English and should include the following; <ul style="list-style-type: none"> Recommendations for repair and rehabilitation works Rough cost-estimates of suggested works Pictures and drawings to support recommendations 		26 weeks from the Contract Start Date
	<p>The service provider shall submit:</p> <ul style="list-style-type: none"> Training Report prepared in English and to include at least the following: <ul style="list-style-type: none"> Summary of the classroom and hands-on training delivered List of trainees and sign-up sheets Training evaluation results Recommendations for 		28 weeks from the Contract Start Date

	additional support		
6	<p>The service provider shall submit:</p> <ul style="list-style-type: none"> Lessons Learned Report prepared in English and should include the following; <ul style="list-style-type: none"> Information gathered in lessons learned sessions and additional input and recommendations from participants, whether they attended or not Summary - two- page brief listing the activity number, name, supported entity/ies, and key stakeholders involved; activity summary, activity timeline, IGPA/Takamul subcontractor and or IGPA/Takamul staff engaged with a summary of the findings and recommendations Executive report - overview of the lessons learned together with a summary of what went well, what went wrong, and how to improve A detailed report can also be attached, but the executive report itself shouldn't exceed 3 pages Findings - summary of any issues found during the review process Recommendations - actions needed to correct or improve findings, and where successes were noted, future efforts to help repeat these successes will be recommended 	20%	32weeks from the Contract Start Date
	<p>The service provider shall submit:</p> <ul style="list-style-type: none"> Final Report prepared in English and should include the following; <ul style="list-style-type: none"> Documentation of all activities Summary of deliverables Summary recommendations for future support and lessons learned 		32 weeks from the Contract Start Date

F. REFERENCES & OTHER INFORMATION

Qualifications: The Vendor must have design engineering qualifications, who have an experience of similar works or work previously in water treatment plants, (licensed for this type of work and have appropriately registered / certified / licensed engineers in the staff, perhaps requiring additional key personnel).

The Vendor must confirm and prove that work performed under the contract is in accordance with the International Federation of Consulting Engineers (FIDIC) standard specifications, as indicated in the FIDIC Red Book (link below). Vendor must also provide proof of liability insurance (whether self-insured or institutional) for gross errors or negligence in work.

FIDIC Book: <https://onlinelibrary.wiley.com/doi/pdf/10.1002/9780470697641.app1>

G. MONITORING AND EVALUATION

1. IGPA/TAKAMUL standard documentation requirements

The Monitoring, Evaluation, and Learning (MEL) Plan is a critical tool used by IGPA/Takamul for assessing and reporting progress towards achieving key program outcomes and results, as well as for planning, managing, and documenting the collection and use of performance data. The MEL Plan enables tracking progress towards pre-determined milestones and targets, make mid-course adjustments (monitoring), assess and report the results of its major components, analyze intended and unintended results and the impact of the program as a whole (evaluation).

The vendor will report on a number of qualitative and quantitative indicators – selected by IGPA/Takamul staff - assessing impact of the proposed initiatives and monitoring the progress of the project.

The Vendor's indicators have been selected in line with IGPA/Takamul MEL Plan indicators on the basis of their utility and efficiency in measuring progress in the most efficient way as well as the fact that they can be independently validated or verified. The gender percentages and total numbers of participants will be refined following the initial meetings with the provincial/municipal representatives, but indicative numbers are presented in the table below.

TABLE 1: Proposed Indicators

USAID Indicator	Definition	Male	Female	Total
2. Number of improved business processes implemented by provincial governments as a result of IGPA/Takamul support	<p>Improved: Improved means the procedures or process has been revised, re-engineered, modified or updated with support from IGPA/Takamul with the aim to accelerate business activities aimed at improving service delivery.</p> <p>Process: process is a set of related procedures or regulatory procedures established by provincial governments with support from IGPA/Takamul that are implemented by provincial governments with technical assistance or support from IGPA/Takamul.</p> <p>Implemented: Implemented means the business process has been undertaken or applied by the provincial Government</p>	N/A	N/A	N/A
13. Number of individuals trained by IGPA/Takamul	<p>This indicator counts the number of individuals to whom significant knowledge or skills have been imparted through interactions that are intentional, structured, and purposed for imparting knowledge or skills to improve service delivery in Iraq.</p> <p>The indicator includes GOI officials at the central and provincial levels, CSOs, private and public sectors actors who receive training or technical assistance in a variety of skills sets to</p>	TBD	25% if possible	TBC - but 5 locations by 1 workshop by 25 individuals making 125 in total. (No individuals will attend more than 1 workshop)

	<p>improve service delivery.</p> <p>Through the IGPA/Takamul project, USAID will provide mentoring, and coaching to key Iraqi actors to enable them to apply newly acquired skills, to implement strategies, and facilitate behavior change (institutional and individual) that will lead to sustainable improvements in Iraq's governance and service delivery to citizens. The indicator will contribute data for counting the number of trainees who gained knowledge through structured trainings only, these include structured training sessions and on-the-job training sessions.</p> <p>For trainings and on-the-job trainings: participants will be counted as individuals to avoid double-counting. For example, if one participant attends more than one training regardless of the topic of the training, the participant will be counted only once (simply because s/he is the same individual).</p> <p>Requirements for satisfactory completion of training: Individuals who participate in any structured training course offered by IGPA, whether the training is a face-to-face or online training, are expected to attend 100% of the training. Successful completion requires that a trainee participates at least 75% of the training length. (For instance, participants have to have attended at least 4.5-days of training on a 6-day training course; 4-days of training on a 5-day training course; 3-days of training on a 4-day training course; 1.5-days of training on a 2-day training course)</p>			
--	--	--	--	--

14 Number of participants attending IGPA/Takamul interventions	<p>This indicator counts the number of participants attending IGPA/Takamul's interventions. Interventions include workshops, conferences, seminars, follow-up sessions and any other events excluding trainings and on-the-job trainings. The indicator includes GOI officials at the central (Federal) and Provincial levels, CSOs, private and public sectors actors.</p> <p>Through the IGPA/Takamul project, USAID will provide technical expertise, mentoring, and coaching to key Iraqi actors to enable them to apply newly acquired skills, to implement strategies, and facilitate behavior change (on both institutional and individual levels) that will lead to sustainable improvements in Iraq's governance and service delivery to citizens.</p> <p>The indicator will contribute data for counting the number of participants who attended IGPA/Takamul's events. Participants at meetings are not counted under this indicator.</p> <p>Under this indicator, individuals will be counted multiple times, and this will not be considered double counting. Because unlike IGPA Indicator 13 (Number of individuals trained by IGPA/Takamul), this indicator will focus on tracking and measuring the participations rather than the persons.</p>	TBD	25% if possible	TBC - but 5 locations by 1 workshop by 25 participants making 125 in total
--	--	-----	-----------------	--

The selected vendor will utilize the standardized IGPA/Takamul MEL tools of data collection: sign-in sheet, home letters, training evaluation form, and short report letterhead. IGPA/Takamul will provide the templates and protocols for the vendor's use when submitting deliverables:

Reports, approvals, meeting notes, etc. may be submitted electronically. Sign-in sheets, home letters, pre- and post-training tests, and training evaluation forms must be submitted in both original hardcopy and electronically.

The selected vendor must ensure that all relevant information detailed in this section is provided to IGPA no later than 10 working days prior to each event:

- For assessments: The selected vendor must coordinate with IGPA to provide the following documents:
 1. Assessment questionnaire to be shared with MEL team three days in advance of the survey/assessment.
 2. Filled assessment forms.
 3. Following the event completion, the following documents should be provided by the selected vendor: sign-in sheets, questionnaire, photos, event/assessment report.

- For Training Events:

MEL forms required: sign-in sheets, training evaluation forms.

Pre-post tests should be designed by the trainer and shared with MEL and E&I team three days in advance of the training event, pre-post test findings should be included in the event report. MEL team is responsible for designing the coding for technical team's pre/posttests while technical team is responsible for uploading on DAI Collect.

During the last day of the training, the trainer will distribute a "Home Letter" to each participant, collect the cards, and submit to MEL team.

Following the event completion, the following documents should be provided by the selected vendor: sign-in sheets, training evaluation forms, training materials (including presentations and handouts), photos, event report, detailed budget and agenda.

- For on-the-job trainings (OJT):

MEL forms required: sign in sheets, training evaluation forms.

Following the event completion, the following documents should be provided by the selected vendor: sign-in sheets, training evaluation forms, photos, event report, detailed budget, training materials, handouts and agenda.

Vendors are to coordinate with IGPA TAKAMUL CA&I to ensure training materials, outreach, data collection, etc. are all appropriate.

All photos and videos of civilians and participants must comply with international best practices.

Documentation described in the Detailed Delivery/Payment Schedule shall serve as deliverables and are not considered complete until written approval is provided by the IGPA/Takamul Team Lead. The following section also notes when key government stakeholder approval is also required. Approvals will not be considered valid unless they are in writing.

2. Vendor documentation requirements

The Vendor is to submit proof of manuals, standard operating procedures, and/or internal policies, including human resource policies, which reflect a commitment to non-discrimination, equity and inclusion, and reporting mechanisms, including a whistleblower policy, for non-compliance with internal policies. If the Vendor is unable to produce the required documentation, the Vendor must be willing to work with IGPA/Takamul to receive training and support in the development of relevant policies.

H. TECHNICAL DIRECTION

The Regional Service Delivery Coordinator is responsible for day-to-day supervisory work and coordination (e.g., receives initial submission of all communications, weekly reports, deliverables, and approval requests including meeting and event dates, etc.). The IGPA/Takamul Service Delivery Team Lead is responsible for providing written technical approval for all deliverables.

I. SPECIAL CONSIDERATIONS

IGPA/Takamul supports vendors which do not discriminate based on race, religion, gender, ethnicity, political party affiliation, disability, or any other minority/vulnerability/marginalized identity. In line with this policy, IGPA/Takamul aims to have equal access to training as well as participation. For the selection criteria, IGPA/Takamul attempts to reflect the demographics of the target communities and government institution in the composition of training participants. The identification with any minority/vulnerable population/marginalized group does not supersede the need to select participants who meet the minimum requirements.

J. Staff requirements

The management structure and staff qualifications are key to the evaluation and award and contribute to the overall evaluation score of the proposal. Bidders are encouraged to propose the management and team structure they believe are appropriate to properly implement this assignment and achieve the stated objectives in a timely manner according to their technical approach. Bidders are, however, required to include in the team structure at least the following mandatory position considered as "key personnel" position and provide a detailed CV of the proposed candidate to fill this position. It is up to the bidders to propose other staff with different backgrounds and expertise to work with the key personnel staff member and provide a combination of complementary expertise for the success of the assignment.

Team leader and project manager

The team leader and project manager will oversee the technical management of the activity and is the main contact person for IGPA/Takamul. S/he is responsible for the team performance and the timely completion and submission of all deliverables as stated in this scope of work. The team leader and project manager is required to have a combination of management and technical skills, particularly in the O&M of WTP.

Main responsibilities include:

- Supervisions and management of the subcontractor team working on the project.
- Liaison with officials from water directorate(s) and IGPA/Takamul.
- Keeping the project on schedule.
- Providing specific technical direction to conduct the activities as described in the scope of work.
- Supervisions of teams conducting field inspections, assessments and delivering training sessions.
- Technical direction and input for the design of SOPs and preparation of WTP assessments.

- Contribution to capacity building activities and the development of training manuals and guidelines.
- Ensuring that reports are written in professional quality English and Arabic languages.
- Overall technical and budget reporting.

Specific qualifications include:

- At least 10 years of experience working in areas related to the design, construction and/or operation and maintenance of water treatment and pumping facilities.
- Experience in the design of water facilities.
- Experience in technical field inspections, training needs assessments, and management of data collection, analysis and reporting.
- Experience developing SOPs and guidelines for O&M and delivering capacity building programs to technicians.
- Experience managing large teams working across different geographic areas.
- Must be fluent in English and preferred to be also fluent in Arabic

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 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:

10.3 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 Template:

Line Item	Unit	Quantity	Unit Price	Total Cost	Budget notes (details, calculation, specification, and/or justification)
LABOR					
For example, Team Leader and project manager	(e.g., day)	(e.g., # of days)	(e.g., cost per day)		
For example, expert					
Other staff					
Other staff					
Staff Subtotal					
Fringes and benefits					
G&A					
Fringes					
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)					
For example, Printing documents/maps					
For example, Anticipated ODC					
ODC Subtotal					
Total Program Expenses Subtotal					
INDIRECT COSTS AND FEE					
Fee					
GRAND TOTAL (USD)					

Price Schedule

Milestone No.	Milestone Description and Required Documentation	Payment Amount (%)	Price (USD)
Milestone No. 1		10 %	\$
Milestone No. 2		20 %	\$
Milestone No. 3		10 %	\$
Milestone No. 4		10 %	\$
Milestone No. 5		30 %	\$
Milestone No. 6		20 %	\$
Total		100%	\$

Offerors must submit comprehensive budget narrative/ budget notes that provide information on each of the line items in the budget and explain why these items are needed to implement 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 OR a copy of the current Negotiated Indirect Cost Rate Agreement (NICRA).

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

Note: There is a Mandatory Requirement for you 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 worldwide 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.

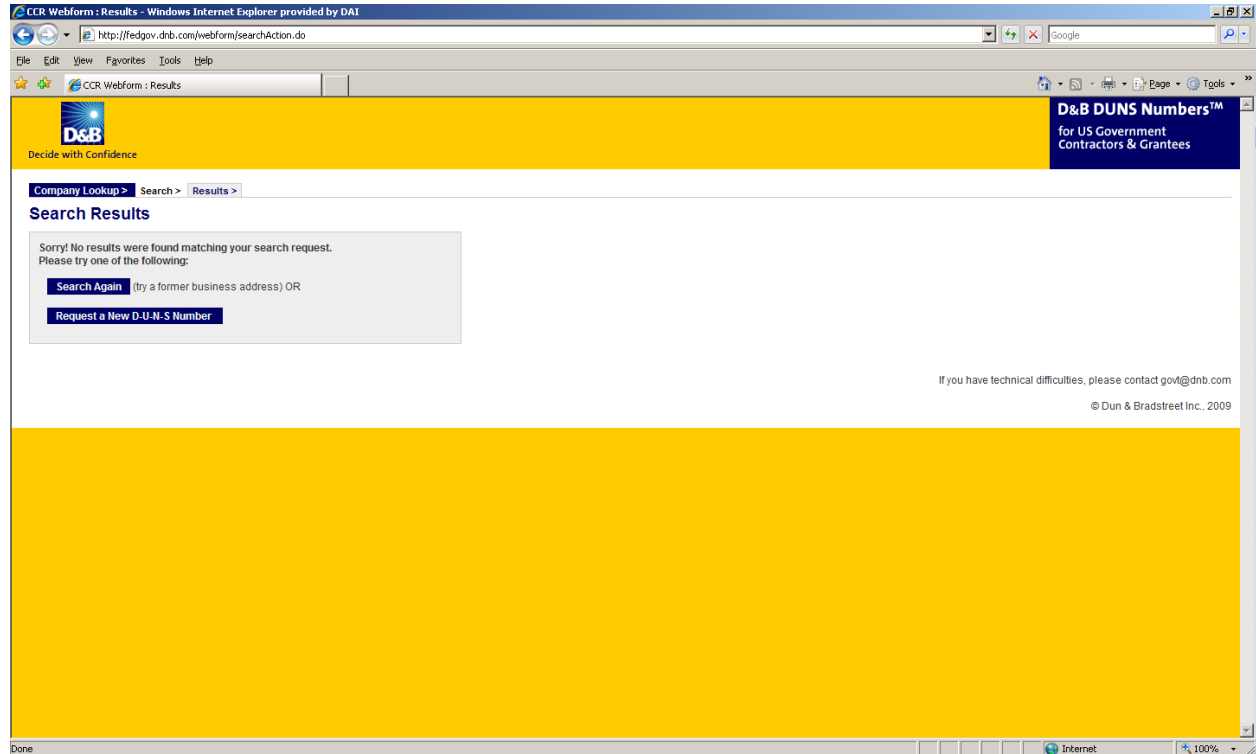
THE PROCESS FOR OBTAINING A DUNS NUMBER IS OUTLINED BELOW:

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 e-mails 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.



RFP-DAI-IGPA-BAG-20-022 Train Water Directorates on operations and maintenance (O&M) -
Sulymaniya, Najaf, Wasit, Diyala, Muthanna

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.

The screenshot shows a web browser window titled "CCR Webform: New Duns Number Request - Windows Internet Explorer provided by DAI". The address bar shows a URL from fedgov.dnb.com. The page has a yellow header with the D&B logo and the text "Decide with Confidence". On the right, a blue box says "D&B DUNS Numbers™ for US Government Contractors & Grantees". The main content area is titled "Request for New D-U-N-S Number" and includes instructions and a form. The form has sections for "Company Name", "Physical Address", and "Mailing Address (optional)".

Company Name

- Legal Name: DNB TEST, INC.
- Legal Structure: Proprietorship
- Tradestyle Name 1 (optional):
- Tradestyle Name 2:
- Tradestyle Name 3:
- Phone Number of Business: 20-555-1212

Physical Address

- Street: 100 Jalan Abdul Rahman
- City: Kabul
- State:
- Zip Code + 4/Postal Code:
- Country: AFGHANISTAN

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.

RFP-DAI-IGPA-BAG-20-022 Train Water Directorates on operations and maintenance (O&M) -
Sulymaniya, Najaf, Wasit, Diyala, Muthanna

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

http://fedgov.dnb.com/webform/newReq.do?hdncompanynumber=1&browser=8&dnCompanyName=8&dnAddress=8&dnCity=8&dnState=8&dnZip=8&dnCountry=8&dnDuns=8&dnTradeStyleName=8newComp

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

Organization Information

Executive Name
Title: Select one
Primary SIC code
Description of Operations
Socioeconomic Data: Select one
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: Select one

Notes (optional)

Submit Your Request

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

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

UNITED STATES DEPARTMENT OF LABOR

OSHA

Occupational Safety & Health Administration

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

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

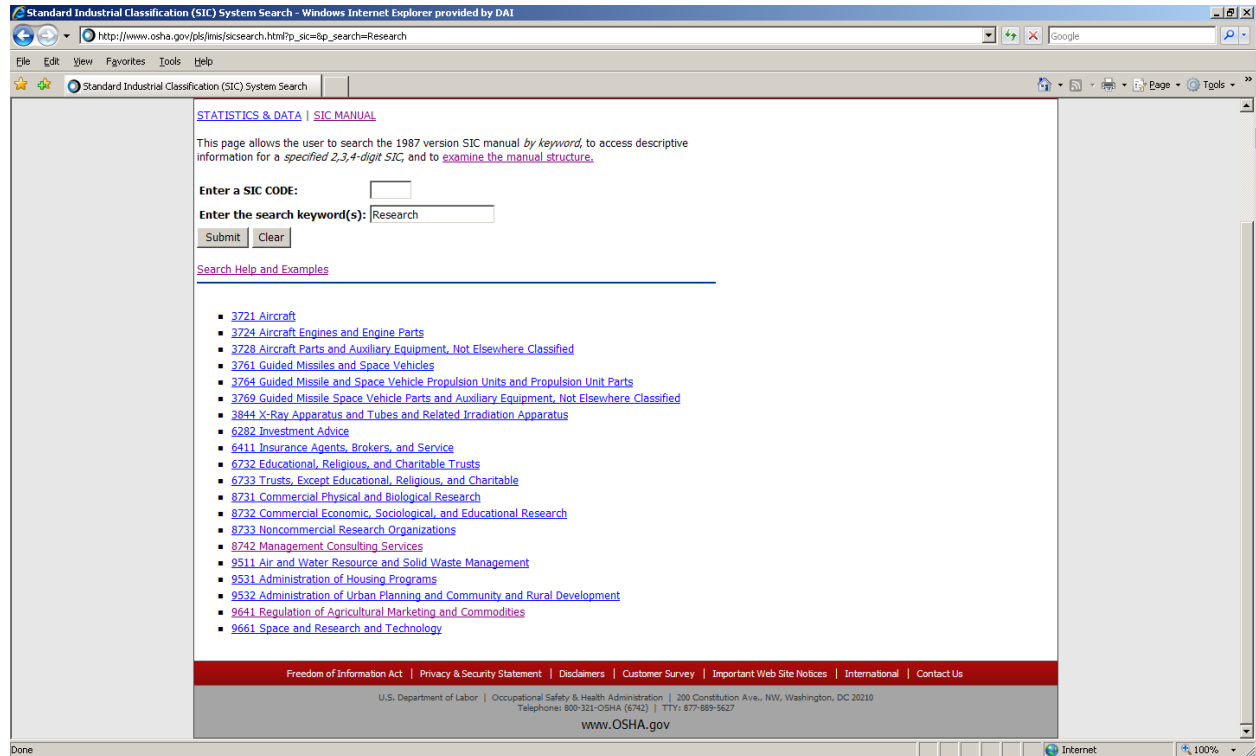
Freedom of Information Act | Privacy & Security Statement | Disclaimers | Customer Survey | Important Web Site Notices | International | Contact Us

U.S. Department of Labor | Occupational Safety & Health Administration | 200 Constitution Ave., NW, Washington, DC 20210
Telephone: 800-321-OSHA (6742) | TTY: 877-889-5627

www.OSHA.gov

RFP-DAI-IGPA-BAG-20-022 Train Water Directorates on operations and maintenance (O&M) -
Sulymaniya, Najaf, Wasit, Diyala, Muthanna

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:



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:

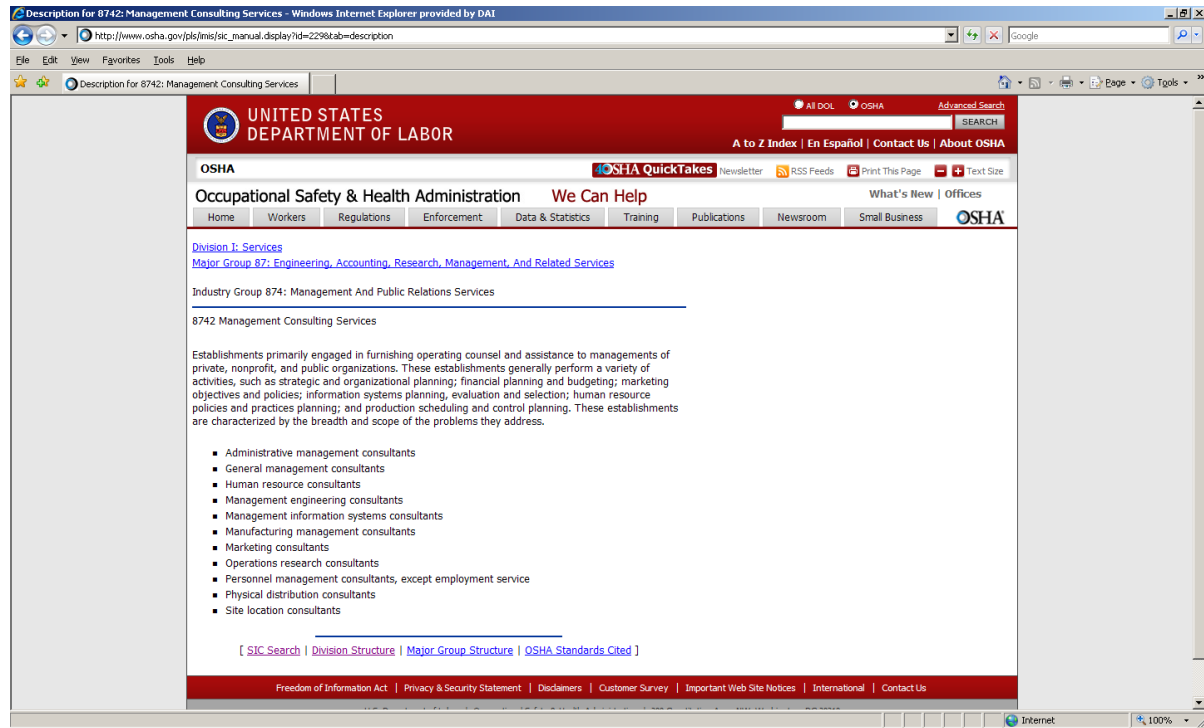
Industry Group 357: Computer And Office Equipment

Industry Group 355: Special Industry Machinery, Except Metalworking

Industry Group 356: General Industrial Machinery And Equipment

Industry Group 359: Miscellaneous Industrial And Commercial

RFP-DAI-IGPA-BAG-20-022 Train Water Directorates on operations and maintenance (O&M) - Sulymaniya, Najaf, Wasit, Diyala, Muthanna



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.

A screenshot of a web browser window displaying the "CCR Webform: New Duns Number Request" form. The form is titled "New Duns Number Request" and includes a "Submit Your Request" button at the bottom. The form fields are organized into sections: "Mailing Address (optional)" with fields for Street/P.O. Box, City, State, Zip Code + 4/Postal Code, and Country; "Organization Information" with fields for Executive Name, Title, Primary SIC code, Description of Operations (set to "Agricultural Technical Assistance"), Socioeconomic Data (set to "No special Ownership Status"), Number of Employees (set to "10"), and Annual Sales or Revenue (set to "USD 500,000"); "Parent Organization (optional)" with fields for Name, Street, City, State, Zip Code + 4/Postal Code, and Country; and "Notes (optional)" with a text area. The "Country" field is set to "AFGHANISTAN".

11. The Annual Sales or Revenue figure should be provided in USD (US Dollar) equivalent.

RFP-DAI-IGPA-BAG-20-022 Train Water Directorates on operations and maintenance (O&M) - Sulymaniya, Najaf, Wasit, Diyala, Muthanna

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.

CCR Webform : verification page - Windows Internet Explorer provided by DAI

http://fedgov.dnb.com/webform/NewDunsRequest.do

File Edit View Favorites Tools Help

CCR Webform : verification page

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

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

Verification Page

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

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.

Done Internet 100%

10.5 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.

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/Email	Cost in US\$	Start-End Dates	Completed on schedule (Yes/No)	Completion Letter Received? (Yes/No)	Type of Agreement, Subcontract, Grant, PO (fixed price, cost reimbursable)
1									
2									
3									
4									
5									

10.7 Attachment G: Representations and Certifications of Compliance

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

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	
	Invitations	
	Other	

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:

10.9 Attachment I: Insurance and Risk Allocation

By submitting an offer to this RFP, you agree to the following Insurance and Risk Allocation requirements:

1- Insurance: The Subcontractor shall purchase and maintain through the course of the Work such insurance as will protect the Subcontractor, Client and Contractor from the following claims which may arise out of or result from its operations hereunder (whether by itself, any Subcontractors, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable): claims under workmen's compensation, disability benefit, and other similar employee benefit acts; claims for damages because of bodily injury, occupational sickness or disease, or death, of its employees or any other person; claims which are sustained by any person as a result of the actions of the Subcontractor or by any other person; and claims for damages because of injury to or destruction of tangible property, including loss of use resulting there from. If requested, the Subcontractor will provide the Contractor with satisfactory evidence of compliance with this requirement.

The Subcontractor further agrees that if DAI should legally incur any reasonable cost whatsoever resulting from the lack of the aforementioned Insurance, on the part of the Subcontractor, while engaged in work, the Subcontractor will, to the extent permitted by applicable law, indemnify, and hold harmless DAI and the Client Organization from any such costs which they may legally be required to pay. The Subcontractor agrees to flow down the substance of this clause to all applicable consultants.

2- Indemnification: To the extent permitted by applicable law, the Subcontractor shall defend, indemnify, and hold harmless the Client and the Contractor, and its agents, officers and directors and employees from and against any and all claims, liability, losses, cost or expenses, including attorney's fees, arising out of the acts, errors or omissions of the Subcontractor, its officers, agents, employees, and anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. This indemnification obligation shall not be limited in any way by required, actual, or available insurance coverage. The Subcontractor agrees to flow down the substance of this clause to all applicable consultants.

Likewise, DAI shall defend, indemnify, and hold harmless the Subcontractor and their agents, officers and directors, and employees from and against all claims, liability, losses, cost or expenses, including attorney's fees, arising out of the acts, errors or omissions of DAI, its officers, agents, employees, subcontractors, and anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable.

3- Intellectual Property Rights: Intellectual Property Rights: The Subcontractor warrants that it is not aware of any copyright, patent, trademark, trade secret or other proprietary right that it might infringe upon in providing the work required under the Agreement. The Parties shall indemnify and save each other harmless from any and all claims, suits, liability, expense or damages for any alleged or actual infringement of any copyright, patent, trademark, trade secret or other proprietary right arising in connection with the work provided by the Subcontractor under this Agreement.

Any deliverable produced under this subcontract shall be the property of DAI's Client, if applicable and as defined in DAI's prime contract with its Client. Additionally, any pre-existing item from either party shall remain the property of that party throughout the life of this subcontract agreement, and said party shall retain all rights and privileges to ownership. Any item that is jointly developed during the course of this subcontract agreement shall be either owned by DAI's Client or jointly owned by both parties, dependent upon the terms and conditions of DAI's prime contract with its Client.

4- DBA Insurance: Subcontractor shall, throughout the period when work is performed and until final acceptance by DAI, carry and maintain, and ensure that all Subcontractors carry and maintain, DBA insurance in accordance with the applicable laws. It is required that a copy of DBA insurance policies shall be submitted to the DAI Contract Administrator prior to the commencement of any overseas work. To meet this requirement, the Subcontractor is requested to immediately submit the copy of Subcontractor's existing DBA insurance policies and DBA insurance certification to the DAI Contract Administrator.

5- Proof of Insurance. Prior to the commencement of the Work, Subcontractor shall provide for Contractor's review evidence of Insurance reflecting full compliance with the requirements set forth in Article 7, as applicable in the form of a Certificate of Insurance and other related documents. Such documents shall be kept current and in compliance throughout the period when work is being performed and until final acceptance by Contractor, and shall, based on Subcontractor's best efforts, provide for thirty (30) days advance written notice to Contractor in the event of cancellation. Failure of Subcontractor or any Subcontractors to furnish Proof of Insurance, or to procure and maintain the Insurance required herein, or failure of Contractor to request such proof of coverage shall not constitute a waiver of the respective Subcontractors obligations hereunder.

10.10 Attachment J: 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*)
- ☐ Price Proposal (submitted in PDF and Excel format as described in section 4)
- ☐ Technical Proposal
- ☐ Past Performance (*use template in Attachment F*).
- ☐ Documents use to determine Responsibility (As required in section "Responsibility Determination"):
1. Business Registration: Please provide a copy of official Iraqi business registration and required license(s) to operate in Iraq (e.g., organization registration in Iraq, or/and the organization proxy registration in Iraq – in case of non-Iraqi organization, please submit home country business registration as well), the organization also must be eligible to perform work under applicable laws and regulations of Iraq.
 2. Evidence of a DUNS number (explained below in section 8.4).
 3. The source, origin, and nationality of the products or services are not from a Prohibited Country (explained below in section 8.3).
 4. Offerors must have 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 (e.g. Bank Statement, ... etc.).
 5. Ability to comply with required or proposed delivery or performance schedules (e.g. detailed price schedule, ... etc.)
 6. Have a satisfactory past performance record (e.g. appreciation letters or previous performance evidence, ... etc.).
 7. Have the necessary organization, experience, accounting, and operational controls and technical skills (e.g. organizational structure, ... etc.).
 8. Insurance and Risk Allocation (as defined in **Attachment I**)
 9. The Vendor is to submit proof of manuals, standard operating procedures, and/or internal policies, including human resource policies, which reflect a commitment to non-discrimination, equity and inclusion, and reporting mechanisms, including a whistleblower policy, for non-compliance with internal policies. If the Vendor is unable to produce the required documentation, the Vendor must be willing to work with IGPA/Takamul to receive training and support in the development of relevant policies.

To whom it may concern,

Please be informed that we received the below questions from interested bidders which were answered (in blue), by our team, as the following:

1. Question-Page 5- point 3- Instructions for the Preparation of Technical Proposals. It mentions that technical proposals shall be sealed in a separate envelope from price proposals. Pls confirm that submission is to be done via email only.
This condition only applies if the proposal was submitted as a hardcopy, but if the proposal submitted via E-mail, then the technical proposal and price proposal must be submitted in an E-mail in the form of two separated documents.
2. Question-Page 7- under past performance mentions that the offeror shall list the projects that have been implemented within the past 3years. However, in page 6 under point 3. Past performance, the paragraph says: provide a list of at least 3 awards over the past five years. Please confirm which duration is applicable.
Both statement is correct, Please provide a list the all projects that have been implemented within the past 3 years (e.g. vendor complete only one project within the last three years) and also state three awards within the last 5 years. (e.g. the vendor completed two additional projects in the past 5 years), hence the total are 3 awards.
3. Question-Page 4 point 1.3- Type of Award Anticipated mentions that fixed price subcontract is the type of this award and generally the value for this type of contracts is above \$150,000. Please explain if the value for this subcontract is above 150,000 for the base period or for both base and option period?
The anticipated value of award is for both base and optional period.
4. Question-Page 36- proposal cover letter- It include a statement about that Offeror shall verify in the cover letter the items specified in the RFP document. Please explain what items should be included here.
A sample of cover letter is provided in the RFP, which should contain your company name, date of submission, name of the RFP, total proposed price and how long is the offer stand or due.
5. Question-Point 5.2 Responsibility Determination, bullet 3- confirmation of source, origin and nationality. Please clarify how this is applicable to the subject RFP, and if there is a need for any certification at this stage?
Please confirm that all your goods or services that will be used for this award is not from a prohibited country as listed in the RFP.
6. Question-Point 5.2 Responsibility Determination, bullet 4- adequate financial resources, would audited financial statements for the last year be sufficient?
Yes.

7. Question-Point 5.2 Responsibility Determination, bullet 5- ability to comply with required delivery, an example of proof that was mentioned I detailed price schedule, please explain. Is this attachment C?
[Yes, attachment C.](#)
8. Question-Point 5.2 Responsibility Determination, bullet 6- Past Performance Record, please confirm how many appreciation letters should be included and if they should be similar to this contract scope. Also, if USAID Evidence of Responsibility form is sufficient for this purpose.
[You can provide as much as you want to support your past performance record.](#)
9. Question-Point 5.2 Responsibility Determination, bullet 7- evidence of organization experience, Also, if USAID Evidence of Responsibility form is sufficient for this purpose, and since we have previous experience with USAID, do we have to include manuals, policies, org. structure, etc as an evidence here.
[You can provide USAID Evidence of Responsibility form in addition to your manuals, policies, org. structure.](#)
10. Question Point 5.2 Responsibility Determination, bullet 8- Insurance. Is a confirmation letter certifying obtaining the requirements of insurance?
[The confirmation letter must be issued by the insurance agencies, or the certifying body.](#)
11. Question-Point 5.2 Responsibility Determination, bullet 9- also is providing that we have previous experience in USAID projects enough or should we provide SOPs, policies as mentioned.
[Please provide you SOP and mentioned polices.](#)
12. Question- Page 34, J. Staff Requirements, please confirm that Team Leader and Project Manager is the only key position required for CV submission. In case not an Iraqi resident, is it required to stay in the field during the project period
[If the Team Leader and Project Manager is not an Iraqi and meets all the RFP SoW requirements, it will be OK, and not required to stay in the field during the project period.](#)
13. Question – Page 29, Design engineering qualifications is stated as an essential criterion for the vendor, would a joint venture partner or subcontractor with vast experience be considered in evaluating references?
[Yes, if the vendor proves what has been required.](#)

Additional questions from the bidder's conference:

14. Can the company propose only one water directorate, and what will be the budget?

One vendor must cover all five (Provinces), areas (3 provinces in base period and 2 provinces in optional period). The vendor can only submit a budget related to your prices for the 5 provincial water directorates.

15. While developing the SOPs, does the awarded vendor obtain data by previous DAI studies and research or by direct communication with each Water treatment plant? And what is the timeline allocated for this?

The vendor has to coordinate with the water directorate within the time of the period of the implementation, DAI/IGPA role is overseas and approves effort and the preparation of SOPs.

16. Does the Implementation time for preparing SOP going to effect the proposal in term of timing and if it is going to be over coordination between the vendor and water directorate or based on previous research and analysis the data, which are going to take a long time and will impact on other components?

The time is calculated based on the approach of coordination with the water directorates and check the status of the selected water plants.

Looking at the previous research or conduct data require to prepare the SOP main issue is that each water treatment plant should have their (own) SOP as per requirement and conduction.

17. Does the vendor have to select 1 WTP for each Governorate? Also, will the training be for 25 Staff for O&M for each Governorate for 2 weeks.

A) Yes, and the selection process will be in coordination between the vendor and the provincial water directorate to be approved by IGPA.

B) Regarding the training, Correct 25 staff for O&M for each province (each Water Treatment Plant) will be training for 10 working days and one more training (TOT training) for the nominated 5 selected staff out of the 25 staff and the training will be for another 10 days for each province (each water treatment plant).

18. Is it possible to extend the deadline for another two weeks?

We can extend the deadline for submitting the proposals for one week.

19. Can the staff from the water directorates work with the companies on the project, as they have more experience with their water directorate.

No, not allowed because they are governmental employees and you can take advantage of information from them but not to hire them.

20. As implementation needs to be done simultaneously, is the online approach acceptable for certain sessions and activities?

It is not acceptable to do remote or online training, but vendor need to follow international and Iraq health authority instruction and procedure on how to deal with such training during the Covid-19.

21. Does the assessment must be done 100% directly on the ground or can it be done half on the ground with water directorate and half remotely?

There is two part of the assessment:

Part1- check and assess the work physically: which must be done on the ground.

Part2- collect the information: This part can be done remotely by coordinate with both the water directorate senior staff and the water treatment plant staff.

22. Does DAI have any reference of a composition for the team including local staff.

Depending on the vendor, the essential part is to cover all the aspects of this assessment. In other words, we need the assessment for (civil, mechanical, electromechanical, electrical, and chemical components), and so on of the water treatment plant and the composition of the team it is up to the vendor on how to cover all the required needs for the assessment. and will take in consideration for scoring purposes.

23. Does the allocated budget for this contract is up to 150K USD?

No. the RFP anticipated the award to be a fixed firm subcontract which is used for awards over USD 150,000.

24. Should the total price include the Security measures? Since security costs are usually high.

The security price if budgeted, should be part of the total proposed budget and clearly stated in a separate line item with a justification for the price in the budget narrative, whoever, in order to pass the technical requirement, the technical proposal must be qualified and during this stage the price proposal is not scored, and according to the trade-off evaluation method, the selection of the winning bidder will be based on the highest technical scoring with the most reasonable proposed budget.

General Notes:

- Please refer to the responsibility section, it's the required document to be submitted in the bid package.
- Please read the RFP carefully and thoroughly to prepare your proposal properly.

Best Regards,

IGPA-Procurement Department