



# **Strengthening Democratic Governance and Accountability Project (SDGAP)**

Request for Proposal

SDGAP-BPA-RFP 0002

Procurement Event Rapporteurs for Various Locations

Issue Date: 7 May 2018

**WARNING:** Prospective Bidders who have received this document from a source other than the SDGAP Project, should immediately contact [SDGAPProcurement@dai.com](mailto:SDGAPProcurement@dai.com) and provide their name and mailing address in order that amendments to the RFP or other communications can be sent directly to them. Any prospective Bidder who fails to register their interest assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation will be issued and posted via email.

## 1. Synopsis of the Request for Proposal

DAI, implementer of the USAID funded Strengthening Democratic Governance and Accountability Project (SDGAP) in Sri Lanka, invites qualified vendors to submit Proposals to supply and deliver Event Rapporteurs Services in Colombo, Kandy, Jaffna, Kalutara, and Galle, as follows:

1. RFP No.	BPA-RFP-0002
2. Issue Date	7 May 2018
3. Title	Procurement Event Rapporteurs Services
4. Issuing Office & Email/Physical Address for Submission of Quotes	SDGAP – Colombo SDGAPProcurementInbox@dai.com No. 4 Cambridge Terrace, Colombo 07, Sri Lanka
5. Deadline for Receipt of Quotes.	18 May 2018 5.00 pm local Colombo time
6. Point of Contact	SDGAPProcurement@dai.com
7. Anticipated Award Type	DAI anticipates awarding a Blanket Purchase Agreement. This is only the anticipated type of award and may be changed as a result of negotiations.  Issuance of this RFP in no way obligates DAI to award a subcontract or purchase order and offerors will not be reimbursed for any costs associated with the preparation of their bid.
8. Basis for Award	An award will be made based on the Lowest Price, Technically Acceptable Source Selection process. The award will be issued to the responsible Offeror submitting the lowest evaluated price that meets or exceeds the acceptability requirements for technical/non-cost factors described in this RFP.

## 2. Request for Proposal

<p>9. General Instructions to Bidders</p>	<ul style="list-style-type: none"> <li>• Proposal submissions are due <b>18 May 2018 5.00 pm</b> local Colombo time. Late offers will be rejected except under extraordinary circumstances at DAI's discretion.</li> <li>• Bidders shall submit quotes in English in hard copy, in a sealed envelope, OR electronically via SDGAPProcurementInbox@dai.com email.</li> <li>• in case of electronically submission must be mailed with the subject line: "<b>RFP NO. BPA-RFP- 00002, Procurement Event Rapporteurs Services</b>"</li> <li>• Proposal shall be sealed in an envelope, and shall be clearly labeled as "<b>RFP NO. BPA-RFP 00002, Procurement Event Rapporteurs Services</b>".</li> <li>• Offerors shall confirm in writing that the Offeror fully understands that their quote must be valid for a period of one (1) year for the price provided (12 months from BPA signing date).</li> <li>• Bidders shall sign and date their Proposal.</li> <li>• Offeror should submit the catalogue/detailed specification of facilities and amenities (wherever required)</li> <li>• Bidders shall complete <b>Attachment C: Price Schedule template</b>. Value Added Tax (VAT) shall be included on a separate line.</li> <li>• These services are not eligible for VAT exemption under the DAI prime contract.</li> <li>• Offerors may respond with price Proposals for all or some types/categories of room sizes and facilities within their locations.</li> </ul>
<p>10. Questions Regarding the RFQ</p>	<p>Each Bidder is responsible for reading very carefully and understanding fully the terms and conditions of this RFP. All communications regarding this solicitation are to be made solely through the Issuing Office and must be submitted via email or in writing delivered to the Issuing Office no later than the date specified above. All questions received will be compiled and answered in writing and distributed to all interested Bidders.</p>
<p>11. Technical Specifications and requirements for Technical Acceptability</p>	<p>1. DAI seeks vendors to provide Event Rapporteur services for the requirements listed in Attachment A for Colombo, Kandy, Jaffna, Kalutara, and Galle. In addition to meeting the requirements listed above, offerors are required to meet or exceed the significant non-cost factors listed throughout this</p>

	<p>RFP.</p> <ol style="list-style-type: none"> <li>Please see Appendix A for details technical specifications.</li> <li>The services delivery date will be start on an around June 1, 2018 and BPA will run for 12 months.</li> <li>Provide a detailed list of services provided and a unit cost as requested in <b>Attachment A: Scope of Work</b> within Attachment C: Price Schedule.</li> <li>Company Profile if applicable (not more than eight pages)</li> <li>Legal Documents: Trade License, Tax Certificate, VAT registration and other legal valid Business Certificate as per the Sri Lankan government rules and regulations.</li> <li>Past performance reference list (attachment D).</li> <li>Location of firm in one of the following locations: Colombo, Kandy, Jaffna, Kalutara, and Galle</li> </ol>
12. Determination of Responsibility	<p>DAI will not enter into any type of agreement with a vendor prior to ensuring the vendor's responsibility. When assessing a vendor's responsibility, the following factors are taken into consideration:</p> <ol style="list-style-type: none"> <li>Provide copies of the required business licenses to operate in the Sri Lanka.</li> <li>The source, origin and nationality of the services are not from a Prohibited Country (explained below).</li> <li>Ability to comply with required or proposed delivery or performance schedules.</li> <li>Evidence of a DUNS number (explained below and instructions to obtain the DUNS number in Attachment E).</li> <li>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.</li> <li>Have a satisfactory past performance record.</li> <li>Have a satisfactory record of integrity and business ethics.</li> <li>Be qualified and eligible to perform work under applicable laws and regulations.</li> <li>Pervious working experience with SDGAP or SDGAP partners (if applicable).</li> </ol>
13. Geographic Code	<ul style="list-style-type: none"> <li>Under the authorized geographic code for its contract DAI may only procure goods and services from the following countries.</li> </ul>

	<ul style="list-style-type: none"> <li>• Geographic Code 937: Goods and services from the United States, the cooperating country, and "Developing Countries" other than "Advanced Developing Countries"; excluding prohibited countries. A list of the "Developing Countries" as well as "Advanced Developing Countries" can be found at: <a href="http://www.usaid.gov/policy/ads/300/310maa.pdf">http://www.usaid.gov/policy/ads/300/310maa.pdf</a> and <a href="http://www.usaid.gov/policy/ads/300/310mab.pdf">http://www.usaid.gov/policy/ads/300/310mab.pdf</a> respectively.</li> <li>• DAI must verify the source, nationality and origin, of goods and services and ensure (to the fullest extent possible) that DAI does not procure any services from prohibited countries listed by the Office of Foreign Assets Control (OFAC) as sanctioned countries. The current list of countries under comprehensive sanctions include: Cuba, Iran, North Korea, Sudan, and Syria. DAI is prohibited from facilitating any transaction by a third party if that transaction would be prohibited if performed by DAI.</li> <li>• By submitting a quote in response to this RFP, Bidders confirm that they are not violating the Source and Nationality requirements and that the services comply with the Geographic Code and the exclusions for prohibited countries.</li> </ul>
14. Data Universal Numbering System (DUNS)	<p>All U.S. and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$25,000 and above <b>are required</b> 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 Bidders sign the self-certification statement if the Bidder claims exemption for this reason.</p> <p>For those required to obtain a DUNS number, you may request Attachment F: Instructions for Obtaining a DUNS Number.</p> <p>For those not required to obtain a DUNS number, you may request Attachment G: Self-Certification for Exemption from DUNS Requirement</p>
15. Compliance with Terms and Conditions	<p>Bidder shall be aware of the general terms and conditions for an award resulting from this RFP. The selected Bidder shall comply with all Representations and Certifications of Compliance listed in Attachment E.</p>
16. Procurement Ethics	<p>By submitting a Proposal, Bidders certify that they have not/will not attempt to bribe or make any payments to DAI employees in return for preference, nor have any payments with Terrorists, or groups supporting Terrorists, been attempted. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Bidders or the DAI staff may report violations to the Toll-Free Ethics and Compliance Anonymous Hotline at +1 855-603-6987, via</p>

	the DAI website, or via email to <a href="mailto:FPI_hotline@dai.com">FPI_hotline@dai.com</a> .
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## **2.1 Attachment A: Scope of Work**

DAI seeks Event Rapporteur services for SDGAP/partner activities that could happen in Colombo, Kandy, Jaffna, Kalutara, and Galle or throughout Sri Lanka within the next year.

The services will be covered under a Blanket Purchase Agreement (BPA), an umbrella agreement between both parties outlining pre-negotiated rates for each specified service. The BPA itself will not include an obligated amount or minimum ordering requirements; actual orders for goods will be made through individual Release Orders (or other method as may be negotiated between the two parties) which will indicate a quantity and total price based on the pre-negotiated rates established in the BPA.

### **A. Services Requested:**

#### **Before the Event**

- Be familiar with the agenda, speakers, their names, titles, and brief bios.
- Discuss with the Program Lead/Program Officer before the event to define the requirements and plan or strategy they will use to report on the event.

#### **During the Event**

- Take note on the main findings, conclusions and recommendations of each presentation.
- Take note of key statements and recommendations from the event.
- Take note of Issues/Constraints raised.
- Take note of those questions/remarks from the floor, which could be of interest for consideration, as well as of the replies from the speakers.

#### **After the Event**

- Prepare the Rapporteur report using the notes taken during the event.
- Submit the report within one week of event to Program Lead/Program Officer for review and feedback by Program Lead.
- Revise the report based on the feedback by the Program Lead.
- Submit the final report to Program Lead/Program Officer.

**All Final Reports need to be prepared and submitted in ENGLISH and when defined prior to event in local language (Sinhala/Tamil)**

**Travel (if required) when event is not in offeror's location of business.**

All travel costs will be reimbursed to the vendor at actual cost based on backup receipts submitted at time of invoice based on SDGAP's travel policies which will be shared with offerors prior to signing BPA and will be an attachment to the BPA.

### **B. Offer Requirements**

All offers must contain or address the following requirements:

1. Pricing schedule for all of the services identified in Attachment A
2. Confirmation that invoicing/payment can be settled within 10 business days upon receipt of accurate invoice identifying all services provided against which DAI Global LLC will remit payment
3. Confirmation that the vendor can comply with all requirements/policies identified in this RFP
4. Minimum of four (4) references to whom the offeror has provided similar services (see attached Past Performance Template: Attachment D).
5. Name and qualifications of proposed Account Manager who will service DAI's account and availability beyond normal business hours, weekends, public holidays etc.
6. Description of information/documentation required of DAI in order for the vendor to perform the required services, i.e., Purchase Orders, conforme, contract, etc.

### **C. Evaluation Criteria**

Offers will be evaluated according to the following criteria:

1. Provision of all information required under Attachment A Section B, "Offer Requirements";
2. Prices offered for the services/ requirements listed under Attachment A & Attachment C: Price Schedule
3. Ability to provide the required services in accordance with requirements established in Attachment A above;
4. Proposed Account Manager and processes for servicing DAI;
5. Demonstration of a minimum of 3 years of experience providing similar services in the Sri Lank;
6. Demonstrated ability to perform Customer Service /Reliability/Accuracy
  - a. Promptness
  - b. Experienced/accommodating staff
  - c. Accessibility
  - d. Number of full time/freelance staff available for events – state size of event and personnel needed.
7. Method for requesting services (i.e. on-line, e-mail, phone, etc)
8. English fluency
9. Proficiency in an additional local language (Sinhala/Tamil) or both

## **2.2 Attachment B: Cover Letter**

We, the undersigned, provide the attached quote in accordance RFP # \_\_\_\_\_ dated \_\_\_\_\_ . Our attached quotes are for the unit prices in Attachment C.



I certify a validity period of 12 months for the prices provided in the attached Price Schedule/Bill of Quantities. Our quote shall be binding upon us subject to the modifications.

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

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Telephone:

Email:

Company Seal/Stamp:

### 2.3 Attachment C: Price Schedule

(If the service is not provided, kindly indicate 'n/a')

Please indicate in proposal the “ideal lead time” to organize event rapporteur services prior to event date given size/duration of event. Designate services within the price list based on the firm’s hourly/daily rate (inclusive of all costs except VAT) to execute the service scope for different event sizes.

SL No	Service Description	Size of Event	Hourly Rate <sup>1</sup> (in case not a full day event, except VAT)	Daily Rate <sup>2</sup> (exclude VAT)	Comments
1	Event Rapporteur Services	50 Persons or less event (for example)			
2	Event Rapporteur Services	50 – 100 person event			
3	Event Rapporteur Services	100 – 200 person event			
4	Event Rapporteur Services	200 – 300 person event			
5	<i>Insert additional rows for larger size events</i>				
6	VAT				

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<sup>1</sup> All services included and provided for in hourly rate excluding VAT

<sup>2</sup> All services included and provided for in daily rate excluding VAT

## 2.4 Attachment D: 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/Customer	Description of Services/goods provided	Location Province/District	Client Name & Tel No	Cost in US\$	Start-End Dates	Completed on schedule (Yes/No)	Completion Letter Received? (Yes/No)	Type of Agreement, Subcontract, Grant, PO (fixed price, cost reimbursable)
1									
2									
3									
4									

## 2.5 Attachment E: 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](http://www.SAM.gov)) or the United Nations Security Designation List (online at: [http://www.un.org/sc/committees/1267/aq\\_sanctions\\_list.shtml](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 quote, bidders 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.

**2.6 *Attachment F: Instructions for Obtaining a DUNS Number - DAI'S Vendors, Subcontractors***  
Email [SDGAPProcurement@dai.com](mailto:SDGAPProcurement@dai.com) for this attachment, DUNS Number is mandatory for any awarded bidder and is needed prior to Blanket Purchase Agreement release completion.

**2.7 *Attachment F: Self Certification for Exemption from DUNS Requirement***  
Email [SDGAPProcurement@dai.com](mailto:SDGAPProcurement@dai.com) for this attachment, self-certification for offerors who made less than \$300,000 in gross profit in 2017 is mandatory for any awarded bidder and is needed prior to Blanket Purchase Agreement release completion.