



Liberia Revenue Generation for Governance and Growth

RFP-DAI Global 0033

Taxpayers' perception Survey

Issue Date: December 7, 2020

WARNING: Prospective Offerors who have received this document from a source other than the, should immediately contact Liberia Revenue Generation for Governance and Growth –RG3, on 18th Street Sinkor liberia_procurement@dai.com and provide their name and mailing address in order that amendments to the RFP or other communications can be sent directly to them. Any prospective Offeror who fails to register their interest assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation will be issued and posted (state where the amendments may be posted, such as a project website, then state “Offerors are encouraged to check this website periodically.”)

DAI conducts business under the strictest ethical standards to assure fairness in competition, reasonable prices and successful performance or delivery of quality goods and equipment. DAI does not tolerate corruption, bribery, collusion or conflicts of interest. Any requests for payment or favors by DAI employees should be reported as soon as possible to ethics@dai.com or by visiting www.dai.ethicspoint.com. Further, any attempts by an offeror or subcontractor to offer inducements to a DAI employee to influence a decision will not be tolerated and will be grounds for disqualification, termination and possible debarment. See provision No. 11 for more details.

RFP-DAI Global 0033

Synopsis of the RFP

RFP No.	RFP-DAI Global 0033
Issue Date	December 7, 2020
Title	Service Provider for Taxpayers perception Survey
Issuing Office & Email/Physical Address for Submission of Proposals	<p>USAID RG3 Project Office 18th St and Warner Ave Sinkor, Monrovia</p> <p>Proposals must be submitted in English and indicate the RFP number, title and closing date. Proposal/bids must be submitted in PDF format via email to Liberia_bidbox@dai.com prior to Monday, December 21, 2020</p>
Deadline for Receipt of Questions	Deadline for receipt for questions is December 11, 2020 at 4 PM. Questions should be submitted via email only to Liberia_procurement@dai.com.
Deadline for Receipt of Proposals.	All proposal must be submitted through email on or before Monday December 21, 2020, 2020.
Contact Person	The Deputy Chief of Party Liberia_procurement@dai.com
Anticipated Award Type	Firm Fixed Price Purchase Order
Basis for Award	An award will be made based on the Lowest Price, Technically Acceptable Source Selection process. The award will be issued to the responsible Offeror submitting the lowest evaluated price that meets or exceeds the acceptability requirements for technical/non-cost factors described in this RFP.

1. Introduction and Purpose

1.1 Purpose

DAI, the implementer of the USAID-funded Liberia Revenue Generation for Governance and Growth (RG3) project invites qualified offerors to submit proposals for the conduct of Taxpayers perception Survey in Liberia.

The Issuing Office above 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.

1.2 Type of Award Anticipated

DAI anticipates awarding a Firm Fixed Price Purchase Order.

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

2. General Instructions to Offerors

2.1 General Instructions

Proposals are due no later than December 21, 2020, at 4:00pm local time to be submitted to Liberia_bidbox@dai.com.

Late offers will be rejected except under extraordinary circumstances at DAI's discretion. DAI reserves the right not to evaluate a non responsive or incomplete proposal. The completion of all RFP requirements in accordance with the instructions in this RFP and submission to DAI of the proposal will constitute an offer and indicate the Offeror's agreement to the terms and conditions in this RFP and any attachments hereto. DAI reserves the right to enter into an agreement without discussion and/or negotiation; however, DAI also reserves the right to conduct discussions and/or negotiations, which among other things may require an Offeror(s) to revise its proposal. Issuance of this RFP in no way obligates DAI to enter into any agreement. All documents from the Offeror related to this RFP shall be in English. Offerors will not be reimbursed for any costs associated with the preparation or submission of their proposal. DAI shall in no case be responsible for liable for these costs.

Offerors are required to fully review all instructions and specifications contained in this RFP. Failure to so will be at the Offeror's risk.

Offerors shall submit proposals via email to Liberia_bidbox@dai.com.

Please submit the technical proposal and cost proposal in separate emails. Be sure to write in the subject of the email the RFP number and title of the Activity

Offerors shall confirm in writing that the Offeror fully understands that their proposal/offer must be valid for a period of 90 calendar days. Time is stated in calendar days, unless otherwise specified.

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

Offerors shall:

1. Furnish all of the information required by the RFP
2. Ask any questions to clarify the requirements if necessary
3. Sign and submit the cover letter
4. Use and submit forms as provided in the Attachments as required.

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 90 days for the prices provided.
- Acknowledge the solicitation amendments received
- Enter any additional requirements that must be included in the cover letter.

2.3 Questions regarding the RFP

Each Offeror is responsible for reading very carefully and understanding fully the terms and conditions of this RFP. All communications regarding this solicitation are to be made solely through the Issuing Office. Requests for clarification or additional information must be submitted via email or in writing delivered to the Issuing Office no later than the date and time specified in the Synopsis above. Only written communications relative to the procurement shall be considered. No questions will be answered over the phone or in person, except for administrative questions regarding the project office location, packaging of the bid, etc.... The subject line of the email or the heading of the letter must include the RFP Number and Title.

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

2.4 Pre-Proposal Conference

There will no pre-proposal conference.

3. Instructions for the Preparation of Technical Proposals

Technical proposals shall include the following sections:

1. Thorough description of the proposed good or service which meets or exceeds the stated technical specifications or scope of work.
2. Submission of documents which demonstrates that the offeror can meet or exceed the listed non-cost factors that determine technical acceptability.
3. A list of Past Performance

3.1 Goods or Services Specified

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

Offerors 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.

Final delivery is required by January 21, 2020. It shall be understood that by that date, the Offeror would have met the following technical specifications or deliverables.

Equivalent items (i.e. substitutes or alternatives) will be acceptable unless stated otherwise.

3.2 Technical Acceptability Requirements

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

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

- Offeror must have completed or is currently in progress of completing at least four perception surveys. Proposal must be submitted along with Names, contact number and emails of previous clients.
- Offeror must demonstrated ability working with Public sector. Offeror must provide names and contact details of public institutions worked with in the past.
- Offeror must have documented ability to meet required delivery time lines, as demonstrated through reference letters from prior clients

3.3 Past Performance

The technical proposal shall include information on past performance. Provide a list of at least three (3) recent awards of similar scope and duration. The information supplied shall be stated in a table, and shall include the legal name and address of the organization for which services were performed, a description of work performed, the duration of the work and the value of the contract, description of any problems encountered and how it was resolved, and a current contact phone number of a responsible and knowledgeable representative of the organization. See Attachment F.

4. Instructions for the Preparation of Cost/Price Proposals

4.1 Price Schedule

Provided in Attachment C is a template for the Price Schedule. Offerors shall complete the template including as much detailed information as possible. The sections of the template are as follows:

- Item number
- Item name
- Description/Specifications
- Quantity
- Unit Price
- Total Price
- VAT
- Delivery Cost

It is important to note that Value Added Tax (VAT) shall be included on a separate line, and that delivery cost per kilometer (unit) and total delivery cost are included on their designated budget line. These products or services are not eligible for VAT exemption under the DAI prime contract. The Subcontractor is responsible for all applicable taxes and fees, as prescribed under the applicable laws for income, compensation, permits, licenses, and other taxes and fees due as required

5. Required documents to Determine Responsibility

5.1 General Responsibility

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

1. Provide a copy of the required business licenses to operate in the host country.
2. Provide a copy of up to date tax clearance
3. Evidence of a DUNS number (explained below and instructions contained in the Attachment).
4. The source, origin and nationality of the products or services are not from a Prohibited Country (explained below).
5. Having adequate financial resources to finance and perform the work or deliver goods or the ability to obtain financial resources without receiving advance funds from DAI.
6. Ability to comply with required or proposed delivery or performance schedules.

7. Have a satisfactory past performance record.
8. Have a satisfactory record of integrity and business ethics.
9. Have the necessary organization, experience, accounting and operational controls and technical skills.
10. Have the necessary production, construction and technical equipment and facilities if applicable.
11. Be qualified and eligible to perform work under applicable laws and regulations.

5.2 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. N/A

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

6. Basis of Award and Selection Process

6.1 Basis of Award

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

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

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

6.2 Selection Process

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

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

7. Source and Nationality

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

Geographic Code 937: Goods and services from the United States, the cooperating country, and "Developing Countries" other than "Advanced Developing Countries:, excluding prohibited countries. A list of the "Developing Countries" as well as "Advanced Developing Countries" can be found at: <http://www.usaid.gov/policy/ads/300/310maa.pdf> and <http://www.usaid.gov/policy/ads/300/310mab.pdf> respectively.

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

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

8. Anticipated post-award Deliverables

Upon award of a subcontract, the deliverables detailed in below table will be submitted to DAI according to deadlines established by DAI and the selected subcontractor. The deliverables are intended as evidence or confirmation that the activities have been successfully completed. The Offeror should detail proposed costs per deliverable in the Price Schedule.

All of the deliverables must be submitted to and approved by DAI before payment will be processed.

No.	Description	Percentage
1	Submission of a detailed workplan, implementation timeline and CVs of all staff involved and submission of two separate databases: 1. of a sample selection of 1000 active taxpayers who will be surveyed and 2. a sample selection of an additional 500 active taxpayers who would serve as buffer or for replacements respondents; and submission and presentation of pre testing results to both RG3 and LRA. These database will be drawn from the LRA Active Taxpayers databases. (25% of total cost). Five (5) days after the signing of the contract.	25%
2	Submission of completed survey results for 1000 active taxpayers, in both hard and soft copies to RG3 and LRA and a MS Power Point Presentation of findings and a draft narrative report of findings, with clear and accurate analysis, using graphs and tables to RG3 and LRA for comments and inputs. (50% of total cost) Fifteen (15) days after the submission of the first deliverable	50%

No.	Description	Percentage
3	Submission of final Narrative report and a MS Power point presentation of findings, as presented in the final narrative report to beneficiaries - RG3 and LRA. (25% of total cost) Five (5) days after the submission of the third deliverable	25%

8.1 Branding Implementation Plan and Marking Plan

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

9. Inspection & Acceptance

The DAI 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.

10. Compliance with Terms and Conditions

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

11. 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.

12. Attachments

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

Background

The purpose of the Revenue Generation for Governance and Growth (RG3) activity is to build the capacity of targeted Government of Liberia (GOL) institutions, particularly the Ministry of Finance and Development Planning (MFDP) and the Liberia Revenue Authority (LRA), and to improve domestic revenue mobilization in Liberia. RG3 has an anticipated duration of five (5) years, till May 26, 2021.

The primary objectives of RG3 are to:

1. Improve the capacity of the MFDP and LRA to create predictable, transparent, and fair revenue policies that are broad-based, business-friendly, and conducive to improved revenue mobilization;
2. Improve the capacity of the LRA to administer revenue policies and achieve more professional, transparent and efficient revenue collection; and
3. Strengthen consultation, education, and engagement on taxes and their benefits with an aim to increase trust, build tax morale, enhance voluntary compliance, and foster greater government accountability.

The RG3 Project has conducted two earlier taxpayer perception surveys in Liberia: the first in April 2017, and the second in September 2018 – October 2018.

The first and second surveys used

- a) a database of > 2 million phone numbers in Liberia (non-response was 87% for the first survey, and 81% for the second), and
- b) LRA's database of those who filed and paid for the most recent tax year for which the filing deadline had expired.

The questionnaires used had 68 questions (1st survey) and 41 questions (2nd survey).

The RG3 Project has drafted a questionnaire for a 3rd survey, and this time intends to use only LRA's database.

Objectives and Scope

The objective of the assignment is to implement a third taxpayer perception survey in Liberia

- in a way that is broadly comparable to the two earlier surveys;
- with a stratified sample distinguishing large, medium-size and small taxpayers, and distinguishing the 15 counties; and
- that will allow an evaluation of some of the reforms supported by the RG3 project.

The target level of respondents completing the questionnaire is 500.

Tasks

Specific tasks include the following.

1. Pretesting the draft questionnaire, with a sample of limited size of active taxpayers.
2. Training of interviewers.

3. Conducting interviews by telephone; recording results in both hard and softcopy; and submitting the interview protocols in both hard and softcopy.
4. Reporting about the aggregate results.

Meanwhile, RG3 in cooperation with LRA will draft the questionnaire, and determine the size and the stratification of the sample, and the interviewees.

RG3 and LRA will provide control to the quality of the survey by regularly monitoring calls as they are placed to the selected taxpayers and also by also placing in verification calls to taxpayers who have been reported as being surveyed. Taxpayers should be able to confirm the approximated duration of their interview, the name of the interviewer, and in the first instance, if they actually completed such survey.

Deliverables

- Presentation and acceptance of pretesting results
- Interview protocols in both hard and softcopy
- A report (first as a draft, then a final version) presenting the findings in the form of a narrative with a clear and accurate analysis
- MS Powerpoint presentation of the results to the beneficiary

12.2 Attachment B: Proposal Cover Letter

[On Firm's Letterhead]

<Insert date>

TO: Click here to enter text.

Development Alternatives, Inc.

Click here to enter text.

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

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

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

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

Yours sincerely,

Authorized Signature:

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

Name of Firm: Click here to enter text.

Address: Click here to enter text.

Telephone: Click here to enter text.

Email: Click here to enter text.

Company Seal/Stamp:

12.3 Attachment C: Price Schedule

Item Number	Item Name	Description/Specifications	Quantity	Unit Price	Total Price
1a	List the items that are to be supplied				
1b					
1c					
2	Delivery Cost to Click here to enter text.			per kilometer	
3	VAT				
GRAND TOTAL IN Click here to enter text.					
GRAND TOTAL IN UNITED STATES DOLLARS					\$

Delivery Period: Click here to enter text.

- 12.4 Attachment D: Instructions for Obtaining a DUNS Number - DAI'S Vendors, Subcontractors**
- 12.5 Attachment E: Self Certification for Exemption from DUNS Requirement**

12.6 Attachment F: Past Performance Form

Include projects that best illustrate your work experience relevant to this RFP, sorted by decreasing order of completion date.

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

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

12.7 Attachment G: Representations and Certifications of Compliance

1. Federal Excluded Parties List - The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.
2. Executive Compensation Certification- FAR 52.204-10 requires DAI, as prime contractor of U.S. federal government contracts, to report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS)
3. Executive Order on Terrorism Financing- The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor/Recipient to ensure compliance with these Executive Orders and laws. Recipients may not engage with, or provide resources or support to, individuals and organizations associated with terrorism. No support or resources may be provided to individuals or entities that appear on the Specially Designated Nationals and Blocked persons List maintained by the US Treasury (online at www.SAM.gov) or the United Nations Security Designation List (online at: http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml). This provision must be included in all subcontracts/sub awards issued under this Contract.
4. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.
5. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.
6. Organizational Conflict of Interest – The Bidder certifies that will comply FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide DAI with a disclosure statement describing this information.
7. Business Size and Classification(s) – The Bidder certifies that is has accurately and completely identified its business size and classification(s) herein in accordance with the definitions and requirements set forth in FAR Part 19, Small Business Programs.
8. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
9. 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.
10. Labor Laws – The Bidder certifies that it is in compliance with all labor laws..
11. 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.
12. 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.

List of Optional Attachments

12.8 Attachment H: Branding and Marking Plan

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

Appendix N: Marking Plan

Sub Project Number and Name: _____

Name of Implementing Partner: _____

Name and Title of Partner’s Agent: _____

Name and Title of DAI Project Manager: _____

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

Subproject Activities

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

Include 2-3 sentence summary here:

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

	Activity/Documents	Required Marking
Activities		

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

Co- Branding and Co-Marking:

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

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

<p>Include full detailed justification here:</p>
--

12.9 Attachment I: Full Terms of Contract

12.10 Attachment J: Proposal Checklist

Offeror: _____

Have you?

Submitted your proposal to DAI in a sealed envelope to the address (electronic or mailing) as specified in General Instructions above?

Does your proposal include the following?

Signed Cover Letter (*use template in Attachment B*)

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

Demonstration of how you meet or exceed each of the technical acceptability criteria.

Documents use to determine Responsibility

Evidence of a DUNS Number OR Self Certification for Exemption from DUNS Requirement

Past Performance (*use template in Attachment F*)

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