



## **USAID Vietnam Urban Energy Security**

Request For Proposals (RFP)

No. VUES-REQ-23-0011

Designing and Organizing Earth Hour activities in Danang in 2023

Issue Date: February 20, 2023

**WARNING:** Prospective Offerors who have received this document from a source other than the USAID Vietnam Urban Energy Security, 28A Tran Hung Dao, Hanoi, Vietnam, should immediately contact the Project at email address [VUESProcurement@dai.com](mailto:VUESProcurement@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 to the same channels where this original RFP is advertised.

## Table of Contents

<b>1. Introduction and Purpose .....</b>	<b>4</b>
1.1 Purpose .....	4
1.2 Issuing Office .....	4
1.3 Type of Award Anticipated .....	4
<b>2. General Instructions to Offerors .....</b>	<b>4</b>
2.1 General Instructions .....	4
2.2 Proposal Cover Letter .....	5
2.3 Questions regarding the RFP .....	5
<b>3. Instructions for the Preparation of Technical Proposal .....</b>	<b>5</b>
3.1 Services Specified .....	6
3.2 Technical Evaluation Criteria .....	6
<b>4. Instructions for the Preparation of Cost/Price Proposals .....</b>	<b>7</b>
4.1 Cost/Price Proposals .....	7
<b>5. Basis of Award .....</b>	<b>7</b>
5.1 Best Value Determination .....	7
5.2 Responsibility Determination .....	7
<b>6. Anticipated post-award Deliverables .....</b>	<b>8</b>
<b>7. Inspection &amp; Acceptance .....</b>	<b>8</b>
<b>8. Compliance with Terms and Conditions .....</b>	<b>8</b>
8.1 General Terms and Conditions .....	8
8.2 Prohibited Technology .....	8
8.3 Source and Nationality .....	8
8.4 Unique Entity ID (SAM) .....	9
<b>9. Anti-Corruption and Anti-Bribery Policy and Reporting Responsibilities .....</b>	<b>9</b>
<b>10. Attachments .....</b>	<b>11</b>
10.1 Attachment A: Scope of Work for Services or Technical Specifications .....	11
10.2 Attachment B: Proposal Cover Letter .....	14
10.3 Attachment C: Price Schedule .....	15
10.4 Attachment D: Instructions for Obtaining an UEI Number - DAJ'S Vendors, Subcontractors ....	16
10.5 Attachment E: Self Certification for Exemption from DUNS Requirement .....	25
10.6 Attachment F: Past Performance Form .....	26
10.7 Attachment G: Representations and Certifications of Compliance .....	27
10.8 Attachment H: Proposal Checklist .....	28

**Synopsis of the RFP**

RFP No.	VUES-REQ-23-0011
Issue Date	February 20, 2023
Title	Designing and Organizing Earth hour activities in Danang
Issuing Office & Email/Physical Address for Submission of Proposals	<p>USAID Vietnam Urban Energy Security 28A Tran Hung Dao Street Hanoi, Vietnam <a href="mailto:VUESProcurement@dai.com">VUESProcurement@dai.com</a></p> <p>Electronic submission of proposals is sufficient, no hard copies are required.</p>
Deadline for Receipt of Questions	February 24, 2023 (18:00, GMT+7)
Deadline for Receipt of Proposals	March 5, 2023 (18:00, GMT+7)
Point of Contact	<a href="mailto:VUESProcurement@dai.com">VUESProcurement@dai.com</a>
Anticipated Award Type	Purchase Order
Basis for Award	An award will be made based on the Trade Off Method. The award will be issued to the responsible and reasonable offeror who provides the best value to DAI and its client using a combination of technical and cost/price factors.

## 1. Introduction and Purpose

### 1.1 Purpose

DAI, the implementer of the USAID Vietnam Urban Energy Security, invites qualified offerors to submit proposals to supply and deliver Designing and Organizing Earth hour activities in Danang in support of project implementation. The overall goal of the project is “advanced, distributed energy solutions deployed to improve urban energy resilience and energy security” in Vietnam. At its completion, the USAID Vietnam Urban Energy Security must achieve the following high-level expected results:

- At least 400 megawatts (MW) of advanced, distributed energy systems deployed in the selected cities.
- At least \$600 million in public and private investment mobilized for advanced, distributed urban energy systems.
- At least 20 innovative solutions to address urban energy and environment issues demonstrated and/or commercialized

### 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 Purchase Order. This contract type is subject to change during the course of negotiations.

## 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 18:00, GMT+7, March 5, 2023, to be submitted to email address [VUESProcurement@dai.com](mailto:VUESProcurement@dai.com) with the subject line **Proposal for RFP No. VUES-REQ-23-0011**. Cost/Price (in both pdf and excel format) and Technical Proposal (in both pdf and/or other infographics format) shall be submitted as separate files in a single email. 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.

## 2.2 Proposal Cover Letter

A cover letter shall be included with the proposal on the Offeror's company letterhead with a duly authorized signature and company stamp/seal using Attachment B as a template for the format. The cover letter shall include the following items:

- The Offeror will certify a validity period of 60 days for the prices provided.
- Acknowledge the solicitation amendments received.
- Acknowledgement the submission to DAI of the technical and price proposals constitutes an offer and indicates the Offeror's agreement to the terms and conditions in this RFP and any attachments hereto.

## 2.3 Questions regarding the RFP

Each Offeror is responsible for reading and complying with the terms and conditions of this RFP. Requests for clarification or additional information must be submitted in writing via email to the Issuing Office as specified in the Synopsis above no later than 18:00, GMT+7, February 24, 2023. No questions will be answered by phone and questions will not be considered if received after the deadline. Any verbal information received from a DAI or USAID Vietnam Urban Energy Security 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 registered their interest via email with USAID Vietnam Urban Energy Security. Interested bidders who would like to receive copies of the questions and responses should register their interest by sending an email to [VUESProcurement@dai.com](mailto:VUESProcurement@dai.com).

## 3. Instructions for the Preparation of Technical Proposal

Technical proposals shall be submitted as separate files from cost/price proposals and shall be clearly labeled as "VOLUME I: TECHNICAL PROPOSAL".

Technical proposal must be written in English and should be limited to ten (10) pages excluding appendices and supporting documents (such as summaries of past performance and proposed staff CVs). Desired format – Type: Times New Roman, Font size 11, Margin: 1" all around).

Technical proposals shall respond to the Scope of Work in Attachment A on page 11-13 and the scoring criteria laid out below, and include the following content:

1. **Technical Approach** – Description of the proposed services which meets or exceeds the stated technical specification 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.
2. **Management & Staffing 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. Proposal should provide a clear management plan that details the feasible creation of deliverables including who is responsible and the plan for reviewing and revising and the timeline for each.
3. **Past performance** – Provide a list of recent awards of similar scope and duration. 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 brief description of work performed, the duration of the work and the value of the contract, and a current contact phone number and email address of a responsible and knowledgeable representative of the organization. One-page summaries of up to three (3) of the listed recent awards previously performed may be

submitted along with the table with attached graphics, videos, and visual materials that demonstrates the work completed. 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 and evaluation sub-criteria, which are stated in the table below. Cost/Price proposals are not assigned points, but for overall evaluation purposes of this RFP, technical evaluation factors other than cost/price, when combined, are considered more important than cost/price factors.

<b>Part 1: Technical Approach (TOTAL: 40 points)</b>		
<b>No</b>	<b>Description of criteria</b>	<b>Max. possible points</b>
1	To what degree does the proposed plan demonstrate clear messages and understandability	10
2	The relevant use of activities, materials, and equipment	20
3	The creativity of the activities, materials, and equipment	10
<b>Part 2: Management Plan/ Staffing Structure (TOTAL: 30 points)</b>		
<b>No</b>	<b>Description of criteria</b>	<b>Max. possible points</b>
1	Qualifications of proposed staffs	10
2	Clear delineation of the roles and responsibilities of each proposed staff	10
3	Clearly described time schedule with activities/ sub-activities/ outputs and practical to implement	10
<b>Part 3: Past Performance (TOTAL possible point: 30 points)</b>		
<b>No</b>	<b>Description of criteria</b>	<b>Max. possible points</b>
1	Relevance of experience in organizing similar events in terms of scope and nature.	10
2	Expertise in organizing events and developing materials for USAID funded projects	5
3	Demonstration of the ability to coordinate with local government agencies (DOIT, EVN)	10
4	Relevance of experience in organizing events/ activities for technology intensive or renewable energy or energy efficiency field	5
<b>TOTAL</b>		<b>100</b>

## 4. Instructions for the Preparation of Cost/Price Proposals

### 4.1 Cost/Price Proposals

Cost/Price proposals shall be submitted as separate files from technical proposals and shall be clearly labeled as "VOLUME II: COST/PRICE PROPOSAL".

Provided in Attachment C is a template for the Price Schedule, for firm-fixed price awards. Offerors should complete the template and include an accompanying budget narrative which provides information on the costs included in the budget, including which staff are involved, what assumptions are being made, what is included and supporting information in sufficient detail to allow a complete analysis of the offeror's price. If offerors cannot provide cost breakdowns and documentation of rates as requested in the provided template, offerors may submit their cost proposals using their own templates, provided that they detail how the costs were determined and demonstrate cost reasonableness.

It is important to note that Value Added Tax (VAT) shall be included on a separate line. These services are eligible for VAT exemption under the DAI prime contract. The Subcontractor is responsible for all applicable taxes and fees, as prescribed under the applicable laws for income, compensation, permits, licenses, and other taxes and fees due as required.

## 5. Basis of Award

### 5.1 Best Value Determination

DAI will review all proposals, and make an award based on the technical and cost evaluation criteria stated above and select the offeror whose proposal provides the best value to DAI. DAI may also exclude an offer from consideration if it determines that an Offeror is "not responsible", i.e., that it does not have the management and financial capabilities required to perform the work required.

Evaluation points will not be awarded for cost. Cost will primarily be evaluated for realism and reasonableness. DAI may award to a higher priced offeror if a determination is made that the higher technical evaluation of that offeror merits the additional cost/price.

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

### 5.2 Responsibility Determination

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

1. Provide evidence of the required business licenses to operate in the host country.
2. Evidence of a Unique Entity ID (SAM) (explained below and instructions contained in Attachment D).
3. The source, origin and nationality of the products or services are not from a Prohibited Country (explained below).
4. Having adequate financial resources to finance and perform the work or deliver goods or the ability to obtain financial resources without receiving advance funds from DAI.
5. Ability to comply with required or proposed delivery or performance schedules.
6. Have a satisfactory past performance record.
7. Have a satisfactory record of integrity and business ethics.
8. Have the necessary organization, experience, accounting and operational controls and technical skills.

9. Have the necessary production, construction and technical equipment and facilities if applicable.
10. Be qualified and eligible to perform work under applicable laws and regulations.

We may request additional information to aid our assessment including but not limited to the reference check or other reasonable information deemed relevant and necessary.

## **6. Anticipated post-award Deliverables**

Upon award of a subcontract, the deliverables and deadlines will be determined based on specific Release Order upon DAI's request. 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.

## **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**

By submitting proposals, offerors agree to comply with the general terms and conditions specified, all applicable US federal government clauses included in this RFP and all applicable Vietnamese laws. 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 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 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](http://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 Unique Entity ID (SAM)

There is a **mandatory** requirement for your organization to provide an Unique Entity ID (SAM) to DAI. Without an Unique Entity ID (SAM), 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 an Unique Entity ID (SAM) to DAI. Offerors who fail to provide Unique Entity ID (SAM) 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 an Unique Entity ID (SAM) 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 an Unique Entity ID (SAM), see Attachment D - Instructions for Obtaining an Unique Entity ID (SAM)- DAI’S Vendors, Subcontractors

For those not required to obtain an Unique Entity ID (SAM), see Attachment E: Self Certification for Exemption from Unique Entity ID (SAM) 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](http://www.DAI.ethicspoint.com) , or
- Email to [Ethics@DAI.com](mailto:Ethics@DAI.com)
- USAID's Office of the Inspector General Hotline at [hotline@usaid.gov](mailto: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**

#### **SCOPE OF WORK**

##### **USAID VIETNAM URBAN ENERGY SECURITY**

##### **Designing and Organizing Earth Hour Activities in Danang**

#### **BACKGROUND:**

In recent years, electricity demand in Vietnam has been increasing at an annual rate of around 10%. There is growing recognition that cleaner, more reliable sources of energy are needed and greater capital investment is necessary. Vietnam Urban Energy Security (the Project) works closely with USAID and the Government of Vietnam at multiple levels to improve enabling frameworks, mobilize investment, and increase the adoption of innovative solutions for advanced, distributed energy.

Earth Hour is an International Union for Conservation of Nature (WWF) global initiative that draws public attention to nature loss and climate change. In Vietnam, Earth Hour is a well-established annual event that enjoys broad public participation. The Project has supported Danang Department of Industry and Trade (DOIT) to implement Earth Hour campaign in the city for the last two years, 2021 and 2022. In 2023, the Danang DOIT and the Project would like to continue to leverage the well-known and well-established Earth Hour event to amplify and promote the Project 's activities in energy efficiency and renewable energy, raise awareness of community on saving energy and encourage people to apply energy efficiency and renewable energy measures.

In order to promote the utilization of energy efficiency in Da Nang's industries/buildings, USAID Vietnam Urban Energy Security and Da Nang Department of Industry and Trade (DOIT) designed and organized the Da Nang Energy Efficiency Award (EEA) to recognize local enterprises who have implemented energy efficiency (EE) measures. Based on EE implementation and the resulting energy savings, enterprises will be recognized and awarded for their energy efficiency performance. The annual EEA in Danang was organized in 2022 for the first time and will be launched in 31 March 2023 for the second year. Tentatively, the EEA will be launched in HCMC in 5 April 2023. These EEA events provide an opportunity to connect innovators (supported under Project's Innovation Challenge Fund in Project's Component 3) and developers (supported under Project's Component 2) to key energy-consuming facilities in both Danang and HCMC (the targeted participants of the EEA events). The events provide a platform for innovators to showcase their innovations and energy consumers to know about cutting edge innovative solutions in energy efficiency field thus facilitate the wider application of those solutions in industrial and commercial context.

Therefore, the Project is looking for a local vendor to organize Earth Hour activities in Danang in March 2023.

#### **SCOPE OF WORK:**

The service provider will provide a full package service with the following details:

##### **Earth Hour Activities**

- **Develop, produce and broadcast a talk show on Danang TV to be aired on Earth Hour event:** The talk show focuses on energy consumption status in Danang, encourage and promote energy efficiency practices to respond to climate change and protect the environment; calling on organizations and individuals to actions toward the goal of net zero emissions by 2050. Representatives will be invited from DOIT, EVN and USAID. The vendor will provide detail script in English and Vietnamese to the Project and DOIT for approval in advance. The vendor will coordinate with TV station and relevant guest speakers to arrange necessary logistics. Tentative timing: 14 – 17 March 2023.
  
- **Organize an outdoor event:**
  - Timing: 16.00 – 17.30, 25 March 2023.
  - This will involve a parade of cyclists riding around the city wearing Earth Hour 2023 T-shirts and branding to raise public awareness; a flash mob “Dance for Earth Hour 2023”. The vendor is required to prepare a short dance clip (3 minutes max) and guide people to practice in advance.
  - Agenda: see Annex 1 for draft agenda.
  
- **Earth Hour countdown event:**
  - Timing: 19.00 – 20.40, 25 March 2023
  - Agenda: see Annex 1 for draft agenda
  
- The vendor will design and produce 200 T-shirt and branding materials for cyclists, following the Earth Hour 2023 theme design and USAID branding requirement.
- The vendor will coordinate with relevant stakeholders to organize the event.
- Adapt, design and produce communications materials for Earth Hour including Banner (horizontal and vertical), standees, Backdrop, following USAID branding requirements. The vendor will disseminate the communications materials upon Danang DOIT’s plan.
- The vendor will arrange and manage media to communicate about Earth Hour event and activities in Danang city.
- The vendor must arrange photographer and camera man to capture and film the communications activities and deliver photos/ video clip to the Project. The photographer and camera man should be able to capture VIPs, key moments. Good photos/ frames should capture interactions between people with USAID signage at the background and with high resolution.

**EXPECTED TIMELINE AND DELIVERABLES:**

No.	Task	Timeline
	<b>Earth Hour</b>	
1	Overall plan detailing activities, locations, timing.	13 March
2	TV talk show script in both Eng and Viet	13 March
3	Design of communications materials including backdrop, standees, banners, and t-shirts, branding materials for cyclists with the Earth Hour 2023 campaign design, featuring Danang city and USAID logos.	18 March
4	Earth Hour Event	25 March
5	Online broadcasted link and digital file of the TV show. Photos and video clip of activities	28 March

## 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 No. VUES-REQ-23-0011**-Click here to enter text. issued on Click here to enter text. Our attached proposal is for the total unit price of <Sum in Words (\$0.00 Sum in Figures) >. I certify a validity period of 60 days for the prices provided in the attached Price Schedule/Bill of Quantities. Our proposal shall be binding upon us subject to the modifications resulting from any discussions.

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

We understand that our submission to DAI of the technical and price proposals constitutes an offer and indicates our agreement to the terms and conditions in this RFQ and any attachments hereto and that DAI is not bound to accept any proposal it receives.

Yours sincerely,

Authorized Signature:

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

Name of Firm: Click here to enter text.

Address: Click here to enter text.

Telephone: Click here to enter text.

Email: Click here to enter text.

Company Seal/Stamp:

### 10.3 Attachment C: Price Schedule

(Included as an Excel Spreadsheet)

In addition to the Price Schedule template, Offerors are requested to provide a table specifying each deliverable and their corresponding price.

	Deliverable Name	Description	Due Date	Subtotal Price & VAT
1	Name	Description	XX/YY	\$550
2	Name	Description	XX/YY	\$1,100
3	Name	Description	XX/YY	\$1,650
		<b>TOTAL inc. 10% VAT</b>		<b>\$3,300</b>

**10.4 Attachment D: Instructions for Obtaining a UEI Number - DAI's Vendors, Subcontractors**  
**INSTRUCTIONS FOR OBTAINING AN Unique Entity ID (SAM)**  
**DAI'S VENDORS, SUBCONTRACTORS & GRANTEES**

**Note: There is a Mandatory Requirement for your Organization to Provide an Unique Entity ID (SAM) to DAI**

**I. SUBCONTRACTS/PURCHASE ORDERS:** All domestic and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$30,000 and above are required to obtain an Unique Entity ID (SAM) 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 an Unique Entity ID (SAM) 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 an Unique Entity ID (SAM); 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 AN UNIQUE ENTITY ID (SAM).**

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

**Background:**

**Summary of Current U.S. Government Requirements - Unique Entity ID (SAM)**

Effective April 4, 2022, entities doing business with the federal government will use the Unique Entity Identifier (SAM) created in SAM.gov. The Unique Entity ID (SAM) is a 12-character alphanumeric value managed, granted, and owned by the government. This allows the government to streamline the entity identification and validation process, making it easier and less burdensome for entities to do business with the federal government.

Entities are assigned an identifier during registration or one can be requested at SAM.gov without needing to register. Ernst and Young provides the validation services for the U.S. Government. The information required for getting an Unique Entity ID (SAM) without registration is minimal. It only validates your organization's legal business name and address. It is a verification that your organization is what you say it is.

The Unique Entity ID (SAM) does not expire.

**Summary of Previous U.S. Government Requirements - DUNS**

The Data Universal Numbering System (DUNS) is a system developed and managed by Dun and Bradstreet that assigns a unique nine-digit identifier to a business entity. It is a common standard world-wide and was previously used by the U.S. Government to assign unique entity identifiers. This system was retired by the U.S. Government on April 4, 2022 and replaced with the Unique Entity Identifier (SAM). After April 4, 2022 the federal government will have no requirements for the DUNS number.



If the entity was registered in SAM.gov (active or inactive registration), an Unique Entity ID (SAM) was assigned and viewable in the entity registration record in SAM.gov prior to the April 4, 2022 transition. The Unique Entity ID (SAM) can be found by signing into SAM.gov and selecting the Entity Management widget in your Workspace or by signing in and searching entity information.

**Instructions detailing the process to be followed in order to obtain an Unique Entity ID (SAM) for your organization begin on the next page.**

## THE PROCESS FOR OBTAINING A UNIQUE ENTITY ID IS OUTLINED BELOW:

1. Have the following information ready to request a Unique Entity ID (SAM)
  - a. Legal Business Name
  - b. Physical Address (including ZIP + 4)
  - c. SAM.gov account (this is a user account, not actual SAM.gov business registration).
    - i. **As a new user**, to get a SAM.gov account, go to [www.sam.gov](http://www.sam.gov).
      1. Click "Sign In" on the upper right hand corner.
      2. Click on "Create a User Account"

An official website of the United States government [Here's how you know](#)

LOGIN.GOV SAM.GOV

Diagram: User icon - Lock icon - Computer icon

sam.gov is using Login.gov to allow you to sign in to your account safely and securely.

Email address

Password ☐ Show password

Sign in

★ Create an account

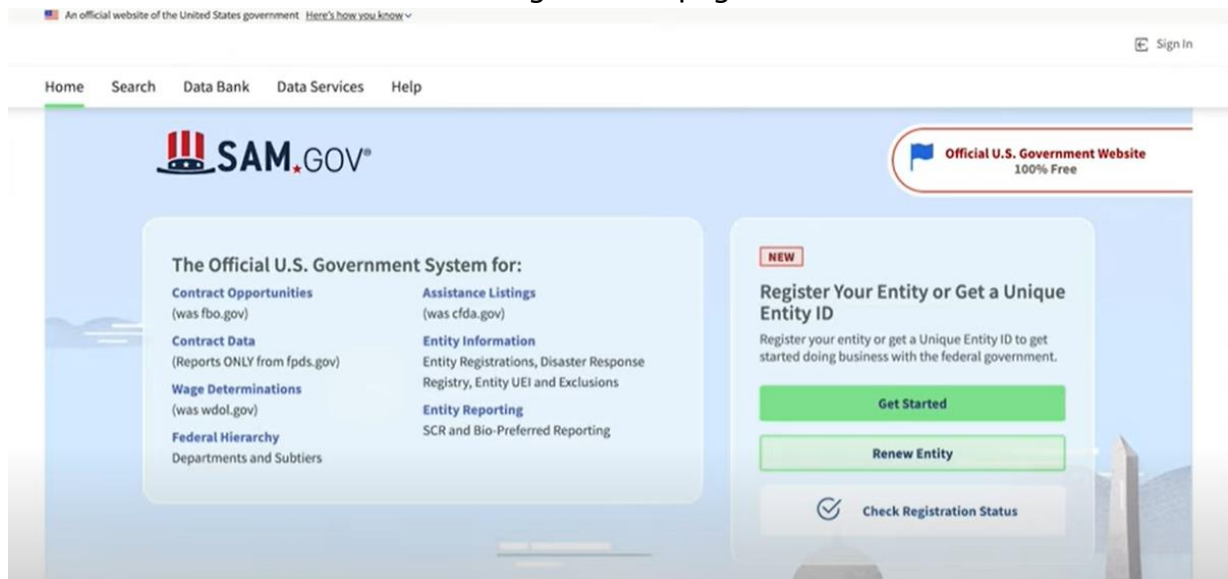
3. Choose Account Type:
  - a. Create an Individual User Account to perform tasks such as register/update your entity, create and manage exclusion records or to view FOUO level data for entity records.
  - b. Create a System User Account if you need system-to-system communication or if performing data transfer from SAM to your government database system.

Complete the requested information, and then click “Submit.”

4. Click “DONE” on the confirmation page. You will receive an email confirming you have created a user account in SAM.
5. Click the validation link in the email that contains the activation code within 48 hours to activate your user account. If the email link is not hyperlinked (i.e., underlined or appearing in a different color), please copy the validation link and paste it into the browser address bar. You can now register an entity.

NOTE: Creating a user account does not create a registration in SAM, nor will it update/renew an existing registration in SAM.

2. Once you have registered as a user, you can get an Unique Entity ID by selecting the “Get Started” button on the SAM.gov home page.



3. Select “Get Started” on the Getting Started with Registration page.

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**SAM.GOV**

Requests Notifications Workspace Sign Out

Home Search Data Bank Data Services Help

## Getting Started with Registration

This the official U.S. government website for entity registration. Entity registration is FREE.

**Entity Information Home**

### Before You Get Started

Before you start your registration, there are a few steps you must complete first. Review these steps to help ensure you set aside enough time to complete your registration.

- 1 Request a DUNS Number
- 2 Prepare Your Data
- 3 Get a Login.gov Account
- 4 Submit and Finish

**1 Request a DUNS Number**

All entities wishing to do business with the federal government must have a unique entity identifier (UEI). Currently, the DUNS number, which is a unique nine-character identification number provided by Dun & Bradstreet (D&B) free of charge, is the official UEI. D&B assigns UEI (DUNS) for each physical location of a business. Requesting a UEI (DUNS) takes about 10 minutes. Receiving a UEI (DUNS) takes 1-2 business days (under normal circumstances) when using the D&B web form.

[Go to D&B web form](#)

**NEW**

### Register Your Entity or Get a Unique Entity ID

Register your entity or get a Unique Entity ID to get started doing business with the federal government.

**Get Started**

**Renew Entity**

**Check Registration Status**

4. Select “Get Unique Entity ID” on the Get Started page.

**Entity Management**

## Get Started

### Register Entity

An entity registration allows you to bid on government contracts and apply for federal assistance. As part of entity registration, we will assign you a Unique Entity ID (SAM).

Comprehensive and current entity information is an essential part of the federal award process. It is important to prepare your information and allow sufficient time to understand and accurately complete your registration. You only need to complete and manage it here to remain eligible for federal awards.

You must renew your registration every 365 days for it to remain active.

**Register Entity**

### Get Unique Entity ID (SAM)

If you only conduct certain types of transactions, such as reporting as a sub-awardee, you may not need to complete an entity registration. Your entity may only need a Unique Entity Identifier.

You can get a Unique Entity ID (SAM) for your organization without having to complete a full entity registration.

**Get Unique Entity ID**

5. Enter Entity Information.



- a. If you previously had a DUN Number, make sure your Legal Business Name and Physical Address are accurate and match the Entity Information, down to capitalization and punctuation, used for DUNS registration.
6. When you are ready, select “Next”
7. Confirm your company’s information.



- a. On this page you will have the option to restrict the public search of this information. “Allow the selected record to be a public display record.” If you uncheck this box, only you and the federal government users will be able to search and view the entity information and entities like DAI will not be able to independently verify that you have an Unique Entity Identifier (SAM).

☒ **Allow the selected record to be a public display record.**

If you feel displaying non-sensitive information like your registration status, legal business name and physical address in the search engine results poses a security threat or danger to you or your organization, you can restrict the public viewing of you record in SAM's search engine. However, your non-sensitive registration information remains available under the Freedom of Information Act to those who download the [SAM public data file](#). [Learn more about SAM public search results](#).

8. When you are ready, select “Next”
9. Once validation is completed, select “Request UEI” to be assigned an Unique Entity ID (SAM). Before requesting your UEI (SAM), you must certify that you are authorized to conduct transactions under penalty of law to reduce the likelihood of unauthorized transactions conducted for the entity.



## Request UEI

You have completed validation. Select **Request UEI** to be assigned a Unique Entity ID.

### VERIFIED MATCH:

**US TEST COMPANY 999** • Public

**DUNS** UNIQUE ENTITY ID:  
362267515

PHYSICAL ADDRESS  
3501 CORPORATE PKWY  
CENTER VALLEY, PA 18034  
US

Before requesting your UEI, please certify that you are authorized to conduct transactions under penalty of law to reduce the likelihood of unauthorized transactions conducted for my entity. Then select **Request UEI**.

☐ I certify that I am authorized to conduct transactions on behalf of the entity.

Request UEI

10. The Unique Entity ID will be shown on the next page. SAM.gov will send an email confirmation with your Unique Entity ID.



## Receive UEI

Congratulations! You have been assigned the following Unique Entity ID.

**EH4HG9MLR7Q6**

**VERIFIED MATCH:**

**US TEST COMPANY 999** • Public

**DUNS** UNIQUE ENTITY ID:  
362267515

**SAM** UNIQUE ENTITY ID:  
EH4HG9MLR7Q6

PHYSICAL ADDRESS  
3501 CORPORATE PKWY  
CENTER VALLEY, PA 18034  
US

You have finished getting your Unique Entity ID, select **Done** to return to your workspace.

To continue with registration, select **Continue Registration**.

[Continue Registration](#)[Done](#)

11. If you need to view the Unique Entity ID from SAM in the future or update the organization's information, sign into SAM.gov and go to "Entity Management" widget.

## Workspace

### Entity Management

What do I need for registration?

[Get Started](#)

#### Entity Registration



Next Update Due: Due in Next 30 days: **0 Entity Registrations**

#### Unique Entity ID



### System Accounts



## Profile



Downloads



Saved Searches



Following

## Pending Requests

No pending requests

[See All](#)

## Notifications

No available notifications

[See All](#)

## Add A New Role

Select on the options below to request a new role. If you need a role that you do not see below, contact an administrator for your organization directly.

Select a Role



GSA



10.5 Attachment E: Self Certification for Exemption from DUNS Requirement

Self-Certification for Exemption from Unique Entity ID (SAM)

For Subcontractors and Vendors

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 an **Unique Entity ID (SAM)**, 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	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](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 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: Proposal Checklist

Offeror: \_\_\_\_\_

Have you?

☐ Submitted your proposal to DAI to the email address VUESProcurement@dai.com as specified in General Instructions above?

Does your proposal include the following?

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

☐ **Separate Technical and Cost proposals individually filed as Volume I and Volume II respectfully**

☐ Technical Proposal (in both pdf and/or other infographics formats), including:

- Company profile
- Technical Approach
- Past Performance (*use template in Attachment F*)

☐ Cost/Price schedule (in both pdf and excel format, use template in attachment C)

☐ Evidence of an Unique Entity ID (SAM) OR Self Certification for Exemption from Unique Entity ID (SAM) Requirement