

1. Synopsis of the Request for Quotation

DAI, implementer of the USAID funded Vietnam Urban Energy Security (VUES) project, invites qualified vendors to submit quotations to provide hotel booking service, as follows:

1. RFQ No.	BREQ-23-00002
2. Issue Date	February 20, 2023
3. Title	Health insurance plan for DAI/VUES' local employees and eligible dependents in 2023
4. Issuing Office & Email/Physical Address for Submission of Quotes	The Representative Office of DAI Global, LLC in Hanoi city Suite 503, Belvedere Building, 28A Tran Hung Dao street, Hoan Kiem Dist, Hanoi, Vietnam VUESProcurement@dai.com
5. Deadline for Q&A	18:00 February 26, 2023 (Hanoi time)
6. Deadline for Receipt of Quotes.	18:00, March 5, 2023 (Hanoi time)
7. Point of Contact	VUESProcurement@dai.com
8. Anticipated Award Type	Blanket Purchase Agreement (BPA) Issuance of this RFQ in no way obligates DAI to award a subcontract or purchase order and Bidders will not be reimbursed for any costs associated with the preparation of their quote.
9. Basis for Award	An award will be made to the responsible bidder whose bid is responsive to the terms of the RFQ and is most advantageous to DAI, considering price or/and other factors included in the RFQ. To be considered for award, bidders must meet the requirements identified in Section 12, "Determination of Responsibility". No discussions or negotiations are permitted with bidders, and therefore bidders shall submit their best and final price.

2. Request for Quotation

<p>10. General Instructions to Bidders</p>	<ul style="list-style-type: none"> • Responses due no later than 18:00, March 5, 2023 (Hanoi time) Late offers will be rejected except under extraordinary circumstances at DAI's discretion. • Bidders shall submit quotes electronically via VUESProcurement@dai.com • Include a statement that the vendor fully understands that their quote must be valid for a period 30 days. • Bidders shall sign and date their quotation. The quotation should be on the bidders' template and letterhead in PDF format. The bidders can use the template in Attachment A. • These services are eligible for VAT exemption under the DAI prime contract. <p>Please be noted that Vendor is selected must obtain and submit its legal business registration; evidence of the eligible Vendor to provide quarantined services approved by local authority.</p>
<p>11. Questions Regarding the RFQ</p>	<p>Each Bidder is responsible for reading very carefully and understanding fully the terms and conditions of this RFQ. 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>12. Technical Specifications and requirements for Technical Acceptability</p>	<p>See Attachment C.</p>
<p>13. Determination of Responsibility</p>	<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"> 1. Provide copies of the required business licenses to operate in the host country. 2. Evidence of an Unique Entity ID (SAM) (explained below and instructions contained in the Annex). 3. The source, origin and nationality of the services are not from a Prohibited Country (explained below). 4. Ability to comply with required or proposed delivery or performance schedules.
<p>14. Geographic Code</p>	<ul style="list-style-type: none"> • 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 (Vietnam), 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

	<p>and http://www.usaid.gov/policy/ads/300/310mab.pdf respectively.</p> <ul style="list-style-type: none"> • 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. • Under Section 889 of FY2019 National Defense Authorization Act prohibits the procurement or use of telecommunication and video surveillance equipment or services (including DAI's subcontractors and service providers) that use such equipment from the following manufacturers: <ul style="list-style-type: none"> - Huawei Technologies company - ZTE Corporation - Hytera Communications Corporation - Hangzhou Hikvision Digital Technology Company, or - Dahua Technology Company (or any subsidiary or affiliate of such entities). • By submitting a quote in response to this RFQ, Bidders confirm that they are not violating the Source and Nationality requirements and that services provided via equipment which are not from prohibited manufacturers above; and that the services comply with the Geographic Code and the exclusions for prohibited countries.
15. Unique Entity ID (SAM)	<p>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 Bidders sign the self-certification statement if the Bidder claims exemption for this reason.</p> <p>For those required to obtain an Unique Entity ID (SAM)you may request Attachment C: Instructions for Obtaining an Unique Entity ID (SAM)For those not required to obtain an Unique Entity ID (SAM), you may request Attachment D: Self-Certification for Exemption from Unique Entity ID (SAM)Requirement</p>
16. Compliance with Terms and Conditions	<p>Bidder shall be aware of the general terms and conditions for an award resulting from this RFQ. The selected Bidder shall comply with all Representations and Certifications of Compliance listed in Attachment B.</p>

<p>17. Anti-Corruption and Anti-Bribery Policy and Reporting Responsibilities</p>	<p>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:</p> <ul style="list-style-type: none"> • 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. <p>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.</p> <p>Any attempted or actual corruption should be reported immediately by either the offeror, subcontractor or DAI staff to:</p> <ul style="list-style-type: none"> • 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. <p>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</p>
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	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.
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1.1 Attachment A: Price Schedule

The template below is a reference for bidders' quotation. Or bidders can use their template in PDF format. Please be noted that the Quotation shall be quoted in VND. These services are eligible for VAT exemption under the DAI prime contract.

No.	Description of Required Insurance Service	Offered specifications	Estimated quantity	Unit Price	Total price
1	Accident Insurance	At least per benefits required in the attachment C			
2	Term-life Insurance	At least per benefits required in the attachment C			
3	Health Insurance	At least per benefits required in the attachment C			
4	VAT				
GRAND TOTAL IN VND					

Delivery date:

We, the undersigned, provide the attached quote in accordance BREQ-23-00002 dated _____.

I certify a validity period of 60 days 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:

1.2 Attachment B: Representations and Certifications of Compliance

1. Federal Excluded Parties List - The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.
2. Executive Compensation Certification- FAR 52.204-10 requires DAI, as prime contractor of U.S. federal government contracts, to report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS)
3. Executive Order on Terrorism Financing- The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor/Recipient to ensure compliance with these Executive Orders and laws. Recipients may not engage with, or provide resources or support to, individuals and organizations associated with terrorism. No support or resources may be provided to individuals or entities that appear on the Specially Designated Nationals and Blocked persons List maintained by the US Treasury (online at www.SAM.gov) or the United Nations Security Designation List (online at: http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml). This provision must be included in all subcontracts/sub awards issued under this Contract.
4. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.
5. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.
6. Organizational Conflict of Interest – The Bidder certifies that will comply FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide DAI with a disclosure statement describing this information.
7. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
8. Equal Opportunity – The Bidder certifies that it does not discriminate against any employee or applicant for employment because of age, sex, religion, handicap, race, creed, color or national origin.
9. Labor Laws – The Bidder certifies that it is in compliance with all labor laws..
10. Federal Acquisition Regulation (FAR) – The Bidder certifies that it is familiar with the Federal Acquisition Regulation (FAR) and is in not in violation of any certifications required in the applicable clauses of the FAR, including but not limited to certifications regarding lobbying, kickbacks, equal employment opportunity, affirmation action, and payments to influence Federal transactions.
11. Employee Compliance – The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of an DAI Purchase Order to comply with the provisions of the resulting Purchase Order and with all Federal, State, and local laws and regulations in connection with the work associated therein.

By submitting a 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.

1.3 Attachment C: Detailed Technical Specifications

STATEMENT OF WORK

Health insurance plan for DAI/VUES' local employees and eligible dependents in 2023

I. BACKGROUND

As Vietnam experiences steep increases in energy demand and rising air pollution, there is growing recognition that cleaner, more reliable sources of energy are needed and greater capital investment is required to develop these renewable energy source. Vietnam Urban Energy Security is a 4-year, USAID funded Activity that works closely with the Government of Vietnam (GVN) in Danang and Ho Chi Minh City ("Project") to (1) improve legislation related to clean energy; (w) mobilize investment and (3) increase the adoption and deployment of innovative solutions for advanced, distributed energy.

II. SCOPE OF WORK

DAI/ VUES is looking for an appropriate local vendor providing Health Insurance Plan for local employees and eligible dependents in 2023.

- Effective period: from March 25, 2023 to March 24, 2024.
- Nationality of insured person: Vietnam

The offerors are requested to propose the insurance policies which meet the below requirements. The offerors shall specify the method to calculate premium for each insurance policy (should be shown in excel spreadsheet), including the calculation of pro-rated premium in case of enrolment less than 12 months.

No.	Description of Required Insurance Service	Minimum Annual Limit	
		Employee	Dependent
COMPENSATION FOR DEATH OR PERMANENT/ PARTIAL DISABLEMENT			
1.	Compensation in case of death/ permanent disablement due to Accident	40 monthly salary	VND 500,000,000/ person
1.1	Death/ Permanent total Disablement	100% of sum assured	100% of sum assured
1.2	Permanent Partial Disablement	Percentage of Capital Sum as per Scale of Compensation	Percentage of Capital Sum as per Scale of Compensation

2.	Compensation in case of death/ permanent disablement due to all causes (excluding of accident) <i>due to illness, diseases, maternity and other non-accidental causes</i>	40 monthly salary	VND 500,000,000/ person
2.1	Death/ Permanent total Disablement	100% of sum assured	100% of sum assured
2.2	Permanent Partial Disablement	Percentage of Capital Sum as per Scale of Compensation	Percentage of Capital Sum as per Scale of Compensation
3.	Salary allowance during injury treatment due to accident (including Saturday, Sunday and Holidays following doctor's instruction) Amount/day	Total sum insured up to 6-month salary	Not applicable
4	Medical expenses/ person/ year due to accident <i>Emergency cost, in-patient, out-patient treatment, medicines</i>	VND 500,000,000/ person/ year	VND 500,000,000/ person/ year
4.1	Emergency dental treatment following accident	VND 20,000,000/ person/ year	VND 20,000,000/ person/ year
HEALTH INSURANCE			
5.1	IN-PATIENT TREATMENT In-patient treatment including, but not limited to:	Total sum insured/ person/ year up to VND 500,000,000	Total sum insured/ person/ year up to VND 500,000,000
	- Room & board (all kinds of room)	Up to VND 10,000,000/ day	Up to VND 10,000,000/ day
	- Intensive care unit	Up to VND 10,000,000/ day	Up to VND 10,000,000/ day
	- Room allowances:	- If the hospital calculates charges based on daily unit price, vendor will calculate according to daily limit of the hospital expenses for the insured person (regardless of whether the hospital stay is less than 24 hours); - If the hospital charges by hours of hospitalization, compensation charges for hours	

		less than a day (24 hours) will be calculated: number of hours of stay/ 24 * daily limit	
	- Maternity and child care	Up to VND 100,000,000 per person, under in-patient treatment benefits.	
	- Oncology treatment - Organ transplant - Pre and Post Hospitalization treatment - Emergency ward - Hospital allowance - Ambulatory care - Burial allowance	As per proposed insurance policy	As per proposed insurance policy
5.2	OUT-PATIENT TREATMENT Out-patient treatment including, but not limited to:	VND 25,000,000/ person/ year	VND 25,000,000/ person/ year
	- General out-patient services, out-patient surgery, diagnostic and treatment, X-ray tests, physiotherapy, Chinese herbalist, bonesetter and acupuncture, etc.	As per proposed insurance policy	As per proposed insurance policy
	- Dental care	VND 5,000,000/ person/ year	VND 5,000,000/ person/ year
HEALTH CHECK-UP			
6.	Annual check-up includes medical examinations, vaccination, work permit medical check-up, treatment glasses, vitamin and tonic, etc. No limitation on the number of doctor visits.	VND 6,000,000/ person/ year	VND 6,000,000/ person/ year

Other required terms and conditions for health care insurance:

- The waiting period of all types including but not limited to pre-existing conditions, special illnesses and diseases, maternity, death/ total permanent disability due to special diseases, pre-existing conditions, maternity: waived for all employees and dependents.
- No limit on the number of doctor's visits or the cost for each doctor's visit for out-patient service.
- Preferably no limit medical expenses per day for in/ out-patient treatment.
- Preferably medical equipment to be covered in in/out-patient treatment.

- Preferably insurance card for payment guarantee for in-patient, out-patient treatment and health check to be issued.
- Exclusion: Provide the best benefits.

Minimum estimated 43 members enrolled by March 25, 2023, with possible additional insured persons contingent upon initiation of new staffs onboarded.

Offerors who are interested in providing the quotation for insurance service to DAI VUES can contact us by email address of VUESProcurement@dai.com for receiving Attachment D and Attachment E of the RFQ.

1.4. Attachment D: List of members enrolled for health insurance 2023

1.5. Attachment E: Detailed ratio loss up to February 15, 2023