



## Request for Proposal (RFP)

Date of Issuance: March 22, 2023  
Closing Date for Questions: March 29, 2023  
Closing Date for Submission of Proposal: April 14, 2022  
Subject: The Representative Office of ARD, INC. in Hanoi (Tetra Tech ARD) **Request for Proposal No. 2023-012** entitled "Green School Initiative"

Dear Sir/ Madam,

You are kindly invited to submit a technical and financial proposal relating to Tetra Tech ARD. **Request for Proposal No. 2023-012.**

- Tetra Tech ARD intends to issue a **Firm Fixed Price subcontract** for this work
- Costs incurred by respondents for the preparation of a proposal and the negotiation of contract are not reimbursable.
- Tetra Tech ARD is not bound to accept any of the proposals submitted.
- Tetra Tech ARD reserves the right to accept an offerors proposal without further discussion.
- Tetra Tech ARD will only evaluate proposals from registered, qualified firms to execute and implement the work under this project.
- Offerors are required to obtain DBA Insurance prior to commencement of any services. See section 3. Financial Proposal for more information.
- If awarded, the subcontractor must have, or be able to obtain a Unique Entity Identifier (UEI). See the Financial Proposal Section for more information.
- The Offers must be able to complete all the items stated in the Statement of Work in Attachment A.
- **Authorized USAID Geographic Code-** All goods and services offered under this solicitation or supplied under any resulting award must meet USAID Geographic Code - 937 in accordance with the United States Code of Federal Regulations (CFR), 22 CFR §228. Offerors may not offer or supply any commodities or services that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, (North) Sudan, Syria
- 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.
- If applicable, FAR 52.223-99 (Ensuring Adequate COVID-19 Safety Protocols) will be incorporated into any award(s) issued under this solicitation.

**Please note that in submitting a response to this RFP, the Offeror understands that USAID is not a party to this solicitation and the Offeror agrees that any protest hereunder must be presented – in writing with full explanation – to Tetra Tech ARD for consideration as USAID will not consider protests regarding procurements carried out by implementing partners. Tetra Tech ARD, at its sole discretion, will make a final decision on the protest for this procurement.**



**Questions:**

All questions and inquiries related to this request must be submitted prior to the Closing Date for questions shown above for this RFP. All “Offerors” must submit their questions to Tetra Tech ARD via the below email address: [ARD.CCBO-Vietnam-Procurement@tetrattech.com](mailto:ARD.CCBO-Vietnam-Procurement@tetrattech.com).

The subject line should have: “**Questions for RFP No. 2023-012** entitled “Green School Initiative”.

In compliance with standard procedure, all inquiries and comments will be shared with the rest of the Offerors along with Tetra Tech ARD’s response. Questions received after the closing date for questions may not be answered.

**Proposal Submittal requirements:**

- Proposals shall be submitted via email to [ARD.CCBO-Vietnam-Procurement@tetrattech.com](mailto:ARD.CCBO-Vietnam-Procurement@tetrattech.com).
- The Subject line of the email should read: “**Proposal for RFP No. 2023-012** entitled “Green School Initiative”
- Proposals received after the exact time specified for receipts of offer shall be considered late and will be considered only at the discretion of Tetra Tech ARD.

Respondents shall receive an email acknowledging that their Proposal has been received upon its submission.

**Proposal Instructions and Required Format**

It is requested that Offerors organize their Technical and Financial Proposals as noted below. This request is made to facilitate Tetra Tech ARD’s review of the submitted material thus enabling a rapid decision and contracting process.

The Offeror shall submit its best price offer/proposal to complete the Statement of Work (SOW) in Attachment A and shall contain the following information detailed in Sections 1 thru 4 below:

**1. Proposal Cover Letter:**

The proposal cover letter should be signed by an authorized representative. Sample Cover Letter found in Attachment E.

**2. Technical Proposal:**

The technical proposal should be written in English. There should be a maximum of 10 type-written pages, excluding Attachments/supporting documents, with no more than 3 pages covering A. Firm Information and B. Corporate Capabilities and Past Performance. (Desired Format - Type: Times New Roman, Font Size 11, Margins: 1” all around).

The technical proposal shall address the subjects outlined below:

**A. Firm Information**

- Provide the name, address and copy of your firm’s business registration.
- Provide the primary contact information for this project.
- If you intend to subcontract any portion of the requested work to other firms or institutions, provide the above information for each partner and the percentage of the work that they will be performing.
- Please describe your firm’s management structure, list all owners.



## **B. Corporate Capabilities and Past Performance**

- i. Summary of Corporate Capabilities.
- ii. Summary of relevant past experience your firm has had in performing work similar to that described in Attachment A. Statement of Work.
- iii. Performance references for similar projects.

For each project, please include the name of the client and his or her contact information (current and most recent information required, within the last three years). It is Tetra Tech ARD's intention to contact some of these clients for testimonials regarding your firm's performance in these areas:

- The quality of the work performed by the Offeror,
- The timeliness of the effort performed by the Offeror, and
- Whether the Client would use Offeror's services should they have similar needs in the future?

## **C. Technical Approach**

- i. Please submit a detailed technical write-up of the proposed implementation strategy and management for this specific project detailed in Attachment A.
- ii. Detail the timeline to complete the work.
- iii. Identify the Key Personnel that would be working on this project assuming an award. Please include all personnel necessary to implement the activity, a brief statement about their capabilities and experience. CVs should be provided.

## **3. Financial Proposal**

The Offeror's proposed Financial proposal must represent its best price offer in response to the solicitation, and shall contain the following:

- A. Budget.** Offerors must use budget template in Attachment B, prepare in English and in local currency.
- B. Budget narrative.** A detailed narrative describing the basis on which the costs were derived should be provided to allow a complete analysis of the Offeror's cost/price.

**Unique Entity Identifier (UEI):** Please note, in accordance with FAR 52.204-6, Offerors must have, or be able to obtain a UEI. This UEI can be obtained in the United States System for Award Management (SAM) at [SAM.gov | Home](https://sam.gov). If your company/organization is already registered in the SAM system, you may already have an UEI.

**Taxes and VAT -** The agreement under which this solicitation is financed is not exempt from the payment of taxes, VAT, tariffs, duties, or other levies imposed by any laws in effect in the Cooperating Country. Therefore, offerors must include taxes, VAT, charges, tariffs, duties and levies in accordance with the laws of the Cooperating Country. The tax amount should be detailed or please include a note if the price is inclusive or not of tax.

## **4. Required Certifications**

Offeror shall submit the required signed certifications as indicated in Attachment D.

### **List of RFP Attachments:**

- Attachment A: Statement of Work
- Attachment B: Budget Template
- Attachment C: Proposal Evaluation Criteria
- Attachment D: Required Certifications
- Attachment E: Sample Cover Letter

**Attachment (A)  
Statement of Work**

<b>Project Name:</b>	<b>USAID Clean Cities, Blue Ocean</b>
<b>Task Order No.:</b>	<b>AID-OAA-I-14-00059/7200AA19F00016</b>
<b>SOW Title:</b>	<b>Green School Initiative</b>

**1. Background**

On 28 August 2019, Tetra Tech was awarded the Clean Cities, Blue Ocean (CCBO) program, a five-year, \$53 million contract from the U.S. Agency for International Development’s Bureau of Economic Growth, Education, and Environment. CCBO is the Agency’s flagship program to respond to the global crisis of ocean plastic pollution, designed to target land-based leakage directly at its source in cities and towns in rapidly urbanizing areas across Asia, Latin America, and the Caribbean. The objectives of CCBO are to promote reduce, reuse, recycle (3Rs) practices and strengthen local and regional markets for recycled plastics; build social and behavior change (SBC) for 3Rs and sustainable solid waste management (SWM); increase capacity and effective governance for SWM and recycling systems; and support international fora, public-private partnerships (PPPs), and multi-stakeholder alliances.

In Vietnam, CCBO focus on 4 cities including Hue, Da Nang, Phu Quoc, and Bien Hoa. CCBO has been closely working within these 4 cities to carry out the Solid Capacity Index for local government (SCIL) to identify the gaps and priorities of Solid Waste Management of each city. Additionally, CCBO also carried out the Solid Waste Management Rapid Assessment and consultation workshop with local authorities to understand the local government need and plan on SWM and 3R. Two of the four cities, Da Nang and Phu Quoc expressed interest in promoting awareness and practice on 3R for school children and teachers through a Green School Initiative focusing on SWM/3R that contributes to the waste segregation plan of cities.

With close consultation with Da Nang and Phu Quoc Cities, CCBO has identified 26 schools to implement the Green School Initiative. Of these primary and secondary schools 20 are in 5 districts/wards of Ngu Hanh Son, Hai Chau, Hoa Vang, Cam Le, and Lien Chieu.

Additionally, Phu Quoc city is developing the Plan for Waste Segregation at Source and Green School is considered as important part to contributing to the success of Waste Segregation Plan. Therefore, the Green School also will participate in the consultation meeting/workshops relating to Waste Segregation Plan of Phu Quoc city

As a result, CCBO is seeking a service provider to guide Phu Quoc and Da Nang cities to implement and ensure the USAID regulation on project management for the Green School Initiative promoting SWM/3R at the mentioned above schools as well as surrounding

communities. The Consultant team will also support the process of USAID CCBO and Phu Quoc city to develop the Waste Segregation Plan in Phu Quoc city.

## 2. Objective/Purpose

The overall objective of this assignment is to advance awareness and good practice of education managers, teachers and children on environment protection focusing on waste segregation as well as 3R at school and surrounding communities, to contribute to the development of Phu Quoc City Plan of Waste Segregation; to document the best practices and contribution of the Green School Initiative in Phu Quoc and Da Nang cities waste segregation, and to contribute to the development of the waste segregation plan of Phu Quoc city.

The service provider should apply the participation methodology and social behavior change approach to guide DONRE, DOET and schools during implementing the interventions. The service provider should engage the local government in all intervention processes including planning, implementing, and monitoring.

The main outcome indicators of the overall objectives are:

1. Metric tons of plastic safely managed as a result of USG assistance.
2. Metric tons of material reduced or recovered and diverted from disposal as a result of USG assistance.
3. Number of entities/individuals with increased capacity to assess or address 3R/SWM.

The specific objectives and indicators are as followings:

1. Objective 1: Education managers and teachers have capacity to develop the school plan for promoting Green School Initiative
  - Indicator 1.1: Number of people trained and know how to develop the Green School Framework,
    - Target: 784 people (30 teachers from 26 piloted schools and 4 officials from DONRE, DoET and BONRE and BoET).
  - Indicator 1.2: Number of school-level plan that develop the Green School Framework.
    - Target: 26 school Green School Framework.
2. Education managers and teachers and local students with improved knowledge and skill on environment, solid waste management and 3R to implement these topic in class lessons.
  - Number of teachers train and incorporate SWM/3R on the school lesson
    - Target: 780 teachers.
  - Number of events/lessons implementing SWM/3R into the school lessons.
    - Target. 260 (2 events/lessons/grade x 5 grades x 26 schools).
3. Children have increased knowledge and skills on solid waste management, environment protection and can promote 3R practices and waste segregation at schools.
  - Number of school children have improved their knowledge and practice on SWM/3R.
    - Target 13.000 students (around 500 students x 26 schools).

4. School Initiatives on SWM/3R developed and implemented
  - Number of Event/workshop, sharing workshop, knowledge exchange event, competition on good practice of SWM/3R at schools.
    - Target: 78 trainings.
  - Number of Study tour for school children promoting good practice on waste management.
    - Target: 6 field visits.
  - Number sharing lesson learnt workshop
    - Target: 10 events
5. The Green school checklist is developed and well managed by schools.
  - Percentage of schools with improved the Green School score checklist by January 2024.
    - Target: 26 schools

The service provider should apply the participation methodology and social behavior change approach including awareness raising and most important to promote good practice on 3R/SWM at schools for both students and teachers to guide DONRE, DOET and schools during implementing the interventions. The service provider should engage the local government in all intervention processes including planning, implementing, and monitoring.

### **3. Scope of Work/Activities/Tasks**

The Service provider will work USAID CCBO team, Local Governments Units in Da Nang, Phu Quoc and other relevant stakeholders to achieve the following activities:

1. In selected district, wards, and communes in Da Nang and Phu Quoc, a survey will be carried out to understand current solid waste management practices and social behaviour around waste. The survey will be carried in the surrounding communities for the selected 26 schools. Specifically, the survey will gage the current awareness and 3R practices in children, parents, teachers, education managers and other members of the community.
2. There will be four trainings and workshops organized to introduce the Green School Initiative. Consultations with DONRE, DOET, the 26 schools, and interested local NGOs in Da Nang and Phu Quoc will be done to finalize the Green School Framework. Three meetings will be held on Phu Quoc's solid waste management, organized by CCBO and Phu Quoc local officials to share the Green School Initiative and best practices at selected Phu Quoc schools.
3. Teaching and learning aids, like a card game, will be developed and published on SWM for teachers and volunteer students to use in the events or teaching activities. We expect to produce around 30 packs for each school.
4. Provide capacity building on green school guidelines, methods to apply green school criteria, waste segregation teaching skill, communication skill including awareness raising for teachers and school .education managers for 26 schools. As requested by DOET, it will be direct training for teachers in 26 schools, targeting 14 training courses for 26 schools.
5. Schools will be given guidance to run awareness raising events, integrating learning sessions and extracurricular activities, using interactive lessons, visual teaching and learning aids, and game cards to facilitate learning. Environmental protection topics will be



included in subjects and courses to share how waste leaks into the environment and the adverse effects to the ocean and other aquatic animals. Additionally, 3R practices will be taught as well to reenforce the environmental protections topics.

6. Guidance will be provided to support schools to promote behavior change of students and teachers at schools and communities. Students are encouraged to bring clean plastic waste and paper to segregate and dispose of at designated waste bins at school. Students will have previously been taught what items they are allowed to bring in, clean plastics, for disposal. Waste is collected daily from the schools. Students will be encouraged to bring refillable water bottles to school. Clean-up activities held inside and around the school will be completed with proper PPE and training on what the students can and cannot pick up. School assignments will be given to allow children to collaborate with their households to create a waste segregation and solid waste management plan.
7. Parents and the local environmental protection agencies will be mobilized to support the school SWM activities. These activities include: providing additional waste bins designed for children to easily recognize and use recycling bins in the community, regular activities that invite parents of the students to come to the school to see their children's progress, and making a public commitment to practice waste segregation in their homes.
8. Fun and interactive competitions among classes and schools, such as painting the waste bins in their school, will be held to enable them to collaborate with their teachers to promote 3R behaviors through school activities/initiatives. Each school will have at least one activity.
9. Gender equality will be promoted among school children. This ensures that all children, regardless of gender, will be able to participate in all activities.
10. Tools to measure waste collected at schools will be developed. Collection service providers will be consulted to promote SWM in schools.
11. The Green School Initiative will be documented and shared, with videos for both Da Nang and Phu Quoc developed. To facilitate the communication four workshops will be organized to evaluate and share results at the district and provincial level.
12. Technical assistance will be given to Phu Quoc for the development of their waste segregation plan. This will include the waste segregation at the schools and the surrounding communities.
13. Data will be collected for each indicator and input to provide quarterly progress updates to CCBO.

#### 4. Deliverables and due Date

No	Key Deliverables	Submission Date
1	Green school guideline, criteria and work plan to conduct the Initiatives in Da Nang and Phu Quoc developed and approved by CCBO with consultation with Da Nang & Phu Quoc City (in Vietnamese)	28th April 2022

No	Key Deliverables	Submission Date
2	Field report and Survey report on SWM at schools and the surrounding communities to understand the SWM at the selected project site and to identify the pilot schools (in English and Vietnamese)	18 <sup>th</sup> May 2023
3	Meeting minutes of 04 workshops to introduce the Green School Initiative (meeting material, agenda, list of participants, reports, photo...) and meeting minute of 3 consultation workshop on waste segregation plan for Phu Quoc city that the service provider will attend and present information and best practice of schools and surrounding communities on waste classification organized by CCBO (in English and Vietnamese)	28 <sup>th</sup> May 2023
4	The Green School materials on 3R/SWM developed, printed and distributed to schools (in Vietnamese)	28 <sup>th</sup> June 2023
5	Technical Review and Input/Comments on Waste Segregation Plan for schools and communities in Phu Quoc city as part of the piloted Initiative for schools Waste Segregation Plan for Phu Quoc city (in Vietnamese and English)	20 <sup>th</sup> June 2023
6	14 Trainings and coaching for schools' teachers and education managers on implementing and mainstream 3R/SWM with the training and coaching report (Report in Vietnamese and English)	30 <sup>th</sup> September 2023
7	Schools' activities promoting 3R/SWM at 26 schools involving the school reports (in English and Vietnamese)	15 <sup>th</sup> January 2024
8	Final report on results and documentation of the lesson learns/guideline on Green School Initiative at Da Nang and Phu Quoc city and the waste segregation plan for Phu Quoc city (in English and Vietnamese)	15 <sup>th</sup> February 2024
9	Quarterly progress report (the template will be guided by CCBO) (in English)	April 2023 – March 2024

#### 5. Maximum of Level of Effort (LOE) and Schedule

Maximum of level of effort is 230 days and the assignment shall start in Mid - April 2023 and end no later than March 2024.



## **6. Travel, Activities and Other Logistics**

Service provider must travel to Da Nang and Phu Quoc to meet, organize meetings/trainings and interviews with relevant functional agencies/staffs of Da Nang and Phu Quoc Cities. The cost for trainings, workshops and events, printing, video development should be included in the contract. The proposed cost must be developed based on reasonable frequency and reasonable cost.

## **7. Experience and Qualifications**

- The service provider should have at least 5 years of experience working on environment field, with master degree for team leader and bachelor degree for team member in development, education and environment or working experience with local government in the propose field.
- A proven experience and knowledge of local government and green school initiative as well as Municipal Solid Waste Management system.
- Experience in working with the local government to develop SWM/3R, and USAID project preferred.
- Substantial networking, collaboration, and partnership development experience.
- Having network in Da Nang and Phu Quoc cities preferred



**Attachment (B)  
Budget**

**Include as an Excel Spreadsheet**



**Attachment (C)  
Proposal Evaluation Criteria**

The award will be made to a responsible offeror whose offer follows the RFP instructions, meets the eligibility requirements, and is judged to be the best value based on the following factors:

<b>Technical Proposal Evaluation Criteria:</b>	<b>Maximum Points</b>
<b>Part A - Corporate Capabilities and Past Performance (Maximum 20 Points)</b>	
a. Relevant Corporate Capabilities	5
b. Does the Offeror have quality and relevant past experience performing this type of work?	10
c. Reference of their relevant past experience	5
<b>Part B - Technical Approach (Maximum 50 Points)</b>	
a. Reasonableness of Offeror's approach and methodology to complete the objectives of SOW.	25
b. Feasibility of Offeror's proposed implementation timeline	10
c. Are the skills and experience of the proposed Team applicable to the work to be performed under the Statement of Work?	15
<b>Technical Proposal Evaluation Scoring - Possible Total Score 70</b>	<b>70</b>
<b>Part C - Cost Effectiveness (Maximum 30 points)</b>	
a. Comparison with Internal Cost Estimate	10
b. Cost realism: feasibility, reasonableness, completeness and allocability?	20
<b>Financial Proposal Evaluation Scoring - Possible Total Score 30</b>	<b>30</b>
<b>Possible Total Score – 100</b>	<b>100</b>



**Attachment (D)  
Certifications**

**1. CERTIFICATION REGARDING RESPONSIBILITY MATTERS.**

**FAR Reference 52.209-5.**

As prescribed in 9.104-7(a), insert the following provision:

Certification Regarding Responsibility Matters (AUG 2020)

- (a) (1) The Offeror certifies, to the best of its knowledge and belief, that –
- (i) The Offeror and/or any of its Principals –
    - (A) Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;
    - (B) Have not within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violating Federal criminal tax laws, or receiving stolen property; and
    - (C) Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision.
    - (D) Have not within a three-year period preceding this offer, been notified of any delinquent Federal taxes in an amount that exceeds \$3,000 for which the liability remains unsatisfied.
- (1) Federal taxes are considered delinquent if both of the following criteria apply:
- (i) *The tax liability is finally determined.* The liability is finally determined if it has been assessed. A liability is not finally determined if there is a pending administrative or judicial challenge. In the case of a judicial challenge to the liability, the liability is not finally determined until all judicial appeal rights have been exhausted.
  - (ii) *The taxpayer is delinquent in making payment.* A taxpayer is delinquent if the taxpayer has failed to pay the tax liability when full payment was due and required. A taxpayer is not delinquent in cases where enforced collection action is precluded.
- (2) *Examples.*



- (i) The taxpayer has received a statutory notice of deficiency, under I.R.C. § 6212, which entitles the taxpayer to seek Tax Court review of a proposed tax deficiency. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek Tax Court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.
  - (ii) The IRS has filed a notice of Federal tax lien with respect to an assessed tax liability, and the taxpayer has been issued a notice under I.R.C. § 6320 entitling the taxpayer to request a hearing with the IRS Office of Appeals contesting the lien filing, and to further appeal to the Tax Court if the IRS determines to sustain the lien filing. In the course of the hearing, the taxpayer is entitled to contest the underlying tax liability because the taxpayer has had no prior opportunity to contest the liability. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek tax court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.
  - (iii) The taxpayer has entered into an installment agreement pursuant to I.R.C. § 6159. The taxpayer is making timely payments and is in full compliance with the agreement terms. The taxpayer is not delinquent because the taxpayer is not currently required to make full payment.
  - (iv) The taxpayer has filed for bankruptcy protection. The taxpayer is not delinquent because enforced collection action is stayed under 11 U.S.C. 362 (the Bankruptcy Code).
- (ii) The Offeror has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.
- (2) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).
- This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.
- (b) The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Contractor learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
  - (c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with determination of the Offeror's: responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Contractor non responsible.
  - (d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this



provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

- (e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

## **2. KEY INDIVIDUAL CERTIFICATION NARCOTICS OFFENSES AND DRUG TRAFFICKING**

22 CFR Part 140, Prohibition on Assistance to Drug Traffickers.

*Note: This certification shall be filled by any key person proposed in the project.*

I hereby certify that within the last ten years:

1. I have not been convicted of a violation of, or a conspiracy to violate, any law or regulation of the United States or any other country concerning narcotic or psychotropic drugs or other controlled substances.
2. I am not and have not been an illicit trafficker in any such drug or controlled substance.
3. I am not and have not been a knowing assistor, abettor, conspirator, or colluder with others in the illicit trafficking in any such drug or substance.

### **NOTICE:**

1. You are required to sign this Certification under the provisions of 22 CFR Part 140, Prohibition on Assistance to Drug Traffickers. These regulations were issued by the Department of State and require that certain key individuals of organizations must sign this Certification.
2. If you make a false Certification you are subject to U.S. criminal prosecution under 18 U.S.C. 1001.
3. A false certification from a key person involved in the project, shall result in the termination of his/her contract with the operator.

## **3. CERTIFICATION REGARDING TERRORIST FINANCING**

Implementation of Executive Order 13224

Certification Regarding Terrorist Financing, Implementing Executive Order 13224

- (a) The Recipient, to the best of its current knowledge, did not provide, within the previous ten years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts, as that term is defined in paragraph (c).
- (b) The following steps may enable the Recipient to comply with its obligations under paragraph (a)



- (1) Before providing any material support or resources to an individual or entity, the Recipient will verify that the individual or entity does not (i) appear on the master list of Specially Designated Nationals and Blocked Persons, which list is maintained by the U.S. Treasury's Office of Foreign Assets Control (OFAC) and is available online at OFAC's website: <http://www.treas.gov/offices/eotffc/ofac/sdn/t11sdn.pdf>, or (ii) is not included in any supplementary information concerning prohibited individuals or entities that may be provided by USAID to the Recipient.
  - (2) Before providing any material support or resources to an individual or entity, the Recipient also will verify that the individual or entity has not been designated by the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the "1267 Committee") [individuals and entities linked to the Taliban, Usama bin Laden, or the Al Qaida Organization]. To determine whether there has been a published designation of an individual or entity by the 1267 Committee, the Recipient should refer to the consolidated list available online at the Committee's website: <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>.
  - (3) Before providing any material support or resources to an individual or entity, the Recipient will consider all information about that individual or entity of which it is aware and all public information that is reasonably available to it or of which it should be aware.
  - (4) The Recipient also will implement reasonable monitoring and oversight procedures to safeguard against assistance being diverted to support terrorist activity.
- (c) For purposes of this Certification-
- (1) "Material support and resources" means currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safehouses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials."
  - (2) "Terrorist act" means-
    - (i) an act prohibited pursuant to one of the 12 United Nations Conventions and Protocols related to terrorism (see UN terrorism conventions Internet site: <http://untreaty.un.org/English/Terrorism.asp>); or
    - (ii) an act of premeditated, politically motivated violence perpetrated against noncombatant targets by subnational groups or clandestine agents; or
    - (iii) any other act intended to cause death or serious bodily injury to a civilian, or to any other person not taking an active part in hostilities in a situation of armed conflict, when the purpose of such act, by its nature or context, is to intimidate a population, or to compel a government or an international organization to do or to abstain from doing any act.
  - (3) "Entity" means a partnership, association, corporation, or other organization, group or subgroup.
  - (4) References in this Certification to the provision of material support and resources shall not be deemed to include the furnishing of USAID funds or USAID-financed commodities to the





ultimate beneficiaries of USAID assistance, such as recipients of food, medical care, micro-enterprise loans, shelter, etc., unless the Recipient has reason to believe that one or more of these beneficiaries commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

- (5) The Recipient's obligations under paragraph (a) are not applicable to the procurement of goods and/or services by the Recipient that are acquired in the ordinary course of business through contract or purchase, e.g., utilities, rents, office supplies, gasoline, etc., unless the Recipient has reason to believe that a vendor or supplier of such goods and services commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

This certification is an express term and condition of the agreement and any violation of it shall be grounds for unilateral termination of the agreement by USAID prior to the end of its term."

#### **4. ANTI-KICKBACK PROCEDURES**

**FAR Reference 52.203-7.** As prescribed in 3.502-3, insert the following clause:

Anti-Kickback Procedures (JUN 2020)

**(a) Definitions.**

"Kickback," as used in this clause, means any money, fee, commission, credit, gift, gratuity, thing of value, or compensation of any kind which is provided, directly or indirectly, to any prime Contractor, prime Contractor employee, subcontractor, or subcontractor employee for the purpose of improperly obtaining or rewarding favorable treatment in connection with a prime contract, or in connection with a subcontract relating to a prime contract.

"Person," as used in this clause, means a corporation, partnership, business association of any kind, trust, joint-stock company, or individual.

"Prime contract," as used in this clause, means a contract or contractual action entered into by the United States for the purpose of obtaining supplies, materials, equipment, or services of any kind.

"Prime Contractor" as used in this clause, means a person who has entered into a prime contract with the United States.

"Prime Contractor employee," as used in this clause, means any officer, partner, employee, or agent of a prime Contractor.

"Subcontract," as used in this clause, means a contract or contractual action entered into by a prime Contractor or subcontractor for the purpose of obtaining supplies, materials, equipment, or services of any kind under a prime contract.

"Subcontractor," as used in this clause,

- (1) means any person, other than the prime Contractor, who offers to furnish or furnishes any supplies, materials, equipment, or services of any kind under a prime contract or a subcontract entered into in connection with such prime contract, and



(2) includes any person who offers to furnish or furnishes general supplies to the prime Contractor or a higher tier subcontractor.

"Subcontractor employee," as used in this clause, means any officer, partner, employee, or agent of a subcontractor.

(b) The Anti-Kickback Act of 1986 (41 U.S.C.51-58) (the Act), prohibits any person from-

(1) Providing or attempting to provide or offering to provide any kickback;

(2) Soliciting, accepting, or attempting to accept any kickback; or

(3) Including, directly or indirectly, the amount of any kickback in the contract price charged by a prime Contractor to the United States or in the contract price charged by a subcontractor to a prime Contractor or higher tier subcontractor.

(c)

(1) The Contractor shall have in place and follow reasonable procedures designed to prevent and detect possible violations described in paragraph (b) of this clause in its own operations and direct business relationships.

(2) When the Contractor has reasonable grounds to believe that a violation described in paragraph (b) of this clause may have occurred, the Contractor shall promptly report in writing the possible violation. Such reports shall be made to the inspector general of the contracting agency, the head of the contracting agency if the agency does not have an inspector general, or the Department of Justice.

(3) The Contractor shall cooperate fully with any Federal agency investigating a possible violation described in paragraph (b) of this clause.

(4) The Contracting Officer may

(i) offset the amount of the kickback against any monies owed by the United States under the prime contract and/or

(ii) direct that the Prime Contractor withhold from sums owed a subcontractor under the prime contract the amount of the kickback. The Contracting Officer may order that monies withheld under subdivision (c)(4)(ii) of this clause be paid over to the Government unless the Government has already offset those monies under subdivision (c)(4)(i) of this clause. In either case, the Prime Contractor shall notify the Contracting Officer when the monies are withheld.

(5) The Contractor agrees to incorporate the substance of this clause, including subparagraph (c)(5) but excepting subparagraph (c)(1), in all subcontracts under this contract which exceed \$150,000.

## **5. CERTIFICATION AND DISCLOSURE REGARDING PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS.**



**FAR Reference 52.203-11.** As prescribed in 3.808(a), insert the following provision:

**Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions (SEPT 2007)**

- (a) Definitions. As used in this provision—“Lobbying contact” has the meaning provided at 2 U.S.C. 1602(8). The terms “agency,” “influencing or attempting to influence,” “officer or employee of an agency,” “person,” “reasonable compensation,” and “regularly employed” are defined in the FAR clause entitled “Limitation on Payments to Influence Certain Federal Transactions” (52.203-12).
- (b) Prohibition. The prohibition and exceptions contained in the FAR clause of this solicitation entitled “Limitation on Payments to Influence Certain Federal Transactions” (52.203-12) are hereby incorporated by reference in this provision.
- (c) Certification. The offeror, by signing its offer, hereby certifies to the best of its knowledge and belief that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on its behalf in connection with the awarding of this contract
- (d) Disclosure. If any registrants under the Lobbying Disclosure Act of 1995 have made a lobbying contact on behalf of the offeror with respect to this contract, the offeror shall complete and submit, with its offer, OMB Standard Form LLL, Disclosure of Lobbying Activities, to provide the name of the registrants. The offeror need not report regularly employed officers or employees of the offeror to whom payments of reasonable compensation were made.
- (e) Penalty. Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by 31 U.S.C. 1352. Any person who makes an expenditure prohibited under this provision or who fails to file or amend the disclosure required to be filed or amended by this provision, shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

**6. ACKNOWLEDGEMENT OF ETHICAL AND BUSINESS CONDUCT REQUIREMENTS**

Tetra Tech ARD is committed to integrity in procurement and subcontracting, and only selects offerors based on objective business criteria such as price and technical merit.

Tetra Tech ARD does not tolerate fraud, collusion among offerors, falsified proposals/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported to both USAID and the Office of the Inspector General.

Employees and agents of Tetra Tech ARD are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential offerors in exchange for or as a reward for business. Employees and agents engaging in this conduct are subject to termination and will be reported to USAID and the Office of the Inspector General. In addition, Tetra Tech ARD will inform USAID and the Office of the Inspector General of any supplier offers of money, fee, commission, credit, gift, gratuity, object of value, or compensation to obtain business.

Offerors responding to this RFP certify that by submitting a proposal, they:



- i. Have disclosed any close, familial, or financial relationships with Tetra Tech ARD or project staff. For example, if an offeror's cousin is employed by the project, the offeror must state this.
- ii. Have disclosed any family or financial relationship with other offerors submitting proposals. For example, if the offeror's father owns a company that is submitting another proposal, the offeror must state this.
- iii. Certify that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- iv. Certify that all information in the proposal and all supporting documentation are authentic and accurate.
- v. Certify understanding and agreement to Tetra Tech ARD's prohibitions against fraud, bribery and kickbacks.

Please contact [ARD.Ethics@tetrattech.com](mailto:ARD.Ethics@tetrattech.com) or [tetrattech@ethicspoint.com](mailto:tetrattech@ethicspoint.com) with any questions or concerns regarding the above information or to report any potential violations.

## **SIGNATURE**

By signature hereon, or on an offer incorporating these Representations, Certifications, and Other Statements of Offerors, the Contractor certifies that they are accurate, current, and complete, and that the Contractor is aware of the penalty prescribed in 18 U.S.C. 1001 for making false statements in offers.

By signing below the subcontractor provides certifications for:

1. Certification Regarding Responsibility Matters - AUG 2020. (FAR Reference 52.209-5),
2. Prohibition on Assistance to Drug Traffickers. (22 CFR Part 140),
3. Certification Regarding Terrorist Financing. (Implementation of Executive Order 13224),
4. Anti-Kickback Procedures – JUN 2020. (FAR Reference 52.203-7), and,
5. Certification and Disclosure Regarding Payments to influence Certain Federal Transactions - SEP 2007 (FAR Reference 52.203-11).
6. Acknowledgement of Ethics and Business Conduct Requirements

RFP # and RFP Title: **Request for Proposal No. 2022-035** entitled "Videography Services for Virtual Tour "

Firm or Organization Name: \_\_\_\_\_

Name and Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***This entire Attachment D must be signed by Offeror and returned as part of the proposal submission.***



**Attachment (E)**  
**Template - Offer Cover Letter**

*The following cover letter must be placed on letterhead and completed/signed/stamped by a representative authorized to sign on behalf of the offeror:*

To: USAID CCBO  
Reference: RFP Vietnam-2023-012

To Whom It May Concern:

We, the undersigned, hereby provide the attached offer to perform all work required to complete the activities and requirements as described in the above-referenced RFP. Please find our offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFP. We further certify that the below-named firm - as well as the firm's principal officers and all commodities and services offered in response to this RFP - are eligible to participate in this procurement under the terms of this solicitation and under USAID regulations.

Furthermore, we hereby certify that, to the best of our knowledge and belief:

- We have no close, familial, or financial relationships with any Tetra Tech ARD or USAID Oceans Program staff members;
- We have no close, familial, or financial relationships with any other offerors submitting proposals in response to the above-referenced RFP; and
- The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- All information in our proposal and all supporting documentation is authentic and accurate.
- We understand and agree to Tetra Tech ARD prohibitions against fraud, bribery, and kickbacks.

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.

Authorized Signature: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Company Telephone & Website: \_\_\_\_\_

Company Registration or Taxpayer ID Number: \_\_\_\_\_

Does the company have an active bank account (Yes/No): \_\_\_\_\_

Official name associated with bank account (for payment): \_\_\_\_\_