



USAID Vietnam Urban Energy Security

Request for Proposals (RFP)

No. RFP VUES-036

Demonstrating a Business Model for Electric Bicycles Rental

Original Issue Date: 20 March, 2023

2nd Issue Date: 21 April, 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 VUESActivityFund@dai.com and provide their name and email 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.

DAI conducts business under the strictest ethical standards to assure fairness in competition, reasonable prices and successful performance or delivery of quality goods and equipment. DAI does not tolerate corruption, bribery, collusion or conflicts of interest. Any requests for payment or favors by DAI employees should be reported as soon as possible to ethics@dai.com or by visiting www.dai.ethicspoint.com. Further, any attempts by an offeror or subcontractor to offer inducements to a DAI employee to influence a decision will not be tolerated and will be grounds for disqualification, termination and possible debarment. See provision No. 9 for more details.

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Synopsis of the RFP

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| RFP No. | RFP VUES-036 |
| Original Issue Date | 20 March, 2023 |
| 2 nd Issue Date | 21 April, 2023 |
| Title | Demonstrating a Business Model for Electric Bicycles Rental |
| Issuing Office, Address & Email for Submission of Proposals & Questions | <p>USAID Vietnam Urban Energy Security 28A Tran Hung Dao Street Hanoi, Vietnam</p> <p>VUESActivityFund@dai.com with copy to vuanh_pham@dai.com</p> <p>Electronic submission of proposals is sufficient, no hard copies are required.</p> |
| Deadline for Receipt of Questions | 27 March, 2023 (18:00, GMT+7) |
| Original Deadline for Receipt of Proposals | 20 April, 2023 (18:00, GMT+7) |
| Extended Deadline for Receipt of Proposals | 5 May, 2023 (18:00, GMT+7) |
| Point of Contact | VUESActivityFund@dai.com |
| Anticipated Award Type | Firm Fixed Price Subcontract |
| 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. |
| Contracting Agency | The contract award and management will be administered by DAI who is a prime contractor to USAID for the management of USAID Vietnam Urban Energy Security. The contract will be signed by DAI Global, LLC, which is based in USA. |

1. Introduction and Purpose

1.1 Purpose

As Vietnam experiences steep increases in energy demand and rising air pollution challenges, there is growing recognition that cleaner, more reliable sources of energy are needed and greater capital investment is necessary. USAID Vietnam Urban Energy Security (the Project) works closely with target cities (Danang and Ho Chi Minh City - HCMC) to improve enabling frameworks, mobilize investment, and increase the adoption of innovative solutions for advanced, distributed energy.

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 Project expects to achieve the following high-level results:

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

To achieve the third high-level expected result, the Project is implementing a range of activities: innovative pilots/ demonstrations are being funded through a competitive Innovation Challenge Fund (ICF); innovative solutions are being identified and piloted/ demonstrated outside the ICF process through discussions with city-level private and government stakeholders and research by the Project’s technical team; and selected innovators will receive tailored support to scale and/ or commercialize.

Innovators registered in Vietnam with solutions in the form of new technologies, practices, and business or financing models are being supported through the above activities. Solutions fall within the following categories: transportation, building efficiency, electricity generation, electricity delivery and management, and water efficiency. They must be piloted/ demonstrated in Danang and/ or HCMC.

DAI, the implementer of the USAID Vietnam Urban Energy Security project, invites qualified offerors to submit proposals to demonstrate a Business Model for Electric Bicycles Rental in HCMC or Danang.

1.2 Issuing Office

The Issuing Office and Contact noted in the above synopsis is the sole point of contact at DAI for purposes of this RFP. Interested offerors should register their interest with the Issuing Office in order to receive all subsequent material. 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 Firm Fixed Price Subcontract. This subcontract 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 and DAI reserves the right to cancel it at any point during the solicitation and negotiation process. Award of a subcontract or purchase order under this RFP is subject to availability of funds and other DAI internal approvals. DAI may issue a partial award or split the award among various offerors, if in the best interest of DAI and/or USAID. Offerors will not be reimbursed for any costs associated with the preparation or submission of their proposal. DAI shall in no case be responsible or liable for these costs. Please note that DAI is unable to provide detailed information to those proposals that are not selected.

Proposals are due no later than 18:00, GMT+7, 5 May, 2023, to be submitted to email address VUESActivityFund@dai.com with copy to vuanh_pham@dai.com with the subject line **Proposal for RFP No. RFP VUES-036**. Cost/Price (in both pdf and excel format) and technical (in both pdf and word format except for infographics and sample designs) proposals 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, if available, using Attachment B as a template for the format. The cover letter shall include the following items:

- The Offeror will certify a validity period of 90 calendar days for the prices provided.
- Acknowledge the solicitation amendments received (if any).
- Acknowledge 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, 27 March, 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 VUESActivityFund@dai.com.

3. Instructions for the Preparation of Technical Proposals

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

Technical proposals must be written in English and should be limited to ten (10) pages excluding a table of contents, appendices and supporting documents (such as the three (3) one-page summaries of past performance and proposed staff CVs). (Desired Format - Type: Times New Roman, Font Size 11, Margins: 1” all around). DAI/USAID Vietnam Urban Energy Security will not evaluate information submitted in excess of the above stated page limit. Technical Proposals must not make reference to pricing data.

Technical proposals shall respond to the Scope of Work in Attachment A on page 12 and the scoring criteria laid out below, and include the following content. Applications that do not follow the 10-page limit or the requirements stipulated in the Scope of Work and on 3 compulsory contents of Technical Approach, Management & Staffing Approach and Institutional Capacity / Past Performance will be rejected except under extraordinary circumstances at DAI’s discretion.

1. **Technical Approach** - Description of the proposed services which meets or exceeds the stated objectives and expected deliverables of 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 deliverable and activity.
3. **Institutional Capacity / 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 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 significantly more important than cost/price factors.

Technical Approach (60 points) – Points for this section will be awarded based on the information presented in the technical approach that address the scope of work.

The proposal should explain/ include:

- How the solution addresses HCMC and/or Danang stated advanced, distributed energy objectives or targets (non-scoring).

- Potential contribution of proposed innovation, once scaled, to the following Project results:
 - 1) MW of advanced, distributed energy systems deployed.
 - 2) Public and private investment mobilized.
 - 3) GHG emissions reduced.
- A clear description of the solution which meets or exceeds the stated technical specifications/functions or scope of work.
- A clear understanding of the demonstration's objectives and a clear description of how these will be achieved.
- A clear explanation of how the proposed activities will result in the successful completion of all deliverables within the stated timeframe.
- A clear description of the market for the solution in Vietnam (potential size, value, location).
- Realistic and understandable financial and economic indicators of the solution in a typical setting after the demonstration period (Cost/benefit analysis of the business scenario shows Simple Payback period \leq 7 years).

Management Plan / Staffing Structure (20 points) – Points for this section will be based on the qualifications of proposed staff, clear delineation of the roles and responsibilities of each proposed staff and each proposed firm (if firms are partnering), where staff are located geographically (and if in Vietnam, which city), and experience in Vietnam (required).

The proposal should explain/ include:

- Proposed staff have clearly defined roles and responsibilities and have the relevant experience for the work they are assigned to carry out this activity.
- Clear management plan in narrative form for the development, review, and submission of all associated deliverables, including a milestone schedule.

If the offeror is submitting a consortium-based proposal, the proposal should clearly state which firm will be the prime subcontract holder, describe the nature of the arrangement (i.e. added technical value of each partner), the division of labor among the partners, and the appropriate management controls to ensure successful delivery. If a firm submits a stand-alone proposal as a prime subcontract holder, they shall not join other firms in a consortium-based proposal, nor should any firm be part of more than one consortium.

Institutional Capacity / Past Performance (20 points) – Points for this section will be based on information presented in the corresponding section and any submitted reference projects.

The proposal should explain/ include:

- The experience, expertise, and capacity of the firm(s) to complete the work as described. This should also include past performance information for Vietnam or similar contexts performing services similar to those requested under this RFP.

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". Based on work with similar scopes and scales, we expect the budget to range from US\$ 40,000 to US\$ 50,000 (including Value Added Tax when applicable), thus firms should submit proposals that are both realistic and reasonable for this work, based on actual anticipated costs within the budget range.

Provided in Attachment C is a template for the Price and Deliverable Schedule, for firm fixed price awards. Offerors should complete the template to provide a budget breakdown following the format of unit rates being multiplied by quantities for all the labor and other direct costs and include an accompanying budget narrative which provides information on the costs included in the budget, including which staff are involved, what their rates and level of effort/days are anticipated, what assumptions are being made, what else 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 (i.e. the cost build up) and demonstrate cost reasonableness. All reference data and information must be made available for review.

It is important to note that Value Added Tax (VAT) shall be included on a separate line as applicable. 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. An award will be made based on the Trade Off Method which means 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 (e.g. valid business registration) upon the proposal submission.
2. Provide evidence of a Unique Entity ID (SAM) upon the proposal submission (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. Have adequate financial resources to finance and perform the work or deliver goods or the ability to obtain financial resources without receiving advance funds from DAI.
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 organization's audited financial statements, policies on subject matters, reference check or other reasonable information deemed relevant and necessary.

5.3 Note Regarding Parastatal Organizations

Under U.S. Government regulations USAID and USAID Vietnam Urban Energy Security are not able to fund parastatal organizations, even as second-tier subcontractors (partners). The USAID defines foreign government-owned parastatal organizations are "firms operated as commercial companies or other organizations -- including nonprofits-- or enterprises in which foreign governments or the foreign agencies have a controlling interest" (ADS Chapter 302). A controlling interest could include organizations where the largest single shareholder is a government entity.

6. Anticipated post-award Deliverables

Upon award of a subcontract, the deliverables and deadlines will be determined based on the Offeror's technical proposal and agreed upon during the contract negotiation stage. 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 fully comply with all the general terms and conditions specified, all applicable US federal government clauses included in this RFP and all applicable Vietnamese laws. The selected Offeror will be asked to sign all Representations and Certifications of Compliance listed in Attachment G upon award.

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: <https://www.usaid.gov/about-us/agency-policy/series-300/references-chapter/310maa>.

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. The current list of countries under comprehensive sanctions includes 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 a Unique Entity ID (SAM) to DAI. Without a 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 is contingent upon the winner providing a 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 a 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 a Unique Entity ID (SAM), see Attachment D - Instructions for Obtaining a Unique Entity ID (SAM)- DAI'S Vendors, Subcontractors. Obtaining a Unique Entity ID (SAM) may take up to 3 weeks or more. Therefore, offerors are strongly encouraged to initiate the process to obtain a Unique Entity ID (SAM) prior to submitting an offer. If an offeror is selected for award but does not have a Unique Entity ID (SAM), DAI reserves the right to deem the offeror ineligible for award or apply additional conditions in any resultant subcontract/purchase order.

For those not required to obtain a 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 or
- Email to Ethics@DAI.com
- USAID's Office of the Inspector General Hotline at hotline@usaid.gov.

By signing this proposal, the offeror confirms adherence to this standard and ensures that no attempts shall be made to influence DAI or Government staff through bribes, gratuities, facilitation payments, kickbacks or fraud. The offeror also acknowledges that violation of this policy may result in termination, repayment of funds disallowed by the corrupt actions and possible suspension and debarment by the U.S. Government.

10. Attachments

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

Scope of Work

Demonstrating a Business Model for Electric Bicycles Rental

BACKGROUND

As Vietnam experiences steep increases in energy demand and rising air pollution challenges, there is growing recognition that cleaner, more reliable sources of energy are needed and greater capital investment is necessary. USAID Vietnam Urban Energy Security (the Project) works closely with target cities (Danang and Ho Chi Minh City - HCMC) to improve enabling frameworks, mobilize investment, and increase the adoption of innovative solutions for advanced, distributed energy.

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 Project expects to achieve the following high-level results:

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

To achieve the third high-level expected result, the Project is implementing a range of activities: innovative pilots/ demonstrations are being funded through a competitive Innovation Challenge Fund (ICF); innovative solutions are being identified and piloted/ demonstrated outside the ICF process through discussions with city-level private and government stakeholders and research by the Project’s technical team; and selected innovators will receive tailored support to scale and/ or commercialize.

Innovators registered in Vietnam with solutions in the form of new technologies, practices, and business or financing models are being supported through the above activities. Solutions fall within the following categories: transportation, building efficiency, electricity generation, electricity delivery and management, and water efficiency. They must be piloted/ demonstrated in Danang and/ or HCMC.

ELECTRIC BICYCLES – THE POTENTIAL

The transport sector is the largest polluter in Vietnam. It represents 80.47% of all greenhouse gas (GHG) emissions. Transitioning the sector to a much greater reliance on green energy is crucial if the country is to achieve green growth goals such as net zero emissions by 2050, as committed to during COP26. The Government issued the Directive No. 03/CT-TTg on enhancing air pollution control in January 2021. This Directive requires many government agencies to take actions and establish collaborations to control air pollution and reduce its impact on the environment and on the population’s health. To this end, the Ministry of Transport is required to create national programs on the development of environmentally friendly transport modes, including electric vehicles, and on the encouragement of their use.

There are approximately 46 million motorbikes on Vietnam’s roads, with around 5.14 million motorbikes being registered annually between 2014-2020. Electrification of two-wheelers is a promising approach to reducing two-wheelers’ emissions. In addition, the number of electric two-wheelers (e2Ws) in the

country is on the rise. In 2020, e2Ws accounted for 8.3% of total two-wheeler sales compared to 4.9% in 2019, demonstrating momentum for electrification of the two-wheeler fleet in the country. Shifting from internal combustion engine (ICE) two-wheelers to e2Ws could also play an essential role in cutting GHG emissions, reducing air and noise pollution, mitigating climate change effects, meeting the net-zero emission target by 2050, and building a more sustainable transport system in Vietnam.

The term “two-wheelers” in Vietnam commonly refers to bicycles and motorcycles. As defined in Circular No. 66/2015/TT-BGTVT, electric bicycles are two-wheeled bicycles operated with an electric motor or with a pedal mechanism assisted by an electric motor, with maximum motor power of 250 W, maximum design speed (when operated by electric motor) of 25 km/h, and maximum vehicle weight (including the battery) of 40 kg. The demand for electric bicycles is increasing in urban areas for transport over relatively short distances and for exercise. Electric bicycles may also be of interest to the tourism sector e.g. hotels or companies offering short-term bicycle rentals in tourist locations. As cycling becomes more popular in Vietnam, the market potential for E-bicycles will increase.

Electric bicycles are an environmentally friendly transportation because they are being powered by lithium batteries, which have a longer life, are lighter and reduce emissions. Electric bicycles are being developed continuously which helps to control their performance easily and effectively. The ride becomes extremely comfortable and safe for riders, allowing them to feel they are on a normal bicycle.

The belief is that the demonstration of a business model for e-bike is an innovative solution and it can offer an alternative means of clean transport for city dwellers and tourists and can reduce the use of fossil fuels and emissions, but scaling has been slow because:

- There is a need to demonstrate the solution to assess its performance, for example in relation to the E-bicycles’ durability and the performance of the battery and smart application for better management and more convenience for customers.
- There is a need to further document evidence of the solution’s cost and benefit for e-bike business model (business to customer – B2C, business to business - B2B).
- There is a need to showcase/ demonstrate and promote the solution for the market.

To support HCMC and Danang achieve their energy efficiency targets, the Project seeks an offeror to demonstrate this innovative solution in HCMC or Danang.

OBJECTIVES

The Project seeks an offeror to demonstrate a business model for rental of Electric Bicycles.

The demonstration will comprise rental stations in either Danang and/ or HCMC at appropriate locations, with 100 e-bicycles for rent. The locations are likely to be in tourist spots and/ or areas with the potential for rentals, either short (hourly) or long term (e.g. weekly, monthly). These locations shall be representative of other locations where the solution could be rolled out in the future.

The demonstration will be of interest to multiple stakeholders including local government and the private sector e.g. organizations potentially interested in buying and then renting the E-bicycles. The demonstration of the solution aims to:

- Demonstrate that E-bicycle is an attractive form of transport for tourists and/or for city dwellers seeking an alternative form of transport (either for short term or longer-term use).
- Demonstrate that the solution (bicycle, battery, App, management software) works effectively.
- Demonstrate that the business model B2C (Business to Customer) and/or B2B (Business to Business) is workable.
- Demonstrate that rental stations can attract sufficient customers to represent a good investment.

Performance of the E-bicycles, management software(s) and app for end users will be tested. The implementation process, the business model, lessons, achievements, and challenges will be documented. The findings will be shared with appropriate stakeholders, including local authorities and potential customers. If the innovation is deemed to be appropriate for scaling and commercialization, the Project will support this through a separate process.

ANTICIPATED ACTIVITIES

The selected offeror is expected to carry out the following activities:

- Through research (desk research, in-person visits, meetings with site owners), develop a list of potential sites (minimum of five) in either Danang and/or HCMC.
- Based on the proposed list, select a potential site either in Danang and/or HCMC where the solution will be demonstrated, and agree terms and conditions with the site owners.
- Develop a technical proposal (see 'deliverables' for details)
- Demonstrate E-bicycles for rent and develop management software(s) and an app for end users that is integrated with smart phones.
- Advertise E-bicycle services on offer at the demonstration sites e.g. by targeting tourists and tourism companies.
- Collect data, monitor and report against a set of key performance indicators e.g. related to rental income and costs, emissions saved, performance of the technology etc. The indicators will be agreed with the Project and will be reflected in a Monitoring & Evaluation plan.
- Document lessons and results, including successes and challenges.
- Support the Project's independent MEL firm¹ and share information with the Project to document the implementation process, lessons, achievements, and challenges. Prepare progress and final reports.
- Support the Project to share the findings of the demonstration with relevant stakeholders e.g. by featuring in promotional materials and attending a number of workshops and exchange visits. Stakeholders at workshops are likely to include USAID, GVN, DOT and DOITs, and potential customers of the technology from HCMC and Danang.
- On an as-needed basis, provide inputs to the preparation of communications materials developed by the Project team, and organize site visits for high-level stakeholders and at the request of the Project.

TARGET BENEFICIARIES

The demonstration aims to benefit the following stakeholders:

- Department of Transport – mandated with promoting and finding alternative, clean transport options for citizens.
- Department of Industry and Trade – mandated with reducing city emissions.
- Potential companies interested in renting E-bicycles.

¹ 1) an independent Monitoring, Evaluation and Learning service provider

- Tourists and urban citizens looking for affordable, environmentally friendly transportation options.

EXPECTED TIMELINE AND DELIVERABLES

Implementation is expected to start in May 2023, for a maximum period of up to six (6) months subject to the Project extension by USAID. The offeror should propose a timeline and sequence of activities that aligns with their proposed technical approach. Deliverables will include:

- A report documenting the results/ analysis of survey findings related to identification of potential demonstration sites.
- A technical proposal that includes an executive summary, a need statement, i.e. what is the issue being addressed and why it matters, activities, methodology and expected outcomes i.e. financial of business model (IRR, NPV over 5 years), energy savings, emissions reductions; evaluation plan; and budget.
- A clear agreement detailing the terms and conditions with the site owners (and city authority, if any and if required) of the demonstration site (including but not limited to a description of the demonstration, the demonstration activities with tentative implementation timeline).
- At least 100 E-bicycles deployed for rent, an app for end users that is integrated with smart phones having functions such as activate/lock/GPS tracking, payment and operation instructions (in English and Vietnamese), etc. and management software(s) to demonstrate the business model (B2C and/or B2B).
- Bi-monthly progress narrative and financial progress reports as per an agreed template (number and timing of reports to be agreed with the Project).
- A completion report documenting activities, business model analysis, successes, lessons as per an agreed template.

All documents will be in English. If the agreement with the owners (and city authority, if any) of the demonstration site is in Vietnamese, the main body of the agreement must be translated into English.

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 VUES-036**

[Click here to enter text](#) issued on [Click here to enter text](#). Our attached proposal is for the total price of <Sum in Words (\$0.00 Sum in Figures) >.

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

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

We understand that our submission to DAI of the technical and price proposals constitutes an offer and indicates our agreement to the terms and conditions in this RFP 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

(Also include as an Excel Spreadsheet)

| | | | | | | | | | |
|---|-------------|-------------|----------------|-------------------|--|--|--|--|--|
| Subcontractor Name | | | | | | | | | |
| Firm Fixed Price Subcontract | | | | | | | | | |
| Activity | | | | | | | | | |
| Date | | | | | | | | | |
| Deliverable 1 | | | | | | | | | |
| Name | | | | | | | | | |
| Description | | | | | | | | | |
| Breakdown | Name | Rate | LOE | Amount | | | | | |
| | | | <i>in days</i> | | | | | | |
| Position 1 | | | | \$0.00 | | | | | |
| Position 2 | | | | \$0.00 | | | | | |
| Position 3 | | | | \$0.00 | | | | | |
| Travel & Other Direct Costs | | | | \$500.00 | | | | | |
| Subtotal Price of Deliverable 1 | | | | \$500.00 | | | | | |
| Deliverable 2 | | | | | | | | | |
| Name | | | | | | | | | |
| Description | | | | | | | | | |
| Breakdown | Name | Rate | LOE | Amount | | | | | |
| | | | <i>in days</i> | | | | | | |
| Position 1 | | | | \$0.00 | | | | | |
| Position 2 | | | | \$0.00 | | | | | |
| Position 3 | | | | \$0.00 | | | | | |
| Travel & ODCs | | | | \$1,000.00 | | | | | |
| Subtotal Price of Deliverable 2 | | | | \$1,000.00 | | | | | |
| Deliverable 3 | | | | | | | | | |
| Name | | | | | | | | | |
| Description | | | | | | | | | |
| Breakdown | Name | Rate | LOE | Amount | | | | | |
| | | | <i>in days</i> | | | | | | |
| Position 1 | | | | \$0.00 | | | | | |
| Position 2 | | | | \$0.00 | | | | | |
| Position 3 | | | | \$0.00 | | | | | |
| Travel & ODCs | | | | \$1,500.00 | | | | | |
| Subtotal Price of Deliverable 3 | | | | \$1,500.00 | | | | | |
| Overall Total before VAT | | | | \$3,000.00 | | | | | |
| VAT rate (as applicable for Vietnam) | | | | 10% | | | | | |
| VAT amount | | | | \$300.00 | | | | | |
| Overall Total after VAT | | | | \$3,300.00 | | | | | |

AF:
Offerors should list all proposed staff members who will take part in the work to be commissioned

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

| | | | | VAT (as applicable for Vietnam) | 10% | | |
|---|------------------|---|---|---------------------------------|-------------------|-----------------|-------------------|
| | Deliverable Name | Deliverable Description | Deliverable Required Documents | Due Date | Subtotal Price | VAT | Total |
| 1 | Name | Description | <i>This section should specify at least the following three points for each deliverable:</i> * Deliverable format (PPT, excel, word, etc) * Length (number of pages/slides) * Key contents: 1) 2) ... | XX/YY | \$500.00 | \$50.00 | \$550.00 |
| 2 | Name | Description | | XX/YY | \$1,000.00 | \$100.00 | \$1,100.00 |
| 3 | Name | Description | | XX/YY | \$1,500.00 | \$150.00 | \$1,650.00 |
| | | TOTAL inc. VAT (as applicable for Vietnam) | | | \$3,000.00 | \$300.00 | \$3,300.00 |

10.4 Attachment D: Instructions for Obtaining a Unique Entity ID (SAM) Number - DAI'S Vendors, Subcontractors

**INSTRUCTIONS FOR OBTAINING A Unique Entity ID (SAM)
DAI'S VENDORS, SUBCONTRACTORS & GRANTEES**

Note: There is a Mandatory Requirement for your Organization to Provide a 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 a 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 a 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 a 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 A Unique Entity ID (SAM).

Note: The determination of a successful offeror/applicant resulting from this RFP/RFQ/RFA is contingent upon the winner providing a Unique Entity ID (SAM) to DAI. Organizations who fail to provide a 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 a 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), a 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 a 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.
 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: Person icon -> Shield 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

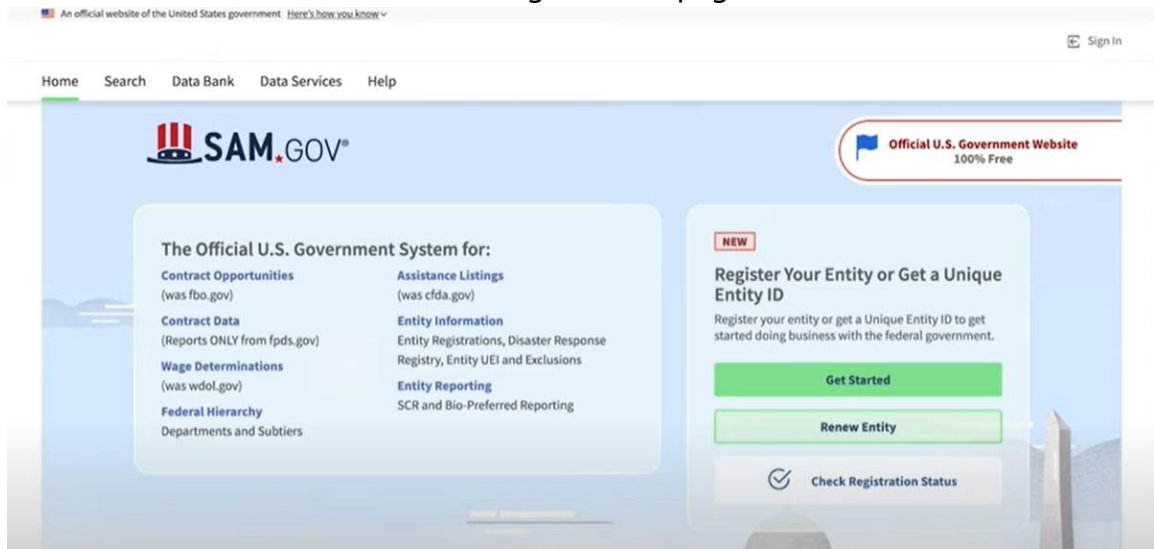
Create an account

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.”

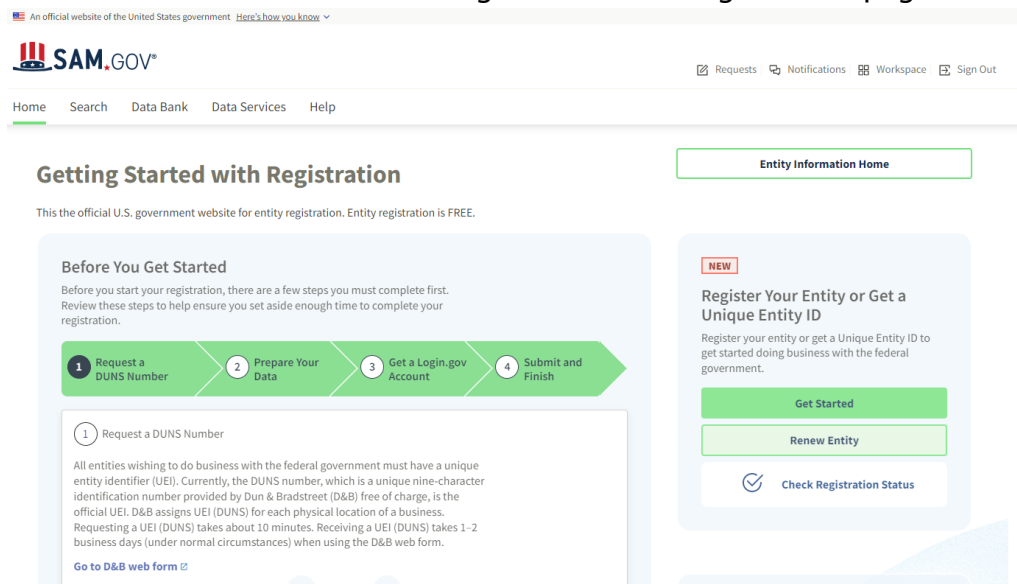
4. Click “DONE” on the confirmation page. You will receive an email confirming you have created a user account in SAM.
5. Click the validation link in the email that contains the activation code within 48 hours to activate your user account. If the email link is not hyperlinked (i.e., underlined or appearing 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.

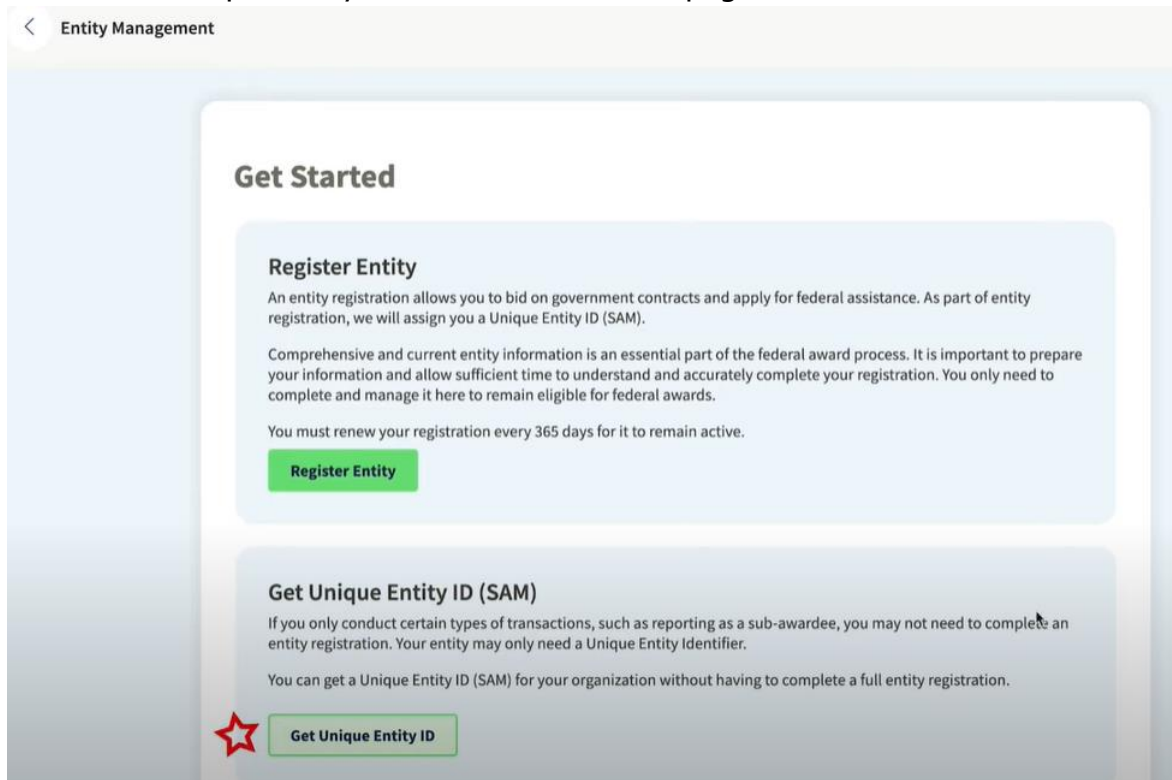
2. Once you have registered as a user, you can get a Unique Entity ID by selecting the “Get Started” button on the SAM.gov home page.



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



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



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 a 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 a 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

| | | | |
|--------|-------|------------------|-----------|
| 0 | 0 | 0 | 0 |
| ACTIVE | DRAFT | WORK IN PROGRESS | SUBMITTED |

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

Unique Entity ID

| | |
|--------|-------|
| 1 | 0 |
| ACTIVE | DRAFT |

System Accounts

| | | | | |
|--------|-------|----------------|---------|-------------|
| 1 | 0 | 0 | 0 | 0 |
| ACTIVE | DRAFT | CHANGE REQUEST | PENDING | DEACTIVATED |

Profile

Profile information area with icons for Downloads, Saved Searches, and 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 Unique Entity ID (SAM) 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 a **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. Please submit this along with summaries of relevant past works and links or files of your videos, infographics, and other visual materials.

| # | Project Title | Description of Activities | Location Province/ District | Client Name Address Tel #/Email | 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) 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 a 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.