

**USAID’s Trade Central Asia Activity (TCA)**

Request For Proposals (RFP)

No. RFP-TCA-KYR-23-0007

DEVELOPMENT AND PRODUCTION OF EXPORT REELS TO PROMOTE COUNTRY GUIDES DEVELOPED FOR THE NATIONAL INVESTMENT AGENCY UNDER THE PRESIDENT OF THE KYRGYZ REPUBLIC

Issue Date: December 8, 2023

**WARNING**: Prospective Offerors who have received this document from a source other than the TCA Project, located at 506/99, Seifullin ave. non-residential premises 6, BC Rixos, 2nd floor, office 201, Almaty, Kazakhstan, should immediately contact TCA\_procurement@dai.com and provide their name and mailing address in order that amendments to the RFP or other communications can be sent directly to them. Any prospective Offeror who fails to register their interest assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation will be issued and posted via email.

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](http://www.dai.ethicspoint.com). Further, any attempts by an offeror or subcontractor to offer inducements to a DAI employee to influence a decision will not be tolerated and will be grounds for disqualification, termination and possible debarment. See provision No. 11 for more details.

 Synopsis of the RFP

|  |  |
| --- | --- |
| RFP No.  | RFP-TCA-KYR-23-0007 |
| Issue Date | December 8, 2023 |
| Title | Development and production of export reels to promote country guides developed for the National Investment Agency under the President of the Kyrgyz Republic. |
| Issuing Office & Email/Physical Address for Submission of Proposals | Attn: Procurement Department, TCA ProjectTCA\_procurementINBOX@dai.com |
| Deadline for Receipt of Questions | December 15, 2023 |
| Deadline for Receipt of Proposals. | December 22, 2023 |
| Contact Person  | TCA\_procurement@dai.com – Procurement Manager |
| Anticipated Award Type | Firm Fixed Price Purchase Order. |
| Basis for Award | An award will be made based on the Lowest Price, Technically Acceptable Source Selection process. The award will be issued to the responsible Offeror submitting the lowest evaluated price that meets or exceeds the acceptability requirements for technical/non-cost factors described in this RFP.  |

# Introduction and Purpose

## Purpose

DAI Global LLC, (DAI) invites qualified offerors to submit proposals for the development and production of 12 Export Reels in Kyrgyz and Russian languages to promote and provide brief information on Country Guides of the selected target markets: United Arab Emirates, Saudi Arabia, Qatar, Japan, Republic of Korea, and Germany in accordance with the Country Guides and Market Briefs, see Attachment A for more details.

## Issuing Office

The Issuing Office above is the sole point of contact at DAI for purposes of this RFP. Any prospective offeror who fails to register their interest with this office assumes complete responsibility in the event that they do not receive direct communications (amendments, answers to questions, etc.) prior to the closing date.

## Type of Award Anticipated

DAI anticipates awarding a Firm Fixed Price Purchase Order. This subcontract type is subject to change during the course of negotiations.

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

# General Instructions to Offerors

## General Instructions

Proposals are due no later than December 22, 2023, 5 pm local Almaty, Kazakhstan time, to be submitted to the Issuing Office. Late offers will be rejected except under extraordinary circumstances at DAI’s discretion. DAI reserves the right not to evaluate a non-responsive or incomplete proposal. The completion of all RFP requirements in accordance with the instructions in this RFP and submission to DAI of the proposal will constitute an offer and indicate the Offeror’s agreement to the terms and conditions in this RFP and any attachments hereto. DAI reserves the right to enter into an agreement without discussion and/or negotiation; however, DAI also reserves the right to conduct discussions and/or negotiations, which among other things may require an Offeror(s) to revise its proposal. Issuance of this RFP in no way obligates DAI to enter into any agreement. All documents from the Offeror related to this RFP shall be in English or Russian. Offerors will not be reimbursed for any costs associated with the preparation or submission of their proposal. DAI shall in no case be responsible for liable for these costs.

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

Offerors shall submit proposals via procurement email to TCA\_procurementinbox@dai.com with the RFP number and RFP Title in the subject line.

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

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

Offerors shall:

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

## Proposal Cover Letter

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

* The Offeror will certify a validity period of 90 calendar days for the prices provided.
* Acknowledge the solicitation amendments received
* Acknowledge acceptance of DAI’s standard Purchase Order form
* Acknowledge having adequate financial resources to finance and perform the work or the ability to obtain financial resources without receiving advance funds from DAI.

## Questions regarding the RFP

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

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

# Instructions for the Preparation of Technical Proposals

Technical proposals shall include the following sections:

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

## Goods or Services Specified

For this RFP, DAI needs the goods and services described in detail in Attachment A.

**Offerors MUST NOT provide any goods and/or services that utilize** **telecommunications and video surveillance products from the following companies: Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company, or any subsidiary or affiliate thereof, in compliance with FAR 52.204-25.**

Final delivery is required within 16 weeks after signing the Purchase Order. It shall be understood that by that date, the Offeror would have met all the technical specifications or deliverables.

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

## Technical Acceptability Requirements

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

1. Offerors are required to meet or exceed the significant non-cost factors listed below:
	1. Offeror must possess a minimum of 4 years of relevant in-country experience in videography/animation/video editing.
	2. Offeror must have completed or have currently in progress a minimum of 3 projects in videography/animation/video editing.
	3. Offeror must have documented ability to meet required delivery time lines, as demonstrated through reference letters from prior clients.
	4. Offeror’s key personnel must possess strong and diverse portfolio showcasing experience and expertise in video production, including scriptwriting, filming, editing and post production, proficient in using video editing software and other necessary tools, as demonstrated through CVs of key personnel that will be involved in this assignment.

## Past Performance

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

# Instructions for the Preparation of Cost/Price Proposals

## Price Schedule

Provided in Attachment C is a template for the Price Schedule. Offerors shall complete the template including as much detailed information as possible.

It is important to note that Value Added Tax (VAT) shall be included on a separate line, and that delivery cost per kilometer (unit) and total delivery cost are included on their designated budget line. These products or services are 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.

# Required documents to Determine Responsibility

## General Responsibility

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

1. Provide evidence of the required business licenses/ state registrations to operate in the host country.
2. Evidence of a Unique Entity ID (SAM) number (explained below and instructions contained in Attachment D).
3. The source, origin and nationality of the products or services are not from a Prohibited Country (explained below).
4. Having adequate financial resources to finance and perform the work or deliver goods or the ability to obtain financial resources without receiving advance funds from DAI.
5. Ability to comply with required or proposed delivery or performance schedules.
6. Have a satisfactory past performance record.
7. Be qualified and eligible to perform work under applicable laws and regulations.

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/RFQ/RFA is contingent upon the winner providing a Unique Entity ID (SAM) DAI. Offerors who fail to provide a 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 an Unique Entity ID (SAM) - DAI’S Vendors, Subcontractors

For those not required to obtain an Unique Entity ID (SAM), see Attachment E: Self Certification for Exemption from Unique Entity ID (SAM) Requirement

# Basis of Award and Selection Process

## Basis of Award

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

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

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

## Selection Process

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

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

# 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>  and <https://datahelpdesk.worldbank.org/knowledgebase/articles/906519-world-bank-country-and-lending-groupsrespectively>

(An “advanced developing country” means any country categorized by the World Bank as an upper middle income country according to its gross national income per capita. Goods and services with an advanced developing country source or nationality are only eligible under 937 when the procurement is for a USAID program in that advanced developing country, i.e., it is the “cooperating” or “recipient” country).

**Geographic Code 110:** Goods and services from the United States, the independent states of the former Soviet Union, or a developing country, but excluding Prohibited Countries.

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

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

# Anticipated post-award Deliverables

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

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

|  |  |  |
| --- | --- | --- |
|  | **Deliverables** | **Due date** |
|  | Conduct pre-production process and create at least three general concepts for the Export Reels approved by NIA and TCA.Develop script and storyboard within the framework of a selected unified concept style of the Export Reels approved by NIA and TCA in e-format | TBD |
|  | Submit draft version of the Export Reels to NIA and TCA for feedback and comments | TBD |
| 1. 2.
 | Submit final version of Export Reels according to feedback and comments from NIA and TCA | TBD |

## Branding Implementation Plan and Marking Plan

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

# Inspection & Acceptance

The DAI Project Manager will inspect from time to time the services being performed to determine whether the activities are being performed in a satisfactory manner, and that all equipment or supplies are of acceptable quality and standards. The subcontractor shall be responsible for any countermeasures or corrective action, within the scope of this RFP, which may be required by the DAI Chief of Party as a result of such inspection.

# Compliance with Terms and Conditions

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

# 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 <https://oigportal.ains.com/eCasePortal>

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.

# Attachments

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

1. **BACKGROUND**

The goal of USAID’s Trade Central Asia (TCA) activity is to improve region-wide trade connectivity to accelerate economic growth and increase economic opportunity in Central Asia through harmonization of customs and border procedures, increasing public-private dialogue on trade and investment, improving cross-border firm-to-firm connectivity, and addressing gender-relevant trade issues. USAID Trade Central Asia activity will support women traders and businesses in the region by reviewing current trade policies and practices for bias against women and designing activities to help women overcome these challenges.

In accordance with the National Development Program of the Kyrgyz Republic until 2026, the National Investment Agency under the President of the Kyrgyz Republic (hereinafter NIA) will provide comprehensive support to companies with the highest export potential by providing access to trade information and resources. Along with this, NIA works to diversify export markets and promote domestic products to non-traditional markets.

TCA assisted with the development of Country Guides of six selected target markets in order to support the NIA. The selected target markets include United Arab Emirates, Saudi Arabia, Qatar, Japan, Republic of Korea, and Germany. The Country Guide is a comprehensive and structured information about selected target markets which aims to support exporters of the Kyrgyz Republic in planning their market penetration activities. Along with the Country Guides compiled in Russian and Kyrgyz languages TCA assisted with the development of six Market Briefs drawing on the Country Guides.

Considering that Country Guide is a huge document with value-added information required for foreign market it is necessary to develop an additional informational tool namely Export Reels to promote and lead local exporters towards using the Country Guide. Local exporters will be attracted to Country Guides through watching Export Reels on NIA’s website and YouTube channel and reading executive summaries in Market Briefs.

1. **Objective**

The main goal of this activity is development and production of 12 Export Reels in Kyrgyz and Russian languages to promote and provide brief information on Country Guides of the selected target markets: United Arab Emirates, Saudi Arabia, Qatar, Japan, Republic of Korea, and Germany in accordance with the Country Guides and Market Briefs. The Export Reels will be used to motivate and inspire exporters of the Kyrgyz Republic to get acquainted with Country Guides and acquire knowledge about export to these selected markets.

1. **Task**

The selected Vendor is expected to develop and produce Export Reels under the guidance of the local consultant assigned by TCA. The Export Reels/short video or animation should be based on Market Briefs (Annex 1).

The Vendor should perform the following tasks:

- Assign a focal point to work and communicate with the consultant, NIA and TCA.

- Conduct pre-production process and create at least three general concepts for the Export Reels for further review and coordination with the TCA consultant, NIA and TCA

- Develop the detailed structure and scenarios of the video/animation in collaboration with TCA consultant

- Prepare a storyboard, script, and previsualization of Export Reels within the framework of a selected unified concept style in coordination with the TCA consultant to be reviewed and approved by NIA and TCA

- Develop Export Reels in the form of short video reels or animation in high resolution in Kyrgyz and Russian languages based on Market Briefs (Annex 1) and with reference to Country Guides (can be provided upon request) if necessary;

- Submit Export Reels for review by NIA and TCA

- Modify and finalize the Export Reels in accordance with the feedback and comments from NIA and TCA

- Include appropriate USAID and NIA branding, disclaimers, and crediting for the produced video.

- Deliver the finalized Export Reels to NIA and TCA in digital format.

- Technical specifications should be as follows:

o use of 3D graphics elements, infographics, and an animated screensaver as necessary

o use of copyright-free music

o selection of professional announcers and dubbing of the video in Russian and Kyrgyz languages

o the voice-over speech must correspond to the video sequence, and be accompanied with the text in the video

o sound related technical characteristics (channels, format, bitrate) – stereo, 48 kHz, 16-bit

o applying color correction to the video if necessary

o video format – not lower than FULL HD (1920x1080)

o video file extension, encoder – MP4

o aspect ratio 16:9 without borders

o the duration of each Export Reel is up to 2 minutes (120 sec)

o video editing is done using professional licensed programs

o Export Reels must be recorded in several formats and be suitable for placement on the Internet information and telecommunications network, social networks, websites, and television

1. **DELIVERABLE AND ANTICIPATED PAYMENT TERMS**

The Selected Vendor will be responsible for the timely delivery of the following deliverables:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Deliverables** | **Due date** | **Payment terms \*\*\*** |
|  | Conduct pre-production process and create at least three general concepts for the Export Reels approved by NIA and TCA.Develop script and storyboard within the framework of a selected unified concept style of the Export Reels approved by NIA and TCA in e-format | TBD | 20% |
|  | Submit draft version of the Export Reels to NIA and TCA for feedback and comments | TBD | 40% |
| 1. 2.
 | Submit final version of Export Reels according to feedback and comments from NIA and TCA | TBD | 40% |
|  | Total:  |  | 100% |

\*\*\* This payment schedule is preliminary and must be agreed upon with the selected Supplier.

1. **Reporting**

Selected vendor will report to Gulmira Myrzakmat, USAID TCA Country Director in the Kyrgyz Republic.

## Attachment B: Proposal Cover Letter

[On Firm’s Letterhead]

<Insert date>

TO: Click here to enter text.

DAI Global LLC

Click here to enter text.

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

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

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

* We confirm that we are not providing 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
* We acknowledge the solicitation amendments received.
* We acknowledge acceptance of DAI’s standard Purchase Order form
* We acknowledge having adequate financial resources to finance and perform the work or deliver goods or the ability to obtain financial resources without receiving advance funds from DAI.

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

Yours sincerely,

Authorized Signature:

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

Name of Firm: Click here to enter text.

Address: Click here to enter text.

Telephone: Click here to enter text.

Email: Click here to enter text.

Company Seal/Stamp:

## Attachment C: Price Schedule

|  |
| --- |
| **Labor (including fringe, indirect, and fee)** |
| ***Deliverable 1. Conduct pre-production process and create at least three general concepts for the Export Reels approved by NIA and TCA.******Develop script and storyboard within the framework of a selected unified concept style of the Export Reels approved by NIA and TCA in e-format*** |
|  | **Labor Type/Position** | **Unit** | **Level of Effort**  | **Rate per Hour, KGS** | **Total, KGS** |
| 1 | Project Manager | Hours |  |  |  |
| 2 | Other – please, specify | Hours |  |  |  |
| 3 | Other – please, specify | Hours |  |  |  |
| 4 | Other – please, specify | Hours |  |  |  |
|  | \*\*\* if required, please add as many lines here as necessary. |  |  |  |  |
| **Total Deliverable 1.** |  |  |  |
| ***Deliverable 2. Submit draft version of the Export Reels to NIA and TCA for feedback and comments*** |
|  | **Labor Type/Position** | **Unit** | **Level of Effort**  | **Rate per Hour, KGS** | **Total, KGS** |
| 1 | Project Manager | Hours |  |  |  |
| 2 | Other – please, specify | Hours |  |  |  |
| 3 | Other – please, specify | Hours |  |  |  |
| 4 | Other – please, specify | Hours |  |  |  |
|  | \*\*\* if required, please add as many lines here as necessary. |  |  |  |  |
| **Total Deliverable 2** |
| ***Deliverable 3. Submit final version of Export Reels according to feedback and comments from NIA and TCA*** |
|  | **Labor Type/Position** | **Unit** | **Level of Effort**  | **Rate per Hour, KGS** | **Total, KGS** |
| 1 | Project Manager | Hours |  |  |  |
| 2 | Other – please, specify | Hours |  |  |  |
| 3 | Other – please, specify | Hours |  |  |  |
| 4 | Other – please, specify | Hours |  |  |  |
|  | \*\*\* if required, please add as many lines here as necessary. |  |  |  |  |
| **Total Deliverable 3** |
| **VAT** |
| **GRAND TOTAL (Deliverable 1,2,3+VAT)** |  |  |  |

## Attachment D: Instructions for Obtaining a Unique Entity ID (SAM) - DAI’S Vendors, Subcontractors

## Attachment E: Self Certification for Exemption from Unique Entity ID (SAM) Requirement

## Attachment F: Past Performance Form

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

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

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| # | Project Title  | Description of Activities | LocationProvince/District | Client Name/Tel No  | Cost in US$ | Start-EndDates | 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 |  |  |  |  |  |  |  |  |  |

## Attachment G: Representations and Certifications of Compliance

1. Federal Excluded Parties List - The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.
2. Executive Compensation Certification- FAR 52.204-10 requires DAI, as prime contractor of U.S. federal government contracts, to report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS)
3. Executive Order on Terrorism Financing- The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor/Recipient to ensure compliance with these Executive Orders and laws. Recipients may not engage with, or provide resources or support to, individuals and organizations associated with terrorism. No support or resources may be provided to individuals or entities that appear on the Specially Designated Nationals and Blocked persons List maintained by the US Treasury (online at [www.SAM.gov](http://www.SAM.gov)) or the United Nations Security Designation List (online at: http://www.un.org/sc/committees/1267/aq\_sanctions\_list.shtml). 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 DAII with a disclosure statement describing this information.
7. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
8. Equal Opportunity – The Bidder certifies that it does not discriminate against any employee or applicant for employment because of age, sex, religion, handicap, race, creed, color or national origin.
9. Labor Laws – The Bidder certifies that it is in compliance with all labor laws..
10. Federal Acquisition Regulation (FAR) – The Bidder certifies that it is familiar with the Federal Acquisition Regulation (FAR) and is in not in violation of any certifications required in the applicable clauses of the FAR, including but not limited to certifications regarding lobbying, kickbacks, equal employment opportunity, affirmation action, and payments to influence Federal transactions.
11. Employee Compliance – The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of an DAI Purchase Order to comply with the provisions of the resulting Purchase Order and with all Federal, State, and local laws and regulations in connection with the work associated therein.

By submitting a proposal, offerors agree to fully comply with the terms and conditions above and all applicable U.S. federal government clauses included herein, and will be asked to sign these Representations and Certifications upon award.

## Attachment I: Full Terms of Contract

## Attachment J: Proposal Checklist

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

Have you?

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

Does your proposal include the following?

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

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

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

[ ]  Documents use to determine Responsibility

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

[ ]  Past Performance *(use template in Attachment F)*