



## **USAID's Khyber Pakhtunkhwa Governance (KPG) Project**

### **Request for Proposals (RFP)**

**No. (KPG-PESH-18-0047)**

### **Improving Effectiveness and Efficiency of Rescue 1122 Services in KP**

**Issue Date: (June 13, 2018)**

**WARNING:** Prospective Bidders who have received this document from a source other than the KPG Office at B of I-E (North) Ali Plaza, 1st Floor, Jinnah Avenue, Blue area Islamabad or in electronic format at [KPGProcurement@dai.com](mailto:KPGProcurement@dai.com) should immediately contact KPG Islamabad office and provide their name and mailing address so that amendments to the RFP or other communications can be sent directly to them. Any prospective Bidder 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 all the Bidders on their mail address or electronically.

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**1. Synopsis of the RFP**

1. RFP No.	<b>KPG-PESH-18-0047</b>
2. Issue Date	<b>June 13, 2018</b>
3. Title	<b>Improving Effectiveness and Efficiency of Rescue 1122 Services in KP</b>
4. Issuing Office & Email/Physical Address for Submission of Proposals	Attn: Procurement Department, Khyber Pakhtunkhwa Governance (KPG) Project, B of 1-E (North), Ali Plaza, 1st Floor, Jinnah Avenue, Blue Area, Islamabad – Pakistan. <a href="mailto:KPGProcurement@dai.com">KPGProcurement@dai.com</a>
5. Deadline for Receipt of Questions	<p>Questions regarding the RFP should only be sent to <a href="mailto:KPGQueries@dai.com">KPGQueries@dai.com</a> by <b>05:00 P.M. Pakistan Standard Time (PST) on June 20, 2018</b>. DAI will respond to all Bidders who will submit queries on this email after closing question deadline. Questions sent on email address other than <a href="mailto:KPGQueries@dai.com">KPGQueries@dai.com</a> will not be responded.</p> <p>Each Bidder 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 and must be submitted in writing delivered to the Issuing Office, no later than the date specified above. All questions received via email <a href="mailto:KPGQueries@dai.com">KPGQueries@dai.com</a> will be compiled and answered in writing and distributed to all interested Bidders.</p>
6. Deadline for Receipt of Proposals	<p>The proposals (Technical &amp; Financial) are to be submitted by <b>05:00 P.M. Pakistan Standard Time (PST) on June 25, 2018</b> electronically on <a href="mailto:KPGProcurement@dai.com">KPGProcurement@dai.com</a> or in sealed envelope at B of 1-E (North) Ali Plaza, 1st Floor, Jinnah Avenue, Blue area Islamabad, Pakistan.</p> <p>For electronic submissions at <a href="mailto:KPGProcurement@dai.com">KPGProcurement@dai.com</a>, attachment size to an email should not exceed 10MB. If the attachments are more than 10MB in size, electronic submissions should be made through multiple emails with attachment size less than 10MB in each email.</p> <p>Financial proposals opening date, time and venue will be communicated to all bidders after receipt of proposals, through an invitation to all bidders who submitted proposals.</p>
7. Point of Contact	<a href="mailto:KPGQueries@dai.com">KPGQueries@dai.com</a> – Procurement Department
8. Anticipated Award Type	DAI anticipates issuing a <b>Firm Fixed Price Purchase Order/Subcontract</b> . Issuance of this RFP in no way obligates DAI to award a subcontract or purchase order and Bidders will not be reimbursed for any costs associated with the preparation of their bid.

<b>9. Basis for Award</b>	An award will be made based on the <b>Trade Off Method</b> . The award will be issued to the responsible and reasonable Bidder who provides the best value to DAI and its client using a combination of technical and cost/price factors.
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## 2. Introduction and Purpose

### 2.1 Purpose

DAI, the implementer of “USAID’s Khyber Pakhtunkhwa Governance Project” invites qualified Bidders to submit technical and financial proposals for “Improving Effectiveness and Efficiency of Rescue 1122 Services in KP” in support of program implementation.

The issuing office and contact person noted in the above synopsis are the sole points of contact at DAI for the purposes of this RFP. Any prospective Bidder 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.

### 2.2 Type of Award Anticipated

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

A Firm Fixed Price Purchase Order/Subcontract is: An award for a total firm fixed price 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. Bidders are expected to include all costs, direct and indirect, into their total proposed price.

## 3. General Instructions to Bidders

### 3.1 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.

Bidders wishing to respond to this RFP must submit proposals, in English, in accordance with the following instructions. Bidders are required to review all instructions and specifications contained in this RFP. Failure to do so will be at the Bidder’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. Bidders 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.

The proposals (Technical & Financial) are to be submitted by **05:00 P.M. Pakistan Standard Time (PST) on June 25, 2018** electronically on [KPGProcurement@dai.com](mailto:KPGProcurement@dai.com) or in sealed envelope at DAI KPG, B of 1-E (North) Ali Plaza, 1st Floor, Jinnah Avenue, Blue area Islamabad. Proposals submitted in hard copy or electronically (via email) should state the RFP number and the title of the activity at the right corner of the envelope or in the subject line of the email.

Late offers will be rejected except under extraordinary circumstances at DAI’s discretion. All proposals submitted in hardcopy shall be sealed and labeled with the RFP Number.

The submission to DAI of a proposal in response to this RFP will constitute an offer and indicates the Bidder’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.

### 3.2 Proposal Cover Letter

A cover letter shall be included with the proposal on the Bidder’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 Bidder will certify a validity period of **Six (06) months** for the prices provided.
- Acknowledge the solicitation amendments received.
- DUNS number and NTN Number (related documentary proof should be attached – See 8.3 for more).

### 3.3 Questions regarding the RFP

Each Bidder 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 or in writing to the issuing office as specified in the synopsis above. No questions will be answered by phone. Any verbal information received from a DAI or KPG 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 received this RFP after the submission date specified in the Synopsis above.

## 4. Instructions for the Preparation of Technical Proposals

Technical proposals shall be sealed in a separate envelope from cost/price proposals, and shall be clearly labeled as “VOLUME I: TECHNICAL PROPOSAL – RFP Number and Title”. For electronic submission through email, please mention the following in subject line “VOLUME I: TECHNICAL PROPOSAL – RFP Number and Title”.

### Technical proposal

#### **Part A - Development and Customization of Standard Operating Procedures (SOPs)**

Technical proposals shall include the following contents:

- A. **Technical Approach** – The technical approach should be a maximum of 5 pages, which should include: (1) how the Bidder plans to deliver the Scope of Work (Attachment A); (2) a work plan outlining how the Bidder is going to provide specified services within timelines; (3) CVs or relevant experiences of key staff positions for this assignment.
- B. **Management approach** – The management approach should provide the number and type of staff the Bidder plans to assign to this assignment. This will include SOPs development as well as printing. The Bidder should highlight the specific, relevant qualifications of each staff assigned for this assignment, particularly: (1) staff with experience in developing SOPs especially related to Rescue organization; (2) staff with knowledge of or experience of working with the Rescue organization.
- C. **Past Performance** – This section should include details of at least three (03) 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 description of work performed, the duration of the work, 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 D.

#### **Part B – Training Manual, IEC Materials and Training Videos**

Technical proposals shall include the following contents:

- D. **Technical Approach** – The technical approach should be a maximum of 5 pages, which should include: (1) how the Bidder plans to deliver the Scope of Work (Attachment A); (2) a work plan outlining how the Bidder is going to provide specified services within timelines; (3) CVs or relevant experiences of key staff positions for this assignment.
- E. **Management approach** – The management approach should provide the number and type of staff the Bidder plans to assign to this assignment. This will include development of training manuals, IEC materials and training videos. The Bidder should highlight the specific, relevant qualifications of each staff assigned for this assignment, particularly: (1) staff with experience in developing training manuals, IEC materials and training videos related to Rescue

organization; (2) staff with knowledge of or experience of working with the Rescue organization.

- F. Past Performance** – This section should include details of at least three (03) 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 description of work performed, the duration of the work, 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 D.

### **Part C – Production and Airing of 30 minutes Talk Show in Rescue 1122 in KP**

Technical proposals shall include the following contents:

- G. Technical Approach** – The technical approach should be a maximum of 5 pages, which should include: (1) how the Bidder plans to deliver the Scope of Work (Attachment A); (2) a work plan outlining how the Bidder is going to provide specified services within timelines; (3) CVs or relevant experiences of key staff positions for this assignment.
- H. Management approach** – The management approach should provide the number and type of staff the Bidder plans to assign to this assignment. This will include production of TV talk show. The Bidder should highlight the specific, relevant qualifications of each staff assigned for this assignment, particularly: (1) staff with experience in producing / conducting TV talk show related to Rescue organization; (2) staff with knowledge of or experience of working with the TV talk show production.
- I. Past Performance** – This section should include details of at least three (03) 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 description of work performed, the duration of the work, 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 D.

### **Part D – Capacity Building Training for Rescue Staff**

Technical proposals shall include the following contents:

- J. Technical Approach** – The technical approach should be a maximum of 5 pages, which should include: (1) how the Bidder plans to deliver the Scope of Work (Attachment A); (2) a work plan outlining how the Bidder is going to provide specified services within timelines; (3) CVs or relevant experiences of key staff positions for this assignment.
- K. Management approach** – The management approach should provide the number and type of staff the Bidder plans to assign to this assignment. This will include development and conducting subject training. The Bidder should highlight the specific, relevant qualifications of each staff assigned for this assignment, particularly: (1) staff with experience in conducting subject trainings related to Rescue organization; (2) staff with knowledge of or experience of working with the Rescue organization.
- L. Past Performance** – This section should include details of at least three (03) 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 description of work performed, the duration of the work, 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 D.

In addition to meeting the Scope of Work / Technical Specifications listed in Attachment A, Bidders are required to meet or exceed the non-cost factors listed below:

1. Bidder must possess at least five years of relevant in-country experience, preferably assignments completed in KP Province.
2. Bidder must have supplied similar related services to USAID or other donors such as DFID, EU, GIZ, and UN etc. in the last three years.
3. Bidder must submit at least three references preferably of similar nature of services specifically under a donor funded project.
4. Bidder must have documented ability to meet required delivery time lines, as demonstrated through reference letters from prior clients.
5. Bidder must have required business licenses to operate in the host country. Income/Sales tax registrations with valid FBR certificates and any other relevant department registration that apply to provide the required services.

#### 4.1 Services Specified

For this RFP, DAI is in need of services described in Attachment A (Scope of Work for Services) and Attachment C (Price Schedule).

#### 4.2 Technical Evaluation Criteria

Each proposal will be evaluated and scored against the evaluation criteria and evaluation sub-criteria, which are stated in the table below. Cost/ Price proposals are not assigned points, but for overall evaluation purposes of this RFP, technical evaluation factors other than price, when combined, are considered "significantly more important than" cost/price factors.

All proposals received will be evaluated against the evaluation criteria and scored. The technical score will determine if they are qualified or not. In the event that DAI decides to hold a Competitive Range under this procurement, the minimum qualifying score shall be **60 points**.

#### 4.3 Technical Evaluation Criteria

##### For all Parts: A, B, C and D

Evaluation Criteria	Evaluation Sub-criteria (if needed)	Maximum Points
Technical Approach	See Section 4.	50 points
Management Approach	See Section 4.	30 points
Past Performance	See Section 4.	20 points
<b>Total Points</b>		100 points

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

### 5.1 Cost/Price Proposals

Cost/Price proposals shall be sealed in a separate envelope from technical proposals, and shall be clearly labeled as "VOLUME II: COST/PRICE PROPOSAL – RFP Number and Title". For electronic submission through email, please mention the following in subject line "VOLUME II: COST/PRICE PROPOSAL – RFP Number and Title".

Descriptions for cost should include details of how those costs are comprised, including costs for labor, transportation, printing, communications, etc. Please be as specific as possible, and provide a budget narrative/separate budget template if necessary.

It is important to note that General Sales Tax on provision of Services is to be included on a separate line, if applicable. DAI will deduct the withholding tax as per applicable rules and laws of Pakistan.



The Bidder 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.

## 5.2 Financial Proposal Evaluation

- 1) Financial Proposal evaluation will be conducted by DAI. The Price evaluation will include all labor costs, transportation, lodging, duties, taxes and all other relevant expenses required to perform the Scope of Work.
  - o In cases of discrepancy between the cost/price quoted in Words and in Figures, the lower of the two will be considered.
  - o In evaluation of the price of equipment and services which are subject to excise duty, sales tax, income tax or any other tax or duty levied by the Government, the price will be shown separately on proposal.
- 2) DAI will not be responsible for any erroneous calculation of tax rates or any subsequent changes in rates or structure of applicable taxes. All differences arising out as above shall be fully borne by the Successful Bidder.
- 3) Financial proposal should include budget notes and other relevant details.

Bidders should include General Sales Tax (GST), (if applicable) as separate line item on the proposal. **KPG will provide GST and customs exemption certificate issued by Economics Affairs Division (EAD), instead of money for GST and customs amount to the successful bidder, in compliance with the Pakistan Enhanced Partnership Agreement (PEPA) between Islamic Republic of Pakistan and United States of America. USAID is exempted of paying GST and customs on all purchases.** In addition, Bidders are expected to include the expenses for logistics i.e. accommodation, transportation and other related expenses in the Financial Proposal.

## 6. Basis of Award

### 6.1 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 Bidder whose proposal provides the best value to DAI. DAI may also exclude an offer from consideration if it determines that a Bidder is "not responsible", i.e., that it does not have the management and financial capabilities required to perform the work required.

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

DAI may award to a Bidder without discussions. Therefore the initial offer **must contain the Bidder's best price and technical terms.**

### 6.2 Responsibility Determination

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

- 1) Provide copies of the required business licenses to operate in the host country (Pakistan) including company registration with relevant authorities, Income/Sales tax registrations with valid FBR certificates.
- 2) The source, origin and nationality of the products or services are not from a Prohibited Country (explained below at **Section 9.2**).
- 3) Complete profile of the organization.
- 4) Having adequate financial resources to finance and perform the work or deliver services 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, evidence of services completion note of similar nature assignment preferably under USAID funded projects.
- 7) Have a satisfactory record of integrity and business ethics.
- 8) Have the necessary organization, experience, accounting and operational controls and technical skills.

- 9) Submission of undertaking that the firm is not blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private in full compliance of the execution schedule and delivery period mentioned in proposal document.
- 10) Be qualified and eligible to perform work under applicable laws and regulations.

**Note:** Verifiable documentary proof for all above requirements and criteria points are mandatory requirement and marks will be awarded on the basis of these verifiable proofs.

#### **7. Anticipated Post-Award Deliverables**

Upon award of a subcontract or purchase order, the deliverables and deadlines detailed in the below table will be submitted to DAI. The Bidder should provide proposed costs per deliverable in the Price Schedule. All of the deliverables outlined in the table below must be submitted to and approved by DAI before payment processing.

**PART - A**

No.	Description	Deliverable Due Date
	<b>Work Plan</b>	
1	Submission of Work Plan / Inception Report: Methodology/approaches, and timelines associated with Part - A.	05 Calendar Days after Award
	<b>Development of SOPs</b>	
2	Draft version of SOPs including:	30 Calendar Days after Award
	A. Communication Strategy	
	B. Planning and Implementation Strategy	
	C. M&E Strategy	
	D. HR Strategy	
	<b>Submission and Approval of SOPs</b>	
3	Final version of SOP including:	40 Calendar Days after Award
	A. Communication Strategy	
	B. Planning and Implementation Strategy	
	C. M&E Strategy	
	D. HR Strategy	

**PART – B1**

No.	Description	Deliverable Due Date
	<b>Work Plan</b>	
1	Submission of Work Plan / Inception Report: Methodology/approaches, and timelines associated with Part - B	05 Calendar Days after Award
	<b>Development of Customized Training Manual</b>	
2	Draft version of Training Manual including:	30 Calendar Days after Award
	A. Mass Emergency	
	B. Medical Emergency	
	C. Water Born Search and Rescue Operations	
	<b>Submission and Approval of Training Manual</b>	
3	Final version of Training Manual including:	40 Calendar Days after Award
	A. Mass Emergency	
	B. Medical Emergency	
	C. Water Born Search and Rescue Operations	

**PART – B2**

No.	Description	Deliverable Due Date
	<b>Work Plan</b>	
1	Submission of Work Plan / Inception Report: Methodology/approaches, and timelines associated with Part – B2	05 Calendar Days after Award
	<b>Designing and Printing of Information Education Communication (IEC)Materials</b>	
2	Draft version of Information Education Communication (IEC)Materials:	20 Calendar Days after Award
	A. Information Posters	
	B. information pamphlets	
	<b>Submission and Approval of Training Manual</b>	
3	Final version of Information Education Communication (IEC)Materials:	30 Calendar Days after Award
	A. Information Posters	
	B. information pamphlets	

**PART – B3**

No.	Description	Deliverable Due Date
	<b>Work Plan</b>	
1	Submission of Work Plan / Inception Report: Methodology/approaches, and timelines associated with Part –B3	05 Calendar Days after Award
	<b>Designing of Customized Demonstrative Videos</b>	
2	Draft version of Customized Demonstrative Videos:	30 Calendar Days after Award
	A. Short customized video (approximately of 10 minutes) on the topic of First Aid (Cardiopulmonary Resuscitation, Electric Shocks etc.)	
	B. Short customized video (approximately of 10 minutes) on the topic of Mass Emergencies (Building Collapsed, Fire Eruption, Earthquake)	
	C. Short customized video (approximately of 10 minutes) on the topic of Water Born Search & Rescue Operation	
	<b>Submission and Approval of Training Manual</b>	
3	Final version of Training Manual including:	40 Calendar Days after Award
	A. Short customized video (approximately of 10 minutes) on the topic of First Aid (Cardiopulmonary Resuscitation, Electric Shocks etc.)	
	B. Short customized video (approximately of 10 minutes) on the topic of Mass Emergencies (Building Collapsed, Fire Eruption, Earthquake)	
	C. Short customized video (approximately of 10 minutes) on the topic of Water Born Search & Rescue Operation	

**PART – C**

No.	Description	Deliverable Due Date
	<b>Work Plan</b>	
1	Submission of Work Plan / Inception Report: Methodology/approaches, and timelines associated with Part –C	05 Calendar Days after Award
	Organizing TV Talk Show for Public Awareness related to Emergency Services of Rescue 1122	
2	Script and contents of TV talk show related to Recue 1122 functions.	10
3	Soft copy/recording of TV Talk Show (approximately of 30 minutes).	30

**PART – D**

No.	Description	Deliverable Due Date
	<b>Work Plan</b>	
1	Submission of Work Plan / Inception Report: Methodology/approaches, and timelines associated with Part –D	05 Calendar Days after Award
	Capacity Building Training for Rescue Staff	
2	Approved Training Materials related to training on National Examination Board in Occupational Safety and Health (NEBOSH)	40 Calendar Days after Award
	Training Report including pre & post evaluation of the training	
	Attendance Sheet	
	Photo and recording of the training	

**8. 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 services are of acceptable quality and standards. The Bidder shall be responsible for any counter-measures 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.

**9. Compliance with Terms and Conditions**

**9.1 General Terms and Conditions**

Bidders agree to comply with the general terms and conditions for an award resulting from this RFP. The selected Bidder shall comply with all Representations and Certifications of Compliance listed in Attachment E.

**9.2 Source and Nationality**

Under the authorized geographic code for its contract DAI may only procure 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/sites/default/files/documents/1876/310maa.pdf> and  
<https://www.usaid.gov/sites/default/files/documents/1876/310mab.pdf> respectively.

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

***By submitting a proposal in response to this RFP, Bidders 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.***

### 9.3 Data Universal Numbering System (DUNS)

There is a **mandatory** requirement for your organization to provide a DUNS number to DAI. The Data Universal Numbering System is a system developed and regulated by Dun & Bradstreet (D&B) that assigns a unique numeric identifier, referred to as a "DUNS number" to a single business entity. Without a DUNS number, DAI cannot deem a Bidder "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 Bidder/applicant resulting from this RFP/RFQ/RFA is contingent upon the winner providing a DUNS number to DAI. Bidders who fail to provide a DUNS number will not receive an award and DAI will select an alternate Bidder.

All U.S. and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of **US\$30,000** and above **are required** to obtain a DUNS number prior to signing of the agreement. Organizations are exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. DAI requires that Bidders sign the self-certification statement if the Bidder claims exemption for this reason.

For those required to obtain a DUNS number, please email [KPGQueries@dai.com](mailto:KPGQueries@dai.com) for "**Instructions for Obtaining a DUNS Number - DAI'S Vendors, Subcontractors.**"

For those not required to obtain a DUNS number, please email [KPGQueries@dai.com](mailto:KPGQueries@dai.com) for the "**Self Certification for Exemption from DUNS Requirement**" form.

### 9.4 Mandatory Vetting

Pursuant to AIDAR 752.204-71, all recipients of DAI Pakistan awards above **US\$25,000** must comply with vetting requirements of all key individuals under the given award. No cash or in-kind disbursements will be provided until the recipient organization and all key individual(s) under the organization have passed vetting. The purpose of vetting is to mitigate the risk that USAID funds and other resources do not, even inadvertently provide support or benefit individual or entities that are terrorists, supporters of terrorists or affiliated with terrorists. **The selected vendor will provide information and documents for Partner Identification Form (PIF); Scan copies of the registration of business, form-A/Form-29/Partnership deed etc. (whichever is applicable based on business registration) and scan copies of CNIC/Passport of Key individuals.**

## 10. Procurement Ethics

Neither payment nor preference shall be made by either the Bidder, or by any DAI staff, in an attempt to affect the results of the award. DAI treats all reports of possible fraud/abuse very seriously. Acts of fraud or corruption will not be tolerated, and DAI employees and/or subcontractors/grantees/vendors who engage in such activities will face serious consequences. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Bidder or the DAI staff may report violations to the **Toll-Free Ethics and Compliance Anonymous Hotline at +1 855-603-6987, via the DAI website, or via email to [ethics@dai.com](mailto:ethics@dai.com)**. DAI ensures anonymity and an unbiased, serious review and treatment

of the information provided. Such practice may result in the cancellation of the procurement and disqualification of the Bidder's participation in this, and future, procurements. Violators will be reported to USAID, and as a result, may be reported to the U.S. Department of Justice to be included in a Restricted Parties list, preventing them from participating in future U.S. Government business.

USAID/Pakistan has, in cooperation with the USAID Office of Inspector General, established the Anti-Fraud Hotline to provide an avenue for the reporting of fraud, waste, and abuse which may be associated with USAID funded projects in Pakistan. Complaints are handled with complete confidentiality and individuals are encouraged to report when corruption, fraud, waste or abuse may exist in the USAID/Pakistan projects. **Reports can be filed anonymously via the easy-to-use Hotline (toll free number 0800 84700); e-mail at [complaints@anti-fraudhotline.com](mailto:complaints@anti-fraudhotline.com) ; fax at 021-35390410; postal address at 5-C, 2nd Floor Khayban-e-Ittehad, Phase VII, DHA, Karachi, Pakistan; and on the website [www.anti-fraudhotline.com](http://www.anti-fraudhotline.com).**"

Bidders must provide full, accurate and complete information in response to this solicitation. The penalty for materially false responses is prescribed in Section 1001 of Title 18 of the United States Code.

In addition, DAI takes the payment of USAID funds to pay Terrorists, or groups supporting Terrorists, or other parties in exchange for protection very seriously. Should the Terrorist, groups or other parties attempt to extort/demand payment from your organization you are asked to immediately report the incident to DAI's Ethics and Compliance Anonymous Hotline at the contacts described in this clause.

By submitting a Bidder, Bidders certify that they have not/will not attempt to bribe or make any payments to DAI employees in return for preference, nor have any payments with Terrorists, or groups supporting Terrorists, been attempted.

## **11. Attachments**

### **11.1 Attachment A: Scope of Work for Services**

#### **Improving Effectiveness and Efficiency of Rescue 1122 Services in KP**

##### **Background:**

KP Rescue 1122 works to mitigate disaster and reduce risks by providing rescue and relief services to community members with a focus on specialized assistance for vulnerable populations. The goal of KP Rescue 1122 is to create safer communities through the establishment of an effective system for emergency preparedness, response and prevention. Rescue 1122 focuses on prevention and mitigation of fire, medical and life safety hazards providing community members with pre-hospital medical service via ambulances manned with emergency medical technicians (EMTs), firefighting, search and rescue, and skilled disaster emergency rescue teams 24 hours a day, seven days a week. According to figures provided by the Emergency Rescue Service 1122 headquartered in Peshawar, its personnel responded to 92,000 medical emergencies, 34,000 traffic accidents, 5,000 incidents of fire, 498 bomb explosions, 4,000 crime situations, 500 building collapses and 3,600 cases of drowning in 2017.

KP Rescue 1122 were the first responders to major terrorist attacks including the Army Public School and College in Peshawar, the Bacha Khan University in Charsadda and the Pakistan Air Force base in Badaber. Its' staff also provided much needed emergency services in a score of other bomb explosions in Peshawar including those targeting Meena Bazaar, Chowk Yadgar, Sarafa Bazaar, Nauthia, Iranian Consulate, etc. Whether it was the bombing of a church, mosque, Imambargah or any other public place, Emergency Rescue Service 1122 was the first to reach the site of the attack to provide first aid, shift the injured to the hospitals, retrieve the bodies and offer other help. The uniformed members of the organization are a symbol of hope and resiliency for the community.

In order to improve emergency response, KP Rescue 1122 has developed a training wing to provide comprehensive training for government departments, private organizations, schools, colleges, universities and community groups to reduce risk and improve response to emergency situations. To date the KP Rescue 1122 training wing has trained more than 100,000 people, primarily college and university students, to provide first aid and to respond to emergencies. Specialized trainings including emergency medical training, firefighting, collapse structure search & rescue, high angle & confined space rescue, water rescue and other emergency management skills have also been provided to personnel of the army, police, National Highway Authority, international organizations, Levies and Khassadars Forces from FATA, and others.

##### **Purpose of the Interventions:**

KP Rescue 1122 in Peshawar has performed remarkably well given its limited resources, however certain challenges exist that are affecting the efficiency and effectiveness of emergency rescue services in KP. Keeping in view those challenges, KPG intend to improve Rescue 1122 in service delivery in relations to systems and capacity development along with increases in awareness and understanding of citizens. KPG support will aims to update the already developed training manuals and Standard Operating Procedures (SOPs) to further streamline Rescue 1122 operations. Rescue 1122 needs to strengthen its operational management capability through trainings and capacity building of its staff, provide community awareness, and provide trainings on disasters and management.



**Objective of the activity:**

The objectives of the activity are as follows:

1. To improve the operational capability of Rescue 1122 through development of operational & training manuals and capacity building of staff.
2. To Increases awareness and understanding of citizens regarding Rescue services in KP through customized Information Education Material (IEC) and Media Campaign.

**Period of Performance:**

The period of performance for each part of SOW is July 01, 2018 to September 15, 2018.

**Scope of Work:**

Interested firms are strongly encouraged to develop highly interactive and useful material for this activity. Interested firms can submit technical and financial proposals, against the following options.

**OPTION - A.** May apply for any ONE (01) part of the Scope of Work (SOW) i.e.

- A-1** Part – A of SOW
- A-2** Part – B of SOW
- A-3** Part – C of SOW
- A-4** Part – D of SOW

**OPTION - B.** May apply for any ONE (01) of the following combinations i.e.

- B-1** Parts A&B of SOW
- B-2** Parts A&C of SOW
- B-3** Parts A&D of SOW
- B-4** Parts B&C of SOW
- B-5** Parts B&D of SOW
- B-6** All Parts of SOW (A, B, C and D)

Proposals will be evaluated independent of each part, and separate awards for each option will be made based on evaluation results.

**PART A**  
**DEVELOPMENT AND CUSTOMIZATION OF STANDARD OPERATING PROCEDURES**  
**(SOPs)**

**Details of the activity:**

The firm will develop updated SOPs to clarify the roles and responsibilities of different Rescue 1122 components. The SOPs document will include:

- 1) Communication Strategy
- 2) Planning & Implementation Strategy
- 3) M&E Strategy
- 4) HR Strategy.

In order to update the SOPs the following sub-activities will be conducted:

- Consultative meetings with all relevant departments including Planning, Training Wing and Operations
- Desk review of the existing materials, review of current structure in relation to the communication strategy, development and review of department planning and M&E strategy, HR strategy, current literature, memos, correspondence, and the responsibilities matrix (Job Descriptions) of relevant government officials according to the KP Emergency Rescue Act 2012

**Deliverables:**

The firm will provide:

- 1) Standard Operating Procedure (SOP) Manual including
  - a. Communication Strategy
  - b. Planning & Implementation Strategy
  - c. M&E Strategy
  - d. HR Strategy.
- 2) Draft version of SOP to be shared with KPG and Rescue 1122 for review and inputs. The firm will incorporate the feedback and will submit the final version to Rescue1122/KPG for approval.
- 3) Printed document of Standard Operating Procedure (SOP) – 12 copies - after the consultation and approval from the KPG communication team about the USAID branding and marking.

**Past Experience:**

- 1) The firm must possess at least five years of relevant in-country experience, preferably assignments completed in KP.
- 2) The firm should have experience in development of Standard Operating Procedure (SOP), strategies and framework development and operational manual development for institutions/organization.
- 3) The firm must have demonstrated experience of producing standard operating procedures including communication, planning and implementation strategy, M&E strategy and HR strategy.

## **PART B**

### **B1: DEVELOPMENT OF CUSTOMIZED TRAINING MANUAL**

#### **Details of the activity:**

In order to produce a comprehensive training manual, the following sub-activities will be conducted:

- Review the relevant literature such as existing training materials, contents, agendas, modules and IEC materials.
- Review the existing material developed by other donor funded projects.
- Evaluate training events and review of training reports carried out by training wing on different topics.

#### **Deliverables:**

The firm will provide:

- Development of a comprehensive training manual which will include modules
  - 1) Mass Emergency
  - 2) Medical Emergencies
  - 3) Water Borne Search & Rescue Operations
- The draft of the manuals will be shared with Rescue 1122 management for review and feedback.
- The final training manual needs to be approved from KPG before printing.
- Printing (12 manuals) and branding of the Training Manuals according to USAID Branding and Marking policies.

### **B2: DESIGNING AND PRINTING OF INFORMATION EDUCATION COMMUNICATION (IEC) MATERIALS.**

#### **Details of the activity:**

The firm will design banners, posters, pamphlets and other print messages to raise public awareness about emergency services provided by Rescue 1122. All designs and messages will be approved by Rescue 1122 and KPG in compliance with USAID branding and marking guidelines. The IEC materials will inform the public about emergency services and communicate how to get support from Rescue 1122 in case of emergencies.

#### **Deliverables:**

The firm will provide:

- 1) Designing, branding and printing of 3,000 copies of posters. (size 18x23 one sided cooler printing)
- 2) Designing branding and printing of 5,000 copies of pamphlets.

### **B3: DESIGNING CUSTOMIZED DEMONSTRATIVE VIDEOS FOR TRAINING PURPOSES ON BELOW TOPICS:**

- 1) First Aid
- 2) Use of Fire extinguishers
- 3) Collapsed Structure Search and Rescue (CSSR)

**Details of the activity:**

The firm will produce short, customized demonstrative videos (10 minutes each) in Urdu / Pashto languages on critical topics related to rescue services based on gaps identified by the Rescue 1122 including first aid, the use of fire extinguishers, and Collapsed Structure Search and Rescue (CSSR).

**Deliverables:**

- 1) Soft copy/recording (12 copies) of short customized video (approximately of 10 minutes) on the topic of First Aid (Cardiopulmonary Resuscitation, Electric Shocks etc.)
- 2) Soft copy/recording (12 copies) of short customized video (approximately of 10 minutes) on the topic of Mass Emergencies (Building Collapsed, Fire Eruption, Earthquake)
- 3) Soft copy/recording (03 copies) of short customized video (approximately of 10 minutes) on the topic of Water Borne Search & Rescue Operation.

**Past Experience for B1, B2 and B3:**

- 1) The firm must possess at least five years of relevant in-country experience, preferably assignments completed in KP.
- 2) The firm should have experience in developing training manuals on
  - Mass Emergency
  - Medical Emergencies
  - Water Borne Search & Rescue Operations.
- 3) The firm must have demonstrated experience of developing training material and producing training manuals and modules.
- 4) The firm must have demonstrated experience in designing and printing of Information, Education, and Communication (IEC) materials.
- 5) The firm must have demonstrated experience in designing short customized demonstrative videos.

## **PART C**

### **ORGANIZING A TV TALK SHOW FOR PUBLIC AWARENESS RELATED TO EMERGENCY SERVICE PROVIDED BY RESCUE 1122**

#### **Details of the activity:**

Television is the prime medium of entertainment for most of the Pakistanis. TV also holds immense importance as an advocacy tool. Issues discussed and portrayed on electronic media gain limelight and evoke response from the policy and decision makers as well.

The purpose of this assignment is to create awareness in General Public about natural and man-made disasters in Pakistan along with highlighting their effects, measures for mitigation and preparedness.

The proposed TV talk show will be an effort to blend information and advocacy elements in one slot TV talk show (approximately of 30 minutes) will be aired on local TV channels to raise public awareness on the role and functions of KP Rescue 1122.

#### **Objectives:**

- To build an understanding and awareness on Rescue 1122 contributions and its role in Disaster Risk Reduction.
- To build confidence in the effectiveness and productivity of the organization involved in disaster management.
- To advocate with stakeholders for their support and partnership.
- To motivate masses to indulge into disaster preparedness activities in order to increase community resilience against disasters.

#### **Scope of Work:**

The Agency will be responsible for:

- Conducting extensive research on Hazards, Disasters and loss witness by Pakistan in the past decades
- Design the format of Talk shows (which may include panel discussion with experts, visiting disaster prone communities and celebrity appearances)
- The agency will be responsible for the Set design and will work in close coordination with Gender and Child Cell –Rescue 1122
- Coordination for guests for TV talk shows would be the responsibility of the agency.
- The agency will be responsible to engage a renowned TV host with past experience of hosting TV shows relating to disasters.
- Cost of the Live & Pre-Recorded TV show, terms and conditions by the Agency for Mashriq, ATV Khyber, and other TV Talk Shows.

#### **Deliverables:**

1. Complete Execution Plan, with preproduction, production and post-production timelines.
2. Audio recording for Radio airing of the TV show. Duration 30-40 minutes.
3. Script and contents of TV talk show related to Recue 1122 functions.
4. Soft copy/recording of TV Talk Show (approximately of 30 minutes).

#### **Past Experience:**

- 1) Media group having good rating and large listener club in KP.
- 2) Preference will be given to those media groups who have experience of organizing Pashto current affairs & awareness program in prime time.

**PART D**

**CAPACITY BUILDING TRAINING FOR RESCUE STAFF**

**Details of the activity:**

A recognized/registered institute will be hired to organize staff training on National Examination Board in Occupational Safety and Health (NEBOSH) guidelines. The training course will be for 12 days for a group of 25 to 30 participants from provincial and district offices of Rescue 1122.

(1 time x 12 days training for 25-30 participants)

**Training arrangements:**

Venue and other training arrangements such as;

Food & Refreshment

Multimedia

Certificates

Stationary etc.

**Deliverables:**

- 1) Training materials, which will be approved by Rescue 1122
- 2) Training report including inception, pre & post evaluation
- 3) Attendance sheet
- 4) Photos and recording of training

**Eligibility & Past Experience:**

For this activity the firm must be a registered institute having expertise on the subject.

- 1) The institute must have expertise on health and safety training with focus on NEBOSH, OSHA etc.
- 2) The institute must have recognition and certification from government
- 3) The institute must have registration with skill development council and having expertise in conducting such trainings.
- 4) The Institution must have affiliation with relevant International Institute and could deliver training on behalf of international institute according to International standards.

**11.2 Attachment B: Proposal Cover Letter**

[On Firm's Letterhead]

<Insert date>

**TO: DAI Pakistan (Pvt.) Ltd**

We, the undersigned, provide the attached proposal in accordance with **RFP- No. KPG-PESH-18-0047** issued on **June 13, 2018**. Our attached proposal is for the total price of <Sum in Words \_\_\_\_\_ (PKR 0.00 \_\_\_\_\_Sum in Figures) >.

I certify a validity period of **Six (06) Months** for the prices provided in the attached Price Schedule. Our proposal shall be binding upon us subject to the modifications resulting from any discussions.

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

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

Yours sincerely,

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

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

Name of Firm: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

NTN No. \_\_\_\_\_

DUNS: \_\_\_\_\_

Company Seal/Stamp: \_\_\_\_\_

**11.3 Attachment C: Detailed Budget and Price Schedule**

Please use these budget templates to submit detailed costs with your proposal against any / each option you select to bid on. Please expand to include all costs as line items under each cost category.

PART A – (DEVELOPMENT AND CUSTOMIZATION OF STANDARD OPERATING PROCEDURES)								
NO.	BUDGET LINE	DETAIL TO BUDGET LINE	UNIT TYPE	UNITS	UNIT COST	TOTAL BUDGET (PKR)	REFERENCE NO. FOR THE SUPPORTING DOCUMENT	JUSTIFICATION / REMARKS / COMMENTS
1	Labor / LOE							
	Subtotal - Labor							
2	Direct Program Cost							
	Subtotal – Direct Program Cost							
3	In-direct / Administrative Expense							
	Subtotal – In-direct / Administrative Expense							
	Total Budget							

PART B – (B1: DEVELOPMENT OF CUSTOMIZED TRAINING MANUAL)								
NO.	BUDGET LINE	DETAIL TO BUDGET LINE	UNIT TYPE	UNITS	UNIT COST	TOTAL BUDGET (PKR)	REFERENCE NO. FOR THE SUPPORTING DOCUMENT	JUSTIFICATION / REMARKS / COMMENTS
1	Labor / LOE							
	Subtotal - Labor							
2	Direct Program Cost							
	Subtotal – Direct Program Cost							
3	In-direct / Administrative Expense							
	Subtotal – In-direct / Administrative Expense							
	Total Budget							



PART B – (B2: DESIGNING AND PRINTING OF INFORMATION EDUCATION COMMUNICATION (IEC) MATERIALS)								
NO.	BUDGET LINE	DETAIL TO BUDGET LINE	UNIT TYPE	UNITS	UNIT COST	TOTAL BUDGET (PKR)	REFERENCE NO. FOR THE SUPPORTING DOCUMENT	JUSTIFICATION / REMARKS / COMMENTS
1	Labor / LOE							
	Subtotal - Labor							
2	Direct Program Cost							
	Subtotal – Direct Program Cost							
3	In-direct / Administrative Expense							
	Subtotal – In-direct / Administrative Expense							
	Total Budget							

PART B – (B3: DESIGNING CUSTOMIZED DEMONSTRATIVE VIDEOS FOR TRAINING PURPOSES)								
NO.	BUDGET LINE	DETAIL TO BUDGET LINE	UNIT TYPE	UNITS	UNIT COST	TOTAL BUDGET (PKR)	REFERENCE NO. FOR THE SUPPORTING DOCUMENT	JUSTIFICATION / REMARKS / COMMENTS
1	Labor / LOE							
	Subtotal - Labor							
2	Direct Program Cost							
	Subtotal – Direct Program Cost							
3	In-direct / Administrative Expense							
	Subtotal – In-direct / Administrative Expense							
	Total Budget							

PART C – (ORGANIZING A TV TALK SHOW FOR PUBLIC AWARENESS RELATED TO EMERGENCY SERVICE PROVIDED BY RESCUE 1122)								
NO.	BUDGET LINE	DETAIL TO BUDGET LINE	UNIT TYPE	UNITS	UNIT COST	TOTAL BUDGET (PKR)	REFERENCE NO. FOR THE SUPPORTING DOCUMENT	JUSTIFICATION / REMARKS / COMMENTS
1	Labor / LOE							
	Subtotal - Labor							
2	Direct Program Cost							
	Subtotal – Direct Program Cost							
3	In-direct / Administrative Expense							
	Subtotal – In-direct / Administrative Expense							
	Total Budget							

PART D – (CAPACITY BUILDING TRAINING FOR RESCUE STAFF)								
NO.	BUDGET LINE	DETAIL TO BUDGET LINE	UNIT TYPE	UNITS	UNIT COST	TOTAL BUDGET (PKR)	REFERENCE NO. FOR THE SUPPORTING DOCUMENT	JUSTIFICATION / REMARKS / COMMENTS
1	Labor / LOE							
	Subtotal - Labor							
2	Direct Program Cost							
	Subtotal – Direct Program Cost							
3	In-direct / Administrative Expense							
	Subtotal – In-direct / Administrative Expense							
	Total Budget							

Please submit the Price Schedule in the following format:

**PART - A**

No.	Description	Payment to be disbursed as	Amount (PKR)
	<b>Work Plan</b>		
1	Submission of Work Plan / Inception Report: Methodology/approaches, and timelines associated with Part - A.	10% of the total price of Part - A	
	<b>Development of SOPs</b>		
2	Draft version of SOPs including:	40% of the total price of Part - A	
	A. Communication Strategy		
	B. Planning and Implementation Strategy		
	C. M&E Strategy		
	D. HR Strategy		
	<b>Submission and Approval of SOPs</b>		
3	Final version of SOP including:	50% of the total price of Part - A	
	A. Communication Strategy		
	B. Planning and Implementation Strategy		
	C. M&E Strategy		
	D. HR Strategy		
<b>TOTAL IN PKR WITHOUT GST</b>			<b>PKR</b>
<b>Add GST @ 15% (if GST Registered with KPRA)</b>			<b>PKR</b>
<b>GRAND TOTAL IN PKR WITH GST</b>			<b>PKR</b>

**PART – B1**

<b>No.</b>	<b>Description</b>	<b>Payment to be disbursed as</b>	<b>Amount (PKR)</b>
	<b>Work Plan</b>		
<b>1</b>	Submission of Work Plan / Inception Report: Methodology/approaches, and timelines associated with Part - B	10% of the total price of Part – B1	
	<b>Development of Customized Training Manual</b>		
<b>2</b>	Draft version of Training Manual including:	40% of the total price of Part – B1	
	A. Mass Emergency		
	B. Medical Emergency		
	C. Water Born Search and Rescue Operations		
	<b>Submission and Approval of Training Manual</b>		
<b>3</b>	Final version of Training Manual including:	50% of the total price of Part – B1	
	A. Mass Emergency		
	B. Medical Emergency		
	C. Water Born Search and Rescue Operations		
<b>TOTAL IN PKR WITHOUT GST</b>			<b>PKR</b>
<b>Add GST @ 15% (if GST Registered with KPRA)</b>			<b>PKR</b>
<b>GRAND TOTAL IN PKR WITH GST</b>			<b>PKR</b>

**PART – B2**

<b>No.</b>	<b>Description</b>	<b>Payment to be disbursed as</b>	<b>Amount (PKR)</b>
	<b>Work Plan</b>		
<b>1</b>	Submission of Work Plan / Inception Report: Methodology/approaches, and timelines associated with Part – B2	10% of the total price of Part – B2	
	<b>Designing and Printing of Information Education Communication (IEC)Materials</b>		
<b>2</b>	Draft version of Information Education Communication (IEC)Materials:	40% of the total price of Part – B2	
	A. Information Posters		
	B. information pamphlets		
	<b>Submission and Approval of Information Education Communication (IEC)Materials</b>		
<b>3</b>	Final version of Information Education Communication (IEC)Materials:	50% of the total price of Part – B2	
	A. Information Posters		
	B. information pamphlets		
<b>TOTAL IN PKR WITHOUT GST</b>			<b>PKR</b>
<b>Add GST @ 15% (if GST Registered with KPRA)</b>			<b>PKR</b>
<b>GRAND TOTAL IN PKR WITH GST</b>			<b>PKR</b>

**PART – B3**

<b>No.</b>	<b>Description</b>	<b>Payment to be disbursed as</b>	<b>Amount (PKR)</b>
	<b>Work Plan</b>		
<b>1</b>	Submission of Work Plan / Inception Report: Methodology/approaches, and timelines associated with Part –B3	10% of the total price of Part – B3	
	<b>Designing of Customized Demonstrative Videos</b>		
<b>2</b>	Draft version of Customized Demonstrative Videos:	40% of the total price of Part – B3	
	A. Short customized video (approximately of 10 minutes) on the topic of First Aid (Cardiopulmonary Resuscitation, Electric Shocks etc.)		
	B. Short customized video (approximately of 10 minutes) on the topic of Mass Emergencies (Building Collapsed, Fire Eruption, Earthquake)		
	C. Short customized video (approximately of 10 minutes) on the topic of Water Born Search & Rescue Operation		
	<b>Submission and Approval of Customized Demonstrative Videos</b>		
<b>3</b>	Final version of Training Manual including:	50% of the total price of Part – B3	
	A. Short customized video (approximately of 10 minutes) on the topic of First Aid (Cardiopulmonary Resuscitation, Electric Shocks etc.)		
	B. Short customized video (approximately of 10 minutes) on the topic of Mass Emergencies (Building Collapsed, Fire Eruption, Earthquake)		
	C. Short customized video (approximately of 10 minutes) on the topic of Water Born Search & Rescue Operation		
<b>TOTAL IN PKR WITHOUT GST</b>			<b>PKR</b>
<b>Add GST @ 15% (if GST Registered with KPRA)</b>			<b>PKR</b>
<b>GRAND TOTAL IN PKR WITH GST</b>			<b>PKR</b>

**PART – C**

<b>No.</b>	<b>Description</b>	<b>Payment to be disbursed as</b>	<b>Amount (PKR)</b>
	<b>Work Plan</b>		
<b>1</b>	Submission of Work Plan / Inception Report: Methodology/approaches, and timelines associated with Part –C	10% of the total price of Part – C	
	<b>Organizing TV Talk Show for Public Awareness related to Emergency Services of Rescue 1122</b>		
<b>2</b>	Script and contents of TV talk show related to Recue 1122 functions.	30% of the total price of Part – C	
<b>3</b>	Soft copy/recording of TV Talk Show (approximately of 30 minutes).	60% of the total price of Part – C	
<b>TOTAL IN PKR WITHOUT GST</b>			<b>PKR</b>
<b>Add GST @ 15% (if GST Registered with KPRA)</b>			<b>PKR</b>
<b>GRAND TOTAL IN PKR WITH GST</b>			<b>PKR</b>

**PART – D**

<b>No.</b>	<b>Description</b>	<b>Payment to be disbursed as</b>	<b>Amount (PKR)</b>
	<b>Work Plan</b>		
<b>1</b>	Submission of Work Plan / Inception Report: Methodology/approaches, and timelines associated with Part –D	20% of the total price of Part – D	
	<b>Capacity Building Training for Rescue Staff</b>		
<b>2</b>	Approved Training Materials related to training on National Examination Board in Occupational Safety and Health (NEBOSH)	80% of the total price of Part – D	
	Training Report including pre & post evaluation of the training		
	Attendance Sheet		
	Photo and recording of the training		
<b>TOTAL IN PKR WITHOUT GST</b>			<b>PKR</b>
<b>Add GST @ 15% (if GST Registered with KPRA)</b>			<b>PKR</b>
<b>GRAND TOTAL IN PKR WITH GST</b>			<b>PKR</b>

**Note:**

- KPG will release funds to vendor as per above price schedule.
- Please provide budget notes and cost breakup supporting above price schedule.
- KPG will require the bidder to provide justification explaining what, why who, when and where for each of the budget line and provide relevant/valid supporting document to confirm and validate unit rates i.e. contract copies for labor budgeted, quotes for supplies/services for each of the budget line (from record or collect fresh).



**11.4 Attachment D: 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 five years may be taken into consideration at the discretion of the evaluation committee.

#	Project Title	Description of Activities	Location Province/District	Client Name/Tel No	Cost in PKR (or USD)	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									

### 11.5 Attachment E: Representations and Certifications of Compliance

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

## 11.6 Attachment F: Proposal Checklist

Bidder:

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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*) – *Mandatory*
- Separate Technical and Cost proposals individually sealed and labeled as Volume I and Volume II respectfully. - *Mandatory*
- Proposal of the Product or Service that meets the technical requirements as per Attachment A and Attachment C. - *Mandatory*
- Past Performance (*use template in Attachment D*) - *Mandatory*
- Complete profile of Organization
- Documents and information as per responsibility determination requirements.