

MOD 1

1. Request for Proposal – Services

DAI, the implementer of the USAID-funded FAST PROJECT, invites qualified vendors to submit proposals/bids to supply and deliver design new models of reports, videos, and flyers for the Ministry of Finance (MoF), as outlined below.

1. RFP No.	TUN-23-0021
2. Issue Date	April 5, 2023
3. Title	Providing the MoF with the design of new models of reports and popularization videos.
4. Issuing Office & Email/Physical Address for Submission of Proposals	Building Palmier du lac, 6th Floor; Feuille d'érable Avenue, Lac 2 FASTprocurementinbox@dai.com
5. Deadline for Receipt of Questions	The deadline for receiving the questions is April 21, 2023, at 23:59 Tunis local time.
6. Deadline for Receipt of Proposals.	The deadline for receiving the proposal submission is April 28, 2023 at 17:00 Tunis local time.
7. Contact Person	For questions regarding the RFP: procurementFAST@dai.com For submission of proposals: FASTprocurementinbox@dai.com
8. Anticipated Award Type	The anticipated award is a Firm Fixed Price Purchase Order. Issuance of this RFP in no way obligates DAI to award a purchase order, and offerors will not be reimbursed for any costs associated with the preparation of their bid.
9. 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.

Interested Offerors may obtain a full copy of the RFP which contains detailed instructions for preparation of the proposal. The RFP may be collected from the address and/or contact person above.

DAI conducts business under the strictest ethical standards to assure fairness in competition, reasonable prices and successful performance or delivery of quality goods and equipment. DAI does not tolerate corruption, bribery, collusion or conflicts of interest. Any requests for payment or favors by DAI employees should be reported as soon as possible to ethics@dai.com or by visiting www.dai.ethicspoint.com. Further, any attempts by an offeror or subcontractor to offer inducements to a DAI employee to influence a decision will not be tolerated and will be grounds for disqualification, termination and possible debarment. See provision No. 18 for more details.

2. Request for Proposal - Goods

<p>10. General Instructions to Offerors</p>	<ul style="list-style-type: none"> • The due date is April 28, 2023 at 17:00 Tunis local time. Late offers will be rejected except under extraordinary circumstances at DAI's discretion. • Offerors shall submit proposals electronically (via email). • And must state the RFP number and the title of the activity in the subject line of the email. • Offerors shall confirm in writing that the Offeror fully understands that their proposal must be valid for a period of 60 days. • Offerors shall sign and date the Price Schedule, in lieu of a formal cover letter • Offerors shall complete Attachment A: Price Schedule template. • These services are eligible for VAT exemption under the DAI prime contract except for catering services.
<p>11. Questions Regarding the RFP</p>	<p>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 and must be submitted via email or in writing delivered to the Issuing Office no later than the date specified above. All questions received will be compiled and answered in writing and distributed to all interested Offerors.</p>
<p>12. Scope of Work Requirements for Technical Acceptability</p>	<p>1. Offerors shall provide:</p> <ul style="list-style-type: none"> - Design new attractive models of two (02) reports (attached) for the Budget Committee and the Resources and Balance General Direction (DGRE) . - Design a three 3 video 2 minutes each videos using the CANVA tool library and a 4 pages flyer to present simplified content of the 2023 budget explained to the Tunisian people. <p>Deliverables requested by the vendor are:</p> <ul style="list-style-type: none"> • Deliverable 1: New creative and more attractive format of the “ Guide de la gestion budgétaire” report. • Deliverable 2: New creative and more attractive format of the “budget citoyen” report. • Deliverable 3: A four pages flyer on the budget citoyen. • Deliverable 4: 6 Minutes videos animations using the CANVA tool on “budget citoyen”. <p>The detailed content of the deliverables and requirements are listed in Appendix C.</p>

	<ol style="list-style-type: none"> 2. Offerors must confirm their ability to provide the 4 deliverables and complete them within a period of two (3) months from April to June, 2023 3. In addition to the scope of work listed above, bidders are required to submit in their bids the following: 4. <i>Offeror must have completed or have currently in progress a minimum five (5) projects in the specific technical area.</i> <ol style="list-style-type: none"> 1. <i>Offeror must have documented ability to meet required delivery timelines, as demonstrated through reference letters from prior clients.</i> 2. <i>Offeror must Submit CVs of key personnel who will be made available for this assignment.</i> 3. <i>Offeror must submit in a maximum of 5 pages, a description of the work methodology, tools, and equipment that will be used to accomplish the work. To note that coordination and validation meetings of the deliverables are required with the DAI team and the representatives of the Ministry of Finance involved.</i>
<p>13. Prohibited Technology</p>	<p>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.</p>
<p>14. Determination of Responsibility</p>	<p>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:</p> <ol style="list-style-type: none"> 1. Provide copies of the required business licenses to operate in TUNISIA. 3. The source, origin and nationality of the services are not from a Prohibited Country (explained below). 4. Having adequate financial resources to deliver goods or the ability to obtain financial resources. 5. Ability to comply with required or proposed delivery or performance schedules. 6. Have a satisfactory past performance record. 7. Have a satisfactory record of integrity and business ethics. 8. Be qualified and eligible to perform work under applicable laws and regulations.
<p>15. Geographic Code</p>	<ul style="list-style-type: none"> • Under the authorized geographic code for its contract DAI may only procure goods and services from the following countries. • Geographic Code 937: Goods and services from the United States, the cooperating country, and "Developing Countries" other than "Advanced Developing Countries";, excluding prohibited countries. A list of the

	<p>"Developing Countries" as well as "Advanced Developing Countries" can be found at: http://www.usaid.gov/policy/ads/300/310maa.pdf and http://www.usaid.gov/policy/ads/300/310mab.pdf respectively.</p> <ul style="list-style-type: none"> • DAI must verify the source, nationality and origin, of goods and services and ensure (to the fullest extent possible) that DAI does not procure any services from prohibited countries listed by the Office of Foreign Assets Control (OFAC) as sanctioned countries. The current list of countries under comprehensive sanctions include: Cuba, Iran, North Korea, Sudan, and Syria. DAI is prohibited from facilitating any transaction by a third party if that transaction would be prohibited if performed by DAI. • By submitting a proposal in response to this RFP, Offerors confirm that they are not violating the Source and Nationality requirements and that the services comply with the Geographic Code and the exclusions for prohibited countries. •
<p>16. Compliance with Terms and Conditions</p>	<p>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 B.</p>
<p>17. Anti-Corruption and Anti-Bribery Policy and Reporting Responsibilities</p>	<p>DAI conducts business under the strictest ethical standards to assure fairness in competition, reasonable prices and successful performance or delivery of quality goods and equipment. DAI does not tolerate the following acts of corruption:</p> <ul style="list-style-type: none"> • Any requests for a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by a DAI employee, Government official, or their representatives, to influence an award or approval decision. • Any offer of a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by an offeror or subcontractor to influence an award or approval decision. • Any fraud, such as mis-stating or withholding information to benefit the offeror or subcontractor. • Any collusion or conflicts of interest in which a DAI employee, consultant, or representative has a business or personal relationship with a principal or owner of the offeror or subcontractor that may appear to unfairly favor the offeror or subcontractor. Subcontractors must also avoid collusion or conflicts of interest in their procurements from vendors. Any such relationship must be disclosed immediately to DAI

management for review and appropriate action, including possible exclusion from award.

These acts of corruption are not tolerated and may result in serious consequences, including termination of the award and possible suspension and debarment by the U.S. Government, excluding the offeror or subcontractor from participating in future U.S. Government business.

Any attempted or actual corruption should be reported immediately by either the offeror, subcontractor or DAI staff to:

- Toll-free Ethics and Compliance Anonymous Hotline at (U.S.) +1-503-597-4328
- Hotline website – www.DAI.ethicspoint.com, or
- Email to Ethics@DAI.com
- USAID’s Office of the Inspector General Hotline at hotline@usaid.gov.

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

1.1 Attachment A: Price Schedule

Item Number	Item Name	Description	Quantity	Unit Price	Total Price
1	<i>New Design of the “Guide de la gestion budgétaire” report</i>	New creative and more attractive format of the “Guide de la gestion budgétaire” report and the “Budget citoyen” report”. A sample of the two reports currently used are attached to this RFP. This is a fixed price activity that does not depend on the number of versions reviewed after consultation with the MoF: any change in the content will not affect the cost. DAI experts will ensure the review and validation of the final versions. Design a short creative and attractive version of “Budget citoyen report” in four pages brochure (Link to the style). The content will be agreed and validated by the DGRE and DAI technical teams. Three (03) Videos animation for a total duration of 6 minutes using the CANVAS tool: graphic creation of videos and the voix-off content with branding using the Ministry of Finance and USAID logo in full HD quality. The agency content will be discussed and confirmed after coordination with the MoF. The final content must be discussed and approved by the MoF and DAI technical teams. The duration of the videos may be changed but won’t exceed 6 minutes in the total.	1		
2	<i>New Design of the “budget citoyen” report</i>		1		
3	<i>A four pages brochure on the “budget citoyen”.</i>		1		
4	<i>videos animations using the CANVA tool on budget citoyen</i>		3		
2	VAT				
GRAND TOTAL IN Click here to enter text.					TND
GRAND TOTAL IN UNITED STATES DOLLARS					\$

Please note that DAI FAST project is exempt from VAT

Period of Performance: [Click here to enter text.](#)

We, the undersigned, provide the attached proposal in accordance RFP # _____ dated _____ Our attached proposal is for the total price of _____ (figure and in words)

I certify a validity period of ___ 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.

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

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Telephone:

Email:

Company Seal/Stamp:

1.2 Attachment B: Representations and Certifications of Compliance

1. Federal Excluded Parties List - The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.
2. Executive Compensation Certification- FAR 52.204-10 requires DAI, as prime contractor of U.S. federal government contracts, to report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS)
3. Executive Order on Terrorism Financing- The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor/Recipient to ensure compliance with these Executive Orders and laws. Recipients may not engage with, or provide resources or support to, individuals and organizations associated with terrorism. No support or resources may be provided to individuals or entities that appear on the Specially Designated Nationals and Blocked persons List maintained by the US Treasury (online at www.SAM.gov) or the United Nations Security Designation List (online at: http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml). This provision must be included in all subcontracts/sub awards issued under this Contract.
4. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.
5. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.
6. Organizational Conflict of Interest – The Bidder certifies that will comply FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide DAI with a disclosure statement describing this information.
7. Business Size and Classification(s) – The Bidder certifies that is has accurately and completely identified its business size and classification(s) herein in accordance with the definitions and requirements set forth in FAR Part 19, Small Business Programs.
8. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
9. 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.
10. Labor Laws – The Bidder certifies that it is in compliance with all labor laws.
11. 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.
12. 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.

1.3 Attachment C: Detailed Scope of Work

Work's extent:

The subcontractor main task is to design new models of two more reports attractive for the Budget Committee and the Resources and Balance General Direction (DGRE). The subcontractor is also required to design a 6 minutes videos using the CANVA tool and a 4 pages flyer to present a simplified content of the 2023 budget explained to the Tunisian people.

These tasks are detailed as follows:

- 1- Design the Budget Committee report: " Guide de la gestion budgetaire":
- 2- Design the Resources and Balance General Direction(DGRE) report: " Le budget citoyen":

For these two activities it is required that the vendor designs a new creative and more attractive format for the two mentioned reports.

This is a fixed price activity that does not depend on the number of versions reviewed after consultation with the MoF: any change in the content will not affect the cost. DAI experts will ensure the review and validation of the final versions.

- 3- Design a 4 pages brochure from the Resources and Balance General Direction(DGRE) report: " Le budget citoyen": design a short creative and attractive version of this report in four pages, the content will be agreed and validated by the DGRE and DAI technical teams.
- 4- Videos animation for a total duration of 6 minutes using the CANVAS tool: graphic creation of videos and the voix-off content for a total of 6 minutes. The subcontractor content will be discussed and confirmed after coordination with the MoF. The final content must be discussed and approved by the MoF and DAI technical teams. The duration of the videos may be changed but won't exceed 6 minutes in the total.

Deliverables:

Deliverable 1: New creative and more attractive format of the " Guide de la gestion budgetaire" report.

Deliverable 2: New creative and more attractive format of the "budget citoyen" report.

Deliverable 3: A four pages flyer on the budget citizen.

Deliverable 4: 6 Minutes videos animations using the CANVA tool on budget citizen.