



USAID Vietnam Urban Energy Security

Request for Proposals (RFP)

No. RFP VUES-010

Design and Implementation of Da Nang Energy Efficiency Award Scheme

Original Issue Date: 3 August, 2021

2nd Issue Date: 1 September, 2021

WARNING: Prospective Offerors who have received this document from a source other than the USAID Vietnam Urban Energy Security, 28A Tran Hung Dao, Hanoi, Vietnam, should immediately contact the Project at email address VUESActivityFund@dai.com and provide their name and email address in order that amendments to the RFP or other communications can be sent directly to them. Any prospective Offeror who fails to register their interest assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation will be issued and posted to the same channels where this original RFP is advertised.

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Synopsis of the RFP

RFP No.	RFP VUES-010
Original Issue Date	3 August, 2021
2 nd Issue Date	1 September, 2021
Title	Design and Implementation of Da Nang Energy Efficiency Award Scheme
Issuing Office, Address & Email for Submission of Proposals & Questions	<p>USAID Vietnam Urban Energy Security 28A Tran Hung Dao Street Hanoi, Vietnam</p> <p>VUESActivityFund@dai.com with copy to vuanh_pham@dai.com</p> <p>Electronic submission of proposals is sufficient, no hard copies are required.</p>
Original Deadline for Receipt of Questions	9 August, 2021 (18:00, GMT+7)
2 nd Deadline for Receipt of Questions	7 September, 2021 (18:00, GMT+7)
Original Deadline for Receipt of Proposals	31 August, 2021 (18:00, GMT+7)
Extended Deadline for Receipt of Proposals	15 September, 2021 (18:00, GMT+7)
Point of Contact	VUESActivityFund@dai.com
Anticipated Award Type	Firm Fixed Price Subcontract
Basis for Award	An award will be made based on the Trade Off Method. The award will be issued to the responsible and reasonable offeror who provides the best value to DAI and its client using a combination of technical and cost/price factors.
Contracting Agency	The contract award and management will be administered by DAI who is a prime contractor to USAID for the management of USAID Vietnam Urban Energy Security. The contract will be signed by DAI Global, LLC, which is based in USA.

1. Introduction and Purpose

1.1 Purpose

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

The overall goal of the project is ***“advanced¹, distributed² energy solutions deployed to improve urban energy resilience and energy security”*** in Vietnam. The Project aims to achieve the following high-level results:

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

The Implementation Plan for the National Energy Efficiency Program in Da Nang City, 2020 – 2030, has defined multiple activities. One of these activities is to: “Praise and present reward for organizations and individuals for the successful application of energy efficient solutions.”

The draft plan on enhancement of electricity saving for 2021 - 2025 in Da Nang city states that Department of Industry and Trade (DOIT) shall lead and coordinate with relevant agencies to implement the Energy Efficiency Award.

In support of this activity, DAI, the implementer of the USAID Vietnam Urban Energy Security activity, invites qualified offerors to submit proposals to work closely with Da Nang DOIT to design, launch and then implement an annual Energy Efficiency Award (EEA) scheme for 2 years.

1.2 Issuing Office

The Issuing Office and Contact noted in the above synopsis is the sole point of contact at DAI for purposes of this RFP. Interested offerors should register their interest with the Issuing Office in order to receive all subsequent material. Any prospective offeror who fails to register their interest with this

¹ Advanced energy encompasses the technologies and services, both emerging and established that make the energy system secure, high-performing, clean, and affordable. It is a dynamic and complex combination of resources, technologies, and services working together to collectively meet the evolving energy needs. These solutions are roughly broken down into six main categories: 1) electricity generation, 2) electricity delivery & management, 3) building efficiency, 4) water efficiency, 5) transportation and 6) fuel production & delivery.

² Distributed energy refers to energy generated at point of or near to point of consumption (mostly connected to the distribution grid) and encompasses a diverse array of distributed energy assets (i.e. generation, storage, etc.), digital services, electric vehicles (dynamic charging), management solutions and value-added services that include financing. They reduce costs, improve reliability and offer monetization of energy assets e.g. through participation in flexibility / Demand Response markets.

office assumes complete responsibility in the event that they do not receive direct communications (amendments, answers to questions, etc.) prior to the closing date.

1.3 Type of Award Anticipated

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

2. General Instructions to Offerors

2.1 General Instructions

“Offeror”, “Subcontractor”, and/or “Bidder” means a firm proposing the work under this RFP. “Offer” and/or “Proposal” means the package of documents the firm submits to propose the work.

Offerors wishing to respond to this RFP must submit proposals, in English, in accordance with the following instructions. Offerors are required to review all instructions and specifications contained in this RFP. Failure to do so will be at the Offeror’s risk. If the solicitation is amended, then all terms and conditions not modified in the amendment shall remain unchanged.

Issuance of this RFP in no way obligates DAI to award a subcontract or purchase order. Offerors will not be reimbursed for any costs associated with the preparation or submission of their proposal. DAI shall in no case be responsible or liable for these costs. Please note that DAI is unable to provide detailed information to those proposals that are not selected.

Proposals are due no later than 18:00, GMT+7, 15 September, 2021, to be submitted to email address VUESActivityFund@dai.com with copy to vuanh_pham@dai.com with the subject line **Proposal for RFP No. RFP VUES-010**. Cost/Price (in both pdf and excel format) and technical (in both pdf and word format except for infographics and sample designs) proposals shall be submitted as separate files in a single email. Late offers will be rejected except under extraordinary circumstances at DAI’s discretion.

The submission to DAI of a proposal in response to this RFP will constitute an offer and indicates the Offeror’s agreement to the terms and conditions in this RFP and any attachments hereto. DAI reserves the right not to evaluate a non-responsive or incomplete proposal.

2.2 Proposal Cover Letter

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

- The Offeror will certify a validity period of 90 calendar days for the prices provided.
- Acknowledge the solicitation amendments received (if any).
- Acknowledge the submission to DAI of the technical and price proposals constitutes an offer and indicates the Offeror’s agreement to the terms and conditions in this RFP and any attachments hereto.

2.3 Questions regarding the RFP

Each Offeror is responsible for reading and complying with the terms and conditions of this RFP. Requests for clarification or additional information must be submitted in writing via email to the Issuing Office as specified in the Synopsis above no later than 18:00, GMT+7, 7 September, 2021. No questions will be answered by phone and questions will not be considered if received after the deadline. Any verbal information received from a DAI or USAID Vietnam Urban Energy Security employee or other entity shall not be considered as an official response to any question regarding this RFP.

Copies of questions and responses will be distributed in writing to all prospective bidders who are on record as having registered their interest via email with USAID Vietnam Urban Energy Security. Interested bidders who would like to receive copies of the questions and responses should register their interest by sending an email to VUESActivityFund@dai.com.

3. Instructions for the Preparation of Technical Proposals

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

Technical proposals must be written in English and should be limited to ten (10) pages excluding appendices and supporting documents (such as the three (3) one-page summaries of past performance and proposed staff CVs). (Desired Format - Type: Times New Roman, Font Size 11, Margins: 1” all around).

Technical proposals shall respond to the Scope of Work in Attachment A on page 12 and the scoring criteria laid out below, and include the following content:

1. **Technical Approach** - Description of the proposed services which meets or exceeds the stated technical specifications or scope of work. The proposal must show how the Offeror plans to complete the work and describe an approach that demonstrates the achievement of timely and acceptable performance of the work.
2. **Management & Staffing Approach** – Description of the Offeror’s staff assigned to the project. The proposal should describe how the proposed team members have the necessary experience and capabilities to carry out the Technical Approach. Proposal should provide a clear management plan that details the feasible creation of deliverables including who is responsible and the plan for reviewing and revising and the timeline for each.
3. **Institutional Capacity / Past Performance** –Provide a list of recent awards of similar scope and duration. The information shall be supplied as a table and shall include the legal name and address of the organization for which services were performed, a brief description of work performed, the duration of the work and the value of the contract, and a current contact phone number and email address of a responsible and knowledgeable representative of the organization. One-page summaries of up to three (3) of the listed recent awards previously performed may be submitted along with the table with attached graphics, videos, and visual materials that demonstrates the work completed. See Attachment F.

3.1 Services Specified

For this RFP, DAI is in need of the services described in Attachment A.

3.2 Technical Evaluation Criteria

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

Technical Approach (30 points) - Points for this section will be awarded based on the information presented in the technical approach that address the scope of work. Offerors are required to demonstrate:

- Good understanding of the targets and objectives of Da Nang clean energy strategy and plans.
- Clearly defined approach to work with Da Nang DOIT, stakeholders and partners.
- Well defined methodology to ensure the outputs and deliverables are accomplished.

Management Plan/Staffing Structure (40 points) - Points for this section will be based on the qualifications of proposed staff, clear delineation of the roles and responsibilities of each proposed staff and each proposed firm (if firms are partnering), where staff are located geographically (and if in Vietnam, which city), experience in Vietnam (required) and the demonstrated efficacy, reasonability, and clarity of the management plan. Offerors are required to demonstrate:

- Combination of proposed project staff is adequate, including energy auditor, energy specialist, event management, logistic, project manager, back up.
- Time schedule is clearly described with activities/sub-activities/outputs and practical to implement.
- Local staff based in Da Nang are included for communication with stakeholders/counterparts.
- Staff CVs for key positions (energy auditor, energy specialist, event management, logistic, project manager) are proposed and include adequate skills and experience for the project tasks.

If the offeror is submitting a consortium-based proposal, the proposal should clearly state which firm will be the prime subcontract holder, describe the nature of the arrangement (i.e. added technical value of each partner), the division of labor among the partners, and the appropriate management controls to ensure successful delivery.

Institutional Capacity / Past Performance (30 points)– Points for this section will be based on information presented in the corresponding section and any submitted reference projects. Offerors are required to demonstrate:

- Experience in communication services in the areas of energy sector, industry promotion, industry development consultancy and trade promotion, experience in working with Da Nang DOIT and USAID.
- Experience in developing, organizing and implementing of programs, plans and projects in commercial and industrial promotion activities; experience in managing and organizing Exhibits and Awards ceremonies.
- Experience in consulting services (e.g. clean energy, energy efficiency, energy auditing, measurement and evaluation of energy efficiency projects) for commercial and industry projects, SMEs, industrial zones.
- Experience in working with local governments in Vietnam, preferably with Da Nang local authorities; comprehensive contacts and networks in Da Nang city departments and organizations (such as DOIT, DOC, DPI, DONRE, People’s Committee, enterprises associations, DHPIZA, designated energy users).

4. Instructions for the Preparation of Cost/Price Proposals

4.1 Cost/Price Proposals

Cost/Price proposals shall be submitted as separate files from technical proposals and shall be clearly labeled as “VOLUME II: COST/PRICE PROPOSAL”. Based on work with similar scopes and scales, we expect the budget to range from US\$ 130,000 to US\$ 150,000, although firms are encouraged to submit proposals that are both realistic and reasonable for this work, based on actual anticipated costs.

Provided in Attachment C is a template for the Price and Deliverable Schedule, for firm fixed price awards. Offerors should complete the template and include an accompanying budget narrative which provides information on the costs included in the budget, including which staff are involved, what

assumptions are being made, what is included and supporting information in sufficient detail to allow a complete analysis of the offeror's price. If offerors cannot provide cost breakdowns and documentation of rates as requested in the provided template, offerors may submit their cost proposals using their own templates, provided that they detail how the costs were determined (i.e. the cost build up) and demonstrate cost reasonableness.

It is important to note that Value Added Tax (VAT) shall be included on a separate line as applicable. These services are eligible for VAT exemption under the DAI prime contract. The Subcontractor is responsible for all applicable taxes and fees, as prescribed under the applicable laws for income, compensation, permits, licenses, and other taxes and fees due as required.

5. Basis of Award

5.1 Best Value Determination

DAI will review all proposals, and make an award based on the technical and cost evaluation criteria stated above and select the offeror whose proposal provides the best value to DAI. DAI may also exclude an offer from consideration if it determines that an Offeror is "not responsible", i.e., that it does not have the management and financial capabilities required to perform the work required.

Evaluation points will not be awarded for cost. Cost will primarily be evaluated for realism and reasonableness. An award will be made based on the Trade Off Method which means DAI may award to a higher priced offeror if a determination is made that the higher technical evaluation of that offeror merits the additional cost/price.

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

5.2 Responsibility Determination

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

1. Provide evidence of the required business licenses (e.g. valid business registration) upon the proposal submission.
2. Provide evidence of a DUNS number upon the proposal submission (explained below and instructions contained in Attachment D).
3. The source, origin and nationality of the products or services are not from a Prohibited Country (explained below).
4. Have adequate financial resources to finance and perform the work or deliver goods or the ability to obtain financial resources without receiving advance funds from DAI.
5. Ability to comply with required or proposed delivery or performance schedules.
6. Have a satisfactory past performance record.
7. Have a satisfactory record of integrity and business ethics.
8. Have the necessary organization, experience, accounting and operational controls and technical skills.
9. Have the necessary production, construction and technical equipment and facilities if applicable.
10. Be qualified and eligible to perform work under applicable laws and regulations.

We may request additional information to aid our assessment including but not limited to the organization's audited financial statements, policies on subject matters, reference check or other reasonable information deemed relevant and necessary.

6. Anticipated post-award Deliverables

Upon award of a subcontract, the deliverables and deadlines will be determined based on the Offeror's technical proposal and agreed upon during the contract negotiation stage. The Offeror should detail proposed costs per deliverable in the Price Schedule. All of the deliverables must be submitted to and approved by DAI before payment will be processed.

7. Inspection & Acceptance

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

8. Compliance with Terms and Conditions

8.1 General Terms and Conditions

By submitting proposals, offerors agree to fully comply with all the general terms and conditions specified, all applicable US federal government clauses included in this RFP and all applicable Vietnamese laws. The selected Offeror will be asked to sign all Representations and Certifications of Compliance listed in Attachment G upon award.

8.2 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:

<http://www.usaid.gov/policy/ads/300/310maa.pdf> and
<http://www.usaid.gov/policy/ads/300/310mab.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. The current list of countries under comprehensive sanctions includes Cuba, Iran, North Korea, Sudan, and Syria. Goods may not transit through or be assembled in comprehensive sanctioned origin or nationality countries nor can the vendor be owned or controlled by a prohibited country. DAI is prohibited from facilitating any transaction by a third party if that transaction would be prohibited if performed by DAI.

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

8.3 Data Universal Numbering System (DUNS)

There is a **mandatory** requirement for your organization to provide a DUNS number to DAI. If the offeror is submitting a consortium-based proposal, the proposal should clearly state which firm will be the prime subcontract holder, for whom (first-tier subcontractor) DUNS is required.

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 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 resulting from this RFP is contingent upon the winner providing a DUNS number to DAI. Offerors who fail to provide a DUNS number 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 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 Offerors sign the self-certification statement if the Offeror claims exemption for this reason.

For those required to obtain a DUNS number, see Attachment D - Instructions for Obtaining a DUNS Number - DAI'S Vendors, Subcontractors

For those not required to obtain a DUNS number, see Attachment E: Self Certification for Exemption from DUNS Requirement

9. Anti-Corruption and Anti-Bribery Policy and Reporting Responsibilities

DAI conducts business under the strictest ethical standards to assure fairness in competition, reasonable prices and successful performance or delivery of quality goods and equipment. **DAI does not tolerate the following acts of corruption:**

- Any requests for a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by a DAI employee, Government official, or their representatives, to influence an award or approval decision.
- Any offer of a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by an offeror or subcontractor to influence an award or approval decision.
- Any fraud, such as mis-stating or withholding information to benefit the offeror or subcontractor.
- Any collusion or conflicts of interest in which a DAI employee, consultant, or representative has a business or personal relationship with a principal or owner of the offeror or subcontractor that may appear to unfairly favor the offeror or subcontractor. Subcontractors must also avoid collusion or conflicts of interest in their procurements from vendors. Any such relationship must be disclosed immediately to DAI management for review and appropriate action, including possible exclusion from award.

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

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

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

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

10. Attachments

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

STATEMENT OF WORK

Design and Implementation of Da Nang Energy Efficiency Award Scheme

BACKGROUND

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

The overall goal of the project is ***“advanced³, distributed⁴ energy solutions deployed to improve urban energy resilience and energy security”*** in Vietnam. The Project aims to achieve the following high-level results:

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

The Implementation Plan for the National Energy Efficiency Program in Da Nang City, 2020 – 2030, has defined multiple activities. One of these activities is to: “Praise and present reward for organizations and individuals for the successful application of energy efficient solutions.”

The draft plan on enhancement of electricity saving for 2021 - 2025 in Da Nang city states that Department of Industry and Trade (DOIT) shall lead and coordinate with relevant agencies to implement the Energy Efficiency Award.

³ Advanced energy encompasses the technologies and services, both emerging and established that make the energy system secure, high-performing, clean, and affordable. It is a dynamic and complex combination of resources, technologies, and services working together to collectively meet the evolving energy needs. These solutions are roughly broken down into six main categories: 1) electricity generation, 2) electricity delivery & management, 3) building efficiency, 4) water efficiency, 5) transportation and 6) fuel production & delivery.

⁴ Distributed energy refers to energy generated at point of or near to point of consumption (mostly connected to the distribution grid) and encompasses a diverse array of distributed energy assets (i.e. generation, storage, etc.), digital services, electric vehicles (dynamic charging), management solutions and value-added services that include financing. They reduce costs, improve reliability and offer monetization of energy assets e.g. through participation in flexibility / Demand Response markets.

In support of this activity, USAID Vietnam Urban Energy Security will require a firm to work closely with Da Nang DOIT to design, launch and then implement an annual Energy Efficiency Award (EEA) scheme for 2 years.

OBJECTIVES

This assignment will result in the successful co-design, launch and the management of two annual award cycles of the Da Nang EEA scheme. The vision is for Da Nang's Department of Industry and Trade (DOIT) to take forward the EEA scheme in subsequent years, after Project closure. Inspired by the success of the scheme it is anticipated that the Government of Vietnam and/ or other city DOITs will also establish their own EEA schemes.

Under this statement of work, the selected firm will perform the following tasks:

- Facilitate a co-design workshop with representatives from Da Nang DOIT, the Project and USAID. This is expected to be a one-day workshop and will result in an validated EEA design document which builds on the EEA design that has already been developed by the Project, The design document will detail areas such as who can apply (eligibility criteria), the application process, roles/ responsibilities, templates etc. (see below for more detail). The Project and DOIT will be co-organizers and co-hosts of EEA.
- Facilitate the finalization of the EEA design document including contributions of select departments and agencies in Da Nang and the approval from People's Committee.
- Organize the EEA scheme launch event. This is expected to be a half-day event in a local Da Nang hotel with senior dignitaries from DOIT, USAID and relevant stakeholders in attendance. The Project contributes to the costs of the event (contributions to be agreed during the co-design workshop).
- Develop database of potential applicants (for the purposes of targeted outreach).
- EEA scheme process management for two annual awards. This will include: supporting interested stakeholders to complete the application forms, calls for applications, promotion, targeted outreach, managing the application process, managing the selection process, gathering the application forms, evaluating and validating information provided by applicants, conducting on-site technical inspections (e.g. walk-through energy audit, collecting and evaluating annual energy reports and/or MEPS compliance reports, or similar) before award announcement, supporting organization committee to evaluate and score applicants, organizing the awards ceremony process.
- Promotion of the EEA scheme. This will include the following: 1) Awareness raising campaign with a target audience of large energy users in Da Nang, DOITs in other cities, GVN, and relevant stakeholders. 2) A targeted outreach campaign to attract potential applicants 3) Developing an EEA scheme website page on the Da Nang DOIT website (<https://socongthuong.danang.gov.vn/>).
- Build the capacity of key staff within DOIT to manage future annual EEA scheme awards.
- Organize two annual EEA scheme prize giving ceremonies. As with the EEA scheme launch, this is expected to be a half-day event in a Da Nang hotel with senior dignitaries from DOIT, USAID, and relevant stakeholders. in attendance. The Project contributes to the costs of the event.

EXPECTED DELIVERABLES

Under this statement of work, the selected firm will be required to deliver the following:

- EEA co-design workshop and report (detailing the participants, key discussions and agreements reached);
- EEA design document, approved by Da Nang DOIT and the Project. This will be based on the co-design workshop with Da Nang DOIT and the Project and will build on the EEA scheme concept note already developed by the Project. The EEA scheme design document will detail:
 - who can apply (eligibility criteria)
 - the application process, roles/ responsibilities, templates
 - the selection criteria, process, methodology
 - categories of award, prize values, process of gifting
 - the promotion plan and the targeted outreach plan
- Database of potential applicants (for targeted outreach);
- Evaluation documentation (score sheets , summary of recommendations, and concrete next steps);
- Audited reports of the intended awarded sites
- EEA launch event and report;
- 2 x successfully managed EEA rounds, and 2 x reports;
- 2 x successful prize giving ceremonies, and 2 x reports;
- EEA scheme promotion materials:
 - Web page/s
 - Targeted outreach materials
 - General awareness raising materials
- Targeted EEA scheme awareness campaign

ESTIMATED TIMELINE

This engagement is expected to commence mid-September 2021 and end in March 2023. The EEA co-design workshop will result in an agreed (between the Project and Da Nang DOIT) timeline. The following dates are therefore indicative:

Co-design

- Design document approved by the Project and DOIT: 25 September 2021
- EEA scheme promotion materials: 30 September 2021
- Launch ceremony and call for first year applications: 6 October 2021 (on Energy Efficiency Day: <https://energyefficiencyday.org/>)

First year awards

- EEA scheme awareness campaign: 6 October – 30 November 2021
- First year applications received: 30 November 2021
- Selection process and audits: 31 January 2022
- Awards ceremony: February 2022

Second year awards

- Call for second year applications: 5 October 2022
- Second year applications received: 30 November 2022
- Selection process and audits: 31 January 2023
- Awards ceremony: February 2023

10.2 Attachment B: Proposal Cover Letter

[On Firm's Letterhead]

<Insert date>

TO: [Click here to enter text.](#)
DAI Global, LLC

We, the undersigned, provide the attached proposal in accordance with **RFP VUES-010**
[Click here to enter text](#) issued on [Click here to enter text](#). Our attached proposal is for
the total price of <Sum in Words (\$0.00 Sum in Figures) >.

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

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

We understand that our submission to DAI of the technical and price proposals constitutes an
offer and indicates our agreement to the terms and conditions in this RFP and any attachments
hereto and that DAI is not bound to accept any proposal it receives.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory: [Click here to enter text](#).

Name of Firm: [Click here to enter text](#).

Address: [Click here to enter text](#).

Telephone: [Click here to enter text](#).

Email: [Click here to enter text](#).

Company Seal/Stamp:

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

	Deliverable Name	Description	Due Date	Subtotal Price & VAT
1	Name	Description	XX/YY	\$550
2	Name	Description	XX/YY	\$1,100
3	Name	Description	XX/YY	\$1,650
		TOTAL inc. 10% VAT		\$3,300

10.4 Attachment D: Instructions for Obtaining a DUNS Number - DAI'S Vendors, Subcontractors

Note: There is a Mandatory Requirement for your Organization to Provide a DUNS number to DAI

I. SUBCONTRACTS/PURCHASE ORDERS: All domestic and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$30,000 and above are required to obtain a DUNS number prior to signing of the agreement. *Your organization is exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. Please see the self-certification form attached.*

II. MONETARY GRANTS: All foreign entities receiving first-tier monetary grants (standard, simplified and FOGs) with a value equal to or over \$25,000 and performing work outside the U.S. must obtain a DUNS number prior to signing of the grant. All U.S. organizations who are recipients of first-tier monetary grants of any value are required to obtain a DUNS number; the exemption for under \$25,000 applies to foreign organizations only.

NO SUBCONTRACTS/POs (\$30,000 + above) or MONETARY GRANTS WILL BE SIGNED BY DAI WITHOUT PRIOR RECEIPT OF A DUNS NUMBER.

Note: The determination of a successful offeror resulting from this RFP is contingent upon the winner providing a DUNS number to DAI. Organizations who fail to provide a DUNS number will not receive an award and DAI will select an alternate vendor/subcontractor.

Background:

Summary of Current U.S. Government Requirements- DUNS

The Data Universal Numbering System (DUNS) is a system developed and managed by Dun and Bradstreet that assigns a unique nine-digit identifier to a business entity. It is a common standard world-wide and users include the U.S. Government, European Commission and the United Nations. The DUNS number will be used to better identify related organizations that are receiving U.S. federal funding, and to provide consistent name and address data for electronic application systems.

Instructions detailing the process to be followed in order to obtain a DUNS number for your organization begin on the next page.

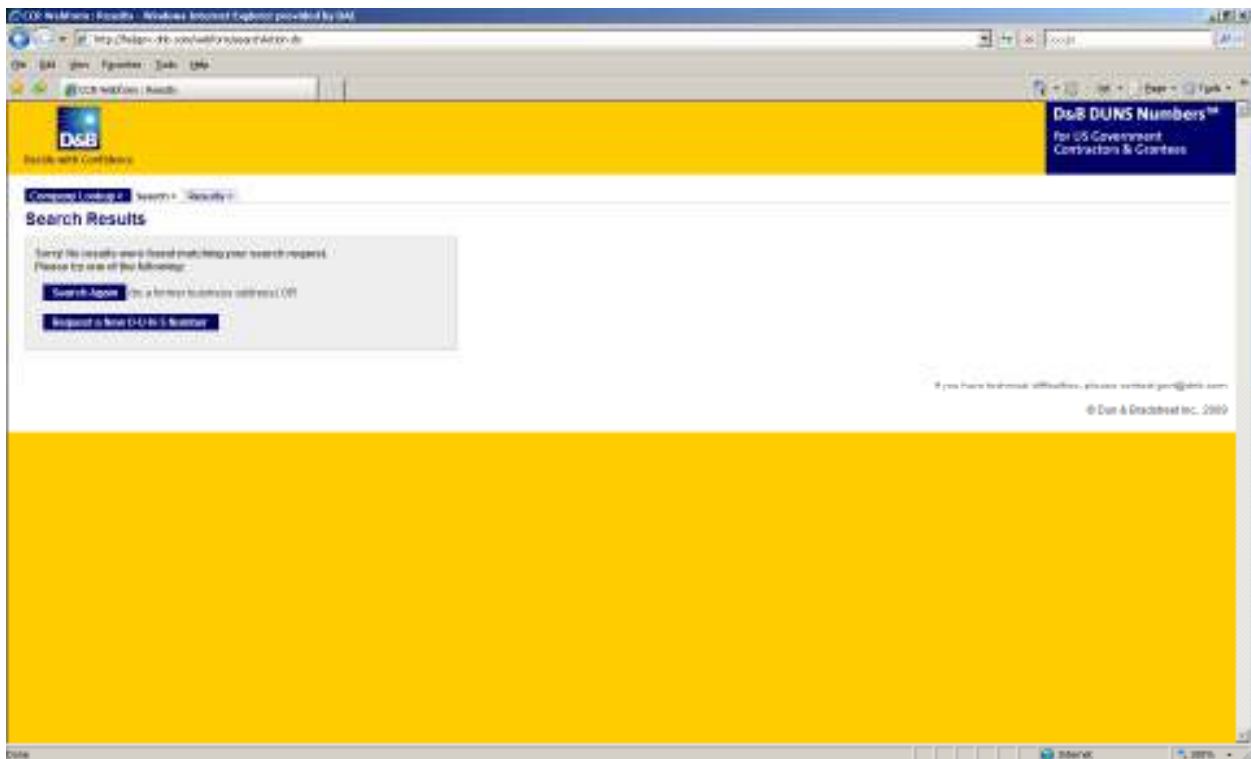
THE PROCESS FOR OBTAINING A DUNS NUMBER IS OUTLINED BELOW:

1. Log on to the D&B (Dun & Bradstreet) DUNS registration website to begin the process of obtaining a DUNS number free of charge.

<http://fedgov.dnb.com/webform/index.jsp>

Please note there is a bar on the left for Frequently Asked Questions as well as emails and telephone numbers for persons at Dun & Bradstreet for you to contact if you have any questions or difficulties completing the application on-line. DAI is not authorized to complete the application on your organization’s behalf; the required data must be entered by an authorized official of your organization.

2. Select the Country where your company is physically located.
3. You will first be asked to search the existing DUNS database to see whether a DUNS number already exists for your organization/entity. Subcontractors/grantees who already have a DUNS number may verify/update their DUNS records.
4. Potential DAI subcontractors/vendors/grantees who do not already have a DUNS number will be shown the screen below. To request a new DUNS Number, the “Request a New D-U-N-S Number” button needs to be selected.



5. Enter the information regarding your organization listed on the next three screens. (See screen shots below.) Make sure you have the following information available (in English) prior to beginning the process of entering this section in order to ensure successful registration.

- Legal Business Name (commas are allowed, periods are not allowed)
- Address
- Phone
- Name of Owner/Executive
- Total Number of Employees
- Annual Sales or Revenue (US Dollar equivalent)
- Description of Operations

6. Note that some fields are Optional, however all other fields must be completed to proceed further with the application process. For example, all applicants must complete the Organization Information sections. The Company Name and Physical Address fields are self-populated based on information previously entered during the initial DUNS search. The question marks to the left of the field provide additional information when you click on them.

The screenshot shows a web browser window displaying the D&B DUNS Numbers website. The page title is "Request for New D-U-N-S Number". The header includes the D&B logo and the text "D&B DUNS Numbers™ For US Government Contractors & Customers". The main content area contains a form with the following sections:

- Company Name:** Includes fields for "Legal Name" (with a question mark icon), "Legal Structure", "Taxpayer Name 1 (Optional)", "Taxpayer Name 2", "Taxpayer Name 3", and "Phone Number of Business".
- Physical Address:** Includes fields for "Street", "City", "State", "Zip Code + ZIP+4 Code", and "Country".
- Mailing Address (Optional):** Includes a checkbox and a "Submit as Physical Address" option.
- Additional Fields:** Includes "DUNS # (if any)", "EIN", and "NAICS Code".

The "Submit" button is located at the bottom right of the form.

7. You must select the legal structure of your organization from the pull-down menu. To assist you in selecting the appropriate structure that best represents your organization, a brief description of the various types follows:

- **Corporation** – A firm that meets certain legal requirements to be chartered by the state/province in which it is headquartered by the filing of articles of incorporation. A corporation is considered by law to be an entity separate and distinct from its owners. It can be taxed; it can be sued; it can enter into contractual agreements.
- **Government** - central, province/state, district, municipal and other U.S. or local government entities. Includes universities, schools and vocational centers owned and operated by the government.
- **Limited Liability Company (LLC)** - This is a type of business ownership combining several features of corporation and partnership structures. It is designed to provide the limited liability features of a corporation and the tax efficiencies and operational flexibility of a partnership. Its owners have limited personal liability for the LLC's debts and obligations, similar to the status of shareholders in a corporation. If your firm is an LLC, this will be noted on the organization's registration and licensing documents.
- **Non-profit** - An entity which exists for charitable reasons and is not conducted or maintained for the purpose of making a profit. Any money earned must be retained by the organization, and used for its own expenses, operations, and programs. Most organizations which are registered in the host country as a non-governmental organization (NGO) rather than as a commercial business are anon-profit entities.

Community based organizations, trade associations, community development councils, and similar entities which are not organized as a profit-making organization should select this status, even if your organization is not registered formally in country as an NGO.

- **Partnership**- a legal form of operation in which two or more individuals carry on a continuing business for profit as co-owners. The profits and losses are shared proportionally.
- **Proprietorship**-These firms are owned by one person, usually the individual who has day-to-day responsibility for running the business. Sole proprietors own all the assets of the business and the profits generated by it.

8. One of the most important fields that must be filled in is the Primary SIC code field. (See screen shot below.) The Primary Standard Industrial Code classifies the business' most relevant industry and function.

The screenshot shows a web browser window with a form titled "New Business Registration". The form is organized into several sections:

- Street P.O. Box:** Fields for "City", "State", "Zip Code + A/Postal Code", and "Country" (with a "Select one" dropdown).
- Employer Information:** Fields for "Company Name", "Title" (with a "Select one" dropdown), "Primary SIC code", "Description of Operations", "Economic Sector" (with a "Select one" dropdown), and "Number of Employees/contractors/seasonal/part-time/other employees".
- Annual Sales in Revenue:** A text input field.
- Physical Organization Location:** Fields for "Name", "Street", "City", "State", "Zip Code + A/Postal Code", and "Country" (with a "Select one" dropdown).
- Rules Applied:** A dropdown menu.

A "Submit Your Request" button is located at the bottom right of the form area. The browser's address bar shows a URL starting with "http://www...".

9. If you are unsure of which SIC Code your organization's core business falls under, please refer to the following website: <http://www.osha.gov/oshstats/sicscr.html>

The screenshot shows the Occupational Safety & Health Administration (OSHA) website. The page features a red header with the OSHA logo and the text "UNITED STATES DEPARTMENT OF LABOR". Below the header, there is a navigation menu with links for "Home", "Workers", "Regulators", "Enforcement", "Data & Statistics", "Training", "Publications", "Newsroom", and "Small Business".

The main content area is titled "STATISTICS & DATA | SIC SEARCH". It includes a sub-header "Occupational Safety & Health Administration - We Can Help" and a sub-menu with links for "Home", "Workers", "Regulators", "Enforcement", "Data & Statistics", "Training", "Publications", "Newsroom", and "Small Business".

The page contains the following text: "This page allows the user to search the OSHA version SIC Manual by keyword to access descriptive information for a specific 2, 3, 4 digit SIC and to examine the related statistics." Below this text are two input fields: "Enter a SIC CODE:" and "Enter the search keyword(s):". There are "Submit" and "Clear" buttons below the search fields.

At the bottom of the page, there is a footer with links for "Home", "Privacy & Security Statement", "Sitemap", "Contact Us", "Important Mail Site Notice", "International", and "Contact Us". The footer also includes the text "OSHA is an Equal Opportunity Employer" and "OSHA is an Equal Opportunity Employer".

You will need to enter certain keywords to bring up the potential SIC Codes. In the case above, “Research” was entered as the keyword, and resulted in the following:



PLEASE NOTE: Many of the DAII subcontractors and grantees fall under one of the following SIC codes:

8742 Management Consulting Services

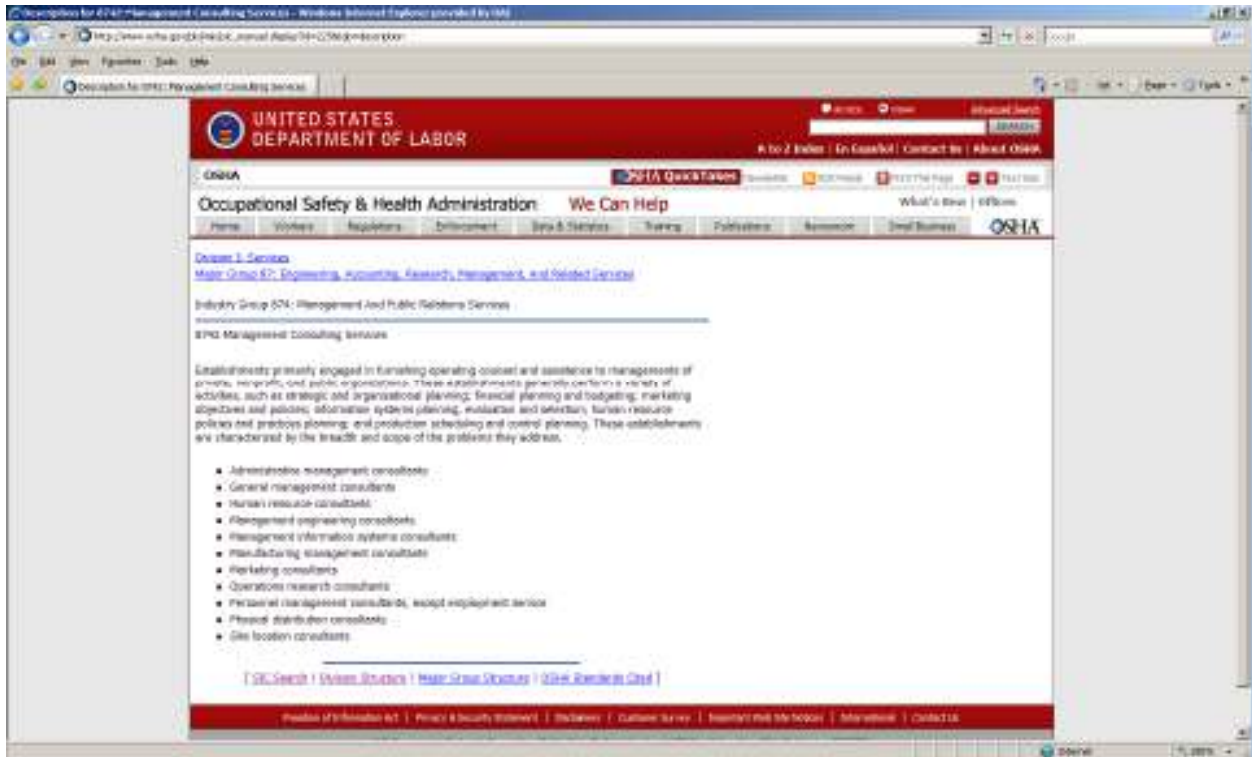
1542 General Contractors-Nonresidential Buildings, Other than Industrial Buildings and Warehouses or one of the codes within:

Industry Group 357: Computer and Office Equipment

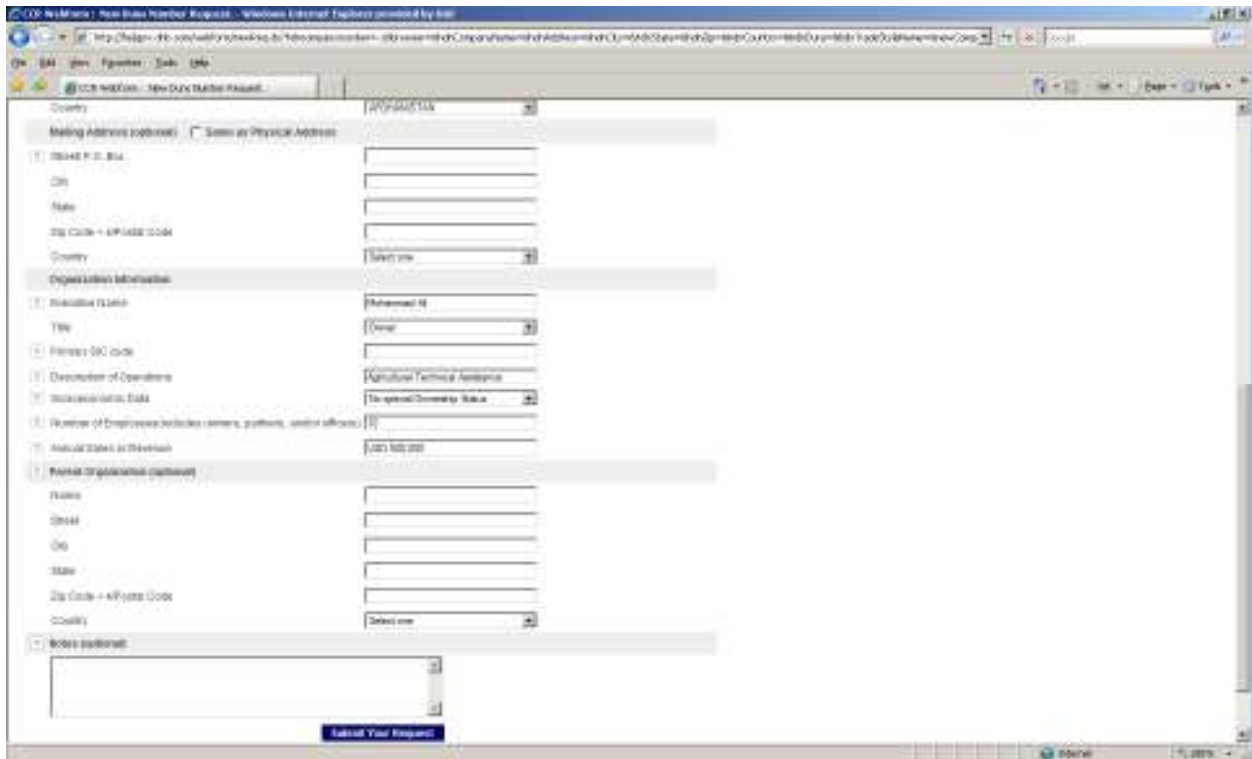
Industry Group 355: Special Industry Machinery, Except Metalworking

Industry Group 356: General Industrial Machinery and Equipment

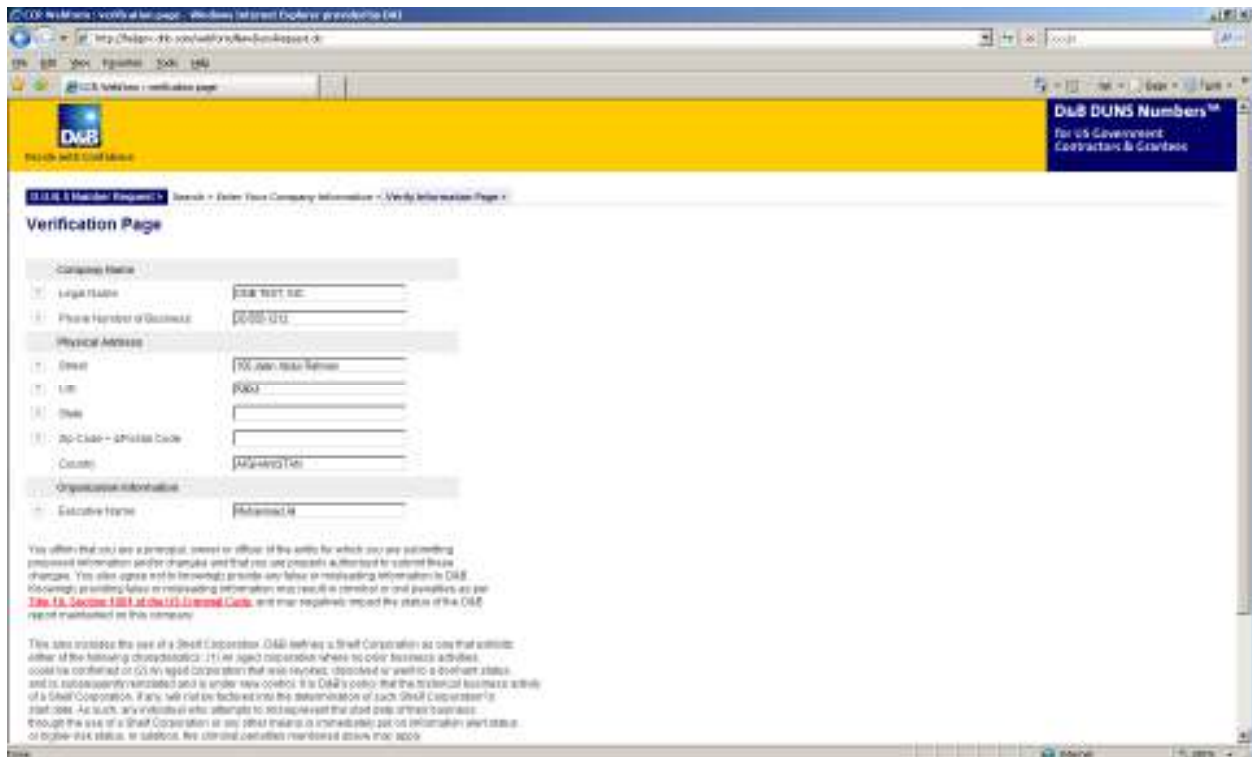
Industry Group 359: Miscellaneous Industrial and Commercial



10. Description of Operations- Enter a brief description of the primary services you provide the example below, “agricultural technical assistance” was chosen as the primary function of the business.



11. The Annual Sales or Revenue figure should be provided in USD (US Dollar) equivalent.
12. Once all of the fields have been completed, click on “Submit Your Request” to be taken to the Verification page.
13. Note: Representative (Principal, Owner or Officer) needs to verify and provide affirmation regarding the accuracy of the data under criminal or civil penalties as per Title 18, Section 1001 of the US Criminal Code.
14. Once “Yes, Continue” button is clicked, the registration application is sent to D&B, and a DUNS number should be available within 24-48 hours. DUNS database can be checked in 24-48 hours by entering the Business Information in the Search window – which should now display a valid result with the new DUNS number for the entity.



10.5 Attachment E: Self-Certification for Exemption from DUNS Requirement

**Self-Certification for Exemption from DUNS Requirement
For Subcontractors and Vendors**

Legal Business Name: _____

Physical Address: _____

Physical City: _____

Physical Foreign Province (if applicable): _____

Physical Country: _____

Signature of Certifier _____

Full Name of Certifier (Last Name, First/Middle Names): _____

Title of Certifier: _____

Date of Certification (mm/dd/yyyy): _____

The sub-contractor/vendor whose legal business name is provided herein, certifies that we are an organization exempt from obtaining a DUNS number, as the gross income received from all sources in the previous tax year is under USD \$300,000.

*By submitting this certification, the certifier attests to the accuracy of the representations and certifications contained herein. The certifier understands that s/he and/or the sub-contractor/vendor may be subject to penalties, if s/he misrepresents the sub-contractor/vendor in any of the representations or certifications to the Prime Contractor and/or the US Government.

The sub-contractor/vendor agrees to allow the Prime Contractor and/or the US Government to verify the company name, physical address, or other information provided herein. Certification validity is for one year from the date of certification.

10.6 Attachment F: Past Performance Form

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

Projects should have been undertaken in the past three years. Projects undertaken in the past six years may be taken into consideration at the discretion of the evaluation committee. Please submit this along with up to three one-page descriptions of relevant past work and links or files of your videos, infographics, and other visual materials.

#	Project Title	Description of Activities	Location Province/ District	Client Name Address Tel #/Email	Cost in US\$	Start-End Dates	Completed on schedule (Yes/No)	Completion Letter Received? (Yes/No)	Type of Agreement, Subcontract, Grant, PO (fixed price, cost reimbursable)
1									
2									
3									
4									
5									

10.7 Attachment G: Representations and Certifications of Compliance

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

10. Federal Acquisition Regulation (FAR) – The Bidder certifies that it is familiar with the Federal Acquisition Regulation (FAR) and is in not in violation of any certifications required in the applicable clauses of the FAR, including but not limited to certifications regarding lobbying, kickbacks, equal employment opportunity, affirmation action, and payments to influence Federal transactions.

11. Employee Compliance – The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of a DAI Purchase Order to comply with the provisions of the resulting Purchase Order and with all Federal, State, and local laws and regulations in connection with the work associated therein.

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