

To: Offerors
Date: March 11, 2023
RFP: ATI-029
From: Procurement and Partnerships Team, Africa Trade, and Investment (ATI) Program;
Implemented by DAI Global LLC
Subject: Request for Proposals (RFP) ATI 029: Zambia Association of Manufacturers
Environmental, Social, and Governance Training in Zambia
Due: 1:00PM EAT (6:00AM EST) on March 24, 2023

Dear Offerors:

Enclosed is a Request for Proposals (RFP) to support the implementation of DAI's ATI project funded by the United States Agency for International Development (USAID). DAI invites firms to submit a proposal to provide Training for Zambia Association of Manufacturers (ZAM) Environmental, Social, and Governance (ESG) Training in Zambia, for the USAID Africa Trade and Investment Program.

- I. **RFP Process and deadlines:** This solicitation will result in the award of Firm Fixed Price (FFP) Subcontract. We anticipate issuing one subcontract between \$14,000.00 – \$16,000.00
 - a) Submission of Questions – Questions must be submitted no later than **1:00PM EAT (6:00AM EST) on March 16, 2023**, via email at ATI_Procurement@dai.com.
 - b) Submission of Proposals – Proposals must be submitted no later than **1:00PM EAT (6:00AM EST) on March 24, 2023**, via email to ATI_Procurement@dai.com, copying Gideon_Gatere@atiprogram.com, Mike_Wayamba@atiprogram.com, and Edwin_Muli@atiprogram.com. The subject line of the email should be your organization name, followed by “Submission under RFP ATI 029: ZAM ESG Training in Zambia.” Please certify in your submission email a validity period of 60 days for the price(s) provided. In order to submit a proposal, offerors must have at least initiated the process to obtain a [SAM \(System for Award Management\) \(System for Award Management\) UEID \(Unique Entity ID\)](#). If the UEID has not yet been issued, offerors should note that in the submission and update ATI at ATI_Procurement@dai.com once it is issued. Please limit file submissions to 10 megabytes or less.

- II. **Composition of Proposal:** Your organization's proposal should comprise the following submission documents. The Technical Proposal and Cost Proposal should be prepared as separate files for independent evaluation, as follows below. Technical proposals should be submitted as a presentation no longer than ten (10) slides, using 12-point standard font size. Graphics may be included, so long as the text is clearly legible and may use 10-point font. If text or graphics are of poor resolution, the information provided may be excluded from consideration. Submissions in PowerPoint or in PDF (Portable Document Format) are acceptable, although PDF is preferred along with an accompanying PowerPoint document. Please provide a copy of your cost proposal in Excel format; offerors may use the attached cost/budget template.

Part 1 – Technical Proposal

Please limit your technical proposal to no more than ten (10) slides. Further details can be found in the SOW under the section *Evaluation Criteria*. The technical proposal is composed of the following three (3) sections:

1. **Technical Approach** – Offerors will detail their approach to fulfilling the requirements under the accompanying Scope of Work (SOW). The approach will clearly indicate how the offeror will provide the ZAM ESG Training services to the ATI program in conjunction with the Activity team. Further details can be found in the SOW under *Training Methodology*.
2. **Institutional Capacity** – Eligible firms must be registered and based in Zambia. The successful firm should have prior evidence of conducting at least two similar trainings, with at least seven (7) years of relevant training experience. Further details can be found in the SOW under *Firm Experience*.
3. **Management Plan/Staffing Structure** – Offerors should include details of personnel as follows: Lead Trainer to have a minimum of a bachelor's degree in social economics, Governance, or other relevant social science, with a master's degree being an advantage. The Co-Trainers to have at least a bachelor's degree or professional diploma in the fields of social science, communication, or any other relevant field. Further details can be found in the SOW under *Team Experience*.

Offerors are permitted to engage in partnering arrangements if it will aid in providing best value to DAI. If a partnering arrangement is being proposed, please describe the nature of the arrangement, the specific technical value being contributed by each member of the team, and the appropriate management, oversight, and coordination controls to ensure successful delivery.

In addition to the above, please include the following as Annexes. These inputs will not be counted as part of the 10-slide limit and the format may be PDF or Word:

- Evidence of at least two (2) past trainings conducted, and evidence of at least one previous training curriculum developed.
- CV(s) of any individuals proposed in the staffing plan to conduct this activity (limited to two (2) pages per individual).

A cover slide will be considered a non-counting slide, should offerors choose to include one.

Part 2 – Price Proposal

Offerors should include a table of Materials and Labor Categories as well as LOE and associated pricing per category for the implementation of this subcontract. The cost should include the labor categories associated with implementing the SOW requirements in accordance with the offeror's technical approach, level of effort (LOE) per labor category, and any required non-Labor costs. Offerors may use their own budget templates, or utilize the template provided along with this RFP. Please limit file submissions to 10 megabytes or less.

- III. **Evaluation of Proposal:** DAI will use best value determination for the award of this Request for Proposals. A best value determination means that, in DAI's estimation, the selected offer will provide the greatest overall benefit to DAI in response to the requirements stated in this RFP. 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/or financial capabilities required to perform the work required. Proposals will be evaluated against a stated number of factors, including the overall proposed approach, past performance and other evidence substantiating the bidder's ability to deliver, and budget and time frame considerations. The Technical Proposal

will be evaluated against the following criteria, further details of which are available in the accompanying SOW document:

1. **Technical Proposal:** The Technical Proposal will be scored and evaluated separately from the cost proposal. Technical panel reviewers will evaluate offerors on the following factors, consistent with the offerors' technical proposal.
 - a. **Technical Approach (30 points)** – Points for this section will be awarded based on the information presented in the technical approach. Points will be awarded to firms describing their innovative or compelling thoughtful technical approach to addressing the SOW. Detailed scoring criteria should be reviewed in the accompanying SOW document.
 - b. **Institutional Capacity (35 points)** – Points for this section will be based on information in line with the criteria outlined under Firm Experience. Points will be awarded to offerors based on experience working with USAID, UN or EU donor countries, expertise, and evaluated evidence on capacity to conduct the Training activity. Detailed scoring criteria should be reviewed in the accompanying SOW document.
 - c. **Management Plan/Staffing Structure (35 points)** – Points for this section will be based on staff qualifications and experience in line with the criteria outlined under Team Experience. Points will be awarded based on the team leader and members' qualifications and relevant experience. Detailed scoring criteria should be reviewed in the accompanying SOW document.
 2. **Price Proposal:** Price will be evaluated separately from the technical approach, with consideration for price reasonableness and allowability consistent with US (United States) government cost principles. Evaluation for this section will depend on all information presented by the Offeror in their deliverable table, budget with cost breakdowns, and supporting cost information, and its alignment with the proposed technical approach. Budgets will be analyzed for cost reasonableness of the deliverable prices as well as the cost build-up.
- IV. **Offeror's Agreement with Terms and Conditions:** The completion of all RFP requirements in accordance with the instructions in this RFP and submission to DAI of the technical and cost proposals will constitute an offer and indicate the Offeror's agreement to the terms and conditions in this RFP and any attachments hereto. DAI is not required to accept and/or evaluate proposals that do not conform to the instructions of the RFP, and additionally, DAI may reject all proposals and not award a subcontract for this RFP. DAI reserves the right to award a subcontract without discussion and/or negotiation; however, DAI also reserves the right to conduct discussions and/or negotiations, which among other things may require an Offeror(s) to revise its proposal (technical and/or cost). By submitting an offer, Offerors agree to comply with the general terms and conditions for an award, including [Representations and Certifications](#) compliance. Offerors must provide full, accurate, and complete information in response to this solicitation. By submitting an offer, Offerors certify that they have not/will not attempt to bribe or make any payment to DAI employees in return for preference. Issuance of this RFP in no way obligates DAI to award a subcontract, nor does it commit DAI to pay any costs incurred by the Offeror in preparing and submitting the proposal. DAI reserves the right to award a subcontract to one organization or to issue multiple awards to different organizations based on the results of our evaluation.



Shaping a more livable world.

Thank you,

DAI ATI Procurement and Partnerships Team

ATI_Procurement@dai.com

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