

Request for Proposals (RFP)

Amendment #1

(This RFP Amendment #1 is being issued to rescind the requirement to submit Current Insurance Coverage (CIC) as part of the proposal documents under the Method of Submittal section and other relevant section)

Commodity/Service Required:	Small renewable energy mini-grid systems requiring technical assistance and/or co-funding
Type of Procurement:	Purchase Order
Type of Contract:	Fixed Price with Payment Milestones
Term of Contract:	Approximately nine months
Contract Funding:	USAID
This Procurement supports:	USAID-PNG Electrification Partnership (PEP)
Submit Proposal to:	procurement@png-pep.org Copy Steve Warnock @ swarnock@png-pep.org
Date of Issue of RFP:	8 March 2023
Date of Pre-Bid Meeting:	14 March 2023 at 2:00 – 3:00 PM (PNG time) A confirmation is required to attend the bid meeting Attendance is limited to two representatives per company. Send your reservation request to procurement@png-pep.org by 13 March 2023, 8:00AM (PNG Time). Interested bidders unable to attend in person may join by Zoom.
Date Questions from Bidders Due:	21 March 2023 by 8:00AM (PNG time)
Date Proposal Due:	7 April 2023 by 8:00AM (PNG time)
Approximate Date Purchase Order Issued to Successful Bidder(s):	28 April 2023
Method of Submittal:	
<p>Submit proposal via e-mail with attached documents in MS Word/pdf format. Email to procurement@png-pep.org.</p> <p>Copy Steve Warnock @ swarnock@png-pep.org</p> <p>For detailed proposal submission guidance please refer to <u>Attachment B: Instructions to Bidders</u>, however, it is crucial that you heed the guidance below to ensure that your proposal is considered for evaluation.</p>	

In order for RTI to conduct the most efficient proposal evaluation, bidders are required to include the items described below in their proposals. Failure to include any of the items highlighted below in your proposal will result in your proposal being rejected.

- a. Cover Letter, signed by an authorized representative of the bidder (see Attachment C for template)
- b. Completed Bidder Information Form attached in Attachment D, Bidder Information Form
- c. Proof of legal registration in Papua New Guinea
- d. IRC Certificate (TIN)
- e. Technical Proposal
- f. Financial Proposal

The bidder agrees to hold the prices in its proposal firm for **120 days** from the date specified for the receipt of proposals unless another time is specified in the addendum of the RFP.

Solicitation Number:

PEP RFP-2023-001

Attachments to RFP:

1. Attachment A: Statement of Work
2. Attachment B: Instructions to Bidders
3. Attachment C: Cover Letter Template
4. Attachment D: Bidder Information Form
5. Attachment E: 937 Geographic Code Countries

All PO Terms and Conditions are listed on our website at: <https://www.rti.org/sites/default/files/rti-purchase-order-terms-and-conditions-v1.16.pdf>, http://www.rti.org/files/PO_FAR_Clauses.pdf or for commercial items: http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf (hereinafter the “Terms”). Supplier’s (bidder’s) delivery of products, performance of services, or issuance of invoices in connection with this purchase order establishes Supplier’s (bidder’s) agreement to the Terms. The Terms may only be modified in writing signed by both parties.

All bidders are responsible to carefully review each attachment and follow any instructions that may be relevant to this procurement.

Attachment A: Statement of Work

Description of Activity/Service:

RTI International (RTI) is a global, independent research institute with almost 60 years of experience in creating and translating knowledge into practice – including 35 years in Asia. RTI has more than 5,000 staff in over 75 countries with expertise in at least 250 degree fields working to unlock value in eight practice areas including: health, education, governance, energy, environmental sciences, and innovation ecosystems. RTI maintains 22 projects in the Asia region with offices located in Indonesia, Thailand, Cambodia, Papua New Guinea, Philippines, Laos, India, and Nepal.

RTI is the prime contractor of the USAID-PNG Electrification Partnership Activity (USAID-PEP), a five year project funded by the United States Agency for International Development (USAID). The project aims to help Papua New Guinea (PNG) achieve its goal of connecting 70% of its population to electricity by 2030. To accomplish this goal, USAID-PEP aims to reach a target of at least 200,000 new electricity connections and institutionalize key strategies that will enable PNG to achieve such by the end of the Activity.

USAID-PEP endeavors to develop viable off-grid electrification models. As part of this effort, USAID-PEP is interested in providing technical assistance to and co-funding small renewable energy mini-grid projects for health facilities, schools, churches, or other facilities where a payment model can be tested that provides revenue to the system, improving its viability. The small mini-grids must connect households and the size of the mini-grids may be up to 50 households. The connected houses should be within a self-contained facility, area or village that does not result in potential community issues between the houses connected to electricity and those not connected to electricity. One example of this would be staff houses around health facilities and schools, which are considered to be distinct from surrounding villages. The small mini-grids must also be in an off-grid area that is either at least 10km away from the PNG Power electricity network or is very unlikely to be connected to the PNG Power electricity network within 10 years.

Product or Service Expectations:

Refer to Attachment B, item 4, for the Technical and Financial Proposal Requirements of your proposal. RTI proposes to collaborate with bidders to develop small renewable energy and battery mini-grid projects that have an existing source of funding or co-funding identified and are able to be installed by 15 October 2023. **USAID-PEP has limited funding and may co-fund up to 50% of a project's total cost (up to a maximum co-funding amount of USD 250,000), depending on the costs and quality of projects received.** USAID-PEP may also provide the following technical assistance.

- Site assessments;
- Engineering and design (including assistance with system modelling and distribution grid design);
- Conducting community engagement activities;
- Financial modelling;
- Independent advisory and due diligence (owner's engineer services) on:

- Procurement and installation
- Testing and commissioning
- Operations and maintenance
- Sustainable business models
- Licensing/permitting;
- Conducting environmental, health and safety impact assessments, and gender assessments; and
- Training.

Your proposal must clearly identify the areas in which you require USAID-PEP technical assistance in the Project Approach section of the proposal (as per Attachment B, item 4).

Mini-grids shall be designed and installed according to the technical and safety requirements of the PNG Power Electrical Trade Circular and relevant AS/NZS Electrical Codes and Standards.

Nationality and Source Requirements

The nationality and source requirements for this RFP are as follows:

- Nationality, i.e., the place of incorporation, ownership, citizenship, residence, etc. of the supplier (bidder) of the mini-grids: The nationality of the mini-grid supplier (bidder) must be PNG or the United States of America.
- Source of mini-grid components / equipment, i.e., the country from which each mini-grid component is shipped to PNG, or PNG itself if the components are located therein at the time of the purchase: The source of mini-grid components must be PNG, the United States of America, or any 937 geographic code country (reference Attachment D). **Please see important note below.**
- Bidder may not offer or supply services or any commodities that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, or Syria.
- Any and all items that are made by Huawei Technology Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, Dahua Technology Company will not be accepted. If quotes include items from these entities, please note that they will be deemed not technically responsive, and excluded from competition.
- The US Government has implemented a blanket prohibition on providing direct government financing to international solar projects that source from suppliers that are the subject of a withhold release order (Hoshine Silicon Industry), on the Commerce Entity List, or otherwise sanctioned for their use of forced labor. These People’s Republic of China (PRC) energy companies that were added to the Commerce Entity List for their ties to forced labor are found below. NOTE: Bidders may not purchase from any of the suppliers listed below without advance written approval from RTI/USAID.
 - Hoshine Silicon Industry (metallurgical grade silicon and silicon products) - also subject to a WRO
 - Xinjiang Daqo New Energy (polysilicon, wafers)
 - Xinjiang East Hope Nonferrous Metals (polysilicon, ingots, wafers)
 - Xinjiang GCL-New Energy Material (polysilicon, ingots, wafers, cells, modules)
 - Xinjiang Production and Construction Corps (state-owned paramilitary organization, electricity supplier)

Note: This does not mean that all PRC-produced solar panels are prohibited. Currently, the restriction is on any solar panels or products that are directly purchased using US Government funds from any of the above companies. Please note that the Source/Nationality requirements enumerated above apply only to individual purchases over \$25,000 USD. Any individual purchase not exceeding \$25,000 can be made from any country except the prohibited countries. For example, a bidder could buy \$25,000 worth of solar panels from Australia, then \$23,000 worth of batteries from New Zealand, and \$500 worth of connectors from India and remain compliant. However, bidders are prohibited from breaking up procurements in amounts less than \$25,000 to circumvent the Source/Nationality requirements.

Gender Requirements

Gender equity should be considered in the planning and implementation of the project.

Deliverables, Timelines, Special Terms and Conditions:

The successful bidder will be responsible for engineering, procurement, securing any permits and approvals required, installation, and training for the mini-grid systems at specified sites. These tasks are indicative, and bidders may need to undertake other tasks to successfully install a mini-grid. Bidders should include any such tasks in their proposal.

List of deliverables and timeline:

No.	List of deliverables	Indicative Timeline
1	Preliminary mini-grid designs and requested USAID-PEP technical assistance	Due two weeks after contract signing
2	Final mini-grid designs and Environmental Mitigation and Monitoring Plan	Due two weeks after the technical assistance service completion report from USAID-PEP is delivered to successful bidder
3	System installed, tested and commissioned. O&M manual provided.	Due eight weeks after the finalization of mini-grid designs. Commissioning to be signed off by USAID-PEP
4	Training provided to operator personnel and electricity users (households). As-built drawings submitted.	Due two weeks after system commissioning

Pricing Template for Bidders

Bidders should use this template to specify costs, or another format that shows clear and concise pricing for your financial proposal and explains the proposed term of payments. Bidders should provide a separate table for each site for which they submit a proposal.

Item #	Description	Qty.	Unit	Unit Price	Total Fixed Price	Co-funding	Funded by RTI
1	Item AAAA	2	Each	PGK XXXX	PGK XXXX	PGK XXXX	PGK XXXX
2	Expert BBB	2	Person	PGK XXXX	PGK XXXX	PGK XXXX	PGK XXXX
3							
Sub Total Value					PGK XXX	PGK XXX	PGK XXX
GST XX %					PGK XXX	PGK XXX	PGK XXX
Total Value					PGK XXX	PGK XXX	PGK XXX

Attachment B: Instructions to Bidders

1. **Procurement Narrative Description:** The Buyer (RTI) intends to purchase commodities and/or services identified in Attachment A. The Buyer intends to purchase the quantities (for commodities) and/or services (based on deliverables identified in the Statement of Work). The term of the Ordering Agreement shall be from Award Date to the Delivery date of the bidder unless extended by mutual agreement of the parties. The Buyer intends to award to responsible bidders based on conformance to the listed specifications, the ability to service this contract, and selling price.
2. **Procuring Activity:** This procurement will be made by **Research Triangle Institute (RTI International)**, located at

Ist Floor, Gordons Business Centre, Hohola
P.O. Box 209, Vision City
Port Moresby, National Capital District
Papua New Guinea

who has a purchase requirement in support of a project funded by

USAID

RTI shall award the initial quantities and/or services and any option quantities (if exercised by RTI) to bidder by a properly executed Purchase Order as set forth within the terms of this properly executed agreement.

3. **Proposal Requirements.** All bidders shall submit a proposal which contains offers for all items and options included in this RFP. All information presented in the bidder's proposal will be considered during RTI's evaluation. Failure to submit the information required in this RFP may result in bidder's proposal being deemed non-responsive. Bidders are responsible for submitting proposals, and any modifications, revisions, or withdrawals, so as to reach RTI's office designated in the RFP by the time and date specified in the RFP. Any proposal, modification, revision, or withdrawal of a proposal received at the RTI office designated in the RFP after the exact time specified for receipt of proposals is "late" and may not be considered at the discretion of the RTI Procurement Officer.

The bidder's proposal shall include the following:

- (a) The solicitation number (Include in Cover Letter)
- (b) The date submitted (Include in Cover Letter)
- (c) The name, address, and telephone number of the bidder and authorized signature of same (Include in Cover Letter)
- (d) Validity period of proposal (Include in Cover Letter)
- (e) Past performance information, to include recent and relevant contracts for the same or similar items and other references (including points of contact with telephone numbers, and other relevant information) (Include in Bidder Information Form and Technical Proposal)
- (f) If RTI informs bidder that the Commodity is intended for export and the Commodity is not classified for export under Export Classification Control Number (ECCN) "EAR99" of the U.S. Department of Commerce Export Administration Regulations

(EAR), then bidder must provide RTI the correct ECCN and the name of bidder’s representative responsible for Trade Compliance who can confirm the export classification.

- (g) Acknowledgment of solicitation amendments (if any)
- (h) Special Note: The bidder, by his response to this RFP and accompanying signatures, confirms that the terms and conditions associated with this RFP document have been agreed to and all of its attachments have been carefully read and understood and all related questions answered.

4. Bidders will be required to submit the response to the RFP in an email with an attached zip file containing two folders: (1) Eligibility Requirements Folder and (2) Proposal Folder. Information submitted in the Proposal Folder will be referenced for scoring during the proposal evaluation, utilizing the factors outlined in Attachment B, paragraph 11.

1) Eligibility Requirements Folder:

Eligibility Folder Requirements: Proposals will only be evaluated if eligibility requirements are met, and all documents listed below are submitted with the proposal.
1. Cover Letter (template located in Attachment C)
2. Bidder Information Form (located in Attachment D)
3. Proof of Legal Registration in Papua New Guinea
4. IRC Certificate (TIN)

2) The Proposal Folder shall consist of two sub-folders: (1) Technical Proposal Folder and (2) Financial Proposal Folder. Information submitted under each sub-folder will be referenced for scoring during the proposal evaluation, utilizing the factors outlined in Attachment B, paragraph 11.

Technical Proposal Requirements:
The information in this sub-folder will be evaluated against the technical evaluation factors: Technical and O&M (20 points), Project Delivery Timeline (20 points), Risk Assessment and Sustainability (10 Points), Corporate Capabilities and Experience (10 Points) and Past Performance (10 points). Documentation in this folder should contain the information on the proposed project requirements outlined under the RFP section “Product or Service Expectations.”
Bidders are expected to develop their proposals based on their understanding of needs, their prior institutional experience, and their determination of the approaches that would be feasible, scalable, and successful within the context provided. In all cases, bidders must clearly explain the rationale for the proposed approaches chosen.
Bidders shall present separate technical proposals for each site they bid on. The technical proposal must follow the structure outlined below, contain the sections listed below, and be within page limitations. The bidder may include additional details and annexes if desired.

Section Heading	Description	Page Limit
Technical Approach	Describe the approach and plans for accomplishing the requirements outlined in the Statement of Work, including the various parties involved, e.g., mini-grid owner, operator and co-funders. The approach shall be described in sufficient detail to allow RTI to evaluate them fairly and with a minimum of possible misinterpretation. Please also state the areas of technical assistance required in this section.	2
Mini-grid Owner	Include details/profile of the mini-grid owner.	1
Mini-grid Operator	Include details/profile of the mini-grid operator.	1
Technical Designs	Provide technical designs. The mini-grid shall be designed and installed according to the technical and safety requirements of the PNG Power Electrical Trade Circular and relevant AS/NZS Electrical Codes and Standards. Designs shall include component specifications (sizes/manufacturers/models/etc.), drawings/maps/photos, and terms of warranty describing what and how the warranties will be serviced.	10
Payment and Sustainability Model	Provide details on the proposed payment and sustainability model. Payments for electricity shall be made by the households and electricity users using prepayment power meters or another reliable method of collecting payments	1
Training and Operations & Maintenance Plan	Provide details on the training and operations & maintenance (O&M) plan, which includes O&M training for the electricity users (households) and mini-grid operator personnel. Note that an O&M manual and logbook shall be submitted at commissioning. Service contract options shall also be provided in this section.	1
Workplan and Project Delivery Timeline	Include a project workplan and delivery timeline that describes how your company can meet the installation deadline of October 15, 2023. Include details of lead time and stock availability, shipping and	3

	logistics.	
Risk Assessment and Mitigation Measures	Describe and assess any risks (security issues, social-cultural issues, etc.) that could affect the installation and operation of the system and the measures to be taken to mitigate these risks.	3
Corporate Capabilities and Experience	Provide a brief description of your company/organization and how long you have been operating. Include a fact sheet, and/or brochure, management structure, and client list/client reference letters.	10
Key Personnel	Identify key staff who will or may provide the services required in this RFP and describe their specific experience providing the required services. Use specific examples and include their roles and responsibilities in the project. Include their bio and list any relevant training certificates or technical certifications they possess.	1 page per person
Past Performance	Provide at least three client references for similar work. The references must include the following: <ol style="list-style-type: none"> 1. Name of the organization, contact person, current email and phone number of the organization for which work was provided. 2. A brief description of the work performed. 3. The duration (including the dates) of the work and amount (specify the currency) of the contract. 	1 page per reference

<p>Financial Proposal Folder Requirements: The information in this sub-folder will contribute to the Financial evaluation factor (30 Points) and must include a detailed costing, including co-funding and terms of payment.</p>
<ol style="list-style-type: none"> 1. Include details/profile of any project co-funder and proportion of co-funding provided, and evidence of commitment.
<ol style="list-style-type: none"> 2. Submit a line-item pricing table in Excel format with per unit costs, including GST, co-funding and terms of payment. All prices must be in PNG Kina. Pricing shall include, but is not limited to equipment, materials, logistics/transportation, installation labor, testing and commissioning, O&M training, O&M manual and logbook, drawings, and other services. Include budget justification notes detailing how funds will be allocated during the project, including proposed level of effort of staff who will work on the project. Bidders shall present separate cost proposals for each site they bid on. Bidders may price proposals using the Pricing Template in Attachment A or the bidder may utilize another format with clear and concise costing for each deliverable as listed.
<ol style="list-style-type: none"> 3. Include any special pricing instructions: Price and any discount terms or special

requirements or terms if applicable. Special note: pricing must include guaranteed firm fixed prices for items requested.

4. List payment address or instructions.

5. **Questions Concerning the Procurement:** All questions in regard to this RFP should be directed to

USAID-PEP Procurement, Steve Warnock, Deputy Chief of Party,
Operations and Compliance

at this email address:

procurement@png-pep.org
Copy Steve Warnock @ swarnock@png-pep.org

The cut-off date for questions is.

21 March 2023 by 8:00AM (PNG time)

6. **Notifications and Deliveries:** Time is of the essence for this procurement. Bidder shall deliver the items or services no later than the dates set forth in the contract that will be agreed by both parties as a result of this RFP. The bidder shall immediately contact the Buyer's Procurement Officer if the specifications, availability, or the delivery schedule(s) changes. Exceptional delays will result in financial penalties being imposed of bidder.
7. **Documentation:** The following documents will be required for payment for each item:
- A detailed invoice listing purchase order number, bank information with wiring instructions (when applicable)
 - Packing list
 - All relevant product/service documentation (manuals, warranty doc, certificate of analysis, etc.)
8. **Payment Terms:** Refer to RTI purchase order terms and conditions found in <https://www.rti.org/sites/default/files/rti-purchase-order-terms-and-conditions-v1.16.pdf> , http://www.rti.org/files/PO_FAR_Clauses.pdf, or http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf. Payment can be made via wire transfer or other acceptable form. Bidders may propose alternative payment terms and they will be considered in the evaluation process.
9. **Alternative Proposals:** Bidders are permitted to offer "alternatives" should they not be able to meet the listed requirements. Any alternative proposals shall still satisfy the minimum requirements set forth in Attachment A, Specifications.
10. **Inspection Process:** Each item shall be inspected prior to final acceptance of the item. All significant discrepancies, shortages, and/or faults must be satisfactorily corrected and satisfactorily documented prior to delivery and release of payment.
11. **Evaluation and Award Process:** The RTI Procurement Officer will award a contract resulting from this solicitation to the responsible bidder(s) whose proposal conforms to the requirements of the RFP, and will be most advantageous to RTI, price and other factors considered. The award will

be made to the bidder whose proposal represents the **best value** to the project and to RTI. For the purpose of this RFP, the technical factors and past performance when combined are significantly more important than price for the purposes of evaluating and selecting the “best value” awardee. RTI intends to evaluate proposals and award a contract without discussions with bidders. Therefore, the bidder’s initial proposal should contain the bidder’s best terms from a price and technical standpoint. However, RTI reserves the right to conduct discussions if later determined by the RTI Procurement Officer to be necessary.

Each proposal shall be evaluated against the following evaluation factors:

Technical Evaluation Criteria	Maximum Points
Factor 1: Technical Approach	
Adequacy and quality of the proposed technical approach, technical designs, and training and O&M plan in response to the Statement of Work and the Technical Proposal Requirements.	20
Factor 2. Project Delivery Timeline	
Adequacy and reasonableness of the workplan and project delivery timeline. Is the workplan and timeline realistic and implementable? Will the plan meet the installation deadline of October 15, 2023?	20
Factor 3: Risk Assessment and Sustainability	
Adequacy and reasonableness of the risks (security issues, social-cultural issues, etc.) identified that could affect the installation and operation of the system and the measures to be taken to mitigate these risks. Are the mitigation measures realistic? Adequacy and reasonableness of the payment and sustainability model, including consideration of the owner and operator of the mini-grid. Is the payment and sustainability model realistic?	10
Factor 4: Corporate Capabilities and Experience	
Adequacy and quality of the organization’s corporate/organizational capabilities, experience and key personnel to complete the proposed work. Is the proposed team experienced and capable of performing the work? Is the overall team composition balanced with the appropriate mix of skills?	10
Factor 5: Past Performance	
Rated performance feedback from references and previous clients.	10

Financial Criteria	Maximum Points
Fairness and reasonableness of the prices offered, as well as the amount of co-funding offered and the level of commitment from the co-funder.	30

12. **Award Notice.** A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful bidder within the time acceptance specified in the offer, shall result in a binding contract without further action by either party.

13. **Validity of Proposal.** This RFP in no way obligates RTI to make an award, nor does it commit RTI to pay any costs incurred by the bidder in the preparation and submission of a proposal or amendments to a proposal. Your proposal shall be considered valid for **120** days after submission.
14. **Representations and Certifications.** Winning bidders under a US Federal Contract are required to complete and sign the RTI Representations and Certifications for award values over \$10,000.
15. **Anti- Kick Back Act of 1986.** Anti-Kickback Act of 1986 as referenced in FAR 52.203-7 is hereby incorporated into this Request for Proposal as a condition of acceptance. If you have reasonable grounds to believe that a violation, as described in Paragraph (b) of FAR 52.203-7 may have occurred, you should report this suspected violation to the RTI's Ethics Hotline at 1-877-212-7220 or by sending an e-mail to ethics@rti.org. You may report a suspected violation anonymously.
16. **The John S. McCain National Defense Authorization Act for fiscal year 2019 – section 889.** RTI cannot use any equipment or services from specific companies, or their subsidiaries and affiliates, including Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, Aventura Technologies, Kaspersky Lab – Russian hardware & software products, and Dahua Technology Company (“Covered Technology”). In response to this request for proposal, please do not provide a quote which includes any Covered Technology. Any quote which includes Covered Technology will be deemed non-responsive. Additionally, if the United States Government is the source of funds for this RFP, the resulting Supplier (bidder) shall not provide any equipment, system, or service that uses Covered Technology as a substantial or essential component.

Attachment C: Cover Letter Template

[Bidder: Insert date]

Procurement Department
 USAID-Papua New Guinea Electrification Partnership (PEP) Activity, RTI International
 Port Moresby, Papua New Guinea

Reference: Request for Proposals, Small Renewable Energy Mini-grid Systems Requiring Technical Assistance and/or Co-funding – PEP RFP-2023-01

Subject: [Bidder: Insert name of your organization]’s Eligibility Documents and Technical and Financial Proposals

Dear USAID-PEP Procurement Department:

[Bidder: Insert name of your organization] is pleased to submit its proposal in regard to the above referenced request for proposals. For this purpose, we are pleased to provide the information furnished below:

Name of the company or organization:	
Address:	
Telephone	
E-mail address	
Taxpayer Identification Number	
Unique Entity Identifier (UEI) if available	
Name of company authorized representative:	
Nationality of authorized representative:	
Address:	
Telephone:	
E-mail address:	

We are further pleased to provide the following items containing the required documents requested in the RFP:

Note: It is incumbent on each bidder to clearly review the RFP and its requirements. It is each bidder's responsibility to identify all required documents and include them in their proposal.

- Cover Letter, signed by an authorized representative of the bidder
- Completed Bidder Information Form attached in Attachment D. Bidder Information Form
- Proof of legal registration in Papua New Guinea
- IRC Certificate (TIN)
- Financial Proposal
- Technical Proposal

We confirm that our proposal, including the financial proposal, will remain valid for _____ calendar days after the proposal deadline.

Sincerely,

 Signature
 Bidder: Insert name of your organization's representative]

Attachment D: Bidder Information Form

KEY QUESTIONS	BIDDER INFORMATION FORM
	<p><i>Please write your answers clearly and use additional paper if needed to provide <u>as much detail as possible</u> in your answers to these questions. More details and facts are always better than fewer details. We will attempt to verify the important facts you have listed below using our local personnel in and around the country.</i></p>
1	Contact name of designated representative
2	Title or position of designated representative
3	Phone Number(s) for designated representative
4	E-mail address for designated representative
5	Company name
6	Company address
7	Primary business of company
8	List cities where company has offices and/or workshops
9	List manufacturers or brands your company currently represents
10	Define <u>type</u> of representation of each brand (agent, dealer, authorized manufacturing rep, etc.) and whether or not it is exclusive
11	Is company locally owned or foreign owned?
12	Describe previous experience in working with USAID-funded projects.
13	If your company has been awarded previous USAID-funded work, please describe.
14	Please describe your recent experience (last 36 months) with doing work, providing equipment or services as defined in our specifications or statement of work.

15	List the names and current contact information for the project managers working <u>for your customers</u> in your last two projects for us to contact and ask about your performance.	
16	If your company is based outside of the country, please describe how you would effectively service and support a future contract.	

Attachment E: 937 Geographic Code Countries

Countries included in the 937 Geographic Code per ADS 310 (310maa_020612):

Afghanistan	Gambia, The	Myanmar
Bangladesh	Guinea	Nepal
Benin	Guinea-Bissau	Niger
Burkina Faso	Haiti	Rwanda
Burundi	Kenya	Sierra Leone
Cambodia	Korea, Dem Rep.	Somalia
Central African Republic	Kyrgyz Republic	Tajikistan
Chad	Liberia	Tanzania
Comoros	Madagascar	Togo
Congo, Dem. Rep	Malawi	Uganda
Eritrea	Mali	Zimbabwe
Ethiopia	Mozambique	
Angola	India	São Tomé and Príncipe
Armenia	Iraq	Senegal
Belize	Kiribati	Solomon Islands
Bhutan	Kosovo	Sri Lanka
Bolivia	Lao PDR	Sudan
Cameroon	Lesotho	Swaziland
Cape Verde	Marshall Islands	Syrian Arab Republic
Congo, Rep	Mauritania	Timor- Leste

Côte d'Ivoire	Micronesia, Fed. Sts.	Tonga
Djibouti	Moldova	Turkmenistan
Egypt, Arab Rep.	Mongolia	Tuvalu
El Salvador	Morocco	Ukraine
Fiji	Nicaragua	Uzbekistan
Georgia	Nigeria	Vanuatu
Ghana	Pakistan	Vietnam
Guatemala	Papua New Guinea	West Bank and Gaza
Guyana	Paraguay	Yemen, Rep.
Honduras	Philippines	Zambia
Indonesia	Samoa	