

## ATTACHMENT II

### INSTRUCTIONS TO OFFERORS

#### General Instructions

These Instructions to Offerors will not form part of the offer or of the Subcontract. They are intended solely to aid Offerors in the preparation of their proposals.

- This is a full and open competition open to market research firms and consultancy companies who can operate in Switzerland. Consortia-based applications are allowed.
- The proposals, and all corresponding documents related to the proposal must be written in the English language unless otherwise explicitly allowed.
- No costs incurred by the Offerors in preparing and submitting the proposal are reimbursable by DT Global. All such costs will be at the Offeror's expense.
- Proposals and all cost and price figures must be presented in Euro. All prices should be net of Host Country VAT and customs duties. The services provided under this contract are funded by the U.S. Government and shall be exempt from Host Country taxes, import and other fees, as stipulated in the bilateral agreement between the U.S. Government and Government of Kosovo. The subcontractor shall obtain prior written approval by DT Global before making any VAT payments. Awards and payments made to Kosovo firms will be in local currency.
- The Offeror must state in its Proposal the validity period of its offer. The minimum offer acceptance period for this RFP is **60 days** after closing date of the RFP. Offers with a shorter acceptance period will be rejected. This RFP in no way obligates DT Global to award a subcontract.
- Responsibility Determination: Award shall only be made to "responsible" prospective Offerors. To enable DT Global to make this determination, the Offeror must briefly describe in the Attachment Section of the proposal that it:
  - has adequate financial resources including appropriate insurance coverage to perform the work stated herein, or the ability to obtain them;
  - is able to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments;
  - has a satisfactory performance record;
  - has a satisfactory record of integrity and business ethics;
  - has the necessary technical capacity, equipment and facilities, or the ability to obtain them; and
  - is otherwise qualified and eligible to receive an award under applicable laws and regulations.
- Eligibility of Firms – Source /Nationality: The authorized geographic code for the source and nationality of the goods, services, and suppliers under Compete Activity contracts is 937. 937 requires that goods and services be acquired from the United States, cooperating country, and developing countries other than advanced developing countries but excluding any country that is a prohibited source. A full discussion of the source and nationality requirements maybe found at 22 CFR 228. Offerors whose proposals fail to meet the nationality requirements will be considered non-responsive.
- NDAA Section 889 Compliance. Section 889 of John S. McCain National Defense Authorization Act for Fiscal Year 2019 (NDAA) prohibits the U.S. Government and its contractors from (1) procuring or obtaining any equipment, system, or services that

uses covered telecommunications equipment or services and (2) enter into a contract (or extend or renew a contract) with an entity that uses any equipment, system, or service that uses covered telecommunications equipment or services. A full discussion of the prohibitions can be found at FAR 52.204-25. To be eligible for award the offeror must complete and sign the representation in Attachment IV.

- In addition to the above and to comply with the Switzerland local laws, Offerors must be licensed and authorized to conduct business in Switzerland.
- **Late Offers:** Offerors are wholly responsible for ensuring that their offers are received in accordance with the instructions stated herein. DT Global reserves the right to reject any offer not submitted by the indicated deadline, even if it was late as a result of circumstances beyond the Offeror's control.
- **Modification/Withdrawal of Offers:** Offerors have the right to withdraw, modify or correct their offer after such time as it has been emailed to DT Global; at the email address stated above and provided that the request is made before the RFP closing date.
- **Disposition of Proposals:** Proposals submitted in response to this RFP will not be returned. Reasonable efforts will be made to ensure confidentiality of both Business and Technical Proposals received from all Offerors. This RFP does not seek information of a highly proprietary nature but if such information is included in the Offeror's proposal, the Offeror must alert DT Global and must annotate the material by marking it "Confidential and Proprietary" so that these sections can be treated appropriately.
- Regardless of the method used in the submission of the proposal, the Technical Proposal and Business Proposal must be kept separate from each other. Technical Proposals **must not** make reference to cost or pricing data in order that the technical evaluation may be made strictly on the basis of technical merit.
- **Clarification and Amendment to the RFP:**
  - Any question raised regarding this solicitation should be received no later 17:00 GMT +2 (Kosovo time) on **October 04, 2024**. All questions must be **in writing**, emailed to the email address specified in the cover letter. No questions/clarifications will be entertained if they are received by means other than the aforementioned email address. The solicitation number should be stated in the subject line. Responses to questions received will be compiled and emailed to potential Offerors.
- If Offeror intends to submit a proposal in response to this solicitation and wishes to receive any updates thereto, Offeror is encouraged to confirm receipt of this solicitation by email to the email address specified in the cover memo.
- Offeror's email message should state in the subject the solicitation number. Also, the email should include the name of your organization, the name of contact person, email address and telephone number.
- DT Global anticipates that discussions with Offerors will be conducted; however, DT Global reserves the right to make award without discussions. Therefore, it is strongly recommended that Offerors present their best offer as their initial submission.
- DT Global may waive informalities and minor irregularities in proposals received.

### Submission of Proposal:

- Proposals must be submitted in an electronic format as an email attachment, sent to the email address specified in the cover letter, no later than the date and time specified in the cover letter.
- The email should state the solicitation number in the subject line.
- The file attachment should be in a format that can be opened by one of the following applications: PDF, MSWord, MExcel, MSPowerPoint. The submission of attachments in any other format may result in disqualifying the offer.

- Please note that the DT Global email server has a limitation of 20MB for the total attachments per single email. It is strongly recommended that the size of ALL attachments per a single email be less than 20MB.
- The technical proposal and business proposals should be submitted in two separate emails. The first should be named “Technical” and the second is named “Cost/Business.” If the submission will be through several emails, then the emails should be sequentially numbered indicating the total number of emails that will be submitted (example 1/4, 2/4, 3/4 and 4/4).

### **Content of Proposal:**

The proposal shall consist of five (5) sections. 1) The Cover Page-Technical, 2) The Technical Proposal, 3) The Cover Page-Cost, 4) the Cost/Business Proposal; and 5) The Attachments

#### 1. The Cover Page-Technical:

The cover page should be on the Offeror’s letterhead and **MUST** contain the following information:

- Solicitation Number
- Company’s Name:
- Company’s Address
- Name of Company’s authorized representative
- Telephone No, Cellular Phone #, Email address
- Validity of Proposal
- Signature, Date and time

#### 2. Technical Proposal:

The technical proposal shall describe how the Offeror intends to carry out the statement of work. It will also address the Offeror’s corporate capabilities to carry out the work and the extent to which the Offeror has a demonstrated ability to provide the required services.

The Offeror will also include the resumes of all proposed personnel. The Offeror shall provide information about past performance implementing similar work globally, and most particularly, in Switzerland within the last 3 years. Capacity to undertake the technical and administrative backstopping of all interventions described in the Scope of Work. Offeror should also provide detailed description of existing facilities in Switzerland.

The technical proposal should be divided into three sections following the same order of the technical evaluation criteria mentioned in Attachment III. Failure to respond to any section will be the basis for disqualification of the Offeror from further consideration.

#### 3. The Cover Page - Cost/Business:

The cover page should be on the Offeror’s letterhead and **MUST** contain the following information:

- Solicitation Number
- Company’s Name:
- Company’s Address
- Name of Company’s authorized representative
- Telephone No, Cellular Phone #, Email address

- Total Proposed Price
- Validity of Proposal
- Acceptance of Tax Withholding Statement
- Data Universal Numbering System number (if available) and Tax Identification Number
- Name and address of Government Audit Agency and name and phone number of the auditor
- A valid business license or Registration Certificate
- Signature, Date and time

#### 4. The Cost/Business Proposal:

As stated earlier, the cost proposal shall be submitted separately from the technical proposal. The budget will present the cost of performing the work specified in this solicitation. At a minimum, the cost proposal will include the following information:

- A detailed cost breakdown of the proposed budget to the maximum extent practical using the template provided.
- A detailed and comprehensive budget narrative explaining the basis for the cost estimates.
- If your company includes indirect costs in your budget please adhere to the following:
  - Negotiated Indirect Rate Agreement (NICRA) or other documentation from its cognizant audit agency, if any, stating the most recent provisional indirect cost rates.
  - If Offeror does not have a cognizant audit agency, the Offeror must provide audited balance sheets and profit & loss statements for the last two complete years and current year-to-date; and
  - The most recent two fiscal year pool and base cost compositions along with derived rates, the bases of allocation of these rates and an independent certified audit by a certified accounting firm of these rates.

The ceiling amount of the proposed budget shall not exceed \$60,000.00.

#### 5. Attachments

This section will include any information or document that was not listed in the above sections and the Offeror finds necessary to include in the proposal. In this section, the Offeror will also include the information that will assist DT Global to determine the Offeror's responsibility. The following documents may be submitted with the proposal:

- Current copy of the business registration (front and back)
- Proof of good standing with the relevant revenue/tax authority
- Proof that there are no outstanding tax liabilities that could lead to company being unable to provide services as set out in the RFP
- Visa and work permit policy (if applicable)
- Completed and signed NDAA Representation Form (see Annex IV)

This solicitation in no way obligates DTG Global to award a subcontract, nor does it commit DT Global to pay any costs incurred in preparation and submission of a proposal in response to the RFP. Furthermore, DT Global reserves the right to reject any and all offers if such action is in the best interest of DT Global.

**Instructions for the Preparation of the Cost/Business Proposal**

The subcontract type will be a Firm Fixed Price Subcontract.

A Firm Fixed Price Subcontract is: An award for the provision of specific services, goods, or deliverables and is not adjusted if the actual costs are higher or lower than the fixed price amount. Offerors are expected to include all costs, direct and indirect, into their total proposed price.

If an Excel file, it should not be 'read only' or 'protected' The proposal must include any necessary supporting information to substantiate proposed costs. The Offerors must submit a detailed budget narrative that supports and clarifies item for item the cost estimates proposed in its budget. Narratives for the individual cost items must provide a discussion of any estimated escalation rates where applicable. Estimated costs proposed to exceed ceilings imposed by USAID or Federal procurement policy must be fully explained and justified.