**Attachment B: Proposal Cover Letter**

[On Firm’s Letterhead]

<Insert date>

TO:

Development Alternatives, Inc.

We, the undersigned, provide the attached proposal in accordance with RASS-RFP-NINF-2022-007 issued on January 25, 2022.

Our attached proposal is for the total price of <Sum in Words ($0.00 Sum in Figures) >.

I certify a validity period of days for the prices provided in the attached Price Schedule/Bill of Quantities. Our proposal shall be binding upon us subject to the modifications resulting from any discussions.

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

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

**Should a contract be awarded, we confirm that we accept the proposed payment terms specified in Attachment A.**

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Telephone:

Email:

Company Seal/Stamp:

**Attachment C: Price Schedule**

*Instruction: please submit best-value cost proposals in United States Dollars using the format provided below*

**Financial proposal for 13 counties**

1. **Jonglei State- (1) Akobo, (2) Uror, (3) Duk, (4) Pibor counties**
2. **Unity State– (5) Panyijar, (6) Leer & (7) Mayendit counties**
3. **Western Barl El Ghazal State – (8) Wau & (9) Jur River counties**
4. **Upper Nile State– (10) Ulang & (11) Baliet counties**
5. **Eastern Equatoria State- (12) Kapoeta North & (13) Budi counties**

| **Item Number** | **Item Name** | **Description/Specifications** | **Quantity** | **Unit Price** | **Total Price** |
| --- | --- | --- | --- | --- | --- |
| 1 | Deliverable 1: Inception report which includes survey methodology, assessment and research questions & questionnaire design, Report Outline Development in consultation and approvals from relevant RASS activity leads with timelines and participation in Inception workshop | Per attachment A | Deliverable |  |  |
| 2 | Deliverable 2: Community Engagement, meeting with key partners, stakeholders and key informants, Field quantitative & qualitative Data Collection -, weekly/biweekly meetings or field updates/progress reports Debriefing with summary of findings, | Per attachment A | Deliverable |  |  |
| 3 | Deliverable 3: Data analysis, submission of draft report | Per attachment A | Deliverable |  |  |
| 4 | Deliverable 4: Final Report: 3 separate reports, each for Market Assessment, Gender Analysis & Food Security Baseline Study, South Sudan Context Specific Standard HDDS questionnaire, fully completed indicator table with current baseline data for 32 indicators and all assessment raw and cleaned datasets and data quality reports. | Per attachment A | Deliverable |  |  |
| 5 | VAT | Excluded |  |  |  |
| **GRAND TOTAL IN UNITED STATES DOLLARS** | | | | | $ |

**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.

**Attachment H: Experience of the Firm**

Using the format below, provide information on each relevant assignment for which your firm, and each Associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under the Terms of Reference included in this RFP. The Proposal must demonstrate that the Consultant has a proven track record of successful experience in executing projects similar in substance, complexity, value, duration, and volume of services sought in this procurement.

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.

| # | Project Title | Description of Activities | Location  Province/  District | Client  Name/Tel No / Physical address | Name of point of contact / Valid mail address | 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 |  |  |  |  |  |  |  |  |  |  |