



REQUEST FOR QUOTATION (RFQ)

PUBLIC RELATIONS AND DIGITAL CONTENT CREATION

RFQ No.: MOD-REQ-GRE-23-0035

Title: PUBLIC RELATIONS AND DIGITAL CONTENT CREATION

Issue date: MAY 11TH, 2023

Due date: 5:00PM / 17:00 AST, Friday, May 19, 2023

WARNING: Prospective Offerors who have received this document from a source other than the USAID/ESC Youth Resilience to Crime and Violence Activity, implemented by DAI, should immediately contact youthresilience_procurement@dai.com and provide their name and mailing address so that amendments to the RFQ or other communications can be sent directly to them. Any prospective offeror who fails to register their interest assumes complete responsibility if they do not receive communications prior closing date. Any amendments to this solicitation will be issued via email.

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 corruption, bribery, collusion or conflicts of interest. Any requests for payment or favors by DAI employees should be reported as soon as possible to ethics@dai.com or by visiting www.dai.ethicspoint.com. Further, any attempts by an offeror or subcontractor to offer inducements to a DAI employee to influence a decision will not be tolerated and will be grounds for disqualification, termination and possible debarment. See General Terms and conditions for more details.

1. Synopsis of the Request for Quotation

DAI GLOBAL LLC, the implementer of the **USAID-funded Youth Resilience, Inclusion and Empowerment (Y-RIE) Project**, invites qualified vendors to submit quotations to supply/deliver and lead the projects' public relations through the creation and distribution of digital content. Y-RIE is preparing to execute a series of events between May 2023 and January 2024 at various communities in Grenada.

1. RFQ No.	REQ-GRE-23-0035
2. Issue Date	May 11th, 2023
3. Title	Public Relations and Digital Content Creation
4. Issuing Office & Email/Physical Address for Submission of Quotes	USAID Y-RIE Project Kirani James Boulevard St. George's, Grenada Youthresilience_procurement@dai.com
5. Deadline for receipt of questions.	5:00pm/17:00 AST, Tuesday, May 16 th , 2023 All questions regarding this RFQ can be submitted electronically to Youthresilience_procurement@dai.com
6. Deadline for Receipt of Quotes.	5:00pm / 17:00 AST, Friday, May 19th, 2023 Submit electronically to: Youthresilience_procurement@dai.com with the subject: RFQ No. REQ-GRE-23-0035
7. Point of Contact	Youthresilience_procurement@dai.com
8. Anticipated Award Type	Blanket Purchase Agreement (BPA) Issuance of this RFQ does not obligate DAI to award a subcontract or purchase order. Bidders will not be reimbursed for any costs associated with the preparation of their quote.
9. Basis for Award	An award will be made to the responsible bidder whose bid is responsive to the terms of the RFQ and is most advantage Bidders must meet the requirements identified in Section 12, "Determination of Responsibility" to be considered for the award to DAI, considering price or/and other factors included in the RFQ. Bidders must meet the requirements identified in Section 12, "Determination of Responsibility" to be considered for an award. No discussions or negotiations are permitted with bidders; therefore, bidders shall submit their best and final price.

2. Request for Quotation

<p>General Instructions to Bidders</p>	<ul style="list-style-type: none"> • Due by 5:00pm / 17:00 AST, Friday, May 19th, 2023 • Late offers will be rejected except under extraordinary circumstances at DAI's discretion. • Bidders shall submit quotes electronically (via procurement email) • Include a statement that the vendor fully understands that their quote must be valid for a period of Eight (8) months • Bidders shall sign and date their quotation. • Bidders shall complete Attachment A: Price Schedule template. Value Added Tax (VAT) shall be included on a separate line.
<p>10. Questions Regarding the RFQ</p>	<p>Each Bidder is responsible for reading very carefully and understanding fully the terms and conditions of this RFQ. All communications regarding this solicitation are to be made solely through the Issuing Office and must be submitted via email or in writing and delivered to the Issuing Office no later than the date specified above. All questions received will be compiled and answered in writing and distributed to all interested Bidders.</p>
<p>11. Technical Specifications and Requirements for Technical Acceptability</p>	<ol style="list-style-type: none"> 1. A detailed list of technical specifications and requirements can be found in Attachment A. 2. As requested, final delivery is required on a rolling basis between May 2023 and January 31, 2024.
<p>12. Prohibited Technology</p>	<p>Bidders MUST NOT provide any goods and/or services that utilise telecommunications and video surveillance products from the following companies: Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company, or any subsidiary or affiliate thereof, in compliance with FAR 52.204-25.</p>
<p>13. Determination of Responsibility</p>	<p>DAI will not enter into any agreement with a vendor before ensuring the vendor's responsibility. When assessing a vendor's responsibility, the following factors are taken into consideration:</p> <ol style="list-style-type: none"> 1. Provide a copy of the business certificate of registration. 2. Provide a copy of the VAT registration certificate if applicable 3. The services' source, origin and nationality are not from a Prohibited Country (explained below). 4. Ability to comply with required or proposed delivery or performance schedules.
<p>14. Geographic Code</p>	<ul style="list-style-type: none"> • Under the authorised 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" and "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.

	<ul style="list-style-type: none"> • DAI must verify the source, nationality and origin of goods and services and ensure (to the fullest extent possible) that DAI does not procure any services from prohibited countries listed by the Office of Foreign Assets Control (OFAC) as sanctioned countries. The current list of countries under comprehensive sanctions includes Cuba, Iran, North Korea, Sudan, and Syria. DAI is prohibited from facilitating any transaction by a third party if that transaction would be prohibited if performed by DAI. • By submitting a quote in response to this RFQ, Bidders confirm that they are not violating the Source and Nationality requirements and that the services comply with the Geographic Code and the exclusions for prohibited countries.
<p>15. Unique Entity ID (SAM)</p>	<p>All U.S. and foreign organisations which receive first-tier subcontracts/ purchase orders with a value of \$30,000 and above are required to obtain a Unique Entity ID (SAM) before signing of the agreement. Organisations 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 Bidders sign the self-certification statement if the Bidder claims an exemption for this reason. For those required to obtain a Unique Entity ID (SAM) you may request Attachment C: Instructions for Obtaining a Unique Entity ID (SAM) For those not required to obtain a Unique Entity ID (SAM), you may request Attachment D: Self-Certification for Exemption from Unique Entity ID (SAM) Requirement</p>
<p>16. Compliance with Terms and Conditions</p>	<p>The bidder shall know the general terms and conditions for an award resulting from this RFQ. The selected Bidder shall comply with all Representations and Certifications of Compliance listed in Attachment B.</p>
<p>17. Anti-Corruption and Anti-Bribery Policy and Reporting Responsibilities</p>	<p>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:</p> <ul style="list-style-type: none"> • 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 misstating 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 may appear to unfairly favour 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 the 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.

1.1 Attachment A: Price Schedule

The vendor **MUST** fill out Columns E, F and G as part of their submission.

A	B	C	D	E	F	G
Item	Item Name	Specifications	Anticipated Quantity	Unit Price (EC)	Advance Notice Needed (days)	Total Price (EC)
1	Project Public Service Announcement (PSA)-Video (narrative/scenic)	<ul style="list-style-type: none"> • General information PSA (topic may vary) • Topic and text provided • Published on three (3) popular local social media pages • Published on two (2) local television stations • No more than 2 minutes in length 	Five (5)			
2	Project Public Service Announcement (PSA)-Video (scripted/actors required)	<ul style="list-style-type: none"> • General information PSA (topic may vary) • Script to be co-designed; actors not provided by Y-RIE • Published on three (3) popular local social media pages • Published on two (2) local television stations • No more than 3 minutes in length • Must include USAID branding/marketing 	Five (5)			
3	Project Public Service Announcement (PSA)-Audio (narrative)	<ul style="list-style-type: none"> • General information PSA (topic provided) • Narrative/script to be co-designed • Published on two (2) local radio stations • No more than 1 minute in length • Must include USAID branding 	Ten (10)			
4	Activity highlight video (extended version)	<ul style="list-style-type: none"> • No more than 2 minutes summary video • Video may include voice over, interviews, music • Published on three (3) popular local social media pages • Formattable to WhatsApp • Must include USAID branding/marketing 	Five (5)			

5	Activity highlight video (shortened version)	<ul style="list-style-type: none"> • Thirty (30) seconds summary video • Video may include voice over, interviews, music • Published on three (3) popular local social media pages • Formattable to WhatsApp • Must include USAID branding/markings 	Ten (10)				
6	Photos	<ul style="list-style-type: none"> • High-resolution photo of activities hosted by Y-RIE and its partners • Shot in the field (no support from YRIE) • Picture quotations of participants at various YRIE and partner activities. • Photos must be branded/marked with USAID identity 	Six hundred (600)				
7	Videography by hour	<ul style="list-style-type: none"> • At least 1 videographer • High resolution/high quality video recording capabilities • To produce video footage of activities hosted by Y-RIE and its partners to feed into mini-documentaries, PSAs, and quotation highlights. • Any video footage must be branded/marked with USAID identity 	Eighty (80)				
8	Billboards	<ul style="list-style-type: none"> • 8' wide x 4' high-General information billboard with text (eg. "USAID and X community – partners in community violence prevention") • To design, print, provide infrastructure and set up 	Five (5)				
9	Customized Logo	<ul style="list-style-type: none"> • Design and produce an image file of a customized logo 	Five (5)				
10	VAT						
GRAND TOTAL IN EC							
GRAND TOTAL IN UNITED STATES DOLLARS							\$

Delivery Date:

1.2 Attachment A: Bid response template

DAI GLOBAL LLC

We, the undersigned, provide the attached quote in accordance RFQ # _____ dated _____.

Our attached quote is for the total price of _____ (figure and in words).

Samples of our work have been attached in _____ (jpeg or PDF or links to vimeo) to our submission.

I certify a validity period of ___days for the prices provided in the attached Price Schedule/Bill of Quantities. Our quote shall be binding upon us subject to the modifications.

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

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Telephone:

Email:

Company Seal/Stamp:

1.3 Attachment B: 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 an 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 quote, bidders 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.

1.4 Attachment C: Detailed Technical Specifications

Y-RIE seeks to award a Blanket Purchase Agreement to a successful offeror who can provide the following products, with advance notice, to the USAID Y-RIE Program, between May 2023 and January 2024. Y-RIE will give direction on topic, script, narrative, messaging, length, and branding but will not provide any videography, photography, or acting support. It is anticipated that all work will be conducted in the following communities:

- **Cluster 1:** Four Roads, River Road, Mt. Rush, Dabeau, Beaulieu, Boca and New Hampshire/Willis-St. George
- **Cluster II:** Town of Gouyave, Concord, Grand Roy and Black Bay-St. John
- **Cluster III:** Belmont to Mourn Rouge, Grand Anse (Mont Tout, The Limes, The Valley) and Woburn-St. George
- **Community IV:** Mont Horn - St. Andrew

All work is expected to be of exceptional quality, as demonstrated by the samples that are required to be provided as part of an Offerors bid.

Item Number	Item Name	Specifications
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9	Customized Logo	<ul style="list-style-type: none"> • Design and produce an image file of a customized logo

END