

## Request for Quotation

**Solicitation No.** RFQ#1903-049  
**Title:** Event Management Service  
**Issue Date:** June 25, 2024  
**Closing Date:** ~~July 5, 2024~~ **July 12, 2024**  
**Questions Due:** ~~July 3, 2024~~ **July 10, 2024**  
**Closing Time:** 17hrs (5 pm) Beirut, Lebanon time  
**Subject:** USAID Contract No. 72026821C00002  
Innovation for Affordable and Renewable Energy for All  
(INARA) Project

DT Global, the implementer of the Innovation for Affordable and Renewable Energy for All (INARA) Project under USAID Contract No. 72026821C00002, invites quotations for Event Management services to conduct work as described in Attachment I “Statement of Work.”

The period of performance for this activity anticipates on **August 8, 2024**. The issuance of a subcontract is subject to availability of funds, successful negotiation of the subcontract terms and budget, and reception of USAID’s Contracting Officer subcontract consent, if required. The Contract resulting from this award is envisioned to be a Firm Fixed Price (FFP) Purchase Order (PO).

DT Global encourages your organization to indicate its interest in this procurement by submitting a quotation in accordance with the instructions in Attachment II “Instructions to Offerors”. Offers will be evaluated based on the evaluation criteria established in Attachment III of this solicitation. An award will be made to the Offeror whose quotation represents the best value to the project after evaluation in accordance with the criteria stated in the solicitation.

To be considered under the solicitation process, the Offeror should submit a complete quotation by the means indicated herein no later than the closing date and time indicated above. Offerors should ensure that the quotations are well written, easy to read and follow, and contain only the requested information.

Quotations should be submitted **electronically** via email to:

INARA Procurement Team at [procurement\\_inara@dt-global.com](mailto:procurement_inara@dt-global.com), no later than ~~July 5, 2024~~, **July 12, 2024 at 17hrs (5 pm) Beirut, Lebanon time**

The solicitation number above must also be mentioned in the subject of the email.

All questions relating to this solicitation must be submitted **electronically** via email to:

Procurement Team at [procurement\\_inara@dt-global.com](mailto:procurement_inara@dt-global.com), no later than ~~July 3, 2024~~ **July 10, 2024, at 17hrs (5 pm) Beirut, Lebanon time**. Unless otherwise notified by an amendment to this RFQ, no questions will be accepted after this date. No questions/clarifications will be entertained if received by means other than the specified email address. The solicitation number should be stated in the subject. If you are planning to submit a quotation, it is imperative to confirm receipt of this solicitation by email to [procurement\\_inara@dt-global.com](mailto:procurement_inara@dt-global.com) in order to be included on the solicitation mailing list to receive answers to questions and any future amendment(s).



Quotations must be submitted separately via two different emails. The first email shall include the technical quotation as an attachment and should be named "Technical Quotation" and the second email shall include the cost/business quotation and should be named "Business Quotation."

Attachments:

- Attachment I Statement of Work
- Attachment II Instructions to Offerors
- Attachment III Evaluation Criteria
- Attachment IV Prime Contract Flow-Down Clauses

Sincerely,

INARA Procurement

**ATTACHMENT I**  
**STATEMENT OF WORK**

**I. Purpose & Background:**

DT Global is currently implementing the USAID-funded Innovation for Affordable and Renewable Energy for All (INARA) project. INARA seeks to increase the supply of electricity; and to increase the power supply's cost effectiveness, eco-friendliness, sustainability, and reliability, while clarifying and strengthening the enabling environment for renewable energy (RE).

The INARA Activity's purpose is to maximize access to power for the largest number of beneficiaries possible through increasing Lebanon's supply of renewable energy. To achieve this purpose, the Contractor, DT Global through the INARA Activity, will propagate renewable energy systems in Lebanon.

This RFQ is seeking a Lebanese registered firm, expert in **Event Management Services** to conduct work as described below.

**Location:** Rechmaya hydropower plant

**Event date:** August 8, 2024 (to be confirmed)

**Time:** 11:00 AM to 12:30 PM (to be confirmed)

**Invitees:** approximately 150- 200 (to be confirmed)

This request for quotations (RFQ) is to solicitate technical and cost quotations for the below SOW.

The scope of work and technical requirements for this assignment, as well as guidelines for quotation submission are detailed under Scope of Work. The parameters indicated in this scope of work represent the scope of work currently anticipated but is subject to adjustment. DT Global has the right to request updated cost quotations from top offerors based on final details of the scope and sample size following initial review of technical and cost quotations.

**II. Scope of Work:**

Offeror should address how it intends to carry out the Statement of Work. It should also demonstrate a clear understanding of the work to be undertaken and of the responsibilities of all parties involved.

DT Global is seeking to subcontract a Lebanese registered firm that is highly experienced in Event Management services to develop and manage an event in support of the INARA team. The event is for approximately 200 attendees including VIPs and will take place in an open space in Rechmaya hydropower plant on **Aug 8, 2024 (daytime)**. Offerors must submit quotations after the mandatory site visit which demonstrate a clear understanding of the assignment, address all aspects of the scope of work detailed in the following section.

**Mandatory site visit:** INARA will conduct a mandatory site visit to the venue in Rechmaya hydropower plant ( <https://maps.app.goo.gl/m95yvpgkMAcPVS6a9>) on **July 1, 2024 July 4, 2024** at 10:00 AM. Your presence at the site visit is mandatory for your participation in this

competitive RFQ process. Please confirm your participation by ~~June 28, 2024~~ **July 3, 2024** to [procurement\\_inara@dt-global.com](mailto:procurement_inara@dt-global.com)

Once confirmed a share location will be sent to your esteemed company.

During the visit, the bidder will examine the Venue and its surroundings and obtain at their own responsibility, all information that may be necessary for preparing the bid.

Drawing upon their expertise and experience, together with the chosen firm will develop and execute an event as a stand-alone activity. The Event Management firm will be responsible for the provision of pre, on-the-day, and post-event management services for the completion of rehabilitation of the Rechmaya Power Plant. In consultation with INARA, the service provider is expected to carry out the following tasks (but not limited to):

## 1. Pre-Event (Preparatory Work)

### ➤ Event Action Plan

- Formulate a time-bound action plan for all tasks related to the event of completion of rehabilitation of the Rechmaya Power Plant.

### ➤ Media Management

- Work in close coordination with INARA team.
- Invite local, regional, and international media persons.
- Prepare, and disseminate press releases and other materials to national, regional, and international journalists in English & Arabic
- Organize meet-the-press during event.

### ➤ Invitees

- Work in close coordination with INARA team.
- Invite all persons as requested by INARA team.
- Invite all VIPs as requested by INARA team.
- Follow up & confirmation.

### ➤ Event Logistics, Staging and Venue Arrangement

- Design and create the stage layout in consultation with INARA
- Ribbon Cutting
- Media booth
- Seating set up.
- Source and finalize physical event venue vendors i.e. Décor, stage construction, audio visual equipment with integrated live-feed, in consultation INARA
- Rent suitable chairs, high tables, cover sheets/ tents to complement the venue's provisions, and in addition to big outdoor fans.
- Provide a digital screen 6x4m with stand
- Design event check-in process for guests (2 tables with 2 chairs for hostesses)
- Backup Generator (if needed)
- Microphones
- Ensure that the audio-visual equipment is properly set and working properly.
- Cleaning service before and after the event and in addition to a cleaning lady for the bathrooms during the event.

➤ Coordinate with:

- Municipality of Rechmaya
- Civil Defense
- Venue Owner

## 2. During the Event

**A-** Ensure professional Valet Parking (VP) services. INARA will be responsible for paying for this service and NO money must be charged to the attendee. The VP services must include:

- Well-trained professional Crew with a supervisor
- Insurance coverage that covers all kinds of accidents and injuries.

**B-** Insurance: Insurance for the whole event covering all guests

**C-** Ensure the catering service for all attendees: similar to the below and can be tailored for this specific event:

1- *Welcome Drink Menu*

Fresh Juices: Lavender lemonade, Orange ...  
Soft drinks  
Mineral Water

2- *Pass Around Menu*

Pesto meat puff  
Nachos guacamole  
Goat cheese spinach  
Turkey with cream cheese roll and ginger  
Sambousik meat  
Sambousik cheese  
Kebbeh cups  
Salade cups

3- *Mini Sweets*

Choco hazelnut tart  
Blueberry tart  
Exotic fruit tart  
Mocha éclair

4- *Salade de Fruits cups*

5- *Personnel*

8 Waiters  
1 Floor Manager

6- *Materials*

Trays  
Glassware  
Napkins  
Bins  
High Tables  
Small fridge for ice

7- *Delivery*

A refrigerated truck is a must.

**D-** Ensure the presence of well-trained hosts/hostesses to welcome and seat guests. Minimum Six hosts/hostesses are required, 2 for registration and the others for seating the guests.

**E-** Photo and Video coverage:

- Scope of Work: two videographers and two photographers will be responsible for capturing and delivering high-quality footage and photographs of the event. This includes but is not limited to capturing keynote speeches, capturing candid moments of guests, capturing footage of the event venue, and creating highlight reels of the event.
- Timeline: the event is scheduled to take place on **Aug 8, 2024**. The videographer and photographer are expected to provide us with the final footage and photographs no later than two weeks after the event.
- Equipment Requirements: the videographer and photographer are expected to provide their own equipment, including cameras, lenses, lighting, and any other necessary equipment.
- The necessary equipment for **Live broadcasting (more info on site)**
- Creative Direction: we expect the footage and photographs to be captured in a candid and creative style. The videographer and photographer should capture the energy and excitement of the event while maintaining a professional tone.
- Rights and Ownership: We will own the rights to the footage and photographs captured at the event. The videographer and photographer will not have the right to use the footage or photographs for any commercial purposes without our permission.
- Deliver final material on external hard disk.
  - Reel for social media to be submitted same day after the event.
  - 50-100 edited Photos and delivered in high resolution within a maximum of 7 business days.
  - 2- 3 minutes of post-production edited video with licensed background music, text, and graphics. Once the filming process is complete, a first draft of the video will be sent in 8 business days. The modifications requested by the client will need an additional 2 days of work unless major changes are asked for.
    - The final video version will be delivered in the following resolutions:
      - ❖ High resolution for TV and projection use (4K and 1920\*1080px compression bitrate 40 to 50 Mbps)
      - ❖ Medium resolution for Vimeo, YouTube, Facebook and Instagram (4K and 1920\*1080px compression bitrate 14 to 20 Mbps).

**F-** Interpretation Service:

Interpreter

Equipment renting:

- 40 headsets
- Interpreter booth and microphone

### 3. Post Event

Consolidate and submit final invoice and a post-event evaluation report with recommendations to INARA which includes also attendance sheets and Media coverage.

## 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 quotations.

- This is a full and open competition open to Lebanese registered firms.
- Offerors shall send their registration documents.
- The quotations, and all corresponding documents related to the quotation must be written in the English language unless otherwise explicitly allowed.
- No costs incurred by the Offerors in preparing and submitting the quotation are reimbursable by DT Global. All such costs will be at the Offeror's expense.
- Quotations and all cost and price figures must be presented in USD.
- Value Added Tax (VAT) shall be included on a separate line as 0 (zero) value. INARA project is VAT exempted, all invoices issued by your company will be stamped and signed with a special stamp filled in detail as mentioned in the agreement with the ministry of finance.
- The Offeror must state in its Quotation the validity period of its offer. The minimum offer acceptance period for this RFQ is **90 days** after closing date of the RFQ. Offers with a shorter acceptance period will be rejected. This RFQ 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 quotation 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 the INARA 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 quotations 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 Lebanese local laws, Offerors must be licensed and authorized to conduct business in Lebanon.
- 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 RFQ closing date.
- Disposition of Quotations: Quotations submitted in response to this RFQ will not be returned. Reasonable efforts will be made to ensure confidentiality of both Business and Technical Quotations received from all Offerors. This RFQ does not seek information of a highly proprietary nature but if such information is included in the Offeror's quotation, 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 quotation, the Technical Quotation and Business Quotation must be kept separate from each other. Technical Quotations **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 RFQ:
  - Any question raised regarding this solicitation should be received no later 5 pm Beirut, Lebanon time on ~~July 3, 2024~~ **July 10, 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 quotation 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 quotations received.

#### **Submission of Quotation:**

- Quotations 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 quotation and business quotations 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 Quotation:**

The quotation shall consist of five (5) sections. 1) The Cover Page-Technical, 2) The Technical Quotation, 3) The Cover Page-Cost, 4) the Cost/Business Quotation; 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 Quotation
- Signature, Date and time

#### 2. Technical Quotation:

The technical quotation 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 submission shall contain the following information:

- **Management, Key Personnel, and Staffing Plan:**  
A description of any other firms or specialists being engaged, identifying the various individual specialists and proposed roles and responsibilities of each. CVs may be included in an annex to the technical proposal.
- **Corporate Capabilities, Experience, and Past Performance:**  
must include a description of the company and organization, with appropriate reference to any parent company and subsidiaries. Offerors must include details demonstrating their experience and technical ability in implementing the technical approach/methodology and the detailed work plan. In addition, the offerors must include the name of the subcontractors with their relative experience.

Additionally, the offerors must include three past performance references of similar work previously implemented as well as contact information for the companies for which such work was completed. Contact information must include at a minimum: name of point of contact who can speak to the offeror’s performance, name and address of the company for which the work was performed, and email and phone number of the point of contact. INARA reserves the right to check additional references not provided by an offeror.

The technical quotation 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 Quotation
- A valid business license or Registration Certificate
- Signature, Date and time

### 4. The Cost/Business Quotation:

As stated earlier, the cost quotation shall be submitted separately from the technical quotation. The budget will present the cost for performing the work specified in this solicitation. A template is provided for the pricing. At a minimum, the cost quotation will include the following information:

- A detailed cost break-down 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.

### 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 quotation. In this section, the Offeror will also include the information that will assist DT Global to determine the Offeror's responsibility. The following are required documents to be submitted with the quotation:

- Current copy of the business registration (front and back)
- Completed and signed NDAA Representation Form (see Attachment IV)

This solicitation in no way obligates DT Global to award a subcontract, nor does it commit DT Global to pay any costs incurred in preparation and submission of a quotation in response to the RFQ. 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 Quotation**

The subcontract type will be Firm Fixed Price (FFP).

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.

The Offeror must provide a completed budget in any template. If an Excel file, it should not be 'read only' or 'protected'. The quotation 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.

**ATTACHMENT III**  
**EVALUATION CRITERIA**

**TECHNICAL QUOTATION EVALUATION (100 Points):**

Quotations will be evaluated according to the criteria stated herein. The relative importance of each individual criterion is indicated by the number of points assigned thereto. A total of 100 points is the maximum possible technical score for each quotation. The evaluation criteria serve to: (a) identify the significant factors which the Offeror should address in their quotation under each section and (b) set the standard against which all quotations will be evaluated.

**Management, Key Personnel, and Staffing Plan (50 Points):**

Clarity and effectiveness of the organizational and staffing plan, demonstrating the necessary mix of skills and experience.

**Corporate Capabilities, Experience, and Past Performance (50 Points)**

A minimum of five (5) years of proven track record in implementing similar activities to those outlined in the scope of work. Name and experience for each stakeholder shall be provided.

**COST QUOTATION EVALUATION:**

Evaluation scores are not assigned for cost. The review of the cost quotation shall include cost realism. This process will include a review of the cost portion of the Offeror's quotation to determine if the overall costs proposed are reasonable and realistic for the work to be performed, if the cost reflects that the Offeror understands the requirements, and if the costs are consistent with the technical part of the quotation. Cost quotations providing more direct funding towards the program instead of administrative costs will be reviewed favorably in the best value determination.

Evaluation of cost quotations will consider, but not be limited to, the following:

- Cost realism and completeness of cost quotation and supporting documentation.
- Overall cost control evidenced in the quotation such as avoidance of excessive salaries, competitive procurement of subcontracts, excessive cost of management oversight and other costs in excess of reasonable requirements.
- Amount of proposed fee, if any.
- Cost efficiency of proposed Other Direct Costs (ODCs).

Bidders are reminded that DT Global is not obligated to award a negotiated subcontract based on lowest proposed cost or to the bidder with the highest technical evaluation score. DT Global will make award to the bidder whose quotation offers the best value to the INARA program considering both technical and cost factors. When competing technical quotations are considered essentially equal then cost will become the determining factor.

## ATTACHMENT IV

### REPRESENTATION REGARDING CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT

#### (a) Prohibitions.

Section 889(a) of the John S. McCain National Defense Authorization Act (NDAA) for Fiscal Year 2019 (Pub. L. 115-232) prohibits the U.S. Government and any of its contractors and subcontractors from procuring or obtaining, or extending or renewing a contract to procure or obtain, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.

#### (b) Definitions:

*Covered foreign country* means The People's Republic of China.

*Covered telecommunications equipment or services* means telecommunications equipment produced by Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities)

*Critical technology* means defense articles or defense services included on the United States Munitions List set forth in the International Traffic in Arms Regulations under subchapter M of chapter I of title 22, Code of Federal Regulations; Items included on the Commerce Control List set forth in Supplement No. 1 to part 774 of the Export Administration Regulations under subchapter C of chapter VII of title 15, Code of Federal Regulations, and controlled-

(i) Pursuant to multilateral regimes, including for reasons relating to national security, chemical and biological weapons proliferation, nuclear nonproliferation, or missile technology; or (ii) For reasons relating to regional stability or surreptitious listening; Specially designed and prepared nuclear equipment, parts and components, materials, software, and technology covered by part 810 of title 10, Code of Federal Regulations (relating to assistance to foreign atomic energy activities); Nuclear facilities, equipment, and material covered by part 110 of title 10, Code of Federal Regulations (relating to export and import of nuclear equipment and material); Select agents and toxins covered by part 331 of title 7, Code of Federal Regulations, part 121 of title 9 of such Code, or part 73 of title 42 of such Code; or Emerging and foundational technologies controlled pursuant to section 1758 of the Export Control Reform Act of 2018 (50 U.S.C. 4817).

*Reasonable inquiry* means an inquiry designed to uncover any information in the entity's possession about the identity of the producer or provider of covered telecommunications equipment or services used by the entity that excludes the need to include an internal or third-party audit.

*Substantial or essential component* means any component necessary for the proper function or performance of a piece of equipment, system, or service.

**(c) Representation.** After conducting a reasonable inquiry Subcontractor represents that it [ ] will or [ ] will not provide covered telecommunications equipment or services to DT Global in the performance of any contract, subcontract, order, or other contractual instrument resulting from this contract. This representation shall be provided as part of the quotation and resubmitted on an annual basis from the date of award.

**(d) Disclosures.** If the Subcontractor has responded affirmatively to the representation in paragraph (c) of this clause, the Subcontractor shall provide the following additional information to DT Global:

(1) List of all covered telecommunications equipment and services offered or provided (Entity name, brand; model number, such as original equipment manufacturer (OEM) number, manufacturer part number, or wholesaler number; and item description, as applicable);

(2) Explanation of the proposed use of covered telecommunications equipment and services and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b) of this provision;

**(e) Reporting requirement.**

(1) In the event the Subcontractor identifies covered telecommunications equipment or services used as a substantial or essential component of any system, or as critical technology as part of any system, during contract performance, or the Subcontractor is notified of such by a subcontractor at any tier or by any other source, the Subcontractor shall report the information in paragraph (d)(2) of this clause to DT Global.

(2) The Subcontractor shall report the following information pursuant to paragraph (d)(1) of this clause

(i) Immediately upon such identification or notification: the contract number; the order number(s), if applicable; supplier name; supplier unique entity identifier (if known); supplier Commercial and Government Entity (CAGE) code (if known); brand; model number (original equipment manufacturer number, manufacturer part number, or wholesaler number); item description; and any readily available information about mitigation actions undertaken or recommended.

(ii) Within 5 business days of submitting the information in paragraph (d)(2)(i) of this clause: any further available information about mitigation actions undertaken or recommended. In addition, the Subcontractor shall describe the efforts it undertook to prevent use or submission of covered telecommunications equipment or services, and any additional efforts that will be incorporated to prevent future use or submission of covered telecommunications equipment or services.

**(f) 2<sup>nd</sup> Tier Subcontracts.** The Subcontractor shall insert the substance of this clause, including this paragraph (f), in all 2<sup>nd</sup> Tier subcontracts and other contractual instruments, including subcontracts for the acquisition of commercial items.

**(g) SAM Verification.** The Subcontractor shall regularly review the list of excluded parties in the System for Award Management (SAM) (<https://www.sam.gov>) to identify entities excluded from receiving federal awards for “covered telecommunications equipment or services”.

Contract/Subcontract No.: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Organization: \_\_\_\_\_

**ATTACHMENT V**

**PRIME CONTRACT FLOW-DOWN CLAUSES**

This Contract will be funded by the U.S. Agency for International Development (USAID) with DT Global implementing this USAID project. Applicable clauses incorporated herein by reference shall have the same force and effect as if they were incorporated in full text. A copy of the full text of each clause may be obtained from <http://www.acquisition.gov/far>, <http://www.usaid.gov/policy/ads/300/aidar.pdf>, or from DT Global's procurement official. The term "FAR" means Federal Acquisition Regulation. The terms, "Contractor," "Government" and "Contracting Officer" as used in these clauses shall refer to Vendor, DT Global, and DT Global Contract Administrator respectively. In no event shall any provision of this contract or Orders issued against it be construed as allowing the Vendor to appeal directly to or otherwise communicate directly with (USAID) without written consent of DT Global.

| <b>NUMBER</b>                                     | <b>TITLE</b>   | <b>DATE</b> |
|---|--|-------------|
| FEDERAL ACQUISITION REGULATION (48 CFR Chapter 1) |  |             |
| 52.202-1  | DEFINITIONS  | NOV 2013    |
| 52.203-5  | COVENANT AGAINST CONTINGENT FEES   | MAY 2014    |
| 52.203-6  | RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT  | SEP 2006    |
| 52.203-7  | ANTI-KICKBACK PROCEDURES   | MAY 2014    |
| 52.203-8  | CANCELLATION, RESCISSION, AND RECOVERY OF FUNDS FOR ILLEGAL OR IMPROPER ACTIVITY   | MAY 2014    |
| 52.203-13   | CONTRACTOR CODE OF BUSINESS ETHICS AND CONDUCT   | OCT 2015    |
| 52.204-9  | PERSONAL IDENTIFICATION VERIFICATION OF CONTRACTOR PERSONNEL   | JAN 2011    |
| 52.204-10   | REPORTING EXECUTIVE COMPENSATION AND FIRST-TIER SUBCONTRACT AWARDS   | OCT 2018    |
| 52.204-13   | SYSTEM FOR AWARD MANAGEMENT MAINTENANCE  | OCT 2018    |
| 52.204-14   | SERVICE CONTRACT REPORTING REQUIREMENTS  | OCT 2016    |
| 52.204-25   | PROHIBITION ON CONTRACTING FOR CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT.                  | AUG 2020    |
| 52.209-6  | PROTECTING THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT | OCT 2015    |
| 52.209-9  | UPDATES ON PUBLICLY AVAILABLE INFORMATION REGARDING RESPONSIBILITY MATTERS   | OCT 2018    |
| 52.215-2  | AUDIT AND RECORDS—NEGOTIATION  | OCT 2010    |
| 52.215-8  | ORDER OF PRECEDENCE--UNIFORM CONTRACT FORMAT   | OCT 1997    |
| 52.215-10   | PRICE REDUCTION FOR DEFECTIVE CERTIFIED COST AND PRICING DATA  | AUG 2011    |
| 52.215-11   | PRICE REDUCTION FOR DEFECTIVE CERTIFIED COST AND PRICING DATA-MODIFICATIONS  | AUG 2011    |
| 52.215-12   | SUBCONTRACTOR COST AND PRICING DATA  | OCT 2010    |
| 52.215-13   | SUBCONTRACTOR COST AND PRICING DATA-MODIFICATIONS  | OCT 2010    |
| 52.215-19   | NOTIFICATION OF OWNERSHIP CHANGES  | OCT 1997    |
| 52.215-23   | LIMITATIONS ON PASS-THRU CHARGES   | OCT 2009    |
| 52.216-7  | ALLOWABLE COST AND PAYMENT   | AUG 2018    |
| 52.217-8  | OPTION TO EXTEND SERVICES  | NOV 1999    |



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| 52.222-21 | PROHIBITION OF SEGREGATED FACILITIES  | APR 2015             |
| 52.222-26 | EQUAL OPPORTUNITY   | SEP 2016             |
| 52.222-29 | NOTIFICATION OF VISA DENIAL   | APR 2015             |
| 52.222-35 | EQUAL OPPORTUNITY FOR VETERANS OCT 2015   |                      |
| 52.222-36 | AFFIRMATIVE ACTION FOR WORKERS WITH<br>DISABILITIES   | JUL 2014             |
| 52.222-37 | EMPLOYMENT REPORTS ON VETERANS  | FEB 2016             |
| 52.222-50 | COMBATING TRAFFICKING IN PERSONS  | MAR 2015             |
| 52.223-6  | DRUG-FREE WORKPLACE   | MAY 2001             |
| 52.223-18 | ENCOURAGING CONTRACTOR POLICIES TO BAN<br>TEXT MESSAGING WHILE DRIVING  | AUG 2011             |
| 52.225-13 | RESTRICTIONS ON CERTAIN FOREIGN<br>PURCHASES  | JUN 2008             |
| 52.225-14 | INCONSISTENCY BETWEEN ENGLISH VERSION AND<br>TRANSLATION OF CONTRACT  | FEB 2000             |
| 52.225-19 | CONTRACTOR PERSONNEL IN A DESIGNATED<br>OPERATIONAL AREA/SUPPORTING DIPLOMATIC<br>OR CONSULAR MISSION OUTSIDE UNITED STATES | MAR 2008             |
| 52.228-3  | WORKERS' COMPENSATION INSURANCE (DBA)   | JUL 2014             |
| 52.228-4  | WORKERS' COMPENSATION AND WAR-HAZARD<br>INSURANCE OVERSEAS  | APR 1984             |
| 52.228-7  | INSURANCE--LIABILITY TO THIRD PERSONS   | MAR 1996             |
| 52.229-8  | TAXES-FOREIGN COST REIMBURSEMENT<br>CONTRACTS   | MAR 1990             |
| 52.230-2  | COST ACCOUNTING STANDARDS   | OCT 2015             |
| 52.232-18 | AVAILABILITY OF FUNDS   | APR 1984             |
| 52.232-22 | LIMITATION OF FUNDS   | APR 1984             |
| 52.232-23 | ASSIGNMENT OF CLAIMS  | MAY 2014             |
| 52.232-25 | PROMPT PAYMENT JULY 2017) ALTERNATE 1   | FEB 2002             |
| 52.232-33 | PAYMENT BY ELECTRONIC FUNDS TRANSFER-<br>SYSTEM FOR AWARD MANAGEMENT  | OCT 2018             |
| 52.233-1  | DISPUTES (MAY 2014) ALTERNATE 1   | DEC 1991             |
| 52.233-3  | PROTEST AFTER AWARD<br>ALTERNATE I  | AUG 1996<br>JUN 1985 |
| 52.233-4  | APPLICABLE LAW FOR BREACH OF CONTRACT<br>CLAIM  | OCT 2004             |
| 52.237-3  | CONTINUITY OF SERVICES  | JAN 1991             |
| 52.242-1  | NOTICE OF INTENT TO DISALLOW COSTS  | APR 1984             |
| 52.242-3  | PENALTIES FOR UNALLOWABLE COSTS   | MAY 2014             |
| 52.242-4  | CERTIFICATION OF FINAL INDIRECT COSTS   | JAN 1997             |
| 52.242-13 | BANKRUPTCY  | JUL 1995             |
| 52.242-15 | STOP WORK ORDER<br>ALTERNATE I  | AUG 1989<br>APR 1984 |
| 52.243-3  | CHANGES—TIME AND MATERIALS<br>OR LABOR HOURS  | SEP 2000             |
| 52.243-7  | NOTIFICATION OF CHANGES   | JAN 2017             |
| 52.244-2  | SUBCONTRACTS<br>ALTERNATE I (JUN 2007)  | OCT 2010             |
| 52.244-5  | COMPETITION IN SUBCONTRACTING   | DEC 1996             |
| 52.244-6  | SUBCONTRACTS FOR COMMERCIAL ITEMS   | OCT 2018             |
| 52.245-1  | GOVERNMENT PROPERTY   | JAN 2017             |
| 52.246-25 | LIMITATION OF LIABILITY—SERVICES  | FEB 1997             |
| 52.247-63 | PREFERENCE FOR U.S. FLAG AIR CARRIERS   | JUN 2003             |
| 52.249-6  | TERMINATION (COST-REIMBURSEMENT)  | MAY 2004             |
| 52.249-14 | EXCUSABLE DELAY   | APR 1984             |

**AIDAR 48 CFR Chapter 7**

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| 752.202-1   | DEFINITIONS  | JAN 1990 |
| 752.209-71  | ORGANIZATIONAL CONFLICT OF INTEREST<br>DISCOVERED AFTER AWARD  | JUN 1993 |
| 752.211-70  | LANGUAGE AND MEASUREMENT                                       | JUN 1992 |
| 752.222-781 | NONDISCRIMINATION  | JUN 2012 |
| 752.225-70  | SOURCE AND NATIONALITY REQUIREMENTS                            | FEB 2012 |
| 752.228-3   | WORKERS' COMPENSATION INSURANCE (DBA)                          | DEC 1991 |
| 752.228-7   | INSURANCE-LIABILITY TO THIRD PERSONS                           | JUL 1997 |
| 752.228-70  | MEDICAL EVACUATION (MEDVAC) SERVICES                           | JUL 2007 |
| 752.245-70  | GOVERNMENT PROPERTY-USAID REPORTING<br>REQUIREMENTS            | OCT 2017 |
| 752.245-71  | TITLE TO AND CARE OF PROPERTY                                  | APR 1984 |
| 752.7001    | BIOGRAPHICAL DATA  | JUL 1997 |
| 752.7002    | TRAVEL AND TRANSPORTATION                                      | JAN 1990 |
| 752.7003    | DOCUMENTATION FOR PAYMENT                                      | NOV 1998 |
| 752.7004    | EMERGENCY LOCATOR INFORMATION                                  | JUL 1997 |
| 752.7006    | NOTICES  | APR 1984 |
| 752.7007    | PERSONNEL COMPENSATION   | JUL 2007 |
| 752.7008    | USE OF GOVERNMENT FACILITIES OR<br>PERSONNEL                   | APR 1984 |
| 752.7009    | MARKING  | JAN 1993 |
| 752.7010    | CONVERSION OF U.S. DOLLARS TO LOCAL<br>CURRENCY                | APR 1984 |
| 752.7011    | ORIENTATION AND LANGUAGE TRAINING                              | APR 1984 |
| 752.7013    | CONTRACTOR-MISSION RELATIONSHIPS                               | OCT 1989 |
| 752.7014    | NOTICE OF CHANGES IN TRAVEL REGULATIONS                        | JAN 1990 |
| 752.7015    | USE OF POUCH FACILITIES  | JUL 1997 |
| 752.7019    | PARTICIPANT TRAINING   | JAN 1999 |
| 752.7025    | APPROVALS  | APR 1984 |
| 752.7027    | PERSONNEL  | DEC 1990 |
| 752.7028    | DIFFERENTIALS AND ALLOWANCES                                   | JUL 1996 |
| 752.7029    | POST PRIVILEGES  | JUL 1993 |
| 752.7031    | LEAVE AND HOLIDAYS   | OCT 1989 |
| 752.7032    | INTERNATIONAL TRAVEL APPROVAL AND<br>NOTIFICATION REQUIREMENTS | APR 2014 |
| 752.7033    | PHYSICAL FITNESS   | JUL 1997 |
| 752.7034    | ACKNOWLEDGEMENT AND DISCLAIMER                                 | DEC 1991 |
| 752.7035    | PUBLIC NOTICES   | DEC 1991 |

**EXECUTIVE ORDER ON TERRORISM FINANCING (AUG 2016)**

The Subcontractor/Recipient 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 subcontractor/recipient to ensure compliance with these Executive Orders and laws. This provision must be included in all subcontracts/sub-awards issued under this subcontract/agreement.