



# Request for Proposals

**Title:** Aerial Survey and Surface Modeling, Papatuta Fa'a Island  
**Solicitation No:** ALTIF-TA006  
**Subject:** Solomon Islands Threshold Program  
Cross Cutting Program Support

**Issue Date:** June 19, 2026  
**Questions Due:** July 01, 2026  
**Closing Date:** July 10, 2026  
**Closing Time:** 17:00 (5:00 pm) Melbourne, Australia time.

---

The Millennium Challenge Corporation (“MCC”), a foreign assistance agency of the United States Government, supports the Solomon Islands Threshold Program with a USD 20 million grant, pursuant to a Threshold Program Grant Agreement it signed with the Solomon Islands Government (“SIG”) in January 2022. DT Global implements the Program in collaboration with other implementation partners under MCC Contract No. 95332422C0076, entitled *Solomon Islands Threshold Program Cross Cutting Program Support* (the “Head Contract”).

DT Global invites all qualified bidders to submit proposals in response to this Request for Proposals (“RFP”) on the subject of Aerial Survey and Mapping of Tourism Assets, Papatuta Fa'a Island, as described in Attachment I: Statement of Work. DT Global anticipates that the period of performance for this activity will commence on or about August 10, 2026, and end October 23, 2026.

The issuance of any contract resulting from this RFP is subject to the availability of funds, successful negotiation of the terms, and the consent of MCC. Any contract will be offered on a Firm Fixed Price basis.

DT Global encourages each qualified bidder to indicate its interest in this procurement by registering with DT Global to receive updates and by submitting a proposal in accordance with the instructions in Attachment II: Instructions to Offerors. Each qualified bidder that submits a proposal (an “Offeror”) should submit a complete proposal by the means indicated herein no later than the closing date and time indicated above. Each Offeror should ensure that its proposal is well written, easy to read and follow, and contains only the requested information. DT Global will evaluate each proposal based on the evaluation criteria established in Attachment III: Evaluation Criteria.

A qualified bidder may raise questions relating to this solicitation in writing. Questions submitted electronically by July 01, 2026, at 17:00h (5:00 pm) Melbourne, Australia

time (AEST) via email to [tenders@sithp.com.sb](mailto:tenders@sithp.com.sb) will be answered within 48 hours. The solicitation number should be stated in the subject line.

Proposals must be submitted electronically no later than July 10, 2026, at 17:00h (5:00 pm) Melbourne, Australia time (AEST) via email to [tenders@sithp.com.sb](mailto:tenders@sithp.com.sb), in accordance with the Instructions to Offerors described in Attachment II. The solicitation number must be mentioned in the subject line.

Attachments:

- [Attachment I: Statement of Work](#)
- [Attachment II: Instructions to Offerors](#)
- [Attachment III: Evaluation Criteria](#)
- [Attachment IV: DT Global Due Diligence Assessment form](#)
- [Attachment V: Representation regarding Certain Telecommunications and Video Surveillance Services or Equipment](#)

# **ATTACHMENT I: Statement of Work**

## **I. INTRODUCTION, CONTEXT, AND OBJECTIVES**

### **A. Introduction**

The Solomon Islands Threshold Program (the “Program” or “SITHP”) addresses two of the most significant impediments to economic growth in the Solomon Islands. Through the Accessing Land for Tourism Investment Facilitation (“ALTIF”) Project, the Program addresses the lack of secure access to land, which limits investment in the tourism sector. Through the Forest Value Enhancement (“FoVEP”) Project, the Program addresses ineffective management of natural resources in the forestry sector.

The Millennium Challenge Corporation (“MCC”), a foreign assistance agency of the United States Government, supports the Program with a USD 20 million grant, pursuant to a Threshold Program Grant Agreement it signed with the Solomon Islands Government (“SIG”) in January 2022. DT Global implements the Program in collaboration with other implementation partners.

Under the ALTIF Project, DT Global now seeks to engage a qualified firm (the “Service Provider”) to undertake certain activities that support potential future investment in improving tourism facilities and tourism assets. These activities include (i) undertaking an aerial survey of the land and coastal buffer areas of Papatara Fa’a Island using airborne Light Detection and Ranging (“LiDAR”) technology and (ii) generating high resolution spatial terrain and surface models suitable for geographic information system (“GIS”) analysis (together, the “Assignment”). Following completion of the Assignment, other parties will make use of the survey data and models to identify, plan, and map potential tourism assets and facilities.

### **B. Context**

Kumarara Hira, Omona, Papatara Fa’a, Paptura, and Kotere are the largest islands in the Gijunabeana Archipelago, a series of low-lying coral islands situated just north of Santa Isabel, the longest island in the Solomon Islands. Facing the Pacific Ocean at the country’s northernmost reaches, these largely uninhabited islands offer world class surf breaks, deep sea fishing, extensive coral reefs, mangrove forests, extensive palm trees, and pristine white sand beaches. Visitors can reach the islands through regular air service from the capital city, Honiara, to the nearby Suavanao Airport, followed by an 8-10 minute boat ride across the Gujinabeana Channel.

Papatara Fa’a was once home to a large copra plantation. During World War II, the island supplied nearby facilities for the storage and repair of Japanese sea planes. It is now under the control of the owners of the nearby Papatara Island Retreat, which was established in 2008. The retreat caters to a small but growing number of adventure tourists who are interested in the area’s scuba diving, surfing, boating, and deep sea fishing opportunities. The retreat accommodates fifteen (15) to a maximum

of thirty (30) guests in small bungalows arrayed along a shallow bay. It remains one of the few tourist accommodations in the area.

Given its attributes, Papatuta Fa'a has the potential to support higher levels of tourism and associated economic development. Possible additional offerings include nature-based tourism, coastal recreation, cultural tourism, and eco-tourism. The owners of the Papatuta Island Retreat hold a 50 year lease on the 800 hectare island and wish to plan for future development. However, efforts to develop offerings have been constrained by the lack of high-resolution topographic data for the systematic mapping of tourism assets, the identification of suitable locations for new tourism infrastructure, and planning for land use, coastal and climate resilience, and environmental management and conservation. The owners of the Papatuta Island Retreat have engaged the Program in an effort to address this constraint.

### C. Objectives and Technical Standards

The objectives of this Assignment are to (i) plan and conduct an airborne survey of all coastal and inland areas of Papatuta Fa'a Island, using LiDAR technology, (ii) to process the survey data into detailed elevation and surface models, and (iii) using the models, to generate high-resolution tourism planning layers capable of supporting GIS mapping.

## II. SCOPE OF WORK

### A. Scope of Services

The Service Provider will undertake a series of tasks in three phases, as described below. The Service Provider shall provide all personnel, equipment, logistics, and expertise necessary to complete the assignment.

#### Phase 1: Survey Planning

##### *Tasks:*

- Review the standards and requirements for national land surveys and geographic information system ("GIS") mapping, as developed by the National Geographic Information Center ("NGIC"), an office of the Geographic Operations Group in the Ministry of Land, Housing, and Survey ("MLHS").
- Define the area of interest ("AOI") for the survey, including the entire land area of the island, the intertidal zone, and an appropriate coastal and near shore zone.
- Determine the appropriate survey technology and equipment (including, where appropriate and cost effective, the use of drones); ground control methodology; survey methodology to provide 100 percent coverage, point density, accuracy to support tourism asset mapping and infrastructure planning; and other technical specifications required for the Assignment. Unless otherwise agreed, the Service Provider shall conduct the survey to meet or exceed the following minimum standards.
  - Average point density:  $\geq 8$  points per  $m^2$
  - Vertical accuracy:  $\pm 5$  cm RMSE
  - Horizontal accuracy:  $\pm 10$  cm RMSE

- Coordinate reference system (CRS): WGS 84 (EPSG:4326), or UTM 57S
- Identify the specific locations needed for ground control points and for launching and operating drones, helicopters or airplanes, as may be appropriate.
- Identify the various permissions, authorizations, approvals and permits required for the Assignment, including those from the Isabel Province Government and from the Solomon Islands Government as well as any third-party agreements with land owners or other stakeholders, and define the process and approximate timeline required for each.
- Identify the applicable environmental and social safeguards and other safety standards required under the regulations and laws of the Solomon Islands, with particular reference to the requirements of the Civil Aviation Authority of the Solomon Islands (“CAASI”) and develop an environmental and social management plan to address them, including the possibility of collisions, crashes, or other issues related to airborne survey equipment. Develop a brief tide management plan.
- Define quality assurance and quality control (“QA/QC”) procedures and standards to be utilized to review data and ensure accuracy of models and other outputs.
- Hold a kick off meeting with the DT Global Team Leader and land owners.

*Outputs:*

- Detailed Survey Plan, including (i) specification of the precise parameters of the AOI, including a reference map; (ii) a description of the technical standards and requirements which the survey and mapping will meet; (iii) an explanation of the preferred survey technology, equipment, and methodology, including overlap or cross lines to ensure accuracy; (iv) an explanation of the ground control methodology, including identification of the specific location of ground control points; (v) a description of the proposed flight plan and coverage, including a reference map; (vi) a description of environmental and safety protocols; (vii) identification of the required permissions, authorizations, approvals, and permits and the process and timeline for each; (viii) a proposed work plan and timeline; and (ix) a description of any QA/QC procedures that will be utilized to ensure accuracy.

**Phase 2: LIDAR Survey**

*Tasks:*

- Obtain the necessary permissions, authorizations, approvals, permits, and third-party agreements, as identified in the Detailed Survey Plan, with assistance from the DT Global Team Leader.
- Establish and operationalize ground control points, as specified in the Detailed Survey Plan.
- Position equipment and personnel at the launching point, conduct the airborne LiDAR survey, and capture site data as specified in the Detailed Survey Plan, ensuring full coverage of the AOI and ensuring survey flights are conducted only at times with calm, clear weather and tidal conditions with low wave swell and turbidity. Capture data from ground control points or the global navigation satellite system (GNSS), as appropriate for accurate georeferencing.

- Process raw LiDAR data to produce a classified LiDAR point cloud data.

#### *Outputs:*

- Survey Completion Report, including (i) the date(s) of the survey; (ii) a map of the AOI; (iii) a map, coordinates, and aerial photos of each ground control point; (iv) the agreed survey methodology, including flight patterns, coverage, and times; (v) the equipment used, including the type, specification, and date of last calibration; (vi) an index map of the data deliverable tiles; and (vii) a list or schedule of deliverables, including file names, formats, and descriptions. The report should also include, as attachments or annexes, (viii) copies of the calibration certificates for each piece of equipment utilized, and (ix) copies of all permissions, authorizations, approvals, permits, and third-party agreements necessary for the conduct of the survey and the collection of data.
- Full, raw LiDAR data set and, provided both electronically and on hard disc(s).

### **Phase 3: Validation, Processing, and Modeling**

#### *Tasks:*

- Undertake calibration, accuracy verification, validation, and other QA/QC checks, including field verification of data points to ensure that root mean square error (“RMSE”) is satisfied for all areas.
- Apply appropriate classification to the primary ground cover categories that appear in the AOI, including (i) open sand or beaches, bare soil or earth, and rock, (ii) low grass, crops, and small shrubs, (iii) large shrubs and soft wood forest, (iv) tall trees and hard wood forest, (v) artificial and manmade structures, and (vi) water bodies and drainage features (natural and manmade)
- Using the classified LiDAR point cloud data, generate the following three dimensional (3D) models:
  1. Digital Surface Model (DSM) showing the natural and built features atop the surface of the island, at a resolution of not less than 1.0 m;
  2. Digital Elevation Model (DEM) showing the “bare earth” surface measurements of the island, at a resolution of not less than 1.0 m.
- Generate contour lines at 0.5 m intervals, calculate slope and aspect of land features, perform hydrological modeling, and assess viewsheds to produce GIS-ready tourism planning layers, including the following or others, as may be agreed:
  - ***Coastal elevation and inundation baseline layers*** to support the identification of tidal surge and coastal flooding zones and sea level rise and to support decisions regarding safe setback lines;
  - ***Accessibility layers*** to support the siting of jetties or piers and the identification of access and evacuation routes, accessible beaches, critical logistics points, and other features;
  - ***Slope and aspect maps*** to support the design of walking and hiking trails and the siting of proposed facilities;
  - ***Ecological sensitivity layers*** to support the identification of fresh water sources, wetlands, mangrove forests, coral reefs, habitats of endemic or

- endangered species, and other ecologically and environmentally sensitive areas;
- **Natural asset, elevation, and viewshed analyses** to support the identification of scenic viewpoints; and
  - **Terrain-based constraints mapping** of steep slopes and other erosion-prone areas to further support the siting of proposed facilities.

*Outputs:*

- Processing Completion and Validation Report, including description or explanation of (i) the collection of control and reference points used for calibration and QA/QC; (ii) analysis, assessment and validation of the accuracy of point data; (iii) calibration of point data; and (iv) classification of data.
- Full, classified LiDAR Point Cloud data set, provided both electronically and on hard disc(s) and in LAS/LAZ format, with georeferenced information and a complete metadata and data dictionary.
- Tiled Digital Surface Model (DSM) and Digital Elevation Model (DEM) with no edge artifacts or mismatches, consistent with the World Geodetic System (WGS) 84 and the Solomon Islands Geodetic Datum Solomon 1968. The models should have an accuracy of no less than 30 cm RMSE and should be delivered as 32-bit, GIS compatible rasters in both digital format and on hard disc(s).
- Tourism planning layers, delivered as raster and vector GIS layers suitable for integration with tourism asset inventories and future spatial planning exercises and accompanied by user guidance notes that explain the process by which GIS layers can be maintained and updated.

## **B. Timeframe**

DT Global aims to complete the Assignment on a timeline of roughly ten (10) weeks following the date of contract award. However, the Service Provider shall determine the level of effort and length of time needed to plan; obtain permits; conduct the survey; process the data; and produce the planning layers in order to complete the Assignment as described herein. The Service Provider shall set his or her work plan and price his or her bid to reflect its determination.

## **C. Reporting and Direction**

The Consultant will work under the direct supervision of DT Global. DT Global's Team Leader will manage all contractual matters, review all deliverables, issue acceptances, and authorize payments. DT Global's Team Leader will be responsible for gathering input and securing any approvals that may be required from MCC. In the absence of the Team Leader, DT Global may deputize another member of its Project team to perform these responsibilities.

#### D. Deliverables and Payments

Phase	Deliverable	Payment (percent)
Phase One	Detailed Survey Plan	30
Phase Two	Survey Completion Report	40
	Raw and classified LiDAR point cloud data sets	
Phase Three	Processing Completion and Validation Report	30
	DEM and DSM models	
	GIS-ready tourism layers	

All data and outputs shall be the exclusive property of DT Global. No data may be used or shared without prior written approval. The Consultant shall sign a non-disclosure agreement with DT Global.

# ATTACHMENT II: Instructions to Offerors

## A. General Instructions

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

- Nature of solicitation. This is a full and open solicitation. All qualified bidders, including individual consultants, sole proprietorships, and consulting firms, are invited to submit proposals.
- Registration and updates: If an Offeror intends to submit a proposal in response to this solicitation and wishes to receive updates thereto, the Offeror is encouraged to register by stating its intention and providing an electronic mail (“email”) address for correspondence to **tenders@sithp.com.sb**, as noted in the cover memo.
- Questions for clarification: Offerors should submit questions regarding this solicitation no later than **July 01, 2026, at 17:00h (5:00 pm) Melbourne, Australia time**. All questions must be in writing and 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 sent by email to all registered Offerors.
- Language: The proposals and all corresponding documents related to the proposals must be written in the English language, unless otherwise explicitly allowed.
- Reimbursement: No costs incurred by any Offeror in preparing and submitting its proposal are reimbursable by DT Global. All such costs will be at the Offeror’s expense.
- Separation of Technical Proposals from Cost Proposals: Regardless of the method used in submission, the Technical Proposal and Cost Proposal must be kept separate from each other. **A Technical Proposal 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.
- Taxes: The services provided under this contract are funded by the United States (“U.S.”) Government. As stipulated in the Threshold Program Grant Agreement between MCC, acting on behalf of the U.S. Government, and SIG, the services shall be exempt from all Host Country sales taxes, customs duties, and other fees. The subcontractor shall obtain prior written approval from DT Global before making any such payments. Withholdings may still be required for Host Country nationals and permanent residents. Taxes in third countries may still be owed.
- Confidential information. This RFP does not seek information of a highly proprietary nature. 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.

- Eligibility of firms and suppliers: The authorized geographic code for the source and nationality of the goods, services, and suppliers under the Head Contract is 937. Geographic code 937 requires that goods and services be acquired from the United States, cooperating countries, or 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.
- Section 889 Compliance. Section 889 of the John S. McCain National Defense Authorization Act (“NDAA”) for Fiscal Year 2019 prohibits the U.S. Government and its contractors from (1) procuring or obtaining any equipment, system, or service 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.
- Submission: Offerors should submit both a Technical Proposal and Cost Proposal in response to this solicitation no later than **July 10, 2026, at 17:00h (5:00 pm) Melbourne, Australia time**. The solicitation number should be stated in the subject line of each message, in addition to other information as listed below.
- Validity: **The minimum offer acceptance period for this RFP is 90 days after the closing date of the RFP**. In its proposal, the Offeror must state the validity period of its offer. If the validity period is shorter than the required time, the proposal will be rejected.
- Minor irregularities: At its sole discretion, DT Global may waive informalities and minor irregularities in proposals received.

## **B. Content of Proposal**

The proposal shall consist of three (3) sections, including (i) the Technical Proposal; (ii) the Cost Proposal; and (iii) Supplemental information.

### **SECTION I: Technical Proposal**

The cover page to the Technical Proposal must be on the Offeror’s letterhead and contain the following information:

- Name and mailing address of Offeror’s company or firm
- Number and title of this solicitation
- Assurance of proposal validity (minimum of 90 days)
- Name, title, fixed and mobile phone numbers, and electronic mail address of authorized representative of the Offeror’s company or firm
- Signature, date and time

The Technical Proposal should be divided into three sections, as follows:

- a. Organization and capabilities, including (i) a summary or overview of the Offeror or the Offeror's company or firm, explaining the Offeror's capacity, capabilities, or qualifications to carry out the work described in the Statement of Work; (ii) if applicable, an organizational diagram indicating the primary divisions or units of the Offeror's company or firm, the organizational location of the proposed team or personnel, and the relationship between divisions or units that may be involved in carrying out the work; and (iii) any capacity for administrative and technical backstopping, including mention of any existing facilities or capabilities in the Solomon Islands.
- b. Technical approach and methodology, including (i) a narrative description or explanation of how the Offeror intends to carry out the Statement of Work; (ii) a corresponding work schedule or work plan; (iii) the composition of the proposed team, with a summary of their professional qualifications and an explanation of the roles and responsibilities of each; and (iv) an explanation of the Offeror's ability to commence work or, if applicable, capacity to field the proposed team immediately following execution of the contract.
- c. Past performance, describing the Offeror's past performance in implementing similar work globally, in the Pacific region, or in the Solomon Islands within the last three (3) years.

Suggested templates for these sections are included below in Annex I. Failure to respond to any section may be the basis for the disqualification of the Offeror.

## **SECTION II: Cost Proposal**

The cover page to the Cost Proposal must be on the Offeror's letterhead and contain the following information:

- Name and physical address of Offeror's company or firm
- Number and title of this solicitation
- Proposed total price (in US Dollars)
- Name, mailing address, telephone number and/or electronic mail address of auditor
- Assurance of proposal validity (minimum of 90 days)
- Name, title, fixed and mobile phone numbers, and electronic mail address of the authorized representative of the Offeror's company or firm
- Signature, date and time

The Cost Proposal will present the total proposed price for performing the work specified in the Statement of Work. A Firm Fixed Price contract 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 total proposed price. Offerors are expected to include all costs, direct and indirect, into their total proposed price. Such costs may include required withholdings or deductions from the pay of Solomon Islands residents subject to local taxation or of foreign employees subject to other taxation in other jurisdictions. Proposals and **all cost and price figures must be presented in US Dollars (USD).**

At a minimum, the Cost Proposal shall include the following:

- A summary budget that presents the total proposed price, with a brief narrative that explains the basis for the proposed price and includes any supporting information necessary for substantiation or clarification.
- A summary of the fully loaded daily rates of proposed professional and support staff, to be used by DT Global solely for the determination of cost reasonableness.

Suggested templates for these items are provided in Annex 2.

### **SECTION III: Supplemental information**

To enable DT Global to make a determination of the Offeror's responsibility, the Offeror must present a signed letter or attestation indicating that the Offeror:

- Has adequate financial resources and insurance coverage to perform the work stated herein, or the ability to obtain them;
- Is able to comply with the delivery or performance schedule, taking into consideration all other 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
- Has no outstanding tax liabilities due to, or open investigations under, the Solomon Islands Revenue Department and is in good standing on all tax payments;
- Holds or is readily able to obtain proper medical and worker's compensation insurance for all personnel expected to work on the Assignment;
- Has or is readily able to obtain all necessary work permits and visas for personnel expected to work on the Assignment and/or travel to the Solomon Islands;
- Is otherwise qualified and eligible to receive an award under applicable laws and regulations.

The Offeror should also attach the following to its attestation:

- Copy of the current, valid business license and/or registration (front and back) of the Offeror's company or firm, or where not possible, the license or registration number associated with the valid business license and/or registration of the Offeror's company or firm;
- Completed and signed DT Global Due Diligence Assessment (see Annex IV); and
- Completed and signed NDAA Representation Form (see Annex V).

The Offeror may also include any information or document that was not listed in the sections above and that the Offeror finds necessary or beneficial to include in the proposal.

## C. Submission

- An Offeror must submit its proposal to the email address specified in the cover letter in an electronic format no later than the date and time specified in the cover letter. Each submission email message should note the number of this solicitation in the subject line. Also, the body of each email message should include the name of the Offeror's organization and the name, email address, and telephone number of its authorized representative or contact person.
- The Technical Proposal, Cost proposal, and Supplemental Information should be **submitted in three (3) separate email messages**. The first should be named "Technical", the second "Cost", and the third "Supplemental" If the submission of any section requires more than one email message, the email messages should be sequentially numbered indicating the total number of emails that will be submitted (example 1/4, 2/4, 3/4 and 4/4).
- Attachments should be in a format that can be opened by one of the following applications: PDF, MS Word, MS Excel, or MS PowerPoint. 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.
- An Offeror has the right to correct, modify, or withdraw its proposal after such time as it has been submitted to DT Global at the email address stated above, provided that its request to do so is made before the closing date of the RFP.
- The Offeror is wholly responsible for ensuring that its proposal is received in accordance with the instructions stated herein. DT Global reserves the right to reject any proposals that are not submitted by the indicated deadline, even if they were late as a result of circumstances beyond the Offeror's control.

## D. Award

- DT Global anticipates making a single award under this solicitation. However, this RFP in no way obligates DT Global to award a contract.
- DT Global anticipates that it will hold discussions with Offerors but reserves the right to make final award without discussions. Therefore, it is strongly recommended that Offerors present their best offer as their initial submission.
- Proposals submitted in response to this RFP will not be returned. Reasonable efforts will be made to ensure confidentiality of proposals received from all Offerors.

# **Annex 1: Suggested forms for the Technical Proposal**

## **Form 1-1: Technical approach and methodology**

### I. Narrative description of technical approach and methodology

#### II. Work plan and deliverables schedule

[A brief narrative description of the main activities of the assignment, their content and duration, phasing and interrelations, milestones, and delivery dates, consistent with the technical approach and methodology, showing understanding of the Statement of Work. The work plan may be summarized in a bar chart, using the format below.]

	Task	Weeks						Notes
		1	2	3	4	5	6	
1								
3								
4								
5								
...								
	<i>Deliverables</i>							
1								
2								
3								
...								

#### III. Team composition and assignments

[A brief narrative explanation of the structure and composition of the proposed team, including a summary of roles and assignments, using the table below.]

Name of Staff	Organization	Area of Expertise	Position Assigned	Task(s) Assigned

#### IV. Summary of staff qualifications

<b>Name:</b>	[Last name, First name format]
<b>Proposed team position:</b>	[Drawn from staff composition table or other part of proposal]
<b>Work summary:</b>	[Name of employing organization, position or title, and dates of employment or work, listed in reverse order.]
<b>Countries of experience:</b>	[List of most relevant countries in which proposed staff worked]

<b>Relevant work</b>	[Description of employment, project work, or assignments that best illustrate ability to undertake the work associated with the proposed team position]
<b>Education</b>	[Name of college/university or other specialized facility, location, degree obtained, and years attended]

## Form 1-2: Organization and Capabilities of the Firm

### I. Summary and overview

[A brief description of the background and organization of the Offeror's firm/entity/organization.]

### II. Organization chart

[A detailed organization chart of the Offeror's firm/entity/organization, clearly identifying any divisions or business units to be directly engaged in providing the services required in the Statement of Work.]

### III. Capabilities

[A brief narrative explanation of the specific strengths, capabilities, and areas of specialized knowledge of the Offeror's firm/entity/organization, as relevant to the services required in the Statement of Work. In addition, a brief explanation of the ability of the Offeror's firm/entity/organization to field the required staff, to provide home office project management of the contract as well as the necessary administrative and technical support to the Offeror's Project Team in country.]

## Form 1-3: Past Performance

[Summary of two (2) to three (3) assignments demonstrating the Offeror's experience in successfully implementing projects similar to services sought in this procurement in substance, complexity, value, duration, and volume. The list must include **any other assignments funded in whole or in part by MCC.**]

<b>Client or employer:</b>	[Name, address location, and nature of client]
<b>Name of assignment:</b>	
<b>Location:</b>	
<b>Duration:</b>	[Start date – Completion date]
<b>Budget:</b>	[value of contract or assignment, in USD] [value of services provided therein, in USD]
<b>Narrative description of project:</b>	
<b>Narrative description of actual services provided:</b>	

## Annex 2: Suggested forms for the Cost Proposals

### Form 2-1: Summary Budget with Narrative

[A summary of the **fully loaded prices** that the Offeror propose to provide the services required in the Statement of Work, including travel and transportation, communication, office expenses, required insurances, and any other expenses required to carry out the Assignment successfully.]

Re: [insert title of assignment]

	Price	
	USD	[Local Currency]
<i>Base Period</i>		

A brief narrative that explains the basis for the proposed price and its relationship to the requirements of the work described in the Offeror's Technical Proposal, along with any other relevant price or cost information the Offeror wishes to explain.

### Form 2-2: Breakdown of Rates

For this Form 2-2, the Offeror shall list the professional staff individually, using the same staff described earlier in the Technical Proposal. Support staff may be grouped and listed by their function or category (e.g., draftsmen, clerical staff). Any staff outside the Offeror's home base may be considered foreign staff. For these members, the Offeror is encouraged to indicate daily rates for home and field work. The Offeror must provide fully loaded prices (including communication, office expenses, required insurances, and any other expenses required to carry out the assignment successfully as per the Statement of Work).

Name and position	Place of deployment	Daily remuneration rates	
		USD	Local currency
Foreign Staff			
	Home		
	Field		
	Home		
	Field		
	Home		
	Field		
Local Staff			

DT Global will use any information provided in this form only to establish the price reasonableness of the Offer and to assess and plan payments to the Offeror for possible additional services, if requested.

# **ATTACHMENT III: Evaluation Criteria**

## **A. Evaluation of the Technical Proposal**

Technical Proposals 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, with a maximum possible score of 100 points. The evaluation criteria serve to: (a) identify the factors that each Offeror should address in the various sections of its Technical Proposal and (b) set the standard against which all proposals will be evaluated.

### **Qualifications, capacity and experience (30 points)**

- The Offeror has a track record of successfully implementing work of similar nature, size, and complexity including work in the Pacific Ocean region or other, similar geographic contexts within the past five (5) years, and has specialized experience, knowledge and/or insight necessary for successful implementation of the assignment.
- The organizational capability of the Offeror is sufficient to support the required work, with quality assurance / quality control procedures and back office support in place, as needed.
- The Offeror owns, possesses, or has ready access to the equipment needed to implement the assignment.

### **Team organization and personnel (30 points)**

- The proposal presents the composition, structure and members of the proposed team, with clear and effective lines of reporting and accountability.
- The staffing plan meets the requirements of the assignment and indicates that personnel will be available to perform work when needed.
- The proposed team members possess a mix of experience and skills required to perform the work and achieve the objectives.
- Knowledge of the tourism context in the Solomon Islands or the Pacific region (10 points)
- Demonstrated experience providing similar tourism policy development work globally, in the Pacific region, or in the Solomon Islands (10 points)
- In-country presence and/or ability to field a functioning team on the first day of the contract period of performance. (5 Points)

### **Proposed methodology and approach (40 points)**

- The proposal demonstrates a full understanding of the assignment and all required work, as described in the Statement of Work.
- The proposal presents a clear, straightforward approach to achieving the objectives, with an explanation of how the different elements will be organized, controlled, and delivered.
- The work plan or implementation plan demonstrates the ability to plan clearly; sequences activities in a way that is logical, efficient, effective, and realistic; and reflects an appropriate balance between different elements of the work.
- The proposal presents creative, novel, or unique approaches that advance the timeline, reduce the cost, or otherwise improve the impact of the work.
- The proposal properly identifies potential issues and risks and reflects adequate anticipation of or planning for risk mitigation.

## **B. Evaluation of the Cost Proposal**

Evaluation scores are not assigned for cost. The review of the Cost Proposal shall include cost reasonableness. This process will include a review of the cost portion of the Offeror's proposal to determine if the cost reflects that the Offeror understands the requirements, if the costs are consistent with the technical part of the proposal, and if the overall costs proposed are reasonable and realistic for the work to be performed.

Evaluation of Cost Proposals will consider, but not be limited to, the following:

- Completeness of proposal and supporting documentation.
- Realisms of proposed costs.
- Evidence of cost control, such as the competitive procurement of subcontracts the avoidance of excessive salaries, excessive costs for management oversight, or any other costs in excess of reasonable requirements.
- Amount of proposed fee(s), if any.

## **C. No Obligation**

DT Global is not obligated to award or negotiate a contract with the Offeror that achieved the highest technical score or with the Offeror that submitted the lowest proposed cost. DT Global will make award to the Offeror whose proposal offers the best value to DT Global and the Program, considering both technical and cost factors. When competing technical proposals are considered essentially equal, then cost will become the determining factor.



# ATTACHMENT IV: DT Global Due Diligence Assessment

## Instructions

Each Offeror must complete a Preliminary Due Diligence Partner Statement as part of its Proposal. Responses to the statement provide DT Global with an initial risk profile of a potential partner or subcontractor. Responses do not form part of the evaluation or scoring process at this stage. However, a preferred Offeror will be required to complete a full Due Diligence Assessment **before** a contract can be signed. This must be supported by evidence that DT Global can verify.

## Details

Name of organisation			
Registration #		Country of registration	

## Due Diligence Baseline Criteria: Preliminary Partner Statement

Due Diligence Criteria and Questions	Proposed Partner Response	
	Yes/No	List of evidence that may be checked if notified as preferred partner; or a brief statement if required
<b>1. Entity Details</b>		
The Offeror is a legal entity.	Choose an item.	e.g. registration certificate and number; legal entity structure; board minutes; bank details.
<b>2. Past Performance</b>		
The Offeror can demonstrate relevant past performance with good performance outcomes.	Choose an item.	e.g. list of previous relevant projects; annual reports; client performance assessment reports. It is expected the supplier will include comprehensive information in their proposal, so only brief information is required here.

Due Diligence Criteria and Questions	Proposed Partner Response	
	Yes/No	List of evidence that may be checked if notified as preferred partner; or a brief statement if required
<b>3. Fraud Control/Anti-Corruption</b>		
The Offeror confirms it has measures in place to deal with the risk of fraud, bribery, and/or corruption.	Choose an item.	e.g. fraud/ant-corruption policies, procedures and tools; financial policies; induction and training programs; conflict of interest policies and/or registers.
The Offeror is willing to adhere to DT Global's fraud and anti-bribery policies.	Choose an item.	Note these can be made available upon request.
The Offeror is not currently, nor has been over the last two years, the subject of a fraud or corruption related investigation by external parties (including national authorities such as police, multilateral organisations and other donors or implementing partners).	Choose an item.	If the subject of a recent such investigation, include a brief statement on details.
<b>4. Sanctions List/Counter-Terrorism</b>		
Neither the Offeror (or any subsidiary or parent entity) nor any of its personnel are included on any national or international sanctions list (including but not limited to <a href="#">UKPTO</a> ; <a href="#">World Bank List</a> ; <a href="#">ADB Sanctions List</a> ; <a href="#">Australian National Security website</a> ; <a href="#">DFAT's consolidated list</a> ; <a href="#">UK's Proscribed Terrorist Organisations</a> ).	Choose an item.	If Yes to any, include a brief statement on details.
<b>5. Integrity Systems</b>		
The Offeror has integrity systems in place to recruit/procure staff and suppliers that are qualified and of good character. This includes undertaking due diligence of its suppliers and/or subcontractors.	Choose an item.	e.g. recruitment and procurement policies and procedures; conflict of interest policies, criminal record checks.
The Offeror has processes in place to ensure staff and any of its proposed subcontractors or partners are appropriately trained and performance managed.	Choose an item.	e.g. Code of Conduct; training programs; performance management policies and procedures; grievance procedure; whistle-blower policy.
<b>6. Child Protection</b>		
The Offeror has policies and procedures in place to deal with the risk of child exploitation and abuse.	Choose an item.	e.g. child protection policy and procedures; Code of Conduct; child protection risk assessments.

Due Diligence Criteria and Questions	Proposed Partner Response	
	Yes/No	List of evidence that may be checked if notified as preferred partner; or a brief statement if required
The Offeror is willing to adhere to DT Global's Child Protection Policy and Procedures.	Choose an item.	Note these can be made available upon request.
<b>7. Safeguarding, including Preventing Sexual Exploitation, Abuse and Harassment</b>		
The Offeror has policies and procedures in place to deal with the risk of sexual harassment, sexual abuse, and sexual exploitation.	Choose an item.	e.g. preventing sexual exploitation, abuse and harassment policy and procedures; Code of Conduct; sexual exploitation risk assessments.
The Offeror is willing to adhere to DT Global's Preventing Sexual Exploitation, Abuse and Harassment Policy and Procedures.	Choose an item.	Note these can be made available upon request.
<b>8. Security Arrangements</b>		
The Offeror has policies and procedures in place to manage security risks associated with its operations and will be responsible for the security arrangements of its staff and any suppliers and/or subcontractors within its control.	Choose an item.	e.g. security plan or procedures; subscriptions to travel/security provider/alerts.
The Offeror is willing to adhere to DT Global's security policies, procedures and directions relevant to the activity.	Choose an item.	Note these can be made available upon request.
<b>9. Work Health and Safety</b>		
The Offeror has policies and procedures in place to manage the health and safety risks associated with its operations and will be responsible for the health and safety of its staff and any suppliers and/or subcontractors within its control.	Choose an item.	e.g. health and safety policies and procedures; relevant risk assessments; health and safety plans; workers compensation insurance policy; travel/medical insurance policies.
The Offeror complies with the health and safety laws in the jurisdiction in which it works and will comply with all relevant health and safety laws in the jurisdiction of this Assignment.	Choose an item.	e.g. Legal register; workers compensation policy.

Due Diligence Criteria and Questions	Proposed Partner Response	
	Yes/No	List of evidence that may be checked if notified as preferred partner; or a brief statement if required
The Offeror is willing to adhere to DT Global's health and safety policies and procedures and will provide all reasonable assistance in any health and safety review or investigation.	Choose an item.	Note these can be made available upon request.
The Offeror confirms it will take out all relevant insurances to cover its obligations if it is the preferred partner.	Choose an item.	e.g. certificates of currency for professional indemnity, public liability, workers compensation insurance, travel/medical insurance.

## Declaration

I \_\_\_\_\_ [print name] \_\_\_\_\_ [print position title] declare the following:

I am duly authorised to provide this information on behalf of \_\_\_\_\_ [print organisation name] and the information provided is true and correct.

Name and Position	Signature	Date



# ATTACHMENT V: 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 proposal 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. 2nd 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: \_\_\_\_\_