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USAID INDONESIA FORESTRY AND CLIMATE SUPPORT PROJECT

Procurement Plan

June 2011

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This Procurement Plan is submitted by Tetra Tech ARD for the
USAID Indonesia Forestry and Climate Support Project (USAID IFACS)

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Tetra Tech ARD Contact: Ramzy Kanaan (ramzy.kanaan@tetratech.com)
Senior Technical Advisor/Manager
159 Bank Street, Suite 300
Burlington, Vermont
Phone: (802) 658-3890

USAID INDONESIA FORESTRY AND CLIMATE SUPPORT PROCUREMENT PLAN

JUNE 2011

DISCLAIMER

The author's views expressed in this publication do not necessarily reflect the views of the United States Agency for International Development or the United States Government.

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USAID IFACS PROCUREMENT PLAN

BACKGROUND

Tetra Tech ARD (Tt/ARD) was awarded the USAID Indonesia Forestry and Climate Support (USAID IFACS) Project in early November 2010. The USAID IFACS Project is designed to support USAID Indonesia's Country Program Strategy 2009 – 2014, Objective 2: "Sustainable Management of Natural Resources," Intermediate Result 1 "Improved Management of Forest Ecosystems." USAID IFACS seeks to reduce the threats of deforestation and climate change, and help the Government of Indonesia (GOI) conserve the country's tropical forests, wildlife, and ecosystem processes (including carbon sequestration).

PURPOSE

The Procurement Plan addresses Section F.2.6 in the Task Order Contract, and provides an overview of USAID IFAC's Purchasing Procedures; Receiving and Inventory Procedures; Bid Requirements, and Reporting Procedures. Procurement under the USAID IFACS contract will occur in two phases; the first phase of procurement will support the set-up and furnishing of the Jakarta office. The second phase of procurement will support the set-up of the USAID IFACS field offices, following the site selection process. We anticipate that both phases will be completed during the first year of program implementation

Once the Procurement Plan is approved by USAID, further procurement approval for items listed in the Plan will not be required from the CO and COTR. However, additions may be added on an as needed basis to support unanticipated needs of the USAID IFACS project. USAID IFACS will follow all federal procurement regulations and source origin requirements throughout its field activity.

1. PROCUREMENT PROCEDURES

Tetra Tech ARD has established procurement procedures which are consistent with USAID Procurement Guidelines. All appropriate USAID IFACS staff will be familiarized with Section 27 of the Office of Federal Procurement Policy Act (41 U.S.C. 423), Tetra Tech ARD Local Procurement Handbook, and this Procurement Plan. USAID IFACS staff will be required to sign a certification on procurement integrity as outlined in Appendix (1), Procurement Integrity. Emphasis will be placed on meeting specific requirements relating to source and origin requirements. In addition, USAID IFACS staff involved in the procurement process will be required to take Tetra Tech ARD's online procurement training course.

The Project is subject to source and origin requirements code of United States of America (000) for all non-expendable procurements greater than \$5,000,000, per the blanket waiver to allow Local Procurements in Amounts of up to \$5 Million per Instrument issued by Administrator Shah on November 30, 2010. It is noted that special source and origin rules for restricted commodities and services set forth in 22 CFR 228 and ADS 312 (e.g., motor vehicles, pharmaceuticals, and agricultural commodities, as well as construction or engineering services from an advanced developing country) still apply. Procurements greater than \$5,000,000 will be made according to the Project contract source/origin codes for the project of 000 (U.S.A.). If there is a procurement that cannot comply with these codes, the Home Office will request a waiver from the CO through the COTR.

All non-expendable equipment with a shelf life of at least two years and a value greater than \$500 requires USAID approval. Those approvals will be acquired through a request for approval submitted to the COTR who will forward it to the Contracting Officer, as appropriate. All approval requests will be initiated from the field office, but sent from Tetra Tech ARD Home Office. Items listed in the approved USAID IFACS budget and in this Procurement Plan are considered approved, and do not require any additional approval.

The Chief of Party is responsible for managing the USAID IFACS budget, which includes all procurement and equipment. All local equipment purchases must be cleared by the USAID IFACS Procurement Officer to ensure they are consistent with the budget, with the procurement plan, and have appropriate USAID approvals prior to purchase. Large procurements will be undertaken jointly with the Home Office Project Manager and Procurement and Logistics Specialist of Tetra Tech ARD's Burlington office. All procurements under the USAID IFACS must have the COP's written approval.

2. CONTRACTING MECHANISMS

The USAID IFACS project will use a variety of contracting mechanisms to support program implementation. Generally speaking, Tetra Tech ARD uses consulting agreements to engage individuals, subcontracts for acquisition of services, grants for assistance, purchase orders for the procurement of goods, and services agreements to procure routine maintenance and professional services. Below please find a breakdown of the different contracting mechanisms and their uses:

Purchase Order (Fixed Price): Used to procure deliverables that are well-defined, and under the simplified acquisition threshold, \$150,000. The items procured under a Fixed Price Purchase Order can be commercial, standard, off-the-shelf items or noncommercial items that require a statement of work (SOW) that defines the products and tasks that will be performed. The SOW must contain sufficient definition of a deliverable so that inspection and acceptance can be done to trigger payment. In addition, travel and required Per Diems are reimbursed based on actual expenditures and a cap must be provided in the Purchase Order. A Fixed Price Purchase Order may also be used when contracting for commodities, or services.

Service Agreement: Used to procure items like routine maintenance, Internet services, security services, translation services, and legal services. These services are typically commercial and off-the-shelf.

Consulting Agreement: Used when contracting with an individual for short term assignments. These agreements are based on an approved rate and level of effort. A SOW and deliverables are required.

Firm Fixed Price (FFP) Subcontracts: Used to procure nonstandard, high-value goods or services. The items procured under a subcontract are noncommercial items that require a statement of work (SOW) to be generated in order to define the products and tasks that will be performed. In a fixed-price contract, the SOW contains sufficient definition to a deliverable that inspection and acceptance can be done to trigger payment. USAID IFACS expects that the majority of subcontracts issued will be Firm Fixed Price. Tetra Tech ARD will request Consent to Subcontract from the Contracting Officer for Firm Fixed Price subcontracts over \$150,000. In accordance with Section C.5.9 of the Task Order contract, all SOWs will be reviewed and approved by the COTR.

Time and Materials (T&M) Subcontract: Issued only when it is not possible at the time of placing the contract to estimate accurately the extent of the work. The subcontractor may bill only for direct materials (materials that enter directly into the end product or are used or consumed directly in connection with furnishing the end product or service) and an hourly rate that meets the appropriate labor category qualifications specified in the contract. This contracting mechanism may be utilized to engage our primary partners at the selected USAID IFACS target sites. Tetra Tech ARD will request Consent to Subcontract from the Contracting Officer for all Time and Materials subcontracts. These requests will include a Consent Checklist, Negotiation Memorandum, draft Subcontract including Scope of Work, which will outline the method of measuring the subcontracts progress, and budget.

Cost Reimbursable Subcontract: Issued in cases where the mix of services and skills cannot be defined. This contracting mechanism may be utilized to engage our primary partners at the selected USAID IFACS target sites. Tetra Tech ARD will request Consent to Subcontract from the Contracting Officer for all Cost Reimbursable subcontracts. These requests will include a Consent Checklist, Negotiation Memorandum, draft Subcontract including Scope of Work, which will outline the method of measuring the subcontracts progress, and budget.

Grants: In accordance with the Task Order Contract. Tetra Tech ARD will use grants under contract as a mechanism for implementation of some activities under this scope of work. The total value of any individual grant to any organization will not exceed US\$100,000. Tetra Tech ARD will submit a Grants Management Plan (GMP) that outlines the policy and procedures for implementing Grants Under Contract (GUC) programs, for USAID's review and approval.

3. BID SOLICITATION AND QUOTATIONS

ARD will fully comply with USAID's regulations regarding bid requirements for procurements. For purchases under \$2,500, USAID IFACS will obtain three verbal quotations. Verbal quotation forms will be kept with Project office files. For procurements between \$2,500.00 and \$100,000

USAID IFACS will obtain three written quotations which will be retained in the field office files if the item is procured locally and in the Home Office files if the item is procured in the United States. Procurements between \$2,500 and \$100,000 will be approved by the Home Office prior to purchase. Any procurement of equipment with a cost over \$100,000 will be managed through the Home Office. If, for any reason, the lowest quotation is not used as the basis for purchases noted above, a detailed justification must be written and kept in the Burlington, Vermont or Jakarta, Indonesia office files.

4. INVENTORY AND PROPERTY MANAGEMENT

4.1 GENERAL

Project inventory and property management requirements are responsive to USAID IFACS Contract Section F.2.6(4). The system is responsive to Tetra Tech ARD's custodial responsibilities (AIDAR 752.245-71). A USAID IFACS vehicle management policy is presented in Appendix D, Policy on the Use of Project Vehicles.

Tetra Tech ARD has established policies that govern inventory and property management. Any non-expendable item in the care of USAID IFACS, whether purchased or government-furnished property, will be tagged with an inventory tag and included on a non-expendable inventory report. For the purpose of our inventory reporting, nonexpendable items are defined as any item that has a shelf life of two years and has a value over \$500. This does not include supply type items such as staplers, tape dispensers, rolodexes, etc. Any non-expendable item in the care of USAID IFACS that is leased will be included in the above non-expendable inventory report. Serial numbers for all electronic equipment, vehicles, and license number for software (where available) will be included on the inventory report. In accordance with section H.20 of the USAID IFACS Task Order Contract Tetra Tech ARD will obtain insurance coverage for all non-expendable property purchased under the contract.

5. RECEIVING PROCEDURES

5.1 LOCAL PROCUREMENT

The field office Procurement Officer is responsible for receiving all goods and determining that they are in good working order and free of damage. The Procurement Officer will ensure that all documentation is collected and prepares the item for placement in the Project inventory system. Once the item is determined to be in good working condition and free of damage, the item will then be tagged appropriately with an inventory number and USAID emblem. Receipts, warranty information, user manuals, and software included with new equipment are to be immediately placed in an envelope and given to the Project COP with the product information, serial number, cost, vendor and inventory tag number noted on the envelop. The COP will transfer this information to the field office Financial Administrator for inclusion into the Monthly Financial Report and the Non-expendable Inventory.

5.2 OVERSEAS PROCUREMENT

When procurement is initiated at Tetra Tech ARD Home Office, a copy of the purchase order will be forwarded to the local field office for use in receiving the order. Once the procurement arrives at the project, the Procurement Officer will examine the items and compare them to the purchase order to make sure that the delivery is correct and in good working condition, free of damage. Any discrepancies and/or damage will be noted on the purchase order, and the field office Procurement Officer will be notified of any damage immediately. In the case of damage, pictures will be taken and a description of the packaging should be noted on the purchase order. The date the item was received will be noted next to each item on the purchase order as well as the ARD inventory tag number and the serial number, if appropriate.

The Procurement Officer receiving the item will then sign and date the purchase order, tag the item with an inventory tag and USAID emblem. The Officer will provide a copy of the purchase order, warranties, user manuals and product information (inventory tag number, and product serial number) to the COP. After review, the COP will transfer all information relevant for entry of the item into the inventory and financial system to the Finance Officer.

6. GOVERNMENT-FURNISHED PROPERTY

As determined in the Best and Final Offer (BAFO) negotiations, USAID/Indonesia will furnish selected items to the USAID IFACS project. USAID will provide an inventory report of the items to be provided to the USAID IFACS project. The USAID IFACS project will inspect each item to note condition and damages. If equipment provided by USAID is damaged, or the equipment does not meet USAID IFACS program implementation needs, Tetra Tech ARD will request USAID approval to purchase new replacement equipment.

For any items furnished by a government agency, a typed inventory report of the items will be developed. The same process will be used for receiving as outlined above. Each item on the inventory report will be inspected upon receipt and any damage will be noted. The serial number for each appropriate item will be verified. If the serial number is not included on the inventory report, it will be added. As the inspection is being done, a Tetra Tech ARD inventory tag will be placed on each item, and the item recorded on the inventory report. The person receiving the items will sign and date the inventory report. The original will be returned to the agency furnishing the items, with a copy sent to Tetra Tech ARD (with the monthly financial reporting), and a copy kept at the project site. This information will then be added to the inventory reports.

7. USE OF INVENTORY

The property contained within the inventory reports will be used solely for the purpose of executing this contract, unless otherwise stated in the contract or approved by the Contracting Officer.

8. MAINTENANCE

Maintenance on all equipment will be conducted in accordance with manufacturers' recommendations. Complete maintenance records for vehicles and computer equipment will be kept. This will include vehicle maintenance logs and schedules, as well as maintenance contracts for computers.

9. DAMAGED, STOLEN, OR LOST PROPERTY

9.1 DAMAGED PROPERTY

Every effort will be made to repair damaged property. If an item cannot be repaired or it is not cost effective to repair it, a memo will be written to the file and a copy sent to the Tetra Tech ARD/Burlington Procurement and Logistics Specialist. This memo will be accompanied by supporting documentation such as a repair shop report and/or a cost analysis. The items will be kept in storage until USAID instructs on disposition of equipment. The damaged items will be kept on the inventory report, with its location designated as storage and its condition designated as damaged.

9.2 STOLEN PROPERTY

If property is stolen, proper authorities (ARD/Burlington and USAID/Indonesia) will be called and a police report filed. A memo will be written to the file stating what occurred. A copy of the police report and any eyewitness accounts that are available will be included. Copies of the memo and attachments will be sent to the ARD Procurement and Logistics Specialist. If the stolen item is over \$500.00, a report will be made to the USAID Contracting Officer.

9.3 LOST PROPERTY

A memo to the file will be written for lost property. It will include how the item was lost, whose care it was under at the time, and what measures will be taken to keep the same thing from happening in the future. A copy should be sent to the ARD Procurement and Logistics Specialist. If the lost item is over \$ 500.00, a report will be made to the USAID Contracting Officer.

9.4 PROTECTION

All equipment will be protected in a manner consistent with local practices unless otherwise recommended by the USAID Mission. All equipment not currently in use will be stored in a safe facility.

9.5 CUSTODY

All equipment whether purchased, leased or government-furnished shall be in the custody of Tetra Tech ARD. Specifically, the equipment will be in the custody of the USAID IFACS Financial administrator whose position involves inventory care and tracking in coordination with the Procurement and Logistics Specialist at the ARD home office.

9.6 INSURANCE

USAID IFACS will obtain insurance for all nonexpendable property purchased under this contract.

10. FINAL DISPOSAL PROCEDURES

Six months before the end of the project, the COP will informally speak to the TOCOTR concerning disposition of furniture and equipment. The purpose of this discussion is to determine whether USAID has a specific purpose for the inventory. Tetra Tech ARD must develop a disposal plan. Once a strategy is decided upon, a complete inventory and disposal plan will be sent to the CO for approval at least six months prior to project close. All equipment will be disposed of as approved by USAID. For material procured for a grantee, inventory administration will be in accordance with the grants manual.

10.1 TITLE TRANSFER DOCUMENTS

All property, including property purchased for grantees or other institutions will be included in the final disposition plan and its disposal will be negotiated at the end of the project. Tetra Tech ARD understands that the Contracting Officer will not approve any Title Transfer documents until the final disposition of equipment and other material has been discussed and negotiated at the end of the project.

11. REPORTING PROCEDURES

The field office will provide monthly Non-Expendable Procurement Reports to the Home Office Procurement and Logistics Specialist. The field office Procurement Officer will conduct a physical inventory every six months. No less than 90 days before contract completion USAID IFACS will submit a final non-expendable disposition report. All appropriate staff involved in procurement under USAID/IFACS are required to complete a procurement integrity certification.

APPENDIX A

PROCUREMENT PLAN

The following section presents a proposed procurement plan for the life of the project. The plan is divided by major categories: 1) Computer and IT Equipment; 2) Project Office Furniture; and 3) and Vehicles. The procurement plan explains the item, description, intended use, source and origin, quantity, unit cost, and total cost.

| Appendix A - (updated 8 Feb 2011)

| ITEM | SPECIFICATIONS* | PURPOSE- INTENDED USE | SOURCE | ORIGIN** | QTY | UNIT COST (USD) | TOTAL (USD) |
|-----------------------|--|---|-----------------|----------|-----|-----------------|-------------|
| Computer/IT | | | | | | | |
| Servers with Software | Will receive from USAID | Support Jakarta and Field Office Operations | Indonesia | | 3 | \$0.00 | \$0.00 |
| Computers-Desktop | Will receive from USAID | For use by Project staff | Indonesia | | 11 | \$0.00 | \$0.00 |
| Computers-Laptop | Will receive from USAID | For use by project staff | Indonesia or US | | 14 | \$0.00 | \$0.00 |
| Computers-Laptop | 14 inch screen, Intel Core 370M processor 2.53GHz, 320GB Hard Drive, 7200 RPM, 4GB Memory and CD/DVD Burner. | For use by Project Start-Up Staff | Indonesia or US | | 4 | \$726.05 | \$2,904.20 |

| | | | | | | | |
|----------------------------|--|---|-----------------|--|----|------------|------------|
| Computers- Laptop | 14 inch screen, Intel Core 370M processor 2.53GHz, 320GB Hard Drive, 7200 RPM, 4GB Memory and CD/DVD Burner. | For use by project staff | Indonesia or US | | 8 | \$900.00 | \$7,200.00 |
| Computers- Laptop | Pentium i5 or i7, 4GB upgradable to 8GB, 320GB with 7200 rpm, matte/non-glare 13.3" screen, 4lbs or less, CD/DVD, 9 cell lithium, 2 USB, LAN, 1394 fire wire, Windows 7, Webcam, blue tooth, and sturdy with shock absorption features | Chief of Party's Computer | Indonesia or US | | 1 | \$1,300.00 | \$1,300.00 |
| Laser Printers | Will receive from USAID | Support Jakarta and Field Office Operations | Indonesia | | 8 | \$0.00 | \$0.00 |
| UPS | Will receive from USAID | Support Jakarta and Field Office Operations | Indonesia | | 8 | \$0.00 | \$0.00 |
| UPS | BR 550 GI, UPS below 1000 VA, Back UPS RS LCD 550 VA, 230V, 330 watts, Master Control | Support Jakarta and Field Office Operations | Indonesia | | 29 | \$202.00 | \$5,858.00 |
| GPS enabled Digital Camera | GPS DIGITAL- 4gb SD card, Soft Camera bag | Support Spatial Planning | Indonesia | | 5 | \$268.00 | \$1,340.00 |
| Digital Camera | Will receive from USAID | Document project's progress | Indonesia | | 4 | \$0.00 | \$0.00 |
| GPS Hand Held Units | Will receive from USAID | Support Spatial Planning | Indonesia | | 3 | \$0.00 | \$0.00 |
| GPS Hand Held Units | Garmin eTrek Vista HCx model including motorcycle bar mounting | Support Spatial Planning | Indonesia | | 7 | \$611.00 | \$4,277.00 |
| Generator- 20 KVA | Will receive from USAID | Back up power | Indonesia | | 1 | \$0.00 | \$0.00 |

| | | | | | | | |
|---|--|---|-----------|--|----|------------|------------|
| Shredder | Will receive from USAID | Support Jakarta and Field Office Operations | Indonesia | | 3 | \$167.00 | \$501.00 |
| Binder Machine | AS 1610 SB, 220 mm width, strip cut 6 mm, 16 sheets, 23 liters | Support Jakarta and Field Office Operations | Indonesia | | 3 | \$175.00 | \$525.00 |
| Photo copier | Will receive from USAID | Support Jakarta and Field Office Operations | Indonesia | | 1 | \$0.00 | \$0.00 |
| Photo copier | DC 1055 DC Speed 15ppm,1 tray, 99 set, light tex mode, sharpness, image quality, transparency, reduce enlarge, auto rotate, FCOT less than 7.4 sec, warm up time 25 sec, A3+, max 200%, min 50%, 600dpi/256 tones, desktop | Support Jakarta and Field Office Operations | Indonesia | | 2 | \$3,112.00 | \$6,224.00 |
| Paper cutter | 180 Guillotine Trimmers, A3, 455 mm length, 10 sheets capacity, manual clamp | Support Jakarta and Field Office Operations | Indonesia | | 3 | \$125.00 | \$375.00 |
| LCD Projector | Will receive from USAID | Support Jakarta and Field Office Operations | Indonesia | | 3 | \$0.00 | \$0.00 |
| All-in-one (Printer, Fax, Copier & Scanner) | Printer laser color, A4, 600x600 dpi, 20/20 ppm, tray 2# 250,MC USB | Support Jakarta and Field Office Operations | Indonesia | | 3 | \$800.00 | \$2,400.00 |
| Cell phone | Display TFT, Memory Standard, 64 MB, Operating System, and Connectivity- GPRS: Class 32, Bluetooth, USB, SMS, MMS, IM, Email, Camera, and Standard Battery up to 4 hours. | Support Jakarta and Field Office Operations | Indonesia | | 26 | \$150.00 | \$3,900.00 |
| Safe | 4 digit code setting, , audit trail record for safe opening & closing, large storage capacity, LED display,2 large motorized locking bolt | Secure Petty Cash and valuables in Jakarta office | Indonesia | | 1 | \$220.00 | \$220.00 |

| | | | | | | | |
|-------------------------|---|---|-----------|--|----|------------|-------------|
| Telephone System | Instillation | Support Jakarta and Field Office Operations | Indonesia | | 3 | \$250.00 | \$750.00 |
| Telephone Handset | Handsets will service the Telephone System received from OCSP | Support Jakarta and Field Office Operations | Indonesia | | 20 | \$75.00 | \$1,500.00 |
| Satellite phone | Erikson Satellite Phones & Start-up costs | Support Communication in Field Offices | Indonesia | | 4 | \$1,250.00 | \$5,000.00 |
| Walkie Talkie Base | Motorola CM200 Base | Support Communication in Field Offices | Indonesia | | 4 | \$560.00 | \$2,240.00 |
| Walkie Talkies Handheld | Motorola CP200 VHF | Support Communication in Field Offices | Indonesia | | 8 | \$290.00 | \$2,320.00 |
| Server | Windows Server 2008 SBS + 5 Client | Support Jakarta and Field Office Operations | Indonesia | | 1 | \$850.00 | \$850.00 |
| Software | Memory Upgrade for Server | Support Jakarta and Field Office Operations | Indonesia | | 2 | \$350.00 | \$700.00 |
| Software | Windows SBS Standard additional 20 client | Support Jakarta and Field Office Operations | Indonesia | | 4 | \$435.00 | \$1,740.00 |
| Software | Antivirus Software | Support Jakarta and Field Office Operations | Indonesia | | 23 | \$30.00 | \$690.00 |
| Software | Ms. Office License 2010 | Required if we don't have original software and license from OCSP project | Indonesia | | 26 | \$505.00 | \$13,130.00 |
| Software | Memory Upgrade for Desktop Computers | Support Jakarta and Field Office Operations | Indonesia | | 11 | \$45.00 | \$495.00 |
| Software | Arc GIS Software | Jakarta and Field Office | Indonesia | | 5 | \$2,200.00 | \$11,000.00 |
| Antenna | Access Point with 12dBi Antenna | Secure Wireless Access for IFACS office | Indonesia | | 1 | \$500.00 | \$500.00 |

| | | | | | | | |
|--------------------------------|---|--|-----------|--|----|------------|------------|
| Firewall Appliance | Firewall with unified Threat Management System | Support Jakarta and Field Office Operations | Indonesia | | 1 | \$5,000.00 | \$5,000.00 |
| IT Related Tools | Toolkit for hardware repair | Support IT Services | Indonesia | | 1 | \$200.00 | \$200.00 |
| UPS | UPS Online for Servers | Support IT Services | Indonesia | | 2 | \$500.00 | \$1,000.00 |
| Network Attached Storage (NAS) | QNAP Storage | Support IT Services | Indonesia | | 1 | \$2,500.00 | \$2,500.00 |
| Security System | Closed Circuit Television (CCTV) Unit | Required in Jakarta Office | Indonesia | | 3 | \$350.00 | \$1,050.00 |
| Security System | Door Access Control | Required in Jakarta Office | Indonesia | | 2 | \$600.00 | \$1,200.00 |
| Air Conditioner | Mitsubishi Heavy Duty Air Conditioner | Jakarta Office- AC for Server Room (backup) Mitsubishi Heavy Duty | Indonesia | | 1 | \$800.00 | \$800.00 |
| Digital Recorder | Olympus WS 400-600s | Support Jakarta and Field Office Operations | Indonesia | | 6 | \$100.00 | \$600.00 |
| Office Furniture | | | | | | | |
| Desk Chair | Will Receive from USAID | Support Jakarta and Field Office Operations | Indonesia | | 25 | \$0.00 | \$0.00 |
| Desk Chair | Leather High back, Ergonomic seat height with knee, Gas spring column | Support Jakarta and Field Office Operations | Indonesia | | 12 | \$105.00 | \$1,260.00 |
| Desk | Will Receive from USAID | Support Jakarta and Field Office Operations | Indonesia | | 15 | \$0.00 | \$0.00 |
| Desk | Office desk, Cherry, | Support Jakarta and Field Office Operations | Indonesia | | 22 | \$213.00 | \$4,686.00 |
| File Cabinet | Will Receive from USAID | Support Jakarta and Field Office Operations | Indonesia | | 7 | \$0.00 | \$0.00 |

| | | | | | | | |
|-------------------------|---|---|-----------|--|----|------------|------------|
| File Cabinet | 4 drawers filing cabinet, Full extension drawer, Anti-Tipping Mechanism | Support Jakarta and Field Office Operations | Indonesia | | 30 | \$70.37 | \$2,111.10 |
| Book Case | Will Receive from USAID | Support Jakarta and Field Office Operations | Indonesia | | 5 | \$0.00 | \$0.00 |
| Book Case | Book Case with Cherry Finish | Support Jakarta and Field Office Operations | Indonesia | | 20 | \$63.33 | \$1,266.60 |
| Table | Will Receive from USAID | Support Jakarta and Field Office Operations | Indonesia | | 5 | \$0.00 | \$0.00 |
| Office Side Chair | Will Receive from USAID | Support Jakarta and Field Office Operations | Indonesia | | 7 | \$0.00 | \$0.00 |
| Office Side Chair | Synthetic leather upholstery, fixed aluminum arm-rest, aluminum chair-base, knee tilt mechanism | Support Jakarta and Field Office Operations | Indonesia | | 30 | \$60.99 | \$1,829.70 |
| Conference Table | Will Receive from USAID | Support Jakarta and Field Office Operations | Indonesia | | 2 | \$0.00 | \$0.00 |
| Conference Table | Square Conference Table, Cherry finish. | Support Jakarta and Field Office Operations | Indonesia | | 4 | \$535.71 | \$2,142.84 |
| Conference Chairs | Will Receive from USAID | Support Jakarta and Field Office Operations | Indonesia | | 15 | \$0.00 | \$0.00 |
| Conference Chairs | Synthetic leather upholstery, knee tilt mechanism | Support Jakarta and Field Office Operations | Indonesia | | 15 | \$55.51 | \$832.65 |
| Copier Table | Will Receive from USAID | Support Jakarta and Field Office Operations | Indonesia | | 5 | \$0.00 | \$0.00 |
| Storage for Servers | Server's Rack | Support IT Services | Indonesia | | 1 | \$1,000.00 | \$1,000.00 |
| Data Center for Servers | Raised Floor, Power Outlent, Fire Detector, and Fire extinguisher | Support Jakarta Office | Indonesia | | 1 | \$500.00 | \$500.00 |
| | | | | | | | |

Vehicles

| | | | | | | | |
|------------------------------|--|---|-----------|-------|----|-------------|--------------|
| Vehicle for Regional Offices | Four Wheel Drive, Engine Type 4Cyl, ABS Brakes, 2700cc, Gasoline, holds a minimum of 6 | Support Regional Office Operations | Indonesia | | 4 | \$38,000.00 | \$152,000.00 |
| Vehicle for Jakarta Office | Rear Wheel Drive, Engine type 4 Cyl, 1998cc, Gasoline, holds minimum 6 | Support Jakarta Office Operations | Indonesia | | 1 | \$23,333.00 | \$23,333.00 |
| Motorcycle | 125 cc, Maximum ps/rpm 8.4/8,000, Gasoline Fuel, off road capacity, Oil replacement 800 ml | Support Jakarta and Field Office Operations | Indonesia | Japan | 10 | \$1,466.00 | \$14,660.00 |

* The above specifications are based on Tetra Tech ARD's solicitation of quotes in December 2010. The purchase of the actual items will depend on availability.

** The Origin of each item will depend on what the vendor has in stock at the time of purchase. Tetra Tech ARD confirms that no equipment, furniture, or vehicles purchases will be purchased from policy restricted countries.

APPENDIX B

USIAD IFACS PROCUREMENT INTEGRITY CERTIFICATION

All long-term technical staff and full-time administrative support personnel working under the USAID IFACS project must review the Tetra Tech ARD Local Procurement Handbook and USAID IFACS Procurement Plan. The following certification will be reviewed and signed by each employee and filed at the USID IFACS project office in Jakarta, Indonesia.

USAID IFACS Procurement Integrity Certification

As required by USAID Indonesia Forestry and Climate Support Project (USAID IFACS) Contract No. AID-EPP-I-00-06-00008; Task Order No. AID-497-TO-11-00002, Section H.20 Approvals—Nonexpendable Property Purchase

Integrity - Service Contract, I _____ hereby certify that I have read the Tetra Tech ARD Local Procurement Handbook and USAID IFACS Procurement Plan. I will report immediately to the Chief of Party and the Tetra Tech ARD Procurement and Logistics Specialist any information concerning a violation or possible violation of the prohibitions.

Signature

Date

APPENDIX C

TITLE TRANSFER DOCUMENT

Tetra Tech ARD, the Contractor, under USAID Contract Number AID-EPP-I-00-06-00008; Task Order Number AID-497-TO-11-00002, and the U.S. Agency for International Development, USAID, hereby agree to the transfer of title of the equipment listed in Attachment 1 to the Recipient identified below. In accepting title to said equipment, the Recipient agrees to the terms and conditions set forth in Attachment II governing the use and care of said equipment.

Name of Recipient _____

Responsible Representative _____

Address of Recipient _____

Tel # _____ Fax # _____ E-Mail _____

Purpose of Equipment

Location of Equipment

Date of Transfer _____ Transfer Record Number _____

This agreement has been signed by all parties and is effective on the _____ Day of _____, 20____.

USAID Contracting Officer _____ Date

Tetra Tech ARD Representative _____ Date

Name and Title of Recipient Representative _____ Date

APPENDIX D

POLICY ON THE USE OF PROJECT VEHICLES

The Indonesia Forestry and Climate Support (USAID IFACS) Project has developed a vehicle usage policy that reflects USAID regulations and complies with Tetra Tech ARD corporate policy. USAID IFACS project vehicles, provided, purchased or rented for USAID IFACS implementation, are to be used for project purposes. All vehicles should be maintained and operated with appropriate care and consideration to maximize the usefulness of the vehicles and safeguard the positive image of the project.

1. Only USAID IFACS staff or authorized consultants are allowed to operate project vehicles.
2. Only authorized drivers, with valid driver's license will be allowed to operate project vehicles.
3. It is the responsibility of the authorized drivers to take good care of the vehicle, drive carefully, abide by local traffic rules and regulations, fill the vehicle with gasoline and lubricants as required, and report any damage or mechanical problems to the Administrative Officer.
4. The Administrative Officer will coordinate regular maintenance of the vehicle. Vehicle logbooks are provided for each vehicle and the authorized drivers are responsible for recording all vehicle usage so proper maintenance can be provided.
5. Project vehicles are for the use of staff and consultants during office hours for the conduct of USAID IFACS related business. Project vehicles may be used after office hours for work related activities, as well. After hour official use should be approved by the Chief of Party and coordinated with the Procurement Officer.
6. Priority should always be given to safeguarding and protecting project vehicles. Should the Chief of Party determine that it is demonstrably safer to do so, authorized staff and consultants may be authorized to park project vehicles at their residence rather than leaving them overnight at an unsecured location. In such an event, they should take all possible precautions to park the vehicles in a safe, secure place. The cost of mileage from office to residence must be reimbursed at the rate authorized by the local USAID Mission.
7. The use of project vehicles is for official purposes only. In case of emergencies, new staff arrival, and final staff departure, vehicles may be operated for personal use provided that the

staff member is officially authorized with prior approval by the Chief of Party. In such a situation, the staff must reimburse the project at the USAID approved rate.

8. All trips should be fully recorded in the vehicle log. The log contains information such as point of departure, destination, purpose, odometer reading, time, driver and whether official or other authorized use.
9. On a monthly basis, the Financial Officer will review all vehicle logs and calculate the other authorized use mileage. Accordingly, the Financial Officer will prepare a billing notice as appropriate and presents it to the staff member for payment no later than one working week after receipt.
10. Copies of all vehicle keys will be kept in a safe and confidential place in the project office with access by the Procurement Officer and COP. These keys are to be used only in cases of emergencies.
11. Seat belts must be worn by the driver and passengers at all times.
12. Vehicles should be parked in parking places or wherever allowed by traffic rules. When parking in an area of questionable security, the driver should try to park in a commercial garage or lot that ensures the safety of the vehicle. This expense, as documented by a valid receipt, is reimbursable.
13. All USAID IFACS vehicles should contain the following: required vehicle documents, first aid kit, fire extinguisher, spare tire, and jack.
14. In case of an accident, severe damage or theft the staff member should immediately inform the Chief of Party and the Procurement Officer and Financial Officer. A full report, including a police report, will be submitted by the staff member to the COP describing the situation.
15. Following an accident or theft, the necessary administrative measures will be taken by the Chief of Party in close consultation with the Tetra Tech ARD/Home Office to follow up and finalize the administrative arrangements with parties concerned to settle the issue.
16. USAID IFACS vehicles are intended to transport USAID IFACS staff, consultants, official visitors, and other project related personnel only. Hitchhikers are not permitted.
17. All efforts will be made to prevent reckless use of USAID IFACS vehicles.
18. The misuse or unauthorized use of vehicles is a serious matter that has the potential to jeopardize the security and safety of staff and the credibility of the project. The Chief of Party is responsible for determining the appropriate action, and should feel free to consult with legal counsel and Tetra Tech ARD/Home Office regarding the issue.
19. If for work related reasons project vehicles are not available for other staff to use for conducting project activities, other means of transportation might be used such as public

transportation or taxis. A staff member is requested to submit to the FINANCIAL ADMINISTRATOR an official receipt (if obtainable) for reimbursement of transportation expenses. Details on the purpose of the trip and date should be included.

20. If for work related reasons project vehicles are not available for other staff or consultants to use and a vehicle is required on a full time basis, a rented vehicle may be used. The staff member requesting this vehicle should submit a written request to the Chief of Party stating the reasons for which the vehicle is required and the duration of its use. Upon approval of the Chief of Party, the Finance Officer will carry out all the administrative steps required to obtain a rented vehicle.

21. If for work related reasons project vehicles are not available for other staff or consultants to use, employees may use their personal vehicles and submit a voucher with full details regarding the purpose of the trip, including date, origin and destination, and mileage. Prior Chief of Party approval is required for reimbursed use of personal vehicles. The staff member will be reimbursed at a pre-determined mileage rate.

U.S. Agency for International Development

1300 Pennsylvania Avenue, NW

Washington, DC 20523

Tel: (202) 712-0000

Fax: (202) 216-3524

www.usaid.gov