

## Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	Short-term technical assistance to support upcoming Direct Inspection Protocol planning workshop
Type of Procurement:	Consultancy
Type of Contract:	LOE-based
Term of Contract:	October 21, 2019 – December 31, 2019
Contract Funding:	USAID Cooperative Agreement Number 7200AA18CA00040
This Procurement supports:	USAID's Act to End NTDs   East program
Submit Proposal to:	<a href="mailto:nwarren@rti.org">nwarren@rti.org</a>
Date of Issue of RFP:	October 10, 2019
Date Questions from Supplier Due:	October 14, 2019 5:00 PM EST
Date Proposal Due:	October 18, 2019 5:00 PM EST
Approximate Date Purchase Order Issued to Successful Bidder(s):	<b>October 21, 2019</b>

<b>Method of Submittal:</b>	
Please submit proposals to: <a href="mailto:nwarren@rti.org">nwarren@rti.org</a>	
Respond via e-mail with attached document in MS Word / pdf format. The Bidder/Seller agrees to hold the prices in its offer firm for <b>60 days</b> from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFP/RFQ.	
Solicitation Number:	Act-East-SEA-FY20-001

### Attachments to RFP:

1. Attachment "A" – Commodity Specifications
2. Attachment "B" – Instructions to Bidders/Sellers
3. All PO Terms and Conditions are listed on our website at forth at: <http://www.rti.org/POterms>, [http://www.rti.org/files/PO FAR Clauses.pdf](http://www.rti.org/files/PO_FAR_Clauses.pdf) or for commercial items: [http://www.rti.org/files/PO FAR Clauses Commercial Items.pdf](http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf) (hereinafter the "Terms"). Supplier's delivery of products, performance of services, or issuance of invoices in connection with this purchase order establishes Supplier's agreement to the Terms. The Terms may only be modified in writing signed by both parties.

All bidders/sellers are responsible to carefully review each attachment and follow any instructions that may be relevant to this procurement.

## Attachment A

### Statement of Work

#### Consultancy for Upcoming Direct Inspection Protocol Planning Workshop

##### Background

The Bangladesh Ministry of Health and Family Welfare is requesting financial support to implement a Direct Inspection Protocol (DIP) survey of health facilities providing lymphedema management and hydrocele surgeries to meet its goal of validating lymphatic filariasis (LF) elimination in 2020. The MOHFW has requested support for a local consultant to coordinate a consultative meeting of key government and non-governmental organization (NGO) stakeholders in Dhaka in November 2019 to review the DIP protocol, incorporate tools to evaluate hydrocele services, and plan the implementation of the DIP. The technical consultant would also oversee and provide supervisory support for the district health officials and NGO staff undertaking the assessment in health facilities. The agreed-upon DIP protocol will be piloted in one health facilities for appropriateness before it is scaled to the remaining health facilities between January and June 2020. These results, along with the results of the final TAS3 in Rangpur District, will be the final inputs into the LF dossier ahead of validation.

##### Scope of Work

Consultant will be responsible for organizing and facilitating the workshop in Dhaka and finalizing outputs from the workshop, including a report and the final survey protocol.

##### Specific Responsibilities

The consultant will work closely with the MOHFW and RTI to:

- Collect relevant reports related to previous similar surveys.
- Coordinate the workshop including finalizing the invitation list, issuing invitations and coordinating with MOHFW on meeting logistics and participant per diems.
- Facilitate payment of meeting costs on behalf of RTI International and maintain receipts and documentation.
- Collect and organize relevant materials (pre-reading, previously used tools and survey results)
- Develop an agenda for the workshop identifying key questions that require clarification during the workshop and/or the pilot.
- Identify and coordinate with up to two session facilitators
- Finalize the survey protocol for use during the pilot
- Coordinate pilot for survey following the workshop
- Finalize the workshop report
- Develop a program description for the DIP, accompanied by a budget with sufficient supporting documentation (quotations) and budget narrative (templates provided)

**Level of Effort and Period of Performance**

Period of performance is October 21 through December 31, 2019. The consultancy will be for approximately 8 working days, with the majority of work occurring over the course of 1.5 months (October 21<sup>st</sup> - November 30<sup>th</sup>). The workshop will take place the week of November 11<sup>th</sup>, 2019.

**Deliverables**

1. Workshop agenda (draft, final)
2. Finalized survey protocol and timeline
3. Final workshop report
4. Draft program description, budget, and budget narrative for DIP

**Qualifications**

The ideal consultant will have experience:

- coordinating and facilitating technical workshops on health topics
- developing and piloting survey
- Collaborating with MoHFW.

Familiarity with NTDs is a plus.

**Submission process**

Please note that all application materials must be submitted in a single document:

- Curriculum vitae with contact details, highlighting previous experience and education;
- Letter of expression of interest outlining expected daily rate and showcasing how applicant meets qualifications listed above;
- Signed Attachments (A) and (B) per the solicitation

All applications should be submitted by email to [nwarren@rti.org](mailto:nwarren@rti.org) by October 18, 2019, 5:00 PM Eastern Standard Time (EST). Subline line of the email submission should state: **Application for DIP consultancy in Dhaka**. Late submissions will not be considered.

By signing this attachment, the bidder confirms he has a complete understanding of the specifications and fully intends to deliver items that comply with the above listed specifications.

Signature:

Title:

Date:


## Attachment “B”

### Instructions to Bidders/Sellers

1. **Procurement Narrative Description:** The Buyer (RTI) intends to purchase commodities and/or services identified in Attachment A. The Buyer intends to purchase the quantities (for commodities) and/or services (based on deliverables identified in a Statement of Work). The term of the Ordering Agreement shall be from Award Date to the Delivery date of the Offeror unless extended by mutual agreement of the parties. The Buyer intends to award to a single “approved” supplier based on conformance to the listed specifications, the ability to service this contract, and selling price. We reserve the right to award to more than one bidder. If an Ordering Agreement is established as a result of this RFQ/RFP, supplier understands that quantities indicated in the specifications (Attachment A) are an estimate only and RTI does not guarantee the purchase quantity of any item listed.
2. **Procuring Activity:** This procurement will be made by **Research Triangle Institute (RTI International)**, located at

Ratu Plaza Office Tower, 25th Floor  
Jakarta, Indonesia 10270

who has a purchase requirement in support of a project funded by

USAID

RTI shall award the initial quantities and/or services and any option quantities (if exercised by RTI) to Seller by a properly executed Purchase Order as set forth within the terms of this properly executed agreement.

3. **Proposal Requirements.** All Sellers will submit a quote/proposal which contains offers for all items and options included in this RFQ/RFP. All information presented in the Sellers quote/proposal will be considered during RTI’s evaluation. Failure to submit the information required in this RFQ/RFP may result in Seller’s offer being deemed non-responsive. Sellers are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach RTI’s office designated in the RFQ/RFP by the time and date specified in the RFQ/RFP. Any offer, modification, revision, or withdrawal of an offer received at the RTI office designated in the RFQ/RFP after the exact time specified for receipt of offers is “late” and may not be considered at the discretion of the RTI Procurement Officer. The Seller’s proposal shall include the following:
  - (a) The solicitation number:
  - (b) The date and time submitted:
  - (c) The name, address, and telephone number of the seller (bidder) and authorized signature of same:
  - (d) Validity period of Quote:

- (e) A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary.
  - (f) If RTI informs Seller that the Commodity is intended for export and the Commodity is not classified for export under Export Classification Control Number (ECCN) "EAR99" of the U.S. Department of Commerce Export Administration Regulations (EAR), then Seller must provide RTI the correct ECCN and the name of Seller's representative responsible for Trade Compliance who can confirm the export classification.
  - (g) Lead Time Availability of the Commodity/Service.
  - (h) Terms of warranty describing what and how the warranties will be serviced.
  - (i) Special pricing instructions: Price and any discount terms or special requirements or terms (special note: pricing must include guaranteed firm fixed prices for items requested.)
  - (j) Payment address or instructions (if different from mailing address)
  - (k) Acknowledgment of solicitation amendments (if any)
  - (l) Past performance information, when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including points of contact with telephone numbers, and other relevant information)
  - (m) **Special Note:** *The Seller, by his response to this RFQ/RFP and accompanying signatures, confirms that the terms and conditions associated with this RFQ/RFP document have been agreed to and all of its attachments have been carefully read and understood and all related questions answered.*
4. **Forms:** Sellers (potential bidders or suppliers) must record their pricing utilizing the format found on Attachment "A". Sellers must sign the single hardcopy submitted and send to address listed on the cover page of this RFQ/RFP.
5. **Questions Concerning the Procurement.** All questions in regards to this RFQ/RFP to be directed to
- Nancy Warren
- at this email address:
- [nwarren@rti.org](mailto:nwarren@rti.org)
- The cut-off date for questions is:
- Monday October 14 2019
6. **Notifications and Deliveries:** Time is of the essence for this procurement. Seller shall deliver the items or services no later than the dates set forth in the contract that will be agreed by both parties as a result of this RFQ/RFP. The Seller shall immediately contact the Buyer's

Procurement Officer if the specifications, availability, or the delivery schedule(s) changes. Exceptional delays will result in financial penalties being imposed of Seller.

7. **Documentation:** The following documents will be required for payment for each item:
  - (a) A detailed invoice listing Purchase Order Number, Bank information with wiring instructions (when applicable)
  - (b) Packing List
  - (c) All relevant product/service documentation (manuals, warranty doc, certificate of analysis, etc.)
8. **Payment Terms:** Refer to RTI purchase order terms and conditions found in [www.rti.org/potermis](http://www.rti.org/potermis), <http://www.rti.org/POterms>, [http://www.rti.org/files/PO FAR Clauses.pdf](http://www.rti.org/files/PO_FAR_Clauses.pdf), or [http://www.rti.org/files/PO FAR Clauses Commercial Items.pdf](http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf). Payment can be made via wire transfer or other acceptable form. Sellers may propose alternative payment terms and they will be considered in the evaluation process.
9. **Alternative Proposals:** Sellers are permitted to offer “alternatives” should they not be able to meet the listed requirements. Any alternative proposals shall still satisfy the minimum requirements set forth in Attachment A Specifications.
10. **Inspection Process:** Each item shall be inspected prior to final acceptance of the item. All significant discrepancies, shortages, and/or faults must be satisfactorily corrected and satisfactorily documented prior to delivery and release of payment.
11. **Evaluation and Award Process:** The RTI Procurement Officer will award an agreement contract resulting from this solicitation to the responsible Seller (bidder) whose offer conforms to the RFQ/RFP will be most advantageous to RTI, price and other factors considered. The award will be made to the Seller representing the **best value** to the project and to RTI. For the purpose of this RFQ/RFP, price, delivery, technical and past performance are of equal importance for the purposes of evaluating, and selecting the “best value” awardee. RTI intends to evaluate offers and award an Agreement without discussions with Sellers. Therefore, the Seller’s initial offer should contain the Seller’s best terms from a price and technical standpoint. However, RTI reserves the right to conduct discussions if later determined by the RTI Procurement Officer to be necessary.

The evaluation factors will be comprised of the following criteria:

- (a) **PRICE.** Lowest evaluated ceiling price (inclusive of option quantities).
- (b) **DELIVERY.** Seller provides the most advantageous delivery schedule.
- (c) **TECHNICAL.** Items/Services shall satisfy or exceed the specifications described in RFQ/RFP Attachment A.
- (d) **OTHER EVALUATION CRITERIA.**

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12. **Award Notice.** A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful supplier within the time acceptance specified in the offer, shall result in a binding contract without further action by either party.

13. **Validity of Offer.** This RFP in no way obligates RTI to make an award, nor does it commit RTI to pay any costs incurred by the Seller in the preparation and submission of a proposal or amendments to a proposal. Your proposal shall be considered valid for 60 days after submission.
14. **Representations and Certifications.** Winning suppliers under a US Federal Contract are required to complete and sign as part of your offer RTI Representations and Certifications for values over \$10,000.
15. **Anti- Kick Back Act of 1986.** Anti-Kickback Act of 1986 as referenced in FAR 52.203-7 is hereby incorporated into this Request for Proposal as a condition of acceptance. If you have reasonable grounds to believe that a violation, as described in Paragraph (b) of FAR 52.203-7 may have occurred, you should report this suspected violation to the RTI's Ethics Hotline at 1-877-212-7220 or by sending an e-mail to [ethics@rti.org](mailto:ethics@rti.org). You may report a suspected violation anonymously.

**Acceptance:**

Seller agrees, as evidenced by signature below, that the seller's completed and signed solicitation, seller's proposal including all required submissions and the negotiated terms contained herein, constitute the entire agreement for the services described herein.

By: *(Consultant)*

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

Title:

Date: