RFQ Template v6, January 2016

Request for Quote (RFQ)

<table>
<thead>
<tr>
<th>Commodity/Service Required:</th>
<th>Event Management YSEALI-ENGAGE WORKSHOP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Procurement:</td>
<td>Purchase Order</td>
</tr>
<tr>
<td>Type of Contract:</td>
<td>Not to Exceed Ceiling Price</td>
</tr>
<tr>
<td>Term of Contract:</td>
<td>January – May 2019</td>
</tr>
<tr>
<td>Contract Funding:</td>
<td>US Federal Funding</td>
</tr>
<tr>
<td>This Procurement supports:</td>
<td>Endang Suyatin</td>
</tr>
<tr>
<td>Submit Proposal to:</td>
<td>Endang Suyatin at <a href="mailto:endangsuyatin@rti.org">endangsuyatin@rti.org</a></td>
</tr>
<tr>
<td>Date of Issue of RFP:</td>
<td>1 November 2018</td>
</tr>
<tr>
<td>Date Questions from Supplier Due:</td>
<td>2 – 7 November 2018 by email to <a href="mailto:endangsuyatin@rti.org">endangsuyatin@rti.org</a></td>
</tr>
<tr>
<td>Date Proposal Due:</td>
<td>16 November 2018 at 4.00 PM Jakarta Time</td>
</tr>
<tr>
<td>Approximate Date Purchase Order Issued to Successful Bidder(s):</td>
<td>14 December 2018</td>
</tr>
</tbody>
</table>

**Method of Submittal:**
Via Email to endangsuyatin@rti.org with “ARO RFQ 19-001-Vendor Name” in the subject email.

Respond via e-mail with attached document in MS Word and pdf format.

The Bidder/Seller agrees to hold the prices in its offer firm for 90 days from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFP/RFQ.

**Solicitation Number:**
ARO RFQ 19-001

**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/P0terms, http://www.rti.org/files/PO_FAR_Clauses.pdf or for commercial items: 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.
Description of Activity/Service:

**Background:**
The YSEALI-ENGAGE program will be hosting a 5-day workshop (total 7 days and 6 nights including arrival and departure) in Bandung, Indonesia in March or April 2019. The workshop will enhance the knowledge base of young leaders in noncommunicable diseases and mental health, enabling them to create actionable solutions to address NCDs and mental health in their communities and become familiar with Indonesia’s public health system. This workshop will host 45-50 YSEALI-ENGAGE youth leaders from southeast Asia (Indonesia, Thailand, Singapore, Malaysia, Philippines, Vietnam, Myanmar, Cambodia, Brunei, Laos, and Timor-Leste) with estimated minimum two participants of each country.

**Purpose:**
The supplier will provide management of travel and workshop logistics, workshop facilities, communications, and supplies as detailed below:

1) **Travel and Accommodation:** The supplier will coordinate all necessary visas, airfare, accommodations (3 star hotel and double occupancy for participants and single occupancy for mentors/facilitator), and local transportation for workshop participants (44 people), who will be coming from ASEAN region countries and for the up to 6 mentors/facilitators coming from India and the United States. The supplier will also coordinate transportation for the full group to visit a local community health center.

2) **Workshop facilities:** The supplier will source a location for the five-day workshop in Bandung for the agreed upon dates. They will provide access to a main meeting room (capacity at least 60), two additional smaller rooms (capacity of 20 each), and any staff necessary to manage the facilities onsite.

3) **Communication:** The supplier will develop hard copy and soft copy invitation letters and send these invitations to the participants of the workshop. They will facilitate speaker payments as needed.

4) **Media promotion:** The supplier will assist with media promotion of the event. The supplier will need to work closely us to develop a press release, invitations to media for opening/closing dinners, and photography/videography during the event.

5) **Catering:** The supplier will source and coordinate the catering of all food over the five days, including breakfasts (if not provided by the hotel), tea and snacks for two breaks.
each day, lunches, and dinners, including a welcome dinner and a farewell dinner at venues that provide varied Indonesian experiences for participants.

6) **Staff:** The supplier will provide all necessary staff to coordinate the logistics for the event. Possible roles include: event manager, secretariat, media assistant, liaison officer, graphic designer, photographer, venue officer, and transportation assistant.

7) **Supplies:** The supplier will provide all necessary materials for the workshop and events. Supplies may include invitation letters, photocopies, banners, recording equipment, projection and sound systems, microphones, lighting, and video documentation equipment. In consultation with RTI the supplier will procure small tokens of appreciation for participants.

**Objectives:**
1. Facilitate travel and accommodations for workshop participants and facilitators
2. Provide access to all necessary facilities and materials for a five-day workshop in Bandung, Indonesia in March or April 2019
3. Effectively communicate event to participants and media
4. Work with the client to ensure seamless management of all activities before, during, and after the workshop

**Inputs:**
Documents and/or items RTI will convey to the supplier to implement this SOW include:
1. List of all participants of event
2. Name of designated speaker(s)
3. Any information deemed necessary for the promotion of the event in the media and to participants
4. Desired dates for workshop

**Points of Contact:**
1. Technical lead – Carrie Ngongo (cngongo@rti.org)
2. Logistic lead – Regina Riva (reginariva@rti.org)

**Product or Service Expectations (both if applicable):**

Manage a high standard and efficient 5-day workshop for the YSEALI-ENGAGE program.
Deliverables, Timelines, Special Terms and Conditions:

**Deliverables:**

1. Sourcing of facility for 5-day workshop in Bandung, Indonesia
2. Draft forms of all communication to be sent to participants, speakers, and media personnel
3. Social media strategy and press release created
4. Confirmation of coordination of travel logistics for all participants and speakers
5. Photography and recordings provided to client
6. Final Report with detailed financial report

**Timeline:**

<table>
<thead>
<tr>
<th>No</th>
<th>Description</th>
<th>Estimated Due Date</th>
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<tbody>
<tr>
<td>1</td>
<td>Sourcing of facility for 5-day workshop in Bandung, Indonesia</td>
<td></td>
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<tr>
<td></td>
<td>1. Sign agreement with venue vendor</td>
<td>January 31, 2018</td>
</tr>
<tr>
<td>2</td>
<td>Draft forms of all communication to be sent to participants, speakers, and media personnel</td>
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<tr>
<td></td>
<td>1. Draft communication material design and layout</td>
<td>6 weeks prior to workshop</td>
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<tr>
<td></td>
<td>2. Hardcopy invitation are completely sent</td>
<td>4 weeks prior to workshop</td>
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<tr>
<td></td>
<td>3. Participants confirmation</td>
<td>2 weeks prior to workshop</td>
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<tr>
<td>3</td>
<td>Social media strategy and press release created</td>
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<tr>
<td></td>
<td>1. Develop strategy for social media and draft press release about event, including timelines and information about publication locations</td>
<td>8 weeks prior to workshop</td>
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<tr>
<td></td>
<td>2. Social media strategy begins, and press release is published</td>
<td>4 weeks prior to workshop</td>
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<tr>
<td>4</td>
<td>Confirmation of coordination of travel logistics for all participants and speakers</td>
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<tr>
<td></td>
<td>1. Contact all participants and speakers to coordinate individual travel logistics and visas</td>
<td>January 2018</td>
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<tr>
<td>b. Reports to client every two weeks to provide status of travel coordination</td>
<td>January-March 2018</td>
<td></td>
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<tr>
<td>c. Confirmation of completion of all travel logistics for participants and speakers</td>
<td>2 weeks prior to workshop</td>
<td></td>
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<tr>
<td>5</td>
<td>Photography and recordings provided to client in digital format</td>
<td>2 weeks after workshop</td>
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<tr>
<td>a. Photography and video crew take video and photography during workshop</td>
<td>During workshop, dates TBD</td>
<td></td>
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<tr>
<td>b. Edited photography and recordings provided to client in digital format</td>
<td>2 weeks after workshop</td>
<td></td>
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<tr>
<td>6</td>
<td>Final Report with detailed financial report</td>
<td>2 weeks after workshop</td>
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</tbody>
</table>
## Pricing

<table>
<thead>
<tr>
<th>Item #</th>
<th>Quantity to be Purchased</th>
<th>Description of Preferred Commodity or Services Specifications</th>
<th>Unit of Measure</th>
<th>Unit Fixed Price (Each)</th>
<th>Total Fixed Price (Each)</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Core Team</td>
<td>- Event Coordinator</td>
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<tr>
<td></td>
<td></td>
<td>- Program Coordinator</td>
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<tr>
<td></td>
<td></td>
<td>- Finance Coordinator</td>
<td></td>
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<tr>
<td>II</td>
<td>Event Team</td>
<td>- Registration staff</td>
<td></td>
<td></td>
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<tr>
<td>III</td>
<td>Transportation</td>
<td>- Airfare</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>- Ground Transportation</td>
<td></td>
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<tr>
<td>IV</td>
<td>Accommodation and Meals</td>
<td>- Full Board and Residential</td>
<td></td>
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<tr>
<td>V</td>
<td>Communication Materials</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>VI</td>
<td>Speaker Fee</td>
<td></td>
<td></td>
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<tr>
<td>V</td>
<td>Management Fee (Calculated based on the total approved actual cost listed expect item no. I)</td>
<td></td>
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</tbody>
</table>

**Total Value**

*) Notes: The pricing table and budget line item are a guidance for the vendor to develop the budget proposal. Vendors are allowed to add the budget line item as necessary.

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

| Asia Regional Office  
| RTI International  
| Ratu Plaza Office Tower, 25th Floor  
| Jalan Jenderal Sudirman No. 9 Jakarta 10270 Indonesia |

(insert full address of the office)

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

| The United States Department of State |

(insert client’s name)

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

Endang Suyatin

(insert name of procurement officer)

at this email address:

endangsuyatin@rti.org

(insert email address of the procurement officer).

The cut-off date for questions is (insert date).

7 November 2018
7. **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.

8. **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) 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/poterms](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 timeline schedule.
   (c) **TECHNICAL.** Seller provide a proposed key personnel on the event and communication.
   (d) **PAST PERFORMANCE.** Seller can demonstrate his/her capability and resources to provide the items/services requested in this solicitation in a timely and responsive manner.

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 _____ 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. 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: [Seller Company Name]**

Signature: ________________________________
Title: ________________________________
Date: ________________________________