

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

Commodity/Service Required:	Supply of Fiber opening and filling machine
Type of Procurement:	Purchase Order
Type of Contract:	Fixed price
Term of Contract:	One month
Cooperative Agreement Funding:	RTI International
This Procurement supports:	RTI International
Submit Proposal to:	<a href="mailto:operationsopra@rti.org">operationsopra@rti.org</a>
Date of Issue of RFP:	18 <sup>th</sup> January 2024
Date Questions from Supplier Due:	25 <sup>th</sup> January 2024
Date Proposal Due:	1 <sup>st</sup> February 2024
Approximate Date of Notification to Successful Bidder(s):	15 <sup>th</sup> February 2024
Approximate Date of Purchase Order Start Date, pending client approval:	27 <sup>th</sup> February 2024

<b>Method of Submittal:</b>	
Email to: <a href="mailto:operationsopra@rti.org">operationsopra@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>1 year</b> from the date specified for the receipt of offers unless another time is specified in the addendum of the RFP/RFQ.	
Solicitation Number:	RFP-OPRA-24-003

### Attachments to RFP:

1. Attachment "A" – Commodity Specifications
2. Attachment "B" – Instructions to Bidders/Sellers
3. Attachment "C" – Staffing Schedule

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#### 4. Attachment "D" – UEI Registration Guide

All PO Terms and Conditions are listed on our website at:

<https://www.rti.org/sites/default/files/rti-purchase-order-terms-and-conditions-v1.16.pdf>,

[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.

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## **Attachment A**

### **Commodity Specifications or Statement of Work**

#### **Statement of Work**

##### **Description of Activity/Service**

RTI International, originally known as Research Triangle Institute, is a prominent non-profit research organization headquartered in Research Triangle Park, North Carolina. Established in 1958, RTI has evolved into one of the world's largest independent research institutes, dedicated to enhancing the human condition through multidisciplinary research and technology solutions. The institute collaborates extensively with governments, businesses, academia, and non-profit entities to address complex challenges globally, spanning areas such as health, education, governance, energy, and the environment. With a diverse team of experts, RTI focuses on developing and implementing innovative solutions, contributing to advancements in public health, social policy, environmental studies, and technology applications. It operates on a global scale, undertaking projects in numerous countries and demonstrating a commitment to staying at the forefront of research and technological innovation.

The RTI innovation project proposes a groundbreaking solution to address PET waste challenges in Sri Lanka by transforming it into polystyrene fiber wools for various applications. Seeking rapid idea testing funds to implement a unique recycling process, the initiative involves using cold-washed PET crush and modifying machinery for high-pressure air flow conversion, collaborating with Viridis Pvt Ltd for expertise and machinery adaptation. The project aims to treat 40 tons of PET waste monthly, contributing to increased recycling rates and aligning with global climate change efforts. Expected economic and social benefits include stable demand for PET waste collection, supporting informal collectors and reducing import expenditures. In essence, the project presents a holistic solution that combines innovation, collaboration, and sustainability to address a pressing environmental issue in Sri Lanka, demonstrating RTI's commitment to success and enhancing relationships with partners.

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## Service Expectations

The vendor will provide the following services:

### Service Requirements

**The project entails acquiring a fiber opening and filling machine, and it is essential to adhere to the provided specifications below.**

#### **1. General Requirements**

Purpose: To open fiber and fill pillows and cushions.

Capacity: 200 to 250 kg/hr for fiber opening.

#### **2. Machine Components**

Fiber Opening Unit

Type: Roller or carding machine, suitable for the type of fiber being processed.

Material Compatibility: Capable of handling PET fiber types

Feed Mechanism: Consistent and uniform feed into the opening unit.

Filling Unit

Nozzles/Spouts: Adjustable for different sizes and shapes of pillows and cushions.

Filling Speed: Controllable and consistent to ensure uniform distribution.

#### **3. Performance Features**

Efficiency: High throughput with minimal downtime.

Adjustability: Settings for different fill weights and sizes.

Uniformity: Consistent fiber opening and filling for quality product output.

#### **4. Safety Features**

Emergency Stops: Accessible and responsive.

Guarding: Around moving parts to prevent accidents.

Dust Extraction: Systems to manage and remove dust created during the process.

#### **5. Control System**

PLC (Programmable Logic Controller): For precise control and easy adjustment of settings.

HMI (Human-Machine Interface): User-friendly interface for monitoring and adjusting machine settings.

Automation: Capabilities for automated adjustments and diagnostics.

#### **6. Construction**

Frame: Durable material, typically steel, to withstand continuous use.

Surfaces: Easy to clean and maintain, with non-corrosive materials in areas in contact with fibers.

**7. Maintenance**

Accessibility: Easy access to all parts for cleaning and maintenance.

Parts Replacement: Availability of spare parts and ease of replacement.

**8. Compliance and Standards**

Safety Standards: Compliance with relevant industry and safety standards.

Environmental Standards: Ensuring operations are within the required environmental regulations.

**9. Installation and Training**

Setup: Instructions and support for installation.

Operator Training: Comprehensive training for operators to run the machine safely and efficiently.

**10. After-Sales Support**

Warranty: Details of the warranty period and what it covers.

Technical Support: Availability of technical support and service engineers.

**Deliverables, Timelines, Special Terms and Conditions****Deliverables:**

Import, clearance, and supply of fiber opening and filling machine as per the above specifications.

**Timelines:** from the time of signing the purchase order within 30 working days, the must deliver and installed of fiber opening and filling machine

**Special Terms and Conditions:**

Warranty: Details of the warranty period and what it covers.

Technical Support: Comprehensive support including installation, commissioning, training, and maintenance.

**Proposal Requirements**

The vendor must provide the following information with their proposal submission.

- A. Administrative Document: Authorization document for supply of fiber opening and filling machine
- B. Technical Proposal
  - Company's profile/overview and a list of board members and or trustees and
  - Past performance information to demonstrate capabilities and technical experience, 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)
  - Schedule of clients served for the last 2 years.
  - Early termination terms and conditions.
- C. Cost Proposal

**PRICING REQUIREMENT**

In preparing for the proposal, the Vendor shall develop and submit cost/pricing information in accordance with the following descriptions and instructions:

- 1) Fixed Rate of fiber opening and filling machine
- 2) Pricing proposal template. The vendor can present their pricing proposal as shown in the pricing template below
- 3) Proposal Currency. The cost proposal must be presented in Sri Lankan Rupees
- 4) Simulation of fee calculation.
- 5) Term of payment

## Pricing

Item #	Quantity to be Purchased	Description of Preferred Commodity or Services Specifications	Unit of Measure	Unit Fixed Price (Each)	Total Fixed Price (Each)
1	1	PET pelletizer machine		XXXX	XXXX
2		Clearance, transport and insurance changes		XXXX	XXXX
3		Others		XXXX	XXXX
<b>Total Value</b>					

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:

RTI International, USAID Contractor  
Level 35, World Trade Center, West Tower, Colombo, 01

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

RTI International

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

[operationsopra@rti.org](mailto:operationsopra@rti.org)

at this email address:

[operationsopra@rti.org](mailto:operationsopra@rti.org)

The cut-off date for questions is:

25<sup>th</sup> January 2024

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 <https://www.rti.org/sites/default/files/rti-purchase-order-terms-and-conditions-v1.16.pdf> , [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 (40 points)** Lowest evaluated ceiling price.
  - (b) **DELIVERY (10 points)**. Seller provides the most advantageous process to manage payroll.
  - (c) **TECHNICAL (40 points)**. Items/Services shall satisfy or exceed the specifications described in RFQ/RFP Attachment A.
  - (d) **PAST PERFORMANCE (10 points)** - 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 **1 year** after submission.

**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: