

Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	Consultancy for Waste Audit (local consultant)
Type of Procurement:	Consultancy Agreement
Type of Contract:	Fixed Price Fee
Term of Contract:	90 days (LOE) within a period of 9 months
Contract Funding:	United States Agency for International Development (USAID)
This Procurement supports:	Ocean Plastics Reduction Activity
Submit Proposal to:	operationsopra@rti.org
Date of Issue of RFP:	27 th June 2024
Date Questions from Supplier Due:	3 rd July 2024
Date Proposal Due:	10 th July 2024
Approximate Date Purchase Order Issued to Successful Bidder(s):	22 nd July 2024

Method of Submittal:	
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 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:	RFP-OPRA-24-016

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:
<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 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.

Attachment A

Commodity Specifications or Statement of Work

Statement of Work

Indicate a description of the activity/service that is expected from the supplier. Provide product specifications or service expectations (both if applicable). Include deliverables, timelines, and any special terms and conditions.

Description of Activity/Service:

The USAID Ocean Plastics Reduction Activity (Ocean Plastics Reduction) is a five-year project to reduce environmental plastics by decreasing plastic inputs and improving integrated solid waste management (SWM) practices in Sri Lanka and Maldives.

With a focus on ocean plastics pollution, USAID Ocean Plastics Reduction will mobilize funding for SWM and 3R (reduce, reuse, and recycle) activities and improve government capacity to manage the industry. The project's diverse consortium, led by Research Triangle Institute (RTI) International, will use a system strengthening approach, working alongside local partners to target system inefficiencies and areas of reliance on virgin plastics, with the goal of increasing participation in SWM/3R programs and preventing thousands of tons of plastic from leaking into the environment.

Project functions under 4 primary objectives,

1. Reducing reliance on virgin plastic inputs and products
2. Professionalizing, improving, and expanding SWM, with a focus on reducing environmental plastics.
3. Empowering communities to drive local solutions.
4. Strengthening the enabling environment for SWM.

Product or Service Expectations (both if applicable):

USAID - Ocean Plastic Reduction Activity is seeking the services of an Individual local consultant to work in conjunction and with directions from an international expert to carry out Island solid waste audits in focus islands of the project.

The consultant will work alongside an international expert, shadow his/ her work, and provide necessary support required to develop the waste flow diagram (WFD), carry waste audit (WA) in three of the project islands and provide support to share data to integrate in the national waste statistics, and or national waste accounts.

The consultant will use the training and knowledge gained from the international expert and carry out waste audits in 6 more islands of the project.

In close coordination with the Maldives Bureau of Statistics (MBS) and the Ocean Plastics Reduction team, the consultant will provide support to integrate Island waste audit data in the National Waste Accounts. Specific tasks of the consultant include (but is not necessarily limited to);

- Work closely with Island Councils to identify community members who will be involved in developing the WFD and WA in each island where the WA is carried out.
- Train the audit team members on WA methodology, including sample selection, sorting categories, data recording practices.
- Train identified community members on how to gather data on current waste collection, transportation, treatment, recycling, and disposal processes.
- Lead and supervise the data collection process in each target islands.
- Lead waste audit team in analyzing audit data to quantify waste generation and composition, identifying predominant waste streams and sources of waste.
- Present the study findings from all 8 islands to relevant stakeholders in a workshop in Male.

Scope of the Client:

1. Arrange consultant's Travel and Daily Subsistence Allowance (DSA) for the field visits.
2. Any Printing/ Stationary Costs.
3. Provide any material, equipment and PPE required for the purpose of the audits.
4. Arrange all logistics related to field visits and provide any administrative support to carry out waste audits.

Deliverables, Timelines, Special Terms and Conditions:

Timeline

The period of performance for waste audit consultant is expected to complete the scope of work within 90 days within 9 months period. Any modifications or extensions shall be requested through Ocean Plastic Reduction Activity's and consultant's contracting officers for review and discussion.

Place of Performance

The selected consultant shall perform desk work at his/her own facility, the consultant shall be required to meet at RTI's facility as requested. Consultant may visit the ministries and offices of relevant stakeholders where necessary.

Consultant will be required to travel to the project islands to carry out / and or facilitate practical waste audit data collection. RTI shall make the necessary logistical and administrative arrangements to conduct the field activities conducted by the consultant.

All project deliverable reviews shall be held at RTI's facility and attended by the consultant. RTI shall provide and arrange for meeting spaces within its facility for all required consultant meetings.

Schedule/Milestones/Deliverables

The list included below consists of the initial milestones identified for the Waste Audit Consultant who will be the focal point in charge of carrying out Island solid waste audit in eight focus islands of the project.

The duration of the consultancy is 90 days starting from the date on the consultant agreement and the consultant has to utilize 90 days for the assignment within the Nine (9) months period.

The key tasks for the consultant are;

1. Provide support to the project team members, and through their coordination prepare and finalize the joint work plan/ action plan with the international consultant.
2. Provide local contextual input to finalize the waste audit tool that would be applied to collect waste audit data in Maldives islands.
3. Provide support to the international expert to develop/ translate the training materials, to orient trainers and waste data collectors on the use of the waste audit tool, protocols and methodology and sampling guidelines, and to conduct the Island waste audits.
4. Provide support to the international expert to conduct Training of the Trainer (ToT) program for the trainers and data collectors on Island level waste audits. Provide support to supervise and guide trainees/ data collectors during practical waste audits to ensure that they follow the protocols and skills imparted in the training. The training will be conducted in one of the focus islands of the Activity.
5. Conduct Waste Audits on 8 islands selected by the Activity. Collect data for Waste Flow analysis from each of the 8 islands. Ensure that data sets from the islands are completed during the consultancy period.
6. Provide orientation to the data collectors from the islands.
7. Report including data analysis, lessons, and recommendations.
8. Provide the waste audit data to the Maldives Bureau of Statistics to integrate in the national waste statistics/ and or accounts.

Price and Schedule of Payments

1. The contract price is a fixed based price regardless of the extension of the duration specified herein. Bids must be including the professional fees, management and administrative fees, and other applicable costs.
2. Payments shall be made upon the submission by the consultant and the favorable acceptance by USAID/RTI of the following outputs or milestone activities.
3. The Client will arrange travel and Transport for all field visits.

Deliverables

#	Deliverables	Number of Days	Work location & comments
1	Coordination with the international consultant and submit the joint workplan/ action plan	1	Male
2	Provide local contextual information to the internal expert to complete the waste audit tool.	3	Male'
2	Provide support to the international expert to conduct ToT on waste audit, including field work to initiate the waste audit and to oversee completion of waste audits in 3 islands.	12	field assistance (at least 4 days per island)
3	Conduct waste audits in 8 islands of the project and gather data for waste flow analysis. Provide orientation to the data collectors and lead data collection in the 8 islands.	66	7 days on each island and 10 days for travel.
4	Compile the data tables for the waste audits, analyse the data and provide the data set to the project and a brief report on lessons learnt.	8	Male'
	Total	90	

Expected level of Qualifications and Experience of the Consultant

- Undergraduate qualification in Arts, Environmental Management, Education, or a related field.
- At least 2 years' experience in environmental management, waste management, education, training or in a related field.
- Excellent oral and written communication and presentation skills in Dhivehi and English.

The potential consultant should submit the technical proposal to response the SOW with the documentation as follows:

- CV
- Copy of the ID to confirm the consultant nationality.
- Consultant base location.
- List of past performances /consultant services for the last two years for similar subject with clear role and responsibilities, service duration, and total contract value.
- Proposal clear and detail timeline (including the availability months) to deliver required deliverables.

- Technical proposal to response to the SOW.
- The financial proposal required currency in MVR

Acceptance Criteria

For this consultancy, the acceptance of all deliverables will reside with the project’s Chief of Party. The Chief of Party will work with the Deputy Chief of Party, Team Leads for Objective 2 and Plastic Reduction coordinator to ensure the completeness of each stage of the study and that the scope of work has been met. Once all phases are completed and the consultant provides its report/presentation for review and approval, the Chief of Party will either sign off on the approval, or reply to the consultant, in writing, advising what tasks must still be accomplished.

Once all project tasks have been completed, the consultancy will enter the handoff/closure stage. During this stage of the project, the consultant will provide the project closure report and project task checklist to Chief of Party. The acceptance of this documentation by the Chief of Party will acknowledge acceptance of all project deliverables and that the consultant has met all assigned tasks.

Any discrepancies involving completion of project tasks or disagreement between Ocean Plastic Reduction Activity and the chosen consultant will be referred to both organizations’ contracting offices for review and discussion.

Pricing

Item #	Quantity	Description of Preferred Commodity or Services Specifications	Unit of Measure	Unit Fixed Price (Each)	Total Fixed Price (Each)
1	90	Service Fee*	Days		
2					
Total Value					

* Service fee to be inclusive of professional fees, management and administrative fees

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

USAID Ocean Plastic Reduction Activity
RTI International, USAID Contractor
Level 35, World Trade Center, West Tower, Colombo, 01, Sri Lanka

(insert full address of the office)

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

USAID Ocean Plastics Reduction Activity

(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) Curriculum vitae and a technical description of the service being offered in sufficient detail to evaluate compliance with the requirements in the solicitation.
 - (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

(insert name of procurement officer)

at this email address:

operationsopra@rti.org

(insert email address of the procurement officer).

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

3rd July 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>, or <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 (5 points)** Lowest evaluated ceiling price (inclusive of option quantities) .
- (b) **DELIVERY (5 points)**- Seller provides the most advantageous delivery schedule.
- (c) **TECHNICAL (20 points)**- Items/Services shall satisfy or exceed the specifications described in RFQ/RFP Attachment A.
- (d) **RELEVANT PAST PERFORMANCES (20 points)**- Seller can demonstrate his/her capability and resources to provide the items/services requested in this solicitation in a timely and responsive manner.
- (e) **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 90 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. **Certifications.**
Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions - Certification and Disclosure Regarding Payments to Influence Certain Federal Transaction as referenced in FAR 52.203-11 is hereby incorporated into this Request for Proposal as a condition of acceptance.

Limitation on Payments to Influence Certain Federal Transactions- Limitation on Payments to Influence Certain Federal Transactions as referenced in FAR 52.203-12 is hereby incorporated into this Request for Proposal as a condition of acceptance.
16. **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.
17. **The John S. McCain National Defense Authorization Act for fiscal year 2019 - section 889.** RTI cannot use any equipment or services from specific companies, or their subsidiaries and affiliates, including Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, and Dahua Technology Company ("Covered Technology"). In response to this request for proposal, please do not provide a quote which includes any Covered Technology. Any quote which includes Covered Technology will be deemed non-responsive. Additionally, if the United States Government is the source of funds for this RFP, the resulting Supplier shall not provide any equipment, system, or service that uses Covered Technology as a substantial or essential component

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: