

Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	Consultancy for Feasibility Study and Design Guidelines for Waste Plastic Recycling Facility
Type of Procurement:	Consultancy Agreement
Type of Contract:	Fixed Price Fee plus Reimbursable Travel Cost
Term of Contract:	30 days (LOE)
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:	11 th June 2024
Date Questions from Supplier Due:	15 th June 2024
Date Proposal Due:	24 th June 2024
Approximate Date Purchase Order Issued to Successful Bidder(s):	10 th 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-24-014

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 (October 2022 – September 2027) 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):

Objectives of the consultation

INSEE Ecocycle is the pioneer in providing waste management solutions in Sri Lanka for industrial and post-consumer waste. They serve the entire geographical footprint of the country. Post-consumer plastic waste is one of the main streams handled by Ecocycle. The variety of plastic ranges from hard plastics to films and has all types, including Polypropylene (PP), Polyethylene (PE), polyvinylchloride (PVC), etc.

Currently, the main disposal method of post-consumer plastic waste is energy and material recovery using co-processing. INSEE Ecocycle is doing mechanical recycling to a certain extent but has been experiencing technical challenges when closing the loop with mechanical recycling. Mechanical recycling encounters significant challenges that impede its efficiency and sustainability. One major obstacle is contamination, where recyclable materials become mixed with non-recyclables or other contaminants, diminishing the quality and value of the recycled

material. Additionally, the heavy reliance on sorting technology in mechanical recycling processes introduces complexities, particularly with materials that are difficult to sort mechanically, leading to inefficiencies in the recycling process. Moreover, the energy-intensive nature of mechanical recycling, especially for tasks like shredding, melting, and reprocessing, poses another significant challenge. The high energy consumption not only increases operational costs but also raises the environmental footprint of recycling operations. This also limits the recycling capacity. Therefore, INSEE Ecocycle is planning to launch an advanced recycling project to close the plastics loop.

Technology Assessment

- Evaluate available recycling technologies suitable for processing post-consumer plastics.
- Assess the suitability of different types of advanced recycling methods and equipment types.
- Recommendation(s) for maintaining final pellet quality on par or above with virgin material quality using additives, technologies like de-gassing, etc.
- Ability to meet the FDA approved grade in final product.
- Identify technology providers and suppliers offering equipment for post-consumer plastics recycling.
 - Evaluate the capital cost.
 - Evaluate the operational cost.
- Evaluate the operational challenges, including environmental impact and residual management.
- Recommend specific machinery and equipment specifications based on the requirements and capacities for the recycling operation.

Baseline Data on Design

- Plant capacity: 250 tons per month
- Input material: post-consumer plastic (hard/film).

Plant/Facility Design

Develop a comprehensive end-to-end plant/facility design for advanced recycling based on the technology evaluation output. The plant or facility design encompasses various aspects, including but not limited to, the following.

- Equipment sizing and layouts.
- GA drawings for equipment.
- Incorporation of design safety requirements according to EN/IEC standards.
- Defining utility requirements.
- Defining the equipment specifications.
- Guidance of prospective suppliers and cost.
- Capital cost breakdown.
- Operation cost breakdown.
- Need to consider factors such as space requirements, layout optimization, workflow efficiency, and environmental considerations.

- Design waste storage areas and handling systems to ensure efficient material flow and safety.

Product Quality Management

- Define quality standards and specifications for input waste materials, in-process waste materials, and the final product (pellets) to ensure the quality of the product is above that of virgin material and to meet FDA approved level.
- Establish criteria for assessing the quality of recycled plastic pellets, including physical properties and chemical composition.
- Develop quality control measures and testing protocols to ensure consistency and compliance with industry standards.
- Guide on implementing quality assurance processes throughout the recycling operation.
- Recommendations on the additives to be used to maintain the quality of output.

Recommendations on Supply Chain Models

- Analyze supply chain models for sourcing post-consumer plastics from collection points to recycling facilities.
- Analyze the plastic value chain from collection to pellet production and identify the optimization opportunities.
- Recommend efficient transportation, storage, and handling methods for the entire value chain to maintain the lowest cost of production.

Financial Analysis

- Project costing and detailed breakdown of capital cost and operation cost (Capital cost to be supported by supplier offers).
- Conduct a comprehensive financial analysis, including a comparative study of
- Proposed process value chain.
- Value chain of Global best practices.
- Provide insights into potential funding sources, incentives, and financing mechanisms for supporting recycling initiatives.

Deliverables, Timelines, Special Terms and Conditions:

Timeline

Project Duration: The total LOE allocated for this assignment is 30 days.
The consultant needs to specify the time duration/period needed to be on the ground.

Place of Performance

The selected consultant is expected to carry out the majority of their tasks remotely, though for the 10 days Levels of Effort (LOEs), they will need to collaborate closely with local clients and companies, sharing findings, details, and experiences.

Schedule/Milestones/Deliverables

1. Technical report on evaluating the potential technologies and recommending suitable technology and equipment according to the details given in previous sections.

2. Proposed plant GA drawings and equipment layouts.
3. Equipment specification and potential supplier list.
4. Proposed operational organization, machinery, and other operational needs.
5. Quality management plan for the plant operation and required equipment list to meet FDA approved pellet quality.
6. Recommended types of additives and potential supplier.
7. Project financial report based on the above sections.
8. Recycled plastic value chain end-to-end map for the project with benchmarking.
9. Recommendation on optimum supply chain model.

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 expressed as an “all-inclusive” cost which includes the professional fees, management and administrative fees, taxes, and other applicable costs.
2. For the professional fees, the consultant shall separate the costs related to the mandatory personnel and those related to the proposed additional personnel, if any.
3. Payments shall be made upon the submission by the consultant and the favorable acceptance by USAID/RTI of the following deliverables and/or milestone activities listed in the table below.

#	Milestone/Deliverable Description	% of the total consultancy value
01	Technical report on evaluating the potential technologies and recommending suitable technology and equipment according to the details given in sections 2. and its sub sections.	30%
02	Provide plant GA drawings, equipment layouts, and equipment specifications, along with a potential supplier list.	25%
03	Proposed operational organization, machinery, and other operational needs. Quality management plan for the plant operation and required equipment list. Recommended types of additives and potential supplier.	25%
04	Project financial report based on the above sections. Recycled plastic value chain end-to-end map for the project with benchmarking. Recommendation on optimum supply chain model.	20%

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 based 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 not more than 2-3 pages.
- The financial proposal and required currency (in USD for non Sri Lanka Nationality or in LKR for Local National)

Expected qualification.

- Advanced Degree in Chemical Engineering or Related Field. A master's or higher degree in chemical engineering, process engineering, or a related field is required to understand the complexities of waste plastic recycling processes and equipment.
- Minimum 5 Years of Experience in advanced Recycling or Waste Management Industry. The consultant should possess at least 5 years of experience in recycling or waste management, with a strong background in assessing, implementing, or managing recycling technologies and facilities.
- Proven Track Record in Waste Management Projects. Demonstrated experience in successfully managing and delivering waste management projects, preferably with a focus on plastic recycling initiatives. This includes experience in project planning, implementation, and evaluation.
- Technical Expertise in Recycling Technologies. In-depth knowledge and understanding of various recycling technologies, particularly advanced recycling methods, equipment, and processes. Experience in evaluating the suitability of different technologies for processing post-consumer plastics is essential.
- Familiarity with Environmental Regulations and Standards. Strong understanding of environmental regulations, standards, and best practices related to waste management and recycling. Experience in ensuring compliance with relevant regulations and standards is necessary.
- Experience in Designing Plant/Facility Layouts. Proficiency in developing comprehensive end-to-end plant/facility designs for recycling operations. Experience in equipment sizing, layout planning, safety requirements, and utility specifications is crucial.
- Expertise in Quality Management Systems. Experience in establishing quality standards, specifications, and control measures for recycled products. Ability to develop quality management plans and testing protocols to ensure product consistency and compliance with industry standards.

- **Financial Analysis Skills.** Proficiency in conducting financial analysis and cost estimation for recycling projects. Experience in preparing project costing, capital and operational cost breakdowns, and financial reports is necessary.
- **Excellent Communication and Collaboration Skills.** Strong communication and collaboration skills to effectively interact with local clients, stakeholders, and project teams. Experience in working with governmental stakeholders and multicultural teams is preferred.
- **Problem-Solving and Analytical Skills.** Strong problem-solving and analytical skills to assess operational challenges, identify optimization opportunities, and propose effective solutions. Ability to analyse supply chain models and recommend efficient transportation and handling methods is essential.
- **Experience in Project Management.** Experience in project management methodologies and tools to ensure timely delivery of project milestones. Ability to manage project timelines, resources, and deliverables effectively.
- **References and Past Performance.** Strong references and a proven track record of successfully completing similar consultancy assignments in the waste management or recycling industry. Positive feedback from past clients or employers is preferred.

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 one and Monitoring and Evaluation Director 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	30	Service Fee	Days		
2		Travel / Accommodation / Other cost (If applicable) *			
Total Value					

*As per requirement, Itemize each cost

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)*.

15th June 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.(20 points)** Lowest evaluated ceiling price (inclusive of option quantities) .
- (b) **DELIVERY(30 points)**- Seller provides the most advantageous delivery schedule.
- (c) **PROFESSIONAL QUALIFICATION (20 points)**- Items/Services shall satisfy or exceed the specifications described in RFQ/RFP Attachment A.
- (d) **RELEVANT PAST PERFORMANCES (30 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**

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: