



Request for Quotation (RFQ) – Nepal EGRP II-RFP/RFQ-FY21-P009

Commodity/Service Required:	Development of an Interactive Application (App) to Support Teachers with Implementation of the Integrated Curriculum
Type of Procurement:	One Time Purchase Order
Type of Contract:	Not to Exceed Ceiling Price
Term of Contract:	October 25, 2021 to March 31, 2022
Contract Funding:	72036720CA00001
This Procurement supports:	USAID's Early Grade Reading Program II (EGRP II)
Submit Proposal to:	The Selection Committee RTI- USAID Early Grade Reading Program II House no. 46/64, Uttar Dhoka, Lazimpat, Kathmandu, Nepal
Date of Issue of RFP:	Wednesday, September 22, 2021
Date Questions from Supplier Due:	Friday, September 24, 2021, 11:00 AM Nepal Standard Time at procurement@np-egrp.rti.org Note: Question and answer will be posted on RTI Website
Date for Pre-Bid Meeting RSVP:	Friday, September 24, 2021, by 3:00 PM Nepal Standard Time Confirmation (RSVP) is required from all interested firms in attending the pre-bid meeting, which will be conducted via Zoom. A maximum of two representatives from each interested firm will be permitted to attend. Send your confirmation of attendance including the name(s) of your participant(s) at procurement@np-egrp.rti.org and subsequently the Zoom meeting invitation will be sent to you.
Date of Pre-Bid Meeting:	Tuesday, September 28, 2021, 10:00 AM to 11:00 AM Nepal Standard Time
Date Proposal Due:	Wednesday, October 20, 2021, 11:00 AM Nepal Standard Time

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Approximate Date Purchase Order Issued to Successful Bidder(s):	Monday, October 25, 2021
Method of Submittal: Hard and soft copies of the proposal	
Proposal documents should be submitted in a closed envelope with wax seal (laaha chhap) and clearly marked with the solicitation number to the following address: The Selection Committee RTI-USAID Early Grade Reading Program II House no. 46/64, Uttar Dhoka, Lazimpat, Kathmandu, Nepal Proposals without wax seal (laaha chhap) will not be accepted during the submission time. Bidder's Quote must be printed on firm/company's letterhead, signed, stamped, dated and must include all items and/or services. Also each and every page of the proposal documents needs to be signed and stamped by the authorized person in order to be considered for evaluation. The bidder must submit three (3) different envelopes containing i) minimum eligibility requirements, ii) technical proposal, and iii) financial proposal in response to this RFP. Each envelope should be clearly marked with 'minimum eligibility criteria', 'technical proposal' and 'financial proposal' as per its content and then put together in a larger envelope clearly marked with " Nepal EGRP II-RFP/RFQ-FY21-P009 " for " Development of Interactive App ".	
<i>List of inner envelopes</i>	
Envelop 1:- Minimum Eligibility Requirements (legal documents, audit report, tax clearance, signed RFP document as specified in attachment "A")	
Envelop 2:- Technical Proposal (as specified criteria in attachment "B" including soft copy of the proposal)	
Envelop 3:- Financial Proposal (detail budget and budget narratives, as specified criteria in attachment "B")	
Only bidders meeting the minimum eligibility requirement will be considered for technical and financial evaluation. The Bidder agrees to hold the prices in its offer firm for 120 days from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFP.	
Solicitation Number:	Nepal EGRP II-RFP/RFQ-FY21-P009

Attachments to RFP:

1. Attachment "A" – Statement of Work

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2. Attachment “B” – Instructions to Bidders/Sellers

3. Annex -1 – Budget Narrative

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.

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Attachment A

Statement of Work

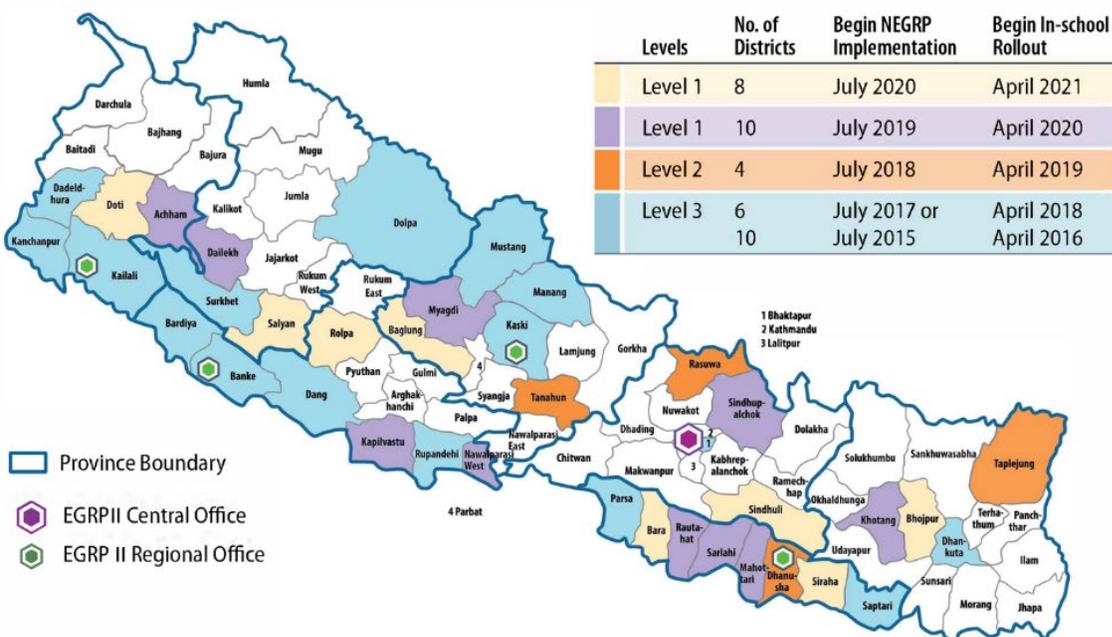
I. Background

The Early Grade Reading Program II (EGRP II) is a 2-year, United States Agency for International Development (USAID)-funded program of technical assistance to the Government of Nepal (GON) that is being implemented from June 1, 2020, through May 31, 2022. EGRP II's support to the GON is provided in the context of the shift toward the recently developed Integrated Curriculum (IC), ongoing decentralization in Nepal's governance system, and prolonged disruptions to teaching and learning due to the coronavirus disease 2019 (COVID-19) pandemic.

Building on the foundation of the first Early Grade Reading Program (EGRP) that was implemented from 2015 to 2020, EGRP II aims to improve early grade literacy for students in grades 1–3 in Nepal's public schools. The program is achieving this by supporting IC development and rollout (Objective 1), strengthening local capacity for early grade reading (EGR) service delivery (Objective 2), improving teacher professional support (TPS) (Objective 3), and assisting with COVID-19 response in the education sector (Objective 4).

EGRP II is continuing to support the GON to scale up the National Early Grade Reading Program (NEGRP) in the 38 current NEGRP target districts (**Figure 1**) in coordination and collaboration with relevant stakeholders. NEGRP promotes a “minimum package” of evidence-based interventions designed to improve early grade reading, including curriculum development, teaching and learning materials, teacher training and support, community and parent engagement, and monitoring and learning assessment.

Figure 1: Map of NEGRP Districts and Rollout Plan



The Government of Nepal's *National Curriculum Framework, 2076*¹ (NCF) aims to support children's holistic development, promote social justice, and develop competent and competitive citizens for nation-building, in line with the latest educational changes in the world and the current context and local needs in Nepal. In response, the GON's Curriculum Development Center (CDC) began designing an Integrated Curriculum for grades 1-3, covering the Nepali, English, Mathematics, and Our Surroundings subjects.

CDC and Education Training Centers (ETCs) piloted the grade 1 curriculum in 103 schools across 18 districts during 2019-2020 school year. After revising the curriculum and related materials based on the findings from the pilot, CDC subsequently began rolling it out across the country from the 2020-2021 school year. CDC organized 2-day curriculum dissemination (orientation) events throughout the country to roll out the newly developed curriculum. In addition to these efforts in grade 1, CDC and the Center for Education and Human Resource Development (CEHRD) began piloting the grade 2 and 3 curricula during the 2020-2021 year, to roll them out nationally through a similar process during the 2021-2022 school year. EGRP II has also supported CEHRD to develop a 10-day Teacher Professional Development (TPD) module on the IC and create a trainer's guide and training resource materials to support teachers with curriculum implementation. As of August 2021, EGRP II was preparing to assist CEHRD in rolling out master training of trainer sessions for the TPD module through virtual means, supplementing some virtual master trainings that were already delivered in late 2020.

Recognizing that ongoing coaching is required to help teachers adopt improved practices to implement IC, Government of Nepal adopted a teacher professional support (TPS) system in which the school is the main locus of activity, and headteachers (HTs) / basic level coordinators (BLCs) are intended to provide classroom observation and feedback and convene teacher learning groups with early grade teachers. Research supported by EGRP in 2020 indicated that many TPS actors have difficulties in implementing the system due to the factors such as heavy workloads and lack of personnel, as well as confidence with early grade reading instructional approaches.² Based on experience and research from EGRP, from 2020-2021, EGRP II supported CEHRD to develop a revised Teacher Professional Support Implementation Procedure. The revised document includes a core set of recommended TPS approaches as well as a number of options that palikas can adopt based on their local context, including teacher learning groups at school level as well as expert groups to support teachers within a cluster of schools.

As of August 2021, EGRP II was supporting the GON to roll out capacity development training for district and local officials to assist them in forming the groups of experts at local levels. In addition, EGRP II was supporting CEHRD to develop and plan for master trainings of trainers for provincial-level TPS trainers, who will then roll out training for TPS actors in their areas, possibly through virtual means if the COVID-19 situation remains problematic.

Despite these efforts, teachers still face challenges in implementing the IC without adequate TPD or continuous professional development. In addition, coaches and experts frequently face barriers to providing ongoing support and mentoring to teachers, including limited time and resources as well as long distances and large areas to cover. The COVID-19 pandemic has caused further challenges due to prolonged school closures and restrictions on movement and travel.

¹ Gregorian year 2019-2020.

² Foundation for Educational Change. (2020). "Study on the Effectiveness of the Teacher Professional Support-System in the Early Grades." Kathmandu, Nepal: RTI International.

Given these circumstances, CDC and CEHRD requested EGRP II assistance to develop an interactive App to help meet the needs of teachers and coaches/experts for remote support with IC implementation. With the above-mentioned purpose, EGRP II has developed this Statement of Work to hire a qualified Nepali firm to develop, pilot test, refine, and finalize the interactive App and hand the App over to the GON once completed.

2. Objectives

The overall purpose of this assignment is to support CEHRD to develop and pilot an interactive App to support teachers with implementation of the IC. This App will have three main functions:

- To serve as a repository where teachers can view/download key curricular materials, teacher training materials, guides for teachers, and other resources based on the IC
- To serve as a platform where teachers can pose questions to and receive rapid technical support from IC coaches/experts such as teacher trainers and curriculum designers, and share their feedback on the IC
- To serve as a forum for teachers to exchange ideas and best practices with each other related to implementation of the IC

Once developed and launched, the App will help teachers to:

- access learning materials, including curriculum documents, teachers' guides, teaching and learning materials, training calendars, reference materials, etc.
- seek pedagogical tips to conduct classroom activities based on the IC
- interact with teacher trainers/curriculum developers on common challenges and mitigation strategies
- exchange learning experiences and best practices among teachers
- provide feedback on implementation of the IC

The App will also help coaches/administrators to:

- compile data on teacher participation in the 10-day Integrated Curriculum Teacher Professional Development training from among the users of the app
- gather feedback from teachers on the IC and the 10-day training and identify best practices from among the community of teachers using in the App

3. Deliverables and Timeframe

The selected vendor will be expected to complete the following deliverables within the given timeframe to achieve the objectives listed above.

No.	Activities	2021			2022		
		Oct	Nov	Dec	Jan	Feb	Mar
1	Organize an inception meeting with CEHRD/CDC and prepare an inception report <i>Deliverable: Inception report</i>	X	X				
2	Develop the App wireframe ³ and share it with EGRP II and CHERD/CDC for feedback. The wireframe may also be shared with practicing teachers and coaches in the Kathmandu Valley area to obtain end-user feedback. <i>Deliverable: App wireframe</i>		X	X			
3	Develop the App prototype and backend dashboard and share it with EGRP II and CHERD/CDC for feedback <i>Deliverable: 1st App prototype</i>			X	X		
4	Develop two App user guides: One tailored to users (teachers and coaches) with low to medium technological familiarity; and another tailored to the backend administrators of the App (IT staff in CEHRD). Share both with EGRP II and CHERD/CDC for feedback. <i>Deliverable: 1st draft of the 2 App user guides</i>			X	X		

³ “A mobile App wireframe is a two-dimensional illustration that serves as a visual guide and illustrates how an application will work. A wireframe doesn’t represent the full design of the App, but only the key screens and interface elements. The App owner and development team can use a wireframe to agree and clarify the entire project’s direction and scope. Designers use boxes, gray lines, shapes, and placeholders for mobile App wireframes to achieve a comprehensible visual presentation. At the initial stage, a wireframe is not a high-fidelity graphic design containing detailed design elements such as logos, font specifications, and actual images. Instead, it is essentially similar to an architectural plan or schematic diagram. As a bare minimum, a good mobile App wireframe should reflect the following: Content hierarchy; space distribution; possible App user actions; App features; and transitions between App pages.” Source: <https://decode.agency/mobile-App-wireframing/>

5	Address the feedback on the App prototype and user guides <i>Deliverables: 2nd App prototype and 2nd draft App user guides</i>			X	X		
6	Pilot the App and the user guides with teachers and coaches in settings with very low, low, medium, and high internet bandwidth who use a variety of different smartphones, and with the GON backend App managers. Produce a report documenting the findings, recommendations, and actions taken based on the pilot. <i>Deliverable: Brief report on the process and findings of the pilot</i>				X	X	
7	Revise the App and user guides as needed on the basis of the piloting <i>Deliverable: Revised App</i>				X	X	X
8	Develop a brief (15-20 seconds) Public Service Announcement (PSA) audio recording in Nepali language that can be used to publicize the App to end users through radio/social media (note: the vendor will not be expected to broadcast the PSA) <i>Deliverable: Short PSA audio recording</i>					X	X
9	Organize and conduct an orientation workshop for EGRP II and CEHRD/CDC/ETC technical team members on App use and maintenance <i>Deliverable: Orientation completed</i>						X
10	Produce and hand over the final App, including source code and all login details, and the final user guides, to the CDC/CEHRD <i>Deliverable: Final App and user guide files including source code and login details handed over to CDC/CEHRD</i>						X

4. Technical Specifications

Platform

- The App should be developed for use on the Android and iPhone operating systems. Preference is for bidders able to use code that can run on both platforms to enable faster App development, testing, and deployment.

Functionality

The App should include functionality for:

- Users to view and/or download resource materials such as teacher guides, curriculum documents, reference materials, and other teaching and learning materials

- Users to view previously-downloaded files even when their device is offline.
- Users to stream instructional and other videos stored externally (such as YouTube).
- Users to conduct one-to-one text-based chats with a coach/expert.
- Users to conduct text-based chats with groups of other teachers and coaches/experts to seek collective ideas and best practices.
- Users to submit and coaches/administrators to view anonymous feedback on the Integrated Curriculum and other topics.
- Coaches/administrators to push messages to all registered App users.
- Coaches/administrators to collect data on the # of teacher users who have participated in the 10-day Integrated Curriculum Teacher Professional Development training and the feedback they have provided on the training and the IC.

Both the one-to-one and group chats should allow for sharing photos and audio recordings up to certain file size limits, as well as links to videos stored externally (such as YouTube). The App should have the ability to compress photo and audio files before they are sent by users so as to utilize less bandwidth and storage space. The App should enable users to utilize the built-in camera on their devices to take and submit photos. If server storage and bandwidth allows, the App may also allow users to share video files up to certain file limits that are compressed before they are sent.

User Access and Interface

- The App should enable users to access some of the passive content/functionality on the App without registering, such as instructional materials, etc.
- The App should require users to register with a user ID and password if those users would like to participate in the interactive aspects of the App. The registration process should be very simple, and the App should generate new, unique IDs for each user with user accounts tied to their mobile phone number (registering an email address could be optional).
- The App should collect data on whether or not the user is a teacher and if that teacher participated in the 10-day Integrated Curriculum Teacher Professional Development training. The App should also track user location in a way that duly respects privacy of users.
- The App should be optimized for viewing and use on smartphones/tablets.
- The user interface should be simple, intuitive, and presented all in Nepali language.
- The App should always be logged in so that users will not miss messages when they have not opened the App or when their phone is switched off.
- The companion user guide should be straightforward and practical, and available either for viewing within the App or for download to view natively on the user's phone.
- The user guide should include instructions for users to remove files downloaded from the App if needed to free up space on the user's device.

Bandwidth and Storage Requirements

- The App should be "lightweight" – that is, designed to function predominantly in low-to-medium bandwidth settings that experience frequent interruptions to internet connectivity.

- In addition, the App should not use excessive server storage space. The App must be designed from the ground up with these settings in mind.

Server

- EGRP II expects that the App will be hosted on a GON server housed in Singha Durbar, Kathmandu operated by the National Information Technology Center.

Backend

- The backend aspects of the App will be managed by IT administrators in the CEHRD.
- The technical aspects of the App (such as teacher feedback and questions) will be managed by CDC and CEHRD technical staff who are experts in curriculum and instruction.
- The App should include a backend dashboard with a user guide for App administrators, accessible through common web browsers, that enables designated CEHRD administrators to manage the App, collect data about App usage and users, collect user feedback, etc.

5. Branding

The App will be branded only with logos of the Government of Nepal, USAID, and RTI International. Logo placement and appearance will adhere to the branding and marking guidelines of each of the three parties and shall be communicated by EGRP II to the selected vendor. No vendor logos or other markings will appear anywhere on the App.

6. Logistics, Location, and Period of Performance

6.1 Logistics

The selected vendor will be responsible for organizing their own working space, equipment, communications, etc. for proper completion of the required deliverables. The selected vendor will be responsible for organizing the logistics and bearing the costs related to piloting the interactive App with end users and orienting EGRP II and CEHRD/CDC/ETC technical team members on App use and maintenance. EGRP II will coordinate with government officials to help the vendor gain access to teachers / coaches for the pilot phase. This may be done remotely / virtually as needed in light of the COVID-19 situation.

6.2 Location

Work under this contract can be completed remotely with some in-person meetings in Kathmandu if the COVID-19 situation allows.

6.3 Period of Performance

The expected period of performance for the work is approximately October 25, 2021, through March 31, 2022.

7. Payment Terms

Payments will be made against completion of the milestones listed below. Payments will be made only upon satisfactory completion of the deliverables as verified by the EGRP II technical team. Tax Deduction at Source (TDS) will be withheld on each payment as per the prevailing Tax Act of the GoN.

No.	Payment Milestone	Payment %
1	Inception report	30%
2	Completed pilot test of the App and user guides and report on the piloting process	30%
3	Delivery of the final App, user guides, and PSA	40%

8. Qualifications

EGRP II seeks a qualified Nepali firm to complete the scope of work as described above. Desired qualifications include:

- Previous experience in developing, piloting, and finalizing interactive applications for similar use in the Nepal context
- Familiarity with the basic (primary level) education sector in Nepal
- Evidence of adequate expertise in the required aspects of application development across personnel in the firm’s proposed team
- Proven ability to produce high-quality work under tight timelines

Eligibility Requirements:

This RFP/RFQ is applicable to bidders legally registered in Nepal only.

The bidders must submit the following documents for minimum eligibility. Only bidders meeting the minimum eligibility will be considered for further evaluation.

A. Legal Registration Documents

- Firm registration certificate
- VAT registration certificate
- Tax clearance certificate of the year B.S. 2076/77

B. Experience

- Two (2) reference letters from previous or current clients for a similar nature of interactive apps development in Nepal (including phone number, location, name of contact persons and email address) within the last five years

C. Financial Capacity

- Audited report of firm of 2076/77, including profit & loss and balance sheet

D. Other Document: Signed copy of this RFP document

Pricing

The financial proposal should include the detailed breakdown of each activity. All bidders are required to submit the budget narrative using template Annex-1 along with the financial proposal that justify proposed quantity and rate for the activities as specified in Attachment A, Statement of Work. Please indicate VAT amount separately.

Item #	Activity	Quantity	Unit of Measure	Unit Fixed Price (Each)	Total Fixed Price (Each)	Lead Time Availability (Number of Days)
1						
2						
3						
Total Value						

NOTE: Please do not write the price in the above illustrative table. Bidders are required to develop a proper budget template that covers all the required cost to complete the activities as specified in Attachment A, Statement of Work.

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

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- USAID Early Grade Reading Program II
House no. 46/64, Uttar Dhoka, Lazimpat, Kathmandu, Nepal

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: Nepal EGRP II-RFP/RFQ-FY21-P009
 - (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: 120 days
- (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 regard to this RFQ/RFP to be directed to

The Selection Committee
RTI-USAID EGRP II

at this email address:

procurement@np-egrp.rti.org

The cut-off date for questions is:

Friday, September 24, 2021, 11:00 AM Nepal Standard Time

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.

SUBMISSION REQUIREMENTS

Interested organizations should provide all the required information indicated below:

Technical Proposal (no more than 15 pages, NOT including the CVs of key personnel. Proposals should be A4 size paper, single spaced, 12-point Times New Roman font with "normal" 1-inch margins):

- 1) **Summary of relevant work experience** in developing interactive apps.

- 2) **Company profile:** a brief description of your company, including its date and location of incorporation, number of years of work experience relevant to this RFP, and familiarity with the basic (primary level) education sector in Nepal.
- 3) **Technical Approach:** please describe how your organization plans to perform the activities outlined in the Statement of Work. Please provide a detailed implementation plan with a timeline in Gantt Chart format broken down by week.
- 4) **Key Personnel:** Please attach CVs of your proposed 1) project manager and 2) key app developer (CVs will not be included in the page limited specified above for the technical proposal. CVs should be not more than 3 pages for each an individual).

Financial Proposal:

Please submit a pricing schedule along with your proposal that includes the necessary information as described in the deliverables. Bidders also need to submit budget narrative along with financial proposal that justify proposed quantity and rate for this app development as specified in Attachment A, Statement of Work. Please use the attached template Annex-1 for budget narrative.

The evaluation factors will be comprised of the following criteria:

- (a) **PRICE**. Lowest evaluated ceiling price – **20 Points**
- (b) **TECHNICAL STRENGTH AND ABILITY**. Proposals will be evaluated on how well the firm demonstrates technical strength and its ability/availability to conduct the activities and to communicate results – **40 points**
- (c) **PAST PERFORMANCE**. Proposals will be evaluated on their response to the information requested including how closely past experiences matches the proposed work to be performed as defined in the statement of work – **30 points**
- (d) **QUALIFICATION AND EXPERIENCE OF PROPOSED PERSONNEL**. Proposals will be evaluated on suitability and level of expertise of the personnel selected to perform the work as defined in the statement of work – **10 points**

Total weightage – 100 Points

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 120 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.
16. **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:

Annex -1**Budget Narrative Template**

Project Title	Early Grade Reading Program II (EGRP II)
Name of the Firm	
Address	
Period of Project	
Budget Currency	

Please describe rationale for unit costs proposed in the finance proposal.

Budget Topics

1. **Personnel/Remuneration**
2. **App Development**
3. **User Guides Development**
4. **Piloting of App and User Guides**
5. **PSA Development**
6. **Orientation Cost**
7. **Operation/Administrative**

Note: Please feel free to add/change headings as per your financial proposal.