

Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	Vehicles/Transportation Service
Type of Procurement:	1 (one) Year Service Agreement with possible extension for additional 1 Year.
Type of Contract:	Not to Exceed Ceiling Amount
Term of Contract:	May 2022 – May 2023
Contract Funding:	USAID
This Procurement supports:	USAID-PNG Electrification Partnership (PEP)
Submit Proposal to:	Gracelle Manape – gmanape@png-pep.org
Date of Issue of RFP:	Tuesday, 12 April 2022
Date Questions from Supplier Due:	Tuesday, 19 April 2022 Send your questions to Gracelle Manape – gmanape@png-pep.org
Date Proposal Due:	Monday, April 25, 2022 at 4 pm PNG time
Approximate Date Purchase Order Issued to Successful Bidder(s):	2 May 2022

Method of Submittal:	
Email to gmanape@png-pep.org	
Respond via e-mail with attached document in MS Word / pdf format. For detail guidance for the proposal submission instruction refers to Annex 1 .	
INSTRUCTION TO BIDDERS FOR PROPOSAL SUBMISSION	
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:	PEP RFQ-2022-003

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:

RTI International (RTI) is a global, independent research institute with almost 60 years of experience in creating and translating knowledge into practice. RTI has more than 5,000 staff in over 75 countries with expertise in at least 250 degree fields working to unlock value in eight practice areas including: health, education, governance, energy, environmental sciences, and innovation ecosystems.

RTI International has been working in Asia for more than 35 years, providing technical assistance, institutional strengthening, and program support on behalf of governments, foundations, and private-sector clients. Together with our local partners, we deliver science-based solutions and advisory and technical services to help countries across South and Southeast Asia achieve national, regional, and local goals—in health, education, economic growth, governance and public policy, and environmental management.

RTI maintain 15 projects in Asia region with its offices located in Indonesia, Thailand, Cambodia, Philippines, Laos, India, and Nepal. RTI Asia Regional Office (ARO) based in Jakarta, Indonesia supports RTI projects implementation in Asia Region. RTI is a prime contractor of USAID-PNG Electrification Partnership (PEP), this is a five (5) year project funded by United States Agency for International Development (USAID) Papua New Guinea. The project aims to help Papua New Guinea (PNG) achieve its goal of connecting 70% of its population to electricity by 2030. To accomplish this goal, RTI aims to reach a target of at least 350,000 new electricity connections and institutionalize key strategies that will enable PNG to achieve such by the end of the Activity. The PEP Activity will have roughly 25 local national and 10 expatriate staff and will have a main project office in Port Moresby with somewhat regular travel to the provinces and regions required.

We are looking for Vehicles/Transportation Service to provide a range of services for our project activities in country.

Product or Service Expectations:

The Vehicles/Transportation Service provider should be capable of providing the following services to support the USAID-PEP Activities which will have an estimated 25 Papua New Guinean and 10 expatriate staff at our Port Moresby office:

- a. One (1) unit, 5-seater Vehicle: Non-armored, SUV, clean, comfortable, and fitted with Ultra-High Frequency (UHF)/Very High Frequency (VHF) radio to base. FRF on all windows, as deemed necessary.

We anticipate this vehicle will be on fixed standby from Monday to Friday from approximately 7am-7pm (12 hours).

We also anticipate between 15-25 ad-hoc trip requests per week, predominantly Monday to Friday but potentially outside the 12 hour window indicated above and also on Saturday and Sunday.

Most journeys will be within the greater Port Moresby area but there will be occasional journeys within Central Province. For such journeys, we require an unarmed guard to accompany the driver.

- b. Two (2) units 15-seater bus. Non-armored, clean, comfortable bus, fitted with Ultra-High Frequency (UHF)/Very High Frequency (VHF) radio to base.

We anticipate this vehicle will be on fixed standby from Monday to Friday from approximately 7am-7pm (12 hours).

We are anticipating these buses will be providing for pick-up and drop-off services Monday to Friday to approximately 10 international staff in various locations and to 5-10 national staff at pre-determined pick-up/drop-off points throughout POM and supporting the daily operation.

- c. **Drivers.** The drivers shall have a driver's license, be trained in defensive and evasive driving, and come with references.
- d. **Unarmed guard** to accompany the driver (for journeys within Central Province)

*There may be an option to include additional option years within the negotiated purchase order.

Deliverables, Timelines, Special Terms and Conditions:

The Vehicles/Transportation Service is for period of 1 year from May 2, 2022, to May 1, 2023. The vehicles shall be available from the day that the Purchase Order is signed. If bidder proposes other conditions, the bidder should explain in their offer.

Bidders are required to provide the project with their established terms and conditions for payment.

Eligibility Requirements

Only suppliers that submit the following requirements are eligible for proposal evaluation:

1. Complete the vendor information form attached in Annex 2. Vendor Information Form
2. Proof of Legal Registration in Papua New Guinea
3. Valid Business License from the relevant Ministries at the government of the Papua New Guinea
4. IRC Certificate (TIN)
5. Current Insurance cover (COC)

Pricing

Instructions for Completion of the below tables: It is understood that different organizations have different pricing structures. Based on the detailed needs outlined above, please propose a competitive rate and clearly outline the proposed structure (monthly rates, daily rates, etc.). Bidders may propose alternative pricing structures ***in addition to the structure in the table below***. Some of the responses to the below may not applicable; is so, show as “Not Applicable” or “N/A.” The prices below will not necessarily be cumulative, rather, we would like to understand various pricing structures.

Item #	Quantity to be Purchased	Description of Preferred Commodity or Services Specifications	Unit of Measure	1(one) Year services			2(two) Year services *			Lead Time Availability (Number of Days)	Notes/Comments
				Duration	Unit Fixed Price (Each) - exclusive of Driver, Fuel and GST**)	Total Fixed Price (Each) - Exclusive of Driver, Fuel and GST**	Duration	Unit Fixed Price (Each) - exclusive of Driver, Fuel and GST**	Total Fixed Price (Each) - Exclusive of Driver, Fuel and GST**		
		FIXED SERVICES									
1	2	15-seater bus (Monday-Friday; 12 hours/day)	Unit	12 Months	PGK XXX	PGK XXX	24 months	PGK XXX	PGK XXX		
2	1	5-seater Vehicles: Non armored, SUV. Fitted with Ultra-High Frequency (UHF)/Very High Frequency (VHF)radio to base. FRF on all windows, as deemed necessary. (Monday-Friday; 12 hours/day)	Unit	12 Months	PGK XXX	PGK XXX	24 months	PGK XXX	PGK XXX		

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				Duration	Unit Fixed Price (Each) - exclusive of Driver, Fuel and GST**)	Total Fixed Price (Each) - Exclusive of Driver, Fuel and GST**	Duration	Unit Fixed Price (Each) - exclusive of Driver, Fuel and GST**	Total Fixed Price (Each) - Exclusive of Driver, Fuel and GST**		
		AD HOC SERVICES									
3	TBD	15-seater bus (Saturday-Sunday)	TBD - proposed by the supplier	TBD	PGK XXX						
4	TBD	15-seater bus Overtime used (Monday-Friday)	Unit	Hourly	PGK XXX						
5	1	5-seater Vehicles: Non armored, SUV. Fitted with Ultra-High Frequency (UHF)/Very High Frequency (VHF) radio to base. FRF on all windows, as deemed necessary. (Saturday-Sunday)	TBD - proposed by the supplier	TBD	PGK XXX						
6	TBD	5-seater Vehicles Overtime used	Unit	Hourly	PGK XXX						
7	TBD	An unarmed guard to accompany the driver (for journeys within Central Province)	TBD - proposed by the supplier	TBD							
8	TBD	Alternative proposal or pricing arrangement proposal based on needs outlined above.	TBD								



3040 Cornwallis Road ■ PO Box 12194 ■ Research Triangle Park, NC 27709-2194 ■ USA
 Telephone 919.541.6000 ■ Fax 919.541.5985 ■ www.rti.org

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				Duration	Unit Fixed Price (Each) - exclusive of Driver, Fuel and GST**)	Total Fixed Price (Each) - Exclusive of Driver, Fuel and GST**	Duration	Unit Fixed Price (Each) - exclusive of Driver, Fuel and GST**	Total Fixed Price (Each) - Exclusive of Driver, Fuel and GST**		
9		GST Rate									

*) For our consideration

**) The price covers vehicle, driver, and fuel.



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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

Level 1, Gordons Business Centre I Allotment 4–10, Section 57, Hohola, NCD, Ahuia Street, Gordons
P.O Box 209 Vision City I Port Moresby, Papua New Guinea
Phone No: +675 325 2291 / 325 2293 / 325 2294

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

USAID Papua New Guinea

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

Gracelle Manape – Office and Logistics Manager

at this email address:

gmanape@png-pep.org

The cut-off date for questions is

Monday, 18 April 2022

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 (40 point).** Cost proposal is best value offered based on the budget
- (b) **TECHNICAL (40 point).** Offeror demonstrates ability to meet and exceed the minimum eligibility requirements described above.
- (c) **PAST PERFORMANCE (20 point)** – Offeror has required experience for the task as demonstrated in examples of past performance and relevant work samples.
- (d) **OTHER EVALUATION CRITERIA.**

N/A



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. **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.
INSTRUCTION TO BIDDERS FOR PROPOSAL SUBMISSION

File Structure when submit the proposal by email are as follows:

A. Eligibility Requirements Folder that consists of following files. **Only bidder who submit the complete eligibility requirements are entitle for proposal evaluation:**

- 1) Complete the vendor information form attached in Annex 2. Vendor Information Form
- 2) Proof of Legal Registration in Papua New Guinea
- 3) Valid Business License from the relevant Ministries at the government of the Papua New Guinea
- 4) IRC Certificate (TIN)
- 5) Current Insurance cover (COC)

Notes:

- **Register UEI.** The selected supplier may be required to register a Unique Entity Identifier (UEI) which is created in SAM.gov. See the detail instruction for the registration in Annex 3. General Instructions for Registering for DUNS, NCAGE, SAM for International Organizations. (Step 2).
- **Complete the Reps and Certification Form.** See attached form in Annex 4.

B. Technical Proposal Folder. At minimum the technical proposal consists of following information:

- 1) Company Profile
- 2) Company Portfolio for the last two years with similar industry as RTI
- 3) Furnish at least 2 (two) references of other business organization for whom the offeror is providing similar services.
- 4) Agreed and signed RFP. The interested supplier is to read carefully Terms and Conditions (T&C) and indicate if the health plan will (yes) or will not (no) agree to each of mentioned T&C.
- 5) Detail type of vehicle offers
- 6) Dedicated vocal point.

C. Financial Proposal Folder

- 1) Pricing offers using the table provided under Pricing section
- 2) Term of payment