

## Request for Proposal (RFP)

### ACR Cambodia/RFP/2019-018

Commodity/Service Required:	<b>Conference Room and Event Management</b>
Type of Procurement:	Master Services Agreement (MSA)
Type of Contract:	Fixed Unit Price
Term of Contract:	12 months
Contract Funding:	USAID
This Procurement supports:	All Children Reading Cambodia
Submit Proposal to:	Procurement Committee, Submit by email to: <a href="mailto:ACRprocurement@rti.org">ACRprocurement@rti.org</a>
Date of Issue of RFP:	15 <sup>th</sup> August 2019
Date Questions from Supplier Due:	22 <sup>nd</sup> August 2019 at 4:00pm, Cambodia Time
Date Proposal Due:	30 <sup>th</sup> August 2019 at 4:00pm, Cambodia Time <b>No quotations will be accepted after this time</b>
Approximate Date Agreements signed:	01 <sup>st</sup> October 2019

#### Method of Submittal:

Bids shall be submitted in enveloped or via email that bear the name of the Proposer of the RFP and clearly marked “**RFP-2019-018-Bidding for Conference Room and Event Management**” on the envelope or subject line of an email, attention to the **Selection Committee**, at RTI International-All Children Reading Cambodia Office:

Location/Address: #8, Street 352, BKK1, Phnom Penh, Cambodia  
(the office is shared with Open Institute) [here](#) Or [ACRprocurement@rti.org](mailto:ACRprocurement@rti.org)

Bids should consist of:

- Completed and signed RTI/RFP
- Price quotation submitted with Bidders’ company letterhead, describe the detail specifications of the product and other terms and conditions.
- Legal Registration Documents
  - i) Business Registration Document
  - ii) Current Tax Compliance Certificate

The Bidder/Seller agrees to hold the prices in its offer firm for **60 days** from the date specified for the receipt of offers unless another time is specified in the addendum of the RFP.

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#### Attachments to RFP:

1. Attachment "A" – Statement of Work
2. Attachment "B" – Instructions to Bidders/Sellers
3. All PO Terms and Conditions are listed on our website at forth at: <http://www.rti.org/POterms>, [http://www.rti.org/files/PO\\_FAR\\_Clauses.pdf](http://www.rti.org/files/PO_FAR_Clauses.pdf) or for commercial items: [http://www.rti.org/files/PO\\_FAR\\_Clauses\\_Commercial\\_Items.pdf](http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf) (hereinafter the "Terms"). Supplier's delivery of products, performance of services, or issuance of invoices in connection with this purchase order establishes Supplier's agreement to the Terms. The Terms may only be modified in writing signed by both parties.

All bidders/sellers are responsible to carefully review each attachment and follow any instructions that may be relevant to this procurement.

## Attachment A Statement of Work

RTI International is implementing the All Children Reading-Cambodia project, a US Agency for International Development (USAID) funded project that works to improve early grade reading of children grades 1 to 2 in Cambodia. The project assists the Ministry of Education, Youth, Sport, its development partners, nongovernmental organizations, and the private sector in harmonizing early grade reading (EGR) teaching and learning approaches in Cambodia.

RTI is seeking an offer from reputable, well established and experienced hotels/restaurants in **Phnom Penh, Kampong Cham, Kampong Thom, Kampot, and Kep** to provide Conference and Event Management Services as Master Services Agreement (MSA) basis, at fixed prices for a period of 12 months, with possible extension for further 12 months upon satisfactory performance and delivery of the services.

RTI intends to award more than one MSA to the responsive and best evaluated bidders in each city/province.

The Supplier shall have in its current premises all necessary equipment and facilities and shall have sufficient number of experienced and professionally trained experts and staff to handle minimum requirements of the RTI. The successful Supplier that will be contracted to serve the needs of the RTI shall meet following minimum requirement:

### **Venue (meeting room)**

- Room size: approx. 42 sqm to 640 sqm
- Be cable to accommodate from 5 persons to 200 persons
- Equipped with Round Table or Square tables or U-shape table and chairs

### **Standard conference support equipment and materials**

- Multimedia System (Stage + Podium & Microphone, 1 good LCD Projector (HDMI + VGA Cable) + 1 wide screen + 1 presentation light pointer, Loudspeaker, WIFI included)
- Multimedia system needs setting up on the day before or at least before the event starts
- A/C and heating system, Extension cords, or reserve fan/AC (if the A/C broken in the middle of the workshop )
- Mobile white board (with one or two reserved once needed) & markers & 10 flip-chart papers, eraser
- 1 Pencil for each pax + 2 papers of conference A4 paper, 1-2 roll of paper tapes, 1 roll of Plastic scotch tape, 2 bottle of drinking water (500ml)/day
- Reception registration table & flower centrepiece at the room entrance

**Pricing Table** and **Table of Meeting Room specification offered** below are required to fill out by Bidders and submitted to RTI.



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## Pricing

Pricing must be submitted for a fixed 12-month contract term.

Cost Components	Fee in USD per Participant					
	5-10 participants	11-20 participants	21-30 participants	31-50 participants	51-100 participants	101-200 participants
<b>PACKAGE ONE: Full Day Meeting</b>						
<b>Venue (Meeting room)</b> for full day from 8:00 to 18:00 Hrs. <i>Please complete the table of meeting room specification offered below.</i>						
<b>Room for Breakout Sessions</b> for 5-10 participants						
<b>2 times of Coffee/tea break</b> At least two snack options, coffee, tea, milk, water						
<b>Open Buffet Lunch (International)</b>						
<b>Set menu lunch</b> (at least 4 Main Courses, 1 dessert, drinking water)						
<b>Standard conference support equipment and materials</b> (as indicated in the Statement of Work)						
<b>Backdrop</b>						
<b>Photocopy / printing</b> (cost per page)						
<b>Internet connection</b>						
<b>Sub Total:</b>						
<b>VAT:</b>						
<b>Grand Total:</b>						



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Fee in USD per Participant						
Cost Components	5-10 participants	11-20 participants	21-30 participants	31-50 participants	51-100 participants	101-200 participants
<b>PCKAGE TWO: Half Day Meeting</b>						
<b>Venue (Meeting room)</b> for half day (5 hours)						
<b>Room for Breakout Sessions</b>						
<b>1 time of Coffee/tea break</b> At least two snack option, coffee, tea, milk, water (for 1 time)						
<b>Open Buffet Lunch (International)</b>						
<b>Set menu lunch</b> (at least 4 Main Courses, 1 dessert, drinking water)						
<b>Standard conference support equipment and materials</b> (as indicated in the Statement of Work)						
<b>Backdrop</b>						
<b>Photocopy / printing</b> (cost per page)						
<b>Internet connection</b>						
<b>Sub Total:</b>						
<b>VAT:</b>						
<b>Grand Total:</b>						

**Meeting Room specification offered**

<b>Number of Participant</b>	<b>Room Size offered (sqm)</b>
5-10 participants	
11-20 participants	
21-30 participants	
31-50 participants	
51-100 participants	
101-200 participants	

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.

Name of Bidder

Contact person:

Contact number:

Title:

Date:

Signature:


## 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 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

**Research Triangle Institute, All Children Reading Project.** Office Address: #8, Street 352, Boeung Keng Kang 1, Chamkar Morn, Phnom Penh, Cambodia.

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

USAID/Cambodia

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. **Quotation Requirements.** All Sellers will submit a quote which contains offers for all items and options included in this RFP. All information presented in the Sellers quote will be considered during RTI’s evaluation. Failure to submit the information required in this 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 RFP by the time and date specified in the RFP. Any offer, modification, revision, or withdrawal of an offer received at the RTI office designated in the 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: ACR Cambodia/RFP/2019-018
  - (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 RFP and accompanying signatures, confirms that the terms and conditions associated with this 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 RFP.
5. **Questions Concerning the Procurement.** All questions in regard to this RFP to be directed to
- The ACR Procurement
- at this email address:
- [ACRprocurement@rti.org](mailto:ACRprocurement@rti.org)
- The cut-off date for questions is
- 22<sup>nd</sup> August 2019
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 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 [www.rti.org/poterm](http://www.rti.org/poterm)s, <http://www.rti.org/POterms>, [http://www.rti.org/files/PO\\_FAR\\_Clauses.pdf](http://www.rti.org/files/PO_FAR_Clauses.pdf), or [http://www.rti.org/files/PO\\_FAR\\_Clauses Commercial Items.pdf](http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf). Payment can be made via wire transfer or other acceptable form. Sellers may propose alternative payment terms and they will be considered in the evaluation process.
  9. **Alternative Proposals:** Sellers are permitted to offer "alternatives" should they not be able to meet the listed requirements. Any alternative proposals shall still satisfy the minimum requirements set forth in Attachment A Specifications.
  10. **Inspection Process:** Each item shall be inspected prior to final acceptance of the item. All significant discrepancies, shortages, and/or faults must be satisfactorily corrected and satisfactorily documented prior to delivery and release of payment.
  11. **Evaluation and Award Process:** The RTI Procurement Officer will award an agreement contract resulting from this solicitation to the responsible Sellers (bidders) whose offer conforms to the 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 RFP, **technical responsiveness/ full compliance and lowest price**, and **competitiveness of service offered** 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.
  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 **60** days after submission.



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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](mailto:ethics@rti.org). You may report a suspected violation anonymously.

**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: \_\_\_\_\_

Name of Company

Signature: \_\_\_\_\_

Contact person: \_\_\_\_\_

Title: \_\_\_\_\_

Contact number: \_\_\_\_\_

Date: \_\_\_\_\_