# Request for Quote/Proposal (RFQ/RFP)

## Amendment #1

Extend Deadline for Submission Proposal for Sanitation engineering technology until May 12, 2023

<table>
<thead>
<tr>
<th>Commodity/Service Required:</th>
<th>Sanitation engineering technology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Procurement:</td>
<td>Sub-contract</td>
</tr>
<tr>
<td>Type of Contract:</td>
<td>Fixed Price Contract</td>
</tr>
<tr>
<td>Term of Contract:</td>
<td>8 Months: July 2023 to February 2024</td>
</tr>
<tr>
<td>Contract Funding:</td>
<td>USAID</td>
</tr>
<tr>
<td>This Procurement supports:</td>
<td>USAID/Cambodia Integrated Early Childhood Development (IECD) Activity</td>
</tr>
<tr>
<td>Submit Proposal to:</td>
<td>Mr. Makara Doung, <a href="mailto:mdoung@iecd.rti.org">mdoung@iecd.rti.org</a></td>
</tr>
<tr>
<td>Date of Issue of RFP:</td>
<td>April 13, 2023</td>
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<tr>
<td>Date Questions from Supplier Due:</td>
<td>May 4, 2023, 1:00pm Cambodia time</td>
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<tr>
<td>Pre-Bid Meeting</td>
<td>May 05, 2023 at 3 PM Cambodia Time</td>
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<td>The pre-award meeting will be held by zoom meeting. The details will be sent later.</td>
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<td></td>
<td>Please send your email confirmation to attend the meeting to <a href="mailto:mdoung@iecd.rti.org">mdoung@iecd.rti.org</a> by May 4, 2023 at 12.00 PM Cambodia Time.</td>
</tr>
<tr>
<td>Date Proposal Due:</td>
<td>May 12, 2023</td>
</tr>
<tr>
<td>Approximate Date Purchase Order Issued to Successful Bidder(s):</td>
<td>May 30, 2023</td>
</tr>
</tbody>
</table>

**Method of Submittal:**

Email to mdoung@iecd.rti.org

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:** IECD RFQ-2023-009 (Amendment #1)

**Attachments to RFP:**

1. Attachment “A” – Commodity Specifications

RTI International is a trade name of Research Triangle Institute. RTI and the RTI logo are U.S. registered trademarks of Research Triangle Institute.
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
Sanitation engineering technology assessment and cost analysis for appropriateness of the geographically diverse areas in IECD target provinces

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 Cambodia Integrated Early Childhood Development (IECD) Activity is an integrated approach activity funded by the United States Agency for International Development (USAID) led by RTI International and its partners including Helen Keller International and Safe Haven. IECD aims to advance the physical, cognitive, linguistic, and social-emotional development of young Cambodian children in Kampong Thom and Preah Vihear provinces. The IECD activity supports the Royal Government of Cambodia (RGC) in its efforts to promote nurturing care and improve nutrition for all children, including the most vulnerable, starting from before birth. The Activity works to strengthen nutrition service delivery in health facilities and in communities; supports nutrition sensitive agriculture and improved livelihoods; improves water, sanitation, and hygiene (WASH) practices among caregivers; facilitates screening and access to services for children who may have developmental delays and disabilities; and promotes responsive caregiving to help children meet critical developmental milestones. These activities are delivered in an integrated manner, so that community-level health personnel and other social service providers are not overburdened and so that families can have streamlined support.

The IECD Activity is implementing a series of activities to promote improved access to water and sanitation. To help accelerate the sustainable adoption of latrines and achieve ODF status in rural areas across Cambodia, IECD is seeking an engineering bidder to review and identify appropriate sanitation solutions for the geographically diverse areas in Kampong Thom and Preah Vihear that include rocky soils, areas with frequent flooding, and other challenging conditions.

IECD seeks a bidder to assess the appropriateness of existing sanitation technologies for promotion in rural areas of Cambodia with a special focus on challenging environments in Kampong Thom and Preah Vihear.

Product or Service Expectations (both if applicable):

The selected firm, or organization (referred to in this document as “the bidder”) will review the existing comprehensive range of sanitation options in Cambodia and develop a report containing a list of multiple technology options that are attractive to local consumers, affordable, resilient to specific geographic conditions, and can be produced in Cambodia. The report should note the relative
advantages and disadvantages of the different technology options including the appropriateness of the technologies for different geographical settings or any recommended design changes or alterations that could improve the technologies or make them more appropriate for different geographic conditions. In assessing the technologies, the bidder should develop designs and construction manuals when those do not exist for recommended technologies. The manuals for the recommended technologies should include relevant technical specifications, drawings, the list of required materials with estimated costs for building these technologies, protocols for testing construction quality, and expected requirements for routine operation and maintenance that could be produced by the existing LBO in the implementation area. Based upon the overall assessment, the bidder should recommend a set of technologies for IECD to promote in the target areas. The IECD WASH staff will host a meeting in Phnom Penh for the bidder to present the findings to government stakeholders (specifically the Ministry of Rural Development (MRD) and the Provincial Department of Rural Development (PDRD)) to help inform sector policy and guidelines. In addition, the bidder will work with MRD to share the outcome of their catalogue of recommended technologies and a final sanitation option manual with other sanitation stakeholders and implementing bidders. Sharing these findings will ensure sector-wide beneficiaries including PDRD and other WASH sector stakeholders become aware of new guidance.

After presenting the findings to sector stakeholders, the bidder will develop and lead trainings for latrine business owners (LBOs) on how to build and install safe and cost-effective sanitation solutions for areas with different geographic challenges.

Additionally, the bidder will review MRD’s existing sanitation sector manuals in Cambodia and develop a proposed updated manual for MRD to promote to WASH stakeholders such as PDRD, implementing partners, civil society, and LBOs. The bidder should consult with MRD in developing the new manual as this manual should be owned by MRD, the institution responsible for WASH policy. The manual will build on the existing version but include additional latrine technologies for rural Cambodia including options for households in challenging environments.

### Deliverables, Timelines, Special Terms and Conditions:

<table>
<thead>
<tr>
<th>No.</th>
<th>Key Task</th>
<th>Deliverable</th>
<th>Estimated Timeline</th>
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<tbody>
<tr>
<td>1</td>
<td>Asses existing sanitation technology options for rural Cambodia with an emphasis on those appropriate for areas with challenging geographic conditions. Document the relative advantages and disadvantages of the different technology options including the appropriateness of the technologies for different geographical settings.</td>
<td>Report on sanitation technologies in Cambodia</td>
<td>September 2023</td>
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<td>2</td>
<td>Develop recommended design changes or alterations that could improve the technologies or make them more appropriate for different geographic conditions.</td>
<td>Annex to report</td>
<td>September 2023</td>
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<td>3</td>
<td>Create list of required materials with estimated costs for building these technologies, protocols for testing construction quality, and expected requirements for routine operation and maintenance for recommended technologies.</td>
<td>Annex to report</td>
<td>September 2023</td>
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</table>
4. Develop designs and construction manuals when those do not exist for recommended technologies.  
   Construction manuals for recommended technologies  
   October 2023

5. Summarize and report on findings to MRD, PDRD and WASH stakeholders.  
   Presentation of findings  
   October 2023

   Updated manual  
   October 2023

7. Train LBOs in Kampong Thom and Preah Vihear on appropriate sanitation options.  
   Training report  
   January 2024

The bidder will be responsible for following applicable tax regulations, such as VAT or withholding tax, as required by the Royal Government of Cambodia.

Minimum Criteria

- The organization or firm is legally registered in Cambodia.
- Experience working in the rural sanitation sector in Cambodia.
- Experience with sanitation system design and construction in Cambodia.
- Engineering qualifications (at least a bachelor’s degree in engineering or equivalent).

### Pricing

<table>
<thead>
<tr>
<th>Item #</th>
<th>Quantity to be Purchased</th>
<th>Description of Preferred Commodity or Services Specifications</th>
<th>Unit of Measure</th>
<th>Unit Fixed Price (Each)</th>
<th>Total Fixed Price (Each)</th>
<th>Lead Time Availability (Number of Days)</th>
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<td><strong>Total Value</strong></td>
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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

   Integrated Early Childhood Development Project, Phnom Penh office—the Point Community Mall, First Floor, U01 & U02, No#113C, Mao Tse Tung Blvd, Sangkat Toul Svay Prey 1, Khan Beoung Keng Kong, Phon Penh, Cambodia

   *(insert full address of the office)*

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

   **USAID**

   *(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) 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

| Mr. Makara Doung (Makara) |
| (insert name of procurement officer) |

at this email address:

| mdoung@iecd.rti.org |
| (insert email address of the procurement officer). |

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

| May 4, 2023 |

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.)


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**, Lowest evaluated ceiling price (inclusive of option quantities) – 25%
   (b) **DELIVERY**, Bidder provides the most advantageous delivery schedule – 25%
   (c) **TECHNICAL**, Items/Services shall satisfy or exceed the specifications described in RFQ/RFP Attachment A – 30%
   (d) **PAST PERFORMANCE** - Seller can demonstrate his/her capability and resources to provide the items/services requested in this solicitation in a timely and responsive manner – 20%
   (e) **OTHER EVALUATION CRITERIA.**

| No |
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: __________