Request for Quote/Proposal (RFQ/RFP) Amendment #1

To amend the period of the final deliverables, project completion report and date of submission of proposal

<table>
<thead>
<tr>
<th>Commodity/Service Required:</th>
<th>Feasibility Study to Assess the Economic, Social and Environmental Feasibility of Scaling Up Alternatives to Lunch Sheets in Sri Lanka</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Procurement:</td>
<td>Subcontract Agreement</td>
</tr>
<tr>
<td>Type of Contract:</td>
<td>Fixed Price</td>
</tr>
<tr>
<td>Term of Contract:</td>
<td>5 months from the day of signing the contract</td>
</tr>
<tr>
<td>Contract Funding:</td>
<td>USAID</td>
</tr>
<tr>
<td>This Procurement supports:</td>
<td>USAID’s Ocean Plastics Reduction Activity (Ocean Plastics)</td>
</tr>
<tr>
<td>Submit Proposal to:</td>
<td><a href="mailto:operationsopra@rti.org">operationsopra@rti.org</a></td>
</tr>
<tr>
<td>Date of Issue of RFP:</td>
<td>19th June 2023</td>
</tr>
<tr>
<td>Date Questions from Supplier Due:</td>
<td>26th June 2023</td>
</tr>
<tr>
<td>Date Proposal Due:</td>
<td>10th July 2023</td>
</tr>
<tr>
<td>Approximate Date Purchase Order Issued to Successful Bidder(s):</td>
<td>17th July 2023</td>
</tr>
</tbody>
</table>

Method of Submittal:

Email to: operationsopra@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 45 days from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFP/RFQ.

Solicitation Number: RFP-OPRA-23-008

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

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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
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:

1. **Introduction**
   The USAID Ocean Plastics Reduction Activity (Ocean Plastics Reduction) is a five-year project to reduce environmental plastics by decreasing plastic inputs and improving integrated solid waste management (SWM) practices in Sri Lanka and Maldives.

   With a focus on ocean plastics pollution, USAID Ocean Plastics Reduction will mobilize funding for SWM and 3R (reduce, reuse, and recycle) activities and improve government capacity to manage the industry. The project’s diverse consortium, led by RTI International, will use a system strengthening approach, working alongside local partners to target system inefficiencies and areas of reliance on virgin plastics, with the goal of increasing participation in SWM/3R programs and preventing thousands of tons of plastic from leaking into the environment. Ocean Plastics Reduction Activity works around four main objectives: 1) Reducing reliance on virgin plastic inputs and products; 2) Professionalize, Improve, and Expand SWM, with a Focus on Reducing Plastics Available to the Environment; 3) Empower Communities to Drive Local SWM Solutions; and 4) Strengthen the Enabling Environment for SWM with an Emphasis on Reducing Ocean Plastics, with cross-cutting themes of private sector engagement and gender equality and social inclusion.

   Under objective 01: Reducing reliance on virgin plastic inputs and products, reducing import and use of virgin plastics is the crucial first step. USAID Ocean Plastics Reduction will analyze supply chains and regulatory environments identifying opportunities for, and potential barriers to, reduction. The project will promote product and process alternatives to plastic inputs and support extended producer responsibility, polluter pay principles, and other approaches that reduce plastic inputs. These efforts will work to decrease the volume of imported plastics and increase the prevalence of 3R behaviors at household, community, and private sector levels.

2. **Scope of Work**
   The purpose of this study is to assess the economic, social and environmental feasibility of scaling up the existing alternatives to compostable lunch sheets in Sri Lanka. This activity will support Objective 1: Reducing reliance on virgin plastic inputs and products, sub-activity of Solid Waste Management Systems Mapping. As such, through a short-term consultancy, the project is required to conduct a study to identify the feasibility of introducing alternatives (natural) to replace lunch sheets made out of Polythene or compostable polymer, in terms of economic, social and environmental feasibility, which could as a result lead to reduced polythene usage and economic empowerment of local communities.

   Scope of work entails the following:
   a) Estimate the existing demand (actual) for lunch sheets
   b) Review the existing literature on existing alternatives to lunch sheets locally, like banana leaf, and global best practices that could best suit in the local context.
   c) Evaluate the quantities of alternative products available and their potential for scaling
   d) Evaluate the market and financial feasibility of scaling up these alternatives.
e) Estimate resources required for scaling up main alternatives to meet the current demand.

f) Analyze the potential revenue streams and profitability of the proposed alternatives, including market demand and pricing.

g) Analyze and understand the social implications of introducing alternatives to replace lunch sheets. This should include willingness of communities, availability of alternatives in the area, ability to spend for alternatives (if relevant), local economic development, among others.

h) Conduct desk research and identify potential health and environmental risks and challenges associated with usage of these alternatives Vs polythene lunch sheets and provide recommendations for mitigation.

i) Assess the environmental impact of the alternatives Vs polythene lunch sheets, including carbon emissions, waste generation, and resource consumption.

3. **Period of Performance**
The period of performance for this study will be five months begin after signing of contract. All work must be scheduled to be completed within this timeframe. Any modifications or extensions shall be requested through RTI’s and consultant’s contracting officers for review and discussion.

4. **Place of Performance**
The selected firm shall perform work at its own facility. The firm shall be required to meet at RTI’s facility once a month (day and time TBD) for monthly progress review meetings.

5. **Work Requirements**
As part of the feasibility study, the firm shall be responsible for performing the below tasks that shall result in the successful completion of this activity.

**Kickoff:**
- The selected firm shall finalize and present detailed workplan to RTI for review and approval.

**Planning Phase:**
- The selected firm shall work with the RTI team to gather requirements and establish metrics.
- The selected firm will provide written weekly updates.

**Implementation Phase:**
- Review of relevant literature and industry reports on using alternatives to lunch sheets.
- Site visits to potential facilities to assess the technology and infrastructure, if relevant.
- Identify and conduct interviews with key stakeholders, including recycling industry experts, government officials, and potential customers.
- Conduct market analysis to determine demand and pricing trends.
• Conduct financial analysis to determine the capital and operational costs of the project and estimate potential revenue and profitability.
• Conduct social impact assessment in terms of willingness, product availability, affordability and economic empowerment.
• Conduct health and environmental impact assessment.

Closure:

• Consultant shall provide RTI with all documentation in accordance with the approved workplan.
• Consultant shall present project closure report for RTI review and approval.
• Consultant shall complete the project requirements checklist showing that all tasks have been completed.
• Consultant shall conclude the study on the final day of the period of performance.

6. Deliverables
The following deliverables will be required as part of this assignment:

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Timeline</th>
</tr>
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<tbody>
<tr>
<td>Approved activity plan</td>
<td>3 weeks from the contract signing</td>
</tr>
<tr>
<td>Monthly progress feasibility study report</td>
<td>Every month on a mutually agreed date</td>
</tr>
<tr>
<td>Final deliverables that include feasibility study report, Detailed financial model, and A detailed social, health and environmental impact assessment report.</td>
<td>5 months from the contract date</td>
</tr>
<tr>
<td>Project Completion Report</td>
<td>5 months from the contract date</td>
</tr>
</tbody>
</table>

The completed feasibility study shall include:

a) The feasibility study report, including a summary of findings, conclusions, and recommendations by end of consultancy period.
b) Detailed financial model, including capital and operational costs, revenue streams, and profitability analysis are to be included in the feasibility report.
c) A detailed social, health and environmental impact assessment report including compliance to health regulatory measurements.

7. Acceptance Criteria
For the feasibility study, the acceptance of all deliverables will reside with the project’s Chief of Party. The Chief of Party will work with the Deputy Chief of Party, Team Lead for Objective 1, and Value Chain Coordinator to ensure the completeness of each stage of the study and that the scope of work has been met. Once all phases are completed and the consultant provides its report/presentation for review and approval, the Chief of Party will either sign off on the approval,
or reply to the consultant, in writing, advising what tasks must still be accomplished. Once all project tasks have been completed, the study will enter the handoff/closure stage. During this stage of the project, the consultant will provide the project closure report and project task checklist to Chief of Party. The acceptance of this documentation by the Chief of Party will acknowledge acceptance of all project deliverables and that the consultant has met all assigned tasks. Should there be any discrepancies involving completion of project tasks or disagreement between RTI and the selected firm will be referred to signed agreement.

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

<table>
<thead>
<tr>
<th>Suppliers are required to submit their quotation with the following information:</th>
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<tbody>
<tr>
<td>- Organizations responding to this RFQ are requested to submit a copy of their official registration or business license and locally registered.</td>
</tr>
<tr>
<td>- The technical proposal must consist of: a. The organization profile; b. List of similar previous experience in the last two years; c. List of the proposed key personnel and their CVs; d. Methodology; e. Tools and protocol; d. Timeframe.</td>
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<tr>
<td>- Bidders are requested to provide quotations on official letterhead or format; in the event this is not possible, bidders may complete the table below.</td>
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<tr>
<td>- The bidder is expected to provide an estimate (in calendar days) of the delivery timeframe (after receipt of order).</td>
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</table>
## 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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<tbody>
<tr>
<td>A</td>
<td>Personnel Cost</td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>1</td>
<td>1 person</td>
<td>Main Researcher – Name XXXX</td>
<td>20 days</td>
<td>LRK XXX</td>
<td>LRK XXX</td>
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<tr>
<td>2</td>
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<td>Junior Researcher – Name XXXX</td>
<td>20 days</td>
<td>LRK XXX</td>
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<td></td>
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<tr>
<td>B</td>
<td>Travel Cost</td>
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<td>1</td>
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<td>Local Transportation</td>
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<td>LRK XXX</td>
<td>LRK XXX</td>
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<td></td>
<td>LRK XXX</td>
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<td>Sub Total</td>
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<td>LRK XXX</td>
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<td></td>
<td>VAT XX %</td>
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<td>LRK XXX</td>
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<tr>
<td>Total Value</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>LRK XXX</td>
<td></td>
</tr>
</tbody>
</table>

*) The detail cost components can be revised.

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

Signature:

Title:

Date:
Attachment “B”
Instructions to Bidders/Sellers

1. **Procurement Narrative Description:** The Buyer (RTI) intends to purchase commodities and/or services identified in Attachment A. The Buyer intends to purchase the quantities (for commodities) and/or services (based on deliverables identified in a Statement of Work). The term of the Ordering Agreement shall be from Award Date to the Delivery date of the Offeror unless extended by mutual agreement of the parties. The Buyer intends to award to a single “approved” supplier based on conformance to the listed specifications, the ability to service this contract, and selling price. We reserve the right to award to more than one bidder. If an Ordering Agreement is established as a result of this RFQ/RFP, supplier understands that quantities indicated in the specifications (Attachment A) are an estimate only and RTI does not guarantee the purchase quantity of any item listed.

2. **Procuring Activity:** This procurement will be made by Research Triangle Institute (RTI International), located at

   USAID Ocean Plastics Reduction Activity
   RTI International, USAID Contractor
   Level 35, World Trade Center, West Tower, Colombo, 01, Sri Lanka

   (insert full address of the office)

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

   USAID

   (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 regard to this RFQ/RFP to be directed to

Operationsopra@rti.org

(insert name of procurement officer)

at this email address:

Operationsopra@rti.org

(insert email address of the procurement officer).

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

26th June 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 on the 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

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 – Maximum 10 point.** Lowest evaluated ceiling price (inclusive of option quantities)
   (b) **DELIVERY – Maximum 15 point.** Seller provides the most advantageous and clear implementation plan to achieve the delivery schedule.
   (c) **TECHNICAL– Maximum 30 point.** Items/Services shall satisfy or exceed the specifications described in RFQ/RFP Attachment A.
   (d) **Qualification of the team– Maximum 20 point.** Team members’ professional qualifications and prior experiences.
(e) **Stakeholder engagement and networking- Maximum 10 point**. Experience in working with relevant stakeholders

(f) **PAST PERFORMANCE: Maximum 15 point** - Seller can demonstrate his/her capability and resources to provide the items/services requested in this solicitation in a timely and responsive manner.

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 **45** 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](mailto: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: