



Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	Travel & Workshop Logistics Services in Maputo, Mozambique
Type of Procurement:	One off Procurement
Type of Contract:	Fixed Price Contract
Term of Contract:	14 Weeks (19 September to 31 December 2022)
Contract Funding:	USAID
This Procurement supports:	Act to End Neglected Tropical Diseases (NTDs) East Program
Submit Proposal to:	Jessica Sapaugh: jsapaugh@rti.org
Date of Issue of RFP:	1 September 2022
Date Questions from Supplier Due:	2 September 2022
Date Responses due from RTI	5 September 2022
Date Proposal Due:	9 September 2022
Approximate Date Purchase Order Issued to Successful Bidder(s):	18 September 2022
Method of Submittal:	
Via email to Jessica Sapaugh: jsapaugh@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:	RFP-2022-Act East NIS Regional Workshop-Maputo-Mozambique

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.

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

	 KEY QUESTIONS	VENDOR INFORMATION FORM <i>Please write your answers clearly and use additional paper if needed to provide <u>as much detail as possible</u> in your answers to these questions. More details and facts are always better than fewer details. We will attempt to verify the important facts you have listed below using our local personnel in and around the country.</i>
1	Contact name of reference	
2	Title or position of contact	
3	Phone Number(s) for contact	
4	E-mail address for contact	
5	Company name	
6	Company address	
7	Primary business of company	
8	List cities where company has offices and/or workshops.	
9	List brands your company currently represents.	
10	Define <u>type</u> of representation of each brand (agent, dealer, authorized mfg rep, etc.) and whether or not it is exclusive.	
11	Is company locally owned or foreign owned?	
12	Describe previous experience in working with USAID-funded projects.	
13	If your company has been awarded previous USAID-funded work, please describe.	
14	Please describe your recent experience (last 12 months) with doing work or services as defined in our specifications or statement of work.	
15	List the names and current contact information for the project managers working <u>for your customers</u> in your last two projects for us to contact and ask about your performance.	

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Telephone 919.541.6000 ■ Fax 919.541.5985 ■ www.rti.org

16	If your company is based outside of the country, please describe how you would effectively service and support a future contract.	
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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:

1. Introduction/Background

The U.S. Agency for International Development Act to End Neglected Tropical Diseases (NTDs) | East Program, led by RTI International, supports national NTD programs in reaching World Health Organization goals for NTD control and elimination through proven, cost-effective public health interventions. The Act to End NTDs | East (Act | East) Program provides critical support to governments to create sustainable platforms for NTD services within robust and resilient health systems. The Act | East Program is implemented by a consortium of partners, led by RTI International and including The Carter Center; Fred Hollows Foundation (FHF); Light for the World (LFTW); Results for Development (R4D); Save the Children; Sightsavers; and WI-HER.

In November 2022, Act | East will hold a regional workshop in Maputo, Mozambique to prepare for the launch of a new database, the NTD Information System (NIS). This 5-day in-person workshop targeted for November 28 to December 2 will support in-country staff from multiple countries to be able to use the NIS for routine reporting. This workshop will include 2 additional days for technical MERLA exchange and learning through informal exchange. The project is seeking a consultant/subcontractor/supplier to arrange travel and workshop logistics for approximately 30 international attendees coming from the Act | East-supported countries within Africa as well as the United States.

Product or Service Expectations (both if applicable):

2. Scope of Work

The scope of work for the NIS regional workshop logistics consultant/subcontractor/supplier includes all planning and arrangements for participant travel as well as venue coordination, meeting preparation and on-site event management. The selected consultant/subcontractor/supplier shall be responsible for ensuring that all participants have visas to enter Mozambique, hotel arrangements and local transportation and will be responsible for coordinating communication to all attendees for any announcements or updates ahead of the training. For the workshop itself, the consultant/subcontractor/supplier will ensure that venue internet and IT needs are well-planned and contingency plans are in place in the event of issues. They will also prepare the workshop space and ensure that the meeting room and all participant materials are arranged. During the workshop, the consultant/subcontractor/supplier will be on-site to assist with any issues that arise and to coordinate with the venue and RTI staff, as needed. All preparations will be in coordination with RTI project staff in Mozambique and Headquarters (HQ) in the United States. Specific deliverables and milestones shall be listed in the Work Requirements and Schedule/Milestones/Deliverables sections of this SOW.

3. Period of Performance

The period of performance for the Act | East NIS workshop consultant/subcontractor/supplier is 14 weeks beginning on 19 September 2022 through 31 December 2022. All work must be scheduled to be completed within this timeframe. Any modifications or extensions shall be requested through RTI's and consultant/subcontractor/supplier's contracting officers for review and discussion.

4. Place of Performance

The selected consultant/subcontractor/supplier for the Act | East NIS workshop shall perform most of the work at its own facility. The consultant/subcontractor/supplier shall be required to meet regularly at RTI's Act | East Maputo office as requested (day and time TBD) for any status-update meetings ahead of the workshop. During the workshop, the consultant/subcontractor/supplier must be on-site at the selected venue.

5. Work Requirements

As part of the NIS workshop logistics, the consultant/subcontractor/supplier shall be responsible for performing tasks throughout various stages of this project. The following is a list of these tasks that shall result in the successful completion of this project:

Coordination with project HQ and Mozambique office:

- Attend planning meeting with RTI staff for timeline and priority setting
- Attend weekly/biweekly calls with RTI HQ staff for regular status updates
- Attend meetings in Act | East Maputo office as needed
- Attend debriefing meeting after workshop to discuss challenges and capture any lessons learned

Preparation timeline:

- consultant/subcontractor/supplier shall develop and present an activities timeline to RTI for review and comment; this timeline should include considerations for visa applications/approvals, venue deposits (if known), etc...

Travel preparation, arrangements, and support to participants:

- Assisting travelers with visa requirements, including drafting visa letters, etc.
- Confirming hotel rooms for all participants
- Arranging transportation to/from Maputo airport and, if needed, transport to training venue from hotel
- Proactively communicate with all participants for any announcements, changes, updates regarding the workshop

Workshop logistics:

- Work with RTI staff to prepare and circulate workshop agenda
- Prepare and distribute nametags and any materials for participants
- Supervise workshop room set-up by venue, test WiFi and AV equipment
- Meet with RTI staff after workshop each day to debrief on any challenges and make any adjustments for following day

- Draft, collect and review a post-workshop survey to inform debrief meeting on what worked well or poorly from participant perspectives

Deliverables, Timelines, Special Terms and Conditions:

6. Schedule/Milestones/Deliverables

The below list consists of the initial milestones identified for the Act | East NIS Regional Workshop:

Period of Performance Begins	September 19, 2022
Submission of initial activity timeline	September 23, 2022
Arrival schedule for all travelers circulated	TBD
Workshop Agenda completed and shared	TBD
NIS Regional Workshop dates	November 28 to December 4, 2022
Workshop Debrief with RTI	December 6, 2022
Project Closure/Complete	December 31, 2022

7. Acceptance Criteria

For the Act | East NIS workshop the acceptance of all deliverables will reside with the Act | East MERLA Director, Whitney Goldman. The Act | East Mozambique Chief of Party, Mawo Fall, and Finance & Administration Manger, Hilario Buque will supervise and communicate with the consultant/subcontractor/supplier for day-to-day needs. Once a milestone is completed and the consultant/subcontractor/supplier provides its report/presentation for review and approval, the MERLA Director will either sign off on the approval or reply to the consultant/subcontractor/supplier, in writing, advising what tasks must still be accomplished.

After the workshop has ended, the consultant/subcontractor/supplier will meet with Act | East Mozambique team to formally debrief on workshop and preparation challenges/successes and submit a final invoice. The acceptance of this documentation by the Act | East MERLA Director will acknowledge acceptance of all consultant/subcontractor/supplier milestones and that the consultant/subcontractor/supplier has met all assigned tasks.

Any discrepancies involving completion of tasks or disagreement between RTI and the chosen consultant/subcontractor/supplier will be referred to both organizations’ contracting offices for review and discussion.

8. Other Requirements
- Selected consultant/subcontractor/supplier must be able to communicate in written and spoken English as well as Portuguese.
 - The consultant/subcontractor/supplier should have demonstrated past performance organizing international meetings, including supporting participants with visa procurement, airport transport, and hotel/venue logistics.
 - Must pass standard RTI due diligence check with no negative findings

Pricing

Item #	Quantity to be Purchased	Description of Preferred Commodity or Services Specifications	Unit of Measure	Unit Fixed Price (Each)	Total Fixed Price (Each)	Lead Time Availability (Number of Days)
1						
2						
3						
Total Value						

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

Avenida da Marginal, 3997 - Maputo. Mozambique

(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
- Jessica Sapaugh:
- (insert name of procurement officer)
- at this email address:
- jsapaugh@rti.org
- (insert email address of the procurement officer).
- The cut-off date for questions is (insert date).
- 2 September 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](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.** Lowest evaluated ceiling price (inclusive of option quantities) .
- (b) **DELIVERY.** Seller provides the most advantageous delivery schedule.
- (c) **TECHNICAL.** Items/Services shall satisfy or exceed the specifications described in RFQ/RFP Attachment A.
- (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.
- (e) **OTHER EVALUATION CRITERIA.**

Demonstrated familiarity with Mozambique entry requirements for foreign visitors
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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: