



Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	Supply and delivery of Consumable
Type of Procurement:	One off procurement agreement
Type of Contract:	Firm fixed price.
Term of Contract:	Within delivery period
Contract Funding:	USAID Jifunze Uelewe Project
This Procurement supports:	Tanzania Jifunze Uelewe Project
Submit Proposal to:	USAID Jifunze Uelewe Email: Procurement@jifunzeuelewe.rti.org
Date of Issue of RFP:	May 25 th , 2022
Date Questions from Supplier Due:	June 01 st , 2022, 13:00 hrs (EAT) be sent via email to mheriel@jifunzeuelewe.rti.org
Date of response to interested bidders	June 01 st , 2022
Date Proposal Due:	June 06 th , 2022, 16:00hrs (EAT)
Approximate Date Purchase Order Issued to Successful Bidder(s):	o/a June, 2022

Method of Submittal:	
Via email to procurement@jifunzeuelewe.rti.org .	
Password protected bids must be submitted in soft copies using the RTI RFQ format to this email address: procurement@jifunzeuelewe.rti.org. Vendors should submit one separate copy of the technical proposal and one separate copy of the financial proposal. The password must be submitted to this email address sisuja@jifunzeuelewe.rti.org on the same day of bid 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:	JU/2022/Consumable

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:

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

[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.

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	 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. Where a question does not apply to your business context Indicate N/A)</i>
1	<i>Name of contact person</i>	
2	<i>Title or position of contact</i>	
3	<i>Phone Number(s) for contact</i>	
4	<i>E-mail address for contact</i>	
5	<i>Company name</i>	
6	<i>Company address</i>	<i>(Include physical location)</i>
7	<i>Primary business of company</i>	<i>(Attach certificate of Incorporation, VAT & Tax compliance certificate and TIN certificate)</i>
8	<i>Valid Business Permit</i>	
9	<i>Bank Details (Account Name, account number, Currency, Bank Name, Branch & Country, Swift Code)</i>	
10	<i>Describe the capacity of your firm</i>	

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		<i>(Attach short company profile not more than 5 pages and product catalogue)</i>
11	<i>Has the company been audited during the last calendar year (2020)?</i>	<i>(If so attach audited profit & loss /Income statement and Balance sheet Only for 2019 & 2020)</i>
12	<i>RTI Credit policy is within 30 days upon delivery. Is this payment term acceptable to your organization</i>	
13	<i>List the names and current contact information for three (3) references for us to contact about your performance.</i>	
14	<i>Describe any quality /service accreditations or dealerships that you have e.g. ISO.</i>	

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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.

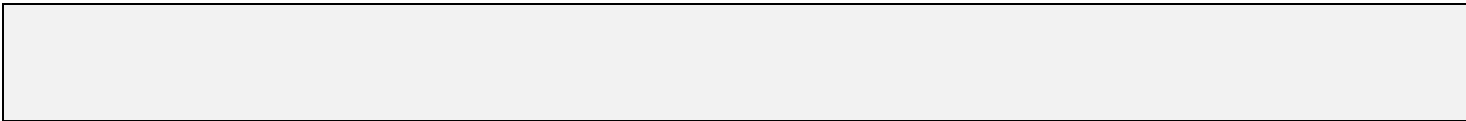
Description of Activity/Service:

RTI International is implementing the Tanzania Jifunze Uelewe activity, a four and a half -years Literacy and Numeracy project funded by the United States Agency for International Development (USAID). With its headquarter office located at Plot #1131B Msasani Road, in between UNFPA and Uongozi Institute (Former), Masaki, Dar es Salaam.

The purpose of the Jifunze Uelewe activity is to sustainably improve standard 1 through 4 literacy and numeracy skills for all learners in target regions including Iringa, Morogoro, Ruvuma and Mtwara and, the eleven districts of Zanzibar in Unguja and Pemba. Jifunze Uelewe builds on the successes of the USAID Tusome Pamoja Program (TPP) and Hesabu na Elimu Jumuishi (Arithmetic and Inclusive Education) activity, both implemented by RTI.

This request for proposals is for the supply of teaching aid materials to be used in all public schools of the project covering regions mentioned above. Below find list of materials to be supplied

Sn	Item Name	UOM	Quantity
1	Manila card-assorted colors, A4 size, minimum 230 Gsm, 100 sheets Per Ream	Ream	15,855
2	Global map (Sphere world Map)	Pcs	3,171
3	Glue: 1Ltr bottles, liquid, non-toxic, washable	Bottle	3,171
4	Multipurpose scissors: stainless steel, Soft-grip handles, Size 6-8".	Pcs	15,855
5	Marker pens; permanent, writing width 4.00mm, tip size 4.5mm-assorted colors (1 box 4 colors (blue, black, green, red)	Box	15,855
6	String (1 ball medium thickness (4mm x 5 meters - sisal)	Roll	15,855
7	Ream paper: A4, Minimum 80Gsm, White, 500 sheets per ream.	Ream	15,855
8	Blackboard ruler, 1 Meter long, wooden, handle in the middle, standard thickness	Pcs	15,855
9	Mathematical Compass	Set	15,855

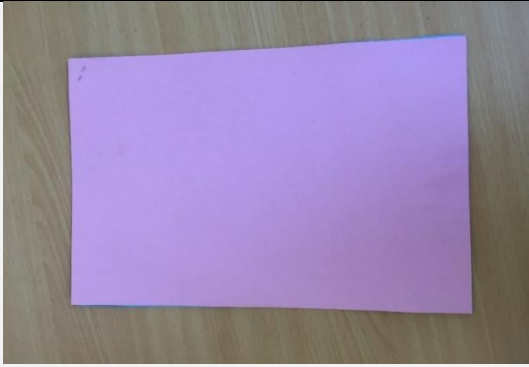






Product or Service Expectations (both if applicable):




Detailed Specific scope of work:

1. Supply of consumable materials, quantity and detailed specifications provided in the table below,
2. Packing: Supplied items should be packed and lumped up with sole tape, item name and quantity should be written outside the boxes.
3. Loading and offloading of Material at the supplier’s warehouse and RTI’s Warehouse in Dar Es Salaam is the cost of the awarded supplier.
4. All bids should be marked with solicitation number on the subject line, bid submitted without solicitation number will not be considered for evaluation.
5. Delivery point: All materials will be delivered at RTI’s designated warehouse in Dar Es Salaam.
6. **Currency:** Local bidders should quote in Tanzanian shillings while international bidders should quote in USD.
7. This RFP may result into one or Multiple awards.

Detailed product specification and quantity.

S n	DESCRIPTION	UOM	Quantity	SAMPLE MATERIALS REQUIRED (NO BRAND RESTRICTION)
1	Manila card- assorted colors, A4 size, minimum 230 Gsm, 100 sheets Per Ream	Ream	15,855	

2	<p>World Map Sphere: 3D puzzle globe world Map, Curved puzzle, Item minimum dimension (L x W x H),14 x 14 x14 Cm,</p> <p>Branded with <i>USAID</i> logo on the base.</p>	Pcs	3,171			
3	<p>Glue: 1Ltr bottles, liquid, non-toxic, washable</p>	Bottle	3,171			
4	<p>Multipurpose scissors: stainless steel, Soft-grip handles, Size 6-8".</p> <p>Branded with <i>USAID</i> logo</p>	Pcs	15,855			
5	<p>Marker pens; permanent, writing width 4.00mm, tip size 4.5mm- assorted colors (1 box 4 colors (blue, black, green, red)</p>	Box (1 box=1 2Pcs)	15,855			

6	String (1 Roll medium thickness (4mm x 5 meters - sisal)	Roll	15,855	
7	Rim paper, A4, Minimum 80Gsm, White-500 sheets per ream.	Ream		
8	Blackboard ruler, 1 Meter long, wooden, handle in the middle, standard thickness Branded with <i>USAID logo at the back</i>	Pcs	15,855	
9	Mathematical Compass, Branded with <i>USAID logo at the back/Bottom</i>	Set	15,855	

HERE BELOW FIND USAID LOGO TO BE USED FOR BRANDING THE THREE ITEMS ABOVE.



Deliverables, Timelines, Special Terms and Conditions:

1. Only those bids that meet all requirements will be considered for the award.
2. Late delivery will be considered as non-performance under this purchase order and will attract deduction in the final invoice, 1% per week

Pricing-format:

Sn	DESCRIPTION OF PRODUCT	UOM	Total quantity	Unit Fixed Price (Each) *Best & Final Offer*	Total Fixed Price *Best & Final Offer*	Mobilization of items Lead Time (# of Days to mobilize all items)	Delivery Lead Time at RTI's warehouse
1	Supply of Manila card-assorted colors, A4 size, minimum 230 Gsm, 100 sheets Per Ream	Ream	15,855				
2	Supply of Global map (Sphere world Map)	Pcs	3,171				
3	Branding of Global map (Sphere world Map)	Pcs	3,171				
4	Supply of Glue: 1Ltr bottles, liquid, non-toxic, washable	Bottle	3,171				
5	Supply of Multipurpose scissors: stainless steel, Soft-grip handles, Size 6-8".	Pcs	15,855				
6	Branding of Multipurpose scissors	Pcs	15,855				
7	Supply of Marker pens; permanent, writing width 4.00mm, tip size 4.5mm-assorted colors (1 box 4 colors (blue, black, green, red)	Box	15,855				
8	Supply of String (1 ball medium thickness (4mm x 5 meters - sisal)	Roll	15,855				

9	Supply of Ream paper: A4, Minimum 80Gsm, White, 500 sheets per ream.	Ream	15,855				
10	Supply of Blackboard ruler, 1 Meter long, wooden, handle in the middle, standard thickness	Pcs	15,855				
11	Branding of Blackboard ruler	Pcs	15,855				
12	Supply of Mathematical Compass	Set	15,855				
13	Branding of Mathematical Compass	PC	15,855				
			Sub total				
			VAT (18%)				
			Grand Total				

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

Plot # 1131B Msasani Road, in between UNFPA and Uongozi Institute (Former), Masaki, Dar es Salaam, Tanzania.

(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 regarding this RFQ/RFP to be directed to
- Mashauri Herial,
- (insert name of procurement officer)
- at this email address:
- mheriel@jifunzeulewe.rti.org cc procurement@jifunzeulewe.rti.org
- (insert email address of the procurement officer).
- The cut-off date for questions is (insert date).
- June 01st, 2022, 13:00 hrs (EAT)
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.** Lowest evaluated ceiling price (inclusive of option quantities)-
- (b) **DELIVERY.** Seller provides the most advantageous/shorter delivery schedule will highly be preferred, Presentation of non-honest delivery schedule will be penalized
- (c) **QUALITY-** Provide clear image of the sample of all items, the provided image should be able to demonstrate how the product meet the stated specification.
- (d) **PAYMENT TERMS:** RTI’s payment terms are to pay suppliers within 30 days after service/product delivery. Supplier who meets these criteria will score points in full, supplier requiring advance will score 0 Points.
- (e) **PAST PERFORMACE:** Successfully completed at least 3 contracts with similar scope (volume of units and cost) of this project and successful on time delivery for international shipping, please provide documentary evidence of these contracts and the full address, telephone number and email address of two contact persons of these contracts for reference check.

NIL

The Proposals will be evaluated in 3 Stages:**Stage 1: Mandatory Eligibility Requirements**

At this stage the bids will be subjected to a preliminary examination to verify the overall completeness and responsiveness of the bids as received. Any bids that will be found to be incomplete, invalid or substantially unresponsive will be eliminated at this stage. To qualify for stage 2 evaluation, a vendor must meet the following Mandatory Eligibility Requirements:

Must submit copies of the following documents.

- Business Registration document.
- Valid Business Permit
- TIN certificate
- Current Tax Clearance certificate
- Images/ Picture of the items which are expected to be supplied.
- List of top three (3) previous client (include phone number, physical location, name of at least two contact people and email addresses)
- Completion of RTI's vendor information form.

Proposals not meeting the above requirements will be automatically disqualified.

Stage 2: Technical Evaluation (60 points)

The total technical points assigned to each proposal will be determined by adding and weighting the scores assigned by the evaluation committee to the technical features of the proposal in accordance with the criteria below:

(a) DELIVERY PLAN/SCHEDULE--15 Points

Details of the delivery plan. The lowest offered delivery time for the entire shipment will obtain maximum points.

(b) QUALITY OF PRODUCT/SERVICE--15 Points

Provide nonreturnable samples of all the items and clear image/Picture of all the items expected to be supplied as part of your proposal, samples should be marked with stamp and seal them in cartons.

All samples should be delivered to RTI Jifunze Uelewe office located at plot number 1131B Msasani Road in between UNFPA office and Ungozi Institute (Former), Masaki-Dar Es Salaam.

(c) PAST PERFORMANCE--20 Points

Successfully completed at least 3 contracts with similar scope (volume of units and cost) of this project and successful on time delivery for international shipping. Please provide documentary evidence of these contracts and the full address, telephone number and email addresses of one contact person for

each of these contracts/clients indicated for reference check. Successful international delivery will be verified.

(d) PAYMENT TERMS: - 10 Point:

RTI's payment terms are to pay suppliers within 30 days after service/product delivery. Supplier who meets this criterion will score points in full, supplier requiring advance will score 4 Points.

Stage 3: Financial Evaluation--Price (40 points)

The lowest priced bid that meets the minimum technical specifications on the RFQ will score maximum points at this stage.

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: