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

To amend the questions session and the proposal due date

<table>
<thead>
<tr>
<th>Commodity/Service Required:</th>
<th>Study on the Use of Recycled Plastics in Food Grade Packaging in Sri Lanka</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Procurement:</td>
<td>Subcontract or Purchase Order</td>
</tr>
<tr>
<td>Type of Contract:</td>
<td>Fixed Price</td>
</tr>
<tr>
<td>Term of Contract:</td>
<td>6 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>7th 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>5th 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-23-006

**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:
   - [http://www.rti.org/files/PO_FAR_Clauses.pdf](http://www.rti.org/files/PO_FAR_Clauses.pdf) or for commercial items:

Supplier’s delivery of products, performance of services, or issuance of invoices in connection

**RTI International is a trade name of Research Triangle Institute. RTI and the RTI logo are U.S. registered trademarks of Research Triangle Institute.**
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

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 Research Triangle Institute (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.

Project functions under 4 primary objectives.

1. Reducing reliance on virgin plastic inputs and products
2. Professionalizing, improving, and expanding SWM, with a focus on reducing environmental plastics.
3. Empowering communities to drive local solutions.
4. Strengthening the enabling environment for SWM.

According to the National Action Plan for Plastic Waste Management (NAPPWM) in Sri Lanka 2021–2030, 10,768 MT/D of Municipal Solid Waste (MSW) is generated, and 3,458 MT/day is collected (32.1%) and 300.3 MT/D of plastic waste is collected out of 932 MT/day generated accounted for 32%. Large proportion of Sri Lanka’s plastic pollution consists of PET bottles mainly due to disposal malpractice. Objective 4 contains a subtask which undertakes assisting the Government's management of and private sector’s participation in Extended Producer Responsibility (EPR). As an activity linked to the EPR drive, through a short-term consultancy, the project required to conduct a study which covers the technical, financial, market, and operational feasibility and regulatory reforms needed for the Use of Recycled Plastics in Food Grade Packaging in Sri Lanka which will be a first step in a potential advocacy drive for regularizing in Sri Lanka.

We are inviting a firm to submit the proposal responding to this RFP.
2. **Scope of Work**  
The purpose of this study is to identify technical, market, environmental, quality and regulatory considerations on the use of recycled plastics in food grade packaging in Sri Lanka and to develop policy recommendations.

**Scope of work entails the following**

1. Review the existing literature on the usage of recycled plastics in food grade packaging and global best practices and related guidelines sharing, including technical specifications, market trends, and regulatory requirements.

2. Obtain key stakeholder views including Ministry of Environment, Ministry of Health, and Central Environmental Authority on the usage of recycled plastics in food grade packaging.

3. Conduct detailed technical, market, environmental feasibility and health concerns on the use of recycled plastics in food grade packaging in Sri Lanka.

4. Identify existing regulatory position on the use of recycled plastics in food grade packaging in Sri Lanka.

5. Identify potential health impacts and consideration in using recycled plastics in food grade packaging.

6. Identify quality considerations, and requirements for the use of recycled plastics in food grade packaging.

7. Propose guidelines and standards for the use of recycled plastics in food grade packaging.

8. Assess the technical and market feasibility including market readiness for the use of recycled plastics in food grade packaging in Sri Lanka.

9. Evaluate the technical feasibility of the existing recycling processes in Sri Lanka to meet recycled plastics quality standards and capacity and technology gaps.

10. Identify quality checking and monitoring requirements for the use of recycled plastics in food grade packaging.

11. Identify consumer perception towards the use of recycled plastics in food grade packaging.

12. Identify potential risks and challenges associated with the use of recycled plastics in food grade packaging.

13. Develop a policy paper with the recommendations on the use of recycled plastics in food grade packaging in Sri Lanka.
14. Conduct a session to share the findings with relevant stakeholders

3. **Period of Performance**
The period of performance for the “Study on the Use of Recycled Plastics in Food Grade Packaging in Sri Lanka” is 6 Months (180 days) from the date of award. All work must be scheduled to be completed within this timeframe. Any modifications or extensions shall be requested through Ocean Plastic Reduction Activity’s and firm’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 USAID Ocean Plastic Reduction Activity’s subcontractor in charge of conducting “Study on the Use of Recycled Plastics in Food Grade Packaging in Sri Lanka”, the firm shall be responsible for performing tasks throughout various stages of this project. The following is a list of indicative steps:

   - **Kick-off:**
     - The firm shall present a detailed project activity plan and tentative meetings and site visits schedule.

   - **Implementation Phase:**
     - The firm shall carry out the activities as per approved activity plan covering the aspects indicated under scope of work
     - The firm to submit written biweekly updates and attend monthly progress review meetings
     - Organize a session to share the findings with relevant stakeholders

   - **Project Handoff/Closure:**
     - Submit the final deliverables as detailed in section 6 to Ocean Plastics Reduction

6. **Schedule/Milestones/Deliverables**
The below list consists of the initial milestones identified for the “Study on the Use of Recycled Plastics in Food Grade Packaging in Sri Lanka”
The completed feasibility study shall include the following deliverables:

- Final Activity Report, addressing the items 1 to 14 as described under section number 2
- Technical Report covering technical, market, environmental feasibility and health concerns on the use of recycled plastics in food grade packaging
- Report on guidelines/standard required for food grade recyclable plastics
- Final Policy Paper with the recommendations and way forward

Price and Schedule of Payments

1. The contract price is a fixed based price regardless of the extension of the duration specified herein. Bids must be expressed as an “all-inclusive” cost which includes the professional fees, travel and living allowances, workshop costs, management and administrative fees, taxes, and other applicable costs. Bids must submit the detail budget using the format as mentioned under the pricing section.
2. For the professional fees, the firm shall include and specify the proposed personnel.
3. Payments shall be made upon the submission by the firm and the favorable acceptance by USAID/RTI of the following outputs or milestone activities.

<table>
<thead>
<tr>
<th>Tranche</th>
<th>Deliverables</th>
<th>%</th>
<th>Submission date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>Updated Submission of Workplan Report comprising the methodology, tools, protocol and timeframe</td>
<td>30%</td>
<td>Three weeks from approval of the submission</td>
</tr>
<tr>
<td>2nd</td>
<td>Midterm Progress Report</td>
<td>30%</td>
<td>Three weeks from approval of the submission</td>
</tr>
<tr>
<td>3rd</td>
<td>1. Technical Report covering technical, market, environmental feasibility and health concerns on the use of recycled plastics in food grade packaging</td>
<td>20%</td>
<td>Three weeks from approval of the deliverables</td>
</tr>
</tbody>
</table>
2. The document with standards/guidelines required for food grade recyclable plastics
3. Final Policy Paper with the recommendations and way forward

| 4th | Final Activity Report, addressing the items 1 to 14 as described under section number 2 | 20% | Three weeks from approval of the deliverable |

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 Leads for Objective 1, 4 and Public Sector Engagement specialist 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 firm provides its report/presentation for review and approval, the Chief of Party will either sign off on the approval, or reply to the firm, 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 firm 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 firm has met all assigned tasks.

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

---

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

Suppliers are required to submit their quotation with the following information:

- Organizations responding to this RFQ are requested to submit a copy of their official registration or business license and locally registered.
- 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.
- Bidders are requested to provide quotations on official letterhead or format; in the event this is not possible, bidders may complete the table below.
- The bidder is expected to provide an estimate (in calendar days) of the delivery timeframe (after receipt of order).
### 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>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Personnel Cost</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<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>
<td></td>
</tr>
<tr>
<td>2</td>
<td>2 people</td>
<td>Junior Researcher – Name XXXX</td>
<td>20 days</td>
<td>LRK XXX</td>
<td>LRK XXX</td>
<td></td>
</tr>
</tbody>
</table>

| B      | Travel Cost              |                                                               |                 |                         |                          |                                        |
| 1      | 1 unit                   | Local Transportation                                          | 4 days          | LRK XXX                 | LRK XXX                  |                                        |
| 2      |                          |                                                               |                 |                         |                          |                                        |

| C      | Other Direct Cost        |                                                               |                 |                         |                          |                                        |
|        | XXXXX                    |                                                               |                 | LRK XXX                 | LRK XXX                  |                                        |

|        | Sub Total                |                                                               |                 | LRK XXX                 | LRK XXX                  |                                        |
|        | VAT XX %                 |                                                               |                 | LRK XXX                 | LRK XXX                  |                                        |
|        | **Total Value**          |                                                               |                 | **LRK XXX**             | LRK XXX                  |                                        |

*) 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 A  
RFQ Template v7, December 2020
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 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](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](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 – 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- 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. 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:  