

## REQUEST FOR PROPOSAL (TECHNICAL ASSISTANCE)

Technical Assistance Services Required:	<b>Preparation Strategic Sanitation and Hygiene Investment Plans for WKSP Counties of Kenya</b>
Type of Procurement:	<b>Local Purchase Order or Subcontract</b>
Type of Contract:	<b>Firm Fixed Price</b>
Term of Contract:	<b>Approximately 5 Months</b>
Contract Funding:	<b>USAID Kenya and East Africa</b>
This Procurement supports:	<b>USAID Western Kenya Sanitation Kenya</b>
Submit Proposal to:	<a href="mailto:procurement@wksproject.org">procurement@wksproject.org</a>
Date of Issue of RFP:	<b>26<sup>th</sup> July 2023</b>
Date Questions from Applicants Due:	<b>3<sup>rd</sup> August 2023</b>
Responses will be posted	<b>7<sup>th</sup> August 2023</b>
Virtual Bidders Conference (via Zoom)	<b>Wednesday 9<sup>th</sup> August 2023 at 11.00 AM EA Time.</b>
Date Proposal Due:	<b>16<sup>th</sup> August 2023 before 23.59Hrs EA Time</b>
Approximate Date Subcontract or Purchase Order Issued to Successful Bidder(s):	<b>1<sup>st</sup> Sept 2023</b>

<b>Method of Submittal:</b>	
Email <a href="mailto:procurement@wksproject.org">procurement@wksproject.org</a>	
Respond via e-mail with attached document in MS Word / pdf format. The Bidder/Contractor agrees to hold the prices in its offer firm for <b>90 days</b> from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFP.	
Solicitation Number:	WKSP 2023/002

### Attachments to RFP:

- Attachment "A" – Commodity Specifications
- Attachment "B" – Instructions to Bidders/Sellers
- 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](http://www.rti.org/files/PO_FAR_Clauses.pdf) or for commercial items: [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"). Contractor's delivery of products, performance of services, or issuance of invoices in connection with this purchase order establishes Contractor'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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## **Attachment A**

### **Commodity Specifications or Statement of Work**

#### **I. Background:**

Kenya's progress toward achieving access to improved sanitation and hygiene remains disappointingly low; with a national coverage of 30% (31% urban and 30% rural), 21% relied on shared facilities, 36% on unimproved facilities and 12% practiced open defecation by 2017<sup>1</sup>. SDG 6.2 acknowledges the right to menstrual health and hygiene, with the explicit aim to achieve access to adequate and equitable sanitation and hygiene for all and end open defecation, paying special attention to the needs of women and girls and those in vulnerable situations by 2030". Significant barriers to high-quality menstrual hygiene management (MHM) persist across Kenya and remain a particular challenge for low-income women and girls. Formative research shows that girls face monthly challenges, with 65% of women and girls in Kenya unable to afford sanitary pads (FSG, 2016). Safe disposal of used menstrual products remain a big challenge to national and county governments alike. Existing sanitation facilities are poorly maintained and lack necessary elements for safe and dignified MHH. Additionally, there have been missed opportunities to integrate girl-friendly elements in new construction, especially for girls in urban informal settlements. The GOK is working to set national direction and guidance that raise awareness and find solutions to address these service delivery constraints. In line with its goal of achieving 100 percent open defecation free (ODF) status by 2030 and of providing citizens with clean and secure environment, as outlined in its Vision 2030 agenda, as well as the establishment of policies on environmental sanitation, hygiene, and MHM, the GOK has set frameworks for county governments to legislate and invest in sanitation and menstrual hygiene management, including through market-based solutions. The GOK has also initiated ODF Rural Kenya Campaign, adopting Community-Led Total Sanitation (CLTS) as its core strategy to advance improved sanitation services delivery.

County governments, in spite of their mandate for execution of functions related to public health, sanitation, and clean and healthy environment, which are guaranteed rights under Articles 43 (b) and 42 of the Constitution of Kenya, 2010 continue to face constraints in planning, financing, and enabling resilient sanitation and menstrual hygiene management that are responsive to public needs and that engage broader stakeholders. In western Kenya, access to basic sanitation remains low, at less than 30 percent in urban areas and 50 percent in rural communities. Counties where at least 10 percent of sanitation facilities are improved have correspondingly low OD rates, while those with few improved facilities have among the highest OD rates. Access to MHM products is also low due to affordability and availability resulting from distribution challenges, social norms, inadequate education, and a lack of awareness.

To support county governments in improving their sanitation and menstrual hygiene management in alignment with the established GOK frameworks, the United States Agency for International Development Kenya and East Africa (USAID/KEA) has launched the Western Kenya Sanitation Project (WKSP). USAID WKSP is a five-year program that engages multiple stakeholders in eight western Kenya counties i.e., Kisumu, Siaya, Bungoma, Kakamega, Busia, Kisii, Homa-Bay and Migori to create a financially sustainable, transformative, replicable and locally owned sanitation and MHM marketplace that goes beyond (as well as supplements) the traditional "Do-It-Yourself" model promoted through the CLTS approach. USAID WKSP objectives are: (1) increased access to and uptake of market-based improved sanitation and fecal sludge management (FSM) products and services; and (2) increased access to and uptake of market-based improved MHM products and services at the household level.

#### **Consultancy Overview**

USAID WKSP aims to lay the groundwork for a financially sustainable and locally owned sanitation marketplace where customers can easily find and procure the products and services that they need and where enterprises are motivated to improve products and services and invest in marketing and sales. To advance this agenda, USAID WKSP

is collaborating with county governments to advocate for and ensure a dedicated sanitation and MHM-related budget lines in their annual development plans that aligns with their CIDPs. USAID WKSP is also supporting the counties to develop long term strategic plans to provide the vision and strategies for institutionalizing MBS, MH and private sector engagement and financing models through a Countywide Inclusive Sanitation (COWIS) Strategic and Investment Planning methodology.

## **II. Description of Activity/Service:**

The water sector has undergone several reforms, the latest being the enactment and operationalization of the Water Act 2016. The new law aligned national water management and water services provision with the requirements of the Constitution of Kenya 2010 particularly on the clauses devolving water and sanitation services to the county governments. Service provision is fully devolved to the Counties that remain the owners of Water Service Providers (WSSPs). USAID WKSP seeks the services of a consultant to provide technical assistance (TA) in the areas of Governance, Operations and Maintenance of the county government owned WSSPs including but not limited to conducting comprehensive Capacity Assessments in the areas of Governance, Administration and Human resources, Financial Management, Management and Procurement, Information Technology, Program Management and development among others. The assessment will factor in some of the areas already suggested to WKSP by the various WSSPs including but not limited to strategic plans reviews and development, Policy reviews and development, designing of strategies on demand creation for sewer connectivity, Monitoring Evaluation and reporting systems, Technological advancement and innovations, Marketing and customer satisfaction processes among others. The activity is aimed at improving functionality and sustainability of the WSSPs.

### **USIAD WKSP has completed formative baselines assessments**

#### **Proposed Assignment**

##### **Objectives:**

The objective of this assignment is to develop a comprehensive Countywide Strategic Sanitation Investment Plan for each of the eight (8) USAID WKSP Counties of implementation. The scope of work involves the following:

- (i) Preparation of a Sanitation and MH Strategy with a vision, guiding principles and a roadmap for the realization of the strategic investment plan,
- (ii) Comprehensive review and assessment of the existing situation and plans with respect to sanitation, MH, drainage, and solid waste management in the county- considering the formative assessments undertaken by the project and other existing literatures
- (iii) Assessment of strategic options for improving waterborne and no-waterborne sanitation systems based on specific user needs and local geographic contexts in rural and urban areas, and drainage and solid waste services in the urban areas.
- (iv) Preparation of investment plans for the prioritized policy and physical interventions
- (v) Develop a communication and stakeholder engagement plan for implementation of the SIPs.
- (vi) providing support for consensus building around the strategic sanitation investment plan

#### **Project Area Description:**

A comprehensive strategic investment plan for sanitation covering the entire county will be developed. A broad assessment and recommendations for strategic interventions for other related services including Menstrual Health and Hygiene (MHH) in the urban and rural areas will also be made. The strategic plan will include a prioritized

investment plan indicating the measures to be taken in the short, medium and long term to improve access to safely managed sanitation. The study will consider all factors that impact sanitation interventions while developing the proposed plan, including but not limited to the economic, social and land use of the study area.

## **Scope - Description of Required Service**

### **Task 1: Preparation of a Sanitation Strategy**

The first step in the development of the Countywide Strategic Sanitation Investment Plan is the development of the Sanitation Strategy. A strategy is a solution to move from the current situation to where the county wants to be (County Vision 2030). It provides guidance on how to achieve an end. The strategy will help the county to deal with uncertainty and changing conditions and provides a sound framework for the development of the strategic investment plan, sanitation masterplans and any future sanitation projects.

### **Task 2: Detailed Assessment of Existing Sanitation and MH**

The consultant will be required to undertake a situational assessment and prepare a report on the same. The first step will be to review this situation assessment report and assess its adequacy in covering the aspects highlighted below. The aim is to develop an overall understanding of existing sanitation conditions and the factors that influence them. The activities shall include, but not necessarily limited to the following:

This will involve a review of:

- Roles and responsibilities for provision of sanitation services (sewerage and on-site sanitation) and other related services including Menstrual Health and Hygiene (MHH). This should not be limited to formal institutions but should also explore the role played by households, community organizations and informal service providers. The identification of responsibilities should be related to the links in the service chains appropriate to each type of service. For example, which agency is responsible for collection and conveyance of fecal sludge, which agency is responsible for treatment?
- Capacities, activities of organizations and their responsibilities as related to the various links in the service chain for each type of service.
- The engagement of these and other stakeholders in sanitation, drainage and solid waste service provision. This should include coverage of the roles of households, elected representatives, and the formal and informal private sector.
- Any gaps and overlaps in responsibilities.
- Institutional arrangements for coordination between different stakeholders; and processes to ensure that plans are produced, implemented, approved, adjusted as necessary to reflect changing ground realities, and periodically reviewed and comprehensively updated.
- Critical review of the current organizational structures for construction, operation and maintenance of drainage structures, solid waste management systems and septic tank handling system and recommend future reform necessary and potential new organizational structures for the responsible agencies to provide sanitation (sewered and on-site), solid waste, and drainage services. Review the current legislation and regulatory structures for sanitation, solid waste and protection of natural drains, canals and flood plains or other water bodies. Identify and assess effectiveness of tools and agencies responsible for enforcements.
- The resources (human, institutional and financial) and associated costs required for effective drainage and sanitation planning and management, and the necessary institutional strengthening and capacity development programs required to support human resource development
- An assessment of financial resources and systems, including county and utility budgets. Through this, a clear idea on related expenditure by the government and by households and businesses should be provided.

**NOTE: USAID WKSP conducted formative assessments that forms the foundation for the current sanitation and hygiene status for the 8 counties and any further assessments will only fill identified gaps in the baseline assessment reports.**

#### Existing Water Supply, Sanitation and Drainage Situation

To gain an understanding of existing water supply, sanitation and drainage services, assess at least two areas representative of rural and urban settings in the county, and one area representative of informal settlements. The aim should be to develop a general understanding of the following:

- Per-capita water availability should be assessed for both the total county population and the estimated population served by water connections. Where relevant, an appropriate allowance should be made for per-capita water availability from local sources such as household and communal wells.
- The level of service provided by the water supply to each type of area. For example: Where is water available (public taps, yard taps, in-house taps etc), are there pressure problems, is any information available on per-capita use? What type of variations in service level exist between similar areas?
- Existing sanitation provision in each type of area. The description should cover both toilet types and conditions and provision for removal of excreta and wastewater. Points to include in the description include:
  - Details of households / community / public toilets toilet types (improved, shared, unimproved, open defecation; toilets connected to pits / septic tank / discharging to open); Condition of containment structures.
  - Are excreta/black water and grey water discharging to open and / or dealt with together or separately?
  - Are fecal wastes contained on-site or carried off site? If the latter, what are the arrangements for transporting them off-site (possibilities include sewers – both formal and informal, drains and removal by formal and informal cartage/container systems);
  - Where fecal sludge is held in dry pits, leach pits and septic tanks, what arrangements exist for dealing with the situation when the pit or tank is full?
  - Whether sullage waste/toilet wastes are discharged to drains, either directly or via 'septic tanks'
  - Is there any use of wastewater, fecal sludge in agriculture? If so, is there any information on the impacts of the practice on health?
  - Is there demand for wastewater in industries / agriculture or fecal sludge for agriculture?
- Initial identification of environmental conditions, covering groundwater and surface water quality and flooding problems. The initial investigation should also aim to collect information on water production facilities and water bodies, paying particular attention to ways in which water quality might be compromised by existing sanitation arrangements.

Secondary information to be collected should include but not be limited to:

- Copies of any existing plans and proposals
- Information on population, including census data
- Information on water production, distribution, extent of coverage, service standards (hours of supply and per capita water supply), charges for water supply
- Information on sanitation and wastewater services
- Information on climate, particularly on rainfall and temperature
- Information on solid waste collection services – equipment available, number of workers, distinguishing between full-time and contract workers.
- Information on drainage (extent of coverage, condition of the drains, etc)

#### **Task 3: Stakeholder Consultations and Consensus Building**

This task will involve the development of a stakeholder engagement and communication strategy, which will be used to engage and consult different categories of stakeholders. The aim is to get consensus by various stakeholders at

different stages of preparation of the strategic plan. Key stakeholders have been identified in the Sanitation Strategy and categorized based on required level of engagement. The list of stakeholders can be updated as appropriate.

The stakeholders will include households/residents randomly selected from the study area, and who will help to further understand key issues on the ground.

The constraints identified under Task 2 above will be discussed with key stakeholders, including but not limited to those with current responsibility for sanitation, drainage and solid waste collection, to obtain their views on the action required to overcome constraints and create the conditions required for the implementation of integrated plans for sanitation and other related services.

The results of these discussions, together with the information collected earlier, will be used to prepare the report on assessment of the existing situation and the key issues to be addressed to develop an effective approach to service delivery across the sanitation, solid waste and drainage service chains.

Consensus building efforts will involve preparing short briefing reports and presentations; making presentations and facilitating a series of workshops with different stakeholders and representatives with an interest in sanitation and related services, and as identified in the Sanitation Strategy. Critical stages to conduct consensus building forums (workshops) include:

- Launch of the strategic planning exercise.
- Presentation of the draft Sanitation Strategy, before its formal adoption.
- Presentation of draft report on “assessment of existing sanitation situation”.
- Presentation of final report on “assessment of existing sanitation situation”.

Where there is doubt about either the reliability or accuracy of information, the Consultant should explore options for cross-checking it with information from other sources and/or calculated in a different way.

#### **Task 4: Preparation of a Strategic Sanitation and MH Investment Plan**

Based on the Countywide Sanitation Strategy and bearing in mind issues identified under Task 2 above, this task will involve assessing options and preparing a strategic plan identifying the broad approach to be taken to improve sanitation and related services, and to prepare an investment plan for the proposed interventions. This should set out the objectives and a series of steps and actions to be taken to overcome constraints and move towards desired objectives. The aim of this plan is not a long list of actions needed in the future but rather to identify broad direction and key interventions to address specific objectives. The investment plan should not be confined to physical works but should also include the proposed legislative and institutional changes needed to ensure strong and effective management of sewerage, drainage, solid waste and on-site sanitation functions.

The strategic investment plans will include:

- Realistic proposals for a phased approach for attaining countywide inclusive sanitation. This should include:
  - Key priorities and short, medium and long-term objectives for the county to achieve its sanitation vision as stipulated in the Sanitation Strategy.
  - Interventions for the county to reach open defecation free (ODF) status and attain safely managed sanitation based on above objectives.
  - This phased approach should therefore not only cover the introduction of infrastructure improvements but also the actions needed to develop policy and institutional capacity.
- Priority policy/institutional interventions and infrastructure investments for the short- (12-24 months), medium (2-5 years) and long-term (>10yrs):
- Develop a methodology and criteria following a participatory approach to prioritize investments and interventions.
  - Evaluation of alternatives through the urban sanitation planning and costing tool to review the CAPEX and

OPEX costs of different configurations of on-site and sewerage solutions.

- Develop a notional project paper for each of the proposed interventions. The project paper shall include a brief description of the intervention and how it contributes to the sanitation objective, preliminary cost estimates, proposed financing options, knowledge gaps (need for further analytical work) and implementation strategy recommendation. The identified investment options should indicate whether they are appropriate for (i) private sector financing; (ii) public-private sector financing; (iii) national public-sector financing, and consistent with the current and projected financing capacity of the country and/or (iv) county government.
- Summary of knowledge gaps and technical studies required to undertake the proposed priority investments for the short and medium term.
- An implementation plan to move the strategic investment plan forward which will set out the actions, timelines, responsible institutions, and financing options.

### **III. Deliverables and Timelines:**

#### **Schedule of Deliverables**

	<b>Report/Deliverable</b>
1	Draft updated report on assessment of existing sanitation situation
2	Draft stakeholder engagement and communication strategy
3	Final Report on assessment of existing sanitation situation
4	Draft Strategic Investment Plan
5	Final stakeholder engagement and communication strategy
6	Report on Stakeholder Consultations/Workshops Conducted
7	Final Strategic Investment Plan

#### **Timeline:**

The contractor must be able to complete the draft Investment Plan within 5 months of award. RTI intends to issue a firm-fixed price contract for this work.

### **IV. Special Terms and Conditions:**

1. Only proposals that meet all the requirement above will be considered for award
2. Financial Proposals should be denominated in local currency (Kenya Shillings)
3. Indicate the proposed delivery timelines

### **V. Application Guidance:**

Proposal Requirements. All contractors will submit a proposal which contains offers for all services included in this RFP. All information presented in the proposal will be considered during RTI's evaluation. Failure to submit the information required in this RFP may result in contractor's offer being deemed non-responsive. Contractors are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach RTI's office designated in the RFP by the time and date specified in the RFP. Any offer, modification, revision, or withdrawal of an offer received at the RTI office designated in the RFP after the exact time specified for receipt of offers is "late" and may not be considered at the discretion of the RTI. The Contractor's proposal shall include the following:

- a. The solicitation number:
- b. The date submitted:



- c. The name, address, and telephone number of the seller (bidder) and authorized signature of same:
- d. Validity period of Proposal:
- e. A technical description of the services being offered in sufficient detail to evaluate compliance with the requirements in the solicitation.
- f. 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)
- g. Special Note: The contractor, by his response to this RFP and accompanying signatures, confirms that the terms and conditions associated with this RFP document have been agreed to and all of its attachments have been carefully read and understood and all related questions answered.

#### **VI. Financial Proposal Guidance:**

Financial proposal with a detailed price breakdown taking into consideration the scope and sites of the assignment. The Financial Proposal shall include consultant fees proposed to provide the services (**excluding** travel expenses, printing etc) and shall be in the Local Currency.

#### **VII. Submission information:**

Technical and Financial Proposals (together with documents listed below) shall be submitted in the format provided and completed in English and may not be more than ten (10) pages (excluding cover page, executive summary (1 page max). For a proposal to be considered all documents listed below should be submitted in electronic copy to [procurement@wksproject.org](mailto:procurement@wksproject.org) (with RFP number WKSP 2023/002 in email subject line as a reference).

#### **VIII. Other required documentation:**

- a) Business Registration certificate
- b) Business License
- c) Copy of KRA PIN certificate
- d) Past performance referral letters for previously performed similar work.
- e) CVs of key personnel, management and technical, who will oversee the project, and
- f) Organizational profile

#### **IX. Eligibility Requirements:**

Proposals are invited from seasoned consultancy firms /organizations with track record in public health research, strategic planning and development.

- i. The successful consultant should be a consultancy firm / organization that has a track record of at least 10 years in WASH strategic planning processes at local government level.
- ii. Experience with COWIS methodology and working with County Governments on similar assignments is a mandatory requirement for this assignment.
- iii. The Successful consultancy firm will be expected to present a profile of 4 consultants who will be responsible for delivering the assignment as per qualifications in the table below:



## X. Evaluation Criteria

The evaluation factors will be comprised of the following criteria:

	Evaluation Criteria	Points
(a)	TECHNICAL – Proposal satisfies or exceed the specifications described in RFP Attachment A.	50
(b)	PAST PERFORMANCE - Seller can demonstrate his/her capability and resources to provide the items/services requested in this solicitation in a timely and responsive manner.	20
(c)	DELIVERY. Consultant provides the most advantageous delivery schedule for the proposed activities.	10
(d)	PRICE. Lowest evaluated ceiling cost proposal. Reasonableness, economy and cost efficient.	20
	<b>TOTAL</b>	<b>100</b>

### TECHNICAL (50 points)

#### a) Organizational Capacity and Personnel

The applicant should provide a brief description of the overall organizational (financial and technical) capacity and governance structure to be employed to effectively deliver the assignment. The applicant should further describe the technical capabilities, number, and roles/responsibilities of the bidder's proposed key personnel. The applicant should name the key technical personnel that will be involved in the activities and provide their signed CVs. Where two organizations team up for synergy, a teaming agreement outlining the unique skills and roles of each firm should be availed, highlighting the lead firm for contractual purposes. The distribution of the level of effort to the key personnel should be presented in the following format.

Consultant	Qualifications
Water and Sanitation Planning Expert -Team Leader	<ul style="list-style-type: none"> <li>Master's degree in a relevant field (planning, WASH, public health, environmental engineering), with at least 8 years work experience in the sector.</li> <li>A strong background and experience in participatory planning, stakeholder analysis, community level engagement and coordination, in the context of water and sanitation programs.</li> <li>Familiarity with COWIS and other existing tools/approaches and ongoing research in the field of sanitation and MH.</li> </ul>
Sanitary Engineer- Co-Team Leader	Minimum Bachelor's degree in a relevant field (water or sanitary engineering), with at least 8 years work experience in the sector. Master's degree will be an added advantage.

	<ul style="list-style-type: none"> <li>• A strong background and experience in sanitation planning.</li> </ul>
	<ul style="list-style-type: none"> <li>• Familiarity with existing tools and ongoing research in the field of sanitation.</li> </ul>
Urban Sanitation Specialist (Planning & Costing)	Master's degree in a relevant field (civil or sanitary engineering), with at least 8 years work experience in the sector. <ul style="list-style-type: none"> <li>• A strong background and experience in sanitation planning and development of sanitation services.</li> <li>• Familiarity with existing tools and ongoing research in the field of sanitation.</li> </ul>
Institutional Specialist	Minimum Bachelor's degree in a relevant field (WASH, public health, planning), with at least 8 years work experience in the WASH sector. Master's degree will be an added advantage. <ul style="list-style-type: none"> <li>• Experience in undertaking sector policy, legal and institutional Reviews and strengthening.</li> <li>• Experience on the Kenya water and sanitation sector legal and institutional setup will be an added advantage</li> </ul>

*b) Past Performance (20 Points)*

The applicant should describe their organization's experience in related work in the WASH sector. The bidder should describe its previous assignments in relation to:

- Conducting comprehensive public health research capacity assessments of institutions / organizations and development of the capacity.
- Demonstrable experience/work around WASH innovations and fostering of technologies and solutions.
- Experience in development of strategic and investment plans .
- Relevant experience working with County governments and stakeholders .

## **XI. Evaluation and Award Process:**

RTI will award an agreement contract resulting from this solicitation to the responsible Seller (bidder) whose offer conforms to the RFP will be most advantageous to RTI, technical, past performance, delivery and price considered. The award will be made to the Seller representing the best value to the project and to RTI. For the purpose of this RFP, bidders should note the points assigned against each of the evaluation factor to denote the importance of that factor relative to other factors for the purposes of evaluating and selecting the "best value" bid. 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 to be necessary.

## **XII. Questions Concerning the Procurement.**

All questions in regard to this RFP to be directed to [procurement@wksproject.org](mailto:procurement@wksproject.org). The cut-off date for questions is **3<sup>rd</sup> August 2023**.

### **Bidders Conference**

We will be hosting a Bidders conference regarding this opportunity via Zoom on **Wednesday 9<sup>th</sup> August 2023 at 11.00 AM EA Time**. To join in for this meeting please use the meeting link details below:

<https://rtiorg.zoom.us/j/99004910607?pwd=bk9UaFpPcXRKNkJRnZRqcmx1aytaZz09>

Password: 946647

By signing this attachment, the bidder confirms he has a complete understanding of the specifications and fully intends to deliver the required services and 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” Contractor 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 RFP, Contractor 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

Milimani Kisumu, Kenya
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who has a purchase requirement in support of a project funded by

USAID Kenya/East Africa
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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. **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 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.
4. **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) All relevant product/service documentation.
5. **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](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.
6. **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.
7. **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.
8. **Award Notice.** A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful Contractor within the time acceptance specified in the offer, shall result in a binding contract without further action by either party.

9. **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.
10. **Representations and Certifications.** Winning Contractors 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.
11. **Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions (FAR 52.203-11)** - The offeror, by signing its offer, hereby certifies to the best of its knowledge and belief that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on its behalf in connection with the awarding of this contract. (Applicable to solicitations expected to exceed \$150,000)
12. **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.
13. **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 Contractor 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: