



Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	Video Explainer and Promotion of Kotobee eResources
Type of Procurement:	Purchase Order (LPO)
Type of Contract:	Firm Fixed Price
Term of Contract:	September 30, 2022 to November 11, 2022
Contract Funding:	AID-OAA-TO-16-00017
This Procurement supports:	USAID's ACR Philippines Research and Technical Assistance in Support of EdTech in the Philippines
Submit Proposal to:	Josephine Marcos Operation Specialist at jmarcos@rti.org
Date of Issue of RFP:	September 6, 2022
Date Questions from Supplier Due:	September 8, 2022
Date Proposal Due:	September 22, 2022, 7:00 PM
Approximate Date Purchase Order Issued to Successful Bidder(s):	September 30, 2022

Method of Submittal:	
Via email to mrakusin@rti.org , jmarcos@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 60 days from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFP/RFQ.	
Solicitation Number:	ACR Philippines-RFP/RFQ-4-FY22

The offeror should respond to this RFP by submitting:

- **A technical offer** following the structure of this RFP, describing bidder's plan to implement and assure quality of creating the videos.
- **A financial offer** including the cost estimate of the course with corresponding number of trainees; the term of payment and the tax (if applicable). This will be a fixed-price agreement, with payment based on completion of the deliverables as outlined under the SOW section. The bidder should propose milestones and payment amounts as part of the financial offer.

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- **Required Documents.** The following documents should be included as part of the proposal.
 - a. Supplier Company Profile Form (See Annex 1)
 - b. Proof of company legal registration.

The selected bidder will be required to complete following documents:

- a. International Reqs and Certs (See Annex 2)
- b. Unique Entity Identification number. To register the UEI number see the guidance in Annex 3.

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.

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

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:

United States Agency for International Development (USAID) All Children Reading–Philippines (ACR) project eResources initiative started in 2020 with the aim to support early literacy learning in mother tongues (MT) across the Philippines. The outbreak of COVID-19 accelerated and focused project interventions on supporting the Department of Education (DepEd) in their efforts to provide remote education. The project provided capacity building activities to teaching and non-teaching staff to develop over 250 eResources and supported DepEd in the development of TV episodes for distance education. ACR–Philippines eResources includes ePrimers (in ePub format) that introduce each letter of the alphabet in 12 Filipino MTs.

Product or Service Expectations (both if applicable):

There are currently 311 eResources uploaded in DepEd Commons, the repository of open educational resources. These eResources are available for free download to any user who has an account in DepEd Commons. From July 2021 to present, the total download count for all the eResources is over 28,000 titles. These numbers indicate that teachers directly served by the project were the primary users. The overall figures remain lower than expected nationally due to a general lack of public awareness on the existence of these eResources. ACR-Ph and DepEd are in need of a communications service provider to create a series of video explainers to inform and promote the eResources to stakeholders, namely students, parents, and teachers.

I. Scope of Work

The selected supplier is expected to conceptualize, develop, and produce short (1-minute) user-friendly video guide that will accomplish the following:

1. Explainer videos of the following:
 - a. ACR-Ph eResources in DepEd Commons (DepEd TV and Kotobee eResources)
 - b. ACR-Ph eResources in YouTube channel (DepEd TV)
 - c. Kotobee Reader app
2. How-to instructions for
 - a. Logging in by a) using an existing account as a DepEd personnel or learner, or b) creating an account as a guest
 - b. Navigating the online repository

<ul style="list-style-type: none"> c. Using the tags “All Children Reading” and the mother tongue desired (“Akeanon”; “Bikol”; “Chavacano”; “Ibanag; “Ivatan”; “Kapampangan”; “Kinaray-a”; Pangasinan”; “Surigaonan”; “Hiligaynon”; “Tagalog”; “Waray”; “Yakan”) d. Downloading and saving eResources onto a personal device e. Opening ePub files on Kotobee Reader
<ul style="list-style-type: none"> 3. Testimonial videos/Success Story videos <ul style="list-style-type: none"> a. All Children Reading Philippines b. Learner use of eResources c. Teacher’s use of eResources
<p>II. Requirements for the service provider:</p> <p>The videography team to be engaged must fulfill the following requirements:</p> <ul style="list-style-type: none"> • Technical knowledge and skills in creating educational or user guide videos • Familiar with children’s rights and standards for creating gender-fair and socially inclusive illustrations and texts in educational materials • Utilize appropriate and effective elements to achieve goals of the project; video record people, create animations and other text • Work with ACR-Ph team on developing scripts/storyboard for texts and illustrations • Work with identified teachers, learners, and other eResources users for the video production • Conduct testing/validation of video productions with users • Availability to meet and consult with ACR-Ph on pre-production, production, and post-production • Work on the timeline and budget to be specified by ACR-Ph

Deliverables, Timelines, Special Terms and Conditions:

<u>Period of Performance and Performance Payment Milestone Schedule</u>			
The service agreement will cover the period of October 1, 2022, to November 11, 2022 (30 working days). The deliverable schedule and payment performance milestones are as follows:			
S/N	Deliverable	Complete by	Milestone Payment Schedule
1.	Implementation Plan including agreement on timetable for development of scripts, target number of videos and target key informants for inclusion of video testimonials	5 working days after contract is signed	0%
2.	Development of scripts for video explainers (pre-production)	10 working days after contract is signed	10% of overall contract
3.	Completion of explainer videos (production)	15 working days after contract is signed	20% of overall contract
4.	Testing and finalization of explainer videos (post-production)	20 working days after contract is signed	20% of overall contract
5.	Completion of testimonial videos	20 working days after	40% of overall contract

	(production)	contract is signed	
6.	Review and approval of explainer and testimonial videos (post-production)	30 working days after contract is signed	10% of overall contract

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	3	Explainer videos				
2	5	How-to (instructional) videos				
3	3	Testimonial videos				
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

RTI ACR Asia Philippines
Workhaven, Penthouse 3, 14th Floor, Linden Suites Tower 2,
35 San Miguel Avenue Ortigas Center
Pasig City

(insert full address of the office)

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

United States Agency for International Development (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

Mitch Rakusin

(insert name of procurement officer)

at this email address:

mrakusin@rti.org

(insert email address of the procurement officer).

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

September 8, 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>. 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-30 points.** Lowest evaluated ceiling price (inclusive of option quantities) .
- (b) **DELIVERY-40 points.** Seller provides the most advantageous delivery schedule.
- (c) **TECHNICAL-20.** 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.**

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 60 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: