Request for Quote/Proposal (RFQ/RFP)

<table>
<thead>
<tr>
<th>Commodity/Service Required:</th>
<th>Feasibility Study for Wildlife Ranching in Uganda focused on three geographic areas (Karamoja, Murchison Falls/Acholi Region, and Lake Mburo).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Procurement:</td>
<td>Consultancy</td>
</tr>
<tr>
<td>Type of Contract:</td>
<td>Contract Agreement</td>
</tr>
<tr>
<td>Term of Contract:</td>
<td>December 2021 to February 2022</td>
</tr>
<tr>
<td>Contract Funding:</td>
<td>USAID/B4R Activity</td>
</tr>
<tr>
<td>This Procurement supports:</td>
<td>1.2. B4R Result: Innovation in developing best practices, products, and partnerships. 1.2.3 B4R Activity: Develop shared-value partnerships and build capacity of private sector and locally-based entrepreneurs and microenterprises.</td>
</tr>
<tr>
<td>Submit Proposal to:</td>
<td><a href="mailto:Procurement@ugandabiodiversity.rti.org">Procurement@ugandabiodiversity.rti.org</a></td>
</tr>
<tr>
<td>Date of Issue of RFP:</td>
<td>October 26, 2021</td>
</tr>
<tr>
<td>Date Questions from Supplier Due:</td>
<td>November 5, 2021</td>
</tr>
<tr>
<td>Date Proposal Due:</td>
<td>November 19, 2021 on or before 5.00 pm Uganda (East African) Time.</td>
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<tr>
<td>Approximate Date Purchase Order Issued to Successful Bidder(s):</td>
<td>TBD</td>
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Method of Submittal:

Send by email to: Procurement@ugandabiodiversity.rti.org

Respond via e-mail with attached document in MS Word / pdf format. The Bidder/Seller agrees to hold the prices in its offer firm for 90 days from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFP/RFQ.

Solicitation Number: UB4R/09/10/2021

All bids must be submitted as follows.
1) A signed copy of this RFP
2) A duly completed and signed proposal corresponding to the attached scope of work provided in this RFP.
3) Financial proposal (Refer to the price schedule format provided in this RFP).
4) Updated CV

Attachments to RFP:

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

Feasibility Study for Wildlife Ranching in Uganda focused on three geographic areas (Karamoja, Murchison Falls/Acholi Region, and Lake Mburo).

Product or Service Expectations (both if applicable):

UWA, with financial support from USAID/Biodiversity for Resiliency (B4R) Activity, is seeking a competent consultant to conduct a feasibility study for development of wildlife ranching and farming (wildlife use right class B) in Uganda, as defined by rearing/growing wildlife for a variety of commercial purposes (e.g. wildlife products, recreation and eco-tourism, sale of wild animals, other uses).

The overall purpose of the study is to conduct a feasibility study to identify viable wildlife-based enterprises in wildlife ranching and farming, which would create economic incentives for local communities and landowners to participate in conservation thus, fostering and supporting the community-based wildlife management in Uganda for the benefit of the targeted communities and ecosystems.

The feasibility study is expected to:

- Inform and generate recommendations and strategies for development of wildlife ranching/farming conservation enterprises.
- Develop the recommendations for further regulations needed for successful development and growth of wildlife ranching in Uganda.
- Identify the potential opportunities, including preparing the requisite information for their development (e.g. type of products and markets, location, scale of enterprises and necessary investment).
- Guide management on how good practices and synergies can be domesticated.

Geographic scope is to focus specifically on these three regions:

- Karamoja – primarily the areas around Karenga Community Wildlife Area the forming Karenga Conservancy in six (6) districts of Karenga, Kaabong, Kotido, Kitgum, Abim, and Agago.
- Murchison Falls and greater Acholi Region – areas buffering the national park, such as Murchison Community Conservancy and other surrounding areas.
- Lake Mburo – the areas bordering the national park, such as Rurambira Conservancy.
Deliverables, Timelines, Special Terms and Conditions:

Detailed deliverables and outputs will be developed during the assignment and will include the following:

<table>
<thead>
<tr>
<th>PLANNED ACTIVITY</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
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<tbody>
<tr>
<td>1 Stakeholder Assessment and Literature Review, Information Gathering</td>
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<tr>
<td>2 Fieldwork in the three (3) regions: Karamoja, Murchison Falls, and Lake Mburo.</td>
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<tr>
<td>3 Finalization of report following the feedback from key stakeholders (UWA, B4R)</td>
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The following deadlines assume start of the implementation on December 5, 2021

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>1 Inception Report – detailed approach, plan, initial findings</td>
<td>December 15, 2021</td>
</tr>
<tr>
<td>2 Presentation of the inception report to B4R management</td>
<td>December 20, 2021</td>
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<tr>
<td>3 Draft Feasibility Study Report (following the completion of field work)</td>
<td>January 7, 2022</td>
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<tr>
<td>4 Presentation of the draft Report to the relevant stakeholders (three</td>
<td>January 14, 2022</td>
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<td>conservancies) and UWA, B4R management</td>
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<tr>
<td>5 Presentation of the final report to the relevant stakeholders (three</td>
<td>February 11, 2022</td>
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<td>conservancies) and UWA, B4R management</td>
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<td>6 Project Report outlining the process, methodology, key findings, strategic</td>
<td>February 17, 2022</td>
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<td>recommendations and challenges.</td>
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Apart from the deliverables mentioned above, this Activity will contribute to the following USAID B4R indicator:

- Number of people with improved economic benefits derived from sustainable natural resource management and/or biodiversity conservation

The Consultant will work closely with the B4R staff (Private Sector Engagement Advisor, Landscape Coordinator and other B4R field staff).

Prepare and submit a maximum of 4 pages describing how you will undertake the assignment including your technical approach, an attachment of the financial proposal and copy of your updated CV with at least three references. Please quote “Feasibility Study - Wildlife Ranching” on the subject line. Applications should be emailed to procurement@ugandabiodiversity.rti.org to reach us not later than Friday, 19th November 2021 at 5.00 pm Uganda (East African) Time.
### Pricing

<table>
<thead>
<tr>
<th>Item #</th>
<th>Quantity to be Purchased</th>
<th>Description of 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>
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<tbody>
<tr>
<td>1</td>
<td>30</td>
<td>Professional fees Short-Term Technical Assistance (STTA) for Feasibility Study for Wildlife Ranching in Uganda focused on three geographic areas (Karamoja, Murchison Falls/Acholi Region, and Lake Mburo).</td>
<td>Days</td>
<td></td>
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<td><strong>Total Value</strong></td>
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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 services identified in Attachment A. The Buyer intends to purchase the 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 18B, Kawalya Kaggwa Close, Kololo Kampala |

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

| USAID/Uganda Biodiversity for Resilience (B4R) Activity |

RTI shall award the initial 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 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

   Sam Wanamama Wananda

   at this email address:

   [Procurement@ugandabiodiversity.rti.org](mailto:Procurement@ugandabiodiversity.rti.org)

   The cut-off date for questions is

   November 5, 2021

6. **Notifications and Deliveries:** Time is of the essence for this procurement. Seller shall deliver the 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) All relevant product/service documentation (manuals, warranty doc, certificate of analysis, etc.)


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:

    **Stage One**
    
    **MANDATORY REQUIREMENTS** - Submission of the following;
    
    - Technical proposal
    - Financial proposal
    - Updated CV

    **Only those bidders who meet the Mandatory requirements will be evaluated further.**

    **Stage Two**
    
    **TECHNICAL EVALUATION** - Services shall satisfy or exceed the specifications described in RFQ/RFP Attachment A and as detailed in the SOW attached. Technical evaluations will be guided by the factors below;
I. Technical Understanding of the Assignment – Consultant clearly states their understanding of the specifications cited in SOW subsections titled Objective of Study, Activities/Scopes of Services, Timelines and Deliverables).  **15 points**

II. Proposed Approach, Methodology & Outcomes - Clear outline of activities proposed, the rationale for each activity, the implementation team and time schedule proposed, the methodology that you will use to successfully achieve desired deliverables and outcomes. **25 points**

III. Required Qualifications - The Consultant is expected to have professional qualifications in the relevant field with demonstrable experience in sustainable wildlife with a bias in community-based wildlife management, formulation of community based institutional frameworks as well as the designing research institutions/organizations. **15 points**

Additionally, he/she should possess the following skills/experiences:

- Expert in wildlife-based enterprises, specifically in consumptive wildlife utilization.

- Practical knowledge and experience in wildlife- and protected area management.

- Samples of similar works with references.

- Practical experience in undertaking feasibility studies, socio-economic surveys as well as sustainable use of natural resources will be added advantage.

- At least five years’ experience working with projects, agencies or government institutions dealing with conservation and/or community based natural resources utilization.

- Demonstrate excellent interpersonal and professional skills in interacting with government and development partners.

- Skills in facilitation of stakeholder engagement/workshops.

IV. Past Performance - Consultant can demonstrate his/her capability and resources to provide the items/services requested in this solicitation in a timely and responsive manner. **10 points**

- In your CV, provide at least 3 professional contacts (firms/individuals) for whom similar work/services have been provided for our reference request checks.

V. Delivery - Consultant provides the most advantageous delivery schedule. **5 points**

Stage Three

**FINANCIAL EVALUATION** – Most advantageous financial proposal. **30 points**

**OTHER EVALUATION CRITERIA.**

The most responsive applicant with the highest combined scores (Technical and financial) will be considered for award of contract after successful undertaking of due diligence and negotiations by RTI International.

Financial bids will be submitted in Uganda Shillings.
Weights of the Technical and Financial Evaluations:
Technical evaluation = 70%
Financial bid = 30%

The consultant achieving the highest combined technical and financial score and whose references and due diligence satisfy RTI International will be invited for negotiations.

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: