

Revised Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	Contracting services for boundary re-opening, demarcation and erection of pillars
Type of Procurement:	One-off purchase Agreement
Type of Contract:	Firm Fixed Price
Term of Contract:	Within the Delivery Period
Contract Funding:	USAID
This Procurement supports:	Uganda B4R Activity
Submit Proposal to:	procurement@ugandabiodiversity.rti.org .
Date of Issue of RFP:	March 24, 2023
Date Questions from Supplier Due:	March 31, 2023
Date Proposal Due:	April 7, 2023
Approximate Date contract Issued to Successful Bidder(s):	TBD

Method of Submittal:	
Email 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.	
Solicitation Number:	UB4R/009/03/2023
All applicants must be submitted as follows.	
<ol style="list-style-type: none"> 1) A signed copy of this RFP (see page no. 6 of this RFP) 2) A cover letter highlighting key qualifications and experience corresponding to the scope of work provided in this RFP. 3) Updated CV 	
How to apply	
Interested individuals should submit applications (Including cover letter and CV via email to: procurement@ugandabiodiversity.rti.org .	
Deadline for submissions: Friday April 7, 2023 .	

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Attachments to RFP:

1. Attachment “A” – Scope of Work and 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
Service Specifications or Statement of Work**

Description of Activity/Service:

Assignment Title:	Boundary re-opening, demarcation and erection of pillars
Result:	Result 2.6: Improved management of Karamoja and Achwa range forest landscapes for provision of ecosystem services
Activity:	Activity 2.6.6: Carry out boundary reopening, demarcation and erect boundary pillars for selected Central Forest Reserves (CFRs)
Consultant Name:	TBD
Country:	Uganda
Location:	Karamoja CFRs - Karamoja and Achwa river Ranges
Level of Effort:	180 Days
Period of Performance:	May 1, 2023 – December 31, 2023

1. Introduction

The goal of the USAID/Uganda Biodiversity for Resilience (B4R) Activity, implemented by RTI International, is to assist communities, the Government of Uganda (GOU), and the private sector to conserve and manage biodiversity in target ecosystems for lasting environmental and economic sustainability and increased community and household resilience. The B4R Activity will achieve this through three interrelated outcomes:

- Outcome 1: Economic, financial, and social investments are linked to and incentivize conservation.
- Outcome 2: Governance arrangements benefit biodiversity and enable communities to benefit from biodiversity.
- Outcome 3: GOU strengthens its sustainable management of targeted protected areas and biodiversity adjacent to protected areas.

The B4R Activity supports the National Forestry Authority (NFA) to improve management of Central Forest Reserves (CFRs). One of the key interventions supported is boundary opening, demarcation and marking of selected CFRs in the Karamoja and Achwa river ranges.

RTI would like to hire services of two (2) surveyors to conduct boundary opening, demarcation and erection of boundary pillars. The surveyors will be hired as consultants and will carry out the assignment under technical supervision of NFA surveyor.

2. Background

Boundary opening and demarcation is an important management tool for CFRs helping stem potential

conflict between NFA and adjacent communities. Where CFR boundaries are not clear community members have always encroached on the CFR lands for cultivation and settlement. B4R support to CFR management in the Karamoja and Achwa river range CFR focused on 7 clusters of CFRs located in the districts of Kaabong, Karenga, Kitgum, Agago and Abim. A recent pre reconnaissance survey activity covering approximately 400km has established that all the 7 clusters of CFRs except for Morungole, Timu and Nyangea Napore, the rest do not have pillars that clearly show the boundary lines. Even where there are pillars, they cover small portions and not all the boundary cut lines. The only boundary marks for most CFRs are stone cairns that were established way back, with some of them having been demolished and used in housing construction.

There is need therefore to conduct boundary reopening, demarcation and marking by way of planting concrete pillars along the CFR boundary cutline. This will pave way for routine boundary maintenance. This activity will initially target 300 km covering CFRs in Agago (Agoro Agu Sector) and Abim (Kotido sector) districts.

3. Objectives of Assignment:

The assignment aims to reopen CFR boundaries, demarcate and erect boundary pillars along the cutline of selected CFRs in Karamoja and Achwa river ranges.

4. Activities / Scope of Services

The consultant surveyor (s) is expected to provide technical services for boundary opening, demarcation and erection of boundary pillars. The surveyor will specifically carry out the following

1. Activity planning and engagement of local governments and Community

- a. Participate in the development of detailed activity plans together with B4R staff, NFA and local government technical staff.
- b. Participate in sensitization meetings for local governments at district and subcounty levels as well as community meetings at parish/village levels.
- c. Identify and compile a list of issues that could hinder progress with boundary opening and demarcation and provide feasible recommendations to overcome the same.

- 2. Reconnaissance survey:** together with colleagues from the National Forestry Authority, identification of time requirements, security issues and available survey controls to generate preliminary survey coordinates for cut lines, boundary pillar locations and identification of natural permanent features. All existing boundary marks identified and found firm during the reconnaissance survey shall be identified using a GPS/GNSS and logged digitally, with a description of their dimensions and status of maintenance along with photos (e.g. requiring replanting,

replacement and/or re-painting). Additionally, all evidence of encroachment along the CFR boundaries encountered during the reconnaissance survey shall be noted and logged using a GPS/GNSS. This information shall be compiled in a succinct Reconnaissance Survey Report as per an agreed structure and format. The coordinates and features as set out in the Reconnaissance Survey Report shall be confirmed by NFA before boundary opening and pillar installation proceeds.

3. **Full survey:** following approval of the Reconnaissance Survey Report, the cutline boundary(s) of the CFR shall be demarcated on the ground with a GNSS machine to an accuracy of $\pm 0.05\text{m}$ with cardinal points set out at each corner and intermediary points set out at 200 metre intervals or less to ensure line of sight (because of, for example, undulating or rocky terrain) between each point to be marked by pillars. Where a boundary is formed by a river or water body, these shall be left un-surveyed on the ground and instead accurate satellite imagery and/or other mapping sources – as agreed with the NFA Coordinator of Inventory and Survey – shall be used to determine and digitize the course of the boundary, unless otherwise agreed.
- I. **Boundary opening with installation of pillars:** the cardinal and intermediate survey points boundaries of the CFRs shall be marked using visible concrete pillars supplied by B4R based on NFA approved specifications. The planting of the pillars will be such that 0.5 meters of the pillar shall be buried underground with the protruding bottom rebars maintained at an angle of 90 degrees to the pillar, and 1.0 meter shall remain above the ground surface. All pillars must be firm, stable, and immovable after planting, with each pillar receiving a final coat of white water-proof paint after planting, with the impressed letters “NFA” on each pillar painted in waterproof black, facing the outer-edge of the cutline. Each pillar is to receive a designated black serial number once planted as specified by NFA.
- II. **Boundary opening with installation of stone cairns:** Where boundary pillars cannot be installed because of rocky terrain/substrate, at sites agreed with NFA, cairns or other structures (such as concreted markers) may be prepared and marked based on a standard provided by NFA. These points should have been identified in the Reconnaissance Survey Report and agreed upon with NFA.
- III. **Cutline clearance:** A three-metre-wide cut line shall be cleared along the demarcated boundary with all shrubs, bushes and trees – except where large trees do not obscure the line of sight – cleared and removed to the CFR (inward) side of the cutline.

These works shall be carried out according to a detailed Standard Operating Procedure for Boundary Opening as provided by NFA.

5. Deliverable and Deadlines

Detailed deliverables and outputs will be developed during the assignment and will include the following. The proposed timelines below can be adjusted based on the consultant's proposed workplan/schedule:

The following deadlines assume start of the implementation on April 01, 2023

a. Preliminary Job Record Jacket (JRJ)

A preliminary Job Record Jacket (JRJ) for each CFR containing a list of all preliminary numbered coordinates (Arc 1960 UTM EPSG 21096) and boundary plan maps at 1:50,000 scale, and supporting information including the locations of pre-existing boundary marks (pillars and cairns) as well as signs of encroachment together with any other information as specified by B4R/NFA shall be submitted to B4R with copy to NFA following the reconnaissance survey of each CFR.

b. Progress Reports

The Project Surveyor(s) will produce and submit monthly progress reports to B4R detailing the progress of their work. Where progress has not been achieved as planned, B4R in consultation with NFA will respond in writing with instructions on necessary remedial measures.

c. Completion Job Record Jacket (JRJ)

A completion Job Record Jacket (JRJ) containing a list of coordinates in Arc 1960 UTM (EPSG 21096) approved by NFA, a boundary description and a boundary map at a scale specified by NFA (depending on the size of the CFR), together with any other information as specified by NFA in writing – not limited to changes in the size, shape and location of any boundary or part thereof, and incorporating agreed comments arising from pre-submission discussions including recommended improvements to survey methodology, will be provided to NFA in two sets (with a copy to B4R) ready for submission to the Commissioner of Surveys and Mapping.

d. A completed digital boundary plan/map and digital copy of the Completion JRJ

A completed digital boundary plan/map in ArcGIS ('.shp'), '.kml' and '.CAD' formats provided on a USB-disc (or as agreed), accompanied by detailed metadata, together with a soft copy of the same data and information as provided in the Completion JRJ.

6. Technical Direction, Management & Communication

The USAID B4R COP or designate will provide overall supervision, ensuring timely planning and execution of planned activities. Technical supervision will be provided by NFA surveyors and field staff direction,

with support from other USAID B4R personnel.

Monitoring and Evaluation

Apart from the deliverables mentioned in subsection 5 above, this Activity will contribute to the following USAID B4R indicator:

- Number of hectares of biologically significant areas under improved natural resource management as a result of USG assistance (EF10.2-2, outcome).

7. Qualifications

The Project Surveyor(s) shall meet the following minimum requirements:

- Bachelor's degree in Land Surveying and 8 years of experience in surveying work
- Significant experience in cadastral surveys, GIS and aerial photography.

The Project Surveyor(s) should have a minimum experience of two (2) contracts each of at least 20km of survey work of a similar nature, type and scope within the last three years or currently under way, together with the names and address of the clients for whom the survey work was or is being carried out.

8. Period and Place of Performance

The period of performance is about six months, expecting to commence around **May 1, 2023**, and ending initially end on **October 31, 2023** for phase one. The period of performance will be extended until all planned boundaries for the target CFRs have been completed.

9. Application Procedure

Please quote "Boundary re-opening, demarcation and erection of pillars," on the subject line. Applications should be emailed to procurement@ugandabiodiversity.rti.org to reach us not later than Friday, March 24th, 2023 at 5.00 pm Uganda (East African) Time.

By signing this attachment, the bidder confirms he has a complete understanding of the specifications and fully intends to deliver items that comply with the above listed specifications.

Signature:

Title:

Date:

**Attachment “B”
Instructions to Bidders/Sellers**

1. **Procurement Narrative Description:** The Buyer (RTI) intends to purchase commodities and/or services identified in Attachment A. The Buyer intends to purchase the quantities (for commodities) and/or services (based on deliverables identified in a Statement of Work). The term of the Ordering Agreement shall be from Award Date to the Delivery date of the Offeror unless extended by mutual agreement of the parties. The Buyer intends to award to a single “approved” supplier based on conformance to the listed specifications, the ability to service this contract, and selling price. We reserve the right to award to more than one bidder. If an Ordering Agreement is established as a result of this RFQ/RFP, supplier understands that quantities indicated in the specifications (Attachment A) are an estimate only and RTI does not guarantee the purchase quantity of any item listed.
2. **Procuring Activity:** This procurement will be made by **Research Triangle Institute (RTI International)**, located at

Plot 50, Upper Kololo Terrace, Kampala

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

USAID

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
- Procurement Unit
- at this email address:
- procurement@ugandabiodiversity.rti.org
- The cut-off date for questions is
- March 7, 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) All relevant product/service documentation (manuals, warranty doc, certificate of analysis, etc. (when applicable)
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:

Stage One

Eligibility Assessment - Submission of the following.

- Technical proposal
- Financial proposal
- Updated CV(s)

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

Stage Two

- I. **Technical Understanding of the Assignment** – Consultant clearly states their understanding of the specifications cited in SOW subsections titled Objective of Study, Scope of the Assignment 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 as cited in the SOW subsection titled Qualifications and Skills, with demonstrable experience in working with community conservancy development. **15 points**
- 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: