## Request for Proposal (RFP)

<table>
<thead>
<tr>
<th>Service Required:</th>
<th>Provide Technical Support to Update EMIS Data Collection and Analysis Systems for Early Grade Reading.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Procurement:</td>
<td>One off purchase agreement</td>
</tr>
<tr>
<td>Type of Contract:</td>
<td>Firm Fixed Price</td>
</tr>
<tr>
<td>Term of Contract:</td>
<td>Ninety (90) Days</td>
</tr>
<tr>
<td>Contract Funding:</td>
<td>AID-367-TO-15-00002</td>
</tr>
<tr>
<td>This Procurement supports:</td>
<td>USAID’s Early Grade Reading Program (EGRP)</td>
</tr>
<tr>
<td>Submit Proposal to:</td>
<td>The Selection Committee</td>
</tr>
<tr>
<td></td>
<td>RTI- USAID Early Grade Reading Program</td>
</tr>
<tr>
<td></td>
<td>House no. 46/64, Uttar Dhoka, Lazimpat, Kathmandu, Nepal.</td>
</tr>
<tr>
<td>Date of Issue of RFP:</td>
<td>Wednesday, December 28, 2016</td>
</tr>
<tr>
<td>Date Questions from Supplier Due:</td>
<td>Wednesday, January 4, 2016 3:00 PM.</td>
</tr>
<tr>
<td>Pre-submission conference on RFP</td>
<td>Monday January 9, 2017; 10:30 AM to 12:30 PM at EGRP meeting hall, Lazimpat.</td>
</tr>
<tr>
<td>Date Proposal Due:</td>
<td>Wednesday, January 18, 2017 by 3:00 PM Nepal Standard Time</td>
</tr>
<tr>
<td>Approximate Date Purchase Order Issued to Successful Bidder(s):</td>
<td>Wednesday, February 1, 2017</td>
</tr>
<tr>
<td>Method of Submittal:</td>
<td>Hard Copy of proposal along with the soft copy in a CD or pen drive.</td>
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</tbody>
</table>

**Method of Submittal:**

Hard Copy of proposal along with the soft copy in a CD or pen drive.
Proposal documents should be submitted in a sealed envelope clearly marked with the solicitation number to the following address:

The Selection Committee  
RTI-USAID Early Grade Reading Program  
House no. 46/64, Uttar Dhoka, Lazimpat,  
Kathmandu, Nepal.

Bidder’s Quote must be signed, printed on company letterhead or individual letter, and must include all items and/or services in order to be considered for evaluation.

The bidder will submit one technical proposal and one financial proposal in response to this RFP. Each envelope should be clearly marked with 'technical proposal' and 'financial proposal' as per its content and then put together in a larger envelope clearly marked with “Nepal EGRP-RFP-FY16-P012 Proposal for Policy Study on Update EMIS Data Collection and Analysis Systems for Early Grade Reading.”

The firm/company that meets the minimum eligibility criteria will only be considered for further evaluation. The financial proposal will only be opened of the firm/company that scores minimum 40 points out of 80 (50%) in technical proposal evaluation.

The proposal should contain the detailed breakdown of activities. The bidders are requested to submit all the information in prescribed order and documentary evidence so that the evaluation committee can fairly evaluate all the proposals without any missing information.

The Bidder/Seller agrees to hold the prices in its offer firm for 120 days from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFP.

Solicitation Number: Nepal EGRP-RFP-FY16-P012

Attachments to RFP:

1. Attachment “A” – Service Specifications
2. Attachment “B” – Instructions to Bidders/Sellers
3. Annex-1 - Terms of Reference (TOR) of the Study
4. Annex-2- Budget Template for the study
5. All PO Terms and Conditions are listed on our website at forth at: http://www.rti.org/POTerms, 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
Service Specifications or Statement of Work

Statement of Work
Description of Activity/Service:

Provide Technical Support to Update EMIS Data Collection and Analysis Systems for Early Grade Reading

The scope of work (SOW) of this task broadly covers the following:

1. Provide technical assistance to improve national data collection procedures of Department of Education/MOE on early grade reading through updating existing EMIS system in DOE.
2. Update national data collection procedures to enable the government to collect data on teacher assignment by grade.
3. Update the national data collection procedures to enable the government to record the language of communication of the students and
4. Update the national data collection procedures to enable the government to record teacher assignment by language and qualification.

The SOW covers what EGRP anticipates to be accomplished EMIS data base, however, having discussed with selected consultant minor adjustments in the TOR may be incorporated. The SOW will be included in the official purchase order. (Please see Annex-1 for details)

Product or Service Expectations (both if applicable):

The main purpose of this technical support is to improve early grade reading data collection and analysis systems of Department of Education (DOE) for National Early Grade Reading (NEGRP). (Please see Annex-1 for details)

Deliverables, Timelines, Special Terms and Conditions:

The main deliverables of this TOR will be:

1. Progress report on the completion of preparatory work for the updating of EMIS (review of the existing EMIS form/electronic version, identification of the areas of inserting data required for early grade reading that includes teacher assignment by grade, language of communication of the students and teacher assignment by language and qualification), plan for pilot test of updated EMIS form in schools and presentation of the review findings to the technical working group meetings and/or workshop organized by EGRP/DOE.
2. Report on the pilot test of the updated EMIS form/electronic system that incorporates data required for early grade reading in EMIS data base in DOE and validate the updated EMIS system based on the findings of its piloting in schools.
3. Personnel of EMIS and Quality Sections of DOE oriented on the updated EMIS data base system.
4. Process report on EMIS data collection and analysis and establishing EMIS/flash data base system in DOE and shared this report with the technical working group meetings and/or workshop organized by EGRP/DOE.

(Please see Annex-1 for details)

Eligibility Requirement:

1. Firm/ company registration certificate
2. Firm/ company profile
3. A copy of PAN/VAT registration certificate
4. Tax clearance of the year B.S. 2072/73
5. Audit report of the firm/ company of B.S. 2072/73
6. Filled RFP format with all the required information provided and duly signed/stamped by the authorized representative.
7. A minimum of five years of experiences of team leader (as demonstrated by CV) in designing and conducting of the studies with proven knowledge and skills as per the nature of the study.

Pricing

<table>
<thead>
<tr>
<th>Item #</th>
<th>Description of Preferred Services Specifications</th>
<th>Total Fixed Price (Each)</th>
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<tbody>
<tr>
<td>1</td>
<td>Technical Support: Update EMIS Data Collection and Analysis Systems for Early Grade Reading</td>
<td></td>
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</table>

The budget ceiling for this study is NPR. 680,000.00 (Six hundred and eighty thousand rupees only). Please use the attached budget template Annex-2 to provide the budget break down.

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 RFP, supplier understands that services indicated in the specifications (Attachment A) are an estimate only and RTI does not guarantee the purchase service of any item listed.

2. **Procuring Activity:** This procurement will be made by Research Triangle Institute (RTI International), located at

   RTI- USAID Early Grade Reading Program
   House no. 46/64, Uttar Dhoka, Lazimpat, Kathmandu, Nepal

   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 RFP. All information presented in the Sellers quote/proposal will be considered during RTI’s evaluation. Failure to submit the information required in this 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 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 Procurement Officer. The Seller's proposal shall include the following:

   (a) The solicitation number: Nepal EGRP-RFP-FY16-P012
   (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: 120 days
   (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) Lead Time Availability of the Service.
(g) 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.

(h) Payment address or instructions (if different from mailing address)

(i) Acknowledgment of solicitation amendments (if any)

(j) 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)

(k) Special Note: The Seller, 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.

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 RFP.

5. **Questions Concerning the Procurement.** All questions in regards to this RFP to be directed to

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<table>
<thead>
<tr>
<th>The Selection Committee</th>
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<tbody>
<tr>
<td>RTI-USAID EGRP</td>
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at this email address:

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procurement@np-egrp.rti.org
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(insert email address of the procurement officer).

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

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Wednesday, January 4, 2016 3:00 PM Nepal Standard Time
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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 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.)
8. Payment Terms: Refer to RTI purchase order terms and conditions found in www.rti.org/poterms, http://www.rti.org/POterms, http://www.rti.org/files/PO_FAR_Clause s.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 Annex-1.

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 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 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.

12. Evaluation Criteria

The total score of the evaluation will be 100 marks whereas 80 marks have been allocated to technical proposal and 20 marks to the financial proposal. The consultant(s) will be selected on the basis of the highest aggregated marks obtained on technical proposal and financial proposal.

12.1 Technical Proposal (80 points)

The technical proposal will be evaluated through a review of the technical proposal and curriculum vitae provided. For this, the following criteria will be used:

<table>
<thead>
<tr>
<th>SN</th>
<th>Criteria</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Understanding and explanation of the assignment in terms of SOW</td>
<td>10</td>
</tr>
<tr>
<td>2.</td>
<td>Explanation of the activities of the assignment with respect to SOW.</td>
<td>10</td>
</tr>
<tr>
<td>3.</td>
<td>Explanation of methodology of the study appropriate to objectives, activities and deliverables consideration on optimization of resources.</td>
<td>20</td>
</tr>
<tr>
<td>4.</td>
<td>Work plan of the assignment</td>
<td>10</td>
</tr>
<tr>
<td>5.</td>
<td>Academic qualifications in statistics or EMIS of the team/team leader</td>
<td>10</td>
</tr>
<tr>
<td>6.</td>
<td>Experience in EMIS data base, data management and reporting</td>
<td>10</td>
</tr>
<tr>
<td>7.</td>
<td>Experience in working with government or non-government system in similar field</td>
<td>5</td>
</tr>
<tr>
<td>8.</td>
<td>Completion of similar two assignments or activities</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Total marks</td>
<td>80</td>
</tr>
</tbody>
</table>
12.2 Financial Proposal (20 points)

The cost estimate of the study should be presented on the budget format attached.

13. **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.

14. **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 120 days after submission.

15. **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.

16. **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@hti.org. You may report a suspected violation anonymously.

**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: ____________________________