## Request for Quote/Proposal (RFQ/RFP)

<table>
<thead>
<tr>
<th>Service Required:</th>
<th>NTD Laboratory Network Plan</th>
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<tbody>
<tr>
<td>Type of Contract:</td>
<td>Firm Fixed Labor Rate</td>
</tr>
<tr>
<td>Term of Contract:</td>
<td>Up to one month</td>
</tr>
<tr>
<td>Contract Funding:</td>
<td>USAID Award Number AID-OAA-A-11-00048</td>
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<tr>
<td>This Procurement supports:</td>
<td>NTD Integrated Communication Strategy Scope of Work</td>
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<tr>
<td>Submit Proposal to:</td>
<td>Joshua Sidwell (<a href="mailto:jsidwell@rti.org">jsidwell@rti.org</a>)</td>
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<tr>
<td>Date of Issue of RFP:</td>
<td>May 24, 2016</td>
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<tr>
<td>Date Proposal Due:</td>
<td>June 3, 2016</td>
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<tr>
<td>Approximate Date Purchase Order Issued to Successful Bidder(s):</td>
<td>June 2016</td>
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**Method of Submittal:**

Respond via e-mail to the contact above with your firm fixed labor rate, resume, and cover letter in .pdf format. Only short-listed candidates will be contacted.

The Bidder/Seller agrees to hold the prices in its offer firm for 30 **days** from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFP/RFQ.

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<tr>
<th>Solicitation Number:</th>
<th>IDG-FY16-ENVISION Philippines-01</th>
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**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 forth at: [http://www.rti.org/POterms](http://www.rti.org/POterms), (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.
The Philippines is advanced in terms of laboratory infrastructure in the country. Laboratories performing various functions exist throughout all 18 regions in the Philippines supporting TB, malaria, HIV and other diseases. However, their capacity to handle neglected tropical diseases (NTD) requests, such as evaluating diagnostic tests, maintaining slide banks, and assisting in conducting sentinel site and transmission assessment surveys (TAS), is minimal.

The Department of Health (DOH) has designated Research Institute for Tropical Medicine (RITM) as the National Reference and Collaborating Center for Communicable and Parasitic Diseases. As the national reference lab, RITM will oversee the DOH laboratories at the regional and provincial levels. The lab is well established in supporting malaria, rabies, TB and other diseases; however, has not yet prioritized support to NTDs. The DOH would like RITM to provide support for quality assurance, capacity building, and implementation of NTD prevalence surveys. The DOH will provide funding to assist RITM to enhance their capacity operationally and improve the current infrastructure so that it can fulfill the above mandate. In order for this to materialize, a well-defined plan needs to be developed to help guide them in this development.

**Scope of Work**

The DOH is developing a laboratory network within the Philippines to provide regional technical resources for NTD surveillance and case detection. The laboratories will address the monitoring, surveillance and diagnostic needs of lymphatic filariasis (LF), schistosomiasis (SCH), soil-transmitted helminthiasis (STH), food-borne trematodes (FBT), paragonimiasis and leprosy programs.

RITM will be responsible for developing procedures and guidelines for NTD surveillance and case detection, building the capacity of the regional laboratories to implement these procedures and guidelines, and conducting quality assurance of laboratory techniques. In turn, the regional laboratories will be responsible for building the capacity of the regions’ health workers in use of the procedures and guidelines, specifically around diagnostic tests, and conducting quality assurance at the provincial and health facility laboratories in their regions. Regional laboratories will provide support to TAS, validate results of sentinel site surveys, and provide capacity building and refresher courses on microscopy and other monitoring activities.

Particularly as MDA activities come to an end and LF and SCH national programs move towards elimination, there is a need to ensure services will still be available and integrated into the health system at all levels. ENVISION will provide a consultant to assist the DOH in developing a plan to establish this network. This plan will help guide the DOH and RITM in determining the steps needed to establish the NTD Lab Network, such as conducting site assessments to identify current capacity, data collection and record retention policies and practices, organizational reporting lines and staffing, equipment, safety policies, and the gaps, identifying costing components of the network, establishing the network terms of reference, defining the approval process for labs to join the network, etc. The DOH will then pilot the plan for the NTD laboratory network in three regions (Region 7, Region 8 and Region 11) as these three regional labs are more advanced in terms of infrastructure (physical,
technical, human and logistic) in handling NTDs and other parasites, expanding to the other regions thereafter.

Specific Responsibilities
The consultant will work closely with the DOH to:

- Conduct a review of how similar network laboratories operate, such as those for TB, malaria or HIV, and how those guidelines can be adapted to the NTD context;
- Make recommendations on the minimum/standard equipment/laboratory tests for NTDs that should be present or available in the regional laboratories;
- Develop a current list of the regional laboratories in country that may be capable of providing NTD support in coordination with RITM, Health Facilities Development Bureau (HFDB) of the DOH & other DOH Collaborating Centers.
- Develop a situation analysis tool and conduct a situational analysis of RITM and one (1) regional laboratory on existing laboratory set up, functions and provision of NTD services.
- Determine the future support that will be needed from the laboratories in order for them to diagnose clinical cases and implement surveillance;
- Make recommendations to ensure the laboratory network, once established, will have a continual source of budget support;
- Explore/recommend the role of University (academes) laboratories & private laboratories in support of RITM;
- In consultation with the Disease Prevention & Control Bureau (DPCB), HFDB and RITM, develop a draft outline of the guidelines including:
  - the network’s purpose, terms of reference, structure, and functions;
  - laboratory resource requirements;
  - laboratory data management, information sharing and communication;
  - specific support required by the NTD programs including recommended types of tests available at different levels and training required; and
  - any other expectations by the DOH;
- Develop a plan to guide the DOH in building the capacity of RITM to fulfill its mandate of being able to address the needs of NTDs and other parasites.

Service Expectations

Expected Schedule: The consultancy will be for one month and include roundtrip travel expenses to Manila, Philippines.

Timelines, Special Terms and Conditions:

Timing: The anticipated timing for the activity is July/August 2016.

Work Location: Manila, The Philippines and home base

Reporting Requirements:
1. An update no later than 48 hours after landing in the Philippines, provided to Joshua Sidwell (jsidwell@rti.org) and Molly Brady (mbrady@rti.org) of progression of activities thus far, any potential changes to the SOW and challenges encountered.
2. Report on the situation analysis conducted on RITM and the regional laboratory including the list of regional laboratories in the country that may be capable of NTD support.
3. Draft Network plan to be reviewed by DOH, RTI and USAID for comment.
4. Final Network plan with comments addressed.
5. Trip report, including recommendations and next steps needed.

**Labor Rate of Pay:** Please provide a per hour labor rate for the expected schedule as described above. Please indicate any conflicts with your availability based on the timing and expected schedule.

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: |  

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

| 3040 East Cornwallis Road  
| Research Triangle Park, NC 27709  
| USA |

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

| US Agency for International Development (USAID) ENVISION Project |

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) Lead Time Availability of the Service.

(g) Terms of warranty describing what and how the warranties will be serviced.

(h) 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).

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

(j) Acknowledgment of solicitation amendments (if any)

(k) 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)

(l) **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

   **Joshua Sidwell**

   at this email address:

   jsidwell@rti.org

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

   **Thursday, June 3, 2016**

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)
8. **Payment Terms**: Refer to RTI purchase order terms and conditions found in [www.rti.org/potermsex](http://www.rti.org/potermsex), [http://www.rti.org/P0terms](http://www.rti.org/P0terms). 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:
   Applicants will be evaluated based on academic background and relevant professional experience to be demonstrated in: communications, public relations, event planning and coordination.

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 30 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.
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: ________________________