

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

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| Commodity/Service Required:                                     | Hiring of full services for USAID- SAREP Launch Event  |
| Type of Procurement:  | One-Off Purchase Agreement   |
| Type of Contract:   | Fixed Price with Payment Milestones  |
| Term of Contract:   | 4 months   |
| Contract Funding:   | USAID  |
| This Procurement supports:                                      | South Asia Regional Energy Partnership (SAREP)   |
| Submit Proposal to:   | The Selection Committee at SAREP-USAID <a href="mailto:SAREP-Procurement@rti.org">SAREP-Procurement@rti.org</a> .  |
| Date of Issue of RFP:   | Wednesday, December 1, 2021  |
| Date Questions from Supplier Due:                               | Friday, December 3, 2021, no later than 5:00 pm IST<br>Send your questions to <a href="mailto:SAREP-Procurement@rti.org">SAREP-Procurement@rti.org</a> . |
| Date Proposal Due:  | <b>Wednesday, December 8, 2021, no later than 5:00 pm IST</b>  |
| Approximate Date Purchase Order Issued to Successful Bidder(s): | December 13, 2021  |

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| <b>Method of Submittal:</b>   |  |
| Email to <a href="mailto:heera@rti.org">heera@rti.org</a>   |  |
| Respond via e-mail with attached document in MS Word / pdf format.<br>The Bidder/Seller agrees to hold the prices in its offer firm for <b>90 days</b> from the date specified for the receipt of offers unless another time is specified in the addendum of the RFP/RFQ. |  |
| Solicitation Number:  | <b>SAREP RFQ/P-2022-001-Amendment 01</b> |

**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:  
<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](http://www.rti.org/files/PO_FAR_Clauses.pdf) or for commercial items:  
[http://www.rti.org/files/PO\\_FAR\\_Clauses\\_Commercial\\_Items.pdf](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

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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**

##### Description of Activity/Service:

RTI International (RTI) is a global, independent research institute with almost 60 years of experience in creating and translating knowledge into practice. RTI has more than 5,000 staff in over 75 countries with expertise in at least 250-degree fields working to unlock value in eight practice areas including: health, education, governance, energy, environmental sciences, and innovation ecosystems.

RTI International has been working in Asia for more than 35 years, providing technical assistance, institutional strengthening, and program support on behalf of governments, foundations, and private-sector clients. Together with our local partners, we deliver science-based solutions and advisory and technical services to help countries across South and Southeast Asia achieve national, regional, and local goals—in health, education, economic growth, governance and public policy, and environmental management.

RTI is implementing 19 projects in the Asia region with its offices located in India, Indonesia, Thailand, Cambodia, Philippines, Laos, Nepal, and Papua New Guinea. RTI International is the implementing contractor for a five (5) year USAID project called the USAID South Asia Regional Energy Partnership (SAREP). SAREP will serve as a linchpin of the Asia Enhancing Development and Growth through Energy (EDGE) initiative. To achieve USAID's goal of improving access to affordable, secure, reliable and sustainable energy, SAREP will address two distinct, yet mutually dependent objectives:

- a. Enabling six countries – Bangladesh, Bhutan, India, Maldives, Nepal and Sri Lanka—to build systems and processes in line with their respective economic and energy security priorities, and
- b. Facilitating collaboration among these six countries in a regional energy market that will accelerate economic development, self-reliance, livelihoods, health, and productivity throughout the region.

RTI seeks a qualified firm to provide full services for the USAID-SAREP launch event which is scheduled to take place sometime during January/February, 2022.

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Product or Service Expectations:

**Scope of Work:**

Exhibition:

- Template design for infographic styled poster for exhibition for different USAID projects in South Asia. Customization of the poster for the different projects based on information shared by the implementing partner

Memento:

- Conceptualizing, development/procurement, and customization of mementos

Event preparation, logistics and implementation:

- Support in coordination with venue for setup and any other coordination requirement
- Design, development and production of event collateral including backdrop
- Setup of registration system, including registration desk at the event
- Support in the setup of virtual platform, integration with social media channels, if required
- Facilitate on-ground logistics, including travel and transport of participants
- Provide on-ground content, logistics and any other support requirements for successful implementation of both, in-person, and virtual event
- Support in coordinating with speakers and invitees for in-person and virtual participation
- Facilitate live streaming

Marketing communication, including social media and creative:

- Facilitate press event (identify journalist, engage and setup interaction, provide briefing on journalist, facilitate news article)
- Support development of social media content (pre, during and post event)
- Provide graphics and design support, including for social media
- Setup and execute bulk emailing to share event information
- Facilitate production of short film on SAREP
- Influencer outreach, if required

Preparation of a Contingency plan for events

Public affairs (additional)

- Research support to technical experts if required
- Development of technical documents in partnership with the project team
- Design, layout, develop and print collaterals that needs to be disseminated at, or post, the event

Proposal Requirements and Contractor Experience

The vendor must provide the following information with their proposal:

1. Company Registration and VAT Registration Certificate

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2. Company's profile/overview.
3. Expertise in Photoshop, Illustrator, InDesign, PowerPoint, think-cell, and detailed knowledge of data visualization concepts, using tools such as CorelDraw, Illustrator, Dreamweaver.
4. Knowledge of text, video, and sound editing tools.
5. Ability to estimate, plan, schedule, monitor and deliver according to agreed milestones any requested work package
6. Demonstrated experience with graphic design for a minimum of two projects of similar size and scope. For each project, please include client contact information, contract number, and a copy of the final contract performance evaluation.
7. A list of three professional references for similar work performed by your company.
8. Signed copy of this RFP document.
9. DUNS Number (If you do not have one, you can request one using this link <http://fedgov.dnb.com/webform/CCRSearch.do?val=1>)

Deliverables, Timelines, Special Terms and Conditions:

**Delivery to:**

Research Triangle Institute Global India Private Limited

**Timeline:**

This will be a one-time service for four months.

**Payment:**

Payment via wire transfer within 30 days receipt of invoices and completion of deliverables.

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**Pricing**

Please list your manpower and project costing for the below.

Please also provide rate card for design work, collateral development and equipment for event.

| 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                  |                          | <b>Social media</b><br>a. Strategy development<br>b. Implementation of campaign<br>c. 25-30 social media posts across channels pre-, during and post the event (4-6 weeks)<br>d. Post event analysis                                    |                 |                         |                          |   |
| 2                  |                          | <b>PR and Traditional Media</b><br>a. Strategy development<br>b. Media list development<br>c. 2-3 press releases development and dissemination (national, English)<br>d. Media mapping for one-on-one engagement<br>e. Press conference |                 |                         |                          |   |
| 3                  |                          | <b>Event coordination</b><br>a. Coordination with venue<br>b. Coordination for setting up collateral<br>c. Any other costs (specify)  |                 |                         |                          |   |
|                    |                          | Applicable Tax (if any)   |                 |                         |                          |   |
| <b>Total Value</b> |                          |   |                 |                         |                          |   |

By signing this attachment, the bidder confirms he has a complete understanding of the

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specifications and fully intends to deliver items that comply with the above listed specifications.

Signature:

Title:

Date:

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## 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

Research Triangle Institute Global India Private Limited  
6th Floor, Commercial Tower  
Novotel-Pullman Hotel Complex, Asset No. 2,  
New Delhi 110037, India

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

USAID India

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:

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- (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

Heera, USAID SAREP Finance and Grants Director

at this email address:

[SAREP-Procurement@rti.org](mailto:SAREP-Procurement@rti.org)

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

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| Friday, December 3, 2021, no later than 5:00 pm IST |
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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 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](http://www.rti.org/files/PO_FAR_Clauses.pdf), or [http://www.rti.org/files/PO\\_FAR\\_Clauses\\_Commercial\\_Items.pdf](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.** Lowest evaluated ceiling price (inclusive of option quantities).
- (b) **DELIVERY.** Seller provides the most advantageous delivery schedule.
- (c) **TECHNICAL.** Items/Services shall satisfy or exceed the specifications described in RFQ/RFP Attachment A.

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- (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.**

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| Availability of units, Warranty and Payment Terms |
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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](mailto: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

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**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:

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