Request for Quote/Proposal (RFQ/RFP)

<table>
<thead>
<tr>
<th>Commodity/Service Required:</th>
<th>Comprehensive Transportation Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Procurement:</td>
<td>One-Off Purchase Agreement</td>
</tr>
<tr>
<td>Type of Contract:</td>
<td>Fixed Price</td>
</tr>
<tr>
<td>Term of Contract:</td>
<td>12 months – Extendable based on satisfactory performance</td>
</tr>
<tr>
<td>Contract Funding:</td>
<td>USAID</td>
</tr>
<tr>
<td>This Procurement supports:</td>
<td>South Asia Regional Energy Partnership (SAREP)</td>
</tr>
<tr>
<td>Submit Proposal to:</td>
<td>Naveen Devnani, <a href="mailto:ndevnani@sarep-southasia.org">ndevnani@sarep-southasia.org</a></td>
</tr>
<tr>
<td>Date of Issue of RFP:</td>
<td>February 14, 2022</td>
</tr>
<tr>
<td>Date Questions from Supplier Due:</td>
<td>February 21, 2022, no later than 5:00 pm IST</td>
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<tr>
<td></td>
<td>Send your questions to Naveen Devnani, <a href="mailto:ndevnani@sarep-southasia.org">ndevnani@sarep-southasia.org</a></td>
</tr>
<tr>
<td>Date Proposal Due:</td>
<td>February 25, 2022 no later than 5:00 pm IST</td>
</tr>
<tr>
<td>Approximate Date Purchase Order Issued to Successful Bidder(s):</td>
<td>February 28, 2022</td>
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**Method of Submittal:**

**Email to** ndevnani@sarep-southasia.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:** SAREP RFQ-2022-004

**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/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 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
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:

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 agency to provide comprehensive transportation services for the New Delhi Office of the USAID-South Asia Regional Energy Partnership (SAREP) project.

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Product or Service Expectations (both if applicable):

The supplier shall provide SAREP with:

Transportation services which includes one - 5-door, 5 Seat Sedan Vehicle (Only Honda City or Suzuki Ciaz or Toyota Yaris) on a monthly basis with Driver, fuel and complete vehicle maintenance:-

Qualified suppliers:

- Must have three years of experience in the vehicle hire business;
- Must provide the company information i.e., company name, physical location, telephone number, company email address and contact person;
- Must provide their business registration documents and proof of insurance documentation;
- Must provide brochures or profiles of the company that will supply the vehicles;
- Must provide evidence of its experience working with international organizations for the provision of similar types of services;
- Must submit the vehicle documentation and details such as registration number, copy of the valid insurance cover, Logbooks, and clear picture(s) of the vehicle(s);
- Must provide a dedicated Point of Contact available at all times that vehicles must be available to SAREP to promptly respond to any issues or concerns;
- Must have a dedicated parking stand at Gurugram location. In case required, there should be flexibility to change the Parking location to Aerocity, New Delhi where parking space will be provided by the SAREP Project.
- Will be fully responsible for payment of salary and other benefits to its drivers as well as any tax and other legally required payments or withholdings by the governing labor laws;
- Will be responsible for paying any fees incurred by the driver, including but not limited to fines for traffic violations; costs of traffic or other violations will be the responsibility of the driver or supplier and not chargeable to SAREP/RTI;
- Will be responsible for paying the drivers’ per diem and accommodation when travelling out of the city;
- Must replace vehicle at SAREP’s request within 2 days;
- Will be fully responsible for the operation of the vehicle and ensuring that the driver operates the vehicle in accordance with applicable rules and laws;
- Will be fully responsible for any and all claims arising out of any accident(s);
- Will be solely responsible for any and all legal claims, lawsuits and/or court cases arising from the services provided; no costs relating to any legal cases and no legal fees or settlement costs shall be chargeable to SAREP/RTI
- Must replace any vehicle that any authorized user of SAREP/RTI is not satisfied with because of the safety, cleanliness or condition of the vehicle;
- Must immediately provide substitute vehicle(s) in case of vehicle breakdown or inoperability
- Will be solely responsible for the safety & security of the vehicle(s) provided; the supplier will also be solely responsible for taking care of any damage and repairs caused to and by the vehicle during the operations of the contract.

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• Will submit invoices for payment on a monthly basis inclusive of supporting documentation including but not limited to copies of the vehicle usage log for the billing period. Payment will be made within 30 days from date of submission of bills after deducting GST as applicable. The logbook maintained will be the basis for making payments. The logbook should be maintained as per rules and should include the date of vehicle use, name of individual(s) using it, the purpose for the use, beginning and ending point of the journey, start and end time of journey, and signature of the individual(s) using the car.
• Failure by the supplier to comply with any statutory requirement and or the terms of the agreement during the period of the contract shall result in immediate termination of the contract and subsequent disqualification from participation in any future tender of the department. The contract between RTI and the supplier can be cancelled for convenience with a 30-day advance notice.

Vehicle:
The vehicles must:
• Have a Commercial Registration Number duly registered with the RTO in Delhi or Gurugram.
• Fulfill the obligations prescribed by the state transport authority like payment of road taxes and valid taxi permit, pollution certificate etc. All requirements under various statutory laws must be complied with. Any default and resulting fines or legal actions will be the liability of the supplier; SAREP/RTI shall not be liable in any matter whatsoever;
• Be in excellent condition, clean, mechanically fit and up-to-date with their required inspections;
• Have a 2020 year/model of manufacture or newer with an odometer reading of 10,000 kms or less;
• Be covered by comprehensive and third-party insurance policy;
• Be clean and hygienic at all times;
• Be fitted with appropriate seat belts, airbags and tyres that are in good working order.
• Be fully air-conditioned, with spare tire, jack, wheel rim, spanner, fire extinguisher, first aid kit and all required items to ensure the safe operation of the vehicle in compliance with Indian law.

Qualification of Drivers:
The Driver should:
• Have a valid driver’s licenses from the appropriate authorities of central/State Govt.;
• Have a minimum of five years of experience in providing similar services;
• Have a clean driving record and no pending cases of traffic violation
• Possess a mobile phone in working condition provided by the supplier.
• Observe all appropriate driver etiquettes and protocols while performing their duty; they shall be neatly dressed, wearing the proper uniform, mask and gloves.
• Be literate and well behaved. Able to understand basic English. They must follow Traffic Rules & regulations as prescribed by the Government and updated from time to time.
• Calculate the time & distance of provided services from the time and place of reporting to the time and place of release. It shall be the driver’s duty to log all trips with the information referenced earlier and to get all necessary mileage certified on a daily basis.
• The ultimate responsibility of the integrity and performance of the driver will be the supplier.
• Dedicated vehicle number and driver shall not be changed without SAREP/RTI’s prior approval.
• Supplier will be responsible for checking health condition of drivers and consistently wear a mask to minimize the Covid-19 risk.
• Wear uniform if applicable as per local laws and regulations

Other Conditions:
The vehicle shall be at the disposal of RTI - SAREP Project throughout the contract period at all times. It is further clarified that the transportation service shall be at the disposal of this office during the period of performance to support RTI-SAREP project operations and activities. During the contract period the contractor shall not allow the vehicle to be used other than for the service of the customer.
• No request for escalation of rates will be entertained for whatsoever reason during the contract period.
• Notwithstanding any of the conditions stated above, RTI reserves the right of altering any of the conditions mentioned above or imposing new conditions at the time of finalization of contract.
• The vehicle should be for the exclusive use of RTI and may not be used by the vendor for any other purposes even when it is not in use by the project.

Deliverables, Timelines, Special Terms and Conditions:

Delivery to:
RTI Global India Private Ltd.

Timeline:
Vehicle to be provided by end February, 2022

Payment:
Payment via wire transfer within 30 days receipt of invoices after delivery.

Pricing

<table>
<thead>
<tr>
<th>Item #</th>
<th>Quantity to be Purchased</th>
<th>Description of Preferred Commodity or 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>12 months</td>
<td>Monthly comprehensive transportation service inclusive of Regular (Sedan 5 seater) with driver, fuel and maintenance</td>
<td>1 unit</td>
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Applicable Tax (if any)

Total Value

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*Note: The car will be hired from the date mentioned in the contract. Please mention the maximum KM per month, Maximum Days per week, Maximum Hours Per day, Rate for Extra KM, Rate for extra hours, any other charges such as night charges, taxes, levies, or any other terms and conditions clearly in the quotation.

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: 

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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

<table>
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<tr>
<th>Research Triangle Institute Global India Private Limited</th>
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<tr>
<td>6th Floor, Commercial Tower</td>
</tr>
<tr>
<td>Novotel-Pullman Hotel Complex, Asset No. 2,</td>
</tr>
<tr>
<td>New Delhi 110037, India</td>
</tr>
</tbody>
</table>

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:

(c) The name, address, and telephone number of the seller (bidder) and authorized signature of same:

(d) Validity period of Quote:

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(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

<table>
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<tr>
<th>Naveen Devnani, SAREP Grants Manager</th>
</tr>
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at this email address:

ndevnani@sarep-southasia.org

The cut-off date for questions is February 21, 2022 no later than 5:00 pm IST

The cut-off date for receipt of proposals is February 25, 2022 no later than 5:00 pm IST

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.

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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.)


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.
   (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**.

   | Availability of vehicle, Cost, Payment Terms, Agreement to park the vehicle in Gurugram or Aerocity |

12. **Award Notice**: A written notice of award or acceptance of an offer, mailed or otherwise

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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: __________________________

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