

Request for Quotation (RFQ)

Commodity/Service Required:	Services of travel agency/ies to facilitate : (a) Travel ticket bookings for local, regional and international travel (b) Facilitate ground travel for its staff and stakeholders in the geographical locations indicated in the “Definitions” section
Type of Procurement:	Professional / Technical Service
Type of Contract:	Master Services Agreement
Term of Contract:	1 year
Contract Funding:	USAID
This Procurement supports:	South Asia Regional Energy Partnership (SAREP)
Submit Proposal to:	SAREP-Procurement@rti.org
Date of Issue of RFP:	December 29, 2022
Date Questions from Supplier Due:	January 08, 2023
Date Proposal Due:	January 15, 2023 no later than 06.00 PM India Time
Approximate Date Subcontract Issued to Successful Bidder:	February 15, 2023

Method of Submittal:	
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 RFQ.	
Solicitation Number:	SAREP RFQ-2023-003

Attachments to RFP1. Attachment “A” – Commodity / Service Specifications

2. Attachment “B” – Instructions to Bidders/Sellers

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

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.

Project Overview:

RTI International is an independent, nonprofit research institute dedicated to improving the human condition. Clients rely on us to answer questions that demand an objective and multidisciplinary approach—one that integrates expertise across the social and laboratory sciences, engineering, and international development. We believe in the promise of science, and we are inspired every day to deliver on that promise for the good of people, communities, and businesses around the world.

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. SAREP's objectives are as follows:

- Workstream 1: Regional Energy Hub
- Workstream 2: Technical Services
 - Objective 1: Enhanced regional energy markets and integration
 - Objective 2: Increased development of advanced energy
 - Objective 3: High-performing modern utilities.
 - Objective 4: Transparent, best-value procurement.

Description of Activity/Service:

To support the regular travel requirements of the SAREP project, RTI International seeks to appoint a qualified and reputable travel agency/ies to facilitate travel arrangements for local, regional, and international travel for its staff and stakeholders in the geographical locations indicated in the “Definitions” section below.

Services being solicited are divided into three separate Sections :

- **Section A :** Air / train ticket bookings, visa and other travel services
- **Section B :** On-demand private ground transportation service
- **Section C :** Fixed monthly car rental services in Delhi (including vehicle, driver, fuel, maintenance, insurance, etc.)

- **Separate bids / quotations are invited for each of these Sections.**
- **Bidders may choose to submit separate bid/s for any or all of these Sections.**
- **RTI may select one or more agencies and reserves the right to award separate contracts to agency/ies for each of these sections.**

The services included in each of these sections are as follows :

Section A – Air / train ticket bookings, visa and other travel services	
A1	Air Travel
	International air travel bookings from any of the SAREP Countries to any location worldwide.
	Air travel bookings in the South Asia Region for travel to any of the SAREP Countries
	Domestic air travel bookings within India
A2	Train Travel
	Reservation for domestic travel by train in India
A3	Visa Services
	Sharing country specific information regarding application documents, process, Embassy timings / timelines, visa fees, etc.
	Assisting in preparation and submission of visa documents – door to door delivery of passport, documents, etc.
	Support with expediting the visa process
A4	Others
	Forex Services
	International travel insurance

Qualified suppliers under Section A must :

1. Have an online air ticket booking system such as Amadeus or equivalent for making air travel bookings. The agency shall also be equipped with a fully automated accounting system that interfaces with the airlines’ computerized reservation systems.
2. Be willing to provide RTI a dedicated account manager for the SAREP project.
3. Be willing to provide 24x7 emergency services outside working hours and days.

4. Be familiar with provisions of US Government Fly America Act which will apply to all international flights. The agency must familiarize themselves with this Act and other applicable USAID regulations.
5. If selected, familiarize themselves with RTI Travel Policy and Regulations and manage Airline booking and ticketing and other services accordingly.
6. Be willing to submit invoices for air tickets and other service charges on a fortnightly basis along with supporting documents for reservations made. Also be willing to accept payments through bank transfer, to be made within 20 days of receipt of a valid and accurate invoice statement.
7. Issue a credit note for air ticket cancellations, where any amount is to be refunded.
8. Must be able to book train tickets if needed or be able to organize train tickets directly or through third party vendors.
9. Deliver airline / train tickets within the time specified in its quotations which is accepted by RTI. Tickets are to be issued based on receipt of an approved **RTI** Travel Authorization, the reservation of seat assignments on flights, and the issuance of boarding passes, where possible.
10. Reconfirmation / revalidation of airline reissued tickets (returned as a result of changed routing or fare structures) and printed itineraries showing complete information on the status of reservations.
11. Notify the travelers in case of airport closures, cancellations, or delays in flight departures.
12. Obtain and manage any reimbursements / refunds from airlines or railways, which may be due on account of cancelled travel or rescheduling of tickets.

Section B - On-demand private ground transportation service		Basis
B1	Private ground transportation services - such as airport pickup and drop and services for local travel in all SAREP Countries. Bangladesh, Bhutan, India, Maldives, Nepal, and Sri Lanka (mainly country capitals)	4 Hour 40 KM
		8 Hour 80 KM
		10 Hour 100 KM
B2	Private ground transportation services such as airport pickup and drop and services for local travel all across India (including Delhi)	4 Hour 40 KM
		8 Hour 80 KM
		10 Hour 100 KM

Qualified suppliers under Section B must :

1. Must have a fleet of vehicles comprising of sedans (Honda City / Ciaz or equivalent). MUVs (Innova or equivalent) and must be able to arrange AC Luxury buses
2. For the purpose of calculating mileage, use the start point / end point to airport or garage, whichever is closer to the start / drop point.
3. Must submit invoices within 10 days of completion of trip to RTI in Indian Rupees.

Additional Requirements for suppliers under Section B :

- 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
- Must provide brochures or profiles of the company that will supply the vehicles wherever possible.
- Must provide evidence of its experience working with international organizations for the provision of similar types of services;
- Must ensure that only vehicles with Commercial Registration are provided.
- Must provide a dedicated Point of Contact available at all times that vehicles must be available to RTI to promptly respond to any issues or concerns;
- 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 RTI;
- Will be responsible for paying the drivers' per diem and accommodation when travelling out of the city; RTI will pay night charges as per industry norms.
- Will be fully responsible for the operation of the vehicle and ensuring that the driver operates the vehicle in accordance with applicable law;
- 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 RTI
- Must replace vehicles if required at RTI's request if users are 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.
- 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.

Vehicles:

All vehicles must:

- Have a Commercial Registration Number duly registered with the RTO
- Fulfill the obligations prescribed by the state transport authority like payment of road taxes and valid private transportation permit, pollution certificate etc.
- Be in excellent condition, clean, mechanically fit and up-to-date
- Be covered by comprehensive and third-party insurance policy;

Qualification of Drivers:

All Drivers should:

- Have a valid driver's licenses from the appropriate authorities of central/State Govt.;
- Have a clean driving record;

- 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. They must follow Traffic Rules & regulations as prescribed by the Government and updated from time to time.

Section C - Fixed monthly car rental services in Delhi (including vehicle, driver, fuel, maintenance, insurance, etc.)		Basis
C1	Innova Crysta or Equivalent (2,500 KM per month, 6 days a week)	Fixed Monthly Rental
		Extra Charges per KM and Per Hour
C2	Maruti Ciaz / Honda City or Equivalent (2,500 KM per month, 6 days a week)	Fixed Monthly Rental
		Extra Charges per KM and Per Hour

Qualified suppliers under Section C must :

1. Monthly rental must be quoted considering a running of 2,500 KMs per month. The vehicle with driver will be required on duty for 6 days a week (Mon-Sat) and for 10 hours a day.
2. The payment for extra KMs and extra hours will be made on a quarterly basis. For the purpose of calculating payment for extra KMs and extra Hours, RTI will consider mileage exceeding 7,500 KMs per quarter and overtime exceeding 780 hours (26 days x 10 hours x 3 months) per quarter. Quarter would mean a calendar quarter (i.e. Jan-Mar, Apr-Jun, Jul-Sep, Oct-Dec)
3. Invoices will have to be submitted on a monthly basis. Payment will also be processed on a monthly basis. Any adjustment for extra KMs / hours will be done on a quarterly basis (in the last month of the quarter) as per method indicated in point 2 above.
4. Once the contract is awarded, dead mileage will be calculated from the garage or RTI India office (Aerocity, New Delhi), whichever is closer to the first location of the day. Similarly, dead mileage will be calculated from the last location of the day to garage or RTI India office, whichever is closer. Location of the garage must be mentioned in the quotation.
5. RTI reserves the right to issue one contract for both vehicles or separate contracts to separate agencies for vehicles to be engaged on a monthly rental basis.
6. The vehicle shall be at the disposal of –the SAREP project throughout the contract period at all times. 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.

Additional Requirements for suppliers under Section C :

- 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 ensure that only vehicles with Commercial Registration are provided.
- 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.
- 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 RTI;
- Will be responsible for paying the drivers' per diem and accommodation when travelling out of the city; RTI will pay night charges as per industry norms.
- Must replace vehicles if required at RTI'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 law;
- 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 RTI
- Must replace any vehicle that any authorized user of 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.
- 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 TDS 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.

Vehicles:

All vehicles must:

- Have a Commercial Registration Number duly registered with the RTO, Govt. of Delhi;
- Fulfill the obligations prescribed by the state transport authority like payment of road taxes and valid private transportation 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; 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 2021 year/model of manufacture or newer with an odometer reading of 20,000 kms or less;
- Be covered by comprehensive and third-party insurance policy;
- Be clean at all times;
- Be fitted with appropriate seat belts and airbags that are in good working order.
- Be fully air-conditioned, with spare tires, 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:

All Drivers 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;
- 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. 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 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.

Deliverables, Timelines, Special Terms and Conditions:

RTI seeks to appoint a travel agency/ies to deliver the following under each of the three sections :

Section A :

1. Worldwide reach to support the arrangement of travel for RTI staff and stakeholders – locally (within India), regionally (within South Asia) and internationally.
2. A proven ability to offer arrangements for flights / train tickets
3. A proven ability to provide associated travel services such as visa, forex and insurance services.

Section B :

1. Proven ability to provide on demand private ground transportation service in all locations in India (especially state capitals) and other specified SAREP countries (mentioned under Definitions). This includes services such as airport transfers and ground transportation.

Section C :

1. Proven ability to provide vehicles in New Delhi on fixed monthly car on rental basis which includes vehicle, fuel, maintenance, driver and insurance.

Delivery to:

RTI India Global Private Ltd.

Timeline:

To be delivered within timelines to be agreed upon and specified in the contract with the selected agency.

Payment once contract is signed and invoices are received :

Payment via wire transfer within 20 days receipt of invoices after delivery.

Pricing and Quotation Expected from Seller / Bidder

Section A	SERVICE	QUOTE EXPECTED FROM VENDOR			
	TRAVEL	Booking Charges /pax /sector	Cancellation charges	Discount Offered (in %age)	Turnaround / Response time
A1	Air Travel				
	International air travel bookings from any of the SAREP Countries to any location worldwide.				
	Air travel bookings in the South Asia Region for travel to any of the SAREP Countries				
	Domestic air travel bookings within India				
A2	Train Travel				
	Reservation for domestic travel by train in India				
A3	Visa Services				
	Sharing country specific information regarding application documents, process, Embassy timings / timelines, visa fees, etc.		NA		
	Assisting in preparation and submission of visa documents - door to door delivery of passport, documents, etc.		NA		
	Support with expediting		NA		

	the visa process			
A4	Others			
	Forex Services		NA	
	International travel insurance		NA	

Section B	Private ground transportation assistance / Transport Services	Charges	For Innova or Equivalent 6 seat vehicle	For Honda City / Suzuki Ciaz or equivalent 5 Seat vehicle	15-18 seater AC Luxury Bus
B1	Private ground transportation assistance such as airport pickup and drop and services for local travel in all SAREP Countries (mainly country capitals)	4 Hour 40 KM			
		8 Hour 80 KM			
		10 Hour 100 KM			
		Extra charge per KM			
		Extra Charge per Hour			
B2	Private ground transportation assistance such as airport pickup and drop and services for local travel all across India (including Delhi)	4 Hour 40 KM			
		8 Hour 80 KM			
		10 Hour 100 KM			
		Extra charge per KM			
		Extra Charge per Hour			

Section C	Fixed Monthly Car Rental Service in Delhi including vehicle, driver, fuel, maintenance, insurance etc.	Fixed Monthly Rental Charges (Indicate Taxes Separately)		
C1	Innova Crysta or Equivalent (2,500 KM per month, 6 days a week)	Fixed Monthly Rental		
		Extra Charge per KM		
		Extra Charge per Hour		
C2	Maruti Ciaz / Honda City or Equivalent (2,500 KM per month, 6 days a week)	Fixed Monthly Rental		
		Extra Charges per KM and Per Hour		
		Extra Charge per Hour		

DEFINITIONS

SAREP Countries – India, Bhutan, Bangladesh, Nepal, Sri Lanka, Maldives

SAREP States in India – Uttarakhand, Gujarat, Haryana, Assam, Telangana, Karnataka, Madhya Pradesh

INSTRUCTIONS

1. The bidder may submit a bid / Quotation for ANY ONE, TWO or ALL THREE Sections
2. In case a bidder is bidding for more than one section, separate bids must be submitted for each section.
3. SAREP reserves the right to award a contract to one agency or multiple agencies for any of the sections.
4. The following minimum documents are required with each bid :
 - Business registration documents to indicate three years of experience in the relevant business
 - Full agency information i.e., agency name, physical location, telephone number, company email address and contact person;
 - List of clients
 - Must provide two references from reputed local or international organisations to whom the agency has provided similar services in the past. References should have name and contact number / email ID of the concerned person.
5. The agency must submit a description of emergency support services to be provided on Holidays, weekends and after working hours for last minute travel requests. The selected agency will be required to share emergency contact numbers for 24x7 emergency services.
6. If the bidder’s organization is subject to local GST, please provide proof of registration along with the bid submission.

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 or multiple “approved’ supplier based on conformance to the listed specifications, the ability to service this contract, and selling price. RTI reserves 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 Cornwallis Road
Research Triangle Park, NC 27709

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

U.S. Agency for International Development (USAID)

RTI shall award the initial quantities and/or services and any option quantities (if exercised by RTI) to Seller by a properly executed contract / 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)	Unique Entity ID in System for Award Management (SAM) (in lieu of the now redundant DUNS number): If you already have an active or inactive registration in SAM.gov today, you’ve already been assigned a Unique Entity ID. It’s viewable on your entity registration record in SAM.gov. For those who don’t, a quick start guide to obtaining a SAM UEI number and a UEI Post-Transition Fact Sheet are attached to this RFP for reference.

(e)	Validity period of Quote:
(f)	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.
(g)	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. (Not Applicable)
(h)	Lead Time Availability of the Commodity/Service.
(i)	Terms of warranty describing what and how the warranties will be serviced.
(j)	Special pricing instructions: Price and any discount terms or special requirements or terms (<u>special note: pricing must include guaranteed firm fixed prices for items requested.</u>
(k)	Payment address or instructions (if different from mailing address)
(l)	Acknowledgment of solicitation amendments (if any)
(m)	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)
(n)	Special Note: <i>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 <u>all</u> of its attachments have been carefully read and understood and all related questions answered.</i>

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

Senior Procurement Expert

at these email addresses:

SAREP-Procurement@rti.org

(insert email address of the procurement officer). The

cut-off date for submitting questions is:

January 15, 2023 no later than 6.00 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

Attachment B — Page 2

RFQ Template v7, December 2020

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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 subaward terms and conditions found in https://www.rti.org/sites/default/files/standard_subaward_terms_and_conditions_v1_11.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.
- (b) **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.
- (c) **OTHER EVALUATION CRITERIA.**

SECTION A

Agency Profile for air / train ticket bookings, visa and other travel services :

- Years of experience of the agency
- Number of staff
- List and profile of existing clients
- Turnaround time for service requests
- Availability of online booking system and computerized accounting / invoicing system

Section B.

Agency Profile for private ground transportation assistance :

- Number of locations in which vehicles can be provided
- Size of vehicle fleet
- Number of drivers on payroll
- List and profile of existing clients
- Agency Profile # of years since establishment

Section C

Agency Profile for fixed monthly rental car service:

- Size of vehicle fleet
- Number of drivers on payroll
- List and profile of existing clients
- Agency profile # of years since establishment

In case of Air tickets, the service charges per ticket and percentage of discount offered on international tickets will be considered.

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: