



Request for Quote (RFQ)

Commodity/Service Required:	Design Services
Type of Contract:	Purchase Order
Term of Contract:	One year from the date of award
Contract Funding:	USAID
This Procurement supports:	South Asia Regional Energy Partnership (SAREP)
Submit Proposal to:	SAREP-Procurement@rti.org
Date of Issue of RFP:	January 5, 2023
Date Questions from Supplier Due:	January 12, 2023
Date Proposal Due:	January 20, 2023
Approximate Date MSA Issued to Successful Bidder(s):	February 20, 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 RFP/RFQ.	
Solicitation Number:	SAREP RFQ-2023-009

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:
<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 or for commercial items:
http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf (hereinafter the "Terms").
Supplier's delivery of products, performance of services, or issuance of invoices in connection with this purchase order establishes Supplier's agreement to the Terms. The Terms may only be modified in writing signed by both parties.

All bidders/sellers are responsible to carefully review each attachment and follow any instructions that may be relevant to this procurement.

RTI International is a trade name of Research Triangle Institute. RTI and the RTI logo are U.S. registered trademarks of Research Triangle Institute.

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:

Provide design services for twelve (12) months for the period of award

PRODUCT OR SERVICE EXPECTATIONS (BOTH IF APPLICABLE):

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.

PRODUCT OR SERVICE EXPECTATIONS:

Statement of Work

The **agency** will mainly support to provide create infographics, presentations visuals, and technical resources for USAID projects, the energy sector writeups, and more. The agency will be part of a dedicated team supporting USAID-funded projects on Energy team projects and proposals. (1) the South Asia Regional Energy Partnership (SAREP), a project to improve access to affordable, secure, reliable, and sustainable energy in India and five surrounding countries.

The firm will support the projects on an as-needed basis with responsibilities including, but not limited to, the following:

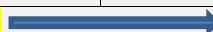
- Social Media Management- Account management and campaigns run
- Videos - 2D Animation and Videos – World Economic Forum (WEF) Like Format, video editing and subtitling
- Reports – editing and writing content for success and impact stories
- Podcast production
- Conceptualizing and designing data visualizations, graphic elements, infographics, icons, PowerPoint presentations and templates, publication layouts, and more
- Banners & Exhibition Materials
- Photoshoots for photo stories
- Media coordination – print and online
- Public relations and event management support
- Adjusting deliverables based on team feedback on rapid timelines
- Lending expertise and knowledge of modern techniques to create exceptional presentations and publications
- Adhering to branding and marking guidelines

The supplier shall commence work on individual tasks only upon receiving necessary instructions and prior approval from the SAREP Workstream 1/Cross-Cutting Lead. The approval will be accorded upon evaluating the cost of each task by the Workstream 1/Cross-Cutting Lead.

DELIVERABLES, TIMELINES, PRICING:

	Deliverable	Est. Quantity	Inclusions	Unit Price excl. GST (INR) (Bidder to quote)	Delivery timeline (Bidder to propose)
1	Social Media Account Setup	10	Handle/Profile Creation Display and Cover Image About and Descriptions Links in bio Highlight Covers	INR _____ per account	
2	Social Media	6-20	Includes creative	INR _____	

	Management/ Campaign	per month	concept, caption, hashtags and tagging, graphic design or video editing, social media calendar, posting, scheduling engagement, measurement. Alignment with client on messaging, content and design style 1 round of change	per social media Campaign in various channels* *Linkedin/Twitter/FB/IG/Youtube will all be considered as separate channels		
3	Videos-WEF like Format	50	Includes script, stock images/existing footage provided by client, text animation in a WEF-Like video format, end logo and cover image for video.	INR _____ per 60 secs per video		
4	Videos-2D Animation	50	Animation, 2D animation graphics, end logo and cover images for video. In landscape aspect ratio 16:9 and Portrait aspect ratio is 9: 16 Resolution: 1920 x 1080 2 rounds of changes	INR _____ per 60 secs		
5	Video Editing	50	Edit existing footage for use on social media/digital channels Addition of intro/closing slide text animation, color grading sound design & mixing, addition of stock video, motion graphics if required	INR _____ per 60 secs		
6	Video Subtitling	50	English Audio to English Text Subtitling	INR _____ per 60 seconds		
7	Report Editing	500	Copy editing, grammar check, Plagiarism check, Punctuation, engagement 1 round of change	INR _____ per page		
8	Report Writing	500	Source material to be provided by client. Report outline, contents, technical writing, secondary research, report editing [Report to be written once outline is approved by client with 2 round of change	INR _____ per page		

9	Podcast Setup	10	Podcast name, branding and logo Podcast description Planning: Calendar, episode outline, episode planning, Hosting and distribution, Script framework [with 2 rounds of changes each]	INR _____ per one time set up		
10	Podcast post Production	10	Audio file editing, Addition of intro/outro, Licensed royalty-free background music, Noise reduction Mixing. Delivery of .wav and .mp3 file	INR _____ per 0-15 mins INR _____ per 16-30 mins INR _____ per 31-60 mins		
11	Print- Banners & Exhibition Materials	100	300 dpi files for backdrops, 3 fold brochure, banners, standees, stall designs for use in in-person events Print-ready files (AI/EPS/JPEGs/PDF) [with 2 rounds of changes]	INR _____ per artwork		
If GST is applicable, please indicate the Percentage (%) 						%

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 “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 Cornwallis Road
Research Triangle Park, NC 27709

(insert full address of the office)

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

U.S. Agency for International Development (USAID)

(insert client’s name)

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 at a minimum:**

(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)	Digital Samples of 5 Min. Videos.
(f)	Details of past experience of working with reputed clients supporting letters or appreciation mails and reports, writeups on social media, designed banners/ logos, animation videos of 3 mins

(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.
(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>

- 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.
- Questions Concerning the Procurement.** All questions in regards to this RFQ/RFP to be directed to

Sumit Dutta, Senior Procurement Expert
(insert name of procurement officer)

at this email address:

SAREP-Procurement@rti.org
(insert email address of the procurement officer).

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

January 12, 2023

- 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, or http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf. Payment can be made via wire transfer or other acceptable form. Sellers may propose alternative payment terms and they will be considered in the evaluation process.

9. **Alternative Proposals:** Sellers are permitted to offer “alternatives” should they not be able to meet the listed requirements. Any alternative proposals shall still satisfy the minimum requirements set forth in 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.**

Nos	Criteria	Points
1	Bidder’s proposed Prices	30
2	Bidder proposed timelines	25
3	Quality of Samples (digital)	25
4	Credentials (Adequate and successful experience of working with reputed clients and highlighting if worked with USAID before)	20

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: