



Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	Short Term Technical Assistance for Advisor – Maldives
Type of Procurement:	Short Term Technical Assistance
Type of Contract:	STTA Consultant Contract
Term of Contract:	1 year contract
Contract Funding:	USAID
This Procurement supports:	South Asia Regional Energy Partnership (SAREP)
Submit Proposal to:	SAREP-HR@rti.org
Date of Issue of RFP:	July 19, 2023
Date Questions from Supplier Due:	July 26, 2023
Date Proposal Due:	August 4, 2023
Approximate Date Contract Issued to Successful Bidder(s):	August 18, 2023

Method of Submittal:	
Email to [SAREP-HR@rti.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 RFP-2023-020

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.

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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 is an independent, non-profit 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.

The USAID SAREP project seeks Short Term Technical Assistance (STTA) for [Advisor – Maldives].

Product or Service Expectations (both if applicable):

The Consultant shall serve as SAREP Advisor (Maldives) for Maldives. Under the guidance of SAREP team, s/he will support in the following areas and activities:

- Work as point of contact for Maldives for all technical and government related work. Proactively coordinate and communicate with USAID bi-lateral energy and environment projects, as relevant, in the respective countries. Ensure smooth information flow and communication with the SAREP Leadership Team (LT) and between SAREP and respective country projects.
- Ensure local ownership, capacity building, and appropriate country-level activity design; supported by specialized STTA experts.
- Coordinate country-level activities and make informed, rapid decisions aligned with the LT’s vision.
- Contribute to the development of technically sound and contextually relevant work plans, offering insight on feasibility, recommendations for innovative partnerships, and updates on government priorities.

- Assist relevant ministries, departments, and regulatory agencies to improve key market elements through provision of technical services.
- Support Workstream 1 Tasks by coordinating with relevant stakeholders and disseminating lessons learned.
- Coordinate to collect successes/lessons from bilateral and multilateral programs in the respective countries to share with the SAREP Hub so that accomplishments are shared with stakeholders.
- Coordinate with India staff (DCOP's and Technical leads) on technical tasks and deliverables for Maldives
- Support reporting for M&E, contribute to country-level work planning and other deliverables and communication products for country-level activities.
- Support gender mainstreaming for country-level activities.
- Assist with technical and managerial implementation of subcontracts at the country level.
- Build and maintain country-level project networks within the country government, private sector, donor community, and other stakeholders.
- Respond to all requests to support program management and administration requirements at the country level.
- Work collaboratively with Objective Leads; Technical and Operational staff, and other Country Managers/Advisers in Bhutan, Bangladesh, Nepal and Sri Lanka.

The technical direction and effort requirement towards preparation of the deliverables shall be done with consultant and consultant will abide by same. The consultant shall be required to work from home and client office as per the need and work requirements. Consultant cannot sublet the services and the individual will remain face of the contract. Attending meetings with stakeholders will be required. Good attendance and a commitment to being on time and high level of ethics, honesty, discipline, and professionalism should be displayed. Travel to countries in South Asia may be required.

Period of Performance

The SAREP Advisor (Maldives) will conduct the activities as per the Annual Work Plan finalised with stakeholders in Maldives and same will contribute to the development of the SAREP deliverables.

Travel

The position of SAREP Advisor (Maldives) might require frequent travel to SAREP targeted countries/areas. Travel costs have been included in the scope and travel is authorized for this agreement, in coordination and approval from the Chief of Party. When seeking reimbursement for travel costs, kindly provide any supporting documentation to back-up expenses.

If you need to convert currencies, use the [Oanda Currency Converter](#) and use the rate of the day of event/transaction. Dates in the expense report must refer to date of transaction, i.e., M&IE on March 7th, transportation cost on March 10th. The Travel Expense Report template must be supported by all receipts except M&IE which only need a copy of the location M&IE rate, any meals provided during travel must be deducted (Breakfast 15%, Lunch 25%, Dinner 40%)

Deliverables, Timelines, Special Terms and Conditions:

The SAREP Advisor (Maldives) shall conduct and support the above activities and contribute to the development and deliver the SAREP's annual work plan as finalized in consultations with stakeholders in Maldives and USAID.



Pricing

Item #	Quantity to be Purchased	Description of Preferred Commodity or Services Specifications	Unit of Measure	Unit Fixed Price (Each)	Total Fixed Price (Each)
1	200 days in one year	Level of Effort	Per day		
Total Value					

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

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

(Insert full address of the office)

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

USAID India

(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:

(a)	The solicitation number: _____
(b)	The date and time submitted: _____
(c)	The name, address, and telephone number of the seller (bidder) and authorized signature of same:
(d)	Validity period of Quote:
(e)	A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. <ol style="list-style-type: none"> 1. The Consultant should submit details of work done in the past with justification that the past experience will be relevant and helpful to deliver the task as explained in this RFP. 2. Detailed resume
(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)	Terms of warranty describing what and how the warranties will be serviced.
(h)	Special pricing instructions: Price and any discount terms or special requirements or terms (<u>special note: pricing must include guaranteed firm fixed prices for items requested.</u>)
(i)	Payment address or instructions (if different from mailing address)
(j)	Acknowledgment of solicitation amendments (if any)
(k)	Past performance information, when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including points of contact with telephone numbers, and other relevant information)
(l)	Special Note: <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 regard to this RFQ/RFP to be directed to

(insert name of procurement officer)

at this email address:

(insert email address of the procurement officer).

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

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, 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.
- (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.**

Past experience with justification to deliver the assignment as per RFP. Scoring will be 100 marks for this single criterion
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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. 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: