



3040 Cornwallis Road ■ PO Box 12194 ■ Research Triangle Park, NC 27709-2194 ■ USA  
Telephone 919.541.6000 ■ Fax 919.541.5985 ■ [www.rti.org](http://www.rti.org)

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

Commodity/Service Required:	Agricultural commodity and other material freight transport service as needed
Type of Procurement:	Provision Transport/Cargo service via a Master Service Agreement (MSA) from January 2025 to December 2025, and with a possibility of renewing for an additional 1-year subject to satisfactory performance.
Type of Contract:	Master Service Agreement with Fixed Price or Cost not to Exceed task orders issued to be determined on a case-by-case basis
Term of Contract:	January 2025 to December 2025, with a possibility of renewing for an additional 1-year subject to satisfactory performance.
Contract Funding:	USAID
This Procurement supports:	USAID Ethiopia Transforming Agriculture
Submit Proposal to:	<a href="mailto:Procurement.eta@rti.org">Procurement.eta@rti.org</a>
Date of Issue of RFP:	November 27, 2024
Date Questions from Supplier Due:	December 06, 2024
Date Proposal Due:	December 12, 2024
Approximate Date Purchase Order Issued to Successful Bidder(s):	<b>On/about January, 2025</b>

<b>Method of Submittal:</b>

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



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Respond via e-mail [Procurement.eta@rti.org](mailto:Procurement.eta@rti.org) with attached document in MS Word / Pdf format. Please provide digital brochures as deemed necessary to support your offer.

The Bidder/Seller agrees to hold the prices in its offer firm for **12 months** from the date specified for the receipt of offers unless another time is specified in the addendum of the RFQ.

Solicitation Number:

ETA-MSA-24-002

**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](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 is an independent organization dedicated to conducting innovative, multidisciplinary research that improves the human condition. Founded as a centerpiece of the Research Triangle Park in North Carolina in 1958, RTI offers innovative research and development and a full spectrum of multidisciplinary services. It has a worldwide staff of more than 5,000 people.

RTI International's Feed the Future Ethiopia Transforming Agriculture (ETA) activity is a 5-year project funded by USAID that aims to increase access to healthy diets, particularly for women and children, by improving the competitiveness, inclusiveness, and resilience of the Ethiopian food and agriculture system.

ETA is seeking offers from reputable, well established and experienced Transport/ Cargo service provider incorporated in Ethiopia to provide transport/cargo service from Addis Ababa to different project site. ETA intends to issue a Master Service Agreement to multiple suppliers that meet the required specifications and present the **best value** offerings.

##### Product or Service Expectations (both if applicable):

The Provider Shall Provide to RTI-Feed the Future Transforming Agriculture the Following Services ("Services") at his/her own Cost:

- **Vehicles:** Provide fully insured, roadworthy trucks of various sizes, including temperature-controlled trucks if needed. The specific truck types will be specified in the Purchase Order.
- **Maintenance and Repair:** Maintain and repair the vehicles.)
- **Transportation:** Transport RTI agricultural commodities, equipment, and other items to the sites listed in the price schedule.
- **Driver Requirements:** Ensure all drivers have undergone an eye test within the last year and hold a valid driving license for the type of vehicle they are driving. Adhere to RTI policies and procedures and road rules and regulations.

- **Delivery:** Deliver items within 48 hours of pick-up. Failure to meet expected delivery times may result in penalties or compensation.
- **Vehicle Inspection:** All rented trucks will be subject to inspection by RTI. Vehicles in poor condition at the time of delivery will not be rented, and no payments will be made. The owner must give RTI 2 days' notice for service, repair, or maintenance.
- **Cargo Condition:** The shipped item/cargo must arrive undamaged, properly handled, and securely packed. RTI will not be responsible for any damage, labor, service, or parts resulting from overdue servicing or improper maintenance.
- **Driver Responsibilities:** If the truck owner provides a driver, the owner is responsible for the driver's food, salary, and lodging. Delays caused by the driver's late attendance, unprofessional behavior, or improper/unsafe driving will result in deductions from the rental payment. The driver must have a valid driver's license for Ethiopia.
- **Property Damages, Reporting, and Delays:** The service provider shall agree to adhere to provisions regarding property damages, reporting procedures, unforeseen delays, and vehicle breakdowns.

**Deliverables, Timelines, Special Terms and Conditions:**

The supplier is requested to provide quotes on a per the below price schedule. The pricing table listed below is a recommended format for vendors. This format is not a requirement as long as the quotation provided by the vendor includes the same information.

In preparing this quote, please provide the best corporate value available, that can be valid for a **minimum of 12 months**. Indicate the months these prices will be valid for, or if there is any variation during any specific dates, please clarify.

**Pricing**

S/N	Zone	Zone Town	Woreda	Unit of Measurement	Quantity	Unit Price (5MT)	Unit Price (10MT)	Unit Price (15MT)	Unit Price (20MT)	Unit Price (40MT)
1	Addis Ababa	Addis Ababa		Trip	1					
<b>From Addis Ababa to Afar Region</b>										
S/N	Zone	Zone Town	Woreda	Unit of Measurement	Quantity	Unit Price (5MT)	Unit Price (10MT)	Unit Price (15MT)	Unit Price (20MT)	Unit Price (40MT)
1	Afar	Awsi /Zone 1		Trip	1					
2	Afar	Awsi /Zone 1		Trip	1					
3	Afar	Awsi /Zone 1		Trip	1					
4	Afar	Gabi /Zone 3		Trip	1					
5	Afar	Gabi /Zone 3		Trip	1					
<b>From Addis Ababa to Amhara Region</b>										
S/N	Zone	Zone Town	Woreda	Unit of Measurement	Quantity	Unit Price (5MT)	Unit Price (10MT)	Unit Price (15MT)	Unit Price (20MT)	Unit Price (40MT)
1	Amhara	Awi	Injebara	Trip	1					

2	Amhara	Awi	Injebara	Trip	1					
3	Amhara	Awi	Injebara	Trip	1					
4	Amhara	Awi	Injebara	Trip	1					
5	Amhara	Central Gondar	Gondar	Trip	1					
6	Amhara	Central Gondar	Gondar	Trip	1					
7	Amhara	Central Gondar	Gondar	Trip	1					
8	Amhara	Central Gondar	Gondar	Trip	1					
9	Amhara	Central Gondar	Jigjiga	Trip	1					
10	Amhara	Central Gondar	Gondar	Trip	1					
11	Amhara	Central Gondar	Gondar	Trip	1					
12	Amhara	East Gojam	Debre Markose	Trip	1					
13	Amhara	East Gojam	Debre Markose	Trip	1					

14	Amhara	East Gojam	Debre Markose	Trip	1					
15	Amhara	North Wello	Woldiya	Trip	1					
16	Amhara	North Wello	Woldiya	Trip	1					
17	Amhara	North Wello	Woldiya	Trip	1					
18	Amhara	North Wello	Woldiya	Trip	1					
19	Amhara	North Wello	Woldiya	Trip	1					
20	Amhara	North Wello	Woldiya	Trip	1					
21	Amhara	North Wello	Woldiya	Trip	1					
22	Amhara	South Gondar	Debrtabor	Trip	1					
23	Amhara	South Gondar	Debre Tabor	Trip	1					
24	Amhara	South Gondar	Debre Tabor	Trip	1					
25	Amhara	South Gondar	Debre Tabor	Trip	1					

26	Amhara	Wag Hamra	Sekota	Trip	1					
27	Amhara	Wag Hamra	Sekota	Trip	1					
28	Amhara	Wag Hamra	Jigjiga	Trip	1					
29	Amhara	Wag Hamra	Sekota	Trip	1					
30	Amhara	Wag Hamra	Sekota	Trip	1					
31	Amhara	Wag Hamra	Sekota	Trip	1					
32	Amhara	West Gojam	Finoteselam	Trip	1					
33	Amhara	West Gojam	Finoteselam	Trip	1					
34	Amhara	West Gojam	Finoteselam	Trip	1					
35	Amhara	West Gojam	Finoteselam	Trip	1					
36	Amhara	West Gojam	Finoteselam	Trip	1					
37	Amhara	West Gojjam	Bahir Dar	Trip	1					



From Addis Ababa to Central Ethiopia										
S/N	Zone	Zone Town	Woreda	Unit of Measurment	Quantity	Unit Price (5MT)	Unit Price (10MT)	Unit Price (15MT)	Unit Price (20MT)	Unit Price (40MT)
1	Central Ethiopia	Gurage	Enor	Trip	1					
2	Central Ethiopia	Gurage	Mihurina Akilil	Trip	1					
3	Guraghe	Wolkite	Endiguagn	Trip	1					
4	Hadiya	Hossana	Duna	Trip	1					
5	Hadiya	Hossana	Lemmo	Trip	1					
6	Hadiya	Hossana	Misha	Trip	1					
7	Hadiya	Hossana	Soro	Trip	1					
8	Siltie	Worabe	Mierab Azenet Berbere	Trip	1					
9	Dire Dawa	Dire Dawa		Trip	1					

Frome Addis Ababa to Oromia Region										
S/N	Zone	Zone Town	Woreda	Unit of Measurment	Quantity	Unit Price (5MT)	Unit Price (10MT)	Unit Price (15MT)	Unit Price (20MT)	Unit Price (40MT)
1	Arsi	Asella town	Degeluna Tijo	Trip	1					
2	Arsi	Asella town	Dodota	Trip	1					
3	Arsi	Asella town	Hitosa	Trip	1					
4	Arsi	Asella town	Limu Bilbilo	Trip	1					
5	Arsi	Asella town	Shirka	Trip	1					
6	Arsi	Asella town	Sire	Trip	1					
7	Arsi	Asella town	Tiyo	Trip	1					
8	Arsi	Asella town	Ziway Dugda	Trip	1					
9	Bale	Robe town	Agarfa	Trip	1					
10	Bale	Robe town	Gura Damole	Trip	1					

11	Bale	Robe town	Sinana	Trip	1					
12	Borena	Yabello town	Dire	Trip	1					
13	Borena	Yabelo town	Miyo	Trip	1					
14	Borena	Yabelo town	Moyale (OR)	Trip	1					
15	Borena	Yabelo town	Yabelo	Trip	1					
16	East Borena	Negelle Borana town	Arero	Trip	1					
17	East Borena	Negelle Borana town	Dhas	Trip	1					
18	East Borena	Negelle Borana town	Gora Dola	Trip	1					
19	East Borena	Negelle Borana town	Gumi Irdalo	Trip	1					
20	East Borena	Negelle Borana town	Liben	Trip	1					
21	East Borena	Negelle Borana town	Meda Welabu	Trip	1					
22	East Hararge	Harar town	Babile (OR)	Trip	1					

23	East Hararge	Harar town	Gursum (OR)	Trip	1					
24	East Shewa	Adama town	Ada'a	Trip	1					
25	East Shewa	Adama town	Adama Tulu Jido Kombolcha	Trip	1					
26	East Shewa	Adama town	Boset	Trip	1					
27	East Shewa	Adama town	Dugda	Trip	1					
28	East Shewa	Adama town	Gimbichu	Trip	1					
29	East Shewa	Adama town	Lome (OR)	Trip	1					
30	East Wellega	Nekemte town	Guto Gida	Trip	1					
31	East Wellega	Nekemte town	Wayu Tuka	Trip	1					
32	Jimma	Jimma town	Gera	Trip	1					
33	Jimma	Jimma town	Goma	Trip	1					
34	Jimma	Jimma town	Limu Seka	Trip	1					

35	Southwest Shewa		Wanchi	Trip	1					
36	West Arsi	Shashamane town	Arsi Negele	Trip	1					
37	West Arsi	Shashamane town	Dodola	Trip	1					
38	West Arsi	Shashamane town	Shala	Trip	1					
39	West Arsi	Shashamane town	Siraro	Trip	1					
40	West Hararge	Harar town	Gumbi Bordede	Trip	1					
41	West Shewa		Ambo	Trip	1					
42	West Shewa		Dendi	Trip	1					
43	West Shewa		Ejere	Trip	1					
44	West Shewa		Wolmera	Trip	1					
45	West Shewa		Tokke	Trip	1					
46	West Shewa	Ambo town	Bako Tibe	Trip	1					

From Addis Ababa to Sidama Region										
S/N	Zone	Zone Town	Woreda	Unit of Measurment	Quantity	Unit Price (5MT)	Unit Price (10MT)	Unit Price (15MT)	Unit Price (20MT)	Unit Price (40MT)
1	Northern Sidama		Bilate Zuriya	Trip	1					
2	Northern Sidama		Derara	Trip	1					
3	Northern Sidama		Shebedino	Trip	1					
4	Northern Sidama		Wondo-Genet Town Admin	Trip	1					
5	Northern Sidama	Hawassa	Boricha	Trip	1					
6	Northern Sidama	Hawassa	Malga	Trip	1					
7	Northern Sidama	Hawassa	Wondo-Genet	Trip	1					
8	Southern Sidama	Aleta Wondo	Aleta Chuko	Trip	1					
9	Southern Sidama	Aleta Wondo	Aleta Chuko Town Admin	Trip	1					
10	Southern Sidama	Aleta Wondo	Dara	Trip	1					

11	Southern Sidama	Aleta Wondo	Dara Otilicho	Trip	1					
<b>From Addis Ababa to Somali Region</b>										
S/N	Zone	Zone Town	Woreda	Unit of Measurment	Quantity	Unit Price (5MT)	Unit Price (10MT)	Unit Price (15MT)	Unit Price (20MT)	Unit Price (40MT)
1	Daawa	Moyale	Hudet	Trip	1					
2	Daawa	Moyale	Moyale (SM)	Trip	1					
3	Fafan	Jigjiga	Harorays	Trip	1					
4	Fafan	Jigjiga	Shabeley	Trip	1					
5	Fafan		Aw-Bare	Trip	1					
6	Fafan		Babile (SM)	Trip	1					
7	Fafan	Jigjiga	Gursum (SM)	Trip	1					
8	Fafan	Jigjiga	Jigjiga town	Trip	1					
9	Fafan	Jigjiga	Kebribeyah	Trip	1					

10	Jarar		Degehabur	Trip	1					
11	Liban	Filtu	Filtu	Trip	1					
12	Siti	Shinile	Afdem	Trip	1					
13	Siti	Shinile	Dembel	Trip	1					
14	Siti	Shinile	Erer (SM)	Trip	1					
15	Siti	Shinile	Miesso	Trip	1					
16	Siti	Shinile	Shinile	Trip	1					
<b>From Addis Ababa to South Ethiopia Region</b>										
S/N	Zone	Zone Town	Woreda	Unit of Measurment	Quantity	Unit Price (5MT)	Unit Price (10MT)	Unit Price (15MT)	Unit Price (20MT)	Unit Price (40MT)
1	Gedeo	Dilla	Kochere	Trip	1					
2	Gedeo	Dilla	Wenago	Trip	1					
3	Gedeo	Dilla	Dila Zuria	Trip	1					



4	Bench Sheko		Debub Bench	Trip	1					
5	Bench Sheko	Mizan Amaan	Semen Bench	Trip	1					
6	Bench Sheko	Mizan aman	Shay Bench	Trip	1					
7	Kefa	Bonga	Chena	Trip	1					
8	Kefa		Decha	Trip	1					
9	Kefa	Jigjiga	Gewata	Trip	1					
10	Keffa		Gesha	Trip	1					
11	Keffa		Sayilem	Trip	1					
<b>From Addis Ababa to Tigray Region</b>										
S/N	Zone	Zone Town	Woreda	Unit of Measurment	Quantity	Unit Price (5MT)	Unit Price (10MT)	Unit Price (15MT)	Unit Price (20MT)	Unit Price (40MT)
1	Central	Axum	Aheferom	Trip	1					
2	Central	Axum	Edaga arbi	Trip	1					

3	Central	Axum	Egela	Trip	1					
4	Central	Axum	Emba Sieneti	Trip	1					
5	Central	Axum	Endafelasi	Trip	1					
6	Central	Axum	Hahaile	Trip	1					
7	Central	Axum	Keyih Tekli	Trip	1					
8	Central	Axum	Kola Temben	Trip	1					
9	Eastern	Mekelle	Tsiraewenberta	Trip	1					
10	Eastern	Adigrat	Bizet	Trip	1					
11	Eastern		Ganta Afeshum	Trip	1					
12	Eastern		Geralta	Trip	1					
13	Eastern	Adigrat	Gulo Mekeda	Trip	1					
14	Eastern	Adigrat	Hawzen	Trip	1					

15	Eastern	Adigrat	Kelete Awelallo	Trip	1					
16	North Western	Shire	Adidaero	Trip	1					
17	North Western	Shire	Seyemtiadyabo	Trip	1					
18	North Western	Shire	Laelaykoraro	Trip	1					
19	North Western	Shire	Asgede	Trip	1					
20	North Western	Shire	Tsimbla	Trip	1					
21	North Western	Shire	Zana	Trip	1					
22	South Eastern	Mekelle	Hintalo	Trip	1					
23	South Eastern	Mekelle	Saharti	Trip	1					
24	South Eastern	Mekelle	Samre	Trip	1					
25	South Eastern	Mekelle	Wajirat	Trip	1					
26	Southern	Maichew	Bora (TG)	Trip	1					

27	Southern	Maichew	Emba Alaje	Trip	1					
28	Southern	Maichew	Endamehoni	Trip	1					
29	Southern	Maichew	Neqsege	Trip	1					
30	Southern	Maichew	Ofla	Trip	1					
31	Southern	Maichew	Raya Alamata	Trip	1					
32	Southern	Maichew	Raya Azebo	Trip	1					
33	Southern	Maichew	Raya Chercher	Trip	1					
34	Southern	Maichew	Selewa	Trip	1					
35	Southern	Maichew	Zata	Trip	1					

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.



**RFQ/RFP**

Signature:

Title:

Date:


<b>Key Questions</b>	<b>VENDOR INFORMATION FORM</b> <i>Please write your answers clearly and use additional paper if needed to provide as much detail as possible in your answers to these questions. More details and facts are always better than fewer details. We will attempt to verify the important facts you have listed below using our local personnel in and around the country. Where a question does not apply to your business context Indicate N/A)</i>
1. Name of contact person	
2. Title of position of contact	
3. Phone Number(s) for contact	
4. Email address for contact	
5. Company Name	
6. Company Address	

## 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

Addis Ababa, Ethiopia

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

United States 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 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. 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 regards to this RFQ/RFP to be directed to
- USAID ETA Procurement Team

at this email address:

[Procurement.eta@rti.org](mailto:Procurement.eta@rti.org)

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

December 06, 2024

6. **Notifications and Deliveries:** Time is of the essence for this procurement. Seller shall deliver the items or services no later than the dates set forth in the contract that will be agreed by both parties as a result of this RFQ/RFP. The Seller shall immediately contact the Buyer's Procurement Officer if the specifications, availability, or the delivery schedule(s) changes. Exceptional delays will result in financial penalties being imposed of Seller.
7. **Documentation:** The following documents will be required for payment for each item:
  - (a) A detailed invoice listing Purchase Order Number, Bank information with wiring instructions (when applicable)
  - (b) Packing List
  - (c) All relevant product/service documentation (manuals, warranty doc, certificate of analysis, etc.)
8. **Payment Terms:** Refer to RTI purchase order terms and conditions found in <https://www.rti.org/sites/default/files/rti-purchase-order-terms-and-conditions-v1.16.pdf> , [http://www.rti.org/files/PO\\_FAR\\_Clauses.pdf](http://www.rti.org/files/PO_FAR_Clauses.pdf) , or [http://www.rti.org/files/PO\\_FAR\\_Clauses\\_Commercial\\_Items.pdf](http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf) . Payment can be made via wire transfer or other acceptable form. Sellers may propose alternative payment terms and they will be considered in the evaluation process.
9. **Alternative Proposals:** Sellers are permitted to offer "alternatives" should they not be able to meet the listed requirements. Any alternative proposals shall still satisfy the minimum requirements set forth in Attachment A Specifications.
10. **Inspection Process:** Each item shall be inspected prior to final acceptance of the item. All significant discrepancies, shortages, and/or faults must be satisfactorily corrected and satisfactorily documented prior to delivery and release of payment.
11. **Evaluation and Award Process:** The RTI Procurement Officer will award an agreement contract resulting from this solicitation to the responsible Seller (bidder) whose offer conforms to the RFQ/RFP will be most advantageous to RTI, price and other factors considered. The award will be made to the Seller representing the **best value** to the project and to RTI. For the purpose of this RFQ/RFP, price, delivery, technical and past performance are of equal importance for the purposes of evaluating, and selecting the "best value" awardee. RTI intends to evaluate offers and award an Agreement without discussions with Sellers. Therefore, the Seller's initial offer should contain the Seller's best terms from a price and technical standpoint. However, RTI reserves the right to conduct



discussions if later determined by the RTI Procurement Officer to be necessary.

The evaluation factors will be comprised of the following criteria:

- (a) **PRICE (60%)** Lowest evaluated ceiling price (inclusive of option quantities) .
- (b) **DELIVERY (10%)**. Seller provides the most advantageous delivery schedule.
- (c) **TECHNICAL (20%)**. Items/Services shall satisfy or exceed the specifications described in RFQ/RFP Attachment A.
- (d) **PAST PERFORMANCE (10%)** - 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.**

N/A
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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 **12 months** 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. **Certifications.**  
**Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions** - Certification and Disclosure Regarding Payments to Influence Certain Federal Transaction as referenced in FAR 52.203-11 is hereby incorporated into this Request for Proposal as a condition of acceptance.
- Limitation on Payments to Influence Certain Federal Transactions-** Limitation on Payments to Influence Certain Federal Transactions as referenced in FAR 52.203-12 is hereby incorporated into this Request for Proposal as a condition of acceptance.
16. **Anti- Kick Back Act of 1986.** Anti-Kickback Act of 1986 as referenced in FAR 52.203-7 is hereby incorporated into this Request for Proposal as a condition of acceptance. If you have reasonable grounds to believe that a violation, as described in Paragraph (b) of FAR 52.203-7 may have occurred, you should report this suspected violation to the RTI's Ethics Hotline at 1-877-212-7220 or by sending an e-mail to [ethics@rti.org](mailto:ethics@rti.org). You may report a suspected violation anonymously.
17. **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.



**RFQ/RFP**

By: *(Seller Company Name)*

Signature: \_\_\_\_\_

Title:

Date: