

Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	Consultancy to Carry out a Study on Waste Flow and Processing, Proposing an Effective Solid Waste Management (SWM) with Improvements for the Implementations in the Selected Local Authorities in Sri Lanka.
Type of Procurement:	Consultancy Agreement
Type of Contract:	Fixed Price Fee plus Reimbursable Travel Cost
Term of Contract:	70 days (LOE)
Contract Funding:	United States Agency for International Development (USAID)
This Procurement supports:	Ocean Plastics Reduction Activity
Submit Proposal to:	operationsopra@rti.org
Date of Issue of RFP:	28 th May 2024
Date Questions from Supplier Due:	1 st June 2024
Date Proposal Due:	10 th June 2024
Approximate Date Purchase Order Issued to Successful Bidder(s):	25 th June 2024

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:	RFP-OPRA-24-012

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.

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:

The USAID Ocean Plastics Reduction Activity (Ocean Plastics Reduction) is a five-year project (October 2022 – September 2027) aimed at reducing environmental plastics by decreasing plastic inputs and improving integrated solid waste management (SWM) practices in Sri Lanka and Maldives.

With a focus on ocean plastics pollution, USAID Ocean Plastics Reduction will mobilize funding for SWM and 3R (reduce, reuse, and recycle) activities and improve government capacity to manage the industry. The project's diverse consortium, led by Research Triangle Institute (RTI) International, will use a system strengthening approach, working alongside local partners to target system inefficiencies and areas of reliance on virgin plastics, with the goal of increasing participation in SWM/3R programs and preventing thousands of tons of plastic from leaking into the environment.

The project functions under 4 primary objectives:

1. Reducing reliance on virgin plastic inputs and products.
2. Professionalizing, improving, and expanding SWM, with a focus on reducing environmental plastics.
3. Empowering communities to drive local solutions.
4. Strengthening the enabling environment for SWM.

Under Objective 4, the Ocean Plastics Reduction Activity focuses on creating a more enabling environment for SWM through assisting policy and legal reforms in all levels of Government administration ie; National Ministries, Provincial Councils and Local Authorities.

Product or Service Expectations (both if applicable):

Objective

The [USAID Ocean Plastic Reduction Activity](#) is proposing to investigate the Solid Waste Management (SWM) system of the selected local authorities in Sri Lanka. The main objective of the study is to investigate to identify the present situation of the SWM system of the selected local authorities by the project team, develop an effective and efficient system to improve the collection, recycling/upcycling and reduction waste disposed to the environment and ensure the implementations of effective and efficient system suggested by the study. The system improvement could be in the efficient utilization of the present practices or suggested by study and the practiced by the Local Authority/s. It should be noted that sturdy report should not be a final output of the assignment of the study and the [USAID](#)

[Ocean Plastic Reduction Activity](#) is urged to more practical agreement through the study and implemented by the Local Authorities with quantifiable/ measurable improvement in the system change.

Sub objectives

The proposed study will address the following.

1. Identify the waste sources in the selected LA and quantity of waste generated with the seasonal variations, the current practices against standard practices of waste management especially in waste planning, collection, transport, processing, final disposal, and efforts on waste reduction.
2. Identify the waste collection methods and collection routes (daily/weekly or biweekly or etc.) and suggesting the effective route to improve collection by utilizing GIS or any other relevant software application and quantifiable amount by the improved collection.
3. Improve a standard collection route with the approvals of the LA s administration and the types of waste segregation/separation and collection quantity proposed and proposed financial efficiency of the segregation/separation.
4. Aggregate data/ inputs and support to the LA level SWM plan preparation and ensure the SWM plan developed with the participation LA staff and community and facilitation to the implementation.
5. Identify the financial breakdown of existing activities of the SWM in the LA and proposed activities and financial efficiency improved, and facilitate to the implementations of proposed activities by the study conducted in the LA level and
6. the budget allocated to the proposed activities by the study conducted by the LA.

Scope of Work

The scope of work for the consultant includes being the key focal point in studying the existing system of waste flow and processing in the selected LAs and proposing recommendations for improving the status of SWM in the LAs and ensure the implementation of suggestions proposed by the consultant/s. Key tasks entails under this consulting assignment are as follows.

- Consulting and coordinating with the stakeholders who deem relevant and significant to the SWM system in the selected LA s and the relevant authorities in the provinces and country, especially with SWM related or relevant stakeholders in both government and private sector.
- Studying the existing system of waste flow and processing in the selected LAs and proposing the improved the SWM in the LAs and ensure the implementation of suggestions proposed by the consultant/s shall be monitored by the activity team with the support of National Solid Waste Management Support Center (NSWMSC).
- Maintain communication between project partners - RTI and NSWMSC by progress update meetings/reports.
- Facilitation for the implementation of the findings and proposed collection, Recycling/Upcycling, Partnership and Disposals.

Specific deliverables and milestones shall be listed in the Work Requirements and Schedule/Milestones/ Deliverables sections of this SOW. Additional details involved in the Scope of Work is highlighted below in the sections.

Stakeholder Consultation

The Effective waste management requires collaboration among various stakeholders, including government agencies, local communities, private sector entities, and non-governmental organizations.

Legal and Policy Framework

The guidelines will consider existing national and provincial waste management policies, regulations, Act, Bi-lows and legislation. As such, they will provide a framework for the higher-level waste management goals and mandates.

Planning and Development

The participation of the LA staff, stakeholders, and the community are most important in the planning and the development of the effective waste management. The consultant/s is/are expected to plan and develop the effective SWM system in the selected LA s by the participator approach.

Validation of the Findings

The consultant/s should arrange a validation workshop with the support of Activity Team and validated the findings and proposed affective SWM in each LA and implementation plan with the efficiency of financial breakdown.

Implementation and Monitoring

The study results and the plans prepared for the effective SWM in the LA s to be adopted by the LA in practice and the monitoring mechanism to be developed to ensure the adaptation of the effective SMW system suggested. The consultant should facilitate to the implementation of the proposed activity from the study and proposed monitoring pan should be validated by the provincial counterparts (ACLG/CLG).

Capacity Building and Training

The Capacity building and training will be integral components of the assignment to introduce the effective system developed by the assignment. As such, the plans, new improved routings and financial management, guidelines will highlight the need for training programs to equip waste management personnel, local authorities, and community members with the necessary skills and knowledge to implement the effective system in each LA.

LA s are nominated

Province	Name of the LA
Northern	Nallur Pradeshiya Sabha
Eastern	Eravur Urban Council
Southern	Ambalangoda Urban Council
Western	Beruwala Urban Council
North-Western	Puttlam Urban Council

Qualification

- Post graduate qualification in Waste management, Environmental Management, Environmental Engineering, or a related field.
- Experience and expertise in conducting assessments to determine waste flow, generate National waste accounts or related.
- At least 5 years’ experience in Local Government Sector or Working with Local Government.
- Excellent oral and written communication and presentation skills in English.
- The ability to Communicate in Both Local (Sinhala and Tamil) Languages would be added advantage

Deliverables, Timelines, Special Terms and Conditions:

Period of Performance

The period of performance for the Waste Flow and Processing Study and Proposing Effective SWM in Selected Local Authorities is 70 consultancy days within the allocated period of time at the beginning from the day of agreement. All work must be scheduled to be completed within this timeframe. Any modifications or extensions shall be requested through Ocean Plastic Reduction Activity’s and consultant’s contracting officers for review and discussion.

Place of Performance

The selected consultant/s shall perform most of the work at its own facility, the consultant shall be required to meet at RTI’s facility once per month (day and time TBD) for a monthly status meeting. Alternatively, this can be an online discussion depending on consultant’s availability. Consultant may visit the ministries and offices of relevant stakeholders where necessary. Additionally, all project deliverable reviews shall be held at RTI’s facility and attended by the consultant. RTI shall provide and arrange for meeting spaces within its facility for all required consultant meetings.

Schedule/Deliverables

The completed Consultancy period shall consist of the following deliverables:

Price and Schedule of Payments

1. The contract price is a fixed based price regardless of the extension of the duration specified herein. Bids must be expressed as an “all-inclusive” cost which includes the professional fees, travel and living allowances, management and administrative fees, taxes, and other applicable costs.
2. For the professional fees, the consultant shall separate the costs related to the mandatory personnel and those related to the proposed additional personnel, if any.
3. Payments shall be made upon the submission by the consultant and the favorable acceptance by USAID/RTI of the following outputs or milestone activities.

Tranche	Deliverables	Level of Effort (LoE)	Date
1 st	On the acceptance of inception report and work plan approved by the project team	07	10.10.2024
2 nd	On submission of validated report on the existing SWM system of the selected LA s and approved by project team. The report should be included the exiting waste generation (major) points, collection routes, type of collection, financial breakdowns, cadre allocations, existing processing and disposal methods and possible improvements in each activity and consent from the LA and Relevant ACLG on the validity of the data collected.	20	15.11.2024
3 rd	On submission of validated report on the Proposed Effective SWM in Selected Local Authorities and including the waste generation (major) points, collection routes, segregation types and methods, type of collection, financial breakdowns, cadre allocations, existing processing, disposal methods, community participation strategy and implementation plan. It should be noted that the improved system should be approved by the LA and relevant ACLG.	25	24.12.2024
4 th	On submission of validated document with the changes in the quantity in the collection, recycling/upcycling of each LA after the improved affective SWM improvement by the study.	10	25.01.2025
5 th	On submission of the final documents and confirmation of budget allocated for the proposed effective SWM in Selected Local Authorities by the support of Ocean Plastic Reduction Activity.	08	28.02.2025

Pricing

Item #	Quantity	Description of Preferred Commodity or Services Specifications	Unit of Measure	Unit Fixed Price (Each)	Total Fixed Price (Each)
1	70	Service Fee	Days		
2		Travel	KM		
3		Accommodation	Nights		
4		Other cost (If applicable)			
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

USAID Ocean Plastic Reduction Activity
RTI International, USAID Contractor
Level 35, World Trade Center, West Tower, Colombo, 01, Sri Lanka

(insert full address of the office)

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

USAID Ocean Plastics Reduction Activity

(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) Curriculum vitae and a technical description of the service being offered in sufficient detail to evaluate compliance with the requirements in the solicitation.
 - (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

operationsopra@rti.org

(insert name of procurement officer)

at this email address:

operationsopra@rti.org

(insert email address of the procurement officer).

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

1st June 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, 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.(20 points)** Lowest evaluated ceiling price (inclusive of option quantities) .
- (b) **DELIVERY(30 points)**- Seller provides the most advantageous delivery schedule.
- (c) **TECHNICAL(30 points)**- Items/Services shall satisfy or exceed the specifications described in RFQ/RFP Attachment A.
- (d) **PAST PERFORMANCE (20 points)**- 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**

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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. **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. 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.

By: *(Seller Company Name)*

Signature: _____

Title:

Date: