

Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	Consultancy for developing business strategies and community action plans for six plastics collection networks established by USAID Ocean Plastics Reduction Activity together with Ceylon Cold Stores Pvt. Ltd. and Viridis Pvt. Ltd.
Type of Procurement:	Consultancy Agreement
Type of Contract:	Fixed Price Fee plus Reimbursable Travel Cost
Term of Contract:	81 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:	5 th June 2024
Date Questions from Supplier Due:	9 th June 2024
Date Proposal Due:	18 th June 2024
Approximate Date Purchase Order Issued to Successful Bidder(s):	1st July 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-24-013

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 (Oct 2022-Sep 2027) addressing the challenges facing both Sri Lanka and Maldives to reduce environmental plastics by decreasing plastic inputs and improving integrated solid waste management (SWM) practices.

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.

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

Product or Service Expectations (both if applicable):

The community/ women-led plastic waste collection networks, leading to Material Recovery Facilities (MRFs), have been successfully launched in three of Sri Lanka's five coastal provinces and is operational in Dickwella, Trincomalee, Batticaloa, and Mannar. There are plans to expand the networks to a total of 11 strategic locations in North West, Northern, Central, and North Central provinces. This initiative is a collaborative effort with Gunadamin Elephant House of Ceylon Cold Stores and Viridis PVT Ltd and supported by community-based organizations. Further enhanced by the introduction of e-bikes for more efficient collection, the project aims to generate more and more livelihood opportunities and significantly contribute to recycling economy of Sri Lanka. In this background, the purpose of this consultancy is to support in providing strategic directions to the establish networks and the associated communities through developing business and community

plans to enhance collection volumes

The consultant will:

- Identify strategies and potential new sources of collection to enhance monthly collection volumes to meet a minimum of 15 Metric Tons (MT) of plastics waste per month and translate the strategies into a business and community plans at each locations
- Develop plans/routines to optimize transport arrangement for collecting materials from individual collectors.
- Identify challenges faced by collection networks and propose effective and efficient strategies to deal with those challenges.
- Examine the effectiveness and efficiency of business proceedings of the MRFs and propose strategies to reduce the costs and increase profitability.
- Develop community action plans for recyclable waste management for each location.
- Identify capacity development requirements of each collection network and MRF.
- Support the networks in improving their documentations and record keeping to improve the data-driven decision making management practices.

Deliverables, Timelines, Special Terms and Conditions:

Deliverables

- 6 business plans covering the aspects indicated under 2
- 6 community action plans for recyclable waste management
- 6 power point presentations highlighting salient aspects of each business plan and community action plan.
- A report that highlights the present capacity level of each network, identified capacity gaps to operationalize the business plans and proposed actional interventions.

Period of Performance

The period of the consultancy assignment is for a period of 7 months with the total Level of Effort (LOE) of 81 days, which are divided as following:

- Gathering information related to existing recyclable waste collection and material availability for collection in the mentioned four locations – 9 days
- Meetings with organizations that leads the collection networks – 6 days (1day X 6 locations)
- Focus group discussions with communities/ women involved in collection – 6 days (1day X 6 locations)
- Field visits to observe existing collection operations and identify potential new sources and strategies to increase collection volumes – 12 days
- Discussions with local stakeholders including local authorities and private sector actors – 6 days
- Carry out meetings with the networks to develop business plans and community action plans for recyclable waste management – 30 days (5daysX 6 locations)

- Provide support in improving documentation and record keeping supporting network management decision making process. – 12 days. (2days X 6 locations)

Qualifications

- Proven solid waste management business experience.

Payment Terms and Conditions

- 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.
- Payments shall be made upon the submission by the consultant and the favorable acceptance by USAID/RTI of the following outputs or milestone activities.

Payment tranche	Payment Condition	% of Payment
01	Inception report upon completion of discussions with the organizations leading the collection work	10%
02	Business Plans	40%
03	Community action plans	30%
04	Final report and Power point presentations highlighting salient aspects of each business plan and community action plan.	20%

Acceptance Criteria

For this consultancy, the acceptance of all deliverables will reside with the project’s Deputy Chief of Party. The Deputy Chief of Party will work with the Team Lead for Objective 3 and Monitoring and Evaluation Manager to ensure that deliverables listed are completed at the end of the consultancy. Once all deliverables listed above are completed and the consultant provide its report/records for review and approval, the Deputy Chief of Party will either sign off on the approval, or reply to the consultant, in writing, advising what tasks must still be accomplished.

Once all project tasks have been completed, the consultancy will enter the handoff/closure stage. During this stage of the project, the consultants will provide the final reports to the Deputy Chief of Party. The acceptance of this documentation by the Deputy Chief of Party will acknowledge acceptance of all project deliverables and that the consultants have met all assigned tasks.

Pricing

Item #	Quantity	Description of Preferred Commodity or Services Specifications	Unit of Measure	Unit Fixed Price (Each)	Total Fixed Price (Each)
1	81	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)*.

9th 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: