



Request for Proposal (RFP)

MODIFICATION 1 – EXTEND THE SUBMISSION DEADLINE

Commodity/Service Required:	Logistics and Facilitation Support for Consultative Workshops for Updating of Assessment of Policy Guidelines
Type of Procurement:	Purchase Order
Type of Contract:	Fixed Price
Term of Contract:	5 (Five Months)
Contract Funding:	USAID
This Procurement supports:	Improving Learning Outcomes for Asia (ILOA) – Philippine
Submit Proposal to:	Melody Cacas at mcacas@rti.org .
Date of Issue of RFP:	June 28, 2024
Date Questions from Supplier Due:	July 8, 2024
Date Proposal Due:	July 12, 2024
Approximate Date Purchase Order Issued to Successful Bidder(s):	On or before August 1, 2024

Method of Submittal:	
By email to Melody Cacas at mcacas@rti.org .	
Respond via e-mail with attached document in MS Word / pdf/ MS Excel 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 – ILOA- Phi-2024-002 mod 1

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

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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:

Background

Improving Learning Outcomes in the Philippines (ILO-Ph), implemented by RTI International, is a multiyear US Agency for International Development (USAID) Mission buy-in under Improving Learning Outcomes for Asia (ILOA). This activity builds on previous support under EdData I, EdData II and All Children Reading Philippines to boost the Philippine Department of Education's (DepEd's) capacity for conducting large-scale assessments, strengthening their data systems, and their strategic communications capabilities.

Since June 2023, ILO-Ph has been providing technical assistance to DepEd's Bureau of Education Assessment (BEA) to review and recommend updates to its Learner Assessment Framework. The Learner Assessment Framework Report submitted in early March 2024, examines the existing policy framework and system capacity challenges, outlines recommendations for strengthening the assessment system, and offers a framework that rationalizes the suite of assessments currently implemented at all levels of the system.

Following the report, DepEd has recently requested USAID to support its updating of policy guidelines governing its system assessments. ILO-Ph will support DepEd to undertake a consultative process with internal and external stakeholders to draft and finalize a new DepEd Order that will supersede existing DepEd Orders (DO) 55 series (s.) 2016 and DO 29, s. 2017, and DO 27, s. 2022.

Objective

The primary objective of this activity is to build consensus among policy and decision-makers as well as educators and other DepEd partners and stakeholders in revising and updating the policy guidelines governing DepEd's system assessments. This will involve explicit policy decisions to include or preclude their use in DepEd's performance management systems. It will also include clear parameters to address the system capacity challenges identified in the Assessment Framework Report as well as EDCOM 2's Year 1 report and outline system supports in response to the results. The resulting efforts would be codified through draft language intended to inform a new DO effective for School Year 2024/2025 and beyond.

Product or Service Expectations (both if applicable):

See Attachment C. Scope of Work for further detail.

Deliverables, Timelines, Special Terms and Conditions:

See Attachment C. Scope of Work for further detail.

Pricing *)

Item #	Quantity to be Purchased	Description of Preferred Commodity or Services Specifications	Unit of Measure	Unit Fixed Price (Each)	Total Fixed Price (Each)	Lead Time Availability (Number of Days)
1		Task 1. <u>Initial DepEd Internal Consultative Workshop</u>				
		Meeting package (venue, meals, snacks)	Per pax	Php	Php	
		Co-Facilitator	Day			
		Resource persons (documenter, logistician)	Day			
		Transport and per diem for non-Manila based participants	Per pax			
2		Task 2. <u>DepEd External Stakeholder Consultative Workshop</u>				
		Meeting package (venue, meals, snacks)	Per pax			
		Co-Facilitator	Day			
		Resource persons (documenter, logistician)	Day			
3		Task 3. <u>2nd DepEd Internal Consultative Workshop</u>				
		Meeting package (venue, meals, snacks)	Per pax			
		Co-Facilitator	Day			
		Resource persons (documenter, logistician)	Day			
		Sub total				
		Total before VAT				
		VAT xx %				
Total Value plus VAT %					Php	

***) the pricing table is only an example of how detail the pricing table must be prepared and ensure all task are captured in the budget.**

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

RTI Asia Regional Office
Jl. Jend. Sudirman 9, Ratu Plaza Office Tower, 25th Floor
Jakarta 10270 - Indonesia

(insert full address of the office)

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

USAID

(insert client's name)

RTI shall award the initial quantities and/or services and any option quantities (if exercised by RTI) to Seller by a properly executed Purchase Order as set forth within the terms of this properly executed agreement.

3. **Proposal Requirements.** All Sellers will submit a quote/proposal which contains offers for all items and options included in this RFQ/RFP. All information presented in the Sellers quote/proposal will be considered during RTI’s evaluation. Failure to submit the information required in this RFQ/RFP may result in Seller’s offer being deemed non-responsive. Sellers are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach RTI’s office designated in the RFQ/RFP by the time and date specified in the RFQ/RFP. Any offer, modification, revision, or withdrawal of an offer received at the RTI office designated in the RFQ/RFP after the exact time specified for receipt of offers is “late” and may not be considered at the discretion of the RTI Procurement Officer. The Seller’s proposal shall include the following:
 - (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

Melody Cacas

(insert name of procurement officer)

at this email address:

mcacas@rti.org

(insert email address of the procurement officer).

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

July 8, 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 – 40 points.** Lowest evaluated ceiling price (inclusive of option quantities) .
- (b) **DELIVERY –20 points.** Seller provides the most advantageous delivery schedule.
- (c) **TECHNICAL – 20 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.**

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:

Attachment “D” VENDOR SUPPLIER FORM

	 KEY QUESTIONS	VENDOR INFORMATION FORM <i>Please write your answers clearly and use additional paper if needed to provide <u>as much detail as possible</u> 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.</i>
1	Contact name of reference	
2	Title or position of contact	
3	Phone Number(s) for contact	
4	E-mail address for contact	
5	Company name	
6	Company address	
7	Primary business of company	
8	List cities where company has offices and/or workshops.	
9	List manufacturers or brands your company currently represents.	
10	Define <u>type</u> of representation of each brand (agent, dealer, authorized mfg rep, etc.) and whether or not it is exclusive.	
11	Is company locally owned or foreign owned?	
12	Describe previous experience in working with USAID-funded	

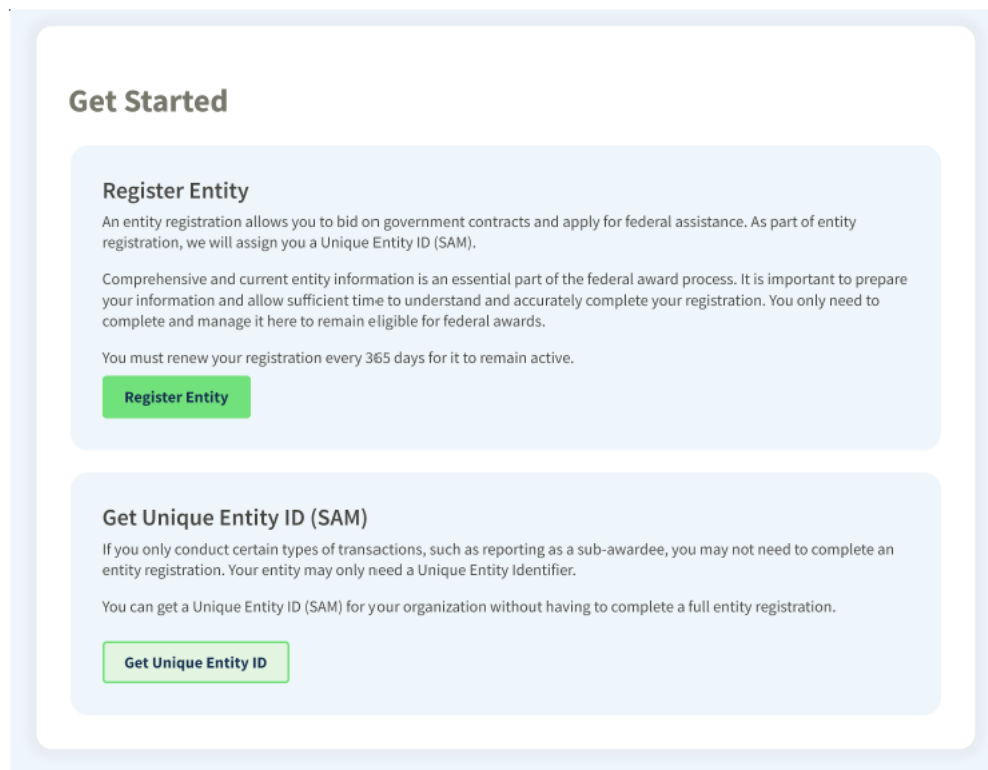
 KEY QUESTIONS		VENDOR INFORMATION FORM
		<p><i>Please write your answers clearly and use additional paper if needed to provide <u>as much detail as possible</u> in your answers to these questions. More details and facts are always better than fewer details. We will attempt to verify the important facts you have listed below using our local personnel in and around the country.</i></p>
	projects.	
13	If your company has been awarded previous USAID-funded work, please describe.	
14	Please describe your recent experience (last 12 months) with doing work, providing equipment or services as defined in our specifications or statement of work.	
15	List the names and current contact information for the project managers working <u>for your customers</u> in your last two projects for us to contact and ask about your performance.	
16	If your company is based outside of the country, please describe how you would effectively service and support a future contract.	

Attachment “E” UEI Registration Guide

This is the link to a video that you can familiarize yourself on registration for Unique Entity Identifier (UEI) on SAM.gov. <https://www.youtube.com/watch?v=C87wSCYKTcE>.

The detail guidance as provided below and when you are arrive at below page, you can select the second option “Get Unique Entity ID (SAM)” if you only want to get the UEI number and not entering the full entity registration.

3. Select the “Get Unique Entity ID” button on the next page.



The screenshot shows a web interface with a light blue background. At the top left, there is a heading "Get Started". Below this, there are two main sections. The first section is titled "Register Entity" and contains the following text: "An entity registration allows you to bid on government contracts and apply for federal assistance. As part of entity registration, we will assign you a Unique Entity ID (SAM). Comprehensive and current entity information is an essential part of the federal award process. It is important to prepare your information and allow sufficient time to understand and accurately complete your registration. You only need to complete and manage it here to remain eligible for federal awards. You must renew your registration every 365 days for it to remain active." Below this text is a green button labeled "Register Entity". The second section is titled "Get Unique Entity ID (SAM)" and contains the following text: "If you only conduct certain types of transactions, such as reporting as a sub-awardee, you may not need to complete an entity registration. Your entity may only need a Unique Entity Identifier. You can get a Unique Entity ID (SAM) for your organization without having to complete a full entity registration." Below this text is a green button labeled "Get Unique Entity ID".