

Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	Consultancy for Establishing Baseline for Single-Use Plastics in Sri Lanka
Type of Procurement:	Consultancy Agreement
Type of Contract:	Fixed Price Fee
Term of Contract:	45 days (LOE) within 3 months period
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:	19 th Jul 2024
Date Questions from Supplier Due:	23 rd Jul 2024
Date Proposal Due:	1 st Aug 2024
Approximate Date Purchase Order Issued to Successful Bidder(s):	15 th Aug 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-24-018

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 (Oct 2022 to Sep 2027) project to reduce 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.

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):

Reducing the reliance on virgin plastic products and raw materials is a key objective of the Ocean Plastic Reduction Activity. The activity team aims to achieve this by introducing and promoting plastic alternatives, implementing refillable and reusable business models, and fostering innovation targeting upstream solutions. The quantifiable decrease in the importation of virgin plastics stands as a pivotal metric that our Activity has adopted to evaluate the project's impact. The establishment of a baseline is an essential step in this process, providing a reference point against which future measurements will be compared. This approach will significantly enhance the accuracy and reliability of our impact assessment.

The consultant will conduct,

Baseline Assessment

- Conduct a comprehensive assessment of current single-use plastic importation levels in Sri Lanka.
- Gather and analyze data from relevant sources, including government agencies, import records, and industry reports.

Data Collection and Analysis

- Identify key stakeholders and gather relevant and necessary information on single-use plastic usage.
- Analyze trends and patterns in single-use plastic importation and usage.

Reporting and Documentation

- Define single use plastic base line and prepare detailed reports summarizing findings and baseline data.
- Document methodologies and data sources used for the assessment.

Recommendations and Strategy Development

- Provide recommendations for improving data collection and monitoring systems for single-use plastics.
- Develop strategies to effectively measure the impact of plastic reduction initiatives against the established baseline.

Support for Implementation

- Assist the activity team in integrating the baseline data into their ongoing monitoring and evaluation framework.
- Provide guidance on best practices for tracking and reporting progress towards single-use plastic reduction goals.

Regular Communication

- Maintain regular communication with the activity team to provide updates on progress and address any challenges.

Deliverables, Timelines, Special Terms and Conditions:

Deliverables

Baseline Assessment Report

- A comprehensive report detailing the current levels of single-use plastic importation in Sri Lanka.
- Analysis of trends and patterns in single-use plastic usage.

Data Collection and Analysis Documentation

- Detailed documentation of the data collection methodologies and sources.
- Summary of key findings from stakeholder interviews and data analysis.

Implementation Support Plan

- A plan for integrating baseline data into the ongoing monitoring and evaluation framework of the Ocean Plastic Reduction Activity.
- Guidelines and best practices for tracking and reporting progress.

Period of Performance

The total Level of Effort (LOE) allocated for this assignment is 45 days within a period of 3 months

Week 1-2 (10 Days)

1. Project Initiation and Planning (3 days)

- Kick-off meeting with the activity team to understand objectives and expectations.
- Develop a detailed work plan and timeline.

2. Identify key stakeholders and data sources.

- Stakeholder Engagement and Initial Data Collection (7 days)
- Schedule and conduct meetings with key stakeholders (government agencies, industry representatives, NGOs, other relevant stakeholders).
- Begin collection of preliminary data on single-use plastic importation and usage.

Week 3-4 (15 Days)

3. Comprehensive Data Collection (15 days)

- Collect and compile detailed importation records and usage data from identified sources.
- Conduct additional stakeholder interviews to fill gaps in data and gather qualitative insights.

Week 5-6 (10 Days)

4. Data Analysis and Baseline Assessment (7 days)

- Analyze the collected data to determine current levels of single-use plastic importation and usage.
- Identify trends, patterns, and key findings.

5. Preparation of Baseline Assessment Report (3 days)

- Draft the baseline assessment report, including data analysis, key findings, and methodology documentation.

Week 7-8 (5 Days)

6. Development of Recommendations and Implementation Support Plan (5 days)

- Develop actionable recommendations for improving data collection and monitoring systems.
- Create a plan for integrating baseline data into the monitoring and evaluation framework.

Week 9 (3 Days)

7. Final Report Preparation and Submission (3 days)

- Compile all findings, recommendations, and training materials into a final comprehensive report.
- Submit the final report to the activity team.

Week 10 (2 Days)

8. Regular Communication and Project Closure (2 days)

- Maintain regular communication with the activity team, providing updates and addressing any final questions or issues.
- Conduct a project closure meeting to review deliverables and ensure all objectives have been met.

Summary of Activities

- Week 1-2: Project initiation, planning, stakeholder engagement, initial data collection.
- Week 3-4: Comprehensive data collection.
- Week 5-6: Data analysis, baseline assessment, report preparation.
- Week 7-8: Stakeholder feedback, report finalization, recommendations development.
- Week 9: Final report preparation.
- Week 10: Regular communication, project closure.

This breakdown ensures that all key tasks are completed within the 45-day LOE, leading to a thorough and actionable baseline assessment for single-use plastics in Sri Lanka.

Qualifications

Educational Background

- Advanced degree in Environmental Science, Environmental Engineering, Public Policy, Economics, or a related field.

Relevant Experience

- Minimum of 5 years of professional experience in environmental consulting, waste management, or a related field.
- Proven experience in conducting baseline assessments and data analysis for environmental projects.
- Experience working on projects related to plastic waste management, reduction, and recycling.

Technical Skills

- Strong analytical and quantitative skills, with proficiency in data collection, statistical analysis, and report writing.
- Familiarity with data analysis software and tools (e.g., Excel, SPSS, or similar).
- Knowledge of single-use plastic products, their market dynamics, and related regulatory frameworks.

Project Management

- Demonstrated ability to manage projects effectively, including planning, execution, and reporting.
- Experience in stakeholder engagement and conducting interviews or workshops with diverse groups.

Communication Skills

- Excellent written and verbal communication skills.
- Ability to present complex data and findings clearly and concisely to various stakeholders.
- Fluency in English; proficiency in Sinhala and/or Tamil is an advantage.

Knowledge of Local Context

- Understanding of the environmental issues and challenges related to plastic waste in Sri Lanka.
- Familiarity with local regulations, policies, and key players in waste management and environmental protection.

Payment Terms and Conditions

Payment Tranche	Description	Percentage of the total payment
01	Baseline Assessment Report and Initial Stakeholder Engagement Completion of the comprehensive baseline assessment report detailing the current levels of single-use plastic importation and usage in Sri Lanka, including initial stakeholder engagement and data collection.	40%
02	Data Analysis and Recommendations Report Submission of the detailed data analysis report, including trends, patterns, and key findings, along with actionable recommendations for improving data collection and monitoring systems.	35%
03	Final Report, Capacity Building, and Implementation Support Plan Delivery of the final comprehensive report, including all findings, recommendations, and training materials. Completion of capacity-building activities and the provision of the implementation support plan.	25%

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 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 deliverables and/or milestone activities listed in the table above.

The potential individual consultant should submit the technical proposal to response to the SOW with the documentation as follows:

- Technical proposal to response to the SOW
- List of past performances for the last two years for similar subject with clear role and responsibilities, service duration.
- Proposal with clear and detail timeline (including the availability months) to deliver required deliverables.
- The financial proposal in LKR – in detail with professional fees, travel, management and administrative fees, taxes, and other applicable costs for the full consultancy period
- Curriculum Vitae

Pricing Template

Item #	Description of Services / Cost Specifications	Total Fixed Price (Each)
	Total	

Acceptance Criteria

For this consultancy, the acceptance of all deliverables will reside with the project’s Chief of Party. The Chief of Party will work with the Deputy Chief of Party, Team Leads for Objective one and Monitoring and Evaluation Director to ensure the completeness of each stage of the study and that the scope of work has been met. Once all phases are completed and the consultant provides its report/presentation for review and approval, the 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 consultant will provide the project closure report and project task checklist to Chief of Party. The acceptance of this documentation by the Chief of Party will acknowledge acceptance of all project deliverables and that the consultant has met all assigned tasks.

Any discrepancies involving completion of project tasks or disagreement between Ocean Plastic Reduction Activity and the chosen consultant will be referred to both organizations’ contracting offices for review and discussion.

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)*.

23rd Jul 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 (25 points)** Lowest evaluated ceiling price (inclusive of option quantities) .
- (b) **DELIVERY (10 points)**- Seller provides the most advantageous delivery schedule.
- (c) **PROFESSIONAL QUALIFICATION (25 points)**- Items/Services shall satisfy or exceed the specifications described in RFQ/RFP Attachment A.
- (d) **RELEVANT PAST PERFORMANCES (40 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: