

Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	Consultancy for Health, Safety, Regulatory, and Environmental Compliance Review for PET to wool project.
Type of Procurement:	Consultancy Agreement
Type of Contract:	Fixed Price Fee
Term of Contract:	25 days (LOE) within 2 months period
Contract Funding:	RTI International
This Procurement supports:	RTI International
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):	9 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-24-017

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:

RTI International, originally known as Research Triangle Institute, is a prominent non-profit research organization headquartered in Research Triangle Park, North Carolina. Established in 1958, RTI has evolved into one of the world's largest independent research institutes, dedicated to enhancing the human condition through multidisciplinary research and technology solutions. The institute collaborates extensively with governments, businesses, academia, and non-profit entities to address complex challenges globally, spanning areas such as health, education, governance, energy, and the environment. With a diverse team of experts, RTI focuses on developing and implementing innovative solutions, contributing to advancements in public health, social policy, environmental studies, and technology applications. It operates on a global scale, undertaking projects in numerous countries and demonstrating a commitment to staying at the forefront of research and technological innovation.

The RTI innovation project proposes a groundbreaking solution to address PET waste challenges in Sri Lanka by transforming it into polystyrene fiber wools for various applications. Seeking rapid idea testing funds to implement a unique recycling process, the initiative involves using cold-washed PET crush and modifying machinery for high-pressure air flow conversion, collaborating with Viridis Pvt Ltd for expertise and machinery adaptation. The project aims to treat 40 tons of PET waste monthly, contributing to increased recycling rates and aligning with global climate change efforts. Expected economic and social benefits include stable demand for PET waste collection, supporting informal collectors and reducing import expenditures. In essence, the project presents a holistic solution that combines innovation, collaboration, and sustainability to address a pressing environmental issue in Sri Lanka, demonstrating RTI's commitment to success and enhancing relationships with partners.

Product or Service Expectations (both if applicable):

The consultancy scope involves conducting comprehensive health, safety, and regulatory assessments for RTI International's PET to wool conversion project in Sri Lanka. This includes reviewing and enhancing health and safety protocols, conducting risk assessments, and ensuring compliance with local regulations governing PET waste recycling and polystyrene fiber production. The consultancy will deliver detailed reports and recommendations to mitigate risks, ensure regulatory compliance, and support the project's

environmental sustainability goals, focusing on operational excellence and worker safety throughout the project lifecycle.

Deliverables, Timelines, Special Terms and Conditions:

Deliverables

Health and Safety Compliance Report

- Review existing health and safety protocols related to PET waste handling and polyester fiber production.
- Identify gaps and recommend enhancements to ensure compliance with local health and safety regulations and international standards.
- Provide a detailed report outlining findings, recommendations, and action plans for improving health and safety practices.

Regulatory Compliance Documentation

- Perform a thorough review of regulatory requirements applicable to PET waste recycling and polystyrene fiber production in Sri Lanka.
- Compile necessary permits, licenses, and certifications required for operating the recycling facility.
- Prepare documentation demonstrating compliance with environmental, health, and safety regulations set by local authorities.

Environmental Compliance Report

- Conduct an assessment to ensure compliance with environmental regulations throughout the PET to wool conversion process.
- Evaluate potential environmental impacts and propose mitigation measures.
- Provide a detailed environmental compliance report outlining findings, compliance status, and recommendations for minimizing environmental impact.

Risk Assessment Report

- Conduct a comprehensive risk assessment of the PET to wool conversion process.
- Identify potential health hazards, physical risks, and environmental impacts associated with the project.
- Propose risk mitigation measures and controls to minimize identified risks to an acceptable level.
- Deliver a risk assessment report detailing findings, risk matrix, and recommended mitigation strategies.

Consultancy Reports and Presentations

- Provide detailed consultancy reports summarizing all assessments conducted, including health and safety compliance, environment, risk assessment, and regulatory compliance.
- Deliver presentations to project stakeholders, highlighting key findings, recommendations, and compliance status.
- Ensure all documentation and presentations are clear, concise, and tailored to support project implementation and stakeholder understanding.

Consultancy Support and Guidance

- Offer ongoing support and guidance to RTI International and project partners throughout the consultancy engagement.
- Address queries, provide clarification on findings, and assist in implementing recommended actions for enhancing health, safety, and regulatory compliance.
- Collaborate closely with project teams to ensure seamless integration of consultancy recommendations into project operations.

Period of Performance

The total Level of Effort (LOE) allocated for this assignment is 25 days within a period of 2 month.

Week 1: Initial Assessment and Planning

- Hold kickoff meetings with RTI International and stakeholders to define project goals and expectations.
- Commence initial review of health, safety protocols, and regulatory requirements.

Week 2: Health and Safety Compliance Assessment

- Complete detailed review of existing health and safety protocols related to PET waste handling and polystyrene fiber production.
- Identify deficiencies and propose enhancements in the Health and Safety Compliance Report.

Week 3: Risk Assessment

- Conduct comprehensive risk assessment focused on potential health hazards, physical risks, and environmental impacts associated with the project.
- Develop risk mitigation strategies and prepare the Risk Assessment Report.

Week 4: Regulatory Compliance Check

- Perform thorough review of regulatory requirements applicable to PET waste recycling and polystyrene fiber production in Sri Lanka.
- Compile necessary permits, licenses, and certifications.
- Prepare Regulatory Compliance Documentation.

Week 5: Environmental Compliance Assessment

- Conduct detailed assessment to ensure compliance with environmental regulations throughout the project lifecycle.
- Propose mitigation measures for environmental impacts and draft the Environmental Compliance Report.

Week 6: Finalization and Presentation

- Finalize all consultancy reports, including Health and Safety Compliance Report, Risk Assessment Report, Regulatory Compliance Documentation, and Environmental Compliance Report.
- Prepare comprehensive presentations summarizing key findings, recommendations, and compliance status for stakeholders.
- Review and finalize all documentation and presentations.

Qualifications

Environmental Engineering Expertise: Proficiency in environmental engineering with a focus on waste management and recycling processes. Knowledge of environmental regulations related to PET waste and fiber production.

Health and Safety Specialist: Experience in occupational health and safety practices, particularly in industrial environments involving chemical handling and processing. Ability to conduct health and safety audits and risk assessments.

Regulatory Compliance Knowledge: Familiarity with local and international regulations governing waste management, recycling, and industrial operations. Capable of navigating permit requirements and ensuring regulatory compliance.

Risk Assessment Skills: Ability to conduct comprehensive risk assessments, including hazard identification and development of risk mitigation strategies tailored to industrial processes.

Communication and Reporting: Excellent communication skills to convey technical information clearly and effectively to diverse stakeholders. Proficient in preparing detailed reports, presentations, and documentation.

Payment Terms and Conditions

Payment Tranche	Description	Percentage of the total payment
01	Milestone 1: Initial Assessment and Planning Deliverables: Kickoff meetings, initial review of health and safety protocols, and regulatory requirements.	10%
02	Milestone 2: Health and Safety and Risk Assessment Deliverables: Comprehensive review of health and safety protocols, identification of deficiencies, drafting the Health and Safety Compliance Report, conducting a detailed risk assessment, developing risk mitigation strategies, and preparing the Risk Assessment Report.	25%
03	Milestone 3: Regulatory and Environmental Compliance Check Deliverables: Thorough review of regulatory requirements, compilation of necessary permits, licenses, certifications, preparation of Regulatory Compliance Documentation, conducting the environmental compliance assessment, and proposing mitigation measures.	25%
04	Milestone 4: Finalization and Presentation Deliverables: Finalizing all consultancy reports, providing ongoing support and guidance, and delivering presentations to stakeholders summarizing key findings and recommendations.	40%

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 the deliverables and/or milestone activities listed in the table above and favorable acceptance by RTI International.

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

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 International,
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

RTI International,

(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 (15 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 (35 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: