



## Request for Quote/Proposal (RFQ/RFP)

### AMENDMENT 002

Commodity/Service Required:	Consultant Objective 3: Reduce Short-Lived Climate Pollutants in Industry/Waste Sectors.
Type of Procurement:	Consulting contract
Type of Contract:	Fixed Price
Term of Contract:	180 Days (LOE) over 12 Month Period
Contract Funding:	United States Agency for International Development (USAID)
This Procurement supports:	USAID/Mexico Partnership for Net Zero Cities
Submit Proposal to:	Lizet Guevara, <a href="mailto:lguevara@rti.org">lguevara@rti.org</a>
Date of Issue of RFP:	<b>August 16, 2024</b>
Date Questions from Supplier Due:	<b>August 30, 2024 4:00 p.m. hora CDMX</b>
<b>Answers to supplier questions:</b>	<b>Annex C</b>
Date Proposal Due:	<b>September 06, 2024 4:00 p.m. hora CDMX</b>
Approximate Date Purchase Order Issued to Successful Bidder(s):	<b>September 25, 2024</b>

#### 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 30 **days** from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFP/RFQ.

The bidder/seller will send the following documents ~~with their proposal~~:

- CV that specifically details the experience that you consider relevant to the terms of this consultancy in accordance with the evaluation criteria established in **Annex B**.
- Confirmation of daily rate in accordance with the anticipated scope of work for this consultancy. Please see requested format under **Pricing Section**. It should be noted that any payment of taxes related to this service is the responsibility of the offeror.
- Express that you will request and sign the internal RTI administrative forms that are required during the process and in the execution of the services object of this request for quote (RFQ).
- Availability to participate in an interview **in case your experience is considered for this opportunity** should the proposal be considered for this opportunity.

Solicitation Number:	PNZC-JUL24-005
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3040 Cornwallis Road ■ PO Box 12194 ■ Research Triangle Park, NC 27709-2194 ■ USA  
Telephone 919.541.6000 ■ Fax 919.541.5985 ■ [www.rti.org](http://www.rti.org)

**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: [rti-po-terms English Version - v1.20.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.

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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:

**Research Triangle Institute (RTI)** has over 30 years' experience assisting governments, communities, and the private sector. As a not-for-profit, independent research institute based in North Carolina, USA, RTI has roughly 5,000 employees with global experience implementing international development projects. RTI's Sustainable Growth & Resilience (SG&R) technical unit within the International Development Group brings together RTI experts and capabilities across food security, agriculture, energy, environment, water, governance, and economic opportunity. SG&R will leverage RTI's experience designing and delivering multisectoral programming and technical solutions to respond to climate change, build resilience, and promote economic growth around the world.

SG&R's Energy Division is working to develop and implement low emission energy technology alternatives, raise private financing for energy infrastructure, bring efficiency to utilities, work with governments on legal and regulatory reforms to alleviate bottlenecks in energy generation and consumption, and increase access to green energy to sustain economic growth and reduce poverty. We serve as a chosen partner for USAID's Power Africa program in sub-Saharan Africa and have a growing international energy portfolio of over \$250 million across Africa, Asia, and the Pacific Islands.

##### **Project Description**

The purpose of the USAID Mexico Partnership for Net Zero Cities is to reduce greenhouse gas emissions by improving energy efficiency measures in the buildings and transportation sectors and reducing Short Lived Climate Pollutants which will put the Government of Mexico on a pathway to net zero emissions after 2030. The program is based in Mexico City and includes programming throughout Mexico.

For the development of activities within the framework of the project, RTI seeks a consultant to lead the implementation of activities under Goal 3: Reduce short-lived climate pollutants in the industrial/waste sectors.

##### Product or Service Expectations (both if applicable):

This position will lead the implementation of activities under Objective 3: Reduce Short-Lived Climate Pollutants in Industry/Waste Sectors. In line with the National Strategy for SLCPs, opportunities for SLCP reduction in waste and industry lie in methane emissions from wastewater and solid waste, and black carbon (BC) emissions in brickmaking kilns, sugar mills, and small boilers. Specific tasks and activities will include assisting partner states' and cities' energy, urban

services, and/or environmental departments to develop regulations and incentives that encourage SLCP reduction to private sector partners (sugar mills, brick makers, small and medium enterprises [SMEs] using boilers), and public services (wastewater and solid waste service providers). Activities will also build capacity of partners through joint opportunities identification, implementation of policies, regulations and demonstration projects, conducting in-depth evaluations and providing training and technical assistance to governments and private sector counterparts interested in reducing greenhouse gas emissions through the implementation of energy solutions.

Deliverables, Timelines, Special Terms and Conditions:

**Activities:**

1. Carry out consultations with stakeholders in the wastewater, solid waste, and industrial sectors to inform work plan activity development
2. Provide leadership and oversight to consultants and subcontractors providing services related to Objective 3
3. Lead development of strategies and policies to reduce GHGs in the wastewater, solid waste, and industrial sectors
4. Lead development of capacity building activities and knowledge products on the implementation of effective strategies, technologies, and finance mechanisms for the wastewater, solid waste, and industrial sectors
5. Lead activities to develop subnational capacity on landfill gas to energy (LFGE) including:
  - a. identifying institutional, technical, legal, and economic barriers for LFGE;
  - b. describing the status and potential opportunities of LFGE projects already in development;
  - c. identifying linkages between state/city solid waste authorities and national financing bodies with renewable energy (RE) mandates; and,
  - d. defining needs for capacity building and technical assistance
6. Provide inputs to reports such as bi-weekly, quarterly, and annual reports

Monitor progress of activities against pre-approved project indicators

The anticipated period of performance for this consultancy is September 25, 2024 – September 24, 2025, with the possibility of an extension. The not-to-exceed level of effort (LOE) is 180 days during the period of performance.

**Payment terms:**

Payment will be made within 30 business days after validation of the established deliverables and receipt of the invoice.

**Pricing**

Item #	Quantity	Unit of Measure	Description	Unit Price	Extended Price
1	180	Days	Labor	\$	\$
2			Other Direct Costs (travel, etc.).	\$	\$
3					
<b>Total Value</b>					\$

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

Research Triangle Institute RFC RTI581229R93 Piso 8, Av. Insurgentes Sur 1196, Col. Tlacoquemecatl Benito Juárez, CDMX, C.P. 03200
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*(insert full address of the office)*

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

United States Agency for International Development (USAID)
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*(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

Lizet Guevara Alcántara

*(insert name of procurement officer)*

at this email address:

[lguevara@rti.org](mailto:lguevara@rti.org)

*(insert email address of the procurement officer).*

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

August 30, 2024 4:00 p.m. hora CDMX

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-po-terms\\_english\\_version\\_-\\_v1.18.pdf](https://www.rti.org/sites/default/files/rti-po-terms_english_version_-_v1.18.pdf), [http://www.rti.org/files/PO\\_FAR\\_Clauses.pdf](http://www.rti.org/files/PO_FAR_Clauses.pdf), or [http://www.rti.org/files/PO\\_FAR\\_Clauses\\_Commercial\\_Items.pdf](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.** Lowest evaluated ceiling price (inclusive of option quantities) .
- (b) **DELIVERY.** Seller provides the most advantageous delivery schedule.
- (c) **TECHNICAL.** Items/Services shall satisfy or exceed the specifications described in RFQ/RFP Attachment A.
- (d) **PAST PERFORMANCE** - 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.**

- Minimum of 15 years of relevant professional experience related to environment, energy or climate change. Experience working in the waste management and industrial sectors preferred.
- Degree in engineering, economics or other relevant degree. Post-graduate degree in relevant topic preferred.
- Knowledge of environmental policies in Mexico, in particular those related to waste management and industrial sectors.
- Experience working with government entities in Mexico at the national and subnational levels.
- Management experience, with skills to analyze and resolve a wide range of problems. Experience managing activities in the environment, energy or climate change sector in Mexico.
- Proven written and oral communication skills, teamwork and interpersonal skills dealing with high-level donor, government agency and private sector company staff.
- Fluent English
- 15% availability to travel in Mexico.

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 30 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. **Certification.** The offeror, by signing its offer, hereby certifies to the best of its knowledge and belief that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on its behalf in connection with the awarding of this contract.
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](mailto: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 “C” Questions and Answers

Pregunta en español	Respuesta en español	Pregunta en ingles	Respuesta en ingles
Solicitan el CV en formato Word/PDF, es decir ¿En ambos formatos o en alguno de estos?	El CV se debe enviar en formato PDF.	Is the CV requested in Word and PDF format? In other words, in both formats or in one of these?	The CV must be sent in PDF format
¿Existen formatos individuales tanto para la propuesta a desarrollar como para el precio a proponer y demás requerimientos que debemos firmar los oferentes, que establece el documento Request for Quote/Proposal en sus Attachments A y B? ¿O en ese mismo documento en PDF se debe desarrollar la propuesta, costo a proponer de la consultoría y firmar lo que se requiere?	La propuesta de tarifa diaria y demás costos directos que considere necesarios para el desarrollo de la consultoría, deberá desarrollarlos tomando como base la tabla “Pricing” que se encuentra dentro del Anexo A, página 5. Además, deberá anexar el formato RFP firmado en las páginas 5 y 10. Ambos documentos deben enviarse en pdf. No es necesario ningún otro documento.	Are there individual formats for both the proposal to be developed and the price to be proposed and other requirements that we, the bidders, must sign, as established in the Request for Quote/Proposal document in its Attachments A and B? Or should the proposal, the cost to be proposed for the consultancy and the required documents be developed in that same PDF document?	The daily rate proposal and other direct costs that you consider necessary for the development of the consultancy must be developed based on the “Pricing” table found in Annex A, page 5. In addition, you must attach the signed RFP format on pages 5 and 10. Both documents must be sent in PDF format. No other document is necessary.
Si es en el documento en PDF en el que se debe integrar la información, ¿En qué lugar exactamente debe desarrollarse la propuesta de trabajo para cubrir los requerimientos del RFP? Supongo	No es necesario una propuesta técnica, los documentos que debe enviar para participar en el proceso son los siguientes:  - CV que detalle específicamente la experiencia que considere relevante para los términos de	If the information is to be integrated into the PDF document, where exactly should the work proposal be developed to meet the RFP requirements? I assume that it is in each of the paragraphs where the information is requested. Is this	A technical proposal is not required, the documents you must submit to participate in the process are the following:  - CV that specifically details the experience that you

<p>que en cada uno de los párrafos en donde se solicita la información ¿Esto es correcto?</p>	<p>esta consultoría de acuerdo con los criterios de evaluación establecidos en el Anexo B, inciso e.</p> <ul style="list-style-type: none"> <li>- Confirmación de tarifa diaria de acuerdo con el alcance de trabajo previsto para esta consultoría. Favor de ver formato solicitado en la Sección de Precios. Se debe tener en cuenta que cualquier pago de impuestos relacionados con este servicio es responsabilidad del oferente.</li> <li>- Expresar que solicitará y firmará los formatos administrativos internos de RTI que se requieran durante el proceso y en la ejecución de los servicios objeto de esta solicitud de cotización (RFQ), dentro del cuerpo del correo donde</li> </ul>	<p>correct?</p>	<p>consider relevant to the terms of this consultancy in accordance with the evaluation criteria established in Annex B.</p> <ul style="list-style-type: none"> <li>- Confirmation of daily rate in accordance with the anticipated scope of work for this consultancy. Please see requested format under Pricing Section. It should be noted that any payment of taxes related to this service is the responsibility of the offeror.</li> <li>- Express that you will request and sign the internal RTI administrative forms that are required</li> </ul>
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	<p>envíe la documentación</p> <p>.</p> <p>-</p> <p>Disponibilidad para participar en una entrevista en caso de que su <b>su experiencia</b> sea considerada para esta oportunidad.</p>		<p>during the process and in the execution of the services object of this request for quote (RFQ).</p> <p>- Availability to participate in an interview in case your <b>your experience</b> is considered for this opportunity</p>
Si es correcto usar ese mismo PDF (RFP) para enviar la propuesta y demás información solicitada, ¿Tienen un PDF editable?	Ver respuesta a pregunta 3.	If it is correct to use that same PDF (RFP) to send the proposal and other requested information, do you have an editable PDF?	See answer to question 3.
¿En qué idioma se debe enviar lo solicitado (inglés o español) o es indistinto?	Inglés.	In what language should the request be submitted (English or Spanish) or is it irrelevant?	English.