SAREP RFQ-2024-004, Amendment 1

Training and Capacity Building in the areas of ESG and sustainability

This amendment contains the following:

- RTI response to the questions received by the stipulated deadline (see following pages below).
- Updated RFQ with changes highlighted. Due date for submission of proposals is extended up to September 23, 2024.

The amended RFQ is appended to the Questions and Answers below. All other terms and conditions of the RFQ remain unchanged.

SAREP RFQ-2024-004, Questions and Answers

S.No	Pg. No.	RFQ Clause	Section	Question	RTI SAREP response
1	2	-	Eligibility Criteria	We had obtained a UEI number for another USAID project. Please clarify if the same UEI can be utilized for this project or do we need to obtain a new one in SAM?	As long as the earlier UEI number is still assigned and active, you should use the same number
2	4		Scope of Work – Training Report	We understand that there is no specific format prescribed at this stage, and this would need to be developed by the consultant.	Yes, the format of the training report would be finalized in consultation with SAREP post award of the contract.
3	8 /11	Attachment B	Hard Copy Submission	We are based out of India – we wanted to request you to allow submission of soft copy (for the due date i.e., 16th Sep) and thereafter additional few days allowance for hardcopy submission – considering it needs to be sent to the following address: 3040 Cornwallis Road, Research Triangle Park, NC 27709. Alternately, if possible, kindly allow us to submit hard copies to local India office by the said date (16th Sep)	No hard copies are to be submitted. Please submit your proposals via e-mail to SAREP-Procurement@rti.org with the attachments in MS Word / pdf format by the stipulated deadline
4	9 /12	4 /1.1	Details to be submitted in Technical Proposal / TECHNICAL EVALUATION CRITERIA AND SCORES -	We understand the following is mentioned ' Relevant qualifications, not prior to 2014, highlighting the scope, budget, nature of engagement, feedback from the client, etc. is to be submitted." But it is also mentioned in the Technical Evaluation Criteria - 'Delivered 25 or more trainings in ESG domain in the last 5 years within or outside India' – Hence we understand in this case, for establishing 25 trainings our credentials since 2014 will be acceptable.	Relevant experience to be submitted as part of the proposal should not be prior to 2018 Bidder should have delivered 25 or more trainings in ESG domain in the last 5 years within or outside India
5	4-5	I – 2, 3 & 4	Scope of Work – Training duration	Please clarify what will be the duration of each training session for the different stakeholder groups, specifically Categories 2 (Borrowers), 3 (Employees), and 4 (Departments)?	Each training session is expected to not be longer than 3 hours
6	4-5	I – 1,2,3,4	Scope of Work – Training location	For the training sessions with the Board of Directors, employees, and departments, we understand that these will be held at Power Finance Corporation's office in Delhi. Kindly confirm this understanding. Additionally, for the training sessions with borrowers, it is mentioned that these will take place within India. Can you please specify the location?	Other than trainings for specific departments (Category 4), all other trainings may be held in any place in India. All travel costs must be built into the firm fixed prices. There will no separate reimbursement of travel expenses or any other expense

S.No	Pg. No.	RFQ Clause	Section	Question	RTI SAREP response
7	9	3 – (I)	Proposal Requirements	i) We understand that engagements letters involving capacity-building sessions / workshops be considered in meeting the said technical criteria. Please confirm ii) Further, in case of trainings / knowledge sharing sessions to specific stakeholders like the Board – An email confirmation from the client / beneficiary should suffice. Kindly validate this understanding.	i) Yes ii) Yes Engagement letters have to be submitted in all cases. Additionally, an email confirming the category of stakeholders who were imparted training should be submitted.
8	13	3	Technical Evaluation Criteria and Scores	To establish years of experience in providing ESG training for the proposed facilitators, a self-declaration or a confirmation from the authorized signatory (Senior Partner / Practice Leader) should suffice. Please confirm.	Yes. CVs of the trainers would also need to be counter signed by the authorized signatory (Senior Partner / Practice Leader)
9	13	13.6	Technical Evaluation Criteria and Scores - Financial proposal Scoring	Please clarify if the financial proposal needs to be submitted separately or shall it be a part/section of one consolidated proposal document.	As a separate attachment in the same email.
10	4-6	Attachment A	Scope of Work	Our understanding is that we are required to deliver ESG capacity building and training programs for enhancing general ESG awareness of the 4 categories mentioned in the RFQ document (Board of Directors, Borrowers, Employees, & Department Specific), and collect feedback from training participants and sharing with SAREP, as well as preparation of quarterly training reports. We request clarification on who will bear the cost of arranging logistics and other expenses related to organizing the training workshops.	Expenses relating to training venue would not be under scope of bidder
11	9-11	4,5,6	Details to be submitted in Technical Proposal	As per the requirement of the RFQ, we are providing a comprehensive team structure including SMEs and industry experts. Request a clarification if there is any limit on the number of team members to be proposed	Bidders may please propose a team in accordance with the RFQ
12	6	Attachment A	Delivery And Price Schedule	i) Do we need to include travel & logistics in the final price? If exclusive, should a travel & logistics cost component be	Other than trainings for specific departments (Category 4), all other trainings may be held in any place in

S.No	Pg. No.	RFQ Clause	Section	Question	RTI SAREP response
				quoted separately as a fixed price component, OR will it be payable as per actuals? ii) Can you please provide guidance on location for Borrowers' (Category 2) training?	India. There is no international travel. **Estimated travel costs must be built into the firm fixed prices. There will no separate reimbursement of travel expenses or any other expense**
13	12	13.5	Technical Evaluation Criteria And Scores	We have conducted many ESG assessments and trained company's leadership on the same. Will that be counted towards relevant experience under section 3.3	No
14	4-6	Attachment A	Scope of Work	Do we need work with SAREP/USAID an IT system like learning management system?	No
15	4-6	Attachment A	Scope of Work	Can you please clarify that all trainings are going to be delivered in English.	Yes
16	-	-	-	Could you please provide an estimated budget range for this project?	Bidders may please submit a competitive quote as per the scope
17	12	13.5	Technical Evaluation Criteria And Scores	Please clarify if delivered training refer to the actual number of sessions in section 1.1 of Technical evaluation criteria and scores	1.1 refers to the firm's experience of having delivered ESG trainings and marks would be assigned as mentioned in the criterion
18	1	Cover page	-	We kindly request an extension for the submission deadline of this proposal by 2 weeks	One week extension – revised proposal submission date to be 23rd September 2024
19	4-6	Attachment A	Scope of Work	As there will be 2 trainings for the first 3 Categories, should the training content be divided in two parts or will the participants be different in these two trainings?	These would be as per the decision of PFC and SAREP
20	4-6	Attachment A	Scope of Work	Who will arrange the venue of the trainings?	Expenses relating to training venue would not be under scope of bidder

S.No	Pg. No.	RFQ Clause	Section	Question	RTI SAREP response
21	9	Attachment B - Technical Proposal	Details of similar past experience at the firm level *Relevant qualifications, not prior to 2014, highlighting the scope, budget, nature of engagement, feedback from the client, etc. is to be submitted.*	We request to permit the bidder to allow the following as a proof of submission. 1. Submit credentials LoE or Work order and self-certified by the authorized signatory as evidence of proof. 2. Some of our training programs for external clients have been marketed through social media including (LinkedIn and Our own website https://kpmg.com/in/en/home/events.html)	1. Accepted 2. Engagement letters/work orders are required to be submitted
22	9	Attachment B - Technical Proposal	CVs of proposed trainers	We request to confirm if the degree certificates and appointment letters are required to be submitted along with the bid documents.	Self-certification by the trainer and counter signed by the authorized signatory (Senior Partner / Practice Leader)
23	6	Attachment A – IV. Deliverable & Timeline	SOW: Training Report -Within one week of conducting a training session	We assume that the reports will be prepared in our format as there has been no specified format given in the RFP.	Report format would be finalized in discussion with SAREP post award of the contract.
24	4-6	Attachment A	Scope of Work	Are the training sessions, for all the stakeholders, to be delivered physically, or can the training sessions be delivered in an online set-up?	Training sessions would have to be delivered in person, and participants should also have the option to join the sessions virtually
25	4-6	Attachment A	Scope of Work	The RFQ mentions that the firm would have to attend client meetings / discussions. What does this entail? How many such meetings do you envisage?	Meetings would be held to discuss the scope and content of the training, and to discuss training objectives and outcome based on the nature of stakeholders who are receiving training
26	4-6	Attachment A	Scope of Work	Is there a requirement for the firm to prepare and share detailed written training content/ material with the relevant stakeholders in advance of the sessions?	Yes, training content including any collaterals would have to be shared with SAREP at-least one week in advance of the date of training. All Intellectual Property Rights (IPRs) of the training content prepared

<table>
<tr><th>S.No</th><th>Pg. No.</th><th>RFQ Clause</th><th>Section</th><th>Question</th><th>RTI SAREP response</th></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td>would be held with SAREP/RTI International.</td></tr>
<tr><td>27</td><td>4-6</td><td>Attachment A</td><td>Scope of Work</td><td>We understand that the training sessions are to be conducted for the stakeholders specified in the RFQ viz Board of Directors, Borrowers, Employees and Department Specific. How do you envisage that the training to employees will differ from the department specific training?</td><td>The RFQ has listed some topics to be covered under each training as a suggestion. Bidders are advised to share their own approach and methodology of their proposal.</td></tr>
<tr><td>28</td><td>12-13</td><td>Attachment B, Section 13.5</td><td>Technical Evaluation Criteria And Scores</td><td>Requesting you to clarify whether the 15 marks for experience in delivering training to BFSI sectors are awarded based on the credentials of an individual trainer or the collective experience of the entire team.

Specifically, if we are aiming to achieve the full 15 marks and are submitting the CVs of five individual trainers, will the evaluation be based on each trainer having conducted at least three BFSI-related trainings, or will it be based on a collective total of at least three BFSI-related credentials across the entire group of trainers?</td><td>Please refer to Point 3.2 in the table 13.5 – Experience of proposed team in delivering training to banks, financing institutions and/or financial services sector (5 marks for each bank)

The criteria can be fulfilled cumulatively by the proposed team of trainers</td></tr>
<tr><td>29</td><td>4-6</td><td>Attachment A</td><td>Scope of Work</td><td>At the time of deliverable, training material consisting solely of video-based online modules without live trainer interaction will be considered out of scope or not?</td><td>Trainer has to be present in person for delivering the trainings. All trainings have to be in person.</td></tr>
<tr><td>30</td><td>10-11</td><td>Attachment B, Section 13.5, Section 5</td><td>Structure of the Proposal Content</td><td>• Please confirm if the following format for listing credentials meets your criteria for technical proposal submission and awarding marks:

<table><tr><th>Client Name</th><th>Year</th><th>Geography</th><th>Description of training</th></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></table>
• If additional information is required, please inform</td><td>Please refer to the RFQ for the structure of the proposal</td></tr>
</table>

3040 Cornwallis Road ▪ PO Box 12194 ▪ Research Triangle Park, NC 27709-2194 ▪ USA
Telephone 919.541.6000 ▪ Fax 919.541.5985 ▪ www.rti.org

Request for Quotations (RFQ)

Commodity/Service Required:	Training and Capacity Building in the areas of ESG and sustainability
Type of Procurement:	Purchase Order
Type of Contract:	Firm Fixed Price
Term of Contract:	12 months from date of award
Contract Funding:	United States Agency for International Development (USAID)
This Procurement supports:	South Asia Regional Energy Partnership (SAREP)
Submit Proposal to:	SAREP-Procurement@rti.org
Date of Issue of RFQ:	August 28, 2024
Date Questions from Supplier Due:	September 5, 2024
Date Proposal Due:	**September 23, 2024**
Approximate Date Purchase Order Issued to Successful Bidder(s):	September 30, 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 RFQ.	
Solicitation Number:	**SAREP RFQ-2024-004, Amendment 1**

Eligibility Criteria:

1. Since this is a USAID funded project, therefore as per USAID ADS 310, only firms that belong to Geographic Code 937 country can receive a USAID funded subcontract from RTI. Geographic code 937 is defined as - the United States, the cooperating country/recipient country (India in this case), and developing countries other than advanced developing countries, and excluding prohibited sources. For more information on this, please refer to https://www.usaid.gov/sites/default/files/2022-12/310.pdf. The list of developing nations is provided at https://www.usaid.gov/sites/default/files/2022-05/310maa.pdf. Please note that the Geographic Code 937 restriction flows down to lower tier subcontractors as well.
2. Government entities/undertakings/PSUs and quasi-Government/para-statal entities are not eligible to participate in the bidding and receive a USAID funded sub-contract or a lower tier subcontract.

3040 Cornwallis Road ▪ PO Box 12194 ▪ Research Triangle Park, NC 27709-2194 ▪ USA
Telephone 919.541.6000 ▪ Fax 919.541.5985 ▪ www.rti.org

3. All Bidders must have a valid Unique Entity ID (UEI number) from System for Award Management (SAM) (in lieu of the now defunct DUNS number). The UEI number must be indicated in their bid on the cover letter. If you already have an active or inactive registration in www.SAM.gov today, you've already been assigned a Unique Entity ID. It's viewable on your entity registration record in www.SAM.gov. For those who don't, a quick start guide to obtaining a SAM UEI number as Attachment "C" for reference. Please use the guide for only obtaining the UEI number instead of full SAM registration

4. **Attachments to RFQ:**
   1. Attachment "A" – Commodity Specifications
   2. Attachment "B" – Instructions to Bidders/Sellers
   3. Attachment "C" - Quick start guide to obtaining a SAM UEI number
   4. 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

Description of Activity/Service:

INTRODUCTION

RTI International is an independent, nonprofit research institute dedicated to improving the human condition. Clients rely on us to answer questions that demand an objective and multidisciplinary approach—one that integrates expertise across the social and laboratory sciences, engineering, and international development. We believe in the promise of science, and we are inspired every day to deliver on that promise for the good of people, communities, and businesses around the world.

RTI International has been working in Asia for more than 35 years, providing technical assistance, institutional strengthening, and program support on behalf of governments, foundations, and private-sector clients. Together with our local partners, we deliver science- based solutions and advisory and technical services to help countries across South and Southeast Asia achieve national, regional, and local goals—in health, education, economic growth, governance and public policy, and environmental management. RTI is implementing 19 projects in the Asia region with its offices located in India, Indonesia, Thailand, Cambodia, Philippines, Laos, Nepal, and Papua New Guinea.

RTI International is the implementing contractor for a five (5) year USAID project called the USAID South Asia Regional Energy Partnership (SAREP). SAREP will serve as a linchpin of the Asia Enhancing Development and Growth through Energy (EDGE) initiative. To achieve USAID's goal of improving access to affordable, secure, reliable and sustainable energy, SAREP will address two distinct, yet mutually dependent objectives: a. Enabling six countries – Bangladesh, Bhutan, India, Maldives, Nepal and Sri Lanka—to build systems and processes in line with their respective economic and energy security priorities, and b. Facilitating collaboration among these six countries in a regional energy market that will accelerate economic development, self- reliance, livelihoods, health, and productivity throughout the region.

SAREP's objectives are as follows:

- Workstream 1: Regional Energy Hub
- Workstream 2: Technical Services
  - Objective 1: Enhanced regional energy markets and integration
  - Objective 2: Increased development of advanced energy
  - Objective 3: High-performing modern utilities.
  - Objective 4: Transparent, best-value procurement and Private Sector Investment

SAREP, with its focus on accelerating the clean-energy transition, enhancing private sector participation and advancing transparent procurement and market-based instruments, seeks to facilitate the financing of clean energy in South Asia. It is imperative that suitable financing instruments, efficient procurement mechanisms, and conducive policy and regulatory frameworks are in place to allow private investors to enter the energy sector and fund its expansion. Under its Objective 4, SAREP is working with its partners in the following areas:

1. Finance strategies to enable decarbonization/RE development
2. Facilitating use of new and innovative financing instruments and capacity development
3. Technical assistance to mobilize private investment through PPPs
4. Best-value procurement and enhancing bankability of clean-energy projects

Further, in order to deliver superior quality deliverables to USAID and Indian partners, SAREP proposes to engage a firm with relevant experience for the same.

I. Scope of Work

SAREP shall be providing assistance to Power Finance Corporation (PFC) in areas pertaining to training and capacity building in the ESG domain, to PFC's stakeholders which shall include its employees, board of directors and borrowers. The scope involves delivering ESG capacity building and training programs for enhancing general ESG awareness of their employees as well as sensitizing the relevant stakeholders in specific areas. The selected firm/bidder would also be responsible for collecting feedback from training participants and sharing with SAREP, as well as preparation of quarterly training reports. The format of the training report would be finalized in consultation with SAREP post award of the contract.

The capacity building shall be undertaken for the stakeholders listed below. It may be noted that the number of trainings is indicative and has been included solely for the purpose of evaluating the financial proposals. Number of trainings that are actually delivered may be higher or lower more than the indicative number. The firms are required to quote separate fees for each type of training and payments shall be made based on the type of stakeholder training conducted. Other than trainings for specific departments (Category 4), all other trainings may be held in any place in India. All travel costs must be built into the firm fixed prices. There will no separate reimbursement of travel expenses or any other expense. Expenses relating to training venue would not be under scope of the Bidder.

1. **Category 1 - Board of Directors**
   - Each training to be 3-hour classroom-based session. Location of training to be within India.
   - ~~to be delivered in Delhi~~.
   - Training content to graduate from introductory awareness of ESG to role of board in ESG risk management and utilization of ESG data for strategic decision making.
   - Topics to include global ESG landscape, ESG and organizational performance, using ESG data to support decision making, ESG reporting frameworks, country specific regulations in ESG sphere, climate risk in financial industry, RBI's Draft Disclosure framework on Climate-related Financial Risks, 2024 and its impact, greenwashing and its implications, ESG ratings,

overview of environmental and social due diligence, corporate actions to promote sustainability, ESG risk management, India's ESG ratings framework
- Indicative number of trainings in the contract period – 2

2. **Category 2 - Borrowers**
   - Classroom based training session(s) for 100+ participants, with options for participants to join online. Location of training to be within India.
   - To cover introductory ESG topics, process of initiating ESG activities, ESG best practices for power sector across value chain – generation, transmission, distribution, introduction to Scope 1, 2, 3 emissions and data collection practices, common ESG/ environmental and social due diligence parameters, reporting on ESG parameters as per requirements in loan agreements
   - Indicative number of trainings in the contract period – 2
3. **Category 3 - Employees**
   - Classroom based interactive training sessions ~~at Delhi,~~ for 500 employees with options for participants to join online. Location of training to be within India.
   - To cover ESG fundamentals, three pillars of ESG, introduction to climate change, ethical corporate behaviour, diversity and inclusion, supporting company's sustainability and ESG targets
   - Indicative number of trainings in the contract period – 2
4. **Category 4 – Department specific**
   - Focused trainings delivered in classroom based interactive sessions at Delhi, with options for participants to join online.
   - To cover best practices in ESG domain for each function, regulatory landscape, ESG reporting frameworks and voluntary disclosures, parameters in each function, data collection and reporting strategies for ESG reporting
   - Indicative number of trainings in the contract period – 5, 1 for each department
   - Indicative departments and focus areas
     - HR – Diversity and Inclusion, Equity
     - Vigilance – ESG governance
     - IT – Data privacy and security
     - Projects – incorporation of environmental and ESG in appraisal process
     - Admin – sustainable procurement, maintenance and office services for reducing emissions

The firm would also have to attend any client meetings/discussions whenever required, and incorporate feedback received from PFC and USAID in the training material. Meetings would be held to discuss the scope and content of the training, and to discuss training objectives and outcome based on the nature of stakeholders who are receiving training.

Firms would have to follow USAID branding guidelines in preparing and delivering training content, and only USAID branding would reflect in the training collaterals.

Training content including any collaterals would have to be shared with SAREP at-least one week in advance of the date of training. All Intellectual Property Rights (IPRs) of the training content prepared would be held with SAREP/RTI International.

Firms with relevant experience are invited to participate in the request for proposal (RFP) issued by SAREP and task order will be awarded to the successful competent firm. The selected consultancy firm shall provide all requisite support and provide assistance in undertaking the activities mentioned in the scope of work.

II. Reporting: The consultant will report to SAREP.

III. Schedule: The trainings are expected to commence in October 2024. These tentative assignment dates are provided solely for information purposes and the benefit of bidders. Modification of these assignment dates will not constitute a change in scope.

IV. Deliverables and Timelines

The total duration of this assignment is 12 months from the date of signing of contract. The consultant should be able to quickly start the project. The following deliverables are expected as part of the assignment.

S.No	Name of deliverable	Date of submission
1.	Conducting trainings	As per indicative timelines mentioned below
2.	Training Report	Within one week of conducting a training session

The supplier will provide services and submit the deliverables as per the “Delivery and Price Schedule below and in accordance with the details provided in the Statement of Work.

DELIVERY AND PRICE SCHEDULE

S.No.	Task	Deliverable	Deliverable (Report) due date	Firm Fixed price (INR)
1	Conduct training for Board of Directors in November 2024	Training Report	November 30, 2024	
2	Conduct training for Board of Directors in February 2025	Training Report	February 28, 2025	
3	Conduct training for Borrowers in January 2025	Training Report	January 31, 2025	
4	Conduct training for Borrowers in June 2025	Training Report	June 30, 2025	
5	Conduct training for Employees in October 2024	Training Report	October 31, 2024	

S.No.	Task	Deliverable	Deliverable (Report) due date	Firm Fixed price (INR)
6	Conduct training for Employees in March 2025	Training Report	March 31, 2025	
7	Conduct Department Specific training in November 2024	Training Report	November 30, 2024	
8	Conduct Department Specific training in December 2024	Training Report	December 31, 2024	
9	Conduct Department Specific training in January 2025	Training Report	January 31, 2025	
10	Conduct Department Specific training in February 2025	Training Report	February 28, 2025	
11	Conduct Department Specific training in March 2025	Training Report	March 31, 2025	
Total Firm Fixed price excluding GST				
Add: GST (If applicable)				
Total Firm Fixed price including GST				

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, 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

   3040 Cornwallis Road
   Research Triangle Park, NC 27709

   (*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)

   (*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. All information presented in the Sellers quote/proposal will be considered during RTI's evaluation. Failure to submit the information required in this RFQ 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 by the time and date specified in the RFQ. Any offer, modification, revision, or withdrawal of an offer received at the RTI office designated in the RFQ 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. The technical proposal must be prepared as detailed out subsequently in points 4 (Details to be submitted in Technical Proposal) and 5 (Structure of the Proposal Content) below.

(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 (already covered in Attachment A - DELIVERY AND PRICE SCHEDULE above) .

(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 and accompanying signatures, confirms that the terms and conditions associated with this RFQ document have been agreed to and all of its attachments have been carefully read and understood and all related questions answered.

4. Details to be submitted in Technical Proposal

The participating consultancy firms are required to submit the following details along with the proposal, for further evaluation:

4.1 Details of similar past experience at the firm level

Experience of the firm in the areas mentioned in the scope i.e., training and capacity building in ESG and sustainability across different category of stakeholders ranging from board of directors, employees, borrowers etc. Relevant qualifications, not prior to 2018, highlighting the scope, budget, nature of engagement, feedback from the client, etc. is to be submitted.

4.2 CVs of proposed trainers

Qualifications and experience of the trainers proposed for the engagement. CVs of the trainers should be self-certified and would also need to be counter signed by the authorized signatory (Senior Partner / Practice Leader). The trainers proposed shall be associated with the participating firm either as an employee or as an advisor. No subcontracting in part or full shall be allowed. Necessary proofs of such an association may be sought by SAREP. During the term of engagement, trainers whose profiles had been submitted at the time of bidding can be replaced with individuals with same or similar experience. Any such changes would have to be notified to SAREP in a timely manner.

4.3 Approach and methodology

The approach and methodology (A&M) section shall provide details about the firm's understanding of the objectives of the engagement and it's the approach towards setting and accomplishing training outcomes/ targets. The extent to which the firm's proposed A&M responds to the objectives indicated above shall be used for evaluation. In addition, the completeness and responsiveness of the proposed A&M and to the extent to which it responds exhaustively to all the requirements of all the scope shall also be considered for evaluation.

4.4 Workplan for delivering the scope

A 12 month workplan shall detail out all the activities required to be undertaken along with the timelines. The dependencies and activities requiring intervention/support of SAREP, USAID and PFC shall be clearly highlighted. The workplan submitted by the participating firms shall be evaluated basis the details provided in the section of 'Schedule of Deliverables'.

5. Structure of the Proposal Content

The proposal must follow the structure outlined below, contain the following components, and be within page limitations. Failure to follow the outline and page limits prescribed or exclusion of any of the required items will impact the proposal's scoring. Maximum proposal limit 50 pages (inclusive of cover page and annexes).

A. Cover letter			
	Description	**Notes**	**Maximum page limit**
	Must also indicate the bidder's Unique Entity ID (UEI number) obtained from www.sam.gov System for Award Management (SAM)	Proposals without a SAM UEI number will not be considered for evaluation and award	2 pages
B. Technical proposal			
Subject heading	**Description**	**Notes**	**Maximum page limit**
Understanding of the issues	Demonstration of an understanding of the issues outlined in the SoW		1 page
Technical approach	Approach to implementing the SoW		10 pages
Schedule of tasks	Proposed schedule of tasks and deliverables to complete the SoW		2 pages

Team assignments & Bio sketches	For trainers proposed: 1st: Summary of work to be performed by/assignment of each individual proposed 2nd: (Immediately following the assignment) Short bio sketch that highlights the individual's direct experience with the subject matter	No consortium and no subcontracting (in part or full) is allowed	1 page per person total ½ page for assignment per person, followed by ½ page for bio sketch

6. **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.
7. **Questions Concerning the Procurement**. All questions in regard to this RFQ to be directed to

The Senior Procurement Expert

at this email address:

sarep-procurement@rti.org

The cut-off date for questions is:

September 5, 2024

8. **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. 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.
9. **Documentation**: The following documents will be required for payment for each item:
   - 9.1. A detailed invoice listing Purchase Order Number, Bank information with wiring instructions (when applicable)
   - 9.2. Packing List
   - 9.3. All relevant product/service documentation (manuals, warranty doc, certificate of analysis, etc.)
10. **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.

11. **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.

12. **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.

13. **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 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, 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:

13.1. **PRICE -** Lowest evaluated ceiling price (inclusive of option quantities) .

13.2. **DELIVERY -** Seller provides the most advantageous delivery schedule.

13.3. **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.

13.4. **TECHNICAL** - Items/Services shall satisfy or exceed the specifications described in RFQ Attachment A. The criteria and scoring for the technical proposals are listed below.

13.5. **TECHNICAL EVALUATION CRITERIA AND SCORES -**

S.No.	Criteria	Points
1	Specific experience of the Consultant (as a firm) relevant to the Assignment	
1.1	Delivered 25 or more trainings in ESG domain in the last 5 years within or outside India	10
1.2	Delivered at-least 5 ESG training in the banking and financial institutions sector in India	10
1.3	Delivered least 2 trainings to board members/executive directors of organizations in India	10
2	Adequacy and quality of the proposed methodology, and training plan in responding to the Terms of Reference (TORs) *{Notes to Bidders: SAREP Technical Evaluation Committee will assess whether the proposed methodology is clear, responds to the Scope of Work (Section III), Schedule (Section V) and Deliverables and Timeline (Section VI), work plan is realistic and implementable; overall team composition is balanced and has an appropriate skills mix; and the work plan has right input of Experts}*	25

S.No.	Criteria	Points
3	Specific experience of the proposed team relevant to the Assignment	
3.1	At-least three training professionals with 5+ years of experience in ESG training. Please include education and professional experience of trainers proposed for the Assignment.	20
3.2	Experience of proposed team in delivering training to banks, financing institutions and/or financial services sector (5 marks for each bank)	15
3.3	Experience of delivering training to board of directors (5 marks for each experience)	10
Total		**100**

13.6. **FINANCIAL PROPOSAL SCORING -** The consultancy firm with lowest qualifying financial bid (L1) will be awarded 100% score. Financial Scores for other than L1 will be evaluated using the following formula: Financial Score (Fn) = {(Commercial Bid of L1/Commercial Bid of the Bidder) X 100}%

13.7. **CONSOLIDATED SCORING (TECHNICAL AND FINANCIAL) -** The selection of the consultancy firm shall be based upon the methodology of Quality and cost-based selection (QCBS) with technical and financial weightage of 80% and 20%, respectively.

14. **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.

15. **Validity of Offer**. This RFQ 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.

16. **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.

17. **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 Quotation 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.

18. **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 Quotation, 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 RFQ, 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"

Quick Start Guide for Getting a Unique Entity ID

SAM.gov is an official website of the United States government. There is **no** charge to register or maintain your entity registration in SAM.gov.

You can get a Unique Entity ID for your organization without having to complete an entity registration. 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 ID. Learn more about the difference between getting a Unique Entity ID only and registering your entity.

If your entity is registered in SAM.gov, you already have a Unique Entity ID

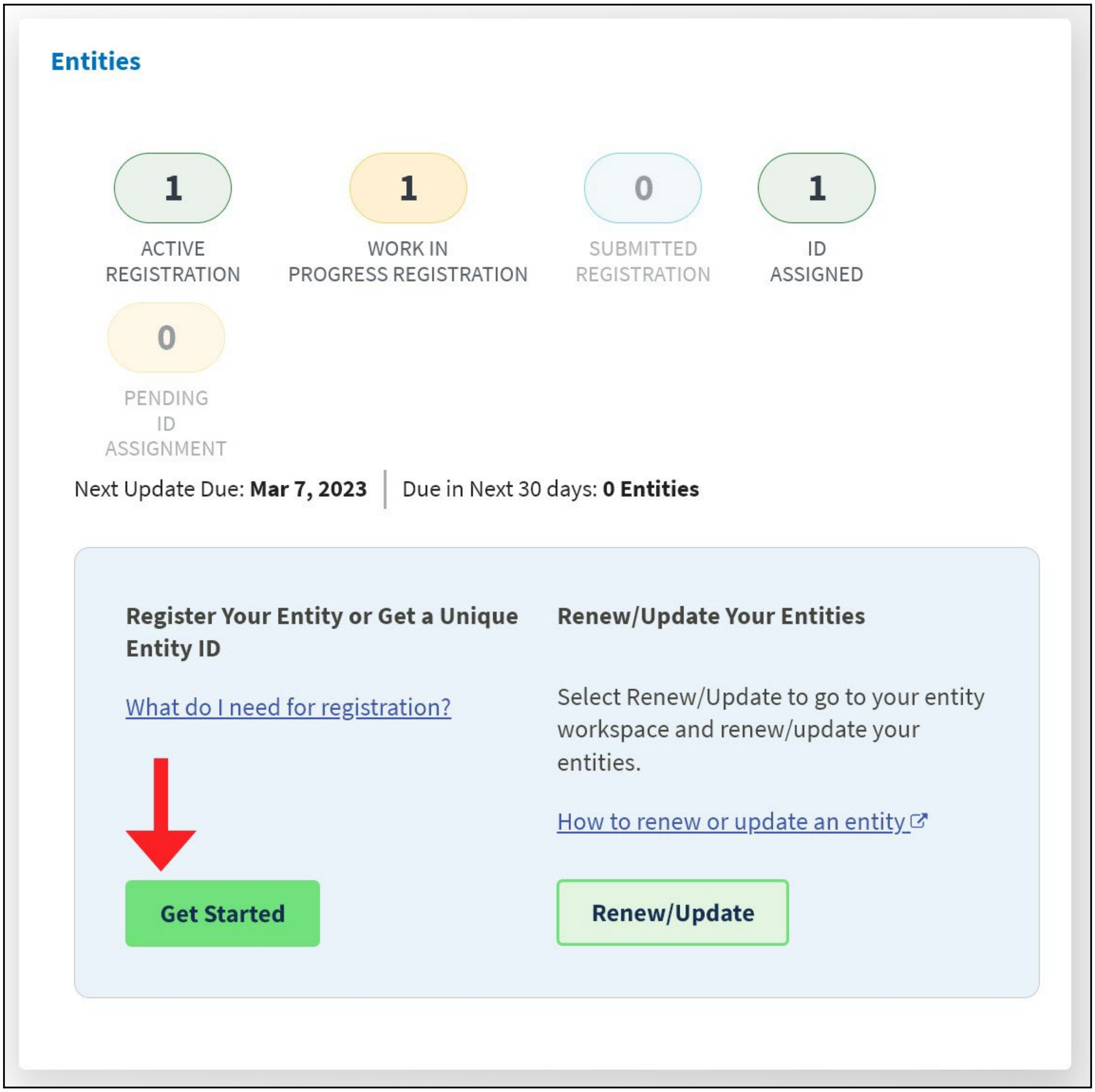
If you have an active or inactive registration in SAM.gov today, you've already been assigned a Unique Entity ID. It's available on your entity registration record in SAM.gov. Learn how to view your Unique Entity ID.

If your entity is not registered in SAM.gov and you only want a Unique Entity ID

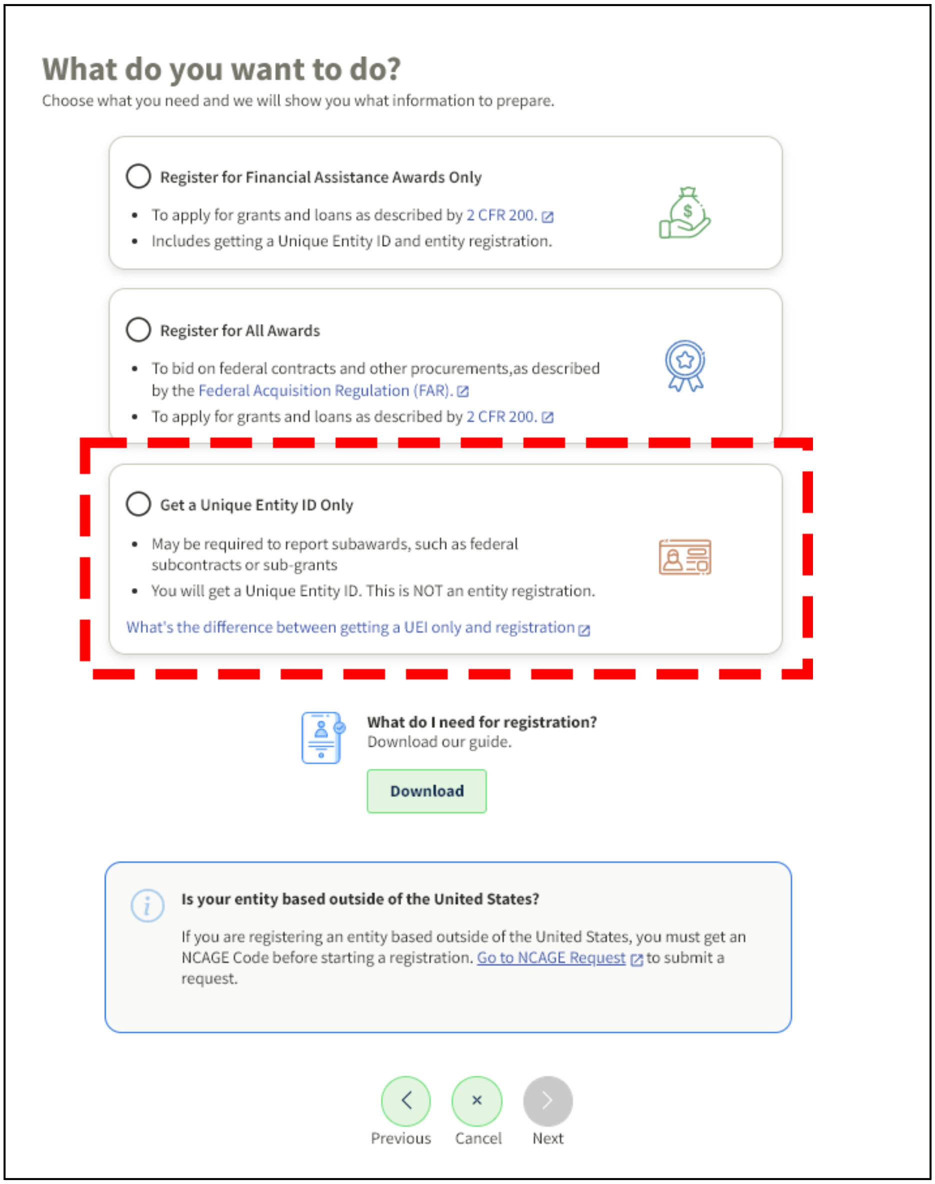
If you want only to get a Unique Entity ID and do not want to complete an entity registration in SAM.gov, follow these steps:

1. Go to SAM.gov and select "Sign In" from the upper right corner of the page. If you do not have a SAM.gov account, you must create one. SAM.gov uses Login.gov for usernames and passwords. View more help with using Login.gov. Once you create your user account, return to SAM.gov to complete your profile.

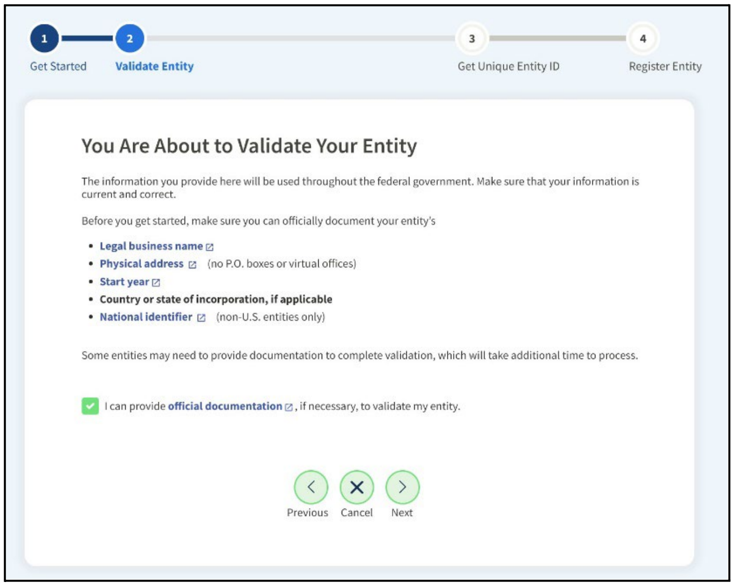
2. After you sign in, the system will navigate you to your Workspace. On the “Entities” widget, select the “Get Started” button.



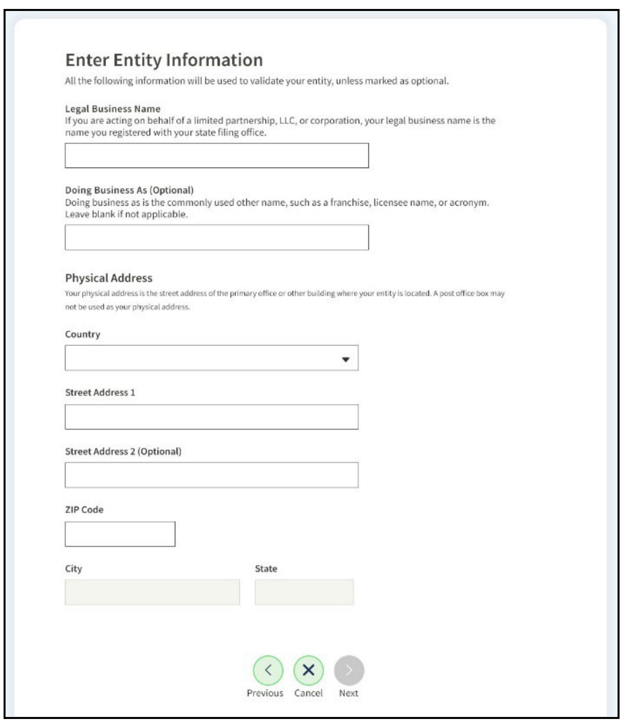
3. Select the “Get Unique Entity ID only” option on the next page.



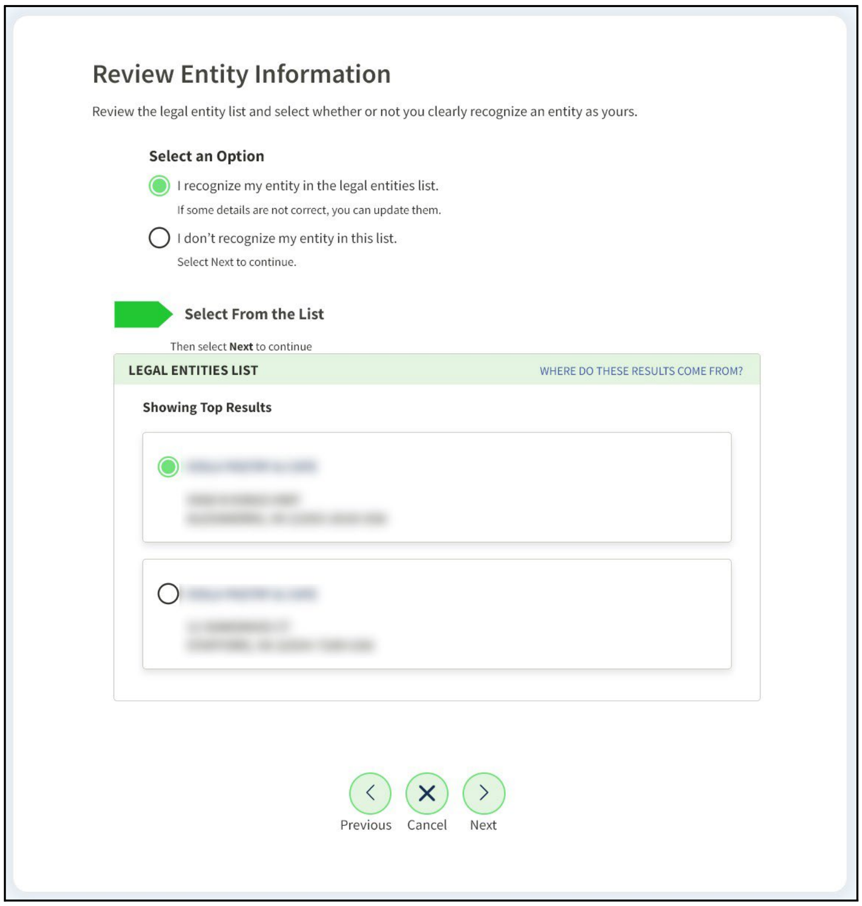
4. Next, the "You Are About to Validate Your Entity" page displays. It lists the information used to validate your entity. You may need to submit documents later in the process to complete validation. Select the checkbox and then select "Next."



5. On the next page, enter your entity's legal business name, doing business as name (if applicable), and physical address, then select "Next." All fields are required, unless marked as optional.

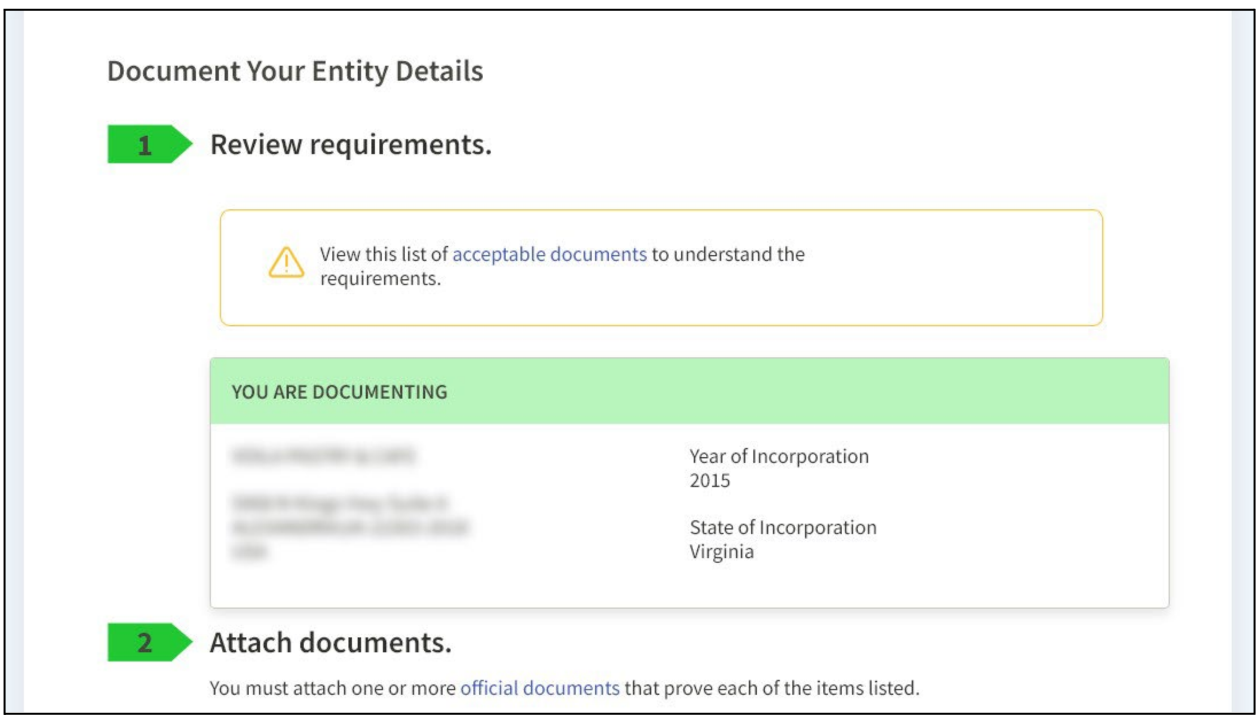


6. Your entity name and address will be [validated]() by the SAM.gov entity validation service (EVS). The EVS independently verifies the uniqueness of an entity.
    a. If the EVS has your entity information or has entities with similar information, the next page will show a list of entities.
        i. If your entity information is shown in the list, select "I recognize my entity in the legal entities list. If some details are not correct, you can update them." Then select the entity from the list, then select "Next."
            1. You should select this option if all entity details are correct or if a few details are missing or incorrect. For example, your legal business name is shown, but LLC or Corp is missing, or an old address for your entity is shown. Go to step 7.

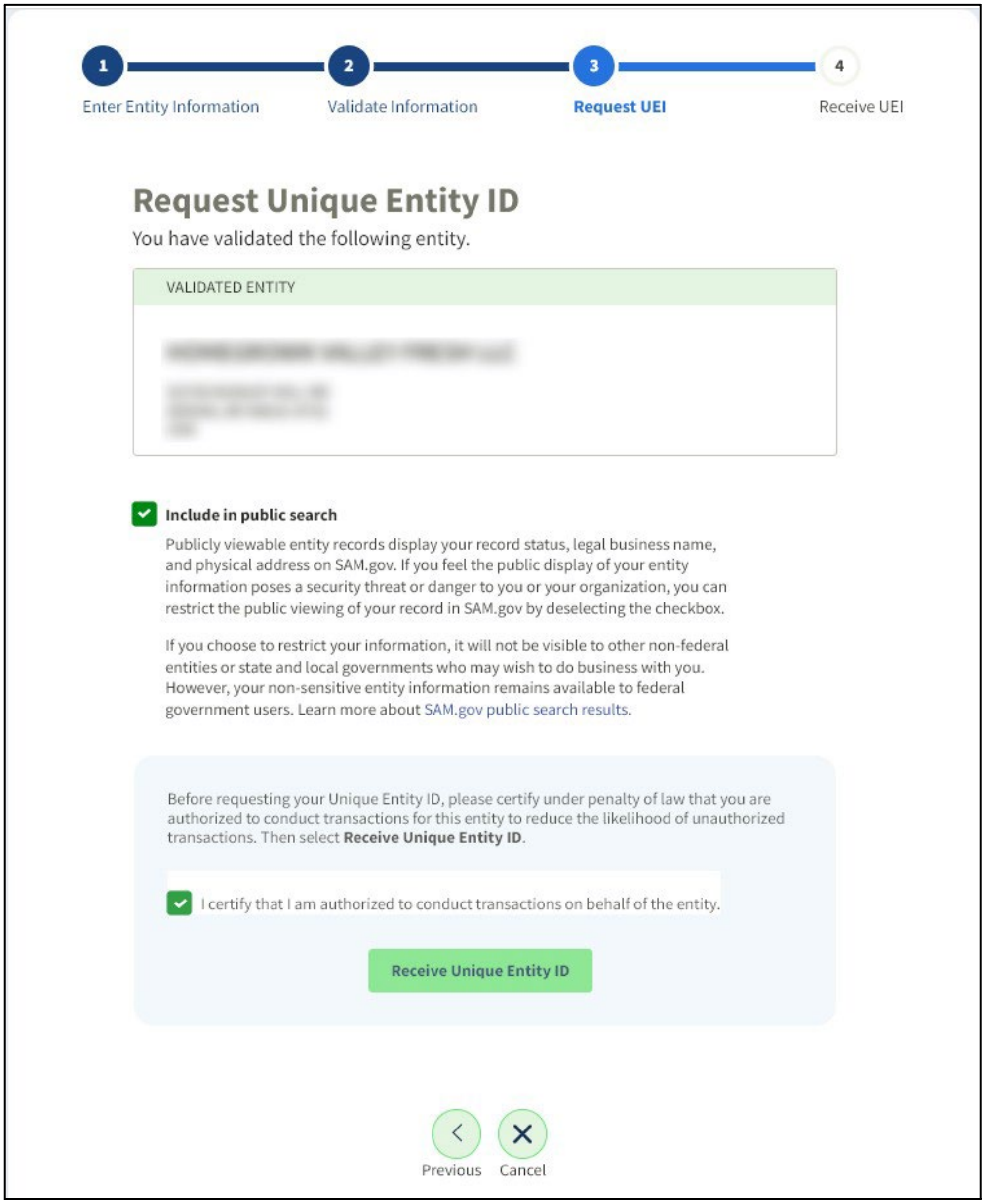


    b. If your entity is not listed, select "I don't recognize my entity in this list." then select "Next." Go to step 8.
    c. If the EVS does not have any entities that resemble your information, the next page will ask for your start year and state of incorporation. (You won't see a list of entities at all.) Go to step 9.

7. If you choose "I recognize my entity in the legal entities list," the next page will ask you to confirm your entity details. If some information is missing or incorrect, select "No." If all information is complete and correct, select "Yes" and go to step 11.
    a. Then, the next page will allow you to update information that needs to be corrected.
    b. Once corrected, the next page will ask for your entity's start year and state of incorporation.
8. If you choose "I don't recognize my entity in this list," the next page will ask for your entity's start year and state of incorporation.
9. Enter your start year and state of incorporation, then select "Next."
    a. Start year could be your year of incorporation, your "established date," the year you legally began doing business, or you received your employer identification number (EIN). If your entity is incorporated, use your year of incorporation.
    b. State of incorporation could be where you incorporated your organization, filed your certificate or articles of formation, or where the organization is located, if not incorporated.
10. If your entity information was not shown in the entity list or if information needs to be updated, you must submit documentation to prove your information. If this is the case for your entity, you will be navigated to a page where the required information will be listed, and you can upload documents. Check your documents against the list to ensure they are acceptable and to avoid unnecessary delays due to unacceptable documents. Once you submit your documents, you will get a reference ID number and you will have to wait until the EVS has entered or updated your validation data before you can proceed.



11. For entities that did not need to update entity information, or for those who have passed entity validation with the EVS, on the next page you will choose whether to allow your entity record to be publicly displayed in SAM.gov. Note that if you deselect this box and restrict the public display of your entity, only you and federal government users will be able to search and view your entity record on SAM.gov. However, your non-sensitive entity information remains available to federal government users and is available



through public data services.

12. You must certify under penalty of law that you are authorized to conduct transactions for the entity. Then, select "Receive Unique Entity ID."

13. The next page will display your Unique Entity ID. If the entity already has a registration or a Unique Entity ID, you will see informational alerts at the top of the page with more details. You can begin to use the Unique Entity ID for your entity right away. Select "Go to Workspace" to exit.