



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

Commodity/Service Required:	Consultancy to conduct training on pig artificial insemination technique and pig multiplication with follow up of trainees.
Type of Procurement:	Fixed contract
Type of Contract:	180 days fixed contract
Term of Contract:	Time of Delivery
Contract Funding:	USAID
This Procurement supports:	Feed the Future Rwanda Hanga Akazi Activity
Submit Proposal to:	<a href="mailto:HProcurement@hanga-akazi.org">HProcurement@hanga-akazi.org</a>
Date of Issue of RFP:	<b>April 16, 2024</b>
Date Questions from Supplier Due:	<b>April 23, 2024</b>
Date Proposal Due:	<b>April 30, 2024, at 17:00 CAT</b>
Approximate Date Purchase Order Issued to Successful Bidder(s):	<b>On/about May 2024</b>

### Method of Submittal:

Via email to [HProcurement@hanga-akazi.org](mailto:HProcurement@hanga-akazi.org)

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.

### 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](http://www.rti.org/files/PO_FAR_Clauses.pdf) or for commercial items:  
[http://www.rti.org/files/PO\\_FAR\\_Clauses\\_Commercial\\_Items.pdf](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.

**RTI International is a trade name of Research Triangle Institute. RTI and the RTI logo are U.S. registered trademarks of Research Triangle Institute.**

## Attachment A

### Commodity Specifications or Statement of Work

#### Statement of Work

##### PROJECT SUMMARY

RTI is an independent, nonprofit research institute founded in 1958 with the vision to address the world's most critical problems with science-based solutions in pursuit of a better future. It provides research, development, and technical services to government and business clients worldwide.

RTI is implementing a five-year USAID-funded Feed the Future Rwanda Hanga Akazi Activity to facilitate inclusive employment and entrepreneurship opportunities. The activity will work with and through the Government of Rwanda (GOR) to boost and drive inclusive job creation and economic growth in Rwanda's agriculture sector and complementary market segments (e.g., agri-businesses, finance, business development services, restaurant industry, training institutes). The program will use a market systems development approach to achieve its goals with emphasis on reaching women, youth, and persons with disabilities. The Activity will address the problem of insufficient employment opportunities and limited entrepreneurial success for Rwandans which negatively impacts the Rwandan economy and the country's development goals through the following intermediate results:

1. Rwandans possess the knowledge and skills required to serve labor and consumer markets domestically, regionally, and globally.
2. The private sector has access to the resources required to grow their revenue and employment; and
3. Businesses are incentivized to grow inclusively.

Over the life of the Activity, Hanga Akazi interventions will support a minimum of 23,000 job seekers to access new or improved employment, while the Activity's support to businesses will result in the creation of at least 19,000 full time jobs at partner firms. Hanga Akazi is not restricted to specific value chains or geographic areas.

##### PURPOSE OF ASSIGNMENT

Feed the Future aims to build long-term food security and stimulate broad-based, long-lasting economic growth. Along with the increase in demand for small livestock products, the productivity of farmers remains very low due to multiple challenges including lack of skills & technology, low investment capacity, poor entrepreneurial skills, limited access to finance and inefficient market systems. The number of skilled women, youth and people with disabilities (PWDs) involved in small livestock production is too low hence the need for strengthening them by increasing their innovation and production capacity contribution in livestock sector transformation.

The proposed intervention is based on the successful similar intervention done in the month of March 2023. The previous intervention yield results in terms of jobs creation and the management decided to replicate the intervention to increase number of jobs and other impacts as per project's indicators before the close of the first year.

The piggery sector has the potential to increase at 2% per year in line with the increase in demand, this requires

strengthening producers' capacity, pig multipliers and local extension and coordination services to improve and sustain Extension and Advisory Services (EAS) for small livestock producers (Vanguard econ 2019). Improving capacities to deliver extension services tailored to small livestock producers will therefore increase producers' access to good and diversified animal husbandry practices and their skills and capacities which in turn increase animal source food (ASF) productivity, production levels and net additional income.

Under Orora Wihaze's support, Vets, agro dealers, and Community Animal Health Workers (CAHWs) have been trained to provide extension services to an estimated 30,000 farmers in 8 districts (only 5 sectors per districts). This number could double if more vets, agro dealers and CAHWs are trained in other sectors.

Under this intervention, there is a potential to train around 280 beneficiaries and be coached thus extending job opportunities to different categories of actors to enable them generate income. Also it will be beneficial for veterinary practitioners to complete the continuous professional development (CPD) programme under the requirements of RCVD.

## **SCOPE OF THE ASSIGNMENT**

- **Artificial Insemination technology**

### **a) Justification**

The Artificial Insemination (AI) is a crucial tool to improve pig populations; basically, because it is the most developed and applied biotechnology in pig breeding. As per now, the AI in pigs is not common, even if it is critically needed for dissemination of improved genetic in pigs. The government of Rwanda has facilitated the distribution of boar semen across the country through ZIPLINE Rwanda (Drones) but still challenged by lack of sufficient pig inseminators. The training of vet technicians on this technology of AI is of great importance for the benefit of both pig farmers and inseminators whose new job (service) will be created with positive impact to their service delivery and professional businesses grown-up.

### **b) Scope of Work and tasks for the firm**

The consulting firm will undertake the assignment given "organizing and conducting trainings of private veterinary technicians on pig artificial insemination technology" and business advisory services for being a competent entrepreneur in pig sub sector".

### **c) Objectives and content for the consultancy**

The general objective of the proposed intervention consists on skills development for private veterinary technicians in artificial insemination technology and entrepreneurship with the potential of creating jobs, thus ensuring the availability of a package of veterinary services and technical information proper to sustainably expanding pig AI services. The specific objectives are as follows:

- Acquire the knowledge and skills necessary to proceed with successful artificial insemination of a sow or gilt pig.

- Acquire the knowledge and practical skills necessary in pig breeding & genetics management which will positively impact the pig production.
- Acquire knowledge and skills necessary for being a competent entrepreneur in pig sub sector.

- **Pig Multiplication**

- a) **Justification**

The government of Rwanda is trying to establish the existence of pig breeding pyramid by introducing the level of pig multipliers (RAB guidelines/2022). The race is still long where the efforts from every corner are needed. The identification of pig farmers eligible and willing to become pig multipliers and their professional training, is a big contribution to the sector and indirectly, creating a job for farm workers. In partnership with RAB, the HANGA AKAZI/RTI International will collaborate with professional companies to conduct such intervention with intention for new jobs creation for both pig inseminators and pig multipliers.

- b) **Scope of Work and tasks for the firm**

The intervention consists of “organizing and conducting trainings of pig multipliers candidates on commercial pig farming, breeding and genetics management and additionally, business advisory services for being a competent entrepreneur in pig sub sector”.

- c) **Objectives and content for the consultancy**

The general objective of the proposed intervention consists on improvement of practical skills for pig multipliers candidates, on pig genetics improvement by practicing commercial pig farming and also entrepreneurship with the potential of creating jobs of pig farmers willing to become pig multipliers. The specific objectives are as follows:

- Acquire the knowledge and practical skills necessary in commercial and modern pig farming.
- Acquiring practical skills in pig genetic improvement positively impacting pig production.
- Acquire knowledge and skills necessary for being a competent entrepreneur in pig sub sector.
- Understand the guidelines for becoming pig multipliers in Rwanda and its benefits in pig value chain.

- **Follow up of trainees.**

- a) **Justification**

The training of vet technicians on this technology of artificial insemination (AI) and establish the existence of pig breeding pyramid by introducing pig multipliers throughout their capacity building are of great importance for the benefit of both pig farmers and inseminators whose new job and service are created and professional businesses are grown-up. For second phase, Hanga Akazi will have a number of 260 candidates for trainings. Bearing in mind that the candidates are from whole country, and a huge number the trainees (260), there is obvious interest put in place a system to let them continue adopting the skills acquired during the training which may permit to move from a stand-alone-training to a linked business model development approach where follow up perspective throughout technical assistance and agribusiness tips will be provided to optimize market system and job creation opportunities for successful swine artificial insemination and extension related service and production of recommended gilt pigs (F1 generation) for pig producers.

**b) Detailed Scope of activities for consultancy firm follow up**

Aiming 260 candidates to be trained as pig inseminators and pig multipliers, we shall ensure their business growth following the skills to be acquired, tracking new jobs created within gilts (F1 generation) sold, farm workers recruited, farm production increased and number of self-employed technicians as a result of HA training.

**i. Partnership and coaching with pig inseminators.**

HA will look at the modalities to have target from pig inseminators with the objective to ensure sustainability of interventions by inseminating a certain number the sows inseminated in 6 months of follow up. The trainees will play a role in improved and new job creation as a result of HA training as well as provide information on pregnancy status, piglets born and other veterinary interventions as result of the training.

**ii. Partnership and coaching with pig multipliers.**

HA will look at the modalities to have target from pig multipliers with the objective to ensure sustainability of interventions by producing cross breed gilts (F1 generation), farm professionalism, use of AI service in breeding program, and farm production increased in 6 months of follow up. The trainees will play a role in improved and new job creation as a result of HA training by increasing a number of farm workers.

**iii. Tracking results from pig inseminators and pig multipliers supported and reporting**

The contractor in coordination with Agribusiness coordinator will support to follow up the trained pig inseminators and pig multipliers in improved business performance as result of HA support.

**Periodic report:** The consulting firm will assist HA to collect information and provide, monthly reports about business performance related information to HA component team to track training results related to job creation, production volumes, sales volumes and values.

The contractor will carry out regular monitoring and deep analysis of information from field for the success of the intervention.

**iv. Coaching trained pig inseminators and pig multipliers**

The consulting firm will provide coaching to the trained multipliers in areas where gaps still exist to ensure the continuity of their businesses and sustainability.

The hired firm will work under the supervision of the Hanga Akazi Deputy Chief of Party but executes his tasks independently and is solely responsible for his/her health and safety during execution of the assignment.

**c) Objectives and content for the consultancy**

The overall objective of the follow up is to build effective business growth and job creation relationship with pig inseminators and pig multipliers to be trained and tracking data related to improved skills, improved and new jobs created adoption of management practices and sales volumes/values. The specific objectives include:

- Specific technical support to AI service: practical experience in heat detection, inseminating act for successful AI, farmer's advisory service delivery, and other vet related services.
- Strengthen commercial farming capacity by providing coaching on pig breeding program established, farm record keeping tools, and assist them by on-farm trainings.
- Assisting pig multipliers for certification process according to RAB guidelines.
- Access to reliable clients: limited knowledge, skills communication and use of market information and poor quality of products/services.

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**METHODOLOGY AND SAMPLING**

The methodology for the trainings will be almost the same for completing the assignment which includes:

- ✓ **Theoretical session** where each component will have its theory part.
- ✓ **Practical session:** trainees divided in groups will manipulate the demonstration materials.
- ✓ **Tutorial session on site/farm:** the pig inseminators will practice artificial insemination on synchronized pigs while pig multipliers candidates will conduct their practical sessions at modern Pig breeding Farm for good practices in commercial pig farming, breeding and genetic management.

For both trainings (AI technique & pig multiplication), the theory sessions will take 4 days for each cohort (5 cohorts in total) and all theory and practical sessions will be of equal days 2 days (Theory 50% and Practique 50%).

For the follow up of trainees, the consultancy firm will implement the follow up of the trained pig inseminators and pig multipliers. In coordination with HA team will provide MEL tools to track HA project required data/information about each of the trained pig inseminators and pig multipliers to their business performance as result of HA support to track related indicators and targets. The contractor will undergo an orientation first to understand HA activity implementation approach and reporting standard requirement.

**APPLICATION INSTRUCTIONS**

The firm is expected to produce and deliver:

1. Providing a selection and capacity building plan for each step of the assignment.
2. Selection of 200 private veterinarians/ veterinary technicians to be trained from all districts using a soft tool.
3. Identify and visit 60 medium and large-scale pig farmers eligible and willing to become pig multipliers from 22 districts in collaboration with local authorities (except 8 districts of Orora Wihaze area of intervention: Ngoma, Kayonza, Burera, Gakenke, Rutsiro, Nyamasheke, Nyamagabe & Ngororero).
4. Providing a report on selection process of all candidates to be trained.
5. Providing training modules and any other training materials and logistics needs for both artificial insemination technique and commercial pig farming, breeding & genetics management.
6. Organizing and conducting 4-day face-to-face trainings for both pig inseminators candidates and pig multipliers candidates (theory & practical sessions/ study tours). Additionally, both category of beneficiaries has to receive knowledge and skills on being a competent entrepreneur in pig sub sector.
7. Providing coaching/follow up to trainees during a period of 6 months according to HA indicators.
8. Producing report of training, and on agreed period for coaching & specialized technical support provided to trainees.
9. Providing technical support to HA staff on livestock activities related where needed.

**2. Required Profiles and Qualifications**

- **Required Expertise and experience for the consulting firm.**

- At least 2 years' experience intervening in livestock sector in Rwanda.
- Professional experience of minimum 1 years' in providing training to pig farmers and veterinary practitioners especially in genetic improvement in Rwanda.
- Proven experience carrying out at least one similar assignment by related certificate(s) of good completion.

- **Required Profiles for key experts.**

**a) The qualifications of for lead-consultant/trainer**

The role of the lead-trainer is to coordinate the services requested, to conduct the general management of the assignment given, and supporting other team members, ensure quality of all capacity building services provided and conduct reporting to Hanga Akazi. The following qualification is required:

- At least bachelor's degree in animal science or Veterinary medicine.
- At least 3 years' practical working experience in coordination of livestock activities, organizing and conducting capacity building services (trainings/coaching/follow up) of farmers/ technicians working in the livestock sector.
- Proven skills in livestock production and current knowledge of the trends in the piggery value chain in Rwanda.
- Demonstrate specific professional experience including to design and develop training materials for farmers/technicians, skills in swine artificial insemination technique, pig diseases management and pig genetic improvement.
- Deep understanding of the Rwandan small livestock sector and regulations.
- Fluent in Kinyarwanda and English.
- She/he must be registered in Rwanda Council of veterinary Doctors (RCVD) with valid License.

**b) The assistant trainer in swine AI technique and genetic improvement**

**Minimum qualifications:**

- Bachelor's degree in animal science or veterinary with deep experience in pig husbandry practices
- At least 2 years of practical experience conducting swine AI and providing technical assistance especially in pig breeding and genetics management, on pig feeding/ diseases management and proving her/his experience in pig sub sector in Rwanda.
- Fluent in Kinyarwanda and English.
- She/he must be registered in Rwanda Council of veterinary Doctors (RCVD) with valid license.

**c) The assistant trainer in farm practices and breeding systems**

**Minimum requirements:**

- Experienced pig farmer or farm manager in commercial pig farming, farm management & breeding systems.
- At least 2 years of practical experience conducting commercial pig farming and practicing feeding using commercial feeds and AI service in genetic improvement.
- Having experience in managing pig pure breeds is advantageous.



**3. Tasks/ LoE**

The unit prices for each expert is established relative to the level of efforts per day and the number of days were determined according the importance of assignment given and number of training cohorts. The tenderer commits to performing the contract in accordance with the provisions of the Tender Specifications for the following prices, given in Rwandan francs and inclusive of VAT (percentage: 18%) and other applicable taxes.

#	Tasks/ Output	Number of Working Days (all trainers)
1	Selection of 200 candidates for Swine AI training and 60 candidates for Pig multiplication training including hired field technicians for visiting identified pig farmers in 22 districts. And submission of selection report.	Lump sum
2	Providing training modules and any other training materials and logistics needs for both artificial insemination technique and commercial pig farming, breeding & genetics management	Lump sum
3	Organizing and conducting 4-day face-to-face trainings for both pig inseminators candidates and pig multipliers candidates (theory & practical sessions/ study tours).	48
4	Producing training reports	3
5	Providing coaching/ follow up to trainees during a period of 6 months according to HA indicators	Monthly

**4. Needed materials for practices.**

Description	Unit of measurement	Total cost (incl. WHT and VAT in Rwf)
Full package for practical sessions (Didactic materials, venue, consumables, etc for practices (with min. 10 sows/gilts pigs to be synchronized)	1	
Hormone for synchronization	Doses	

**5. Travel & other Logistics**

Field work during trainings, accommodation and transport facilitation planned for this consultancy will be provided under this contract by Hanga Akazi. Additionally, any materials and equipment identified to be distributed to trainees will be purchase by Hanga Akazi. However, other costs related to the accomplishment of the assignment should be included to the offered unit prices.

**6. Invoicing and payment modalities**

The contractor sends the invoices (soft copies) and the contract acceptance report. No advance may be asked by



contractor and the payment is made after acceptance of the related deliverable. The payment made in instalments is acceptable (to be defined in contract).

#### 7. Selection criteria

- **Technical Approach (35%):** Degree to which the applicant's proposed methodology (including the initial work plan) responds to the requirements of the assignment and will successfully identify sectors with high job growth potential. This includes demonstration of a clear plan for how the applicant will intentionally integrate GESI considerations, with an emphasis on positive youth development approaches.
- **Value for Money (20%):** Cost proposed by the applicant relative to the quality of the technical approach and personnel.
- **Past Performance (15%):** Demonstrated track record of successful completion of similar assignments.
- **Personnel (15%):** Degree to which proposed key personnel meet the key personnel minimum requirements in Annex A. Demonstration of diversity and inclusivity among proposed personnel is a strong added advantage.
- **Presentation (15%):** Successful firm will be invited for a presentation.

#### 8. Reporting

The consultancy firm hired will report to the Deputy Chief of Party

#### 9. Calendar of activity

This assignment will be done from May to December 2024, The Consultancy will be effective at the Chief of Party's approval and consultant's acceptance date of the current contract.

#### 10. Application instructions for qualified candidates

**Qualified Firms** are encouraged to send their applications to [haprourement@hanga-akazi.org](mailto:haprourement@hanga-akazi.org) not later than **Tuesday, April 30<sup>th</sup>, 2024, at 17:00Hrs Kigali time**. The application e-mail should attach a comprehensive 5-section technical proposal as one (1) document in **PDF format**:

A *Proposal* that includes: (i) a brief description of why your firm considers itself as the most suitable for this assignment, (ii) a detailed and clear methodology on how you will approach and complete this assignment, and (iii) company profile (for Firms) indicating professional qualifications, relevant experience, (iv) a detailed CV highlighting previous experiences in undertaking similar projects (the CV can include self-declaration on sex, age and disability status - if desired), and (v) a financial proposal that includes daily rate.

## Feed the Future Rwanda Hanga Akazi Activity

Subcontractor Name:

Dates of Performance:

Item	Unit Description	Rate (RWF)	Unit	Total (RWF)	Explanation/Notes
<b>Salaries</b>					
<b>Long-Term Staff Title</b>					
Title	/day	0	0	0	
Title	/day	0	0	0	
<b>Corporate Management &amp; Admin Support (STTA)</b>					
Title	/day	0	0	0	
Title	/day	0	0	0	
<b>Total Salaries</b>			<b>0</b>	<b>0</b>	
<b>Travel, Transportation and Per Diem</b>					
Transport in Kigali	/trip	0	0	0	
Transport out of Kigali	/trip	0	0	0	
Per Diem outside Kigali	/trip	0	0	0	
<b>Total Travel</b>			<b>0</b>	<b>0</b>	
<b>Other Direct Costs</b>					
Communications	/day	0	0	0	
<b>Total Other Direct Costs</b>			<b>0</b>	<b>0</b>	
<b>Subtotal</b>				<b>0</b>	
<b>VAT</b>			<b>18.00%</b>	<b>0</b>	
<b>Total (VAT inclusive)</b>				<b>0</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

Cogebanque Building, 5th Floor KN 63 St, Kigali, Rwanda

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

USAID

*(Insert client’s name)*

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

3. **Proposal Requirements.** All Sellers will submit a quote/proposal which contains offers for all items and options included in this RFQ/RFP. All information presented in the Sellers quote/proposal will be considered during RTI’s evaluation. Failure to submit the information required in this RFQ/RFP may result in Seller’s offer being deemed non-responsive. Sellers are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach RTI’s office designated in the RFQ/RFP by the time and date specified in the RFQ/RFP. Any offer, modification, revision, or withdrawal of an offer received at the RTI office designated in the RFQ/RFP after the exact time specified for receipt of offers is “late” and may not be considered at the discretion of the RTI Procurement Officer. The Seller’s proposal shall include the following:
  - (a) The solicitation number:
  - (b) The date and time submitted:
  - (c) The name, address, and telephone number of the seller (bidder) and authorized signature of same:
  - (d) Validity period of Quote:
  - (e) A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary.

- (f) If RTI informs Seller that the Commodity is intended for export and the Commodity is not classified for export under Export Classification Control Number (ECCN) “EAR99” of the U.S. Department of Commerce Export Administration Regulations (EAR), then Seller must provide RTI the correct ECCN and the name of Seller’s representative responsible for Trade Compliance who can confirm the export classification.
  - (g) Lead Time Availability of the Commodity/Service.
  - (h) Terms of warranty describing what and how the warranties will be serviced.
  - (i) Special pricing instructions: Price and any discount terms or special requirements or terms (special note: pricing must include guaranteed firm fixed prices for items requested.)
  - (j) Payment address or instructions (if different from mailing address)
  - (k) Acknowledgment of solicitation amendments (if any)
  - (l) Past performance information, when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including points of contact with telephone numbers, and other relevant information)
  - (m) **Special Note:** *The Seller, by his response to this RFQ/RFP and accompanying signatures, confirms that the terms and conditions associated with this RFQ/RFP document have been agreed to and all of its attachments have been carefully read and understood and all related questions answered.*
4. **Forms:** Sellers (potential bidders or suppliers) must record their pricing utilizing the format found on Attachment “A”. Sellers must sign the single hardcopy submitted and send to address listed on the cover page of this RFQ/RFP.
5. **Questions Concerning the Procurement.** All questions in regard to this RFQ/RFP to be directed at this email address:

Angella Tugume

(insert name of procurement officer)

at this email address:

[haprocurement@hanga-akazi.org](mailto:haprocurement@hanga-akazi.org)

(insert email address of the procurement officer).

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

April 23<sup>rd</sup>, 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](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. **Technical Approach (35%):** Degree to which the applicant’s proposed methodology (including the initial work plan) responds to the requirements of the assignment and will successfully identify sectors with high job growth potential. This includes demonstration of a clear plan for how the applicant will intentionally integrate GESI considerations, with an emphasis on positive youth development approaches.
- b. **Value for Money (20%):** Cost proposed by the applicant relative to the quality of the technical approach and personnel.
- c. **Past Performance (15%):** Demonstrated track record of successful completion of similar assignments.
- d. **Personnel (15%):** Degree to which proposed key personnel meet the key personnel minimum requirements in Annex A. Demonstration of diversity and inclusivity among proposed personnel is a strong added advantage.
- e. **Presentation (15%):** Successful firm will be invited for a presentation.

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. **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.
16. **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:



