

Request for Quote/Proposal (RFQ/RFP)-Amend 1

Commodity/Service Required:	Consultant for Tailoring the CTOC training package for the Vietnam People's Police Academy
Type of Procurement:	One-Off Purchase
Type of Contract:	Fixed Price payment
Term of Contract:	Not later than June 2021
Contract Funding:	AID-468-I-16-00001, TO AID-486-TO-16-00003
This Procurement supports:	USAID Wildlife Asia activity
Submit Proposal to:	Research Triangle Institute, Head office No.208, 4 th Floor, Unit 406, 208 Wireless Road Building, Wireless Road, Lumpini, Pathumwan, Bangkok 10330 Tax ID No: 0100553000402 Phone+ :662-015-5941 - 43 Email: hr@usaidwildlifeasia.org .
Date of Issue of RFP:	March 19, 2021
Date Questions from Supplier Due:	March 23, 2021
Date Proposal Due:	March 25, 2021 at 6 PM, Bangkok time
Approximate Date Purchase Order Issued to Successful Bidder(s):	March 29, 2021

Method of Submittal:

Qualified consultant is invited to apply by submitting a curriculum vitae, cover letter, summary of qualifications, relevant work samples, and price quote for the work to by March 25, 2021 at 6 PM, Bangkok time to the email: hr@usaidwildlifeasia.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 **30 days** from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFP/RFQ.

Solicitation Number:	RFQ/P-UWA/2021-003-Amend1
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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 forth at:
<https://www.rti.org/sites/default/files/rti-purchase-order-terms-and-conditions-v1.16.pdf>,

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[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

Attachment A

Commodity Specifications or Statement of Work

Statement of Work

Indicate a description of the activity/service that is expected from the supplier. Provide product specifications or service expectations (both if applicable). Include deliverables, timelines, and any special terms and conditions.

Description of Activity/Service:

The U.S. Agency for International Development (USAID), working closely with the Association of Southeast Asian Nations (ASEAN), addresses wildlife trafficking as a transnational crime through the USAID Wildlife Asia activity. The activity works to reduce consumer demand for wildlife parts and products, strengthen law enforcement skills, enhance policy, legislation and jurisprudence and improve regional action to reduce wildlife crime in Southeast Asia, particularly Cambodia; Laos; Thailand; Vietnam, and China. USAID Wildlife Asia is implemented by International Resources Group (IRG), a subsidiary of RTI, in partnership with FHI 360, International Fund for Animal Welfare, Freeland and Integra. The activity is operating from August 2016-August 2021.

Background

As part of its work under the law enforcement component of the program, USAID Wildlife Asia has been working with a number of partners and counterpart agencies to develop, deliver, promote and institutionalize the Counter Transnational Organized Crime training (CTOC) course with the Vietnam People's Police Academy (PPA) playing a lead role including helping to deliver and host CTOC training courses. Following the completion of the CTOC training package and its translation into Vietnamese, the PPA with support from USAID Wildlife Asia organized a roundtable meeting involving key agencies to review and discuss how to tailor the materials to the specific needs of Vietnam. The meeting culminated in a proposal outlining the key revisions required to update the CTOC training package.

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Product or Service Expectations (both if applicable):

Position Summary

USAID Wildlife Asia and the PPA are now looking to recruit a consultant to lead the process of revising and tailoring the CTOC training package. The task will involve coordinating closely with the PPA and USAID Wildlife Asia, as well as close consultation with relevant law enforcement counterparts and partner agencies in Vietnam. The assignment is expected to begin in late-March with a completion date mid to late June 2021. The level of effort is expected not to exceed 70 days.

The Consultant will report to USAID Wildlife Asia's Senior Technical Advisor and work in close collaboration with USAID Wildlife Asia's Country Officer based in Hanoi. The specific tasks are outlined below.

Key Tasks

1. Lead the research and compile and analyze the information required to update the CTOC training package;
2. Coordinate and follow-up with the PPA for any questions or clarification needed;
3. Organize meetings, phone interview and consultations with key stakeholders in Vietnam to collect an additional information required to support the tailoring process;
4. Update and revise the package of materials including the Instructor Manual, PowerPoint Presentations and Case Scenario Module ensuring that any revisions are in line with what is outlined in the proposal from the roundtable meeting, Vietnam's legal and policy framework, and the PPA's needs and curricula;
5. Prepare, submit and present a draft revised training package, incorporate feedback and undertake additional research as needed;
6. Organize a meeting and present the final draft to PPA and USAID Wildlife Asia staff and solicit any last feedback;
7. Prepare and submit a PPT presentation highlighting the main changes to the training package;
8. Complete the package and submit to the PPA and USAID Wildlife Asia.

Deliverables, Timelines, Special Terms and Conditions:

The consultant is expected to submit the following:

- A draft revised CTOC training package for review by May 15;
- A PPT presentation highlighting the main changes to the updated CTOC training package by June 15;
- An updated and tailored version of the CTOC training package including the Instructor Manual, PowerPoint Presentations, and Case Scenario materials by June 20.

Qualifications

- Bachelor and/or Master's degree in a field related to transnational organized crime, biodiversity conservation and/or development.

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- A sound knowledge of Vietnam’s legal and policy framework, especially with regards to wildlife crime issues.
- Experience with and/or a good understanding of the procedures and processes related to conducting wildlife crime investigations (including financial investigation) and prosecutions.
- Previous work experience in law enforcement and/or familiarity or exposure to law enforcement training programs an advantage.

Knowledge, Skills and Abilities

- Ability to work independently with minimal supervision and as part of a multi-disciplinary team.
- Capacity to work under pressure and to meet deadlines.
- Fluent in English and Vietnamese written and verbal communication skills and skills.
- Able to work effectively with the Microsoft office suite (Word, Excel, and PowerPoint).

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 (Head Office)

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No.208, 4th Floor, Unit 406, 208 Wireless Road Building, Wireless Road, Lumpini,
Pathumwan, Bangkok 10330

Tax ID No:0100553000402

Tel: 02-015-5941, 063-639-0042

(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/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.

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- (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

HR

(insert name of procurement officer)

at this email address:

hr@usaidwildlifeasia.org

(insert email address of the procurement officer).

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

March 23, 2021, 5 PM Bangkok time

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

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- instructions (when applicable)
- (b) Packing List
 - (c) All relevant product/service documentation (manuals, warranty doc, certificate of analysis, etc.)
8. **Payment Terms:** Refer to RTI purchase order terms and conditions found in <https://www.rti.org/sites/default/files/rti-purchase-order-terms-and-conditions-v1.16.pdf> , http://www.rti.org/files/PO_FAR_Clauses.pdf, or [http://www.rti.org/files/PO_FAR_Clauses Commercial Items.pdf](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** 10% Lowest evaluated ceiling price (inclusive of option quantities) .
- (b) **DELIVERY** 20% Seller provides the most advantageous delivery schedule.
- (c) **TECHNICAL** 40% Items/Services shall satisfy or exceed the specifications described in RFQ/RFP Attachment A.
- (d) **PAST PERFORMANCE** 30% - 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.**

N/A

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.

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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. **Anti- Kick Back Act of 1986.** Anti-Kickback Act of 1986 as referenced in FAR 52.203-7 is hereby incorporated into this Request for Proposal as a condition of acceptance. If you have reasonable grounds to believe that a violation, as described in Paragraph (b) of FAR 52.203-7 may have occurred, you should report this suspected violation to the RTI's Ethics Hotline at 1-877-212-7220 or by sending an e-mail to ethics@rti.org. You may report a suspected violation anonymously.
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:

Signature: _____

Title:

Date:

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