

Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	Counter Wildlife Trafficking Digest: Southeast Asia and China, 2020 Issue IV
Type of Procurement:	Purchase Order
Type of Contract:	Fixed Price
Term of Contract:	December 2020 – March 2021
Contract Funding:	AID-468-I-16-00001, TO AID-486-TO-16-00003
This Procurement supports:	USAID Wildlife Asia
Submit Proposal to:	By close of business (COB) December 9, 2020 to hr@usaidwildlifeasia.org
Date of Issue of RFP:	December 1, 2020
Date Questions from Supplier Due:	N/A
Date Proposal Due:	December 9, 2020
Approximate Date Purchase Order Issued to Successful Bidder(s):	December 15, 2020

Method of Submittal:	
Qualified organizations are invited to apply by submitting a cover letter, summary of qualifications, relevant work samples, registration documents, and price quote for the work to by Fri, Dec 9, 2020 to the email: hr@usaidwildlifeasia.org . Please see submission requirements below for full details.	
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 45 days from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFP/RFQ.	
Solicitation Number:	RFP-UWA2020-004

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>,
http://www.rti.org/files/PO_FAR_Clauses.pdf or for commercial items:
http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf (hereinafter the “Terms”).
 Supplier’s delivery of products, performance of services, or issuance of invoices in connection with this purchase order establishes Supplier’s agreement to the Terms. The Terms may only be modified in writing signed by both parties.

All bidders/sellers are responsible to carefully review each attachment and follow any instructions that may be relevant to this procurement.



Attachment A

Commodity Specifications or Statement of Work

Statement of Work

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

Description of Activity/Service:

**USAID Wildlife Asia
Counter Wildlife Trafficking Digest:
Southeast Asia and China
2020 Issue IV, March 2021**

Background

The USAID Wildlife Asia Activity is a five-year regional counter wildlife trafficking initiative addressing the trafficking of pangolins, rhinos, elephants and tigers by working to reduce consumer demand for wildlife parts and products, strengthen law enforcement capacity and coordination, enhance policy, legislation and jurisprudence and improve regional action to reduce wildlife crime in Southeast Asia and China

To support this process, USAID Wildlife Asia aims to provide an evidence base to support decision-making about priority interventions in policy, law enforcement and consumer-demand reduction. This is done through the systematic compilation of open-source information which is then analyzed to capture the status, trends and changes in patterns of the illegal wildlife trade. The information is then documented in USAID Wildlife Asia's annual Counter Wildlife Trafficking (CWT) Digest reports which include recommendations targeting the U.S. Government, national government counterpart agencies, and the broader CWT conservation community. It is also aimed at being a resource and reference document for a broader range of stakeholders including the private sector, journalists, students, academics and other interested parties.

To date, USAID Wildlife Asia has released three Digest reports, covering 2017, 2018, and 2019 respectively. The fourth in the series will cover 2020 and be launched on World Wildlife Day on March 3, 2021.

Approach

USAID Wildlife Asia is now looking to continue working with its conservation partners to capture and analyze relevant information for the preparation of its next Digest report. This forms part of USAID Wildlife Asia's broader strategic approach of increasingly working with other CWT partners in the region to consider, assess and facilitate the development of more organized and adequately-resourced partner coordination mechanisms, to increase systematic, sustained and up to date information sharing, alignment of efforts and collective participation in supporting national and regional efforts among ASEAN countries to counter wildlife trafficking.



As with previous reports, the aim of the next Digest will be to provide a global overview of the illegal wildlife trade with a regional emphasis on Southeast Asia/China with a focus on USAID Wildlife Asia's target countries (Cambodia, China, Laos, Thailand, and Vietnam). The report will maintain its focus on elephant, pangolin, rhino, and tiger (parts, products, and live) and where relevant discuss convergence or linkages with the illegal trade in other species or contraband.

Product or Service Expectations (both if applicable):

Work Summary

USAID Wildlife Asia is currently looking for an organization to lead the preparation of the 2020 Counter Wildlife Trafficking Digest for Southeast Asia and China covering the period from January 1, 2020 to December 31, 2020.

The assignment will largely involve a desk-based study, but is expected to include virtual interviews with relevant NGOs, organizations, government agencies and individuals in order to collect the information necessary to prepare the report. USAID Wildlife Asia is expecting the work to start as soon as the contract is awarded.

The organization contracted to lead the work will report to USAID Wildlife Asia's Chief of Party and coordinate with the Senior Technical Advisor, Program Management Support Specialist and Deputy Chief of Party.

Key Tasks

Specific tasks in developing the 2020 CWT Digest are as follows:

- Lead data collection including information relating to Covid-19 and its relevance and impacts on the illegal wildlife trade. Key sources of information will include, but not be limited to:
 - **Open-source:** press releases, reports, peer reviewed papers, news articles, bulletins etc.
 - **Databases:** MIKE, ETIS, WCMC, EU TWIX, IUCN Red List etc.
 - **Mapping tools:** EIA and C4ADS
 - **Seizure compilations:** TRAFFIC, Robin des Bois etc.
- Compile and analyze data
- Update/revise graphics
- Prepare draft report for review
- Integrate feedback from review of draft report
- Submit final version to USAID Wildlife Asia for clearance with USAID
- Assist with launch of report through virtual or in person presentation/facilitation
- Assist with the dissemination of the report

The CWT 2020 Digest report is expected follow the same template as the 2019 report and will thus include:



- **List of Abbreviations**
- **Executive Summary**
 - capturing the highlights and main findings of the report
- **Background**
 - Including a short description of the approach and methodology used, and mention of any limitations in the data used and how this may have affected the analysis and subsequent findings.
- **Introduction**
 - Legal and Political Successes
 - Social and Behavior Change Research and Trends
 - Social and Behavior Change Campaigns
- **Pangolins**
 - Situation Update
 - Trade Routes
 - Seizures and Prosecutions
 - Summary
- **Tigers**
 - Situation Update
 - Trade Routes
 - Seizures and Prosecutions
 - Summary
- **Elephants**
 - Situation Update
 - Trade Routes
 - Seizures and Prosecutions
 - Summary
- **Rhinos**
 - Situation Update
 - Trade Routes
 - Seizures and Prosecutions
 - Summary
- **Key Seizures**
 - Pangolin Seizures
 - Tiger Seizures
 - Elephant Seizures
 - Rhino Seizures
- **Discussion and Recommendations**
 - Discussion
 - Recommendations
- **References**
- **Endnotes**

Key Outcomes

- The Digest becomes a key reference on the status and trends of wildlife trafficking for the U.S. Government, government counterpart agencies and the broader CWT stakeholder community.



- Information contained in the Digest gets used to support law enforcement training programs, behavior change campaigns, influence policy, strengthen legal frameworks, and increase government commitments to combating wildlife trafficking.
- The Digest gets widely circulated among the broader conservation community and is available for download through an increasing number of partner organizations.
- The Digest continues to be developed by partners so that the tool is sustained beyond the life of USAID Wildlife Asia and continues to inform and support counter wildlife trafficking efforts.

Minimum Eligibility Requirements

- A proven ability and track record of undertaking research an analysis and preparing reports especially in relation to the illegal wildlife trade.
- Working experience in the ASEAN region on matters related to counter wildlife trafficking.
- An appreciation and understanding of the challenges and potential sensitivities in documenting issues related to the illegal wildlife trade in the ASEAN region.
- Experience supporting USAID programs preferred.

Deliverables, Timelines, Special Terms and Conditions:

Submission Requirements

Qualified organizations are invited to apply by submitting the following:

1. Cover letter
2. Summary of qualifications
3. Relevant work samples
4. Price quote (not to exceed USD \$15,000) in accordance with the deliverable schedule below

Deliverable and Payment Schedule

No.	Deliverable Description	Due Date	Payment
1	Documented kick off meeting	By December 18, 2020	20% of contract value
2	Submission of first draft of the Digest for review	By January 15, 2021	50% of contract value
3	Delivery of final product and approval by USAID	By February 16, 2021 for final product	30% of contract value

Evaluation Criteria

1. **Price (35%).** Cost proposal is best value offered based on the budget.
2. **Technical (35%).** Offeror demonstrates ability to meet and exceed the minimum eligibility requirements described above.
3. **Past Performance (30%).** Offeror has required experience for the task as demonstrated in examples of past performance and relevant work samples.



Timeframes

The **anticipated procurement timeline** is the following:

December 1, 2020	RFP issued
December 9, 2020	Proposals due
December 14, 2020	Successful offeror selected
December 16, 2020	Contractual finalized

The **anticipated implementation timeline** is December 16 to February 28, 2021 with a plan to launch the CWT 2020 Digest in conjunction with World Wildlife Day on March 3, 2021. Specific milestones are outlined in the table below:

16 December 2020	Finalize contract details and sign off
Dec 2020	Research and drafting of the report
15 January 2021	Submit First Draft of report to USAID Wildlife Asia
15-22 January 2021	UWA reviews First Draft, sends clarifications/edits requests to prepare for submission to USAID
22-29 January	Respond to feedback and provide requested additional inputs
29 January – 2 February 2021	UWA reviews and submits First Draft to USAID for comments
2-9 February 2021	USAID reviews and provides comments
9-16 February 2021	Address comments and work with USAID Wildlife Asia to finalize Second Draft
16-19 February 2021	USAID Wildlife Asia reviews and submits Second Draft to USAID for final clearance
24 February 2021	USAID clears the report
3 March 2021	Report launch

Pricing

Item #	Quantity to be Purchased	Description of Preferred Commodity or Services Specifications	Unit of Measure	Unit Fixed Price (Each)	Total Fixed Price (Each)	Lead Time Availability (Number of Days)
1						
2						
3						
Total Value						



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

- 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.
- Procuring Activity:** This procurement will be made by **Research Triangle Institute (RTI International)**, located at

3040 E. Cornwallis Road, PO Box 12194, Research Triangle Park, NC 27709-2194, USA.
 Tel: +1.919.541.6000 Fax: +1.919.541.5985
 www.rti.org

(insert full address of the office)

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

United States Agency for International Development

(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.

- 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:
 - The solicitation number:
 - The date and time submitted:
 - The name, address, and telephone number of the seller (bidder) and authorized signature of same:
 - 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.*
- (n) **Required documents:**
 - Company Registration document
 - Reqs and Certifications Form. See Annex C.

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

N/A

(insert name of procurement officer)

at this email address:

N/A

(insert email address of the procurement officer).



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

N/A



- 7. **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.
- 8. **Documentation:** The following documents will be required for payment for each item:
 - (a) A detailed invoice listing Purchase Order Number, Bank information with wiring instructions (when applicable)
 - (b) Packing List
 - (c) All relevant product/service documentation (manuals, warranty doc, certificate of analysis, etc.)
- 8. **Payment Terms:** Refer to RTI purchase order terms and conditions found in <https://www.rti.org/sites/default/files/rti-purchase-order-terms-and-conditions-v1.16.pdf> , http://www.rti.org/files/PO_FAR_Clauses.pdf, or http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf. Payment can be made via wire transfer or other acceptable form. Sellers may propose alternative payment terms and they will be considered in the evaluation process.
- 9. **Alternative Proposals:** Sellers are permitted to offer "alternatives" should they not be able to meet the listed requirements. Any alternative proposals shall still satisfy the minimum requirements set forth in Attachment A Specifications.
- 10. **Inspection Process:** Each item shall be inspected prior to final acceptance of the item. All significant discrepancies, shortages, and/or faults must be satisfactorily corrected and satisfactorily documented prior to delivery and release of payment.
- 11. **Evaluation and Award Process:** The RTI Procurement Officer will award an agreement contract resulting from this solicitation to the responsible Seller (bidder) whose offer conforms to the RFQ/RFP will be most advantageous to RTI, price and other factors considered. The award will be made to the Seller representing the **best value** to the project and to RTI. For the purpose of this RFQ/RFP, price, delivery, technical and past performance are of equal importance for the purposes of evaluating, and selecting the "best value" awardee. RTI intends to evaluate offers and award an Agreement without discussions with Sellers. Therefore, the Seller's initial offer should contain the Seller's best terms from a price and technical standpoint. However, RTI reserves the right to conduct discussions if later determined by the RTI Procurement Officer to be necessary.

The evaluation factors will be comprised of the following criteria:

- (a) **PRICE. (35%).** Cost proposal is best value offered based on the budget.
- (b) **TECHNICAL (35%).** Offeror demonstrates ability to meet and exceed the minimum eligibility requirements described above.
- (c) **PAST PERFORMANCE (30%).** Offeror has required experience for the task as demonstrated in examples of past performance and relevant work samples.
- (d) **OTHER EVALUATION CRITERIA.**

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- 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 45 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: *(Seller Company Name)*

Signature: _____

Title:

Date: