

Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	Catering for 43 rd Thailand Wildlife Seminar
Type of Procurement:	Purchase Order
Type of Contract:	Cost Not to Exceed (NTE) Ceiling Price
Term of Contract:	December 12-13, 2024
Contract Funding:	USAID/RDMA
This Procurement supports:	USAID EWC
Submit Proposal to:	Ms. Anocha Chuenwanta Procurement and Admin Specialist Email: achuenwanta@ewcasia.org Copy: Orraphan Sanonork Senior Operations Manager Email: osanonork@ewcasia.org
Date of Issue of RFP:	November 13, 2024
Date Questions from Supplier Due:	November 15, 2024, at 4.00 PM by email to achuenwanta@ewcasia.org RTI will review and respond to all questions by November 18, 2024
Date Proposal Due:	November 25, 2024
Approximate Date Purchase Order Issued to Successful Bidder(s):	Not later than November 27, 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 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:	USAID-EWC-24-017

Attachments to RFP:

1. Attachment "A" – Commodity Specifications
2. Attachment "B" – Instructions to Bidders/Sellers
3. All PO Terms and Conditions are listed on our website at: [rti-po-terms English Version - v1.20.pdf](#) or for commercial items: http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf (hereinafter the "Terms"). Supplier's delivery of products, performance of services, or issuance of invoices in connection with this purchase order establishes Supplier's agreement to the Terms. The Terms may only be modified in writing signed by both parties.

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

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

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:

RTI International (RTI) is a global, independent research institute with almost 60 years of experience in creating and translating knowledge into practice. RTI has more than 5,000 staff in over 75 countries with expertise in at least 250-degree fields working to unlock value in eight practice areas including: health, education, energy, environmental sciences, and innovation ecosystems.

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 maintains many projects in Asia region with its offices located in Indonesia, Thailand, Cambodia, Philippines, Laos, India, Nepal, and Papua New Guinea. RTI Asia Regional Office (ARO) based in Jakarta, Indonesia supports RTI project implementation in Asia Region. RTI is a prime implementer of USAID/End Wildlife Crime (EWC), this is a five (5) year project funded by United States Agency for International Development (USAID) Thailand. The project aims to conserve biodiversity and reduce threats to biodiversity from wildlife trafficking by strengthening civil society and rules-based governance to encourage the growth of constituencies for the conservation of nature and wildlife.

EWC are running a competitive procurement to for the catering to provide 2 days catering including 2 refreshment and 1 lunch (per day) to 350 participants on December 12-13, 2024 for 43rd Thailand Wildlife Seminar at Kasetsart University

Product or Service Expectations (both if applicable):

The vendor is expected to:

1. Provide two refreshments (morning and afternoon breaks) for 350 participants on 12th and 13th December 2024.
2. Provide lunch boxes for 350 participants on 12th and 13th December 2024.
3. Deliver all refreshments, lunches, and the environmental package to the seminar venue at Kasetsart University.

Deliverables, Timelines, Special Terms and Conditions:

1. Deliver refreshments on time, as per the agenda provided by the organizer.
2. Ensure the freshness of all food and beverages throughout the event.
3. Billing and Payment terms: The vendor should submit a consolidated invoice to RTI after or at the event.

Eligibility Requirements

Only suppliers who submit the following requirements are eligible for proposal consideration:

- 1) Documentation/Certification of Non-Brokerage
- 2) Legal Registration Documents
 - Company Portfolio and Profile, TAX ID
 - List of Office Branch throughout Bangkok
 - Physician/hospital/pharmacy network information

Proposal Structure:

- 1) Service/Capacity
 - Agreed and signed Annex A-Terms and Conditions.
 - A clear coverage under each benefit
- 2) Fee Structure
 - Submit a clear and complete premium cost and the total premium
 - Clear term of payment
- 3) Experience/Reference
 - Provided experience with a similar number of participants in Thailand

Pricing



Description	Menu list (with options)	Pax (no. of participant)	Unit of measure	Unit price	Total Price
Day 1					
Morning refreshment (break)		350	THB		
Lunch box		350	THB		
Afternoon refreshment (break)		350	THB		
Day 2					
Morning refreshment (break)		350	THB		
Lunch box		350	THB		
Afternoon refreshment (break)		350	THB		
Total					

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 No. 208, 208 Wireless Road Building, 12 th Floor, Unit 1201/1, Wireless Road, Lumpini, Pathumwan, Bangkok 10330 Thailand Tel: +66 (0) 2 050 9941/42

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

USAID/RDMA - Thailand

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 accommoanying 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

Ms. Anocha Chuenwanta, Procurement and Admin Specialist

at this email address:

achuenwanta@ewcasia.org

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

November 15, 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-po-terms_english_version_-_v1.18.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 – 30.** Lowest evaluated ceiling price (inclusive of option quantities).
 - (b) DELIVERY - 30.** Seller provides the most advantageous delivery schedule.
 - (c) PAST PERFORMANCE - 40** - 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.**

Safe environment package

12. **Award Notice.** A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful supplier within the time acceptance specified in the offer, shall



result in a binding contract without further action by either party.

13. Validity of Offer. This RFP in no way obligates RTI to make an award, nor does it commit RTI to pay any costs incurred by the Seller in the preparation and submission of a proposal or amendments to a proposal. Your proposal shall be considered valid for 30 days after submission.

14. Representations and Certifications. Winning suppliers under a US Federal Contract are required to complete and sign as part of your offer RTI Representations and Certifications for values over \$10,000.

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

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

17. The John S. McCain National Defense Authorization Act for fiscal year 2019 - section 889. RTI cannot use any equipment or services from specific companies, or their subsidiaries and affiliates, including Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, and Dahua Technology Company ("Covered Technology"). In response to this request for proposal, please do not provide a quote which includes any Covered Technology. Any quote which includes Covered Technology will be deemed non-responsive. Additionally, if the United States Government is the source of funds for this RFP, the resulting Supplier shall not provide any equipment, system, or service that uses Covered Technology as a substantial or essential component

Acceptance:

Seller agrees, as evidenced by signature below, that the seller's completed and signed solicitation, seller's proposal including all required submissions and the negotiated terms contained herein, constitute the entire agreement for the services described herein.

By: *(Seller Company Name)*

Signature: _____

Title:

Date: