

Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	CWT Partnership Forum III Organization and Facilitation
Type of Procurement:	Purchase Order
Type of Contract:	Fixed Price
Term of Contract:	December 1, 2024-January 31, 2025
Contract Funding:	USAID
This Procurement supports:	USAID End Wildlife Crime
Submit Proposal to:	EWC Procurement Email: ewc_procurement@ewcasia.org
Date of Issue of RFP:	November 13, 2024
Date Questions from Supplier Due:	November 18, 2024
Date Proposal Due:	November 22, 2024
Approximate Date Purchase Order Issued to Successful Bidder(s):	November 28, 2024

Method of Submittal:	
Email. Subject Line: CWT Partnership Forum III	
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 RFQ-24-016

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:

BACKGROUND

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, governance, 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 environment management.

RTI maintain 15 projects in Asia region with its offices located in Indonesia, Thailand, Cambodia, Philippines, Laos, India, and Nepal. RTI Asia Regional Office (ARO) based in Jakarta, Indonesia supports RTI projects implementation in Asia Region. RTI is a prime contractor of USAID End Wildlife Crime (EWC).

USAID End Wildlife Crime (EWC) is a five-year regional program of the U.S. Agency for International Development that will conserve biodiversity and strengthen rules-based order by building on the long history of USAID Regional Development Mission for Asia (RDMA) in countering wildlife trafficking (CWT) through partnerships with regional organizations, governments, the private sector, and civil society. The program primarily focuses on China, Cambodia, Indonesia, Lao PDR, Myanmar, the Philippines, Thailand, and Vietnam. It aligns with USAID/RDMA's strategic objectives of reducing transnational environmental crime and bolstering regional civil society networks, and supports USAID policies on biodiversity, gender, indigenous peoples, and youth, as well as priorities on locally-led development, private sector engagement, and climate change. The program aims to:

1. Support regional civil society organizations and platforms that implement initiatives, activities, or social movements to counter wildlife trafficking and other wildlife crimes through advocacy, social mobilization, and behavior change campaigns using a Social and Behavior Change Communication (SBCC) approach emphasizing the inclusion of historically underrepresented groups, such as women, indigenous peoples, youth, and communities of faith.

2. Strengthen the rule of law by working with law enforcement, judicial, and policymaking professionals to further institutionalize the competencies necessary to decrease wildlife trafficking and other wildlife crime through support to the region's criminal justice sector training institutes and their alumni associations to incentivize professional networks that can share best practices and increase conviction rates in wildlife prosecutions.
3. Cultivate the growth of constituencies for collective action to support conservation and counter-wildlife trafficking efforts spanning civil society, government agencies, the private sector, and their development partners to build multi-stakeholder regional coalitions that can assume leadership for regional knowledge sharing, consensus building, planning for common action, and implementation of coordinated efforts to reduce wildlife crime.

The Activity is implemented by RTI International as prime contractor in partnership with the International Fund for Animal Welfare (IFAW), Center for People and Forests (RECOFTC), TRAFFIC and World Wildlife Fund (WWF) as members of the consortium. The geographic scope encompasses Asia with a primary focus on China, Cambodia, Indonesia, Lao PDR, Myanmar, the Philippines, Thailand, and Vietnam.

SUMMARY

Based on a growing need to reduce overlap and duplication in the CWT space, under USAID Wildlife Asia and USAID Reducing Demand for Wildlife, a core team of partners (primarily USAID, World Bank, ADB, and WWF) collaborated to initiate a platform aimed at supporting coordination and collaboration, information sharing, and resource mobilization for CWT efforts across Southeast Asia. This included efforts to bring stakeholders together to advance regional plans and policies, address emerging priorities, explore opportunities to coordinate donor funding and CWT programming, and expand the participation of civil society actors including UGs such as women, youth and communities of faith. Over the last seven years, USAID has supported the organization of various collaboration events including:

Mar 14-15, 2017: USAID Wildlife Asia Counter Wildlife Trafficking Innovations Conference

Mar 21, 2019: Chiang Mai Partners Dialogue at the Special ASEAN Ministerial Meeting on IWT

Sept 21-23, 2021: CWT Partnership Forum I - Entering a New Era of Regional Partnership

Apr 21, 2022: Assessment of a Development Partner Coordination Platform to Combat IWT in Asia: Presentation of Key Results and Proposed Next Steps

Dec 13, 2022: Counter Wildlife Trafficking Partnership Forum II

Jan 12, 2023: Counter Wildlife Trafficking Regional Partner Coordination Meeting

May 16, 2023: CWT Partner Meeting to Review and Update the Calendar of Events

These and other efforts by USAID and partners have laid the foundation towards improved regional collaboration. Under USAID EWC, the aim is to capitalize on this momentum to formalize a Partner Coordination Platform to enhance and broaden collaboration to amplify and sustain the impact of regional CWT efforts. USAID EWC also plans to work with partners to broaden the

platform to encompass a wider group of stakeholders including representatives from government counterpart agencies, intergovernmental organizations, academia, NGOs, and other civil society groups, and U.S. government agencies. As the platform develops, the growing partnership will form a CWT Coordination Platform Steering Committee that will meet regularly to discuss the approach, scope, and next steps in formalizing the Platform including the development of bylaws to guide membership, rotating leadership, and other operational aspects including democratic and inclusive principles that add value and incentivize engagement of partners.

To advance efforts towards ending wildlife crime in the region, USAID EWC is planning the next Counter Wildlife Trafficking (CWT) Partnership Forum where many of the above-mentioned issues related to coordination and collaboration will be discussed and concrete next steps agreed upon.

OBJECTIVES

Overall, the event aims to strengthen regional collaboration and capacity to combat wildlife trafficking by fostering diverse stakeholder engagement, developing strategic frameworks for coordinated action, operationalizing technical working groups, and establishing an effective and sustainable partnership platform, ensuring long-term impact and alignment with ASEAN priorities. Specific objectives include:

1. Encourage diverse perspectives and foster inclusive representation by building new partnerships with a broad range of stakeholders engaged in conservation and counter wildlife trafficking efforts.
2. Agree on the purpose of and develop an outline for a regional CWT training and coordination strategy based on the findings of the needs assessment and facilitated discussion among stakeholders to ensure the strategy is demand-driven and addresses the region's specific needs.
3. Facilitate the operationalization of regional working groups on financial crimes, online wildlife crime, and demand reduction by identifying strategies, approaches, support, and next steps needed to enhance their effectiveness.
4. Engage donors, development partners, and other stakeholders in discussing potential strategic directions and areas of focus for an updated POA and how their support can enhance the advancement and implementation of the Plan.
5. Socialize and discuss the USAID EWC roadmap and partnership principles for establishing and operationalizing the CWT Partnership Platform, and confirm partner readiness to support and engage in the platform.
6. Engage donors, development partners, and other stakeholders in discussing and exploring approaches and strategies for bolstering and sustaining the CWT Partnership Platform as a primary vehicle for amplifying CWT impact.

Outcomes

- Opportunities identified and next steps defined to enhance diverse perspectives and establish new partnerships to advance CWT efforts in the region.
- Draft outline for a regional CWT training and coordination strategy that reflects stakeholder input and addresses regional needs.
- Concrete next steps outlined to support the operationalization of the regional working

groups on financial crimes, online wildlife crime, and demand reduction, ensuring their effectiveness.

- Workshop participants agree on the overall structure and content of the website that can serve a wireframe for developers to create the actual site.
- Practical recommendations on how anchoring the CWT Partnership Forum/Platform to the ASEAN Working Group on CITES and Wildlife Enforcement could be implemented, proposed next steps, and timeline.
- A set of insights and recommendations highlighting potential strategic directions and focus areas for the updated POA for consideration by ASEAN Member States, along with a brief outline of how donors, development partners and other stakeholders can contribute to its advancement and implementation.
- Recommendations for updating the roadmap and formulating partnership principles for the CWT Partnership Platform in alignment with partner needs.
- At least 5-10 partners sign a pledge to support the CWT Partnership Platform
- A set of agreed-upon action points, strategies, and next steps that donors can consider for effectively supporting and sustaining the CWT Partnership Platform, ensuring its continued impact and viability.

USAID EWC is looking for an entity to assist the USAID End Wildlife Crime team to design, organize and facilitate the event and to provide guidance on how to make the sessions engaging, interactive, enjoyable, and productive, as well as remain open to feedback and adapt to changing needs as the assignment evolves. The selected bidder will work in close collaboration with and report to EWC's Chief of Party and Deputy Chief of Party, as well as coordinate and communicate with other key USAID EWC team members as required. For administrative issues, the selected bidder will report to Ms. Orraphan Sanonork, EWC's Operations Manager.

Product or Service Expectations (both if applicable):

KEY TASKS

Event Design and Planning:

- Collaborate with the EWC team to understand the objectives and desired outcomes of the work planning meeting.
- Provide expert advice and recommendations on the design and structure of the event to ensure it effectively meets the intended objectives.
- Assist in refining the agenda, session topics, and overall flow of the meeting to maximize productivity and engagement.
- Help identify key discussion topics, exercises, and activities to be included in the agenda.
- Design interactive and engaging facilitation techniques to encourage participation, collaboration, and creativity among participants.
- Prepare materials and resources needed to support the smooth execution of each session.
- Advise on the appropriate layout of the meeting venue to ensure that it is set-up properly for the needs of the event including both plenary and breakout sessions.
- Ensure that all necessary equipment and materials are secured and properly set up for the meeting, including audio-visual equipment, flip charts, and supplies.

Facilitation and Participant Engagement:

- Facilitate and moderate the overall event including introducing speakers and presenters.
- Lead and facilitate warm-up and ice-breakers sessions, panel discussions, group activities, and exercises.
- Ensure that discussions, interactions, and deliberations are focused, relevant, and contributing to the objectives of the meeting.
- Foster a positive and inclusive atmosphere that encourages open communication, collaboration, and constructive problem-solving among participants.
- Ensure that agenda items are covered within the allotted time frame, adjusting as needed to maintain momentum and focus.
- Engage participants actively throughout the meeting, encouraging their involvement in discussions, activities, and decision-making processes.
- Create opportunities for networking, relationship-building, and informal interactions among participants to enhance engagement and rapport.
- Solicit feedback from participants throughout the meeting to gauge their level of satisfaction and identify areas for improvement.

Documentation and Reporting:

- Assist the EWC team capture and document the outcomes for all sessions including key insights, decisions, and action items during the meeting.
- Organize a debriefing session to reflect on the effectiveness of the meeting design, facilitation techniques, and overall execution to identify lessons learned and areas for improvement.
- Capture all sessions through recordings which will be uploaded on an online platform and accessible to USAID EWC Communications team. Recordings must be captured separately for each session and breakout group, and labelled appropriate. Speakers must be clearly identified.
- Provide a proceedings report of the event using the template/format provided by the USAID End Wildlife Crime team.

DELIVERABLES AND SUBMISSION DEADLINES

The selected bidders should indicate the propose deadline of the deliverable submission date.

- Design proposal outlining the structure, session topics, and facilitation approach for the 3-day meeting.
- Notes for each session, including instructions, discussion prompts, activities, and identification of any necessary resources or materials to support effective facilitation.
- In person facilitation of the CWT Partner Forum on January 22-24, 2025 in Bangkok, Thailand.
- Short report documenting/summarizing key outcomes, insights, decisions, and action items.

Deliverables, Timelines, Special Terms and Conditions:

QUALIFICATIONS

- Demonstrated experience in designing, planning and organizing interactive and engaging in-person planning workshops, meetings, fora and other related events to advance coordination and collaboration on counter wildlife trafficking.
- Strong facilitation skills, including the ability to lead group discussions, foster collaboration, and manage dynamics of groups comprised of USAID, USG government agencies, contractors, NGOs and CSO effectively.
- Demonstrated ability to guide creative processes to ensure optimal standards and outcomes.
- Excellent verbal and written communication skills, with the ability to articulate ideas clearly and concisely to diverse audiences.
- Strong active listening skills to understand participant needs, gather feedback, and address concerns.
- Experience working collaboratively in multidisciplinary teams to achieve common objectives and deliver high-quality outcomes.
- Strong problem-solving skills to quickly identify issues, evaluate alternatives, and implement effective solutions under pressure.
- Ability to be flexible and adapt to the changing need of an assignment, and to remain open to feedback.
- Knowledge and working experience with a broad range of development/conservation stakeholders.
- Experience supporting USAID programs.

DOCUMENTS REQUIRED FOR APPLICATION

USAID End Wildlife Crime is requesting interested sub-contractors to submit a proposal which must include:

- A succinct, well-documented approach detailing your approach to organizing the event.
- A financial proposal in THB (or USD if applicable) with a break-down of Level of Effort (LoE) and rate for each team member. The Financial proposal inclusive any service tax as applicable and VAT. The VAT component shall be written in a separate line item.
- A clear description of the project team, relevant experience of team member(s) and time allocation per team member.
- CV of the team member(s) and 3 examples from prior work for assessment of capability.
- Sample work.
- Three client references.
- Signed RFP/RFQ form
- Proof of legal registration
- Complete the vendor supplier form in Annex A
- Complete the Reqs and Cert Form in Annex B
- UEI number or proof of UEI registration if still under process. See the guidance for UEI registration in Annex C.

- Other relevant documentation which attests to the company’s competence and suitability for the tasks.

The proposal must be submitted to **ewc_procurement@ewcasia.org** by Wednesday, November 20, 2024 with the subject line “CWT Partnership Forum III”.

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		Personnel Cost				
2	5	Project Manager	Days	XXX		
3	10	Lead Facilitator				
		Travel Cost				
Total Value (in THB or USD as applicable)						

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

RTI International
208 Wireless Road Building, Unit 1201/1
12th Floor, Wireless Road, Lumpini
Pathumwan, Bangkok 10330

(insert full address of the office)

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

USAID RDMA

(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 regards to this RFQ/RFP to be directed to

Anocha Chuenwanta

(insert name of procurement officer)

at this email address:

Ewc_procurement@ewcasia.org

(insert email address of the procurement officer).

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

November 18, 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](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 25 points.** Lowest evaluated ceiling price (inclusive of option quantities) .
- (b) **DELIVERY 25 points.** Seller provides the most advantageous delivery schedule.
- (c) **TECHNICAL 30 points.** Items/Services shall satisfy or exceed the specifications described in RFQ/RFP Attachment A.
- (d) **PAST PERFORMANCE 20 points** - 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.**

--

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:

Annex A: Vendor Supplier Form

	 KEY QUESTIONS	VENDOR INFORMATION FORM <i>Please write your answers clearly and use additional paper if needed to provide <u>as much detail as possible</u> in your answers to these questions. More details and facts are always better than fewer details. We will attempt to verify the important facts you have listed below using our local personnel in and around the country.</i>
1	Contact name of reference	
2	Title or position of contact	
3	Phone Number(s) for contact	
4	E-mail address for contact	
5	Company name	
6	Company address	
7	Primary business of company	
8	List cities where company has offices and/or workshops.	
9	List manufacturers or brands your company currently represents.	
10	Define <u>type</u> of representation of each brand (agent, dealer, authorized mfg rep, etc.) and whether or not it is exclusive.	
11	Is company locally owned or foreign owned?	
12	Describe previous experience in working with USAID-funded projects.	
13	If your company has been awarded previous USAID-funded work, please describe.	

14	<p>Please describe your recent experience (last 12 months) with doing work, providing equipment or services as defined in our specifications or statement of work.</p>	
15	<p>List the names and current contact information for the project managers working <u>for your customers</u> in your last two projects for us to contact and ask about your performance.</p>	
16	<p>If your company is based outside of the country, please describe how you would effectively service and support a future contract.</p>	

Annex B: Reps and Certs RTI International



RTI_Reps_and_Certs_I
nternational.docx

Annex C: UEI or Registration



Annex
3_UEI_registration gui