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Request for Quote/Proposal (RFQ/RFP) RFP-OK-2024-64 EGRA EGMA

Commodity/Service Required:	Data collection
Type of Procurement:	Subcontract
Type of Contract:	Firm fixed price
Term of Contract:	March 11 -May 17, 2024
Contract Funding:	United States Agency for International Development
This Procurement supports:	Okuu Keremet! project
Submit Proposal to:	Adil Zhailobekov Finance and Procurement Assistant Okuu Keremet! Project Erkindik Blvd 30/1 Bishkek, Kyrgyzstan Email: OKprocurement@rti.org , Phone: +996 777 385 777 Aizada Mamytova amamytova@rti.org
Date of Issue of RFP:	February 9, 2024
Date Questions from Supplier Due:	February 16, 2024 5:00 pm Bishkek time
Date Proposal Due:	February 22, 2024 5:00 pm Bishkek time
Approximate Date Purchase Order Issued to Successful Bidder(s):	March 11, 2024

Method of Submittal:

Hard copies accompanied by soft copy of proposal on CD. Subject line "RFP-OK-2024-64 EGRA EGMA-Data Collection"

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



Proposal documents should be submitted in a closed and stamped envelope and clearly marked with the solicitation number to the following address:

Okuu Keremet! Project

Erkindik Blvd 30/1

Bishkek, Kyrgyzstan

Bidder's proposal must be signed, printed on company letterhead, and must include all items and/or services.

Bidders are requested to submit 1 original (printed) and one soft copy (in PDF format, in CD) each of the technical proposal and the financial proposal. For soft copy, please make sure that the content of the technical proposal and the financial proposal are put in one CD but in two separate folders, i.e. the content of the technical part should not be included in the folder of the financial proposal.

The hard copy of the technical proposal should be put in one envelope clearly marked "Technical Proposal". Similarly, the hard copy of the financial proposal should be put in another envelope clearly marked "Financial Proposal". Then, these two envelopes- containing the technical and financial hard and soft copies- should be altogether put in a larger sealed envelope marked "RFP-OK-2024-64 EGRA EGMA-Data Collection" and must be closed and stamped and submitted to the address listed above before February 22, 2024, 5:00 pm Bishkek time.

Minimum Eligibility documents (such as company registration, VAT & tax clearance certificates) past experiences etc.) signed RFQ etc. must be in the envelope of "Technical proposal".

The evaluation committee will review the minimum eligibility document. The evaluation committee will only open and review the cost proposal from suppliers which passed the minimum eligibility. The evaluation committee can then fairly evaluate all the proposals without any missing information. Please note that Okuu Keremet! evaluators will open and review all the proposals at the same time.

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.

Solicitation Number:	RFP-OK-2024-64 EGRA EGMA-Data Collection
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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:
<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.

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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.

USAID Okuu Keremet!

Scope of Work

Local Data Collection Firm for Endline EGRA and EGMA

Administration in April 2024

Duration: March 11 -May 17, 2024

A. Overview of the task

USAID Okuu Keremet! aims to improve learning outcomes in reading and mathematics benefitting more than 450,000 primary school students in the Kyrgyz Republic. The project is implemented in cooperation with the Ministry of Education and Science of the Kyrgyz Republic (MOES) in 1,679 target schools across the country.

As part of the project activities, Okuu Keremet! administered a baseline Early Grade Reading Assessment (EGRA) and Early Grade Math Assessment (EGMA) in 2021 and will administer an endline EGRA and EGMA in 2024 and requires purchasing services to the specifications outlined in this scope related to the recruitment and training of assessors, and data collection. Assessor training and preparation for the data collection will take place in April, data collection will take place in April and May 2024.

The purpose of this RFP is to procure the services of a Kyrgyz Republic based organization to:

- 1) Recruit and support the training of assessors and field coordinators to conduct Grade 2 and Grade 4 reading (EGRA) and math assessments (G2 EGMA and a G4 math test). Assessors will be needed for the following languages: Kyrgyz, Russian, Uzbek and Tajik.
- 2) Support the assessor training by ensuring assessors arrive at the training venue on time, and attend daily (daily attendance is taken), teams get to schools during the training to practice undertaking the assessment, all assessors are able to successfully upload data for the assessor accuracy measure (AAM) exercise(s), printing training materials (materials will be provided by RTI)
- 3) Support logistical planning of data collection based on selected schools (school list provided by RTI), including printing test materials, scheduling school visits (developing a deployment plan), verifying replacement schools, ensuring assessment teams get to the schools, and monitoring completion of assessments.
- 4) Supervise and provide quality control during data collection administering the EGRA/EGMA assessment for 2,750 Grade 2 and 2,750 Grade 4 students in 275 schools nationwide and

interviewing teachers and other school staff. The firm must be in regular communication with the RTI team and report any deviations from the planned schedule immediately as they occur.

- 5) Assist RTI technical team in managing tablet inventory, installing and testing Tangerine (data collection software).
- 6) Other tasks as requested by RTI MEL and Communications Director and/or M&E/Assessment Specialist.

The EGRA/EGMA assessment will be administered face to face, one-on-one to children in grade 2 and grade 4 except for the grade 4 math test which will be administered to a group of Grade 4 students (who will complete the assessment on paper). Data will be collected electronically, using the Tangerine™ data collection system on tablets purchased by RTI. Portions of the Grade 4 math test administered on paper will be transferred into Tangerine before leaving the school to ensure high data quality (and this will be done by the firm). Training for the use of Tangerine™, data back-up and final syncing to the central server will be conducted by RTI and its consultants.

Data will be collected in 275 schools located throughout the Kyrgyz Republic and will include 5,500 students¹. The firm will recruit 123 enumerators to attend training, 115 of whom will be selected to conduct the assessment. Eight assessors will be trained as assessors “in reserve.” Assessments will be conducted in one of four languages: Kyrgyz, Russian, Uzbek or Tajik. The enumerators will be trained for 5.5 days, which will include two-half day practice administration in a local school. The firm will also recruit five field coordinators to oversee data collection.

Language of school	Endline schools ²	Language of students (assessment)	# of Grade 2 Students	# of Grade 4 Students	Total Students by Language
Kyrgyz	91	Kyrgyz	910	910	1,820
Russian/Kyrgyz	58	Kyrgyz	580	580	1,160
Russian	40	Russian	400	400	4800
Russian/Kyrgyz	58	Russian	580	580	1,160
Tajik	3 ³	Tajik	30	30	60
Uzbek	25	Uzbek	250	250	500
Total	275		2,750	2,750	5,500

There will be 23 teams of assessors, each assessment team will be comprised of five enumerators and each team will visit one school each day for approximately 16 days (covering 23 schools per day)⁴. The team in each school will be expected to test and interview 20 students per school (10 Grade 2 and 10 Grade 4), for a total of 5,500 students. The team will also conduct interviews with teachers (2 per school),

¹ Projected estimate with the expectation that there are 20 G2 and G4 students available at school on the day of assessment. It might become less during actual assessment.

² Endline school numbers reflect current school data.

³ Data collection in Tajik schools will complete in three days.

⁴ Schools where both Kyrgyz and Russian will be assessed will require 2 teams.

head teachers (1 per school) and librarians (1 per school) and conduct a classroom inventory (2 per school). The project estimates that each G2 combined EGRA/EGMA will take 40-45 minutes and that each G4 EGRA will take 15 minutes. The estimated time needed for each of the assessment tasks is listed in table 2. The schedule has been developed with the expectation that teams will be able to complete all tasks during the 3.5-4-hour assessment window available at each school.

Table 2: Estimated time needed for assessment tasks at the school

School visits tasks & instruments	Estimated Time	Sample	Extended Time
Introduction, interviews (two teachers, head teacher, librarian) classroom inventory			3 hours
EGRA/EGMA Grade 2 (include 5 minutes between students)	45 minutes/student	10	7.5 hours
EGRA Grade 4	15 minutes/student	10	2.5 hours
EGMA Grade 4 group administration (including data entry of forms at school)	2 hours/10 students	1	2 hours
			15 hours total (3 hours per assessor)

The role of the field coordinator is to monitor and support data collection teams and to ensure that the field work is running smoothly, moving around to observe teams and ensuring all data are uploaded every evening.

B. Required Tasks

Recruitment of assessors and field coordinators: The firm is expected to recruit 123 assessors – 115 assessors will be selected to conduct the field work and the other 8 will be “on reserve” in the event an assessor needs to be replaced during the data collection. Five (5) field coordinators will also be recruited.

Assessors are responsible for collecting data from Grade 2 and Grade 4 students by administering reading and mathematics assessments. Assessors will be trained on data collection and assessment protocols that help ensure that reliable and valid data are collected, and international research ethics/standards are upheld.

The offeror will recruit assessors and field coordinators who have appropriate background and skills and who are available to participate fully for the full duration of training and fieldwork.

The field coordinators must plan to visit and support data collection teams at schools, review a sample of instruments for accuracy and completeness prior to departure from the school, and serve as a first-responder by mobile phone to key questions and concerns raised by the data collection teams. The field coordinators should plan to visit approximately data collection teams at least once, while they are at schools assessing students.

Assessors are expected to conduct the assessments in one of the 4 languages only. The number of

assessors to be recruited is 57 for Kyrgyz, 47 for Russian, 7 for Tajik and 12 for Uzbek. The number of field coordinators to be recruited is 2 Kyrgyz, 2 Russian, and 1 Uzbek. Each field coordinator will oversee about 3 teams of assessors.

	# of assessor teams	# of assessors (+ reserve)	# of field coordinators
Kyrgyz	11	55+2	2
Russian	9	45+2	2
Tajik	1	5+2	
Uzbek	2	10+2	1
Total	23	115+8	5

All assessors and field coordinators should meet the following criteria:

- Previous experience with assessments, data collection, research OR background in teaching, classroom instruction, school administration. Experience conducting EGRA preferred.
- Prior experience and comfortable working with children
- Native speaker of the language of the assessment
- Familiarity/comfortable using technology (e.g. tablets)
- Commitment of availability for the full duration of training and fieldwork activities

The field coordinators must have prior assessments, data collection, research experience and have strong managerial, organizational, and communication skills.

The offeror will recruit 5 field coordinators. Each field coordinator will monitor and support approximately 5 data collection teams for the full duration of data collection; the duties include:

- Pre-notify each sampled school in advance to ensure that the school is open and aware that they have been selected for this official assessment (without divulging the exact day of the assessment).
- Circulating to visit each team at least twice to observe the quality of data collection.
- Trouble-shoot any issues with tablets.
- Collect completed assessment materials from teams.
- Provide spare supplies as needed.
- Answer questions about replacement schools or other difficulties.

The offeror will be responsible for paying salary, per diem, lodging, communication, and travel expenses for assessors and field coordinators who will be present during training, piloting, and data collections.

Deliverable #1	
1	List of 123 assessors with their contact information and qualifications
2	List of 5 Field Coordinators, with their contact information and qualifications

Assessor Training: The team leader and data management supervisor, assessors and field coordinators are to attend a 5.5-day assessor training (Table 4) in early April 2024.

Table 4: Assessor Training Schedule					
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Training Day 1	Training Day 2 + School Practice Visit	Training Day 3	Training Day 4 + School Practice Visit	Training Day 5	Training Day 6 (1/2 day)

Prior to assessor training, the team leader and data management supervisor will attend a half-day training and fieldwork planning meeting with RTI staff. This will take place the week before the training.

Training for assessors and field coordinators will be conducted in coordination with RTI technical staff and will include activities such as, but not limited to, discussion of the overview of the assessment and its design, discussion of the assessments to be used and practice of the appropriate protocols for administering the assessments (including practice in school setting with students). The offeror will upload the Tangerine software on each of the tablets provided by RTI.

The offeror will cover the venue's expenses, meals and materials used during the training. The accommodation and travel expense of assessors to the training venue will also be covered (and coordinated) by the offeror. The vendor shall be responsible for all workshop logistics, venue arrangements (such as meeting rooms at hotel conference center with audio/visual equipment), catering (ensuring daily lunch and tea breaks take place on time according to the daily training agenda), transportation to schools for practice visits and supplies (including markers, flipcharts, water, paper, and pencils (if not part of hotel meeting package), name tags, kit bags, small token gifts for students during school visits, photocopying, etc. as well as travel, and per diem payments for assessor participants. During the training, the firm will be responsible for taking daily attendance and helping in signing out the tablets that will be used for electronic data collection.

The Assessor training will include two half-day practice school visits for which the vendor shall arrange all logistics in close coordination with RTI staff and local education officials to seek all necessary school permissions. Schools not in the endline sample will be selected near the venue that can accommodate the numbers of assessors being trained. During the school visit, the participants will have a chance to practice administering the child assessment and interviews in an authentic setting. They will also understand the realities assessors will face in the field. The vendor shall arrange permissions and notifications to visit the schools to practice the assessment and logistics such as transportation and

materials.

The vendor will be responsible for ensuring daily attendance of assessors, keeping a daily attendance register and alerting RTI to any assessors that are absent. They will also provide technical support at the training, ensuring that all assessors have uploaded data for two (2) assessor accuracy measure (AAM) exercises that will be conducted during the training. There will be daily briefings at the end of every training day that the senior staff are expected to attend.

Ensure all necessary items are printed and ready for practice data collection including laminated student stimulus (one set of approximately 10 pages per assessor), written math test forms for Grade 4 (10 students per school), sampling sheets, and the assessment kits (the list of necessary items will be provided by RTI) for each assessor team.

Deliverable #2	
1	Procurement documentation for training venue and list of training materials needed for the endline data collection
2	Daily signed attendance sheets during the training workshop.
3	All printed documents necessary for data collection. Test forms on Tangerine are uploaded to each tablet. Tablet distribution.
4	2 AAM results uploaded for all assessors
5	Draft and final versions of data collection plan (deployment plan) including final list of schools, team routing schedules, and field coordinator schedule. A list of schools and the format of the plan will be provided by RTI.
6	Final list of assessors with their full contact information, what team they are on, and their role on the team.
7	Assurance that all assessors are working with the most up-to-date version of the Tangerine data collection tool; this needs to be checked the day before Day 1 of data collection.

Data Collection

Data will be collected by 23 assessor teams (5 trained assessors per team) over approximately 16 days (about 3 weeks).

For data collection, offeror tasks include:

- Develop a deployment plan that lays out the daily plan for all data collection teams' routing schedules to sampled schools. The list of schools to be visited will be provided by RTI. Any changes to the deployment plan will be reported to RTI that same day and any school

replacements will also be discussed prior to movement to the replacement school. Verify sampled schools' location and operational status prior to scheduled day of the assessment.

- Cover all logistics/funds for necessary transportation and accommodation during data collection. Assessors and field coordinators should be provided with name tags to wear during school visits.
- Ensure all necessary items are printed and ready for data collection including laminated student stimulus (one set of approximately 10 pages per assessor), written math test forms for Grade 4 (10 students per school), sampling sheets (approximately 50 per team), assessment kits (list of items will be provided by RTI), test deployment plans for field coordinators, Ministry of Education approval letter (one copy for each school to leave with school).
- Ensure teams have small gifts (such as a pencil) to give to each student who undertakes assessment.
- Follow-up with assessor teams and field coordinators to ensure they have visited the right schools.
- Receive and review daily data reports from assessment teams as well as RTI technical staff; communicate with RTI technical staff as needed to resolve challenges.
- Monitor data collection to ensure accurate, timely and valid data collection and entry. Collaborate, in English, with RTI's data processing team as they monitor, process, and clean the data during data collection. Answer any questions they have about oddities in the data.
- Support assessor teams and field coordinators to appropriately document replacement schools and/or students and any other unique challenges encountered.
- Be available to support field coordinators and assessors if needed to trouble-shoot any problems with data collection, including tablets.
- Deliver any spare supplies to teams, as needed.
- Gather tablets from all assessors at the conclusion of data collection.

Deliverable #3	
1	Uploaded data -- 2,750 Grade 2 EGRA/EGMA assessments; 2,750 Grade 4 EGRA and Grade 4 written math assessments; 550 teacher surveys, 275 head teacher and librarian surveys and 550 school inventory forms.
2	The list of actual schools visited, when, by whom, which language(s) were assessed, including number of students assessed per language.
3	Data collection field report documenting major incidents, challenges, etc. (including replacement schools for each school.

Tablet Management

The offeror will utilize 115 RTI-purchased tablets for training and data collection. The offeror will support the storage, maintenance, and updating of tablets to be used for training and data collection. Tablets should be disinfected before and between use and sharing of tablets should be avoided.

For the duration of the contract, the offeror will

- Provide a secure location where tablets can be stored when they are not being utilized for training/data collections.
- Ensure that all tablets are inventoried by serial number and assigned to an assessor prior to training/data collection.
- Ensure that all tablets are fully charged and functional prior to training and data collection.
- Support installation of Tangerine onto all tablets before training and install updates, as needed, before field data collection.
- Collect all tablets from assessors at the end of data collection.

	Deliverable #4
1	Inventory/spreadsheet of the required number of tablets (supplied by RTI) including each tablets serial numbers
2	Signed tablet user agreements from all assessors (Act of Acceptance, template to be provided by RTI)
3	Delivery of functional tablets to RTI after data collection

Other staff:

- Manager/Team Leader: Responsible for overall contract/project supervision including work plan development, oversees recruitment of assessors and Field Coordinators, support training and supervision of data collection teams and logistics for all data collection activities. The Manager/Team Leader should be filled by an individual with 6 or more years or relevant experience including working with the education surveys/assessment, project/contract management, and working collaboratively with international organizations.
- Data Management Supervisor: Responsible for overseeing and ensuring quality control of the data collection using handheld devices and paper assessments. RTI will develop the data management and interface systems for each assessment and as needed, support offeror staff to ensure quality control of the data collection and hardware management process.
- The supplier should also budget for office management and administrative assistance as needed.

RTI will:

- Develop and provide training materials (all paper instruments, field report templates, student stimulus in the language of administration;
- Provide tablets for each team of assessors;
- Lead the training assessors/field coordinators;
- Provide school list, addresses, language of instruction, other necessary information for deployment plan;
- Provide information on any changes regarding required number of assessors/supervisors by language;
- Provide other support (analyzing the AAM data, evening data spot checks) to ensure data quality;

C. Timeframe

March 11-May 17, 2024 (for full performance of the contract).

Anticipated Timeline of Activities

Activity	Estimated Time Frame	Related Deliverables	Due date for Deliverable submission
Recruitment of assessors and field coordinators	March 11-15	List of 92 assessors, 23 team leaders and 5 FCs by grade, language and region	March 15, 2024
Development of Deployment Plan	March 18-29	DP with detailed information about team distribution to schools, by language and date	March 29, 2024
Assessor Training (AAM data uploaded, attendance sheets)	April 1-6		April 6, 2024
Data collection (data uploaded, field reports received)	April 8-30	Data uploaded daily; any issues during data collection reported, addressed and resolved	April 30, 2024
Tablet management (Tablets returned to RTI) and report submission	May 6-May 17	Detailed report submission. 115 tablet return	May 17, 2024

D. Reporting

The company will report to Okuu Keremet! COP and work directly and be accountable to Okuu Keremet! MEL team (MEL and Communications Director and M&E/Assessment Specialist).

E. Payment

Payment will be made upon completion and approval of Deliverables according to the following schedule:

- Deliverable 1: 35%
- Deliverable 2: 25%
- Deliverable 3: 25%
- Deliverable 4: 15%

F. Minimum Requirements

- Agreed and signed RFQ. The interested supplier is to carefully read Terms and Conditions (T&C). (Attachment A and B)
- VAT & tax clearance certificates
- Registered in the Kyrgyz Republic proved by Business License.

Pricing

Please use the budget template in Attachment B for submission. Local currency should be used for the budget.

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

30/1 Erkindik boulevard, Bishkek, Kyrgyzstan

(insert full address of the office)

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:

Item	Instructions	Template
Bid Information	<p>Company Profile - Description of the company and personnel. Include solicitation number, the name, address, and telephone number of the seller (bidder) and authorized signature of same, validity period for quote, and date and time submitted.</p> <p>Include lead time needed for availability of services.</p>	No template provided
Minimum Eligibility	<ol style="list-style-type: none"> 1. Agreed and signed RFQ. The interested supplier is to carefully read Terms and Conditions (T&C). (Attachment A and B) 2. VAT & tax clearance certificates 3. Registered in the Kyrgyz Republic proved by Business License. 	No template provided
Capabilities Statement/Technical Approach	<p>Please provide a brief narrative (5 pages maximum) describing your organization’s capabilities and technical approach as it relates to the proposed scope of work.</p> <p>Include technical descriptions of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This description should not be more than 5 pages total. This <u>may</u> include product literature, or other documents, if necessary.</p> <p>Please highlight any relevant EGRA (early grade reading assessment) or EGMA (early grade math assessment) experience, experience with Tangerine, and assessment capabilities in Kyrgyz, Russian, Tajik, and Uzbek.</p>	No template provided

Item	Instructions	Template
Past Performance References	<p>Past performance references, including detailed explanation of previous experience on the same type of work in education or a related field. Include points of contact with telephone numbers, email addresses, and other relevant information.</p> <p>Furnish at least 3 (three) references of other business organization for whom the offeror is providing similar services.</p> <p>Experience with USAID projects and experience undertaking work with international firms is highly preferred.</p> <p>Experience undertaking large-scale data collection efforts and managing logistics for a data collection team. Experience with EGRA/EGMA preferred.</p>	No template provided
Key Personnel CVs	<p>Please provide a CV for the Team Leader and Data Management Supervisor positions proposed as key personnel.</p> <p>CVs should be submitted in MS Word and is limited to 3 pages.</p>	No template provided
Cost Proposal/Budget	Please complete the attached Budget Template. Please submit all offers and related budgetary documentation in local currency. The award to the winning bidder will be issued and paid in local currency.	 Endline sub Budget_am.xlsx
RTI Reps and Certs	Documents needed will be provided for review and signature at a later date, depending on necessity if submitted in the past year.	 RTI_Reps_and_Certs_International.docx
DUNS NUMBER	Document proof of receiving the registered DUNS number. Documents needed will be provided for review and signature at a later date The guidance to obtain DUNS number is will be provided at a later date.	No template provided

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. **Questions Concerning the Procurement.** All questions in regards to this RFQ/RFP to be directed to

Adil Zhailobekov, Aizada Mamytova

(insert name of procurement officer)

at this email address:

okprocurement@rti.org , aakhunuulu@rti.org, amamytova@rti.org
azhailobekov@rti.org

(insert email address of the procurement officer).

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

February 16, 2024, 5:00 pm Bishkek time

5. **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.
6. **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.)
7. **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.
8. **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.
9. **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.
10. **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 points**- Lowest evaluated ceiling price (inclusive of option quantities).
- (b) **TECHNICAL. 30 points** - Items/Services shall satisfy or exceed the specifications described in RFQ/RFP Attachment A.
- (c) **PAST PERFORMANCE 40 points**- Seller can demonstrate his/her capability and resources to provide the items/services requested in this solicitation in a timely and responsive manner.

11. **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.
12. **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.
13. **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.

14. Certifications.

Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions - Certification and Disclosure Regarding Payments to Influence Certain Federal Transaction as referenced in FAR 52.203-11 is hereby incorporated into this Request for Proposal as a condition of acceptance.

Limitation on Payments to Influence Certain Federal Transactions- Limitation on Payments to Influence Certain Federal Transactions as referenced in FAR 52.203-12 is hereby incorporated into this Request for Proposal as a condition of acceptance.

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: