

Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	Enset Processing Machine
Type of Procurement:	One-Off purchase agreement
Type of Contract:	Firm Fixed Price
Term of Contract:	Time of delivery
Contract Funding:	USAID-Ethiopia
This Procurement supports:	Feed the Future Ethiopia Transforming Agriculture
Submit Proposal to:	See method of submission below
Date of Issue of RFP:	December 23, 2024
Date Questions from Supplier Due:	January 1, 2025, by 16:00 East Africa Time (EAT)
Date Proposal Due:	January 06, 2025, by 14:00 East Africa Time (EAT)
Approximate Date Purchase Order Issued to Successful Bidder(s):	TBD

Method of Submittal:	
Via email to InkindProcurement.ETA@transforming-agriculture.org	
Respond via e-mail with attached document in MS Word / pdf format. The Bidder/Seller agrees to hold the prices in its offer firm for 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:	ETA-24-023-GRT

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.

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:

Feed the Future Ethiopia Transforming Agriculture is a USAID Activity to be implemented over five years period. The overall goal of the Activity is to increase access to healthy diets particularly for women and children, by improving the competitiveness, inclusiveness, and resilience of the Ethiopian food and agriculture system. The Activity will be implemented in nine Regional States of the country: Amhara, Oromiya, Afar, SNNPR, Southwest Peoples, Dire Dawa, Tigray, Somali and Sidama. ETA has three intermediate results (increased availability of safe, diverse, nutritious foods; increased incomes in the food and agriculture sectors and increased convenience and desirability of safe, diverse, nutritious foods). Together, these intermediate results will improve the competitiveness, inclusiveness, resilience, and sustainability of Ethiopia's food and agriculture system.

Enset (*E.Ventricosum*) is Ethiopia's most important root crop for over 25 million Ethiopians and a traditional staple foods particularly in the densely populated South and South Western part of Ethiopia. Even though, Enset is an important food security crop, inefficient traditional processing performed with obsolete technology operated by women resulted in poor quality of product, their low market price and heavy workload on hindered the sector.

Acknowledging this, Feed the Future Ethiopia Transforming Agriculture is seeking to collaborate with private manufacturing companies to introduce new innovative technology that can ease the workload, enhance food safety and quality, boost the productivity through avoiding food loss during processing. Feed the Future Ethiopia Transforming Agriculture plans to procure enset processing machineries and distribute to MSMEs in five regions to enable the local community access innovative technologies for enset processing and create job opportunities for MSMEs members to generate income.

Therefore, **Feed the Future Ethiopia Transforming Agriculture is inviting sealed bids from eligible equipment providers to supply and deliver 40 units of enset processing equipment, as per the detailed requirements provided below.** The Vendor should respond to the requirement of this RFP in full.

Product or Service Expectations (both if applicable):

No.	Item Description	Quantities	Specs
1	Pseudo stem scraping machine:	40Pcs	Will be shared afterwards.
2	Dual machine (Pseudostem scraping and corm miling):	40Pcs	Will be shared afterwards.
3	Corm milling machine	40Pcs	Will be shared afterwards.
4	Manual squeezing machine	40Pcs	Will be shared afterwards.
5	Corm slicing device	40Pcs	Will be shared afterwards.
6	Fermentation vessel (plastic water tanker with a capacity of 200 liter)	200Pcs	Will be shared afterwards.
7	Installation and initial maintenance of equipment and safety measure training	40Pcs	Will be shared afterwards.
7	Delivery of machineries to the target MSMEs point.	40Pcs	Will be shared afterwards.
8	Enset additives (Starters)	40Pcs	Will be shared afterwards.
9	Mechanical workshop - Bosch toolbox with full accessories.	40Pcs	Will be shared afterwards.

Deliverables, Timelines, Special Terms and Conditions:

- Quote validity is 90 days from the date specified for the receipt of offers.
- Detailed specification of the machine, country of manufacturer, year of manufacture & model number included in your proposal.
- Product availability Lead-time and shipping method, if applicable. Indicate the lead time and shipping method after a Purchase Order has been issued. If not in stock indicate the lead time and shipping method once the Purchase Order has been issued
- Warranty information – please be specific. A manufacturer’s warranty should meet or exceed the required specifications.
- Payment Terms – RTI desirable payment terms: within 30 days net of receipt of goods in good condition. If these payment terms are not acceptable then provide an alternative option as well as any Special Terms and Conditions for our consideration.

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	40	Pseudo stem scraping machine	pcs	N/A	N/A	
2	40	Corm milling machine	pcs	N/A	N/A	
3	40	Manual squeezing machine	pcs	N/A	N/A	
4	40	Corm slicing device	pcs	N/A	N/A	
5	200	Fermentation vessel (plastic water tanker with a capacity of 200 liter)	pcs	N/A	N/A	
6	40	Installation and initial maintenance of equipment and safety measure training	pcs	N/A	N/A	
7	40	Delivery of machineries to the target MSMEs point.	pcs	N/A	N/A	
8	40	Enset additives (Starters)	pcs	N/A	N/A	
9	40	Mechanical workshop - Bosch toolbox with full accessories.	pcs	N/A	N/A	
Subtotal					N/A	
VAT 15%					N/A	
Total Value (including 15% VAT)					N/A	

Vendor Information Form & Eligibility Criteria (Pass/Fail)

To be eligible under this procurement, vendors must meet the following minimum eligibility requirements must demonstrate:

- They hold a valid business registration,
- They hold a valid tax certificate/registration as required by local law and qualification requirement,
- Provide a clear and detailed company profile.

Failure to submit any of the three in the below list will lead to disqualification. To demonstrate

these requirements, please complete the form below. *Please write your answers clearly and use additional paper if needed to provide as much detail as possible 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. Where a question does not apply to your business context Indicate (N/A)*

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 one or more “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

Central Printing Press 6th Floor, Addis Ababa, Ethiopia

(insert full address of the office)

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

USAID/Ethiopia

(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 and vendor information 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

Feed the Future Ethiopia Transforming Agriculture Procurement Team

(insert name of procurement officer) at

this email address:

InkindProcurement.ETA@transforming-agriculture.org

(insert email address of the procurement officer). The

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

December 24, 2024, by 16:00 East Africa Time (EAT)

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



RFQ/RFP

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-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:

Technical evaluation criterion for the Enset processing machinery procurement.

A. Delivery Schedule (30%)

- **Weighting:** 30%
- **Criteria:** The delivery schedule should align with project needs, with preference for shorter delivery times.
- **Scoring:**
 - Delivery within 30 days: 30 points
 - Delivery within 45 days: 20 points
 - Delivery within 60 days: 10 points

B. Financial Strength and Credit Terms (20%)

Weighting: 20%

- **Criteria:** The supplier must demonstrate sufficient financial stability and offer favorable credit payment terms.
- **Scoring:**
 - Supplier provides audited financial statements for the last 3 years, shows strong liquidity, and offers 60+ days credit payment terms: 20 points.
 - Supplier provides financial statements and offers 30-59 days credit payment terms: 10 points.
 - Supplier does not provide financial statements or offers less than 30 days credit terms: 1 point.

C. Past Performance (30%)

- **Weighting:** 30%
- **Criteria:** The supplier must demonstrate their capability to deliver similar items/projects in the past three years. Three certificates of good performance within the past year on similar projects are preferred.
- **Scoring:**
 - Three or more relevant certificates: 30 points
 - One or two relevant certificates: 20 points
 - No relevant certificates: 1 point.

N: B if certificate is not provided, a contract (purchase order) will be considered as a certificate.

D. Warranty (20%)

- **Weighting:** 20%
- **Criteria:** The supplier must provide a warranty for the machinery.
- **Scoring:**
 - 2 years or more warranty: 20 points
 - 1 year warranty: 10 points
 - Less than 1 year or no warranty: 1 point.

Selection Criteria: Suppliers who achieve a minimum score of 60 out of 100 in the technical/Capability will qualify for further assessment. Only those meeting or exceeding this threshold will proceed to the subsequent stages of the procurement process.

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 90 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: _____

Attachment “C” Vendor

Information 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	Please describe your recent experience (last 12 months) with doing work, providing equipment or services as defined in our specifications or statement of work.	
15	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.	