

Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	Pre-qualification of business development Service (BDS) providers to improve competitiveness and investment readiness of SMEs involved in high-value agricultural export.
Type of Procurement:	Subcontract
Type of Contract:	Firm Fixed Price
Term of Contract:	Time of Delivery
Contract Funding:	USAID
This Procurement supports:	Feed the Future Rwanda Kungahara Wagura Amasoko
Submit Proposal to:	info@ftfkwa.org
Date of Issue of RFP:	21 October 2022
Date Questions from Supplier Due:	28 October 2022
Date Proposal Due:	November 4th, 2022, 17:00 HOURS
Approximate Date Purchase Order Issued to Successful Bidder(s):	n/a

Method of Submittal:	
All offers will be received through this email: info@ftfkwa.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 180 days from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFP/RFQ.	
Solicitation Number:	FTF KWA 2022-10-10-01

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: Scope of Work

TITLE: Business development service (BDS) providers to improve competitiveness and investment readiness of SMEs involved in high-value agricultural export.

LOCATION: TBD based on SMEs supported (Kigali, sometimes out of Kigali)

PERIOD OF PERFORMANCE: TBD based on SMEs supported

Project Overview

Feed the Future Rwanda Kungahara Wagura Amasoko is a USAID funded five-year program working with and through the Government of Rwanda (GOR) to boost economic growth by increasing export of the country's high-value agricultural products such as coffee, tea, fresh beans, peppers, and chili.

Kungahara Wagura Amasoko is working across high-value agriculture export value chains to co-create solutions that increase revenue and competitiveness of high value exporters, inclusively create jobs and positively impact household incomes as it supports Rwanda's movement from subsistence agriculture to high-value exports, driving \$300 million in new investments into the sector.

Background

Rwandan small and medium sized enterprises (SMEs) in high-value agricultural export are facing challenges that hold back their growth such as limited access to relevant information, technology, access to finance, strategic business planning, market research and marketing, business partnerships.

Kungahara Wagura Amasoko's private sector engagement strategy is based on a facilitative, market systems approach that builds the capacity of partners to grow their businesses. The goal of the business development technical assistance is to provide tailored, demand-driven support SMEs in high-value agricultural export to grow and increase their competitiveness. The long-term objective of BDS is to enable the enterprises to source capital from private sources based on demonstrated financial performance and business management capacity; improve their internal processes, policies, and procedures; and gain clarity on their path to growth and sustainability.

To achieve this, Kungahara Wagura Amasoko is developing a short list of qualified national BDS providers to be contracted if and when a need arises from needed. Being placed on the short list does not guarantee issuance of BDS assignment. As needs arise among SMEs supported by Kungahara Wagura Amasoko, short listed firms will be requested to provide technical and financial proposals tailored to the specific SME assignment and based on that proposal, a BDS technical service award will be made.

Thematic Areas of BDS Support

Kungahara Wagura Amasoko will determine the precise scope of work based on the needs of specific SME. Through coaching/mentorship to enterprises, Kungahara Wagura Amasoko envisions the following illustrative areas of support:

1. Strategy development: help the company to set their growth plan and establish strategic milestones to help those SMEs to achieve those goals.
2. Financial record keeping and financial statements development: Develop record keeping and financial statements and other tools, realign their financials to have clear understanding of their own business and increase attractiveness to other partners such as financiers.
3. Investment readiness: Support SMEs to clearly understand their financials and the kind of

capital required, gain knowledge of available financial service providers, and support preparing and meeting funders criteria, etc.

4. Export market linkages and negotiation skills: Support enterprises to identify high-quality buyers through due diligence and physical verification as well as negotiate prices based on the quality of supplied products.
5. Basics on quality control/certification process for high value exports: As Rwanda wants to target premium markets, exporters are required to meet stringent quality standards those markets require. Providers will help enterprises understand the quality and certification requirements applicable to their target markets and help them understand the process of acquiring such certifications.
6. Agri-lending capacity building: Training of financial service providers on agri-lending principles and credit analysis for SMEs in agricultural sector.

BDS effort will vary depending on the assignment. Kungahara Wagura Amasoko will determine the precise scope of work based on the needs of specific SME.

METHODOLOGY

The BDS firm is expected to work with and in collaboration with the SME and Kungahara Wagura Amasoko staff. The BDS firm shall use participatory methods to execute assignments.

The BDS firm should use tested tools and systems to conduct business diagnostic assessments which may include reviewing relevant documents and conducting interviews with SMEs and or their partners. The firm may be asked to embed experts within the SME to provide mentorship, training, and assistance in addressing gaps identified by the business diagnostic assessment.

Regular updates and reports shall be provided by the BDS firm to Kungahara Wagura Amasoko and the SME through structured meetings and or formats.

MINIMUM QUALIFICATIONS

Business development services to Kungahara Wagura Amasoko partnering SMEs will be carried out by a firm/consultant selected by the project based on their specific proposal that includes; experience, and track record for providing support business advisory services, cost of service etc.

BDS firm/consultant must have significant experience in the private sector, specifically in finance and financial management, small enterprise promotion and growth and business consulting for SMEs in the agricultural sector.

Interested firms must meet the following minimum qualifications and experience to be considered eligible for this assignment:

- Registered firms from Rwanda in good business standing.
- Proposed team of consultants/advisors must have a graduate qualification in Business Studies, Commerce; Strategic Management, Economics, Finance or any other related discipline.
- Not less than 5 years' experience in business development services to SMEs, with 2 years of experience supporting agri-SMEs is required.

Interested firms must demonstrate in their application that they meet minimum requirements and have the capacity to provide BDS.

SELECTION PROCESS

Business development services providers will be selected based on their track record for providing

support business advisory services and the cost of service. Selection criteria include:

- **Past Performance (70%)**
 - Firm must have significant experience in the private sector, specifically in finance and financial management, small enterprise promotion and growth, and business consulting for SMEs in the agricultural sector.
 - Firm must demonstrate tested tools and systems to conduct business diagnostic assessments.
- **Firm Expertise (30%)**
 - Firm must possess a team with the requisite qualifications in business studies, strategic management, and/or finance
 - Firm must demonstrate familiarity with and understanding of agribusiness development issues and SME needs in East Africa.

The following steps will be used in the screening and selection of qualified firms/consultants:

1. Kungahara Wagura Amasoko will evaluate applications in response to call for “Expression of Interest” based on the selection criteria above to short list qualified BDS providers.
2. Kungahara Wagura Amasoko will conduct technical interviews with shortlisted applicants.
3. Kungahara Wagura Amasoko will prequalify all candidates that have demonstrated they have the technical expertise to provide BDS.
4. Kungahara Wagura Amasoko will develop Statement of Works (SOWs) in consultation with respective (SMEs).
5. SOWs will be issued to prequalified firms to submit quotes to implement SOWs.
6. Kungahara Wagura Amasoko competitively selects the firm for each SOW.

APPLICATION INSTRUCTIONS

Interested applicants are required to submit a “Expression of Interest” in, at **maximum seven (7) pages total (excluding annexes) in PDF format**, with the following contents:

- **Company Overview: 2 pages maximum**
 - Full address of the applicant/Firm/Company.
 - Company profile, including number of years providing BDS services.
 - Registration certificate and date.
 - Include Unique Entity ID (SAM.gov) or proof of confirmation that Unique Entity ID has been requested.
- **Company Expertise: 5 pages maximum**
 - Clear identification of applicant's BDS area(s) of expertise from “Thematic Areas of BDS Support” from this SOW.
 - Description of at least three similar or related assignments, preferably in the agriculture sector, including referee name and contact information (phone and e-mail) for each assignment.
 - Summary biography of the expert team who will be providing support.
- **Annexes: not to exceed 2 pages maximum per CV**
 - Curriculum Vitae for all proposed team members, detailing relevant education, work experience, and certifications.

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 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 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 SANLAM Towers, Second floor, KN 67 ST, NO.10. Kigali, Rwanda

(insert full address of the office)

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

USAID/Rwanda

(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
- info@ftfkwa.org
- (insert name of procurement officer)
- at this email address:
- info@ftfkwa.org
- (insert email address of the procurement officer).
- The cut-off date for questions is (insert date).
- 28th October 2022
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-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.
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. RTI reserves the right to make multiple awards. 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:

- **Past Performance (70%)**
 - Firm must have significant experience in the private sector, specifically in finance and financial management, small enterprise promotion and growth, and business consulting for SMEs in the agricultural sector.
 - Firm must demonstrate tested tools and systems to conduct business diagnostic assessments.
 - **Firm Expertise (30%)**
 - Firm must possess a team with the requisite qualifications in business studies, strategic management, and/or finance
 - Firm must demonstrate familiarity with and understanding of agribusiness development issues and SME needs in East Africa.
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 180 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 1877-212-7220 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