

Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	Recruitment of a firm to support Kigali Farms Ltd expand markets, improve quality and cold chain management
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:	procurementftfkwa@rti.org
Date of Issue of Modified RFP:	28 March 2023
Date Questions from Supplier Due:	3 April 2023
Date Proposal Due:	6 April 2023
Approximate Date Purchase Order Issued to Successful Bidder(s):	To be Determined

Method of Submittal:	
All offers will be received through this email: procurementftfkwa@rti.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 2023-3

Attachments to RFP:

1. Attachment "A" – Commodity Specifications
2. Attachment "B" – Instructions to Bidders/Sellers
3. Attachment "C" – Budget Template -N/A
4. 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

Project Name: Feed the Future Rwanda Kungahara Wagura Amasoko
Scope of Work
COMPANY OVERVIEW
<u>About Kigali Farm</u>
<p>Kigali Farms is the leading mushroom grower and export company in Rwanda. Founded in 2010, the company's founding mission was to alleviate malnutrition through oyster mushroom cultivation. In 2016, they took advantage of the GOR's strategy to increase horticultural exports and leveraged the skills they had developed for oyster mushrooms into button mushroom production.</p>
<u>About Kungahara Wagura Amasoko</u>
<p>Feed the Future Rwanda Kungahara Wagura Amasoko is a 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 will work across high-value agriculture export value chains to co-create solutions to help facilitate Rwanda's movement from subsistence agriculture to high-value exports, driving \$300 million new investments into the sector.</p> <p>Kungahara Wagura Amasoko seeks to grow the value of Rwanda's high-value agriculture exports; create jobs along the targeted value chains by generating additional productive employment in processing, packing, and cold chain logistics; and impact household income across our target districts. Interventions will place an emphasis on sustainability, local capacity, gender and social inclusion, digital information systems and tools integration, and collaboration, learning, and adapting (CLA).</p>
INVESTMENT OPPORTUNITY
<p>About 80% of their button mushroom production is exported, mostly to Kenya, but also to Tanzania, Nigeria, and the Democratic Republic of the Congo (DRC). Revenue in 2022 was about \$900k, and employment stands at about 130 full time employees. Production is about 100 tons of button mushrooms per year. Cumulative capex to date is in excess of \$1.5M.</p> <p>Kigali Farms Ltd growth plan entails increasing exports from 80T per year to 200 - 250T per year by 2024, adding export markets like Uganda and Burundi, and intensifying their export flows to existing markets (Tanzania, DRC, and Nigeria). They are present in these markets already, except Burundi, (with Uganda suspended for now), but on a limited scale. Demand is there and they need to put effort into:</p> <ul style="list-style-type: none">✓ Strengthening team capacity from production to markets✓ Increasing output by improving quality and quantity

- ✓ Improving logistics by reducing reliance on air freight through development of road-based export value chains to Tanzania, Uganda and possibly Burundi.

REQUIRED SUPPORT

Increasing the export volumes and attaining their growth plan requires capacity strengthening of the team at Kigali Farms on button mushroom production to logistics, implementation of a standardized operational manual, and establishment of a quality control standards. The company is seeking the services of a short-term professional consultant with the below described objectives:

Activity	Description
Quality assurance on mushroom yield, sizing, and presentation	Customers in their export markets have a choice of brands, including local brands. Support to Kigali Farms will focus on ensuring that the quality of their fresh mushrooms—from farm gate to shelf—meet consumer requirements and competitive standards in targeted markets.
Strengthen capacity of Kigali Farms staff on quality assurance processes	Because Kigali Farms has pioneered the button mushroom business in Rwanda, there is no pre-existing pool of knowledge to draw from locally. All staff, from production to packaging to shipping to procurement to sales, need to upgrade their capabilities to meet international competition head-on. Kigali Farms is bringing on board a Quality Control manager who is new to the business and will be brought up to standard by the consultant.
Mushroom packaging and cold chain management	Within the overall quality assurance process, cold chain management remains a looming challenge. Even if farmgate mushrooms meet all quality standards, they are still faced with the challenge of exporting across more than 1,000 km and several days of added storage and travel, constraints not faced by Kigali Farm’s competitors. It is thus crucial to be up to speed with modern practices on both packaging and cold chain management.
Analysis of upgrade requirements to meet quality assurance standards (internal investment size and timeline)	Consultant will analyze internal investment requirements for reaching desired levels of production and quality to satisfy export markets as per above targets, in particular with regards to meeting better packaging standards for long-distance shipment (i.e., more than 1,000 km) and world-class refrigerated shipping standards.

REQUIRED SKILLS AND QUALIFICATIONS

1. Proven track record with significant experience advising comparable size farms with all aspects of button mushroom production, packaging, and post-harvest management (8+ years)
2. Demonstrate significant experience training workers and managers on quality assurance (8+ years)

3. Demonstrate significant experience designing, operating and trouble-shooting production systems (in particular air management, cooling and moisture systems, hygiene management)

APPLICATION INSTRUCTIONS

Interested consultants must submit a proposal including: 1) detailed CV of the proposed consultant for carrying out the assignment, 2) a brief methodology/process for executing the assignment not exceeding three pages, 3) at least three examples of similar engagements undertaken previously, and the results achieved, and 4) a quotation of the applicable fees in USD (tax inclusive) broken down per deliverables using the format shown in below Table:

Budget		
Total Proposed Budget:	USD _____	
Deliverable	LOE (days)	Total Budget (LOE days * daily rate)
Deliverable 1		
Deliverable 2		
Deliverable 3		
Deliverable 4		
Deliverable 5		
Total		
VAT (if applicable)		
Total + VAT (if applicable)		

EVALUATION CRITERIA

- **Technical expertise:** Demonstrated experience implementing management software service, expertise of the proposed team [50%]
- **Duration:** Reasonableness of the proposed duration to execute the project [10%]
- **Cost:** Reasonableness of proposed budget [40%]

EXPECTED DELIVERABLES

Deliverable	Estimated LOE (Days)
Inception report including Gantt chart of activities and timelines for this assignment. To be developed post inception meeting with Kigali Farms.	3 days
Draft process protocols and standard operating procedure manual for ensuring yields, quality, and adequate sizing of fresh button mushrooms– first draft for review and feedback by Kigali Farms teams.	15 days
Report on improvements that can be integrated into the existing product lines and processes for packaging and cold	10 days

chain management, with detailed specifications of any investments recommended (i.e., cold packaging room, packaging equipment, refrigerated transport). This should include the estimated investment value and associated timelines for improvements.	
Final Process protocols and standard operating procedure manual for ensuring yields, quality and adequate sizing of fresh button mushrooms and respective quality control check list approved by Kigali Farms.	10 days
Training guide for staff of all levels (operators, managers, quality control) informed by the protocols and standard operating procedure manual.	12 days

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
- [Procurement Department](#)
- at this email address:
- procurementftkwa@rti.org
- The cut-off date for questions is *(insert date)*.
- 3 April 2023**
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>, 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. 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: (refer to the above 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 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