

Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	Export Competitive Fund - COFFEE SECTOR DEVELOPMENT STRATEGY FOR RWANDA
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 RFP:	22 March 2023
Date Questions from Supplier Due:	14th April 2023
Date Proposal Due:	21st 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 2023-6

Attachments to RFP:

1. Attachment "A" – Scope of Work
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

Project Name: Feed the Future Rwanda Kungahara Wagura Amasoko

Scope of Work

COMPANY OVERVIEW

Feed the Future Rwanda Kungahara Wagura Amasoko is a five-year USAID-funded initiative designed to boost Rwanda’s economic growth inclusively and sustainably by increasing the export of high-value agricultural products. In line with these objectives, a memorandum of understanding (MoU) was signed with the National Agricultural Export Development Board (NAEB) a key project partner, whose mandate is to improve the balance of payments of Rwanda’s economy through increased export of traditional and non-traditional agricultural commodities. In line with this mandate, NAEB is charged with developing and implementing policies and strategies to ensure agricultural exports meet international market requirements

REQUIRED SUPPORT

This assignment will develop the Coffee Sector Strategy for Rwanda including its implementation and investment plans. To develop the strategy, the assignment will undertake a coffee value chain analysis that reviews data for the last ten years and come up with strategies to increase the value and volume of Rwanda’s coffee exports by considering productivity and quality management; logistics, business incubation, global operator attraction, branding, market linkages, export promotion, and other supporting functions (i.e., financing, policy and regulation, strategic analytics). This includes the following specific tasks:

1. Analyze NAEB’s existing Strategic Plan (2019-2024) relative to the coffee value chain to assess completed and uncompleted milestones. For uncompleted milestones, review constraints and assess pivots necessary to achieve better results. This includes proposing new milestones to be achieved as part of the next NAEB Strategic Plan (2025-2030).
2. Conducting a robust situational analysis (supported by a SWOT analytical matrix) in reference to relevant policies supporting coffee sector development such as, NST1, PSTA IV, Trade Policy Framework, Coffee Zoning etc.

3. Examining the overall macro-economic environment in which the Coffee Sector Development Strategy for Rwanda is being formulated. This should involve the socio-economic and financial analysis, global setting, internal and external factors affecting the coffee sector performance and investment/financing incentives such as: climate change, market price and global production trends, global traceability standards, COVID-19, and the Ukraine crisis.
4. Analyzing the coffee industry situation in Rwanda taking into consideration coffee farmers' organization, coffee expansion and rejuvenation, production & productivity, processing and processing technologies, value addition, quality improvement, diversification, and branding, market penetration with emphasis on AfCFTA framework, among others and advise the best practices/models in reference to other countries.
5. Analyzing past and projected contribution of the coffee sector to the national economy in both 1) volume and value, of exports and 2) employment, including participation and opportunities for youth, women, and persons with disabilities.
6. Analyzing and identify various constraints within the overall business environment and reviewing current business policy and regulatory frameworks that affect the coffee value chain in Rwanda and may require reform. This must include an implementation strategy for proposed reforms.
7. Assessing specific coffee value chain opportunities for growth and investment based on the analysis findings, including an implementation strategy. For each opportunity, the strategy must include discussion on:
 - o Relevant environmental and human safety concerns related to any value chain, technology, or practice being considered for promotion.
 - o Gender and youth concerns.
 - o Human capital development needs relative to skills and knowledge needs to advance sector opportunities.
8. Include the coffee sector sustainability in the strategy and look into; inputs acquisition, increase in productivity and access to market
9. Facilitating a robust and inclusive set of validation workshops to ensure the views of sector stakeholders are captured.

APPLICATION INSTRUCTIONS

Interested applicants are required to submit their offer with the following contents:

- Description of similar assignments accomplished (2 pages maximum, excluding attachments).
- Proposed approach/methodology to conduct this assignment (3 pages maximum).
- Curriculum Vitae of key experts who will be performing this assignment detailing their work experience and other credentials (3 pages maximum per CV).
- Budget proposal to perform this assignment "Daily rate proposed" per level of effort (Tax Inclusive).

Applications should be submitted to procurementftkwa@rti.org by April 21st, 2023. No portion of this assignment may be subcontracted.

EVALUATION CRITERIA

- Technical Capacity and Expertise (50%): Clear and comprehensive description of the firm's experience and capacity to develop high-value export product strategies, firm's capacity to analyze and understand the coffee export sector performance, quality of expertise.
- Methodology (20%): Quality of the proposed methodology to perform the assignment and fulfill the SOW requirements.
- Cost (30%): Reasonableness of the proposed cost.

EXPECTED DELIVERABLES

Serie	Deliverables	Anticipated due date after awards	Payment %
1	Inception report: After consultation with NAEB and the Kungahara Wagura Amasoko project team, inception report outlining agreed methodology and desk review, Gantt chart with respective timelines, outline for the Rwanda Coffee Sector Strategy, and list of stakeholders to be	14 days after awards	25%

	interviewed for this assignment		
2.	Presentation of the Rwanda Coffee Sector Strategy to coffee sector stakeholders for validation.	47 days after award	30%
3.	Incorporating sector stakeholder feedback, presentation of Rwanda Coffee Sector Strategy to NAEB and NAEB-appointed stakeholders for validation and feedback.	58 days after awards	20%
4.	Final Rwanda Coffee Sector Strategy approved by both NAEB & KWA	60 days after awards	25%

**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

(insert name of procurement officer)

at this email address:

procurementftfkwa@rti.org

(insert email address of the procurement officer).

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

14th 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:

 - Technical Capacity and Expertise (50%): Clear and comprehensive description of the firm's experience and capacity to develop high-value export product strategies, firm's capacity to analyze and understand the coffee export sector performance, quality of expertise.
 - Methodology (20%): Quality of the proposed methodology to perform the assignment and fulfill the SOW requirements.
 - Cost (30%): Reasonableness of the proposed cost.
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