

Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	Feasibility Study and Business Plan for Essential Oil production in 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:	procurementftkwa@rti.org
Date of Issue of RFP:	20 March 2023
Date Questions from Supplier Due:	30 March 2023
Date Proposal Due:	3 rd 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: procurementftkwa@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 2023-4

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
<u>About Bella flower</u>
<p>Bella flowers' (BLF) is Rwanda's main producer and exporter of flowers founded in 2014 with a goal to capitalize on Rwanda's favorable climate and fertile soils to produce quality flowers for export. BLF exported its first flowers in 2016 and today exports 17 varieties of roses. Export is focused on the Netherlands (75%) and the United Kingdom (15%). BLF has the capacity to harvest up to 300,000 stems per day from its facility located in Rwamagana, Eastern province, about an hour from Kigali city center.</p> <p>The company excels operationally with a high-quality production rate. It operates a state of the art and fully automated 100 Ha facility: 65 Ha for production under greenhouses (45 Ha active today, 11.3 Ha being installed) and 35 Ha for infrastructure including nursery, post-harvest, and administrative offices.</p> <p>BLF was established to become a world-class producer and exporter with a goal of earning foreign exchange for Rwanda. However environmental and export dynamics such as climate change, increasing cost of inputs and of freight have led to high post-harvest losses and increased production costs. These changes are in turn shifting the business cost drivers informing the need for innovation and diversification of BLF's business model, if it is to sustain its goal of increasing foreign exchange earnings for Rwanda through consistent high value exports volumes</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>

REQUIRED SUPPORT

The assignment will have 2 major deliverables as outlined below:

Activity	Description
<p>Feasibility study on the production of essential oils in Rwanda, case study of Bella Flowers.</p>	<p>The report will focus on overall project viability including carrying out a competitive assessment of the various types of essential oils that can be produced in Rwanda by Bella Flowers for export to regional and international markets including current markets served by BFL.</p> <p>The report should include:</p> <ul style="list-style-type: none"> • Assess the potential of Rwanda to grow essential oil producing plants including the ideal growth conditions, ways of maximizing yield and the quantity required to be competitive in the market. This will entail Identifying the flowers/plants to be introduced and estimate the daily production capacity required for a profitable venture; • Mapping of essential oil markets (regional and international) including identifying markets with the highest price and highest demand potentials. The report should include but is not limited to assessing markets for essential oils from flowers, highlight the essential oil production process including minimum viable inputs at each node of production, required equipment and operationalization skills; • An operation audit of Bella farm activities to confirm a consistent supply with recommendations on the required improvements based on the essential oil production process; • A financial model highlighting the requisite capital expenditure for robust production of essential oils should it be a viable venture; • Highlight of additional related products that can be produced from, flowers e.g., rose water and markets for the same.
<p>A business plan detailing a strategy for introduction of essential oils processing by Bella Flowers.</p>	<p>Informed by findings of the feasibility report, develop a business plan development that includes:</p> <ul style="list-style-type: none"> i) Operational audit of the farm operations <ul style="list-style-type: none"> • Agronomy • Input • Supply • Detailed plan of activity for the introduction of the new varieties ii) Operational audit of the logistics operations <ul style="list-style-type: none"> • Purchasing and selling side • Packaging (including oil packaging)

	<ul style="list-style-type: none"> iii) Site implementation of the essential oil processing facility <ul style="list-style-type: none"> • Requisite equipment and the vendors • Estimated CAPEX • Requisite skills and expertise to operationalize the plant iv) Sales and marketing plan/channels <ul style="list-style-type: none"> • Fresh flowers • Essential oils and related products such as rose water • Sales strategy for the local market • New export markets • Local market strategy v) Financial plan <ul style="list-style-type: none"> • Detailed financial model including 10-year forecasts • ROI, IRR, NPV etc. vi) Scale and growth plans: <ul style="list-style-type: none"> • Introduction of new flowers varieties (e.g summer flowers) • Potential for developing a new site in Musanze • Road map of how Bella flowers could capitalize on the market opportunity and grow in the next 5 years vii) Sustainable Finance <ul style="list-style-type: none"> • Integration of climate lens into Bella flowers operations i.e., production to export
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REQUIRED QUALIFICATIONS

- i) Consultancy firm with experience and a track record in conducting agri-related feasibility studies and developing business plans in Africa and the rest of the world
- ii) A competent team with a holistic understanding of agricultural value chains, export dynamics, financial planning, and strategy development. Experts must have master’s degree with 6 years of substantial experience; or bachelor’s degree in the same fields with 8 years of experience
- iii) International expertise in essential oil production and markets is an added advantage

- iv) Demonstrated experience in integrating sustainable/climate smart approaches into business models and strategies in Africa

APPLICATION INSTRUCTIONS

Interested consultants must submit a proposal including:

- i) Description of similar past assignments (2 pages maximum, excluding attachments)
- ii) Proposed approach/methodology to conduct this assignment (2 pages maximum).
- iii) Curriculum Vitae of key experts who will be performing this assignment detailing their work experience and other credentials (3 pages maximum per CV).
- iv) Budget proposal to perform this assignment. This must be completed in RTI's budget template and accompanied by brief notes to explain the proposed costs (Excel format).
- v) Applications should be submitted to procurementftfkwa@rti.org by **April 3rd, 2023** at 17:00 HOURS CAT. No portion of this assignment may be subcontracted

Budget		
Total Proposed Budget:	Rwf _____	
Deliverables	LOE (days)	Total Budget (LOE days * daily rate)
Deliverable 1		
Deliverable 2		
Deliverable 3		
Deliverable 4		
Deliverable 5		
Deliverable 6		
Total		
VAT (if applicable)		
Total + VAT (if applicable)		

EXPECTED DELIVERABLES

Deliverables	Estimated LOE (Days)
Inception report including an outline of the feasibility report,	7 days

Gantt chart of activities to be undertaken in this assignment. The report will be delivered after an inception meeting with RDB, Bella Flowers and Kungahara Wagura Amasoko.	
Draft Feasibility report on the production of essential oils in Rwanda case study of Bella Flowers.	25 days
Final Feasibility report incorporating feedback from RDB, Bella Flowers and Kungahara Wagura Amasoko	5 days
Draft business plan detailing a strategy for introduction of essential oils processing by Bella Flowers.	20 days
Final business plan detailing a strategy for introduction of essential oils processing by Bella Flowers incorporating feedback from Final Feasibility report incorporating feedback from RDB, Bella Flowers and Kungahara Wagura Amasoko	5 days
An investor pitch deck for essential oils in Rwanda to be used by RDB for investment attraction and mobilization.	5 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)*.
- 16 March 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:

- (a) **Technical expertise:** Demonstrated expertise in conducting similar assignments and team qualifications [40%]
 - (b) **Proposed approach:** Quality and clarity of application, including feasibility of the proposed valuation methodology/approach for undertaking the assignment [25%]
 - (c) **Value for money:** Reasonableness of proposed LOE and cost break-down by level of effort using pricing format in above [25%]
 - (d) **Duration:** reasonableness of the proposed timeline [10%]
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