

Request for Quote/Proposal (RFQ/RFP)

FHI 360 is a global development organization, with a rigorous, evidence-based approach to human development. Our team of professionals includes experts in health, nutrition, education, economic development, civil society, environment and research. FHI 360 operates from over 60 offices with more than 4000 employees in the United States and around the world. Our commitment to partnerships at all levels and our multi-disciplinary approach allows us to have a lasting impact on the people, communities, and countries we serve by improving the lives of millions.

Project Description

In Rwanda, the USAID Schools and Systems Project will strengthen the education system to enable all pre-primary and lower primary school and classroom environments to be of high quality, inclusive, and focused on learning of foundational reading skills. Specifically, five-year activity will improve learning outcomes by focusing on increasing Kinyarwanda literacy skills of boys and girls through primary 3 (P3) through four intermediate results: (1) Pre-primary education system enhanced to develop, promote and improve emergent literacy, (2) Lower primary reading classroom instruction improved, (3) School environments improved for increased lower primary reading outcomes, and (4) Education systems management strengthened for improve literacy outcomes. The Schools and Systems Activity will include a focus on learning for children with disabilities to ensure project approaches reach all children.

Commodity/Service Required:	RFQ Fuel and Lubricants
Type of Procurement:	Open Tender
Type of Contract:	Framework Agreement (FWA)
Term of Contract:	One year Framework agreement
Submit Proposal to:	Petrol station in Rwanda
Date of Issue of RFP:	August 4 th , 2022
Date Questions from Supplier Due:	August 8 th , 2022
Date Proposal Due:	August 10 th , 2022
Approximate Date FWA to Successful Bidder(s):	August 16th, 2022

Method of Submittal:	
Respond via e-mail with an attached document in MS Word/pdf format. The Bidder/Seller agrees to hold the prices in its offer firm for 120 days from the date specified for the receipt of offers unless another time is specified in the addendum of the RFP/RFQ.	
Solicitation Number:	FHI360/RFP/022/-10



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: www.fhi360.org/potermis (hereinafter the "Terms"). Supplier's delivery of products, the 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 for forcefully re-reviewing attachments and following 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:

The purpose of this RFP is to invite legally registered Fuel petrol station Service Providers having their offices in Kigali-Rwanda to submit proposals for Fuel and lubricants services for USAID Tunoze Gusoma Project's Vehicles.

This procurement is open to offers from company that are incorporated or legally organized under the laws of any country which is not sanctioned by the US Government. Offers from organizations that are incorporated or legally organized under the laws of any country which is sanctioned by the US Government shall not be considered.

Requirements:

--Applicant companies may be disqualified if a check of past performance demonstrates that the company has not been able to deliver similar service and similar or larger quantities on time and in a satisfactory manner. The applicant company should have at least 3 years of experience in provision of transportation services.

-Have registration certificates from the Rwanda Development Board (RDB) and Rwanda Utilities Regulatory Agency (RURA); Tax Clearances from Rwanda Revenue Authority (RRA) and Rwanda Social Security Board (RSSB) and provide at least 3 recommendation letters from the previous clients (INGO).

Note: Applicant companies should provide only active documents registered in their own names. Applicants will be disqualified if any of the above documents are missing.

Product or Service Expectations (both if applicable):

1. The Fuel Service Provider shall provide the fuel, lubricants and other services requirements using the fuel card technology.
2. The fuel card technology must be protected from duplication or hacking.
3. The service provider must have a wide service station network nationwide to dispense the fuel, lubricants and other service requirements.
4. The service provider must have a system for data tracking or monitoring reflecting the monthly purchases and generating reports.
5. The service provider must be able to provide services 24/7 to all of fuel stations



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nationwide.

Deliverables, Timelines, Special Terms, and Conditions:

One year renewable if agreed by both Parties

Pricing

SERVICES	PRICES
Diesel	
Gasoline	
Lubricants	

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

- Procurement Narrative Description:** The Buyer (FHI360) 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 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 to more than one bidder. If an Ordering Agreement is established as a result of this RFQ/RFP, the supplier understands that quantities indicated in the specifications (Attachment A) are an estimate only and FHI360 does not guarantee the purchased quantity of any item listed.
- Procuring Activity:** This procurement will be made by **Family Health International NC. (FHI360) Rwanda, Schools& Systems Project** located at **M&M Plaza building, Gasabo District, Kigali City, Rwanda, e-mail: Rwanda.info@fhi360.org; Website: www.fhi360.org**, FHI360 shall award the initial quantities and/or services and any option quantities (if exercised by FHI360) to



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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 FHI360's evaluation. Failure to submit the information required in this RFQ/RFP may result in the Seller's offer being deemed non-responsive. Sellers are responsible for submitting offers, and any modifications, revisions, or withdrawals, to reach FHI360'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 FHI360 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 FHI360 Procurement office. 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 (the bidder) and authorized signature of same:
 - (d) The 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) Lead Time Availability of the Commodity/Service.
 - (g) Terms of warranty describing what and how the warranties will be serviced.
 - (h) 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.
 - (i) Payment address or instructions (if different from mailing address)
 - (j) Acknowledgment of solicitation amendments (if any)
 - (k) 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)
- (l) 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 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 in Attachment "A". Sellers must sign the single hardcopy submitted and send it to the address listed on the cover page of this RFQ/RFP.
5. **Questions Concerning Procurement.** All questions regarding this RFQ/RFP are to be directed to **the procurement team** at this **email address:** Rwandaprocurement@fhi360. The cut-off date for



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questions is 27th May 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 outlined 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 delivery schedule(s) changes. Exceptional delays will result in financial penalties being imposed on the 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 (When applicable)
 - (c) All relevant product/service documentation (manuals, warranty doc, certificate of analysis, etc.)
8. **Payment Terms:** FHI360 Payments terms are Net 30 after receipt of invoice and once goods and services have been completed. Payment can be made via wire transfer or another 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 outlined in Attachment A Specifications.
10. **Inspection Process:** Each item shall be inspected before the final acceptance of the item. All significant discrepancies, shortages, and/or faults must be satisfactorily corrected and satisfactorily documented before delivery and release of payment.
11. **Evaluation and Award Process:** The FHI360 Procurement Officer will award an agreement contract resulting from this solicitation to the responsible Seller (the bidder) whose offer conforms to the RFQ/RFP will be most advantageous to FHI360, price and other factors considered. The award will be made to the Seller representing the **best value** to the project and FHI360. For this RFQ/RFP, price, delivery, technical and past performance are of equal importance to evaluate and select the "best value" awardee. FHI360 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, FHI360 reserves the right to conduct discussions if later determined by the FHI360 Procurement Officer to be necessary.

The evaluation factors will be comprised of the following criteria:

- (a) **PRICE.** Lowest evaluated ceiling price (inclusive of option quantities).
- (b) **DELIVERY.** Seller provides the most advantageous delivery schedule.
- (c) **PAST PERFORMANCE** - Seller can demonstrate his/her capability and resources to provide the items/services requested in this solicitation in a timely and responsive manner.
- (d) **EVALUATION CRITERIA/Ranking.**



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Administrative Requirements	Maximum points
A. Technical Requirements	60%
Part 1: Technical documents requested	
The completed requirement in attachment A	15
The list of fuel Stations Country wide.	30
Cards systems Technology	5
Additional benefits/after-sales services	5
Tracking and reporting services.	5
Part 2: Presentation of the Technical Proposal	
GUARANTEES	
B. Financial Evaluation	40% of the marks
Discount on the fuel price offered.	40
TOTAL	100%

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 FHI360 to make an award, nor does it commit FHI360 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 120 days after submission.



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- 14. Representations and Certifications.** Winning suppliers under a US Federal Contract are required to complete and sign as part of your offer FHI360 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 FHI360's Ethics Hotline at 1-800-318-7153, reporting via the website at www.fhi360.org/anonreportregistry or by sending an e-mail to Compliance@fhi360.org. You may report a suspected violation anonymously.
- 16. 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.
- 17. Validity of Offer.** This RFP in no way obligates FHI360 to make an award, nor does it commit FHI360 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 120 days after submission.
- 18. Representations and Certifications.** Winning suppliers under a US Federal Contract are required to complete and sign as part of your offer FHI360 Representations and Certifications for values over \$10,000.
- 19. 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 FHI360's Ethics Hotline at 1-800-318-7153, reporting via the website at www.fhi360.org/anonreportregistry or by sending an e-mail to Compliance@fhi360.org. You may report a suspected violation anonymously.

20. Disclaimers and FHI 360 Protection Clauses

- a) FHI 360 may cancel solicitation and not award.
- b) FHI 360 may reject any or all responses received.
- c) Issuance of solicitation does not constitute award commitment by FHI 360.
- d) FHI 360 reserves the right to disqualify any offer based on offer or failure to follow solicitation instructions.
- e) FHI 360 will not compensate offerors for response to solicitation.
- f) FHI 360 reserves the right to issue award based on initial evaluation of offers without further discussion.
- g) FHI 360 may choose to award only part of the activities in the solicitation, or issue multiple awards based on the solicitation activities.
- h) FHI 360 reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition.
- i) FHI 360 will be contacting offerors to confirm contact person, address and that the bid was submitted for this solicitation.

Acceptance:



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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: