



REQUEST FOR QUOTATION
Number RFQ/FHI360/00129

Supply of Training Materials (stationery)

USAID’s Schools and Systems Project

RFQ #: RFQ USAID Schools & Systems (Tunoze Gusoma Project)

Issue Date: 3 August 2022.

Response Deadline: 8 August 2022.

Expected PO Award: 11th August 2022.

FHI360 is a non-profit human development organization dedicated to improving lives in lasting ways by advancing integrated, locally driven solutions. FHI 360 is requesting quotes from qualified service providers to provide **Training Materials (stationery)**.

IN SUMMARY

1. Training Materials; (stationery)

DETAILED SPECIFICATIONS

Annex 1: Type and package of supplies and price to each should be VAT inclusive.

#	Description of Goods / Services	Unit	Quantity	Unit cost with VAT	Total Cost with VAT(18%)
1	149	Piece	Flip charts		
2	149	Box	Box of markers (one per room)		
3	75	Ream of paper	Ream of papers (A4)		

4	5080	Piece	Folders with different colors (Plastic wallet folders A4)		
5	5080	Piece	5080 Register Notebooks-A4 (To be used as CPD reflection notebook)		
6	304	Bottle	Hand wash liquid soap (4 bottles/ per site 750ml) (76 sites country wide)		
7	228	Packet of 12 pieces	Toilet Paper (3 Pkt of 12 pieces per site for 4 days)		
8	149	Piece	Stapling Machine- Desktop stapling machine (1 per room)		
9	149	Box	149 boxes of staples		
10	162	Piece	162 notebooks – Shorthand notebook bloc notes (70 sheets)		
11	5080	Piece	Blue pen (Bic)		
12	149	Roll	Large Masking tapes (white) for name tags (Painters mask tapes)		
Total					

Evaluation/Legal Requirements

Vendors should submit the following valid legal documents but not limited to:

- Copy of the company’s certificate of Incorporation. (RDB)
- Copy Tax Clearance Certificate. (RRA)
- Copy VAT registration Certificate.
- Company’s Office address.
- Company’s account details (where the money would be paid)
- Experience in similar services with International NGOs. (3 Completion certificates).

RESPONSE TO REQUEST FOR QUOTATION

Submission Guidelines:

Quotations should contain detailed product specifications including but not limited to:

- Price inclusive of VAT (RWF)
- Delivery conditions (immediately upon PO submission at the Project Office)
- Payment terms and conditions (100% after delivery)
- Quotation validity must be 120 days.

RESPONSE DEADLINE & FORMAT

- Responses to this RFQ should be submitted by email to: Rwanda.procurement@fhi360.org

- Responses must be received no later than **8th August 2022 5:00pm Kigali Time**
Quotes received after this date and time may not be accepted and shall be considered non-responsive.
- FHI 360 will respond to questions or queries on **4th and 7th August 2022**. All questions to be sent by email to Rwanda.procurement@fhi360.org

EVALUATION

Evaluation will be based on the lowest price, availability of stock, delivery time, and legal requirements/documents.

CONTRACT MECHANISM

USAID’s Schools and Systems Project expects to award a fixed-price Purchase order to the responsive vendor whose quote lowest meets the evaluation criteria described herein.

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 Seller by a properly executed Purchase Order as set forth within the terms of this properly executed agreement.
- 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: **RFQ/FHI360/00129**
 - (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 soft copy 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:** Rwanda.procurement@fhi360.org The cut-off date for questions is **DATE: August 4 and 7, 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 days 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.
 - (b) **DELIVERY.** Seller provides the most advantageous delivery schedule.
 - (c) **TECHNICAL.** Any items/Services shall satisfy or exceed the specifications described in RFQ Attachment A.
 - (d) **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.
 - (e) **EVALUATION 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 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.

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. 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:

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: