

Request for Proposals



RFP Number:	RFP- MODAG-2023-03-009
Issuance Date:	March 13, 2023
Deadline for Questions:	March 20, 2023
Deadline for Offers:	March 27, 2023
Description:	Provision of comprehensive security services to CNFA
For:	Feed the Future Rwanda Hinga Wunguke Activity
Funded By:	USAID 72069623CA00001
Implemented By:	CNFA
Point of Contact	CNFA Hinga Wunguke Procurement team KG 28 AV, 7, Kimihurura- Gasabo District Modag@cnfarwanda.org

Section 1: Introduction, Technical Background and Scope of Work

1.1 Introduction: The Feed the Future Rwanda Hinga Wunguke Activity is a USAID program implemented by CNFA in Rwanda. The goal of the Hinga Wunguke Activity is to increase incomes and improve nutritional outcomes, by sustainably increasing agricultural productivity, and strengthening domestic consumption and markets for high-value and nutritious agricultural products.

As part of project activities, the Feed the Future Rwanda Hinga Wunguke Activity requires the provision of comprehensive security services at five offices in Kigali, Nyamagabe, Karongi, Kayonza, and Nyabihu for the project's implementation period. The purpose of this Request for Proposals (RFP) is to solicit quotations for these items.

Offerors are responsible for ensuring that their offers are received by CNFA in accordance with the instructions, terms, and conditions described in this RFP. Failure to adhere to the instructions described in this RFP may lead to disqualification of an offer from consideration.

CNFA will consider proposals in response to this RFQ from local and international [security providers](#) legally registered in countries with the approved geographic code (935).

1.2: Scope of Work: This procurement is intended to secure providers able to deliver security services to its main office in Kigali and to its field offices disseminated in 4 Districts.

The selected offeror will provide a comprehensive set of security services for CNFA's Feed the Future Rwanda Hinga Wunguke Activity. Unarmed Night/Day Guards shall be availed at the CNFA's offices in Kigali City, in 4 upcountry field offices. These services will include general security; entry control; inspection; incident reporting; surveillance; and additional services as requested by CNFA to ensure the safety and protection of its personnel, property, and facilities.

The list of premises where security services shall be deployed are below:

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OFFICE	LOCATION
1. Kigali Office	KG 28 Av, House 7, Amahoro Village, Kimihurura Sector, Gasabo District, Kigali – City.
2. Nyamagabe Office	Nyarusange Village, Gasaka Sector, Nyamagabe District, Southern Province
3. Karongi Office	Kabeza Village, Rubengera, Sector, Karongi District, Western Province.
4. Kayonza Office	Gasogororo Village, Mukarange Sector, Kayonza District, Eastern Province.
5. Nyabihu Office	Kabaya Village, Gisesero Cell, Busogo Sector, Musanze District, Northern Province.

Security Providers are expected to submit offers according to the proposal instructions contained in this RFP as informed by your firm's on-site security risk assessment of CNFA's Feed the Future Rwanda Hinga Wunguke's offices in Kigali, Nyamagabe, Karongi, Kayonza, and Nyabihu.

1.3: Anticipated Period of Performance: The delivery of the needed services will be under a one-year contract, renewable upon CNFA's determination of satisfactory performance.

Section 2: Instructions to Offerors

2.1 Offer Deadline and Protocol: Offers must be received no later than **18:00 Kigali Time on March 27, 2023**. Offers must be submitted by email to modag@cnfarwanda.org

Please reference the RFP number in any response to this RFP. Offers received after the specified time and date will be considered late and will be considered only at the discretion of CNFA. The cover page of this solicitation summarizes the important dates of the solicitation process. Offerors must strictly follow the provided deadlines to be considered for award.

2.2 Questions: Questions regarding the technical or administrative requirements of this RFP may be submitted no later than **18:00 Kigali Time on March 20, 2023**, by email to at modag@cnfarwanda.org. Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that CNFA believes may be of interest to other offerors will be circulated to all RFP recipients who have indicated an interest in bidding.

Only the written answers issued by CNFA will be considered official and carry weight in the RFP process and subsequent evaluation. Any verbal information received from employees of CNFA or any other entity should not be considered as an official response to any questions regarding this RFP.

2.3 Evaluation and Award: The award will be made to a responsible offeror whose offer follows the RFP instructions, meets the eligibility requirements, and is determined via a trade-off analysis to be the best value based on application of the below evaluation criteria. Best value determination will consider both technical and financial proposals, i.e., the best approach and anticipated results in combination with a reasonable cost. Proposed costs must reflect and clearly match the degree of sophistication of the technical approach.

The relative importance of each individual criterion is indicated by the number of points below:

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Evaluation Criteria	Criteria Description	Maximum Points
Technical Approach		
Selection of personnel and supervisors and Training Program	- Explain in detail the training and refresher training that guards and supervisors receive prior and during their assignment.	20
Standard Operating Procedures	- Provide an example of your standard Operating Procedures and how you integrate your services with the clients	15
Logistics, supplies, communications	- Explain what equipment, and uniform, each guard and supervisor will be issued. - Explain what communication equipment will be used by each guard and supervisor.	15
Understanding of Security Environment	- Provide an on-site security risk assessment of KIGALI CNFA's property(ies)	10
Total Points – Technical Approach		60
Management, Personnel and Resources		
Management and Control of Guard Force Operations	- Explain in detail your management and supervision model of guards	15
Total Points – Management, Personnel, and Resources		15
Past Performance		
Provide a list of current and previous clients.	- Provide three former or current clients your company has provided services to. - Provide a list of Districts where the Company is operating.	10
Total Points – Past Performance		10
Cost Proposal		
Cost Proposal	- Overall cost presented in the offer in relation to the services provided	15
Total Points – Cost Proposal		15
TOTAL OFFER POINTS		100

Best-offer proposals are requested. It is anticipated that award will be made solely on the basis of these original proposals. However, CNFA reserves the right to conduct any of the following:

- CNFA may conduct negotiations with and/or request clarifications from any offeror prior to award;
- While preference will be given to offerors who can address the full technical requirements of this RFP, CNFA may issue a partial award or split the award among various suppliers, if in the best interest of the **Feed the Future Rwanda Hinga Wunguke Activity**;
- CNFA may cancel this RFP at any time.

Award will be issued only to the entity which submits a proposal in response to this RFP. CNFA will not issue an award to different offerors, entities, or third-parties other than the selected offeror(s). CNFA anticipates awarding a service agreement to the successful offeror.

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2.4 Cost Proposal: Pricing must be presented in Rwandan Francs. Offerors are required to submit proposed payment terms and proposed payment schedule if applicable. Failure to submit proposed payment terms may lead to disqualification of an offer from consideration. Offers must remain valid for not less than sixty days (60) calendar days after the offer deadline. Offerors are requested to provide offers on official letterhead in accordance with the format provided in Annex B.

2.5 Proposal Format Instructions: All proposals must be formatted in accordance with the below requirements:

- (a) English language only
- (b) Include the individual/agency/organization name, date, RFP number, and page numbers as a header or footer throughout the document.
- (c) The Technical Proposal must be in the format provided in Annex C.
- (d) The Cost Proposal must be in the format provided in Annex D.

A full proposal will include the following documents:

- (a) A proposal offer checklist (Annex A).
- (b) A cover letter on company letterhead, signed by an authorized representative of the offeror (Annex B).
- (c) A complete Technical Proposal in response to the evaluation criteria in Section 2.3 and in the format provided in Annex C.
- (d) A complete Cost Proposal in response to the terms of Section 2.4, the evaluation criteria in Section 2.3, and in the format provided in Annex D.
- (e) A copy of the offeror's business license, or, if an individual, a copy of his/her identification card.
- (f) 3 contacts for references from organizations/individuals for which the offeror has successfully performed similar work.

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Annex A – Offer Checklist and Submission Instructions

To assist offerors in preparation of proposals, the following checklist summarizes the documentation to include an offer in response to this RFP:

- ☐ Cover letter on company letterhead, signed by an authorized representative of the offeror (see Annex B for template)
- ☐ Technical Proposal (see Annex C for template)
- ☐ Cost Proposal (See Annex D for template)
- ☐ Copy of offeror's registration or business license, or, for individuals, a copy of his/her identification card
- ☐ 3 contacts for references from organizations/individuals for which the offeror has successfully performed similar work
- ☐ Background/biography of proposed personnel

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Annex B – Offeror Cover Letter

The following cover letter must be placed on letterhead and completed/signed/stamped by a representative authorized to sign on behalf of the offeror:

To: CNFA

Reference: RFP- MODAG-2023-03-009

To Whom It May Concern:

We, the undersigned, hereby provide the attached offer to perform all work required to complete the activities and requirements as described in the above-referenced RFP. Please find our offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFP. We further certify that the below-named firm—as well as the firm’s principal officers and all commodities and services offered in response to this RFP—are eligible to participate in this procurement under the terms of this solicitation and under USAID regulations.

Furthermore, we hereby certify that, to the best of our knowledge and belief:

- We have no close, familial, or financial relationships with any CNFA or Hinga Wunguke Activity project staff members;
- We have no close, familial, or financial relationships with any other offerors submitting proposals in response to the above-referenced RFP; and
- The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- All information in our proposal and all supporting documentation is authentic and accurate.
- We understand and agree to CNFA’s prohibitions against fraud, bribery, and kickbacks.
- We understand and agree to CNFA’s prohibitions against funding or associating with individuals or organizations engaged in terrorism or trafficking in persons activities.

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.

Authorized Signature:_____	Name & Title of Signatory:_____
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Date:_____	Company Name:_____
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Company Address:_____	Telephone:_____
_____	Website:_____

Company Registration or Taxpayer ID Number:_____	Does the company have an active bank account? (Y/N):_____
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Official name associated with the bank account (for payment):

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Annex C – Technical Proposal

Please include the below sections and information in your firm’s technical proposal. Please keep responses to the technical proposal to a **maximum of 12 pages**.

1. **Technical Approach (60 points)**

Selection of Personnel and Supervisor and Training Program (20 points):

- Explain in details how your guards and supervisors are selected and vetted?
- Explain in detail your company’s training program for newly hired guards and supervisors to include any refresher training your company provides.

Standard Operating Procedures (15 points):

Provide an example of your standard operating procedures (SOP) in regards to providing security services to CNFA. The SOP should address the following at a minimum:

- Entry control points procedures for vehicles and personnel,
- Emergency response plans, such as fires, medical emergencies, burglary, break ins, terrorist related or active shooter incidents, and earthquakes,
- Escalation of force rules,
- Guard force general orders.
- Roving patrol guidance,
- Counter-surveillance measures,
- Post logbooks,
- Basic physical security measures for office and residence
- Communication plans

Logistics, Supplies, and Communications (15 points):

- Explain what equipment, uniform, etc. each guard will be issued.
- Explain what communication equipment and procedures will be used by each guard and supervisor.

Understanding of Security Environment (10 points):

Provide a detailed security risk assessment of CNFA’s property (ies) based on your on-site visit.

2. **Management, Personnel, and Resources (15 points):**

- Propose the number of guards and supervisors for this assignment based on the security risk assessment.
- Explain your command and control procedures and span of control of supervisors per guards?

3. **Past Performance (10 points)**

- Provide a list of at least three former or current clients your company has provided services to
- Provide a list of Districts in which your company is operating.

4. **References** - Provide the names, addresses, contact persons, and telephone numbers of at least 3 clients – preferably donor-funded clients, especially USAID-funded clients

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Annex D – Cost Proposal - 25 points

The table below contains the technical requirements of the commodities/services. Offerors are requested to provide quotations containing the information below on official letterhead or official quotation format. In the event this is not possible, offerors may complete this annex D and submit a signed/stamped version to CNFA.

Cost Item	Unit	Quantity	Unit Price (Rwf)	Total Price (Rwf)	Notes
1. Personnel/labor					
2. Equipment					
3. Materials and supplies					
TOTAL BUDGET					

CNFA reserves the right to negotiate with the offerors on the structure of the cost proposal and payment terms.

Note: Proposed payment terms and payment schedule must be included in the cost proposal.

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Annex E – CNFA Terms and Conditions

5.1 Ethical and Business Conduct Requirements: CNFA is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit.

CNFA does not tolerate fraud, collusion among offerors, falsified proposals/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported to both USAID and the Office of the Inspector General.

Employees and agents of CNFA are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business. Employees and agents engaging in this conduct are subject to termination and will be reported to USAID and the Office of the Inspector General. In addition, CNFA will inform USAID and the Office of the Inspector General of any supplier offers of money, fee, commission, credit, gift, gratuity, object of value or compensation to obtain business.

Offerors responding to this RFP must include the following as part of the proposal submission:

- Disclose any close, familial, or financial relationships with CNFA or project staff. For example, if an offeror's cousin is employed by the project, the offeror must state this.
- Disclose any family or financial relationship with other offerors submitting proposals. For example, if the offeror's father owns a company that is submitting another proposal, the offeror must state this.
- Certify that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- Certify that all information in the proposal and all supporting documentation are authentic and accurate.
- Certify understanding and agreement to CNFA's prohibitions against fraud, bribery and kickbacks.

Please contact baronson@cnfa.org with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to CNFA via email at FraudHotline@cnfa.org or you may make an anonymous report by calling the CNFA Global Complaint Hotline at 202-991-0931.

5.2 Terms and Conditions: This solicitation is subject to CNFA's standard terms and conditions. Any resultant award will be governed by these terms and conditions; a copy of the full terms and conditions is available upon request. Please note the following terms and conditions will apply:

- (a) CNFA's standard payment terms are net 30 days after receipt and acceptance of any commodities or deliverables. Payment will only be issued to the entity submitting the offer in response to this RFP and identified in the resulting award; payment will not be issued to a third party.
- (b) No commodities or services may be supplied that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, Syria.
- (c) Any international air or ocean transportation or shipping carried out under any award resulting from this RFP must take place on U.S.-flag carriers/vessels.
- (d) United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The supplier under any award resulting from this RFP must ensure compliance with these laws.
- (e) United States law prohibits engaging in any activities related to Trafficking in Persons. The supplier under any award resulting from this RFP must ensure compliance with these laws.
- (f) The title to any goods supplied under any award resulting from this RFP shall pass to CNFA following delivery and acceptance of the goods by CNFA. Risk of loss, injury, or destruction of the goods shall be borne by the offeror until title passes to CNFA.
- (g) The offeror is prohibited from providing certain telecommunications equipment or services as a substantial or essential component of any system, or as a critical technology as part of any system, produced by the following covered companies, and their subsidiaries and affiliates, in the performance of any resulting award: Huawei Technologies Company; ZTE Corporation; Hytera Communications Corporation; Hangzhou Hikvision Digital Technology Company; Dahua Technology Company; and any other company as determined by the United States Government. The offeror certifies it will not provide covered telecommunications equipment or services to CNFA in performance of the resulting award. If covered telecommunications equipment or services are offered, the offeror must disclose it.

5.3 Disclaimers: This is a Request for Proposals only. Issuance of this RFP does not in any way obligate CNFA, the Hinga Wunguke Project, or USAID to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer. In addition:

- (a) CNFA may cancel RFP and not award;
- (b) CNFA may reject any or all responses received;
- (c) Issuance of RFP does not constitute award commitment by CNFA;
- (d) CNFA reserves the right to disqualify any offer based on offeror failure to follow RFP instructions;

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- (e) CNFA will not compensate offerors for response to RFP;
 - (f) CNFA reserves the right to issue award based on initial evaluation of offers without further discussion;
 - (g) CNFA may negotiate with short-listed offerors for their best and final offer;
 - (h) CNFA reserves the right to order additional quantities or units with the selected offeror;
 - (i) CNFA may reissue the solicitation or issue formal amendments revising the original RFP specifications and evaluation criteria before or after receipt of proposals;
 - (j) CNFA may modify the specifications without issuing a formal notice to all offerors when the revisions are immaterial to the scope of the RFP;
 - (k) CNFA may choose to award only part of the activities in the RFP, or issue multiple awards based on multiple RFP activities;
 - (l) CNFA reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition;
 - (m) CNFA will contact all offerors to confirm contact person, address, and that the bid was submitted for this RFP;
 - (n) CNFA will contact all offerors to inform them whether or not they were selected for award;
- In submitting a response to this RFP, offerors understand that USAID is not a party to this solicitation and the offeror agrees that any protest hereunder must be presented – in writing with full explanations – to the Hinga Wunguke Project for consideration. USAID will not consider protests regarding procurements carried out by implementing partners. CNFA, at its sole discretion, will make a final decision on any protest for this procurement.

5.4 Source/Nationality/Manufacture: All goods and services offered in response to this RFP or supplied under any resulting award must meet **USAID Geographic Code 935** in accordance with the United States Code of Federal Regulations (CFR), [22 CFR §228](#). The cooperating country for this RFP is Rwanda.

Offerors may not offer or supply any commodities or services that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, Syria.

5.5 Taxes and VAT: As an organization that is implementing a project on behalf of USAID, CNFA is exempt from being charged VAT, customs duty or fee, excise tax, road tax, or any other form of tax or tariff for goods and services purchased for USAID funded activities. As such, CNFA is exempt from being charged VAT, customs duty or fee, excise tax, road tax, and any other form of tax or tariff for goods and services purchased for USAID funded activities. As such, offerors agree to exclude VAT or any similar taxes or fees from its cost proposal.

5.6 Eligibility: By submitting an offer in response to this RFP, the offeror certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the U.S. Government. CNFA will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.