**Section 1 – General Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Solicitation Number:** | No.5 RFQ-USDA-FFPr-2024-Office Space | | | |
| **Solicitation Type:** | Request for Quotations (RFQ) | | | |
| **Procurement Description:** | Office Space for Local Staff | | | |
| **Anticipated Period of Performance:** | December, 2024 – September 1, 2029 | | | |
| **Place of Performance:** | Rwanda | | | |
| **Contracting Party:** | CNFA  **For**: USDA  **Under**: Food for Progress Rwanda | | | |
| **Release Date:** | 11/5/24 | | | |
| **Point of Contact for Questions and Offers:** | Name: USDA Rwanda Procurement Team  Email: [procurement@cnfa-rwanda.org](mailto:procurement@cnfa-rwanda.org) | | | |
| **Questions:** | **Question Deadline**: November 14, 2024 | | | |
| **Instructions**: Questions must be submitted in writing; phone calls will not be accepted. Only CNFA’s written answers will be considered official and carry weight in the solicitation and subsequent evaluation. Verbal information received from CNFA or any other entity should not be considered an official response to any questions. | | | |
| **Offers:** | **Offer Deadline:** November 18, 2024 at 5 PM EST | | | |
| **Via:** | Email | Hard copy | Email or Hard copy |
| **Instructions:** Reference the Solicitation Number in any response to this solicitation. Offers received after the specified time and date will be considered late and considered only at CNFA’s discretion. Offerors must strictly follow the deadlines provided in this solicitation to be considered for award. | | | |
| **Offer Validity:** | Offers must remain valid for not less than sixty (60) calendar days after the offer deadline. | | | |
| **Award:** | Award will be made to the offeror who is determined to be the best offeror per the evaluation criteria and methodology provided herein. CNFA will not issue an award to different offerors, entities, or third-parties other than the selected offeror(s) which submits an offer in response to this solicitation. CNFA anticipates awarding a other (lease) to the selected offeror(s). \**Properties are made aware that signature of a lease agreement is subject to USAID approval.* | | | |
| **Terms and Conditions:** | The resultant award is subject to CNFA’s standard Terms and Conditions as stipulated in Section 6. | | | |

**Section 2 – Scope of Procurement**

**1. Introduction:** The **Food for Progress Rwanda Activity**, implemented by CNFA and funded by USDA, aims to boost agricultural productivity and food security in Rwanda. It focuses on helping farmers adopt climate-smart practices, improving food safety, and supporting the government in applying international food safety standards. The program also helps farmers, cooperatives, and local markets follow these standards to increase the value of their products. The purpose of this Solicitation is to solicit office space for local staff to conduct program interventions. This Solicitation contains requirements for Items/Services (hereinafter “Items”) to be procured.

**2. Technical Specifications:** The below table contains technical specifications for Items to be procured:

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Item\*** | **Description** | **Quantity** |
| 1 | Office space | (400 to 525 sqm) Office space in good/ready-to-use condition in Kigali, Rwanda (preferably within Kimihurura, Kacyiru, Remera, Kiyovu and Nyarutarama neighborhood, with parking services) | 1 |

\*Unless otherwise indicated, any stated brand names or models are for illustrative purposes only. An equivalent substitute meeting specification requirements is acceptable.

**Section 3 – Evaluation Methodology and Criteria**

CNFA will use a Weighted Trade-Off Analysis, Including Cost Criteria evaluation methodology for this solicitation. Weighted Trade-Off Analysis selects the offeror providing the best overall value to CNFA, considering both price and technical factors, according to the assigned weights provided in the evaluation criteria. The Technical Evaluation Committee (TEC) will assess offer acceptability in accordance with the following criteria:

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Description of criteria** | **Assigned Weight** |
| Venue Space | Office space must be at least 400 – 525 sq meters. Office design services will be covered or contracted out by the Offeror. Preferred locations include Kimihurura, Kacyiru, Remera, Nyarutarama and Kiyovu neighborhoods. A fully address of office location is required (street number, plot number or building number and, if possible a photo for the proposed Office. | 30 |
| Condition of venue | Office space must be in good condition and in no need of significant repairs or improvement. Spaces should be ready to use and the rate/price should be based on ready to use condition. | 15 |
| Furnishings | Not a requirement for selection but Offeror to advise if any furniture, services, supplies, or equipment are provided. | 10 |
| Parking | Office space location requires at least five parking spots available for Activity and personnel vehicles. Additional parking at the building or close by encouraged. | 10 |
| Physical security, fire safety | Office space must have the following:   * Fire control and response measures in place to include fire extinguishers, smoke detectors and sprinkler systems (if available) * CCTV or DVR for access control points both interior and exterior to include parking areas preferred * Security guards for exterior access and parking preferred * Access control for office space (biometric reader, magnetic card reader, code, or quality locks) * Emergency evacuation stairs marked and secured and working cameras posted at each entrance. | 15 |
| Payment Terms | Monthly rent amount and payment modalities: CNFA prefers quarterly or biannual payment mechanisms | 20 |
| TOTAL | | 100 |

Note: CNFA will make a site visit to evaluate the above conditions of the proposed space.

**Section 4 – Offer Format Instructions**

Offers in response to this solicitation must comply with the following instructions:

1. Submissions will be accepted in the following language(s): English
2. Include the following in the offer footer:
   1. Offeror name
   2. Solicitation Number
   3. Page Numbers
3. Offer in the format provided in Annex 1

**Section 5 – Complete Offer**

A complete offer must include the following documents:

1. Completed Annex 1 – Offer Template
2. Copy of the Offeror’s business license – if an individual, a copy of personal identification
3. Copy of the Offeror’s sample lease agreement

**Section 6 – CNFA Terms and Conditions**

**1. Ethical and Business Conduct:** CNFA is committed to integrity in procurement, and only selects offerors 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 organization or individual violating these standards will be disqualified from this solicitation, barred from future procurement opportunities, and may be reported to both CNFA’s Client – as applicable – and the appropriate 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 CNFA’s Client – as applicable – and the appropriate Office of the Inspector General. In addition, CNFA will further inform these agencies of any Offerors’ offers of money, fee, commission, credit, gift, gratuity, object of value or compensation to obtain business.

Please contact the designated Point of Contact on the Solicitation Cover Page with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to CNFA’s Fraud Hotline in writing via email at [FraudHotline@cnfa.org](mailto:FraudHotline@cnfa.org) or you may make an anonymous report by phone, text, or WhatsApp to the CNFA Global Fraud Hotline at 202-991-0943.

**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:

1. CNFA’s standard payment terms are 30 calendar 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 Solicitation and identified in the resulting award; payment will not be issued to a third party.
2. 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.
3. Any international air or ocean transportation or shipping carried out under any award resulting from this Solicitation must take place on U.S.-flag carriers/vessels unless otherwise approved by CNFA.
4. United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The selected offeror under any award resulting from this Solicitation must ensure compliance with these laws.
5. United States law prohibits engaging in any activities related to Trafficking in Persons. The selected offeror under any award resulting from this Solicitation must ensure compliance with these laws.
6. The title to any goods supplied under any award resulting from this Solicitation 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.
7. 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.

**3. Disclaimers:** This is a Solicitation only. Issuance of this Solicitation does not in any way obligate CNFA, its project(s), or its Client(s) to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer. In addition:

1. Offerors are responsible for ensuring their offers are received by CNFA in accordance with the instructions, terms, and conditions described in this Solicitation; failure to adhere to instructions may lead to disqualification
2. CNFA may cancel the Solicitation and not award at any time
3. CNFA may reject any or all responses received
4. Issuance of the Solicitation does not constitute award commitment by CNFA
5. CNFA reserves the right to disqualify any offer based on offeror failure to follow the Solicitation instructions
6. CNFA will not compensate offerors for response to the Solicitation
7. CNFA reserves the right to issue award based on initial evaluation of offers without further discussion
8. CNFA may negotiate with offerors for their best and final offer and/or request clarifications from any offeror prior to award
9. CNFA reserves the right to increase or decrease its order for quantities or units with the selected offeror
10. CNFA may reissue the Solicitation or issue formal amendments revising the original Solicitation specifications and evaluation criteria before or after receipt of proposals
11. CNFA may modify the specifications without issuing a formal notice to all offerors when the revisions are immaterial to the scope of the Solicitation
12. CNFA may choose to award only part of the activities in the Solicitation, or issue multiple awards, if in the best interest of CNFA
13. CNFA reserves the right to waive minor offer deficiencies that can be corrected prior to award determination to promote competition
14. Offerors understand that CNFA’s Client(s) is not a party to this Solicitation and the offeror agrees that any protest hereunder must be presented – in writing with full explanations – to CNFA for consideration. CNFA’s Client(s) will not consider protests regarding procurements carried out by CNFA. CNFA, at its sole discretion, will make a final decision on any protest for this procurement.

**Annex 1 – Offer Template**

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

**PART 1 – COVER LETTER**

To: USDA Rwanda Procurement

[procurement@cnfa-rwanda.org](mailto:procurement@cnfa-rwanda.org)

Reference: Solicitation No.5 RFQ-USDA-FFPr-2024-Office Space

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 Solicitation. Please find our offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced Solicitation. We further certify that the below-named organization—as well as the organization’s principal officers and all commodities and services offered in response to this Solicitation—are eligible to participate in this procurement under the terms of this solicitation and under the applicable 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, its project staff members, or its Client (as applicable);
* We have no close, familial, or financial relationships with any other offerors submitting proposals in response to the above-referenced Solicitation;
* We and our principal offerors are not debarred, suspended, or otherwise considered ineligible for receiving US Government funds. We understand that CNFA will not make any award to an entity that is debarred, suspended, or considered ineligible by the US Government;
* 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:

|  |  |  |
| --- | --- | --- |
| **For:** | **Offeror Name:** | *Offerors must provide entity name, if applicable, here* |
| **Submitted By:** | **Name:** | *Offerors must print name of the authorized person who completed this offer here* |
| **Title:** | *Offerors must provide title of the authorized person who completed this offer here* |
| **Signature:** | *Offerors must provide signature of the authorized person who completed this offer here* |
| **Date:** | *Offerors must indicate the date this offer was completed here* |
| **Organization Information:** | **Phone:** | *Offerors must provide phone number for contact if selected for negotiation or award here* |
| **Email:** | *Offerors must provide email for contact if selected for negotiation or award here* |
| **Address:** | *Offerors must provide address for contact if selected for negotiation or award here* |
| **Website:** | *Offerors must provide organization website, if applicable, here* |
| **Country of Nationality:** | *Offerors must indicate their country of legal organization, ownership, citizenship, or lawful permanent residence here* |
| **Registration or Taxpayer ID Number:** | *Offerors must provide registration and/or taxpayer ID number here* |

**PART 2 – OFFER**

Offerors are instructed to complete this form and place it on the Offeror’s letterhead. Once completed, this form serves as the binding quotation in response to this Solicitation and is valid for the period identified on the cover page of this Solicitation. Failure to submit the information required herein may lead to disqualification of the offer.

* 1. **Quotation**

Offerors are instructed to complete boxes highlighted in gray. Pricing must be presented in Rwandan Franc (RWF):

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Items Requested** | **Quantity Requested** | **Items Offered** | **Item Source[[1]](#footnote-2)** | **Unit Price Offered** | **Total Price**  **(RWF)** |
| 1 | (400 to 525 sqm) Office space in good/ready to use condition in one of the preferred neighborhoods stated in Section 3 of the RFQ. Parking and security services included. | 1 | *Offerors must provide description of Items offered here* | *Offerors must indicate the source country of Items offered here* | *Offerors must provide unit price of Items offered here* | *Offerors must provide total price based on quantity requested and unit price offered here* |
| *Etc.* | *Etc.* | *Etc.* |  |  |  |  |
| *Etc.* | *Etc.* | *Etc.* |  |  |  |  |
| Transportation, if applicable | | |  |  |  |  |
| Delivery, if applicable | | |  |  |  |  |
| Tax, if applicable | | |  |  |  |  |
| Other Costs, if applicable | | |  |  |  |  |
| **TOTAL PRICE** | | | | | | ***Offerors must quote total price, inclusive of any delivery, transportation, tax, etc. here*** |

* 1. **Tax Considerations**

Offerors are made aware of CNFA’s tax status in Rwanda upon consideration. Offers submitted must comply with these tax considerations.

* 1. **Bank Account**

Offerors are instructed to complete boxes highlighted in gray:

|  |  |
| --- | --- |
| Does the Offeror have an active bank account? | Yes  No |
| If yes, provide the Offeror name associated with the Bank Account if selected for eventual award. | *Offerors must provide the name associated with their Bank Account, if applicable, here* |

* 1. **Delivery**

Offerors are instructed to complete boxes highlighted in gray:

|  |  |
| --- | --- |
| **Delivery Requirement (Calendar Days)** | **Offered Delivery (Calendar Days)** |
| Services must begin within 30 days of contract signature | *Offerors must provide number of calendar days within which delivery will be made after award signature here* |

* 1. **Payment Terms**

Offerors are instructed to complete boxes highlighted in gray.

***Note CNFA’s preference is for payment post-delivery:***

|  |  |
| --- | --- |
| **Offered Payment Terms:** | *Offerors must provide payment terms offered (for example, 6 months payment due upon signature, every 3 months payment for the following period)* |

* 1. **References**

Offerors are instructed to complete the boxes highlighted in gray:

|  |  |  |  |
| --- | --- | --- | --- |
| **Reference No.** | **Reference Name** | **Contact Information** | **Affiliation** |
| 1 | *Offerors must provide name of reference (organization or individual) provided here* | **Name:**  **Phone:**  **Email:**  **Address:** | *Offerors must describe relationship with reference here* |
| *Etc.* | *Offerors must provide name of reference (organization or individual) provided here* | **Name:**  **Phone:**  **Email:**  **Address:** | *Offerors must describe relationship with reference here* |
| *Etc.* | *Offerors must provide name of reference (organization or individual) provided here* | **Name:**  **Phone:**  **Email:**  **Address:** | *Offerors must describe relationship with reference here* |

1. “Source” is defined as the country from which the Item is shipped to the cooperating country/recipient country or the cooperating/recipient country itself if the commodity is located therein at the time of purchase, irrespective of the place of manufacture or production, unless it is a prohibited source county. For questions, contact CNFA. [↑](#footnote-ref-2)