**Section 1 – General Information**

|  |  |
| --- | --- |
| **Solicitation Number:** | **RFQ HW 2024-12-063** |
| **Solicitation Type:** | Request for Quotations (RFQ) |
| **Procurement Description:** | Supply and commissioning of equipment and other supplies. |
| **Anticipated Period of Performance:** | 60 days, a shorter delivery time is preferred; however, offerors can propose the possible delivery period on their end. |
| **Place of Performance:** | Cyanika Sector, Nyamagabe District, Southern Province |
| **Contracting Party:** | **From**: Cultivating New Frontiers in Agriculture (CNFA)**For**: N/A**Under**: Feed the Future Rwanda Hinga Wunguke Activity 72069623CA00001 |
| **Release Date:** | **December 19, 2024** |
| **Point of Contact for Questions and Offers:** | Name:Title:Email Address: | Mr. Aaron GatabaziOperations Manager, Feed the Future Rwanda Hinga Wunguke Activityhingawunguke@cnfarwanda.org |
| **Questions:** | **Question Deadline**: **January 16, 2025** |
| **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. **Site Mandatory Visit: January 14, 2025.** All interested offerors must visit the site where the equipment will be delivered and installed to assess the premises and other technical requirements before bidding. |
| **Offers:** | **Offer Deadline: January 23, 2025, 23h00 Rwanda Time** |
| **Via:** | [x]  Email |  |  |
| **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 **60 calendar days** after the offer deadline.  |
| **Award:** | The 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) who submit an offer in response to this solicitation. CNFA anticipates awarding a provision service agreement to the selected offeror(s). |
| **Terms and Conditions:** | The agreement award is subject to CNFA’s standard Terms and Conditions as stipulated in Section 6. |

**Section 2 – Scope of Procurement**

**1. Introduction:**

Cultivating New Frontiers in Agriculture (CNFA) is an international agricultural development organization that specializes in the design and implementation of sustainable, enterprise-based agricultural initiatives. Implemented by CNFA, the Feed the Future Rwanda Hinga Wunguke Activity (Hinga Wunguke), is a five-year (January 16, 2023 to January 15, 2028) USAID-funded $29.75M initiative 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. Hinga Wunguke is designed with four complementary objectives: (1) agriculture productivity sustainably increased, (2) farmer & agribusiness access to finance increased, (3) producer market outcomes improved, and (4) the enabling environment to foster market-driven agriculture strengthened. Hinga Wunguke uses a Market Systems Development (MSD) approach to facilitate systems changes in relationships and behaviors in market systems of key value chains of nutritious food products, from the production to consumption stage.

The purpose of this Solicitation is to identify the qualified vendor to supply the following equipment and materials to a Hinga Wunguke Activity Grantee located in Rwanda - Nyamagabe District, Southern Province.

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Line Item** | **Item** | **Item Specifications** | **Quantity** |
| 01 | Passion Fruit Juice Processing Making Machine | Capacity: 750 Kg/hour, with built-in filtering system, contact surface made into full stainless steel of 304 | 1 |
| 02 | Batch juice pasteurizer 250L | 250L, Full stainless steel of 304 mixing system can mix when pasteurizingBarrel diameter=625mm Inside height of milk tank=620mm | 1 |
| 03 | Plastic bottling filling machine - 1800bph | Plastic bottle, 12 heads | 1 |
| 04 | Micron cartridge filter | Water purification unit - 250LPH (Micron Cartridge Filter, U. V. Disinfection System) | 1 |
| 05 | Smart Tanks 600L with a stand for sterilized water storage | Fully stainless steel, 3 outlets (2 bottom side outlets and 1 base outlet), dimensions h x w: 2000mmx1100mm, Stand Height: 440mm | 1 |
| 06 | Stainless Steel (SS) Pumps 1hp | 1hp, stainless steel pump body, impeller, suction: +9m (1 for the pasteurizer, 1 for sterilized water tank, 2 for juice back storage tanks) | 3 |
| 07 | Backup juice storage tanks | Fully stainless steel, 3 outlets (2 bottom side outlets and 1 base outlet), dimensions HW: 2000mmx1100mm, stand height: 440mm | 2 |
| 08 | Juice dispenser/tap and drink machine | VEVOR Commercial Beverage Dispenser (3 Tanks) Type: Juice DispenserCapacity: 3 tanks, each 12 L (12.7 Quart) | 10 |
| 09 | Semi-automatic capping machine - 1800bph | PMR TAPX Semi-Automatic Capping Machine | 1 |
| 10 | Refractometer | Smart Ref Digital Refractometer | 1 |
| 11 | Utensils (Stainless table) | Material Specifications, ensure all utensils are made from food-grade stainless steel, preferably SS304 or SS316. Mixing bowls: Minimum thickness of 0.5 mm. Serving utensils: Minimum thickness of 1 mm. Utensils should have smooth edges to prevent cuts and injuries. ISO 8442-2: Requirements for stainless steel cutlery and table hollowware. | 1 |
| 12 | Bottle Washer | Capacity: 1000 bottles per hour Bottle Types Supported: Suitable for both glass and Polyethylene terephthalate (PET) plastic bottles Eco-friendly Water Recycling System: Reuses water for efficiency and lower operating costs Adjustable Nozzles: Allows flexibility for different bottle types and sizesPower Requirement: Typically, 110V or 220V Energy Efficiency: Designed to minimize water and energy use, suitable for small operations aiming to keep utility costs low Size: Compact footprint, generally around 70-80 cm in length, 60-70 cm in width, and about 90 cm in heightNoise Level: Low-noise operation, reducing disruption in a production environment | 1 |
| **Other Instructions:** | Installation and commissioning should include interconnectors, Stainless-Steel pipes and other accessories that will be needed to fully install and commission all the requested equipment.A site visit to APODER GANIRA (Beneficiary of the equipment) premises is mandatory at the indicated date on the front page of this RFQ.**Delivery Location:** APODER Ganira premises based atCyanika Sector, Nyamagabe District. |

**Note:**

**2.1 New and Unused:** Any items offered in response to this Solicitation **must be** new and unused.

**2.2 Delivery Time:** Offerors must supply the goods within 60 days of reception of the Purchase order from CNFA.

**2.3 Warranty:** Offerors must provide **a 12-month warranty at minimum and after-sales services delivery as needed**. The offeror must indicate the location of service center(s) for after-sales service, including warranty repair in the offer.

**2.4.** Offerors can send their quotations based on their qualification, capacity, experience and interest

**3. Geographic Code Compliance:** Items offered must comply with USAID Geographic Code 935. For a list of Source/Nationality countries approved within this USAID Geographic Code, refer to ADS Chapter 310, Source and Nationality Requirements for Procurement of Commodities and Services Financed by USAID. Contact CNFA with any questions regarding Geographic Code compliance.

**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:

|  |  |  |
| --- | --- | --- |
| **#** | **Description** | **Maximum Points** |
| 1 | Compliance with technical specifications | 35 points |
| 2 | Delivery period and payment terms; CNFA prefers short delivery time and post-delivery payment; alternatively, the reasonable payment installments | 20 points |
| 3 | After-Sales Services: Ability for the offeror to provide after-sales services, including installation, testing, training of operators and capacity to provide equipment spares in case of need; A Rwanda-based technical support is highly preferred | 20 points |
| 5 | Reasonability of cost proposed (Please provide quote before taxes and costs taxes included, if appliable); Kindly clarify which type of taxes you are considering if any. Please refer to the proposed template in Annex 1, PART 2  | 25 points |
|   | **Total Points**  | **100** |

**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 only
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
4. Site visit certificate i.e. Nyamagabe (Point of delivery and installation)

**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
3. At least two references of similar delivery within last 12 months

**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 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: Aaron Gatabazi

 Procurement and Operations Manager, Hinga Wunguke

Reference: Solicitation no. RFQ HW 2024-12-063

Procurement Description: Supply and commissioning of equipment and other supplies.

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* |
| **Company 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* |

*Offerors are expected to use this Offer Template to help CNFA easily evaluate offers received. However, if an offeror does not follow this format, CNFA may still consider the offer if it provides all requirements and meets expectations of the solicitation.*

**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 either **Rwandan francs or US dollars**:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Items Requested** | **Quantity Requested** | **Items Offered** | **Item Source[[1]](#footnote-2)** | **Unit Price Offered per item** | **Total Price****[enter currency]** |
| 1 | [enter name of item or service and description ] | [enter desired quantity of item or service] | *Offerors must provide description of Items offered here with full specifications* | *Offerors must indicate the source country of Items offered here* | *Offerors must provide unit price of Items offered here in RWF or currency of their country of incorporation* | *Offerors must provide total price based on quantity requested and unit price offered here in RWF* |
| *Etc.* | *Etc.* | *Etc.* |  |  |  |  |
| *Etc.*  | *Etc.*  | *Etc.* |  |  |  |  |
| Shipping costs, if applicable |  |  |  |  |
| Clearance/registration/installation, if applicable |  |  |  |  |
| Other Costs, if applicable |  |  |  |  |
| **Total amount, Taxes excluded (VAT and other due taxes not included)** |  |  |  | ***Offerors must quote total price, inclusive of any delivery, transportation, excluding all taxes, etc. here*** |
| Taxes (VAT and other taxes, if any) |  |  |  |  |
| **TOTAL PRICE** | ***Offerors must quote total price, inclusive of any delivery, transportation, including all taxes, etc. here***  |

* 1. **Tax Considerations**

Offerors are made aware of CNFA’s tax status in Rwanda. CNFA is tax-exempted, please submit prices before taxes and prices after taxes (VAT or any other due taxes). 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)** |
| 60 days maximum from reception of service agreement or purchase order | *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, payment upon service delivery)* |

* 1. **References**

Offerors are instructed to complete the boxes highlighted in gray:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Reference No.** | **Reference Name** | **Place where service is provider (preferable related above locations)** | **Contact Information** | **Affiliation** |
| 1 | *Offerors must provide name of reference (organization or individual) provided here* | *Offerors must provide name of location where client’s office (being served) is located* | **Name:****Phone:****Email:****Address:** | *Offerors must describe relationship with reference here. i.e Client* |
| *Etc.* | *Offerors must provide name of reference (organization or individual) provided here* | *Offerors must provide name of location where client’s office (being served) is located* | **Name:****Phone:****Email:****Address:** | *Offerors must describe relationship with reference here,. i.e Client* |
| *Etc.* | *Offerors must provide name of reference (organization or individual) provided here* | *Offerors must provide name of location where client’s office (being served) is located* | **Name:****Phone:****Email:****Address:** | *Offerors must describe relationship with reference here,. i.e Client* |

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)