

Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	Incubator and hatcher-European brand or equivalent -for hen egg with commissioning, testing, training, installation, transportation, loading, unloading and all necessary costs at project site Dire Dawa and Somali, Jigjiga
Type of Procurement:	Goods and Services
Type of Contract:	Cost not to exceed
Term of Contract:	One Time
Contract Funding:	Department of State (DOS)
This Procurement supports:	Feed The Future Ethiopia Transforming Agriculture
Submit Proposal to:	See the method of submission below
Date of Issue of RFP:	January 4, 2026
Date Questions from Supplier Due:	January 15, 2026, at 17:30 East Africa Time (EAT)
Date Proposal Due:	January 23, 2026, at 17:30 East Africa Time (EAT)
Approximate Date Purchase Order Issued to Successful Bidder(s):	TBD

Method of Submittal:	
Via email to InkindProcurement.ETA@transforming-agriculture.org	
Respond via e-mail with 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:	ETA-AA-25-020B-GRT ETA-AA-25-036A-GRT

Attachments to RFP:

1. Attachment "A" – Commodity Specifications
2. Attachment "B" – Instructions to Bidders/Sellers
3. Attachment "C" – Vendor Information Form
4. All PO Terms and Conditions are listed on our website at: [rti-po-terms English Version - v1.20.pdf](#) or for commercial items: [http://www.rti.org/files/PO FAR Clauses Commercial Items.pdf](http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf) (hereinafter the "Terms"). Supplier's delivery of products, 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 to carefully review each attachment and follow any instructions that may be relevant to this procurement.

Attachment A

Commodity Specifications or Statement of Work

Statement of Work

Description of Activity/Service:

RTI is an independent organization dedicated to conducting innovative, multidisciplinary research that improves the human condition. Founded as a centerpiece of the Research Triangle Park in North Carolina in 1958, RTI offers innovative research and development and a full spectrum of multidisciplinary services. It has a worldwide staff of more than 4,000 people. RTI's Feed the Future Ethiopia Transforming Agriculture Activity Agriculture project that is being implemented by RTI International, invites bids from eligible providers to supply incubator and hatcher with transport and other necessary costs.

The detailed requirements and dates of service are provided below.

Product or Service Expectations (both if applicable):

1- INCUBATOR Setter FOR HEN EGG LAYERS (for Dire Dawa region)

- Type: Multi-stage incubator system
- Functionality: Flexible operation (i.e., not "all-in, all-out") Capacity
- Setting capacity: 36,000 eggs
- Setter type I-270- ANALOGUE CONTROL - 380/N 3PHASE

Features:

- Automatic egg turning mechanism
- Digital temperature and humidity control
- Forced-air ventilation system for even distribution

Or equivalent

2- INCUBATOR Hatcher FOR HEN EGG (for Dire Dawa region)

- Type: Multi-stage incubator system
- Functionality: Flexible operation (i.e., not "all-in, all-out")
- Hatching capacity: 18,000 eggs per batch
- Hatcher model H-135 - analogue control system - 380/N 3PHASE
- Digital temperature and humidity control
- Forced-air ventilation system for even distribution

Or equivalent

3- INCUBATOR setter (for Somali, Jigjiga region)

- Type: Multi-stage incubator system
- Functionality: Flexible operation (i.e., not "all-in, all-out")
- Setting capacity: 36,000 egg setter incubator – 36,000 egg capacity
- Capacity & Design: Multi-module cabinet system with 36,000 chicken-egg
- Capacity; tray/trolley layout provided by vendor.
- Control system: Microprocessor PID or touchscreen control with $\pm 0.5^{\circ}\text{C}$ accuracy; digital humidity display

(±2.5% RH).

- Automation Features: Programmable multi-angle egg turning, airflow control via variable-speed fans and fresh-air dampers, automatic CO₂ and humidity scheduling.
 - Power Requirements: 380V, 3-phase, 50Hz; peak load 3.6–5.7 kW per module; recommended pre-heating load: 12–15 kW.
 - Build & Connectivity: Epoxy-coated steel cabinet, stainless steel trays/trolleys; LAN/Wi-Fi/USB alarms for temperature, humidity, airflow, and turning.
- Sourcing: European brand or equivalent

4- INCUBATOR hatcher (for Somali, Jigjiga region)

- Hatching capacity: 18,000 eggs per batch modular combination; specify trolley/tray counts
 - Digital temperature and humidity control - accurate control ± 0.5 °C, steam or water pan humidation
 - Forced-air ventilation system for even distribution, automated late-stage ventilation, separate airflow circuit for final days
 - Similar scaling rated power to setter; stainless steel interior, removable trays, biosecurity seals, easy access for chick removal
- Sourcing: European brand or equivalent

With commissioning, testing, training, installation, transportation, loading, unloading and all necessary costs to **Dire Dawa site and Somali, Jigjiga site.**

Deliverables, Timelines, Special Terms and Conditions:

- For private businesses, offeror must submit proof of legal registration for similar services as demonstrated by 1) commercial registration certificate and tax identification number (TIN) and 2) renewed business license.
- Offer must be denominated in local currency (Ethiopian Birr)
- Offer must indicate the proposed lead time availability (number of days)
- Offer must include costs for commissioning, testing, training, installation, transportation, loading, unloading and all necessary costs of the incubator and hatcher machines to the grantee's site in **Dire Dawa and Somali, Jigjiga region.**

Deliverables

1. Incubator Setter for Hen Egg Layers (for Dire Dawa and Somali, Jigjiga region)

- Type:** Multi-stage incubator system
- Functionality:** Flexible operation (not strictly “all-in, all-out”)
- Capacity:** Multi-module cabinet system with 36,000 eggs
- Model/Type:** Setter I-270, Analogue Control, 380/N, 3-Phase
- Key Features:**
 - Automatic egg turning mechanism
 - Digital temperature and humidity control
 - Forced-air ventilation system for even air distribution
 - Epoxy coated steel cabinet, stainless steel tray/trolleys
 - LAN/Wi-Fi/USB alarms for temperature, humidity, airflow, and turning
- European brand or equivalent*

2. Incubator Hatcher for Hen Egg Layers (for Dire Dawa and Somali, Jigjiga region)

- a. **Type:** Multi-stage incubator system
- b. **Functionality:** Flexible operation (not strictly “all-in, all-out”)
- c. **Capacity:** 18,000 eggs per batch
- d. **Model/Type:** Hatcher H-135, Analogue Control, 380/N, 3-Phase
- e. **Key Features:**
 - i. Digital temperature and humidity control
 - ii. Forced-air ventilation system for even air distribution
 - iii. Stainless steel interior, removable trays
 - iv. Similar scaling rated power to setter
- f. *European brand or equivalent*

Timelines

- Delivery, installation, and commissioning shall be completed within 90-120 days from the date of contract signing.
- Training for designated staff shall be conducted immediately following installation and testing.

Special Terms & Conditions

- The supplier shall be responsible for **transportation, loading, unloading, installation, commissioning, and testing** of the equipment to the grantee’s site in **Dire Dawa and Somali, Jigjiga region**.
- **On-site training** shall be provided to end-users covering operation, maintenance, and troubleshooting.
- The supplier shall ensure **warranty coverage of 24 months for all supplied equipment**.
- All costs related to delivery, commissioning, training, and installation shall be included in the contract price.
- Offer must guarantee availability of spare parts for **at least 5 years** after installation.
- The offer must provide a maintenance manual and a spare parts list with part numbers.
- Final payment will be made upon **successful transportation, commissioning, testing, training, and installation**.

Pricing

Item #	Quantity to be Purchased	Description of Preferred Commodity or Services Specifications	Unit of Measure	Unit Fixed Price (Each)	Total Fixed Price (Each)	Lead Time Availability (Number of Days)
1	1	INCUBATOR Setter FOR HEN EGG LAYERS <ul style="list-style-type: none"> • Type: Multi-stage incubator system • Functionality: Flexible operation (i.e., not “all-in, all-out”) Capacity: <ul style="list-style-type: none"> • Setting capacity: 36,000 eggs Setter type I-270- ANALOGUE CONTROL - 380/N 3PHASE Features: <ul style="list-style-type: none"> • Automatic egg turning mechanism • Digital temperature and humidity control • Forced-air ventilation system for even distribution • installation included OR EQUIVALENT	Set			
2	1	Commissioning, testing, training, installation and transportation cost at Dire Dawa site For the INCUBATOR Setter	Trip			
3	1	INCUBATOR Hatcher FOR HEN EGG <ul style="list-style-type: none"> • Type: Multi-stage incubator system • Functionality: Flexible operation (i.e., not “all-in, all-out”) • Hatching capacity: 18,000 eggs per batch • Hatcher model H-135 - analogue control system - 380/N 3PHASE • Digital temperature and humidity control • Forced-air ventilation system for even distribution • installation included OR EQUIVALENT	Set			

4	1	Commissioning, testing, training, installation and transportation cost at Dire Dawa site For the INCUBATOR Hatcher	Trip			
5	1	<p>INCUBATOR setter</p> <ul style="list-style-type: none"> • Type: Multi-stage incubator system • Functionality: Flexible operation (i.e., not “all-in, all-out”) • Setting capacity: 36,000 egg setter incubator – 36,000 egg capacity • Capacity & Design: Multi-module cabinet system with 36,000 chicken-egg • Capacity; tray/trolley layout provided by vendor. • Control system: Microprocessor PID or touchscreen control with $\pm 0.5^{\circ}\text{C}$ accuracy; digital humidity display ($\pm 2.5\%$ RH). • Automation Features: Programmable multi-angle egg turning, airflow control via variable-speed fans and fresh-air dampers, automatic CO_2 and humidity scheduling. • Power Requirements: 380V, 3-phase, 50Hz; peak load 3.6–5.7 kW per module; recommended pre-heating load: 12–15 kW. • Build & Connectivity: Epoxy-coated steel cabinet, stainless steel trays/trolleys; LAN/Wi-Fi/USB alarms for temperature, humidity, airflow, and turning. <p>Sourcing: European brand or equivalent</p>	Set			
6	1	Commissioning, testing, training, installation and transportation cost at Somali, Jigjiga site For the INCUBATOR Setter	Trip			

7	1	<p>INCUBATOR hatcher</p> <ul style="list-style-type: none"> • Hatching capacity: 18,000 eggs per batch modular combination; specify trolley/tray counts • Digital temperature and humidity control - accurate control ± 0.5 °C, steam or water pan humidation • Forced-air ventilation system for even distribution, automated late-stage ventilation, separate airflow circuit for final days • Similar scaling rated power to setter; stainless steel interior, removable trays, biosecurity seals, easy access for chick removal <p>Sourcing: European brand or equivalent</p>	Set			
8	1	<p>Commissioning, testing, training, installation and transportation cost at Somali, Jigjiga site</p> <p>For the INCUBATOR Hatcher</p>	Trip			
Sub Total Value						
VAT 15%						
Total Value including 15%						

BID VALIDITY PERIOD

Expected Bid Validity Period by RTI	120 days from the date specified for the receipt of offers
Supplier Bid Validity Period	

SUPPLIER WARRANTY REQUIREMENTS

- A minimum 24-month warranty from the date of commissioning, covering all manufacturing defects, electrical and mechanical failures, and including full coverage for parts replacement and labor costs. The warranty must also extend to installation workmanship, ensuring the proper functioning, safety, and reliability of the machine and its systems. Any other defects affecting performance or safety during the warranty period shall be addressed by the supplier at no additional cost.
- Warranty exclusions must be clearly stated in the offer.
- All replacement parts and labor must be provided free of charge during the warranty period.
- Supplier must provide a maintenance manual and spare parts list with part numbers.

- Supplier must guarantee availability of spare parts for **at least 5 years** after installation in the warranty letter.
- The supplier shall provide on-site service for warranty claims at grantee's sites in Dire Dawa region, including repair or replacement as needed.
- The supplier must respond to any warranty-related service requests within 3 working days.
- Warranty certificate must be provided with serial numbers of the machines, start and end dates of warranty and contact details for warranty claims,
- Any deviation from these requirements shall lead to rejection, replacement, or refund.

Supplier's Response:

- ☐ Yes, we fully accept the warranty requirements as stated above.
- ☐ No, we do not fully accept the warranty requirements.

PAYMENT TERMS ACCEPTANCE

The vendor's willingness to accept RTI's standard payment terms (i.e., payment within 30 days after installation, testing, commissioning, delivery and acceptance of goods/services and submission of a valid invoice) will be evaluated.

Supplier's Response:

- ☐ Yes, we accept RTI's standard payment terms and conditions.
- ☐ No, we do not accept RTI's standard payment terms and conditions.

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

1. **Procurement Narrative Description:** The Buyer (RTI) 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, supplier understands that quantities indicated in the specifications (Attachment A) are an estimate only and RTI does not guarantee the purchase quantity of any item listed.
2. **Procuring Activity:** This procurement will be made by **Research Triangle Institute (RTI International)**, located at

RTI-Feed the Future Ethiopia Transforming Agriculture
Bole Flamingo, Minaye Building 11th Floor,
Kirkos Sub City, Woreda 09, House Number 501/004/498
Addis Ababa

who has a purchase requirement in support of a project funded by

Department of State (DOS) /Ethiopia

RTI shall award the initial quantities and/or services and any option quantities (if exercised by RTI) to 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 RTI’s evaluation. Failure to submit the information required in this RFQ/RFP may result in Seller’s offer being deemed non-responsive. Sellers are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach RTI’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 RTI 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 RTI Procurement Officer. 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 (bidder) and authorized signature of same:
 - (d) 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) If RTI informs Seller that the Commodity is intended for export and the Commodity is not classified for export under Export Classification Control Number (ECCN) "EAR99" of the U.S. Department of Commerce Export Administration Regulations (EAR), then Seller must provide RTI the correct ECCN and the name of Seller's representative responsible for Trade Compliance who can confirm the export classification.
 - (g) Lead Time Availability of the Commodity/Service.
 - (h) Terms of warranty describing what and how the warranties will be serviced.
 - (i) 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.
 - (j) Payment address or instructions (if different from mailing address)
 - (k) Acknowledgment of solicitation amendments (if any)
 - (l) 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)
 - (m) A warranty letter valid for a minimum period of 12-month along with a maintenance manual for spare parts and part numbers.
 - (n) **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 and 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 on Attachment "A". Sellers must sign the single hardcopy submitted and send to address listed on the cover page of this RFQ/RFP.
5. **Questions Concerning the Procurement.** All questions in regards to this RFQ/RFP to be directed to
- Feed The Future Ethiopia Transforming Agriculture Procurement team
- at this email address:
- InkindProcurement.ETA@transforming-agriculture.org
- The cut-off date for questions is.
- January 15, 2026, at 17:30 East Africa Time (EAT)
6. **Notifications and Deliveries:** Time is of the essence for this procurement. Seller shall deliver the items or services no later than the dates set forth 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 the delivery schedule(s) changes. Exceptional delays will result in financial penalties being imposed of 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
 - (c) All relevant product/service documentation (manuals, warranty doc, certificate of analysis, etc.)
8. **Payment Terms:** Refer to RTI purchase order terms and conditions found in https://www.rti.org/sites/default/files/rti-po-terms_english_version_-_v1.18.pdf, or http://www.rti.org/files/PO_FAR_Clauses.pdf, or http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf. Payment can be made via wire transfer or other 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 set forth in Attachment A Specifications.
10. **Inspection Process:** Each item shall be inspected prior to final acceptance of the item. All significant discrepancies, shortages, and/or faults must be satisfactorily corrected and satisfactorily documented prior to delivery and release of payment.
11. **Evaluation and Award Process:** The RTI Procurement Officer will award an agreement contract resulting from this solicitation to the responsible Seller (bidder) whose offer conforms to the RFQ/RFP will be most advantageous to RTI, price and other factors considered. The award will be made to the Seller representing the **best value** to the project and to RTI. For the purpose of this RFQ/RFP, price, delivery, technical and past performance are of equal importance for the purposes of evaluating and selecting the "best value" awardee. RTI 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, RTI reserves the right to conduct discussions if later determined by the RTI Procurement Officer to be necessary.

11.1. Eligibility/Essential criteria for Hatcher and Incubator: Bidders must score 'Pass' against all to proceed: Vendors are required to provide a response for these criteria.

Bidder Response question number	ESSENTIAL CRITERIA (<i>Bidders must score 'Pass' against all to proceed</i>)
1	<ul style="list-style-type: none"> • MANDATORY CRITERIA: For private businesses, offeror must submit proof of legal registration for similar services as demonstrated by <ol style="list-style-type: none"> 1. commercial registration certificate 2. Renewed Business License 3. Tax identification number (TIN) 4. Value Added Tax (VAT) certificate

2	<ul style="list-style-type: none"> MANDATORY CRITERIA: Proposal submitted on or before deadline to designated RTI office/email
3	<ul style="list-style-type: none"> MANDATORY CRITERIA: Vendor must agree that the offer may be submitted in USD; however, payment will be made in Ethiopian Birr (ETB) at the exchange rate prevailing on the date of payment approval.
4	<ul style="list-style-type: none"> MANDATORY CRITERIA: Vendor must fully fill Attachment “C” -Vendor Information Form

11.2. Technical evaluation criterion for Hatcher and Incubator procurement.

<i>Capability Criteria Description</i>	Weight Factor (Points)
PRICE EVALUATION	60
<ul style="list-style-type: none"> The supplier offering the lowest evaluated total price will get the maximum score of 60 points. Other bidders will be getting scores in proportion to how their prices compare with the lowest bid. 	
TECHNICAL	15
<ul style="list-style-type: none"> Conformance with specifications (10) Evidence provide evidence that the product conforms with specifications (technical documentation) stated in RFQ/RFP Attachment A will receive the maximum score of 10 points. Availability of technical documentation (2) Supplier who provides Manuals, brochures, catalogues, or technical guides will receive the maximum score of 2 points. User training and provision of aftersales service (3) Supplier who submits Training plan and provision of aftersales service will receive the maximum score of 3 points. N.B. Supplier whose offer do not meet the above requirements will receive a score of 1 point. 	
DELIVERY	5
<ul style="list-style-type: none"> Seller provides the most advantageous lead time or delivery schedule will get the maximum score 5 Other bidders will be getting scores in proportion to how their delivery period compare with the shortest delivery bid 	
PAST PERFORMANCE	10
<ul style="list-style-type: none"> Evidence of similar contracts (5) Evidence: Copies of at least three similar contract agreements. Client references or completion certificates (10) Evidence: Three reference letters or certificates from previous clients. N.B. Supplier whose offer do not meet the above requirements will receive a score of 1 point. 	

WARRANTY	5
<ul style="list-style-type: none"> • The supplier accepts the warranty terms fully, will get the highest score 5. • No warranty statement or missing evidence will score 1. 	
PAYMENT TERM	5
<ul style="list-style-type: none"> • The supplier accepts the payment terms will get the highest score 5. • Rejects or omits acknowledgment of payment terms score 1. 	
Total of Weights:	100

Note: RTI will conduct a due diligence assessment at the supplier's office/warehouse during or after the bid evaluation process to verify the accuracy of the tender documents and information submitted by the bidders. The results of this assessment will be a determining factor in the award decision, as only suppliers who receive a satisfactory (pass) due diligence outcome will be considered eligible for

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 RTI to make an award, nor does it commit RTI 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 RTI Representations and Certifications for values over \$10,000.
15. **Certification.** The offeror, by signing its offer, hereby certifies to the best of its knowledge and belief that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on its behalf in connection with the awarding of this contract.
16. **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 RTI's Ethics Hotline at 1-877-212-7220 or by sending an e-mail to ethics@rti.org. You may report a suspected violation anonymously.
17. **The John S. McCain National Defense Authorization Act for fiscal year 2019 - section 889.** RTI cannot use any equipment or services from specific companies, or their subsidiaries and affiliates, including Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, and Dahua Technology Company ("Covered Technology"). In response to this request for proposal, please do not provide a quote which includes any Covered Technology. Any quote which includes Covered Technology will be deemed non-responsive. Additionally, if the United States Government is the source of funds for this RFP, the resulting Supplier shall not provide any equipment, system, or service that uses Covered Technology as a substantial or essential component.

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:

Attachment “C” Vendor Information Form

	 KEY QUESTIONS	VENDOR INFORMATION FORM <i>Please write your answers clearly and use additional paper if needed to provide <u>as much detail as possible</u> in your answers to these questions. More details and facts are always better than fewer details. We will attempt to verify the important facts you have listed below using our local personnel in and around the country.</i>
1	Contact name of reference	
2	Title or position of contact	
3	Phone Number(s) for contact	
4	E-mail address for contact	
5	Company name	
6	Company address	
7	Primary business of company	
8	List cities where company has offices and/or workshops.	
9	List manufacturers or brands your company currently represents.	
10	Define <u>type</u> of representation of each brand (agent, dealer, authorized mfg rep, etc.) and whether or not it is exclusive.	
11	Is company locally owned or foreign owned?	
12	Describe previous experience in working with Department of State (DOS) -funded projects.	
13	If your company has been awarded previous Department of State (DOS) -funded work, please describe.	
14	Please describe your recent experience (last 12 months) with doing work, providing equipment or services as defined in our specifications or statement of work.	
15	List the names and current contact information for the project managers working <u>for your customers</u> in your last two projects for us to contact and ask about your performance.	
16	If your company is based outside of the country, please describe how you would effectively service and support a future contract.	
17	Confirm that you agree to comply with RTI's standard terms and conditions.	



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