

## Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	Forage machineries <b><u>Sourcing brand: John Deere, CASE IH or equivalent</u></b>
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):	<b>TBD</b>

<b>Method of Submittal:</b>	
Via email to <a href="mailto:InkindProcurement.ETA@transforming-agriculture.org">InkindProcurement.ETA@transforming-agriculture.org</a>	
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 <b>120 days</b> 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-25-035-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 provide forage machineries. The detailed requirements and dates of service are provided below.

#### Product or Service Expectations (both if applicable):

##### - **Hay Baler**

- Type: Tractor-mounted
- Collection Width: 1.73 m
- Piston Speed: 100 strokes/min
- Average Productivity: 400–600 bales/hour
- Minimum Power Requirement: 35 HP at PTO
- Technology: Knotter system with automatic scraper
- Twine Container: 8 rolls
- Bale Size: 36 × 46 cm cross section; 50–130 cm length
- Transmission: Pick-up transmission box and cardan shaft

##### - **Chopper**

- Type: Tractor-mounted with detachable header and accessories
- Transmission: Gearbox/cardan; free of belts and chains
- Lubrication System: Centralized automatic lubrication
- Kernel Processor: Included
- Capacity: Up to 90 tons/hour
- Working Width: 3.2 m
- Required Power at PTO: 200–240 HP
- PTO Speed: 1000 RPM
- Chop Sizes: 12 (ranging from 3–21 mm)
- Number of Blades: 32
- Approximate Weight: 4,126 kg
- Linkage Type: Category III

##### - **Grass Mower**

- Type: Tractor-mounted
- Cutting Width: 2.05 m

- Number of Cutting Discs: 5 oval discs
- PTO Speed: 540 RPM
- Drive System: PTO-driven with overrunning clutch (protects tractor driveline)

- **Silage wrapper Machine**

- Operation: Automatic
- Power Requirement: 5.5 + 1.1 kW, 3-phase electric motor
- Bale Size: 550 × 520 mm
- Baling Speed: 30–50 bundles/hour
- Bale Weight: 50–100 kg per bale
- Bale Density: 450–500 kg/m<sup>3</sup>

- **Shoulder type Mower/Handheld Mini Harvester**

- Handle Type: Dual handle (both hands)
- Model: Gasoline Brush Cutter HK-BC004
- Engine Type: 2-stroke, air-cooled
- Maximum Power: 1.5 kW
- Ignition System: CDI
- Starting System: Recoil
- Engine Speed: 8,000 rpm
- Fuel Mixture Ratio: 2-cycle oil/gasoline at 40:1
- Displacement: 52 cc
- Aluminum Pipe Diameter: 26 mm
- Pipe Length: 1,530 mm
- Blade Type: Nylon cutter and steel blade
- Weight: Gross 9.1 kg / Net 7.1 kg

**Sourcing brand: John Deere, CASE IH or equivalent**

**Including transportation cost of machineries to grantee's site:**

- **Agro-com Farming Tech Cooperative:**

Somali, Shabelle Zone, Gursum Woreda - Gode

Hay baler (1 pcs), Chopper (1 pcs), Grass mower (1 pcs) and Silage wrapper (1 pcs)

- **Boxoshe Agro Business Company:**

Somali, Shabelle, Adadle, Gode town

Hay baler (1 pcs), Chopper (1 pcs), Grass mower (1 pcs) and Silage wrapper (1 pcs)

- **Chercher Oda Bultum Farmers' Cooperative Union:**

Oromia, West Harergie, Bedesa

Hay baler (1 pcs), Chopper (1 pcs), Silage wrapper (1 pcs) and Shoulder type mower (1 pcs)

- **Eshot Agricultural Materials and Seed Supplier:**

Amhara, Bahir Dar

Hay baler (1 pcs), Grass mower (1 pcs), Silage wrapper (1 pcs) and Shoulder type mower (5 pcs)

- Mahammed Abuna Guto:

East Shewa, Batu

Hay baler (1 pcs), Chopper (1 pcs), Grass mower (1 pcs) and Silage wrapper (1 pcs)

- S&S Farm PLC:

East Shewa, Lume, Mojo

Hay baler (1 pcs), Grass mower (1 pcs), Silage wrapper (1 pcs) and Shoulder type mower (2 pcs)

- Mengistu Tesema Balcha (MTAIS):

Sheger, Sululta

Hay baler (1 pcs), Chopper (1 pcs), Grass mower (1 pcs) and Shoulder type mower (5 pcs)

- The Ethiopian Catholic Church Social and Development Commission:

Gurage, Endogean

Hay baler (1 pcs), Chopper (1 pcs), Grass mower (1 pcs), Silage wrapper (1 pcs) and Shoulder type mower (1 pcs)

- Tewodros Amdie Worku:

Dire Dawa

Hay baler (1 pcs), Chopper (1 pcs), Grass mower (1 pcs) and Silage wrapper (1 pcs)

Deliverables, Timelines, Special Terms and Conditions:

**Eligibility Criteria**

1. The offeror must submit proof of legal registration for similar services as demonstrated by:
  - o Commercial registration certificate
  - o Renewed Business license
  - o Tax identification number (TIN).
  - o Value Added Tax (VAT) certificate
2. Proposal submitted on or before deadline to designated RTI office/email
3. 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. The offeror must submit a confirmation letter from the manufacturer stating that they are an authorized dealer in Ethiopia for the Hay Baler, Chopper, Grass Mower, Silage Wrapper Machine, and Shoulder-type Mower/Handheld Mini Harvester for the brand(s) proposed to RTI.
5. Vendor must fully fill Attachment "C" -Vendor Information Form.

**Offer Instructions**

1. Offer must indicate the proposed lead time availability (number of days).
2. Supplier responsible for transportation and delivery to the grantee's site.
3. Offer must include transportation of the goods to the grantee site.
4. Offer must provide user manual for the goods.
5. Minimum 24-month warranty covering defects, technical support, parts and labor.
6. The supplier shall guarantee availability of spare parts for at least 5 years, with a written warranty letter.
7. Payment subject to satisfactory delivery and acceptance at the site.

**Deliverables**

- Supply, delivery, and commissioning of agricultural machineries as specified:

- o Hay Baler, Chopper, Grass Mower, Silage Wrapper Machine, and Shoulder type Mower/Handheld Mini Harvester
- o Full set delivery to nine grantee sites across Somali, Oromia, Amhara, Sheger, Gurage, East Shewa, and Dire Dawa regions.
- o Each machine to be brand new, complete with standard accessories, manuals, and required attachments.
- o Transportation, offloading, and handover at each grantee's site included in the quoted price.

### **Timelines**

- o Delivery schedule to be coordinated with RTI and grantees to ensure site readiness.
- o Final acceptance upon successful inspection and confirmation of quantities and specifications at destination.

### **Special Terms and Conditions**

- o Prices must be inclusive of transportation costs to all listed grantee locations.
- o Supplier to provide minimum 24-month warranty covering manufacturing defects.
- o Availability of after-sales service, spare parts, and technical support within Ethiopia.
- o Machines must comply with the stated technical specifications; substitutions are not allowed without prior written approval.
- o Payment to be made after delivery and acceptance, as per RTI procurement and DOS regulations.
- o Supplier responsible for any damage or loss until final handover and acceptance.

## Pricing

Item #	Quantity to be Purchased	Description of Preferred Commodity or Services Specifications	Unit of Measure	Unit Price (Each)	Total Fixed Price (Each)	Lead Time Availability (Number of Days)
1	9	Hay Baler •Type: Tractor-mounted •Collection Width: 1.73 m •Piston Speed: 100 strokes/min •Average Productivity: 400–600 bales/hour •Minimum Power Requirement: 35 HP at PTO •Technology: Knotter system with automatic scraper •Twine Container: 8 rolls •Bale Size: 36 × 46 cm cross section; 50–130 cm length •Transmission: Pick-up transmission box and cardan shaft	Pcs			
2	7	Chopper •Type: Tractor-mounted with detachable header and accessories •Transmission: Gearbox/cardan; free of belts and chains •Lubrication System: Centralized automatic lubrication •Kernel Processor: Included •Capacity: Up to 90 tons/hour •Working Width: 3.2 m •Required Power at PTO: 200–240 HP •PTO Speed: 1000 RPM •Chop Sizes: 12 (ranging from 3–21 mm) •Number of Blades: 32 •Approximate Weight: 4,126 kg •Linkage Type: Category III	Pcs			

3	8	<p>Grass Mower</p> <ul style="list-style-type: none"> <li>•Type: Tractor-mounted</li> <li>•Cutting Width: 2.05 m</li> <li>•Number of Cutting Discs: 5 oval discs</li> <li>•PTO Speed: 540 RPM</li> <li>•Drive System: PTO-driven with overrunning clutch (protects tractor driveline)</li> </ul>	Pcs			
4	8	<p>Silage wrapper Machine</p> <ul style="list-style-type: none"> <li>•Operation: Automatic</li> <li>•Power Requirement: 5.5 + 1.1 kW, 3-phase electric motor</li> <li>•Bale Size: 550 × 520 mm</li> <li>•Baling Speed: 30–50 bundles/hour</li> <li>•Bale Weight: 50–100 kg per bale</li> <li>•Bale Density: 450–500 kg/m<sup>3</sup></li> </ul>	Pcs			
5	14	<p>Shoulder type Mower/Handheld Mini Harvester</p> <ul style="list-style-type: none"> <li>•Handle Type: Dual handle (both hands)</li> <li>•Model: Gasoline Brush Cutter HK-BC004</li> <li>•Engine Type: 2-stroke, air-cooled</li> <li>•Maximum Power: 1.5 kW</li> <li>•Ignition System: CDI</li> <li>•Starting System: Recoil</li> <li>•Engine Speed: 8,000 rpm</li> <li>•Fuel Mixture Ratio: 2-cycle oil/gasoline at 40:1</li> <li>•Displacement: 52 cc</li> <li>•Aluminum Pipe Diameter: 26 mm</li> <li>•Pipe Length: 1,530 mm</li> <li>•Blade Type: Nylon cutter and steel blade</li> <li>•Weight: Gross 9.1 kg / Net 7.1 kg</li> </ul>	Pcs			
6	1	<p><u>Transportation cost to Agro-com Farming Tech Cooperative:</u> Somali, Shabelle Zone, Gursum Woreda - Gode</p> <p>Hay baler (1 pcs), Chopper (1 pcs), Grass mower (1 pcs) and Silage wrapper (1 pcs)</p>	Trip			

7	1	<u>Transportation cost to Boxoshe Agro Business Company:</u> Somali, Shabelle, Adadle, Gode town Hay baler (1 pcs), Chopper (1 pcs), Grass mower (1 pcs) and Silage wrapper (1 pcs)	Trip				
8	1	<u>Transportation cost to Chercher Oda Bultum Farmers' Cooperative Union:</u> Oromia, West Harergie, Bedesa Hay baler (1 pcs), Chopper (1 pcs), Silage wrapper (1 pcs) and Shoulder type mower (1 pcs)	Trip				
9	1	<u>Transportation cost to Eshot Agricultural Materials and Seed Supplier:</u> Amhara, Bahir Dar Hay baler (1 pcs), Grass mower (1 pcs), Silage wrapper (1 pcs) and Shoulder type mower (5 pcs)	Trip				
10	1	<u>Transportation cost to Mahammed Abuna Guto:</u> East Shewa, Batu Hay baler (1 pcs), Chopper (1 pcs), Grass mower (1 pcs) and Silage wrapper (1 pcs)	Trip				
11	1	<u>Transportation cost to S&amp;S Farm PLC:</u> East Shewa, Lume, Mojo Hay baler (1 pcs), Grass mower (1 pcs), Silage wrapper (1 pcs) and Shoulder type mower (2 pcs)	Trip				
12	1	<u>Transportation cost to Mengistu Tesema Balcha (MTAIS):</u> Sheger, Sululta Hay baler (1 pcs), Chopper (1 pcs), Grass mower (1 pcs) and Shoulder type mower (5 pcs)	Trip				
13	1	<u>Transportation cost to The Ethiopian Catholic Church Social and Development Commission:</u> Gurage, Endogean Hay baler (1 pcs), Chopper (1 pcs), Grass mower (1 pcs), Silage wrapper (1 pcs) and Shoulder type mower (1 pcs)	Trip				



<b>14</b>	<b>1</b>	Transportation cost to Tewodros Amdie Worku: Dire Dawa Hay baler (1 pcs), Chopper (1 pcs), Grass mower (1 pcs) and Silage wrapper (1 pcs)	Trip				
<b>Sub Total Value</b>							
<b>VAT 15%</b>							
<b>Total Value including 15%</b>							

### BID VALIDITY PERIOD

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

### SUPPLIER WARRANTY REQUIREMENTS

Warranty period minimum of 24 months from the date of installation and commissioning.

Extended warranty options must be clearly stated.

#### Scope of Coverage

- Defects in materials, workmanship, and manufacturing.
- Coverage of both labor, parts (knives, belts, bearings) and major components (engine, gearbox, cutting blades, hydraulic systems, electronic controls).

#### Performance Guarantee

- Machinery must meet the specified capacity and output standards (e.g., tons/hour, bale/hour).
- Supplier should commit to repairing or replacing equipment that fails to meet performance benchmarks.

#### Response Time & Service Support

- Supplier must provide on-site service or remote support during the warranty period and shall respond for any technical support assistance within 3 working days.
- Availability of spare parts for at least 5 years, with a written warranty letter.

#### Training

- Supplier must give a basic training after delivery.

## Documentation

- Supplier must provide a written warranty certificate upon delivery.
- Warranty terms must be transferable to the grantees.

### 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 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) **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](mailto: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](https://www.rti.org/sites/default/files/rti-po-terms_english_version_-_v1.18.pdf), [http://www.rti.org/files/PO\\_FAR\\_Clauses.pdf](http://www.rti.org/files/PO_FAR_Clauses.pdf), or [http://www.rti.org/files/PO\\_FAR\\_Clauses\\_Commercial\\_Items.pdf](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 Forage machineries: Bidders must score 'Pass' against all to proceed: Vendors are required to provide a response for these criteria.**

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

2	<ul style="list-style-type: none"> <li>• <b>MANDATORY CRITERIA:</b> Proposal submitted on or before deadline to designated RTI office/email</li> </ul>
3	<ul style="list-style-type: none"> <li>• <b>MANDATORY CRITERIA</b> 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.</li> </ul>
4	<ul style="list-style-type: none"> <li>• <b>MANDATORY CRITERIA</b> The offeror must submit a confirmation letter from the manufacturer stating that they are an authorized dealer in Ethiopia for the Hay Baler, Chopper, Grass Mower, Silage Wrapper Machine, and Shoulder-type Mower/Handheld Mini Harvester for the brand(s) proposed to RTI.</li> </ul>
5	<ul style="list-style-type: none"> <li>• <b>MANDATORY CRITERIA</b> Vendor must fully fill <b>Attachment “C” -Vendor Information Form</b></li> </ul>

#### 11.2. Technical evaluation criterion for Forage machineries procurement

<i>Capability Criteria Description</i>	<b>Weight Factor (Points)</b>
<b>PRICE EVALUATION</b>	<b>30</b>
<ul style="list-style-type: none"> <li>• The supplier offering the lowest evaluated total price will get the maximum score of 30 points.</li> <li>• Other bidders will be getting scores in proportion to how their prices compare with the lowest bid.</li> </ul>	
<b>TECHNICAL</b>	<b>30</b>
<ul style="list-style-type: none"> <li>• Conformance with specifications (20) Evidence provide evidence that the product conforms with specifications (technical documentation) stated in RFQ/RFP Attachment A will receive the maximum score of 20 points.</li> <li>• Availability of technical documentation (10) Supplier who provides Manuals, brochures, catalogues, or technical guides will receive the maximum score of 10 points.</li> <li>• User training and provision of aftersales service (10) Supplier who submits Training plan and provision of aftersales service will receive the maximum score of 10 points.</li> </ul> <p>N.B. Supplier whose offer do not meet the above requirements will receive a score of <b>1 point</b>.</p>	

<b>DELIVERY</b>	10
<ul style="list-style-type: none"> <li>• Seller provides the most advantageous lead time or delivery schedule will get the maximum score 10.</li> <li>• Other bidders will be getting scores in proportion to how their delivery period compare with the shortest delivery bid</li> </ul>	
<b>PAST PERFORMANCE</b>	20
<ul style="list-style-type: none"> <li>• Evidence of similar contracts (5) Evidence: Copies of at least three similar contract agreements.</li> <li>• Client references or completion certificates (15) Evidence: Three reference letters or certificates from previous clients.</li> </ul> <p><b>N.B.</b> Supplier whose offer do not meet the above requirements will receive a score of 1 point.</p>	
<b>WARRANTY</b>	5
<ul style="list-style-type: none"> <li>• The supplier accepts the warranty terms fully, will get the highest score 5.</li> <li>• No warranty statement or missing evidence will score 1.</li> </ul>	
<b>PAYMENT TERM</b>	5
<ul style="list-style-type: none"> <li>• The supplier accepts the payment terms will get the highest score 5.</li> <li>• Rejects or omits acknowledgment of payment terms score 1.</li> </ul>	
<b>Total of Weights:</b>	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](mailto: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

	 <b>KEY QUESTIONS</b>	<b>VENDOR INFORMATION FORM</b> <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>
<b>1</b>	Contact name of reference	
<b>2</b>	Title or position of contact	
<b>3</b>	Phone Number(s) for contact	
<b>4</b>	E-mail address for contact	
<b>5</b>	Company name	
<b>6</b>	Company address	
<b>7</b>	Primary business of company	
<b>8</b>	List cities where company has offices and/or workshops.	
<b>9</b>	List manufacturers or brands your company currently represents.	
<b>10</b>	Define <u>type</u> of representation of each brand (agent, dealer, authorized mfg rep, etc.) and whether or not it is exclusive.	
<b>11</b>	Is company locally owned or foreign owned?	
<b>12</b>	Describe previous experience in working with Department of State (DOS)-funded projects.	
<b>13</b>	If your company has been awarded previous Department of State (DOS)-funded work, please describe.	
<b>14</b>	Please describe your recent experience (last 12 months) with doing work, providing equipment or services as defined in our specifications or statement of work.	
<b>15</b>	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.	
<b>16</b>	If your company is based outside of the country, please describe how you would effectively service and support a future contract.	
<b>17</b>	Confirm that you agree to comply with RTI's standard terms and conditions.	



3040 Cornwallis Road ■ PO Box 12194 ■ Research Triangle Park, NC 27709-2194 ■ USA  
Telephone 919.541.6000 ■ Fax 919.541.5985 ■ [www.rti.org](http://www.rti.org)