

Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	Cookie Machine and Forage Harvest Machine
Type of Procurement:	Goods
Type of Contract:	Cost not to exceed
Term of Contract:	One time
Contract Funding:	U.S. Department of State
This Procurement supports:	Feed the Future Ethiopia Transforming Agriculture
Submit Proposal to:	See the method of submission below
Date of Issue of RFP:	December 15, 2025
Date Questions from Supplier Due:	December 22, 2025, at 16:00 East Africa Time (EAT)
Date Response posted on RTI website	December 23, 2025, at 13:00 East Africa Time (EAT)
Date Proposal Due:	December 26, 2025
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 90 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-25-AA-028A-GRT-MOD1 and ETA-25-AA-008A-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.
5. Annex 1: Supplier Proposal Submission Checklist

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 providers to supply Cookie making machine and Forage Harvest Machine & Chopper. The detailed requirements and dates of service are provided below.

Product or Service Expectations (both if applicable):

1. Lot 1- Cookie Making machine and related equipment
2. Lot 2- Baler Machine, Combined Set Forage Harvester & Chopper, Silage Wrapping Machine, and Plastic films Silage Bale Wrap

Deliverables, Timelines, Special Terms and Conditions:

Eligibility Criteria

1. The offeror must submit proof of legal registration for similar services as demonstrated by:
 - Commercial registration certificate
 - Renewed Business license
 - Tax identification number (TIN).
 - Value Added Tax (VAT) certificate
2. Proposal submitted on or before deadline to designated RTI office/email
3. Offer must be denominated in local currency (Ethiopian Birr)

Offer Instructions

1. Offer must indicate the proposed lead time availability (number of days)
2. **Offer must include transportation, installation, loading and unloading cost at the grantee site Bonga (Cookie Machine & related items) and Jimma (Forage Machine)**
3. The offeror can participate in more than one LOT.
4. The offeror must fully respond to the RFQ requirements for the LOT(s) they choose to participate in.
5. The offeror should indicate the lot that they are participating in.
6. The offeror must confirm that all quoted prices are firm and remain valid for a minimum period of 90 days from the date of submission.
7. Failure to offer prices for all items and services requested for both LOTs in this RFQ/RFP may result in Seller's offer being deemed non-responsive
8. The offeror shall provide:
 - The offeror must provide evidence that the product conforms with specifications (technical documentation).
 - User manuals in English for each equipment.
 - On-site installation and commissioning of equipment.

9. **Quality Inspection:** All items will be inspected upon delivery. RTI reserves the right to reject non-compliant or damaged items.
10. **Training & Support:** On-site training shall be included in the offer: Training for at least 2 staff members on the operation and maintenance of each machine.

Special Terms & Conditions: For Spiral mixer machine, Bread slicer machine, and Cookies making machine)

General

- All items must be new, functional upon installation, and compliant with the stated capacities and power requirements.
- Delivery, installation, and basic user training required at Bonga town, Kebele 03.
- Supplier must provide safety guidance during installation and handover.

Special Terms & Conditions – Forage Machinery Package

- **Technical Compliance:** All machines must fully meet the technical specifications listed in the RFQ, including:
- **Delivery Requirements**
 - **Destination:** Jimma town, Kersa Woreda.
 - Supplier must handle **full transportation**, including **loading and unloading** at the final site.
 - Deliveries must be made in the original manufacturer's packaging.
- **Installation & Commissioning**
 - Supplier must provide **full installation** for each machine.
 - Installations must be carried out by trained technicians.
 - Installation must be completed **within 5 working days** of delivery.
- **Training**
 - Supplier must give **basic operational and safety training** to the grantee's operators on-site after installation.
- **Warranty**
 - Minimum **12-month warranty** on all machines, covering defects in materials or workmanship.
 - Warranty service must be available in Ethiopia.
- **After-Sales Support**
 - Supplier must provide:
 - Access to spare parts locally or with reasonable import timelines.
 - Technical support contact details (phone/email).
- **Compliance**

- Machines must be **new, unused, and of the latest model.**
- All electrical and mechanical equipment must comply with Ethiopian standards.

- **Documentation**

Supplier must provide:

- Manufacturer's manuals
- Warranty certificates
- Training attendance record
- Delivery and installation report

LOTS	Response
LOT 1	
LOT 2	

Pricing

LOT 1- Cookies Making Machine

Item #	Quantity to be Purchased	Description of Preferred Commodity or Services Specifications	UOM	Unit Fixed Price (Each)	Total Fixed Price (Each)	Lead Time Availability (Number of Days)
1	1	Spiral mixer machine: Volume: 200L Mass Flour Quantity: 75kg Net Weight: 675 kg Voltage: 380V Dimension: 1350X950X1500(mm) Main Motor: 5kw/7.5kw Rating Input Power: 10kw Shaft Speed: 210/107r/min Frequency: 50Hz Bowl Motor: 0.75 kw IPNo.: IPX1 Bowl Speed: 17r/min Including Transportation, to Bonga town, kebele 03 nearby Bonga teacher college,	pcs			
2	1	Bread slicer machine: Slices bread quickly, evenly sized slices, improving product presentation and consistency. Volt: 220V HZ: 50 KW: 0.2 PH: 1 Including Transportation, to Bonga town, kebele 03 nearby Bonga teacher college,	Pcs			

3	1	Cookies making machine Machine Type: Manual/non-Automated Production capacity: 50-100 kg/day Power source: Electric Primary materials: Stainless steel Number of dropping points/ Nozzles: 50-100 Multiple function and simple operation: can make different cookies shapes Including Transportation, Installation and Training Service: Transport to Bonga town, kebele 03 nearby Bonga teacher college, installation of the equipment at the designated site and Training and Safety Measures:	Pcs			
Sub Total Value						
VAT 15%						
Total Value including 15%						

N.B: Failure to offer prices for all items and services requested for both LOTs in this RFQ/RFP may result in Seller's offer being deemed non-responsive.

BID VALIDITY PERIOD

Expected Bid Validity Period by RTI	90 days from the date specified for the receipt of offers
Supplier Bid Validity Period	

SUPPLIER WARRANTY REQUIREMENTS

- The supplier shall provide a full warranty for a minimum period of 12 months from the date of final acceptance of the equipment.
- The warranty shall cover all defects in materials, workmanship, and performance, and include free replacement of parts, labor, and on-site service.
- The supplier shall ensure local availability of spare parts for at least five (5) years after delivery in written form.



- Response to service requests must be made within 72 hours. An option for extended warranty must be included in the offer

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:

LOT 2- Forage Harvest Machine

Item #	Quantity to be Purchased	Description of Preferred Commodity or Services Specifications	UOM	Unit Fixed Price (Each)	Total Fixed Price (Each)	Lead Time Availability (Number of Days)
1	1	Baler Machines 3 HSB 2151 (Technical properties), Model: HSB 2151 2025, Machine weight: wheel: 1720Kg, Required power: 45HP, W: 2420mm, H: 1880 mm; Capacity: 1200 - 2000 Bale/day: Bale size: 400*1100mm: Bale weight: 12-26kg: Work width: 1510mm: Work length: PTO, Bale, Basic sizes of rubber 10.0/75-15.3 dimension: 360 x460mm Binding type: 2 ropes Binder speed: 540RPM 6340mm: Transport length: 5440 mm:, Installation, Transportation to Jimma town, kersa Woreda (including loading & unloading)	pcs			
2	1	Combined set forage harvester and chopper, Mounted to tractor 40 T/h harvesting capacity, Model: storm 1250 2025, Side width:3300 mm, Rear width: 1870 mm, Height:4350 mm, Working width: 1200 mm Power required: 75 - 90 HP P.T.O: 540, 750, 1000RPM Number of Knives: 12 Number of tires :1 Number of drum: 1 Tractor connection: Point lifting system, Tractor connection: Point lifting system, Machine working speed: 10km/hr, Capacity: 40-50 tons/hr, Machine weight: 1240 kg, Installation, Transportation to Jimma town, kersa Woreda. including loading & unloading	Pcs			

Item #	Quantity to be Purchased	Description of Preferred Commodity or Services Specifications	UOM	Unit Fixed Price (Each)	Total Fixed Price (Each)	Lead Time Availability (Number of Days)
3	1	<p>Silage wrapping machine, 60 bale/hour, bale weight 50kgs 3.3 ton/hour, Mechanical Model: Panther 50 2025, Machine: Round baler and wrapper machines, W: 5000 kg, L: 8600 mm, W: 2200 mm, H: 2600 mm, Wheel dimensions: 400/60-15.5, Number of wheels: 2, Number of Axle: Single Axle, Vehicle connection: single point frm front, Bale dimensions: 500*550 mm, Bale weight: 40 -60 kg, Capacity: 60m bales/hr, Chamber working systems: Gear and gear with chain, Compaction system: Roller with rubber belt, Hydraulic unit: Two different hydraulic unit with cooling fan, Net or film binding system: Pneumatic 700 mm wide, Wrapping system: double wrapping arm with 250 mm film rolls, Electrical and required power: 7.5 kw, Required volt: 380 volt (3phase), Operating system: Electric control system, P.T.O: Optional.</p> <p>Installation, Transportation to Jimma town, kersa Woreda. including loading & unloading</p>	Pcs			
4	8,360	<p>Plastic films silage bale wrap, Height: 25 cm Length: 25 Micron x 1800m, Silage net width: 70 cm, Length 3000m, including transportation to Jimma town, kersa Woreda. including loading & unloading</p>	kg			
Sub Total Value						
VAT 15%						
Total Value including 15%						

N.B: Failure to offer prices for all items and services requested for both LOTs in this RFQ/RFP may result in Seller's offer being deemed non-responsive.

BID VALIDITY PERIOD

Expected Bid Validity Period by RTI	90 days from the date specified for the receipt of offers
Supplier Bid Validity Period	

SUPPLIER WARRANTY REQUIREMENTS

- The supplier shall provide a full warranty for a minimum period of 12 months from the date of final acceptance of the equipment.
- The warranty shall cover all defects in materials, workmanship, and performance, and include free replacement of parts, labor, and on-site service.
- The supplier shall ensure local availability of spare parts spare parts for at least five (5) years after delivery in written form.
- Response to service requests must be made within 72 hours. An option for extended warranty must be included in the offer

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

U.S. Department of State

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

The cut-off date for questions is.

December 22, 2025, at 16:00 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.

The evaluation factors will be comprised of the following criteria:

11.1. Eligibility/Essential criteria for both Cookie Machine and Forage Harvest Machine:
Bidders must score 'Pass' against all to proceed: Vendors are required to provide a response for these criteria.

Bidder Response question number	ESSENTIAL CRITERIA (Bidders must score 'Pass' against all to proceed)
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"> commercial registration certificate Renewed Business License Tax identification number (TIN) 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 Offer must be denominated in local currency (Ethiopian Birr)
4	<ul style="list-style-type: none"> MANDATORY CRITERIA Vendor must fully fill Attachment “C” -Vendor Information Form

11.2. Technical evaluation criteria for both Cookie Machine and Forage Harvest Machine procurement.

Capability Criteria Description	Weight Factor (Points)
PRICE EVALUATION	30
<ul style="list-style-type: none"> The supplier offering the lowest evaluated total price will get the maximum score of 30 points. Other bidders will be getting scores in proportion to how their prices compare with the lowest bid. 	
TECHNICAL	30
<ul style="list-style-type: none"> 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. 	

<ul style="list-style-type: none"> Availability of technical documentation (5) Supplier who provides Manuals, brochures, catalogues, or technical guides will receive the maximum score of 5 points. User training and warranty obligations (5) Supplier who submits Training plan and warranty terms will receive the maximum score of 5 points. <p>N.B. Supplier whose offer do not meet the above requirements will receive a score of 1 point.</p>	
DELIVERY	10
<ul style="list-style-type: none"> Seller provides the most advantageous lead time or delivery schedule will get the maximum score 10. Other bidders will be getting scores in proportion to how their delivery period compare with the shortest delivery bid 	
PAST PERFORMANCE	20
<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 (15) Evidence: Three reference letters or certificates from previous clients. <p>N.B. Supplier whose offer do not meet the above requirements will receive a score of 1 point.</p>	
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 awards.

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 90 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 USAID-funded projects.	
13	If your company has been awarded previous USAID-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.	

Annex 1: Supplier Proposal Submission Checklist

Suppliers are requested to ensure that their proposals fully address the requirements outlined in the RFQ. This checklist should be completed and submitted along with all supporting documentation.

#	Requirement	Submitted (Yes/No)	Remarks / Notes	Supporting Document Attached (Yes/No)
1	Machine type & model confirmed for cookie machine and Machine type (self-propelled/tractor-mounted) for forage Harvest Machine confirmed			
2	Capacity/output per hour stated			
3	Power requirement & phase compatibility confirmed			
4	Material specification (food-grade) shared			
5	Warranty period confirmed			
7	After-sales service availability stated			
8	Spare parts availability confirmed			
9	Lead time after PO			
10	Delivery location confirmed			
11	Installation & training included			
12	Pricing table completed			
13	Bid validity period stated			
14	Authorized signatory			

Instructions to Suppliers:

1. Complete all checklist items and attach relevant supporting documents.
2. For non-stock items, indicate lead time clearly.
3. Ensure accuracy and completeness; incomplete submissions may be non-compliant.
4. Sign and date the checklist.

Supplier Declaration:

I hereby confirm that the information provided in this checklist and the attached documents is accurate and complete to the best of my knowledge.

Name & Title: _____

Signature: _____

Date: _____