

Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	Enset Dough Processing Machine
Type of Procurement:	Goods
Type of Contract:	Cost not to exceed
Term of Contract:	One time
Contract Funding:	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 1, 2025
Date Questions from Supplier Due:	December 12, 2025, 17:30 East Africa Time (EAT)
Date Proposal Due:	December 22, 2025, 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 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-AA-25-028C-GRT

Attachments to RFP:

1. Attachment "A" – Commodity Specifications
2. Attachment "B" – Instructions to Bidders/Sellers
3. Attachment "C" - Vendor Information Form
4. Attachment "D" - Annex- Detail Machine Specification
5. 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 (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 providers to supply Enset Processing Machines. The purpose of this enset processing machines manufacturing (procurement) is to convert kocho and bulla dough into high-quality enset powder using various processing machines under different conditions including hydraulic pressers for water removal, dryers for moisture reduction, flour mills for particle size reduction, and sieving machines for uniform powder grading. The detailed requirements and dates of service are provided below.

Product or Service Expectations (both if applicable):

Enset Dough Processing Machine: (See Annexed detail specification)

- Hydraulic press machine:
- Kocho and bulla dough dryer machine:
- Enset flour miller with sucker:
- Enset flour sieving machine

Deliverables, Timelines, Special Terms and Conditions:

Eligibility Criteria:

The Manufacturer/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

Proposal Requirements

- The offeror must provide evidence that the product conforms with specifications (technical documentation).
- Offer must be denominated in local currency (Ethiopian Birr)
- The offer must include all costs, including transportation, installation, testing, and basic training during installation and commissioning, to Bonga town kebele 03 nearby Bonga teacher college. Offer must indicate the proposed lead time availability (number of days)
- 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.
- The offeror must provide technical documentation demonstrating that the product conforms to all specified requirements.
- All offerors must submit a quote/proposal which contains offers for all items and options included in this RFQ/RFP. Partial submission will result in the bidder being removed from the competition.
- The offeror must provide three reference letters or certificates from previous clients for the supply of

similar products.

- All required documents, technical evidence, references, and acknowledgment statements must be included in the bid submission.
- The item must be new and unused.
- Include provision of user manuals in English and local language (if applicable) for each equipment.
- The offeror shall provide:
 - Basic maintenance kits for each machinery unit.
 - On-site installation and commissioning of equipment.
 - Training for at least 2 staff members on the operation and maintenance of each machine.

Delivery Location:

- Bonga town kebele 03 nearby Bonga teacher college and all transport costs including loading and unloading shall be borne by the supplier.

Other terms and special conditions

- **Warranty:** A minimum warranty of 12 months must be provided, covering parts and labor.
- **After-Sales Service:** The supplier must support any post-installation issues within 72 hours of request.
- **Quality Inspection:** All items will be inspected upon delivery. RTI reserves the right to reject non-compliant or damaged items.
- **Training & Support:** On-site training shall be included in the offer.

Pricing

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	Hydraulic press machine: Machine size: 1200x6000x600mm Weight: 120-200kg Pressing capacity: 554 kg kocho and bulla dough/ day Hydraulic motor: 5HP; Pressing cycle: 3–10 minutes(adjustable) Power supply and phase: 220V/380V, three-phase Noise: Low-noise operation Safety: Safety guards around moving parts Material: Stainless Steel, heavy-duty, corrosion-resistant	Pcs			

2	1	<p>Kocho and bulla dough dryer machine: Machine size: 2500x150x1200mm Weight: 180-200kg Drying capacity: 554 kg kocho and bulla dough/ day Materials: Stainless or aluminum Power: working by electric heater three phase Drying method: Hot air circulation, convection (uniform drying) Air Flow System: Forced air circulation with high-efficiency fan/blower Temperature range: 60–120°C and adjustable Heating element: Stainless steel electric heater with thermal insulation Drying Chamber: Multi-layer trays or shelves with capacity to hold and dry at least 554 kg enset dough day Drying Efficiency: Final moisture content reduction to safe storage level ($\leq 10-12\%$) Insulation: Heat-resistant, energy-saving insulation around drying chamber Clean and maintenance features: Easy-to-clean, detachable trays, accessible heating chamber Safety features: Over-temperature protection, emergency stop, automatic shutoff</p>	Pcs			
3	1	<p>Enset flour miller with sucker: Machine size: 3000x1200x600mm Weight: 250kg Grinding capacity: Grinding at least 360 Kg kocho flour/ day Sucker: Powder sucker attachment, dust-free operation Power: Three phase and 3hp rpm 2800 Material: All food contact parts made of food-grade stainless steel and milled steel Maintenance: Easy-to-clean design, detachable parts, replaceable beaters Control System: On/off switch Efficiency: Produces fine, dust-free flour Cycle Time: Continuous milling</p>	Pcs			

4	1	Enset flour sieving machine: Machine size: 2000x1000x1000mm Weight: 120-150kg Capacity of sieving and screening: 360 kg enset powder/ day Power: single phase 2 HP Motor: rpm 1400 Materials: Stainless or aluminum	Pcs			
5	1	Installation and initial maintenance of equipment and safety measure training • Installation • Providing hands-on training	Person			
6	1	Delivery of machineries to Bonga town kebele 03 nearby Bonga teacher college. • All transportation cost and damage during transportation is up on the manufacturer.	trip			
Sub Total Value						
VAT 15%						
Total Value including 15%						

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 the availability of spare parts locally after delivery via written letter.
- 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. **Partial submission will result in the bidder being removed from the competition.** 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 12, 2025, 5:30PM 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, 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:

(a) Price – 30%

- The bidder with the lowest price and full compliance with other technical qualifications will receive the highest score. Scores for other qualified bidders will be prorated accordingly.

(b) Delivery – 10%

- We require the Enset Dough Processing Machine to be delivered, installed, and commissioned within **40 days** from the LPO issue date.
- Bidders unable to meet this timeframe should provide a realistic alternative delivery schedule.
- Shorter, but realistic, delivery schedules will score higher.

(c) Technical – 40%

- Bidders must provide evidence (technical documentation) that the product conforms to the required specifications.

(d) Past Performance – 10%

- Client references– Provide three reference letters or certificates from previous clients for the supply of similar products. (5%)
- Points will be prorated based on the number of reference letters or certificates provided.

(e) Other Evaluation Criteria – 10%

- **Warranty and spare parts**
 - Acceptance of the full warranty statement, (5%)
 - No warranty statement or missing evidence: 0%
- **Acceptance of payment terms– Signed acknowledgment of acceptance of RTI's standard 30-day payment terms.**
 - Fully accepts RTI's 30-day payment terms without conditions: (5%)
 - Rejects or omits acknowledgment: 0%

Total Score: 100%

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.	

Attachment “D” Annex-Machine Specifications

Enset dough processing machines detail specification				
No.	Machine type	Parameter	Qty	Description and additional considerations
1	Hydraulic press machine (enset dough water removal)	<ul style="list-style-type: none"> Machine size: 1200x6000x600mm Weight: 120-200kg Pressing capacity: 554 kg kocho and bulla dough/day Hydraulic motor: 5HP Material: Stainless steel 	1	Pressing and removing water from enset dough (kocho & bulla), with a daily pressing capacity of 554 kg. But may also need to consider additional specification such as pressing force/pressure, Hydraulic system (type of pump (gear/piston), oil tank capacity, operating pressure), power supply (voltage and phase (e.g., 220V/380V, single/three-phase), control system (manual, semi-automatic, or PLC-based operation), Safety features (emergency stop, pressure relief valve, safety guards), pressing plate size & stroke length (determines the quantity pressed at a time), noise level (it will be used inside house), maintenance features (easy cleaning, replaceable seals/hoses, lubrication system)
2	Kocho and bulla dough dryer machine	<ul style="list-style-type: none"> Machine size: 2500x150x1200mm Weight: 180-200kg Drying capacity: 554 kg kocho and bulla dough/day Materials: Stainless or aluminum Power: working by electric heater three phase or single phase 	1	Capable of drying 554 kg of kocho and bulla dough per day. Drying method, temperature range, and heating elements must be carefully considered, as they directly determine the quality of kocho powder used for enset-based products such as bread, injera, cakes, and cookies. Additional factors to consider are: Drying Method (Hot air circulation / convection (uniform drying)), Temperature Range (adjustable/ not adjustable (e.g., 30–120°C)), Heating Element (Stainless steel electric heater with thermal insulation), Drying Chamber (multi-layer trays or shelves), Drying Efficiency (Final moisture content reduction to safe storage level), insulation (heat-resistant, energy-saving insulation around drying chamber), control System (digital/analog control panel with temperature and time settings, Noise Level, maintenance (Easy-to-clean design, detachable trays, accessible

				heating chamber)
3	Enset flour miller with sucker	<ul style="list-style-type: none"> • Machine size: 3000x1200x600mm • Weight: 250kg • Sucker: powder sucker attachment • Power: Three phase and 3hp rpm 2800 • Material: Stainless steel and milled steel 	1	Milling dried kocho and bulla dough into flour directly affects the quality of the resulting powder, which is the main ingredient for enset-based food products. Therefore, additional specifications to consider include grinding mechanism (Hammer mill / disc mill / burr mill), fineness of powder (Adjustable mesh size), Feeding System (Manual or automatic hopper with flow control), Sucker Capacity (Air suction system for collecting powder, dust-free operation), Noise Level (low noise operation preferred), Control System (On/off switch or optional digital control panel), Hygiene Standard (Food-grade contact parts)
4	Enset flour sieving machine	<ul style="list-style-type: none"> • Machine size: 2000x1000x1000mm • Weight: 120-150kg • Capacity of sieving and screening: 554 kg dried kocho and bulla dough/day • Power: single phase 2 HP • Motor: rpm 1400 • Materials: Stainless or aluminum 	1	Separates milled enset powder from its fine enset fiber. Additional Specifications for Enset flour sieving machine are Sieving mechanism (Vibrating, rotary, or centrifugal sieving system), Screen/mesh size, Number of layers/screens (Single-layer or multi-layer), Output quality (Uniform particle size with separation of coarse and fine flour), Efficiency (sieving accuracy), cleaning system (Automatic mesh cleaning (ball cleaners/air cleaning) or easy manual cleaning), Mobility (Fixed frame or optional wheels/casters for portability), Control system (On/off switch for vibration speed/timer)