

Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	Office Furniture
Type of Procurement:	One-Off Procurement
Type of Contract:	Fixed Price Purchase Order
Term of Contract:	Time of Delivery
Contract Funding:	USAID
This Procurement supports:	Feed The Future Ethiopia Transforming Agriculture
Submit Proposal to:	See the method of submission below
Date of Issue of RFP:	February 2, 2024
Date Questions from Supplier Due:	February 6, 2024, 2023, by 5:00PM East Africa Time (EAT)
Date Proposal Due:	February 9, 2024 , by 5:00PM East Africa Time (EAT)
Approximate Date Purchase Order Issued to Successful Bidder(s):	February 28, 2024

Method of Submittal:	
Via email to procurement.eta@rti.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 30 days from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFP/RFQ.	
Solicitation Number:	RTI-ETA-24-041

Attachments to RFP:

- Attachment "A" – Commodity Specifications
- Attachment "B" – Instructions to Bidders/Sellers
- All PO Terms and Conditions are listed on our website at:
<https://www.rti.org/sites/default/files/rti-purchase-order-terms-and-conditions-v1.16.pdf>,
http://www.rti.org/files/PO_FAR_Clauses.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





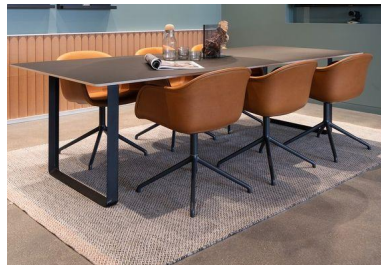
Indicate a description of the activity/service that is expected from the supplier. Provide product specifications or service expectations (both if applicable). Include deliverables, timelines, and any special terms and conditions.





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 5,000 people.





RTI's **Feed the Future Ethiopia Transforming Agriculture** activity invites sealed bids from eligible service providers for the provision of office furniture for project office in Addis Ababa, please see details in the table below.





Tables			
Item Description and code	Specification	Quantity	Reference Pictures
T1/ Meeting table 1	Size: Meeting room table for (10) people: 320 X 110 X 75 cm Colour: Light Red Oak wooden top with Chrome legs	1	
T2/ Meeting table 2	Size: Meeting room table for (6) people: 200 X 80 X 75 cm Colour: Light Red Oak wooden top with Black RHS legs	1	

T3/ Circular Conference table	Table- 18mm thick MDF table Size- Ø 300 cm x 75cm Color- Oak Wooden top	1	
T8/ Working table	Size: 140 X 50 X 75 cm Colour: 18mm Oak MDF top with Black Rhs legs Description:	5	
T9/ Coffee table	Table- 18mm thick MDF table Size- Ø 80 cm x 45cm Color- Oak Wooden top with black leg	7	
T10/ Circular dining table	Table- 18mm thick MDF table Size- Ø 60 cm x 75cm Color- Oak Wooden top with black CHS leg	4	
T11/ Banquet table	Size: 260 X 80 X 75 cm Colour: Light Red Oak top with Black Rhs legs Description: Dining table for banquet seats	1	

Cabinets			
Item code	Description	Quantity	Reference Picture
C1/ Cabinet 1	Size: 120 X 40 X 220 cm Colour: Medium Red Oak wood texture	3	
C2/ Cabinet 2	Size: 120 X 40 X 90 cm Colour: Medium Red Oak wood texture	9	
C3/ Cabinet 3	Size: 390 X 40 x 280 Colour: Medium Red Oak wood texture Description: Wooden cabinet with magnetic doors	1	
C4/ Shelf	Size: 160 X 40 x 220 & 100 X 40 X 220 cm Colour: Medium Red Oak wood texture With black RHS legs Description:	2	

Chairs				
S6/ Armchair	Size: 70 cm x 70cm Colour: Upholstered with colourful fabric keeping room colour in mind Description:	12		
S7/ 2-Seater sofa 1	Size: 170 X 80cm Colour: Upholstered with Grey fabric Description: Should include Light coloured pillows	4		
S8/ Bench seat	Size: 180 X 60cm Colour: Upholstered with nude colour Fabric Description:	1		
S9/ 2 Seater sofa 2	Size: 180 X 180 x 70cm Colour: Upholstered with Grey fabric Description: L shape sofa Note: seat height with cushion should be 45cm	2		
	Size: 300 X 70cm Colour: Upholstered with Grey fabric Note: seat height	1		

	with cushion should be 45cm		
S10/ Dining chair	Size: Standard size dining seats Colour: Simple colourful plastic finish Description:	16	
Tables and Chairs			
T7 L shape table	Size: Large L shape desk 160x80	4	
Medium Desk	Size: Desk with 140x80 with one set of locking drawers with two file drawers	8	
T6 Cubicle 2-seater	Size: 240 X 120 X 75 cm Color: 18mm Oak MDF top with Black Rhys legs Description: One set workstation for 4 People with cabinets and Glass partition	13	

<p>S1 Swivel Chair</p>	<p>Managerial chair, fixed backrest with integrated lumbar support adjustment, adjustable upholstered headrest. Black Color</p> <p>Size: should fit aforementioned desks with a standard stem diameter and length</p>	<p>51</p>	
<p>S2 Chair</p>	<p>Black Color preferred, with mesh back Height: 75cm - 85cm Width: 55cm - 60cm</p>	<p>14</p>	
<p>S3 Conference chair</p>	<p>Size: Standard size meeting room chairs Color: Upholstered with cream color leather or mesh Black</p>	<p>35</p>	
<p>T6 Cubicle 4-seater</p>	<p>Size: 300x180 cm Color: 18mm Oak MDF top with Black Rhys legs Description: One set workstation for 4 People with cabinets and Glass partition</p>	<p>4</p>	

Product or Service Expectations (both if applicable):

- Provide photographs of the furniture that you will be offering for consideration.
- Provide the specifications and dimensions of the items in your proposal.
- Provide any warranty/repair information.
- All furniture should be new and aesthetically match.
- Availability should be included.
- Can provide the requested items for Addis Ababa
- RTI holds the right to change the furniture list and quantities before the LPO is issued

Deliverables, Timelines, Special Terms and Conditions:

1. Only those bids that meet all requirements above will be considered for the award.
2. Bids should be denominated in local currency (ETB)
3. Indicate the proposed delivery period for each category of items.
4. Quote validity is 30 days from the date specified for the receipt of offers.

Pricing						
Item Description and code	Specification	Quantity to be purchased	Unit of Measurement	Unit Price in Birr, VAT excluded)	Lead Time Availability (# of Days)	Total Price (ETB, VAT excluded)
T1/ Meeting table 1	Size: Meeting room table for (10) people: 320 X 110 X 75 cm Colour: Light Red Oak wooden top with Chrome legs	1	Pcs			
T2/ Meeting table 2	Size: Meeting room table for (6) people: 200 X 80 X 75 cm Colour: Light Red Oak wooden top with Black RHS legs	1	Pcs			
T3/ Circular Conference table	Table- 18mm thick MDF table Size- 300 cm x 75cm Color- Oak Wooden top	1	Pcs			

T8/ Working table	Size: 140 X 50 X 75 cm Colour: 18mm Oak MDF top with Black Rhs legs Description:	5	Pcs			
T9/ Coffee table	Table- 18mm thick MDF table Size- 80 cm x 45cm Color- Oak Wooden top with black leg	7	Pcs			
T10/ Circular dining table	Table- 18mm thick MDF table Size- 60 cm x 75cm Color- Oak Wooden top with black CHS leg	4	Pcs			
T11/ Banquet table	Size: 260 X 80 X 75 cm Colour: Light Red Oak top with Black Rhs legs Description: Dining table for banquet seats	1	Pcs			
C1/ Cabinet 1	Size: 120 X 40 X 220 cm Colour: Medium Red Oak wood texture Description:	3	Pcs			
C2/ Cabinet 2	Size: 120 X 40 X 90 cm Colour: Medium Red Oak wood texture Description:	9	Pcs			
C3/ Cabinet 3	Size: 390 X 40 x 280 Colour: Medium Red Oak wood texture Description: Wooden cabinet with magnetic doors	1	Pcs			
C4/ Shelf	Size: 160 X 40 x 220 & 100 X 40 X 220 cm Colour: Medium Red Oak wood texture With black RHS legs Description:	2	Pcs			
S6/ Armchair	Size: 70 cm x 70cm Colour: Upholstered with Colourful fabric keeping room colour in mind Description:	12	Pcs			

S7/ 2 Seater sofa 1	Size: 170 X 80cm Colour: Upholstered with Grey fabric Description: Should include Light coloured pillows	4	Pcs			
S8/ Bench seat	Size: 180 X 60cm Colour: Upholstered with nude colour Fabric Description:	1	Pcs			
S9/ 2 Seater sofa	Size: 180 X 180 x 70cm Colour: Upholstered with Grey fabric Description: L shape sofa Note: seat height with cushion should be 45cm	2	Pcs			
	Size: 300 X 70cm Colour: Upholstered with Grey fabric Note: seat height with cushion should be 45cm	1	Pcs			
S10/ Dining chair	Size: Standard size dining seats Colour: Simple colourful plastic finish Description:	16	Pcs			
T7 L shape table	Size: Large L shape desk 160x80	4	Pcs			
Medium Desk	Size: Desk with 140x80 with one set of locking drawers with two file drawers	8	Pcs			
T6 Cubicle 2 seater		13	Pcs			
S1 Swivel Chair	Managerial chair, fixed backrest with integrated lumbar support adjustment, adjustable upholstered headrest. Black Color	51	Pcs			
	Size: should fit aforementioned desks with a standard stem diameter and length					

S2 U Shaped Chair	Black Color preferred, with mesh back Height: 75cm - 85cm Width: 55cm - 60cm	14	Pcs			
S3 Conference chair	Chair, fixed backrest with integrated lumbar support adjustment, adjustable upholstered headrest. Black Color Size: should fit international standards with a standard stem diameter and length	35	Pcs			
T6 Cubicle 4seater	Size: 300x180 cm Color: 18mm Oak MDF top with Black Rhys legs Description: One set workstation for 4 People with cabinets and Glass partition	4	Pcs			
Subtotal						
VAT						
Total value						

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

Central Printing Press, 6 th Floor, Addis Ababa, Ethiopia

(insert full address of the office)

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

USAID/Ethiopia

(insert client's name)

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

(insert name of procurement officer)

at this email address:

procurement.eta@rti.org

(insert email address of the procurement officer).

The cut-off date for questions is (insert date).

February 6, 2024 by 5:00Pm 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-purchase-order-terms-and-conditions-v1.16.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.

The evaluation factors will be comprised of the following criteria:

- (a) **PRICE.** Lowest evaluated ceiling price (inclusive of option quantities).
- (b) **DELIVERY.** Seller provides the most advantageous delivery schedule.
- (c) **TECHNICAL.** Items/Services shall satisfy or exceed the specifications described in RFQ/RFP Attachment A.
- (d) **PAST PERFORMANCE** - Seller can demonstrate his/her capability and resources to provide the items/services requested in this solicitation in a timely and responsive manner.
- (e) **OTHER EVALUATION CRITERIA.**

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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 60 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. **Certifications.**
Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions - Certification and Disclosure Regarding Payments to Influence Certain Federal Transaction as referenced in FAR 52.203-11 is hereby incorporated into this Request for Proposal as a condition of acceptance.

Limitation on Payments to Influence Certain Federal Transactions- Limitation on Payments to Influence Certain Federal Transactions as referenced in FAR 52.203-12 is hereby incorporated into this Request for Proposal as a condition of acceptance.

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: _____