

Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	Developing strategic plan for integrated poultry multiplication center
Type of Procurement:	Subcontract agreement
Type of Contract:	Firm Fixed Price
Term of Contract:	Approximately 3 months from award
Contract Funding:	USAID
This Procurement supports:	Feed the Future Ethiopia Transforming Agriculture
Submit Proposal to:	Address below mentioned
Date of Issue of RFP:	January 30,2024
Date Questions from Supplier Due:	February 09,2024 by 14:00 East Africa Time (EAT)
Date Proposal Due:	February 16, 2024 before 14:00 East Africa Time (EAT)
Approximate Date Purchase Order Issued to Successful Bidder(s):	March 05 , 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 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:	RTI-ETA RFQ: ETA-24- 040

Attachments to RFP:

1. Attachment “A” – Commodity Specifications
2. Attachment “B” – Instructions to Bidders/Sellers
3. 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

Description of Activity/Service:

Introduction

The purpose of the Feed the Future Ethiopia Transforming Agriculture activity is to increase access to healthy diets, particularly for women and children, by improving competitiveness, inclusiveness, and resilience of the Ethiopian food and agriculture system. Feed the Future Ethiopia Transforming Agriculture operates in 132 woredas to support stronger food systems and build resilience across three results areas:

- Increased availability of safe, diverse, nutritious foods
- Increased incomes in the food and agriculture sectors
- Increased convenience and desirability of safe, diverse, nutritious foods

Private sector growth, innovation, and investment is the primary mechanism for improving the agricultural industry. The various regional teams in Feed the Future Ethiopia Transforming Agriculture, complemented by the catalytic investment grant program, have identified key businesses that are making a commercial impact and have a forward-looking business plan, including relevant commodities and nutritional objectives.

Feed the Future Ethiopia Transforming Agriculture is prioritizing the poultry sector given growing consumer demand for chicken meat and eggs, with advantages of short investment cycles and opportunities for business start-ups at different scales. The activity's Food and Agricultural System Mapping Analysis (FASMA) identified poultry as the most important commodity across all clusters and pinpointed constraints such as limited supply of day-old chicks (DOCs) and other poultry inputs such as feed, vaccines, and veterinary medicines. During the mapping analysis and after ETA identified partners that have the capacity to fill the gap of input supply in the poultry production. ETA will focus on supporting these partners to revitalize their poultry multiplication centers for use as a leveraging point for SMEs, cooperatives and producers. Feed the Future Ethiopia Transforming Agriculture will support poultry sector partners to design sustainable business models and link with MSMEs engaged in poultry businesses through technical support and linkage with parent stock providers.

MSA Trading Plc.

MSA Trading Plc is a corporate agribusiness investment company founded in 2006 with most of its large-scale agricultural businesses located in Amhara region. These include separate business units with infrastructure investment in the export of oilseeds, cereals, and beans sourced through outgrower contracts; the MSA Mullie Animal Feed Processing company, a packaging factory manufacturing grain and feed bags; and a newly established edible oil processing factory in BahirDar.

The Mullie Animal Feed Processing company has grown into one the largest manufacturers of livestock concentrate feed in Ethiopia with an annual capacity of 100,000 metric tons, covering all categories of livestock feed. The factory complex is built on 20,400 square meters of land located in the BahirDar Industry Zone with an investment capital of 16 billion Birr (equivalent to 290 million dollars). The business vision of "quality feed for productivity" is achieved by a vertically integrated system of raw material contracts with farmers for bulk ingredients such as maize

and soya, plus import of pre-mix ingredients from accredited suppliers in Europe. Livestock feed for cattle, sheep, goat, poultry, and horses is manufactured using modern, fully automated machinery to produce high quality mash and pellets that are bagged on site for distribution across Ethiopia. MSA intends to develop and implement a strategic investment in DOC production as a new business unit, alongside the existing businesses in livestock feed, agricultural packaging, and raw material supply. MSA has a comparative advantage to integrate their poultry feed businesses as an embedded service in the anticipated business model.

Dire Multipurpose Farmers' Cooperative Societies Union (DMFCU)

Dire Multipurpose Farmers' Cooperative Societies Union's poultry multiplication center was established in 1997 by the Dire Dawa Agriculture Office on a 6,920 square meter of land out of which 1,508 is intended for the office and other utility. The poultry multiplication center is established to reproduce chickens of various breeds for government, private sector, and cooperative poultry farmers. In addition, it provides capacity building training to farming and providing eggs for consumption at reasonable prices to the lowland areas. The union currently has renovated and cleaned the center very well to serve the intended purpose with the support of Dire Dawa city administration and the surrounding community. The center is well established and acquire the basic infrastructure to run the business. To capitalize on the renovated poultry multiplication center and its operational capacity, the cooperative needs to identify the right breed, working capital for the purchase of parent stock, and a bankable business plan to maintain the multiplication center.

Poultry Investment Plans

MSA Trading Plc and DMFCU requested technical assistance from Feed the Future Ethiopia Transforming Agriculture to provide support to inform their strategic decision to diversify, establish and expand into the poultry sector with importation and distribution of veterinary medicines, vaccines, and long-term investment in production facilities for DOCs. The general supply shortage of DOC nationally is evidenced by a three-month waiting list for new deliveries. As a result, poultry producers who want to raise pullets for either eggs (layers) or meat (broilers) are forced to source DOC from Bishoftu with high levels of mortality during the stressful transport stages.

Investment in DOC production requires exclusive access to imported breeding stock through long-term contracts with international breeding companies that have intellectual property rights over the high-performance genetic lines for grandparent stock. Local investment requirements include a full-scale poultry production farming unit with infrastructure for advanced bio-security measures, sophisticated incubation equipment and hatchery, and suitable production facilities for crossbreeding of fertilized eggs.

Assignment Objectives

To develop and present a comprehensive **business plan** for a suitable poultry multiplication centers for MSA and DMFCU to supply improved breeds of DOC for growers, producers, and smallholders. The **technical feasibility study** will include detailed recommendations on infrastructure requirements, bio security protocols that influence site location and design, and necessary equipment for incubation and hatchery.

Tasks & Success Factors

Task 1. Work planning/design

- Develop a detailed work plan including timelines, data collection, business consultation steps, and in-country field travel.
- Review and adapt data collection templates and survey tools.
- Provide outlines for the business plan and feasibility plan based on requirements in Task 4 & 5.

Task 2. Desk Review

Conduct a comprehensive review of available secondary data related to the availability of best breeds adapting to the environment, DOC demand and production, and the overall value-chain environment for poultry relevant to

DOC investment. The selected service provider shall submit the draft desk review report within two weeks after signing the agreement (not more than 10 pages of report).

Task 3. Analysis of suitable breeds and international suppliers.

- Identify suitable international breeders of grandparent stock within the context of an overall landscape survey of DOC supply appropriate for the Ethiopian context.
- Develop a comprehensive schedule of convenient breeds and prioritize them according to the Ethiopian context such as, environment adaptability, disease resistance, productivity, consumer demand.
- Recommend suppliers of breeding stock and suggest modalities for initiating, developing, and concluding satisfactory long-term supply agreements.

Task 4. Develop business and marketing plan for investment in DOC multiplication.

- Assess the current supply and availability of DOC breeds in Ethiopia and the associated international suppliers of breeding stock. Provide a breakdown of the overall DOC supply by breed, quantity, price, and distribution.
- Conduct a SWOT analysis on existing supply sources of DOC, with emphasis on producer preferences for specific breeds.
- Develop forecast models for potential growth scenarios in demand for layers and broilers and the associated issues with DOC supply.
- Conduct a supply and demand market assessment for the viability of investment in DOC, including existing and forecast sources of competitive supply, together with analysis of prospects for national distribution and export.
- Develop and validate a confidential 5-year business plan that includes capital investment, working capital, sales and marketing forecasts, risk analysis, key milestones, performance factors, and timeline.

Task 5. Develop a technical feasibility plan for investment in DOC multiplication.

- Identify and quantify internal competitive advantages for the DOC business investment to benefit from synergy and linkages to other MSA Trading investments in livestock feed, packaging, and extensive farm networks.
- Provide an overview of existing and potential suppliers of breeding stock for DOC to Ethiopia, together with technical summary of the different breeds, specifications, and suitability.
- Provide an overview of investment and infrastructure requirement for anticipated business model, including biosecurity protocols that may influence site location and design and necessary equipment for incubation and hatchery.

Product or Service Expectations (both if applicable):

Selected service providers will be paid a fixed price based on successful completion of the deliverables outlined in the table below.

S.No.	Deliverable	SOW Task	Timeframe	Weight
1	Detailed Work Plan	1	1 weeks after award	10%
2	Desk review report and data collection	2	2 weeks after award	15%
3	Draft Bankable Business Plan and Feasibility Plan for MSA and DMFCU	4, 5	4 weeks after award	20%
4	Analysis of suitable breeds and international suppliers, including proformas, supplier names, and recommendations	3	5 weeks after award	20%
5	Presentation of Business Plan and Feasibility Plan for MSA and DMFCU in PPT format to ETA and partners	4, 5	6 weeks after award	15%
6	Final Bankable Business Plan and Feasibility Plan for MSA and DMFCU (not to exceed 20 pages)	4, 5	8 weeks after award	20%

In terms of general reporting requirements:

- The selected service provider shall receive 2 rounds of feedback from the project and the project owners and should be prepared to fully respond to comments within 1 week (per round). Feed the Future Ethiopia Transforming Agriculture will provide a report style guide to the selected service provider which must be strictly followed.
- Reporting and consultation with Feed the Future Ethiopia Transforming Agriculture staff, management of MSA Trading Plc to share experience on study design and preliminary findings. This will ensure the final business plan and technical feasibility plan are realistic, fit-for-purpose and specific to the requirements of MSA Trading Plc and Dire cooperative union.
- Consultation and liaison with public sector institutions with relevant experience and influence over poultry sector investment. This includes experts from regional and national institutions and research centers with knowledge on the requirements for issues such as bio security, regulatory compliance, finance, and banking, import protocols, intellectual property registration.

Deliverables, Timelines, Special Terms and Conditions:

Eligibility Criteria

This assignment is open for firms only (**individual CVs are not accepted**). To be considered eligible under this opportunity, firms must meet the following criteria:

- Proof of legal registration for similar services as demonstrated by commercial registration certificate and tax identification number (TIN).
- Private sector companies, as shown by renewed business/trade license.

Key Qualifications Expected from Applicant Firm Experts

- Master's and 6 years of relevant experience in poultry production system, poultry breeding, food systems, or related subjects.
- In-depth understanding of DOC production and the Ethiopian poultry market system.
- Existing contacts with suitable international suppliers of breeding stock.
- Have prior experience working with large scale poultry businesses.
- Self-directed individuals with a commitment to quality final products, collaboration, capacity building, and successful development outcomes.
- Strong interpersonal, writing, and oral presentation skills in English required.

The excel version of the budget template can request through email address Procurement.eta@RTI.org

Pricing/Budget Template

Budget Template					
Project: Ethiopia Transforming Agriculture					
Subcontractor Name:					
Item	Unit Description	Rate (ET B)	Unit	Total (ET B)	Explanation/Notes
Salaries					
Staff Name & Title					
	/day				
	/day				
	/day				
Total Salaries					
Consultants (if applicable)					
Consultant Name & Role					
	/day				

	/day				
	/day				
Total Consultants					
Travel, Transportation and Per Diem (if applicable)					
	/trip				
	/trip				
	/trip				
Total Travel					
Equipment or Supplies (if applicable)					
	/unit				
	/unit				
	/unit				
Total Equipment or Supplies					
Workshops and Trainings (if applicable)					
<i>See workshop training detail tab</i>					
Total Equipment or Supplies					

Other Direct Costs (if applicable)					
	/unit				
	/unit				
	/unit				
	/unit				
	/unit				
Total Other Direct Costs					
Subtotal (ETB)					
VAT (ETB)					
Total, VAT inclusive (ETB)				0	

*Please insert formula where VAT rate
* Subtotal

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 2nd 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) Interested individuals must submit a **technical proposal** with
 - At least three examples of similar engagements undertaken previously and the results achieved.
 - Detailed CVs of the proposed team member(s) for carrying out the assignment, copies of degrees from recognized academic institutions.A brief methodology/process for executing the assignment not exceeding two pages

(including current contacts with potential international suppliers).

- (f) **Financial proposals** in local currency reflective of all costs for completing the assignment, including taxes, in the budget template provided by RTI in **Attachment A**.
 - (g) Terms of warranty describing what and how the warranties will be serviced.
 - (h) 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.)
 - (i) Payment address or instructions (if different from mailing address)
 - (j) Acknowledgment of solicitation amendments (if any)
 - (k) 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)
 - (l) **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 regard 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 09,2024 by 14:00 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-purchase-order-terms-and-conditions-v1.16.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.
- **Past Performance:** Has the ability and capacity to manage, implement, and report on all listed activities in a timely manner. Demonstrated knowledge and experience working with DOC production, the Ethiopian poultry market system, and large-scale poultry businesses (35%).
 - **Cost:** Reasonableness of proposed costs (25%).
 - **Technical:** Clear approach to all components of the assignment as outlined in the “activities” section of this SOW, including relationships with potential suppliers (40%).
 - **OTHER EVALUATION CRITERIA.**

N/A

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. **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.

: (*Seller Company Name*)

Signature: _____

Title:

Date:

Project: Ethiopia Transforming Agriculture

Subcontractor Name:

Item	Unit Description	Rate (ETB)	Unit	Total (ETB)
Salaries				
Staff Name & Title				
	/day	-	0	0
	/day	-	0	0
	/day	-	0	0
Total Salaries			0	0
Consultants (if applicable)				
Consultant Name & Role				
	/day	-	0	0
	/day	-	0	0
	/day	-	0	0
Total Consultants			0	0
Travel, Transportation and Per Diem (if applicable)				
	/trip	0	0	0
	/trip	0	0	0
	/trip	0	0	0
Total Travel			0	0
Equipment or Supplies (if applicable)				
	/unit	0	0	0
	/unit	0	0	0
	/unit	0	0	0
Total Equipment or Supplies			0	0
Workshops and Trainings (if applicable)				
<i>See workshop training detail tab</i>				0
Total Equipment or Supplies				0
Other Direct Costs (if applicable)				
	/unit	0	0	0
	/unit	0	0	0
	/unit	0	0	0
	/unit	0	0	0
	/unit	0	0	0
Total Other Direct Costs			0	0
Subtotal (ETB)				0
VAT (ETB)				0
Total, VAT inclusive (ETB)				0