

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

Commodity/Service Required:	Tigray Tractor Mechanization Services
Type of Procurement:	Subcontract agreement
Type of Contract:	Firm Fixed Price
Term of Contract:	Approximately 9 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:	<b>February 16, 2024 before 14:00 East Africa Time (EAT)</b>
Approximate Date Purchase Order Issued to Successful Bidder(s):	<b>March 05, 2024</b>

<b>Method of Submittal:</b>	
Via email to <a href="mailto:procurement.eta@rti.org">procurement.eta@rti.org</a>	
Respond via e-mail with attached document in MS Word / pdf format. The Bidder/Seller agrees to hold the prices in its offer firm for <b>90 days</b> from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFP/RFQ.	
Solicitation Number:	RTI-ETA RFQ: ETA-24-0039

### 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](http://www.rti.org/files/PO_FAR_Clauses.pdf) or for commercial items: [http://www.rti.org/files/PO\\_FAR\\_Clauses\\_Commercial\\_Items.pdf](http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf) (hereinafter the “Terms”). Supplier’s delivery of products, performance of services, or issuance of invoices in connection with this purchase order establishes Supplier’s agreement to the Terms. The Terms may only be modified in writing signed by both parties.

All bidders/sellers are responsible to carefully review each attachment and follow any instructions that may be relevant to this procurement.

## Attachment A Statement of Work

### Description of Activity/Services

**Title:** Tigray Tractor Mechanization Services

**Period of Performance:** Up to 12 months from award

#### **Project Overview**

Feed the Future Ethiopia Transforming Agriculture is a 5-year project that aims increase access to healthy diets for Ethiopians, particularly for women and children. Feed the Future Ethiopia Transforming Agriculture has three intermediate results:

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

Together, these intermediate results will improve the competitiveness, inclusiveness, resilience, and sustainability of Ethiopia's food and agriculture system.

#### **Mechanization service background**

Rural people depend heavily upon agriculture, either as farmers, casual laborers, or workers in agro-based industries, traders in agricultural produce, or as hired service providers. According to FAO (2005), one of the principal causes of poverty among smallholder farmers is the lack of farm power (e.g., labor-saving tools and equipment, animal, and mechanized power) and, more importantly, access to it. Farm power embraces all forms of power inputs in agriculture and the commercialization of its products, ranging from human inputs, animal traction, and engine-driven technologies, together with associated tools and implements.

Lack of availability and access to farm power by smallholder farmers is a key factor that leads to a decline in production and, consequently, farm output. The timeliness of farming operations can also have a critical effect on crop yields. Delays in planting after the optimal date can amount to yield penalties of up to one percent per day of delay. Ethiopian farmers, particularly in Tigray region, have used animal draft to plough their land for centuries. In Tigray, due to the elongated conflict, farms were looted and lost their oxen. This has highly affected agricultural production, particularly timely land preparation and planting.



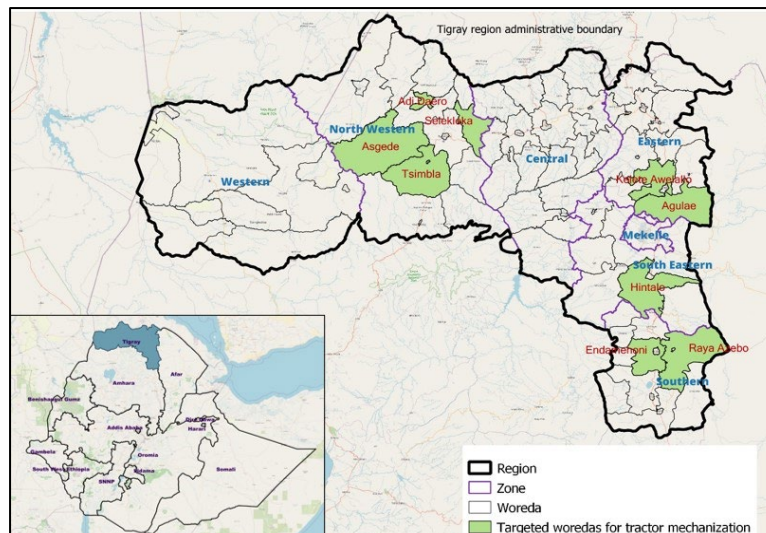
## Assignment Objective

Feed the Future Ethiopia Transforming Agriculture has 10 tractors (90hp) which the activity wants to leverage to provide tractor mechanization services. To manage the tractors and operationalize them, Feed the Future Ethiopia Transforming Agriculture is seeking potential companies who have experience providing agricultural mechanization services in Tigray. **The initial assumption is that two tractor mechanization service providers will be selected and allocated 5 tractors each.** However, RTI reserves the right to increase or decrease the number of awards. Within Tigray, the services will focus on up to ten woredas in four zones.

No	Zone	Woreda	Main crops	Comment
1	Southern	Raya-azebo	sorghum, teff, maize,	
		Raya-chercher	sorghum, teff, maize,	New woreda
		Endamekhoni	wheat, teff, barley	
2	Eastern	Kilite-awlaelo	teff, wheat, barley, maize	
		Tsirae wonberta	teff, wheat, barley, maize	
3	Southeastern	Hintalo	wheat, teff, barley	
		Enderta	wheat, teff, barley	
4	Northwest	Laelay koraro	maize, sorghum, millet, chickpea	
		Adi-daero	maize, sorghum, millet, chickpea	
		Asgede	maize, sorghum, millet, chickpea	
		Tsimbila	maize, sorghum, millet, chickpea	New woreda

These services will ultimately link mechanization services providers, suppliers, maintenance services providers, and farmers.

Fig 3. Map of targeted woredas for tractor mechanization



We recognize that dispersing individual tractors over a very wide area makes it expensive and challenging for operational reasons. Therefore, Feed the Future Ethiopia Transforming Agriculture does not necessarily insist or expect that the tractor mechanization services cover all the selected woreda in the schedule above. Each proposal must identify priority woreda and crop seasonality schedules to maximize efficiency and commercial sustainability in the proposal.

## Activities

Feed the Future Ethiopia Transforming Agriculture does not want to subsidize “free” ploughing services, which are unsustainable and create a negative precedent. The tractor mechanization service is not designed as a humanitarian support. The intention is to co-invest in some of the basic startup and running costs, operator costs and training, and overhead contribution for data management.

The proposal must include a scope and methodology to conduct an initial market assessment for the tractor mechanization services in selected woreda to cover the following items:

- Assessment of the tractors’ operational capacity, including any required maintenance servicing, to develop target outputs for area ploughed per month.
- Assess existing market demand and willingness to pay for tractor ploughing services, including a cost/benefit analysis to ensure viability and sustainability of the service.
- Map out key actors within the tractor mechanization services.
- Assess opportunities and constraints for tractor ploughing provision to marginalized communities and women-headed households.
- Report and present findings from the assessment to the Ethiopia Transforming Agriculture technical team for their feedback.

The specific activities and expectations required from the tractor mechanization service providers are as follows:

- Cluster smallholder farmers to benefit from the tractor ploughing services.
- Provide a commercial fee-based ploughing and cultivation service to private-sector farmers and organizations.
- Provide reliable data collection and monthly reporting for each tractor to include area ploughed, locations of fields, intended crop for planting, number and composition of benefitted households, running costs.
- Maintain the tractors in good condition, have management procedures to protect the tractors, and maintain an accurate inventory of tractors and associated equipment.
- Develop mechanisms to create demand for tractor ploughing services and create sustainability strategy to ensure services can continue after Feed the Future Ethiopia Transforming Agriculture’s subsidy ends.

Fuel procurement, storage, and distribution is a key part of the running costs and logistics responsibility for the selected business operators. The cost of fuel and direct operational costs must be recovered from farmers through charges for ploughing services, or other suitable revenue mechanisms appropriate to individuals or communities or specific business clients. Much of these farm-based payments are likely to be cash-based, informal, and ad-hoc. This policy of cost leverage also promotes clustering of ploughing services and efficient time/area management, supported through the Hello Tractor system.

### **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/N	Deliverable	Description	Anticipated Due Date	% of Cost
1	TMS Market Assessment & Insurance	<p>Market assessment in word format, including:</p> <ul style="list-style-type: none"> <li>• Assessment of the tractors' operational capacity, including any required maintenance servicing, to develop target outputs for area ploughed per month.</li> <li>• Assess existing market demand and willingness to pay for tractor ploughing services, including a cost/benefit analysis to ensure viability and sustainability of the service.</li> <li>• Map out key actors within the tractor mechanization services.</li> <li>• Assess opportunities and constraints for tractor ploughing provision to marginalized communities and women-headed households.</li> </ul> <p><i>In addition to submission of the word document, the assessment findings must be presented to the Ethiopia Transforming Agriculture technical team for their feedback.</i></p> <p>Copies of insurance policy for all tractors under the TMS' management</p>	1 month after award	10%
2	Month 1 of TMS Provision	Report of area ploughed, locations of fields, intended crop for planting, number and composition of benefitted households, running costs	2 months after award	10%
3	Month 2 of TMS Provision	Report of area ploughed, locations of fields, intended crop for planting, number and composition of benefitted households, running costs	3 months after award	10%
4	Month 3 of TMS Provision	Report of area ploughed, locations of fields, intended crop for planting, number and composition of benefitted households, running costs	4 months after award	10%
5	Month 4 of TMS Provision	Report of area ploughed, locations of fields, intended crop for planting, number and composition of benefitted households, running costs	5 months after award	10%
6	Month 5 of TMS Provision	Report of area ploughed, locations of fields, intended crop for planting, number and composition of benefitted households, running costs	6 months after award	10%
7	Month 6 of TMS Provision	Report of area ploughed, locations of fields, intended crop for planting, number and composition of benefitted households, running costs	7 months after award	10%
8	Month 7 of TMS Provision	Report of area ploughed, locations of fields, intended crop for planting, number and composition of benefitted households, running costs	8 months after award	10%
9	Month 8 of TMS Provision	Report of area ploughed, locations of fields, intended crop for planting, number and composition of benefitted households, running costs	9 months after award	10%
10	Month 9 of TMS Provision	Report of area ploughed, locations of fields, intended crop for planting, number and composition of	10 months after award	10%

S/N	Deliverable	Description	Anticipated Due Date	% of Cost
		benefitted households, running costs		

### **Pricing/Budget Template**

Budget Template					
Project: Ethiopia Transforming Agriculture					
Subcontractor Name:					
Item	Unit Description	Rate (ETB)	Unit	Total (ETB)	Explanation/Notes
<b>Salaries</b>					
<b>Staff Name &amp; Title</b>					
	/day				
	/day				
	/day				
<b>Total Salaries</b>					
<b>Consultants (if applicable)</b>					
<b>Consultant Name &amp; Role</b>					
	/day				
	/day				
	/day				
<b>Total Consultants</b>					
<b>Travel, Transportation and Per Diem (if applicable)</b>					
	/trip				
	/trip				
	/trip				
<b>Total Travel</b>					
<b>Equipment or Supplies (if applicable)</b>					
	/unit				
	/unit				
	/unit				

<b>Total Equipment or Supplies</b>					
<b>Workshops and Trainings (if applicable)</b>					
<i>See workshop training detail tab</i>					
<b>Total Equipment or Supplies</b>					

<b>Other Direct Costs (if applicable)</b>					
	/unit				
	/unit				
	/unit				
	/unit				
	/unit				
<b>Total Other Direct Costs</b>					
<b>Subtotal (ETB)</b>					
<b>VAT (ETB)</b>					
<b>Total, VAT inclusive (ETB)</b>				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 2<sup>nd</sup> 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 maximum three-page document summarizing the organization, its objective, its business model, and similar TMS assignments completed in Ethiopia with references, including scale (e.g., descriptions of the current area of land covered by service, number of customers/outreach)



- (f) **Financial proposal** for cost of undertaking the assignment in the template provided by ETA in **Attachment A**, including brief budget notes under the column “Explanation/Notes” describing each proposed line item. The financial proposal is expected to include the following costs at a minimum:

- Operator cost/month
- Protective clothing and boots for operators and mechanics
- Tractor and equipment maintenance/month (service & spares)
- Insurance of the tractors and equipment
- Procurement of tools and equipment to support tractor ploughing services.
- Staff training
- Applicants are encouraged to consider the phaseout of the above costs during the period of performance as part of their sustainability strategy to ensure services can continue after Feed the Future Ethiopia Transforming Agriculture’s subsidy ends.

- (g) **Technical proposal** of not more than five pages that outlines your approach to all components of the assignment as outlined in the “activities” section of **Attachment A**, including:

- A description of the business model approach to setting costs for ploughing services
- Defined priority woreda, crop seasonality schedules.
- A summary table of the projected targets for area ploughed per month in each selected woreda.
- Proposed scope and methodology to conduct an initial market assessment for the tractor mechanization services in selected woreda.
- Proposed procedures for how property will be maintained, managed, and tracked.
- How the revenue stream from ploughing services will be recorded.  
How fuel supply will be organized.

- (h) Brief profiles (not to exceed one page per person) of the team undertaking this assignment describing their relevant expertise, education, and experience.

- (i) 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)

- (j) **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 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](mailto: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](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(s) (bidders) whose offers conform 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(s) 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: (25%)** Has the ability and capacity to manage, implement, and report on all listed activities in **Attachment A** in a timely manner, including current area of land covered by service, number of customers & outreach, based on prior experience.
- **Cost: (25%)** Reasonableness of proposed costs and clear approach to manage the tractors vis-a-vis projected targets for area ploughed per month, including appropriate considerations for women and youth. Clear financial management system to track and report operating costs.
- **Technical: (40%)** Clear approach to all components of the assignment as outlined in the "activities" section of **Attachment A** with defined priority woreda, crop seasonality schedules, and projected targets for area ploughed per month. Demonstrated sufficient human capital to manage the assignment. Clear approach to create a network with spare part suppliers, maintenance service providers, the Bureau of Agriculture, and line offices. Realistic sustainability strategy to increase demand for tractor mechanization services and transition operating costs after subsidy ends (30%).
- **Gender and Social Inclusion: (10%)** Extent to which the technical approach demonstrates inclusiveness and benefit to marginalized communities and women-headed households.

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](mailto:ethics@rti.org). You may report a suspected violation anonymously.
17. **The John S. McCain National Defense Authorization Act for fiscal year 2019 - section 889.** RTI cannot use any equipment or services from specific companies, or their subsidiaries and affiliates, including Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, and Dahua Technology Company ("Covered Technology"). In response to this request for proposal, please do not provide a quote which includes any Covered Technology. Any quote which includes Covered Technology will be deemed non-responsive. Additionally, if the United States Government is the source of funds for this RFP, the resulting Supplier shall not provide any equipment, system, or service that uses Covered Technology as a substantial or essential component.

**Acceptance:**

Seller agrees, as evidenced by signature below, that the seller's completed and signed solicitation, seller's proposal including all required submissions and the negotiated terms contained herein, constitute the entire agreement for the services described herein.

: (*Seller Company Name*)

Signature: \_\_\_\_\_

Title:

Date:



Project: Ethiopia Transforming Agriculture

Subcontractor Name:

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