



## Request for Quote (RFQ)

Commodity/Service Required:	Motor Vehicles (SUV's)
Type of Procurement:	One-off Purchase Agreement
Type of Contract:	Firm Fixed Price
Term of Contract:	Time of Delivery
Contract Funding:	USAID/Ethiopia
This Procurement supports:	Feed the Future Ethiopia Transforming Agriculture
Submit Proposal to:	See method of submission below
Date of Issue of RFQ:	April 5, 2024
Date Questions from Supplier Due:	April 12, 2024, at 1700 Hrs. (EAT)
Date Proposal Due:	April 18, 2024, at 1700 Hrs. (EAT)
Approximate Date Purchase Order Issued to Successful Bidder(s):	TBD- Restricted commodity- subject to obtention of waiver

<b>Method of Submittal:</b>	
Email: <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-24-121

### 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.

**RTI International is a trade name of Research Triangle Institute. RTI and the RTI logo are U.S. registered trademarks of Research Triangle Institute.**

## Attachment A

### Commodity Specifications or Statement of Work

#### Description of Activity/Service:

Feed the Future Ethiopia Transforming Agriculture is a USAID Activity to be implemented over five years period. The overall goal of the Activity is to increase access to healthy diets particularly for women and children, by improving the competitiveness, inclusiveness, and resilience of the Ethiopian food and agriculture system. The Activity will be implemented in nine Regional States of the country: Amhara, Oromiya, Afar, SNNPR, Southwest Peoples, Dire Dawa, Tigray, Somali and Sidama. ETA has three intermediate results (increased availability of safe, diverse, nutritious foods; increased incomes in the food and agriculture sectors and 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.

Feed the Future Ethiopia Transforming Agriculture is being implemented by RTI International. RTI International invites sealed bids from eligible service providers for the supply and delivery of **two (2) units of new vehicles (SUVs)** for project requirements, as per the specifications provided below. The Vendor should respond to the requirement of this RFQ in full.

#### Required information:

##### A. General Information:

1. Price to include – Price for 1-unit DDP (Delivered Duty Free), Ethiopia.
2. Quote validity is **90 days** from the date specified for the receipt of offers.
3. **Vehicle manufacturer, specific country of manufacture, year of manufacture and model number** for each vehicle included in your proposal.
4. Detailed specifications are listed in section B.
5. Source (**location where the vehicle is shipped from**)
  - a. Product availability lead-time and shipping method. Indicate if the vehicles are in stock, and if in stock, indicate the lead time and shipping method after a Purchase Order has been issued.
  - b. If not in stock indicate the lead time and shipping method once the Purchase Order has been issued. Preference will be given to vehicles that are already in-stock and delivery can be made to Addis Ababa, Ethiopia within the shortest delivery period from the issuance of the Purchase Order.
6. **Warranty information** – please be specific. The manufacturer's warranty should meet or exceed the required specifications.
7. **Payment Terms** – RTI desirable payment terms: within **30 days net** of receipt of goods in good condition. If these payment terms are not acceptable, then provide an alternative option that details any Special Terms and Conditions for our consideration.
8. Include Bank Wire Transfer information.
9. Although our specs are for manual transmission, please also provide options for automatic transmission, if available.

## B. Commodity Specifications

### 1. Description of Activity/Service: Supply & delivery of 2 Units of Sports Utility Vehicles (SUVs)

#### **Minimum General specifications:**

- ✓ D4D, Turbo Diesel Engine (1GD-FTV)
- ✓ Left-hand drive (RHD)
- ✓ Front & side air bags
- ✓ 5 doors
- ✓ 7 seats
- ✓ Oversize or sub fuel tank (80 to 150 L)
- ✓ 4 or 6-cylinder engine
- ✓ Off-road, 4WD capability
- ✓ Minimum ground clearance no less than 200- 230 mm
- ✓ Manual or Automatic Transmission
- ✓ 5 Speed manuals (over drive and 1 reverse) for manual transmission
- ✓ Front and rear grille bumper/guards
- ✓ High lift jack and carrier
- ✓ 5 all-terrain tires (the 5<sup>th</sup> tire should not be a spare tire but an all-terrain tire)
- ✓ Remote controlled locking system
- ✓ Double wishbone independent suspension (coil springs, with stabilizer bar)
- ✓ 4 link-type suspensions (coil springs, with stabilizer bar)
- ✓ Air conditioning
- ✓ Owner's manual in English
- ✓ Roof rack
- ✓ AM/FM/USB/BT, Multimedia audio
- ✓ Engine Capacity/Displacement – 2800 – 4000 cc
- ✓ Floor mats included preference is on heavy duty options.
- ✓ Heavy duty toolbox
- ✓ First Aid Kit also includes a fire extinguisher.

#### **Other important information to be provided:**

- ✓ Fuel consumption rating (liters/km)- minimum is 10 km/hr.
- ✓ Itemized list of all local service garage locations and/or authorized service centers (Ethiopia)
- ✓ Itemized list of all local dealers who stock spare parts in Ethiopia (name and location).

Please note that the RTI team will conduct activities in remote and difficult areas to access and serviceability and reparability of vehicles will be an important consideration for award.

**Pricing/ Financial Offer Form**

	<b>Quantity to be Purchased</b>	<b>Description of Preferred Commodity or Services Specifications</b>	<b>Unit of Measurement</b>	<b>Unit Fixed Price (Each)</b>	<b>Total Fixed Price (Each)</b>	<b>Lead Time Availability (Number of Days)</b>
<b>1</b>	<b>2 units</b>	Vehicle, SUV (Sport Utility Vehicle as specified above)	Unit			
<b>2</b>		VAT	Unit			
<b>3</b>		Import Duty	Unit			
<b>4</b>		Insurance for the shipment	Unit			
<b>5</b>		Vehicle Registration	Unit			
<b>Total Value (Delivered at Addis Ababa, Ethiopia)</b>						

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<sup>th</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 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](mailto:Procurement.eta@rti.org)

*(insert email address of the procurement officer).*

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

April 12, 2024, at 1700 Hrs. (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.
- (b) **DELIVERY.** Seller provides the most advantageous delivery schedule.
- (c) **TECHNICAL.** Items/Services shall satisfy or exceed the specifications described in 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.**

- 1. Serviceability - availability of service centers across the country and availability of spare parts locally (reparability)
- 2. Fuel Economy / Efficiency e.g. Liters per Kilometer.

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. **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.
16. **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: \_\_\_\_\_