



Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	Venues for workshops, conferences, trainings, meetings, and other events with accommodation for participants as needed
Type of Procurement:	Provision of venue space for events and other meetings and accommodation via a Master Service Agreement (MSA) from May 2024 to May 2025, and with a possibility of renewing for an additional 1-year subject to satisfactory performance.
Type of Contract:	Master Service Agreement with Fixed Price or Cost not to Exceed task orders issued to be determined on a case-by-case basis
Term of Contract:	May 2024 – May 2025, with a possibility of renewing for an additional 1-year subject to satisfactory performance.
Contract Funding:	USAID
This Procurement supports:	USAID Ethiopia Transforming Agriculture
Submit Proposal to:	Procurement.eta@rti.org
Date of Issue of RFP:	April 16, 2024
Date Questions from Supplier Due:	April 19 th , 2024
Date Proposal Due:	April 24 th , 2024
Approximate Date Purchase Order Issued to Successful Bidder(s):	On/about May 31, 2024

Method of Submittal:	
Respond via e-mail with attached document in MS Word / pdf format. Please provide digital brochures as deemed necessary to support your offer.	
The Bidder/Seller agrees to hold the prices in its offer firm for 12 months from the date specified for the receipt of offers unless another time is specified in the addendum of the RFQ.	
Solicitation Number:	ETA-MSA-24-001

Attachments to RFP:

1. Attachment “A” – Commodity Specifications

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Telephone 919.541.6000 ■ Fax 919.541.5985 ■ www.rti.org

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.

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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 International's Feed the Future Ethiopia Transforming Agriculture (ETA) activity is a 5-year project funded by USAID that aims 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.

ETA is seeking offers from reputable, well established and experienced hotels incorporated in Ethiopia to provide venue space for workshops, conferences, training sessions, meetings, and other events ranging from ½ day to a week in length with lodging for participants ranging from 2 to 5 days. The venue will provide the space, setting, equipment, lodging, and meals for these events. ETA intends to issue a Master Service Agreement to multiple suppliers that meet the required specifications and present the **best value** offerings.

Product or Service Expectations (both if applicable):

1. Please provide a description of your installations, exact address and list important sites and distances to venue (miles or kms as well as time), such as airport, restaurants for example.
2. In the description of the event rooms, indicate the number of event rooms and the maximum persons capacity per sitting arrangement (auditorium, classroom, round tables of X PAX, etc.).
3. If there are outdoor areas that can be used for events, please provide description
4. Please indicate the minimum number of participants required for an event, in order for the space to be included at no charge.
5. Please indicate refreshment and lunch services included for half day and full day events, or indicate the cost if not included in hall rent
6. Specify the equipment and amenities that are included in an event package, such as but not limited to: podium, microphone, screen, sound system, large TV screens, flipcharts (how many), flipchart paper, markers, note pads & pencils for participants, number of Wi-Fi accesses, etc.
7. Please include parking space available and special rates for event participants.
8. Please add the description of the rooms, amenities included, such as breakfast, shuttle to

& from the airport, internet Wi-Fi, etc.

Accommodation and conference services include but are not limited to the below:

1. The facility must be secure, guard deployed at the property 24/7/ robust perimeter wall or gardener doing the daytime guarding.
2. Facility must have secure parking for RTI vehicles.
3. The hotel must have rooms secure, Decent locking mechanism on the door, Windows/balcony doors close properly or CCTV.
4. Hotel must have strong internet.
5. Hotel must have room safe, a secure location to store valuables (e.g., does reception have a safe available for storage of laptops, ID etc.)
6. The hotel/lodge must not allow outside visitors to have access to where the rooms are located.
7. The conference facilities have to support the requirements of the team, IT support, connectivity, backup generator, sound etc

Deliverables, Timelines, Special Terms and Conditions:

The supplier is requested to provide quotes on a per participant/per room basis. The pricing table listed below is a recommended format for vendors. This format is not a requirement as long as the quotation provided by the vendor includes the same information.

In preparing this quote, please provide the best corporate value available, that can be valid for a **minimum of 12 months**. Indicate the months these prices will be valid for, or if there is any variation during any specific dates, please clarify. (High season / low season and what dates each refers to).

Pricing

Item #	Quantity to be Purchased	Description of Preferred Commodity or Services Specifications	Unit of Measure	Unit Fixed Price (Each)	Total Fixed Price (Each)	Remarks
1		Hall rent ½ day package. Specify the meals included (coffee break and lunch for example).	Per person			
2		Hall rent full day package. Specify meals included, (example morning and afternoon coffee breaks and lunch)	Per person			

3		Special price if available for multiple-day hall rent. Specify how many days minimum to obtain this special rate.	Per person			
4		Half day refreshments (if not included in hall rent)	Per person			Please specify refreshments included
5		Full day refreshments (if not included in hall rent)	Per person			Please specify refreshments included
6		Buffet lunch package (if not included in hall rent)	Per person			
7		Private Breakfast meetings	Per person			Please specify the maximum amount of time allotted
8		Private lunch meeting package	Per person			Please specify the maximum amount of time allotted
9		Private dinner meeting package	Per person			Please specify the maximum amount of time allotted
10		Parking rates for seminar participants. Specify rates for ½ day events and full day.				
11		Rent of wireless microphone per ½ day event and full day event				
12		Rent of extra flipcharts per ½ day event and full day event				
13		Rent for projector per ½ day event and full day event				
14		Rent of large TV to be used as projector screens				Specify inch width of TV
15		Airport shuttle				Specify if included in room rate

16		Single room rate. If breakfast is not included, indicate the cost of breakfast for guests staying at the hotel.				Specify amenities included as well as breakfast, Wi-Fi, shuttle, etc.
17		Full plan meals if available				Specify which meals are included.
18		If a business center is available, please indicate printing and photocopying costs				Specify color and black & white
19		Internet Wi-Fi access rate if not included with the hall rent package				Specify how many access codes are provided free of charge with an event
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:

Key Questions	VENDOR INFORMATION FORM <i>Please write your answers clearly and use additional paper if needed to provide as much detail as possible in your answers to these questions. More details and facts are always better than fewer details. We will attempt to verify the important facts you have listed below using our local personnel in and around the country. Where a question does not apply to your business context indicate N/A)</i>
1. Name of contact person	
2. Title of position of contact	
3. Phone Number(s) for contact	
4. Email address for contact	
5. Company Name	
6. Company Address	

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

Addis Ababa, Ethiopia

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

United States Agency for International Development (USAID)

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

USAID ETA Procurement Team

at this email address:

Procurement.eta@rti.org

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

April 19th, 2024

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.

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.**

Period of time (in months) that the offer and prices are valid for.

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 **12 months** 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: