



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

Commodity/Service Required:	Individual Consultant to write technical documents (Quarterly reports and Work Plans)
Type of Procurement:	Open competitive bidding
Type of Contract:	Fixed term contract
Term of Contract:	Based on performance and availability of funds
Contract Funding:	USAID
This Procurement supports:	Feed the Future Rwanda Hanga Akazi Activity
Submit Proposal to:	<a href="mailto:Haprocurement@hanga-akazi.org">Haprocurement@hanga-akazi.org</a>
Date of Issue of RFP:	Friday June 14 <sup>th</sup> , 2024
Date Questions from Supplier Due:	Friday June 26 <sup>th</sup> , 2024
Date Proposal Due:	June 27 <sup>th</sup> , 2024
Approximate Date Purchase Order Issued to Successful Bidder(s):	July 29 <sup>th</sup> , 2024

<b>Method of Submittal:</b>	
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:	HA/2024/011

### 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

### 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:**

Feed The Future Rwanda Hanga Akazi Project seeks to engage a dynamic and highly skilled individual consultant in the role of report writer/storyteller to support the preparation of the project’s quarterly/annual reports and annual technical workplans.

**Product or Service Expectations (both if applicable):**

This individual will work under the direction of the Hanga Akazi Chief of Party and collaboration with the Monitoring and Evaluation team, to produce ***the content and incorporate feedback of reports and workplans.***

Deliverables, Timelines, Special Terms and Conditions

#	Deliverables	LOE
1	<b>Induction</b> – During this session the Consultant will receive a full orientation to understand the scope of the project, and the activities in the workplan, meeting with the Chief of Party and Technical Leads.	<b>1</b>
2	<b>First draft of report</b> – After learning the scope of work, the consultant will collaborate with activity leads to compile and develop content for the report, using references such as activity reports, assessments, and one-on-one meetings for more information. This draft will then be shared with the activity leads and Chief of Party to ensure the accuracy of content.	<b>6</b>
3	<b>Second draft of report</b> – The consultant will incorporate feedback, comments and any additional information provided by the activity leads into this draft of the report.	<b>2</b>

4	<b>Submission of final report</b> – Incorporating the final comments in this draft of the report, the Consultant will share the final version of the report to be validated by the Chief of Party.	1
<b>Total</b>		<b>10 days</b>

The consultant will also be required to work closely with the technical team leads for an estimated Level of Effort of 2 days per month.

**Required qualifications:**

Hanga Akazi is looking for a Technical Report Writer to support in the reporting of the Project activities with the following qualifications:

- At least three (3) years of knowledge and proven experience in writing reports for organizations or projects with similar scale.
- Demonstrated abilities related to narrative development and storytelling in the context of development or donor-funded activities.
- Fluency in spoken and written English is required, knowledge and understanding of Kinyarwanda is an added advantage.
- Excellent communication, collaboration skills and flexibility.
- Excellent written and verbal communication skills required.

**REPORTING**

- The consultant will report to the Chief of Party of Hanga Akazi and work closely with the Communications and Knowledge Management Specialist.

**Pricing**

The applicant should indicate the consultancy fee daily rate in Rwandan francs, all taxes inclusive. Applicants from foreign countries may submit their financial proposals in US dollars.

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

**Cogebanque Building, 5th Floor KN 63 St, Kigali, Rwanda**

*(insert full address of the office)*

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

**USAID**

*(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

Angella TUGUME

*(insert name of procurement officer)*

at this email address:

[Haprocurement@hanga-akazi.org](mailto:Haprocurement@hanga-akazi.org)

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

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

26<sup>th</sup> June 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](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:

**The proposals will be evaluated on the following basis:**

1. **Technical Proposal: 70%:** The Technical Proposal must contain: a detailed resume highlighting previous relevant experience, a portfolio showcasing previous written reports, professional references to the mentioned reports, and a brief proposal (not more than 2 pages) outlining the consultant's approach to the project.
2. **Financial Proposal: 30%.** The applicant should indicate the consultancy fee daily rate in Rwandan francs, all taxes inclusive. Applicants from foreign countries may submit their financial proposals in US

dollars.

**OTHER EVALUATION CRITERIA.**

Shortlisted candidates will be invited for an oral interview before the final decision is made.

**Application instructions for qualified candidates**

Application package should include the technical Proposal containing a detailed resume highlighting previous relevant experience, a portfolio showcasing previous written reports, professional references to the mentioned reports, and a brief proposal (not more than 2 pages) outlining the consultant’s approach to the project. It should also include the financial proposal indicating the daily rate in Rwandan francs for local consultants and in US dollars for international consultants.

**Qualified individuals** are encouraged to send their applications to [haprourement@hanga-akazi.org](mailto:haprourement@hanga-akazi.org) not later than **June 27<sup>th</sup>, 2024 at 17:00Hrs Kigali time.**

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.

By: *(Seller Company Name)*

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

Title:

Date: