Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required: Solar Powered Ghee Processing Machine and Advisory Services

Type of Procurement: One-off purchase Agreement

Type of Contract: Firm Fixed Price

Term of Contract: Within the Delivery Period

Contract Funding: USAID

This Procurement supports: Uganda B4R Strategic Investment Fund

Submit Proposal to: procurement@ugandabiodiversity.rti.org

Date of Issue of RFP: April 25, 2023

Date Questions from Supplier Due: May 5, 2023

Date Proposal Due: May 5, 2023

Approximate Date Purchase Order Issued to Successful Bidder(s): To be Confirmed (subject to obtaining a waiver)

Method of Submittal:

Email procurement@ugandabiodiversity.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 30 days from the date specified for the receipt of offers unless another time is specified in the addendum of the RFP/RFQ.

Solicitation Number: UB4R/007/04/2023

All bids must be submitted as follows.
1) A signed copy of this RFP (see page no. 11 of this RFP)
2) A duly completed and signed proposal corresponding to the scope of work provided in this RFP.
3) Financial proposal (Refer to the price schedule format provided in this RFP).
4) Updated CVs

How to apply

Interested Companies and organizations should submit Concept note proposal (Including past performance experience, and a Budget in Uganda Shillings via email to: procurement@ugandabiodiversity.rti.org.

Deadline for submissions:

Attachments to RFP:

1. Attachment “A” – Scope of Work and Commodity Specifications

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

- **Background:**
The USAID/Uganda Biodiversity for Resilience (B4R) Activity (2020-2025) provides technical assistance to communities, the government of Uganda, and the private sector, to conserve and manage biodiversity in target ecosystems for lasting environmental and economic sustainability and increased community and household resilience.

The Activity works closely with key government agencies including Uganda Wildlife Authority (UWA) and the National Forest Authority (NFA), related ministries and departments, as well as district and local authorities in support of community wildlife ranches, collaborative forest management areas and protected area management while promoting market-based solutions to improve stewardship of the natural resources necessary to sustain Uganda’s economic development.

The Activity prioritizes conservation of key biodiversity in five target landscapes of:
- Kidepo Valley National Park area: Karenga Community Wildlife Area and Central Forest Reserves of Timu, Morungole, Nyagea Napore, Lwala, and Rom in Karenga, Kaabong, Abim, Kotido, Kitgum, and Agago districts.
- Murchison Falls National Park area: Murchison Community Conservancy in Pakwach and Nwoya districts.
- Budongo Central Forest Reserve in Masindi and Hoima districts.
- Lake Mburo National Park area: Murchison Conservancy in Isingiro and Kiruhura districts and Mbarara City.
- Queen Elizabeth National Park: Kalinzu Central Forest Reserve and Kyambura Wildlife Reserve in Rubirizi District.

USAID Uganda Biodiversity for Resilience B4R Activity provides direct financial support in the form of sub-awards from its Strategic Investment Fund (SIF) to private sector and other community-based enterprises. This support is tied to achieving the biodiversity conservation objectives in Kidepo Valley, Murchison Falls, Lake Mburo, Queen Elizabeth and Budongo Forest landscapes.

The goal of the USAID/Uganda Biodiversity for Resilience (B4R) Activity, implemented by RTI International in cooperation with other partners, is to assist communities, the Government of Uganda (GOU), and the private sector to conserve and manage biodiversity in target ecosystems for lasting environmental and economic sustainability and increased community and household resilience. The B4R Activity will achieve this through three interrelated strategic approaches:
- Strategic Approach (SA) 1: Economic, financial, and social investments are linked to and incentivize conservation
- SA 2: Governance arrangements benefit biodiversity and enable communities to benefit from biodiversity
- SA 3: GOU strengthens its sustainable management of targeted protected areas and biodiversity adjacent to protected areas

The B4R Activity supports community wildlife ranches and protected area management while promoting market-based solutions, including conservation-friendly agricultural enterprises, to improve stewardship of the natural resources necessary to sustain Uganda’s economic development.

USAID/Uganda Biodiversity for Resilience Activity (B4R) is seeking the services of a subcontractor to support the implementation of the biodiversity conservation activities in Lake Mburo landscape. The subcontractor will supply a solar powered ghee processing machine to the community group. This work demands working with B4R team and Rurambira community conservancy team to ensure that the machine is delivered, well installed and tested for the community group in Rurambira community conservation areas.

The community group is:
- Akentanda Savings & Credit Group.
Objectives of Assignment:
The subcontractor will work with B4R and the Rurambira community conservancy leadership team to supply the solar powered ghee processing machine to the community conservancy group to achieve the biodiversity conservation objective.

Specific Activities:
The subcontractor will work closely with the B4R team to supply the machine. Specific activities will include but are not limited to:
- Supply and delivery of the Solar powered ghee processing machine.
- Set up and testing of the ghee processing machine.
- Training of the group on how to operate the machine.
- Implement the advisory services in ghee processing.
- Six months after service support to Akentanda

Product and Service Expectations
Product and service to follow best practices in ghee production in line with sustainable economic development of local community and delivering expected conservation co-benefits.

Deliverables, Timelines, Special Terms and Conditions:

Deliverables
a) The community group receiving a solar powered ghee processing machine.
b) Setup and testing of the machine.
c) Group trained on how to operate the ghee processing machine.
d) Report signed by the supplier and the group representative to confirm that deliverables a to c have been satisfactorily achieved

Minimum Eligibility Requirements
The applicant should be a Ugandan-based company or organization that possesses the following:
- A valid company or organization registration certificate.
- A valid tax clearance certificate.
- A valid trading license for companies and a Permit to Operate as an Organization for NGOs.
- Must be operating or based in Lake Mburo Landscape.

Qualifications and Experience
The ideal subcontractor should be a Ugandan-based firm or organization that meets the following qualifications and experience.
- At least 5 years’ experience of working with or training community groups in livestock management services.
- At least five years’ hands on experience providing community livestock extension services.
- Prior experience working with USAID-funded projects is an added advantage.
- Prior experience working with USAID-funded projects is an added advantage

Knowledge, Skills and Abilities
• Demonstrated experience and expertise in ghee processing.
• Past working experience with examples of delivering similar extension services.
• Experience in supply and delivery of ghee processing plant.
• Experience in setting up modern ghee processing plant.
• Skilled in preparing business and management plans.
• Qualified technical team minimum bachelor’s degree or professional certification in the relevant field.
• Technical skills in livestock management.

### Pricing

<table>
<thead>
<tr>
<th>Item #</th>
<th>Quantity to be Purchased</th>
<th>Description of Preferred Commodity or Services Specifications</th>
<th>Unit of Measure</th>
<th>Unit Fixed Price (Each)</th>
<th>Total Fixed Price (Each)</th>
<th>Lead Time Availability (Number of Days)</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>Supply, delivery, set up/installation and onsite testing of Solar powered 50-100litre ghee processing machine including training of the group on how to operate it and after service support to the group</td>
<td>PC</td>
<td></td>
<td></td>
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**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: ________________________________
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

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Plot 50, Upper Kololo Terrace, 
Kampala
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who has a purchase requirement in support of a project funded by **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 regard to this RFQ/RFP to be directed to
Evelyn Kyosiimire
at this email address:
ekteosiimire@ugandabiodiversity.rti.org
The cut-off date for questions is
May 5, 2023

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) All relevant product/service documentation (manuals, warranty doc, certificate of analysis, etc.
(when applicable)

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:

**Stage One**

**MANDATORY REQUIREMENTS** - Submission of the following.

- Quotation
- Valid company registration certificate for Companies and Valid permit to operate as NGO for NGOs
- Tax clearance certificate

*Only those bidders who meet the Mandatory requirements will be evaluated further.*

Additionally, should possess the following skills/experiences:

**Stage Two**

**TECHNICAL EVALUATION** - Services shall satisfy or exceed the specifications described in RFQ/RFP Attachment A and as detailed in the SOW attached. Technical evaluations will be guided by the factors below.

I. **Technical Understanding of the Assignment** – Consultant clearly states their understanding of the specifications cited in SOW subsections titled Objective of assignment and specific Activities and Deliverables). **20 points**

II. **Proposed Approach, Methodology & Outcomes** - Clear outline of activities proposed, the rationale for each activity, the implementation team and time schedule proposed, the methodology that you will use to successfully achieve desired deliverables and outcomes. **20 points**

III. **Required Qualifications** - Relevant degree or postgraduate in the field of Livestock Management and extension service delivery.

The subcontractor is expected to have professional qualifications in the relevant field with demonstrable experience in the livestock advisory services

- At least 5 years’ experience of working with or training community groups in livestock management services.
- At least five years’ hands on experience providing community livestock extension services.
- Prior experience working with USAID-funded projects is an added advantage.

**Knowledge, Skills and Abilities**

- Demonstrated experience and expertise in ghee processing.
- Past working experience with examples of delivering similar extension services.
- Experience in supply and delivery of ghee processing plant.
- Experience in setting up modern ghee processing plant.
- Skilled in preparing business and management plans.
- Qualified technical team minimum bachelor’s degree or professional certification in the relevant field.
- Technical skills in livestock management.
- Demonstrated experience and expertise in supply of solar powered ghee processing equipment.

Technical skills in livestock management. **15 points**

IV. **Past Performance** – Subcontractor should demonstrate the capability and resources to provide the items and services requested in this solicitation in a timely and responsive manner. Evidence of available resources to carry out the assignment this should include certified bank statement for the last 3 months. **10 points**

In your proposal, provide at least 3 professional contacts (firms) for whom similar work/services have been provided for our reference request checks.

V. **Delivery** – Subcontractor provides the most advantageous delivery schedule. **5 points**

Stage Three

**FINANCIAL EVALUATION** - Lowest priced financial proposal. **30 points**

The most responsive applicant with the highest combined scores (Technical and financial) will be considered for award of contract after successful undertaking of due diligence and negotiations by RTI International.

Financial bids will be submitted in Uganda Shillings.

Weights of the Technical and Financial Evaluations:
- Technical evaluation = 70%
- Financial bid = 30%

The bidder achieving the highest combined technical and financial score and whose references and due diligence satisfy RTI International will be invited for negotiations.

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 **30 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. 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: