

Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	Endline Ruminant Methane Assessment (RMA) for Dairy Nutrition
Type of Procurement:	Purchase Order
Type of Contract:	Fixed Price/Deliverables Based
Term of Contract:	10 weeks
Contract Funding:	USAID
This Procurement supports:	Kenya Feed the Future Crops and Dairy Market Systems Development Activity
Submit Proposal to:	Procurement@kcdmsd.rti.org
Date of Issue of RFP:	1 st April 2022
Date Questions from Supplier Due:	6 th April 2022
Date Proposal Due:	8 th April 2022
Approximate Date Purchase Order Issued to Successful Bidder(s):	April 2022

Method of Submittal:	
Via email to procurement@kcdmsd.rti.org	
Respond via e-mail with attached document in MS Word or PDF format. The Bidder/Seller agrees to hold the prices in its offer firm for 45 days from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFP/RFQ.	
Solicitation Number:	RFP/KCDMS/FY21- Endline Ruminant Methane Assessment (RMA) for Dairy Nutrition

Attachments to RFP:

1. Attachment “A” – Commodity Specifications
2. Attachment “B” – Instructions to Bidders/Sellers
3. Attachment “C” – Budget Template
4. Attachment “D” – USAID B1420 EBD Form
3. All PO Terms and Conditions are listed on our website at: <http://www.rti.org/POterms>, 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

SOW FOR AN ENDLINE RUMINANT METHANE ASSESSMENT (RMA) FOR DAIRY CATTLE

- 1.0 Project:** Kenya Crops and Dairy Market Systems (KCDMS)
- 2.0 Staffed by:** Productivity Team/STTA
- 3.0 Reports to:** Productivity Lead
- 4.0 Location:** Twelve (11) Selected FtF Counties contained in Appendix 1
- 5.0: Value chains:** Feed and Fodder, Dairy
- 6.0 Start date:** 1st April 2022
- 7.0 Duration:** Maximum of 10 weeks

8.0 About KCDMS Activity:

The USAID Feed the Future Kenya Crops and Dairy Market Systems (KCDMS) activity is a five-year cooperative agreement awarded to RTI International in partnership with the Busara Center for Behavioral Economics, East Africa Market Development Associates (EAMDA), Farm Input Promotions (FIPs) Africa, International Livestock Research Institute (ILRI), Making Cents and Open Capital Advisors (OCA). KCDMS has transformed agricultural market systems to enable intensification and diversification into higher value commodities and non-farm activities. KCDMS has taken a facilitative approach, working through public and private market actors best positioned to drive positive changes that will reverberate throughout the system.

The project is working in selected counties in Eastern and Western regions of Kenya (see list of target counties in Appendix 1) to facilitate improved productivity and development of

competitive, resilient and sustainable market systems in the dairy, feed/fodder and horticulture value chains. Key among the initiatives includes working to ensure diverse production and improved productivity, improving access to inputs and services to small holder farmers and promoting strategies that increase dairy, feed/fodder and horticulture productivity businesses sourcing from small holder farmers (SHF).

9.0 Project Objective and Approach

KCDMS's goal is to transform agricultural market systems to enable intensification and diversification into higher value commodities and non-farm activities. The project is doing this by facilitating market driven partnerships that bring together all players (agro-dealers, dairy and horticulture input suppliers, aggregators, processors and exporters) to invest in higher productivity, quality improvements and greater supply chain efficiency. Alongside efforts to enhance productivity in the priority value chains across the project's zone of poverty alleviation, KCDMS intends to ensure availability of food that has been produced in a safe manner.

10. Strategic feeding of dairy animals for increased productivity

Smallholder farmers are increasingly appreciating the fact that fodder and feed rations help dairy cows achieve maximum performance and improve productivity. The term productivity here refers to the ability of the animal to grow, reproduce and produce outputs such as milk. However, to perform these functions on optimal and a sustained basis, essential nutrients in the form of energy, proteins, minerals, vitamins, and water must be provided in sufficient quantities to go beyond those necessary for the maintenance of normal body functions. Thus, the need to focus on animal nutrition as a means of providing the dietary needs to help a dairy cow to achieve its maximum performance. This can be accomplished by always feeding a nutritionally balanced ration, allowing cows to consume as close to their actual energy requirements as possible, and maintaining the physical or roughage characteristics, (referred to as feed particle size) required for proper rumen function. An adequately nourished cow will be healthy and capable of managing the stresses associated with high milk production.

11. Dairy Animal Nutrition Study

In 2019, KCDMS carried out a study to assess the critical dietary constraints to optimal dairy productivity for smallholder farmers in the KCDMS focus counties. The objective was to improve the dairy nutrition to enhance production for the farmers. Consideration was given to the issue of reducing methane emissions as it is proven that livestock operations and production systems contribute to the increase of the greenhouse gas emissions.

KCDMS in partnership with the cooperative societies developed interventions targeting to overcome some of the barriers hindering improved productivity for the small holder farmers. This included supporting commercialization of improved fodder varieties, breed improvement and strengthening the extension and advisory services through the Dairy Farmer Assistant model among others for improved herd management.

12. Objective of the Assignment.

The overall objective of this assignment is to conduct an impact analysis to assess if the changes in the methane emissions are attributable to the KCDMS interventions that have been introduced and adopted through the producer organizations. Ideally, the impact analysis should focus on increased production, income, food security, and decreased methane emissions. The initial report will be used as a baseline against which the changes will be measured.

13. Scope of Work

The scope of the activities in this assignment will focus on assessing the improved feeding practices that have been adopted by smallholder farmers who have benefitted from the KCDMS Activity to improve rations and increase the digestibility of feedstuffs given to cattle to increase milk productivity, and to reducing methane emissions per unit of milk produced. Good feeding management practices must be followed to achieve maximum performance from cows.

This activity will focus on the following activities:

1. Assess forage, feed inventory and nutrient composition and balance of the rations being fed to the dairy cows by the POs and smallholder farmers in the KCDMS counties and conduct an impact analysis to identify nutritional weak links in livestock production systems.
2. Test the quality of the available forages and/or feeds that farmers have currently using to feed their dairy cattle because of the technical interventions of the KCDMS activity that have resulted in improved productivity and consequently reduced methane emissions resulting from the rations.

13. Specific activities and deliverables:

The assessment will be conducted across the KCDMS Zones of Influence (see Appendix 1). The target cooperatives from which the data will be collected will be provided by KCDMS. KCDMS will work with the dairy cooperative societies to identify the farmers who will take part in the assessment. The following are the deliverables

Activity	Deliverable	Due Date (From agreed start date)	% of funding upon submission of deliverable
Workplan development	Inception report including the draft tools to be used in the assessment	1 week from award of contract	30%
Enumerator training, data collection, entry, and cleaning	Progress report on enumerator training and data collection exercise	7 weeks from award of contract	40%
Collection of samples for analysis			
Presentation of findings of the end line study of feeding systems and practices, improved technologies adopted and methane emission status to KCDMS and USAID	Presentation	10 weeks from award of contract	30%
Revise report to address questions and comments	Final report incorporating responses to comments		

14. Final Report

The final report will be not more than 20 pages excluding annexes. It must include:

- Executive summary of key findings
- Summary of approach /methodology used
- Impact of KCDMS and other USAID IP’s interventions on the dairy practices and how that affected Methane emissions in comparison with the baseline study results.
- Recommendations
- Summary of conclusion and recommendations
- Annex with analysis results of the samples/concentrates
- Annex with complete list of stakeholders consulted with contact details
- Annex with the data collection tools, baseline and end line data

15. Assignment duration

The duration of the assignment shall be not more than 10 weeks.

16. Supervision of the Contractor

The contractor will work under the direct supervision of the Productivity Component Lead and in day-to-day consultation with productivity specialist in charge of Dairy interventions and for the duration of the contract.

17. Application

Submit an application that consists of:

1. A cover letter that summarizes the capacity to undertake the assignment and should also indicate the availability of the key resource team.
2. A brief proposal for the assignment and work plan (not more than 5 pages). The proposal should be accompanied by a detailed budget with breakdowns of different costs involved, and details of the time frame (number of working days), logistics, supplies and service (including data collection) required. Budget should be accompanied by CVs and Biodata forms for all lead consultants.

18. Total Assignment cost

The total assignment cost is subject to Withholding tax.

19.0 Confidentiality

It should be noted that all the information collected in the process of undertaking this exercise together with the reports shall be the property of KCDMS.

20.0 Conflict of Interest

This assignment shall be executed as per the terms of reference contained in the contract entered during partnership engagement and any adjustment, must be agreed upon by all parties in advance before execution of the issue at hand. No conflict of interest is anticipated during the undertaking this assignment.

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:	
Supplier name:	
Physical address:	
Phone number:	
Email address:	
Contact Person:	
Stamp:	

Appendix 1: Selected FtF (KCDMS) counties

A2: Eastern Kenya

1. Kitui
2. Makueni
3. Taita Taveta

HR 1: Nyanza Area

1. Kisumu
2. Homa Bay
3. Migori
4. Kisii
5. Siaya

HR 1: Western Area

1. Kakamega
2. Bungoma
3. Busia
4. Vihiga

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

8th Floor, The Westwood Building
Ring Road, Westlands, Nairobi, Kenya

(insert full address of the office)

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

United States Agency for International Development

(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. Quotations must include the bidder's proposed approach, including sampling plan, for executing the required survey (maximum 7 pages.) Bidders may also include a description of relevant capabilities and past experience (maximum 2 pages.)
 - (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

Procurement@kcdmsd.rti.org

(insert name of procurement officer)

at this email address:

procurement@kcdmsd.rti.org

(insert email address of the procurement officer).

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

6th April 2022

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 www.rti.org/poterms, <http://www.rti.org/POterms>, 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 (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.**

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 45 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.

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: