# Request for Quote/Proposal (RFQ/RFP)

<table>
<thead>
<tr>
<th>Commodity/Service Required:</th>
<th>Tea Value Chain Expert</th>
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<tbody>
<tr>
<td>Type of Procurement:</td>
<td>Consultant Agreement</td>
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<tr>
<td>Type of Contract:</td>
<td>Fixed Price/ Deliverables Based</td>
</tr>
<tr>
<td>Term of Contract:</td>
<td>August - September, 2023</td>
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<tr>
<td>Contract Funding:</td>
<td>Contract No. 72069622C00001</td>
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<tr>
<td>This Procurement supports:</td>
<td>Feed the Future Rwanda Hanga Akazi Activity</td>
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<tr>
<td>Submit Proposal to:</td>
<td><a href="mailto:HAprocurement@hanga-akazi.org">HAprocurement@hanga-akazi.org</a></td>
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<tr>
<td>Date of Issue of RFP:</td>
<td>August 2, 2023</td>
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<tr>
<td>Date Questions from Supplier Due:</td>
<td>August 11, 2023</td>
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<td>Date Proposal Due:</td>
<td>August 14, 2023</td>
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<tr>
<td>Approximate Date Purchase Order Issued to Successful Bidder(s):</td>
<td>August 23, 2023</td>
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**Method of Submittal:**

HAprocurement@hanga-akazi.org, copy to bakayezu@hanga-akazi.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 **60 days** from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFP/RFQ.

| Solicitation Number: | HA/2023/063/Tea Value Chain Expert |

**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:  
   [http://www.rti.org/files/PO_FAR_Clauses.pdf](http://www.rti.org/files/PO_FAR_Clauses.pdf) or for commercial items:  
   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:

RTI International is implementing the Feed the Future Rwanda Hanga Akazi to address the problem of insufficient employment opportunities and limited entrepreneurial success for Rwandans which negatively impacts the Rwandan economy and the country’s development goals. The HA Activity will facilitate capacity development of Rwandans – in particular women, youth, and persons with disabilities – in key technical and soft skills required to participate in a modern workforce (focusing on opportunities surrounding the agricultural economy) and will catalyze new entry and growth of inclusive enterprises. Over the life of the Activity, Feed the Future Rwanda Hanga Akazi interventions will support a minimum of 23,000 job seekers to access new or improved employment, while the Activity’s support to agribusinesses will result in the creation of at least 19,000 jobs at partner firms.

The tea sector in Rwanda has been experiencing notable growth and development, contributing significantly to the country’s economy and agricultural sector. Rwanda is known for producing high-quality tea, which has gained recognition in the international market. The government of Rwanda has been actively promoting and supporting the tea industry through various initiatives and policies, aimed at increasing production, improving quality, and enhancing the livelihoods of smallholder tea farmers.

The tea sector holds tremendous potential for job creation, playing a pivotal role in stimulating employment opportunities and contributing to the country’s economic growth. With its expanding tea plantations and increasing production, the industry offers a promising avenue for job seekers and aspiring entrepreneurs.

As Rwanda continues to attract investments in the tea sector, numerous job openings are emerging across various stages of tea production. From cultivation and harvesting on the plantations to processing, packaging, and transportation, there is a demand for a diverse workforce with different skill sets. Smallholder tea farmers benefit from increased job prospects as the sector’s expansion generates a need for labor-intensive activities, fostering rural development and reducing unemployment rates. Nevertheless, there is an identified weakness related to experienced laborers in the tea sector leaving the labor force and not being replaced, as tea cultivation is often seen as “employment of last resort” and not a desirable career path. Strategies for professionalization and technology-intensive approaches may promote more growth in the future by attracting more youth into the sector.

Product or Service Expectations (both if applicable):
1. Researching the tea industry: The consultant would research the tea industry and associated value chains to gain an understanding of the current state of the industry, their challenges, and opportunities.

2. Identifying key stakeholders/actors: The consultant would identify the key stakeholders and actors in the tea landscape, including producers, processors, and distributors in Rwanda.

3. Analyzing the tea investment landscape: The consultant would analyze the tea production and processing landscape to identify the current trends, challenges, and opportunities for the industry. This analysis would include an assessment of the current and potential demand for tea and related products, as well as an evaluation of the competition in Rwandan market.

4. Assessing the feasibility and opportunities of tea and associated value chains for job creation: The consultant will assess the feasibility and opportunities for job creation in the particularly for youth, women and persons with disabilities.

5. Evaluate the potential for expanding the tea industry in Rwanda, including the identification of new market opportunities, such as the export market, and the potential for diversification into other byproducts.

6. Developing recommendations: Based on the analysis and assessment, the consultant would develop recommendations for tea interventions that will promote job creation at different level of the values chain practices, the best practices for tea, and the most effective marketing and distribution strategies in Rwandan market.

7. Providing a report: The consultant would provide a comprehensive report summarizing the analysis, assessment, and recommendations. The report would include a detailed description of the tea production landscape, the potential new cultivation and processing sites identified, and the feasibility of job creation, as well as a detailed analysis of the current state of the tea cultivation industry and its prospects.
Deliverables, Timelines, Special Terms and Conditions:

1. Inception meeting - Develop and submit the inception report detailing the methodology, approach, and action plan to execute the assignment. Inception meeting will be held to review the inception report/4 days.
2. Undertake the assignment to analyze the tea sector landscape in Rwanda following the approved methodologies/20 days;
3. Prepare and submit the draft finding report for comments and inputs/5 days;
4. Prepare and submit the final analysis report for approval/1 day;

Total number of working days: 30

<table>
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<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 (Rwf)</th>
<th>Total Fixed Price (Rwf)</th>
<th>Lead Time Availability (Number of Days)</th>
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<tr>
<td>1</td>
<td>1</td>
<td>Labor cost/Consultancy service fee</td>
<td>Days</td>
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<td></td>
<td></td>
<td>Any other cost</td>
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Total Value

By signing this attachment, the bidder confirms that they have a complete understanding of the specifications and fully intends to deliver items that comply with the above-listed specifications.

Signature: 

Title: 

Date: 

Attachment A
RFQ Template v7, December 2020
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

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

   United States Agency for International Development (USAID)/Rwanda

   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. A technical proposal on the assignment. This should begin with a cover letter and include a proposed budget. 15 pages’ max

   b. A detailed CV highlighting previous experiences in undertaking similar projects, contacts for 3 references **Not Mandatory**: The CV can include self-declaration on sex, age and disability status - if desired. 10 pages’ max
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

   Beatrice Akayezu

   at this email address:

   HAprocurement@hanga-akazi.org

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

   The cut-off date for questions is

   August 11, 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) 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.**
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 _______ 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: ________________________________________________