Request for Quote/Proposal (RFQ/RFP)

<table>
<thead>
<tr>
<th>Commodity/Service Required:</th>
<th>Coffee 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>
</tr>
<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/2023/064/ Coffee 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: [https://www.rti.org/sites/default/files/rti-purchase-order-terms-and-conditions-v1.16.pdf](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_Commmercial_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:

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 coffee sector in Rwanda continues to play a pivotal role in the country’s economy and employment landscape. Rwanda’s reputation for producing high-quality coffee has earned international recognition, opening lucrative opportunities in the global market. The government’s proactive approach, through various initiatives and policies, has led to significant growth and development in the coffee value chain.

Employment in the coffee sector remains a key focus, as it has the potential to create substantial job opportunities, particularly for rural communities. With the expansion of coffee plantations and increased production, demand for skilled labor across various stages of the coffee value chain has risen substantially. This presents an opportunity for empowering youth, women, and marginalized groups, fostering inclusive economic growth and poverty reduction.

However, challenges persist, including the need for skilled workers and professionals to drive innovation and enhance productivity. To fully leverage the potential of the coffee sector, targeted strategies focusing on professional training, modern farming practices, and value addition are essential. By promoting sustainable employment and empowering coffee farmers and workers, Rwanda can continue to strengthen its position as a leading player in the global coffee market while driving positive socio-economic impact at the grassroots level.

Product or Service Expectations (both if applicable):
The consultant will employ a mixed-methods approach, including desk research and field assessments. The following tasks will be undertaken:

1. **Desk Research**: Gather data from existing reports, studies, and relevant literature to gain insights into the coffee industry in Rwanda, its challenges, and opportunities.

2. **Stakeholder Mapping**: Identify and engage with key stakeholders involved in the coffee value chain, including government agencies, private sector entities, cooperatives, and coffee farmers’ associations.

3. **Data Collection**: Conduct interviews and surveys with coffee farmers, processors, traders, exporters, and other stakeholders to gather primary data on production practices, challenges, and potential for job creation.

4. **Market Analysis**: Analyze the coffee market in Rwanda, including domestic and export markets, to understand demand, competition, and potential opportunities.

5. **Feasibility Assessment**: Evaluate the feasibility of various interventions to promote job creation and enhance the coffee sector’s sustainability.

6. **Best Practices**: Identify successful models and best practices from other countries that can be adapted and implemented in Rwanda to improve the coffee value chain;
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.

(2) Undertake the assignment to analyze the coffee sector landscape in Rwanda following the approved methodologies

(3) Prepare and submit the draft finding report for comments and inputs;

(4) Prepare and submit the final analysis report for approval

### 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 (Rwf)</th>
<th>Total Fixed Price (Rwf)</th>
<th>Lead Time Availability (Number of Days)</th>
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<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>Labor cost/Consultancy service fee</td>
<td>Days</td>
<td></td>
<td></td>
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<tr>
<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 “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  
   *(insert name of procurement officer)*

   at this email address:
   HApurchase@hanga-akazi.org  
   *(insert email address of the procurement officer).*

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

   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: