

Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	Bamboo Farming Advisory Services - Lapono community wildlife scouts
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 12 ,2022
Date Questions from Supplier Due:	April 18 ,2022
Date Proposal Due:	April 22, 2022
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/008/04/2022
<p>All bids must be submitted as follows.</p> <ol style="list-style-type: none"> 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 <p>How to apply</p> <p>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.</p> <p>Deadline for submissions: Friday April 22, 2022.</p>	

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



3040 Cornwallis Road ■ PO Box 12194 ■ Research Triangle Park, NC 27709-2194 ■ USA
Telephone 919.541.6000 ■ Fax 919.541.5985 ■ www.rti.org

Attachments to RFP:

1. Attachment “A” – Scope of Work and 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> 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.

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

Description of Activity/Service:

1. 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. B4R is implemented by RTI International together with consortium partners African Wildlife Foundation (AWF), Conservation Through Public Health (CTPH), and Viamo.

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 Packwach and Nwoya districts.
- Budongo Central Forest Reserve in Masindi and Hoima districts.
- Lake Mburo National Park area: Rurambira 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.

B4R Activity wishes to procure the services of a subcontractor to support the implementation of the biodiversity conservation activities in Kidepo National Park landscape. The subcontractor will provide bamboo farming extension services including training of the community scouts group in bamboo farming, business development, and management. This work demands working with B4R team and Lapono Community Wildlife Scouts team to provide technical and advisory bamboo management support to achieve the biodiversity conservation objective.

Lapono Community Wildlife Scouts group is located in Kaket Parish, Lapono Sub County Agago district.

Objective of Assignment:

The subcontractor will work with B4R Private Sector Engagement Advisor and the Lapono community wildlife scouts leadership team to provide training and extension services in bamboo farming and management in Kidepo landscape.

Specific Activities:

The subcontractor will work closely with the B4R team to deliver and implement the provision of advisory services. Specific activities will include but are not limited to;

- Identification (and/or confirmation) of suitable planting sites
- Provision of seedlings and other inputs
- Conduct training in bamboo plantation establishment and management.
- Provision of extension services including different services and information needed and demanded by the scouts group to assist the members in developing their own technical, organizational, management skills and practices in bamboo management. This will include:
 - Planting activities support (e.g., spacing/positioning, pitting holes, planting)
 - Management plan (e.g., supervision, weeding, pruning, fire control)
 - Business Plan preparation
-

Product and Service Expectations

Product and service to follow best practices in bamboo plantation establishment in line with sustainable economic development of local community and delivering expected conservation co-benefits.

Deliverables, Timelines, Special Terms and Conditions:

Proposed period of performance: May 2, 2022 – April 30, 2023.

Location: Kaket Parish, Lapono Sub County Agago district.

Deliverables

The specific deliverables will be agreed during the contract negotiations and will include:

- Suitable planting sites identified and prepared for planting (15 Hectares)
- Supply and delivery of bamboo seedlings and other inputs (7,500 seedlings of Bamboo per Hectare)
- Bamboo planted and the plantation operational
- Delivery of requisite training, extension service, and capacity building
- Business plan and management plans developed

Minimum Eligibility Requirements

The applicant should be a Ugandan-based firm 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 the target project area.

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 Bamboo management services.
- At least five years' hands on experience providing community bamboo extension services.
- Prior experience working with USAID-funded projects is an added advantage.

Knowledge, Skills and Abilities

- Demonstrated experience and expertise bamboo establishment and management.
- Past working experience with examples of delivering similar extension services.
- Experience in supply and delivery of Bamboo seedlings/ trees
- Experience in setting up bamboo nurseries

- Experience in commercialization of such initiatives, including preparation of business plans
- Engaging with the private sector.
- Qualified technical team minimum bachelor’s degree or professional certification in the relevant field. Technical team with skills in Bamboo farming and management

Pricing

Item #	Quantity to be Purchased	Description of Preferred Commodity or Services Specifications	Unit of Measure	Unit Fixed Price (Each)	Total Fixed Price (Each)	Lead Time Availability (Number of Days)
1	Consultancy fees	Site identification and preparation, training of CWS members in bamboo management and provision of extension services and capacity building, development of business and management plans	Lumpsum			
2	7,500	Supply and delivery of Bamboo seedlings – Specify the variety	Seeds			
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

Plot 50, Upper Kololo Terrace,
Kampala

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:
- ekyosiimire@ugandabiodiversity.rti.org
- The cut-off date for questions is
- April 17, 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) 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;

- Technical proposal
- Financial proposal
- Updated CVs for the technical team
- Valid registration certificate for companies or permit to operate as NGO for NGOs
- Tax clearance certificate

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

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 Bamboo Management.

The subcontractor is expected to have professional qualifications in the relevant field with demonstrable experience in the Bamboo farming. Additionally, should possess the following skills/experiences:

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

Knowledge, Skills and Abilities

- Demonstrated experience and expertise bamboo establishment and management.
- Past working experience with examples of delivering similar extension services.
- Experience in supply and delivery of Bamboo seedlings/ trees
- Experience in setting up bamboo nurseries
- Experience in commercialization of such initiatives, including preparation of business plans
- Engaging with the private sector.
- Qualified technical team minimum bachelor's degree or professional certification in the relevant field. Technical team with skills in Bamboo farming and 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: