

Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	Office Furniture
Type of Procurement:	One-Off Procurement
Type of Contract:	Fixed Price Contract
Term of Contract:	Time of Delivery
Contract Funding:	USAID
This Procurement supports:	Feed The Future Ethiopia Transforming Agriculture
Submit Proposal to:	See the method of submission below
Date of Issue of RFP:	May 03, 2023
Date Questions from Supplier Due:	May 17 , 2023, by 23:59 East Africa Time (EAT)
Date Proposal Due:	May 24 , 2023 , by 23:59 East Africa Time (EAT)
Approximate Date Purchase Order Issued to Successful Bidder(s):	June 13, 2023

Method of Submittal:	
Via email to procurement.ethfast@rti.org copy tsisay@rti.org and rdjamen@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:	RTI-ETA RFQ #23-09

Attachments to RFP:

- 1.Attachment "A" – Commodity Specifications
- 2.Attachment "B" – Instructions to Bidders/Sellers
- 3.Attachment "C" – Floorplan
- 4.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](http://www.rti.org/files/PO_FAR_Clauses.pdf) or for commercial items:
[http://www.rti.org/files/PO FAR Clauses Commercial Items.pdf](http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf) (hereinafter the "Terms"). Supplier's delivery of products, the 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

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RTI is an independent organization dedicated to conducting innovative, multidisciplinary research that improves the human condition. Founded as a centerpiece of the Research Triangle Park in North Carolina in 1958, RTI offers innovative research and development and a full spectrum of multidisciplinary services. It has a worldwide staff of more than 4,000 people.

RTI's **Feed the Future Ethiopia Transforming Agriculture activity** invites sealed bids from eligible service providers for the provision of assorted leased office furniture for project offices in Addis Ababa, Mekelle, Jimma, Bahir Dar, Dire Dawa, and Hawassa.

Attachment A

Commodity Specifications or Statement of Work

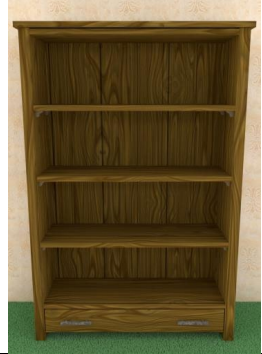
Statement of Work

Description of Activity/Service:

Item Description	Quantity	Specs	Example Image
Reception Desk	02	Reception desk Rounded Shape, Approximate Dimensions : Width : 217 cm Height: 110 cm Depth: 85 cm	 BG-11B 1200Wx600Dx1050H
Large rectangular desk	04	Approximate Dimensions: 160x60 cm	
Large L shape desk	03	Large shape desk, Preferably Black, Ash, or Walnut color Approximate Dimensions: 180X80 cm	

Medium desk	73	Approximate Desk Dimensions: 152 x 75cm. At least one set of locking drawers with two file drawers.	
Cubicle space for 4 people	02	Approximate Dimensions: 300X180 cm with 4 dividers	
Desk chairs	79	Desk chairs Offset tilting manager chair, fixed backrest with integrated lumbar support adjustment, adjustable upholstered headrest. Black Color Dimensions should fit aforementioned desks with a standard stem diameter and length	
Waiting chairs	42	Visitor chairs black color Height: 75cm - 85cm Width: 55cm - 60cm	
Printer tables	11	Printer Stand. Approximate: height: 100cm – 120cm Length: 75cm – 90cm Width: 75cm - 90cm	

Conference tables 12 PAX	06	Standard dimension conference table of 12 places (persons) preferably in varnished wood. Approximate dimensions: 540X180cm	
Conference chairs	125	Chairs for conference room High back, synchronized tilting mechanism, multi-position tilt lock, Height adjustable arms, Aluminum base, Supports up to 225 lbs, Dual function casters, black color	
Meeting table 4 PAX	02	Standard dimension conference table of 4 places (person) preferably in varnished wood.	
Filing cabinet small	03	Filing cabinet: small size, approximately 4 drawers	
Filing cabinet large	43	Metal File Cabinet with 2 drawers and vertical locking cabinet with storage shelves	

Book case	44	Bookcase approximately 200 cm in height,	
Kitchen chairs	80	Chairs with metal frame Approximate size: 65x68x88 cm	
Kitchen tables	15	Kitchen table for 4 seats, rectangular Approximate dimensions: 180x120 cm	
Sofa L shape	04	L Shaped sofa to sit 3-4 people	

- Provide photographs of the furniture that you will be offering for consideration.
- Provide the specifications and dimensions of the items in your proposal.
- Provide any warranty/repair information.
- All furniture should be new and aesthetically match.
- Availability should be included.
- Can provide the requested items for Addis Ababa, Mekelle, Jimma, Bahir Dar, Dire Dawa, and Hawassa.

RTI holds the right to change the furniture list and quantities before the LPO is issued.

Deliverables, Timelines, Special Terms and Conditions:

1. Only those bids that meet all requirements above will be considered for the award.
2. Bids should be denominated in local currency (ETB) except in the case of international bidders who should quote in USD
3. Indicate the proposed delivery period for each category of items

Pricing

Item #	Quantity to be Purchased	Cost Categories	Unit of Measure	Unit Price (ETB or USD, VAT excluded)	Lead Time Availability (# of Days)	Total Price (ETB or USD, VAT excluded)
1	02	Reception Desk	pcs			
2	04	Large Rectangular Desk	pcs			
3	03	Large L Shaped Desk	pcs			
4	73	Medium Desk	pcs			
5	02	Cubicle Space	pcs			
6	79	Desk Chair	pcs			
7	42	Waiting Chair	pcs			
8	11	Printer Tables	pcs			
9	06	Conference Table (12 people)	pcs			
10	125	Conference Chairs	Pcs			
11	02	Conference Table (4 people)	pcs			
12	03	Small Filing Cabinet	pcs			
13	43	Large Filing Cabinet	pcs			
14	44	Book Case	pcs			
15	80	Kitchen Chairs	pcs			
16	15	Kitchen Table	pcs			
17	04	Sofa	pcs			
Subtotal						
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:

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Title:

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Date:

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 KEY QUESTIONS	VENDOR INFORMATION FORM- Vendor minimum Eligibility requirements (Failure to submit any of the three in the below list will lead to disqualification). Please write your answers clearly and use additional paper if needed to provide <u>as much detail as possible</u> in your answers to these questions. More details and facts are always better than fewer details. We will attempt to verify the important facts you have listed below using our local personnel in and around the country. Where a question does not apply to your business context Indicate N/A)
Name of contact person	
Title or position of contact	
Phone Number(s) for contact	
E-mail address for contact	
Company name	
Company address	(Include physical location)
Attach business Documents and indicate numbers	Attach certificate of Incorporation number: Copy of VAT Registration Certificate Copy of TIN Certificate Copy of Business License
Bank Details)	Bank Name: Branch Name: Account Name: Account Number:

<i>Describe the Core business of your firm</i>	<i>(Attach short company profile not more than 5 pages)</i>
<i>RTI Credit policy is within 30 days upon delivery.</i> <i>Is this payment term acceptable to your organization? If these payment terms are not acceptable with your company, then provide an alternative option for RTI's consideration.</i>	
<i>List the names and current contact information for three (3) references for us to contact about your performance.</i>	
<i>Quote Validity-Confirm if price is valid for 90 days.</i>	
Approved by: (Bidder's representative)	<i>Name</i> _____ <i>Title</i> _____ <i>Date & Signature</i> _____

Note: Bid without the minimum requirements will be disqualified

Attachment “B”

Instructions to Bidders/Sellers

1. **Procurement Narrative Description:** The Buyer (RTI) 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 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 of any quantity of any item listed.
2. **Procuring Activity:** This procurement will be made by Research Triangle Institute (RTI International), located at

Central Printing Press 3rdFloor, Addis Ababa, Ethiopia

(insert full address of the office)

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

USAID Ethiopia

(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 the 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, 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 regarding this RFQ/RFP to be directed to

Tirsit Sisay

(insert name of procurement officer)

at this email address:

Procurement.ethfast@rti.org

(insert email address of the procurement officer).

The cut-off date for questions is

May 17, 2023 by 23:59 East Africa Time (EAT)

(insert date).

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 detailed invoice listing Purchase Order Number, Bank information with wiring instructions (when applicable)
 - Packing List
 - 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](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:

- PRICE.** Lowest evaluated ceiling price (inclusive of option quantities).
- DELIVERY.** Seller provides the most advantageous delivery schedule.
- TECHNICAL.** Items/Services shall satisfy or exceed the specifications described in RFQ/RFP Attachment A.
- 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.
- 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 **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 90 days after submission.

13. **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.
14. **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.
15. **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: