

**CNFA USAID –AGP-LMD–Project Office
Instruction to Bidders**

1. Information about CNFA

USAID-Ethiopia’s Agricultural Growth Program-Livestock Market Development project is a five-year project being implemented as part of the U.S. Government’s Feed the Future (FTF) Initiative. This project is USAID’s contribution to the Government of Ethiopia’s Agricultural Growth Program (AGP). The AGP’s goal “to end poverty and enhance growth” aligns with FTF’s goal to “sustainably reduce poverty and hunger.” The Project aims to foster growth and reduce poverty through improving the productivity and competitiveness of selected livestock value chains in AGP-targeted areas.

CNFA invites interested bidders to submit their bid document to the item of their interest based on the basic specifications given on the RFQ.

Basic specification of the items

- available on the Request for quotation/ RFQ

1. Eligibility of Bidders

The invitation for bid is open to all interested bidders that fulfill the following requirements:

2. Valid VAT registration certificate.
3. Valid TIN number tax certificate.
4. Renewed Trade License

2. Bidding Process

- a. CNFA will check the bids to determine whether they are complete, whether the documents are properly signed, and whether the bids are generally in good order.
- b. Prior to the detail evaluation, CNFA will determine whether each bid is acceptable qualitatively and substantially responsive to the bid document
- c. If the bid is not substantially responsive, it will be rejected automatically.

3. Bid Evaluation & Award

- a) Evaluation and award will be based on the technical acceptance, terms of delivery, price and testing & commissioning Evaluation and award will be based on the technical evaluation and the financial evaluation. A two-stage procedure will be adopted for evaluation of the proposals, with the technical proposal opened and compared first. Selection will be based on a “best-value” basis.
- b) The ratio of technical & Financial point shall be 70% and 30% respectively
- c) Bidder that scores the highest aggregate point shall be the winner and shall be awarded the contract.

4. Technical Proposal

- a) The technical proposal will be evaluated based on responsiveness to the technical requirements stated herewith, applying evaluation criteria and point system as fixed by CNFA.
- b) Additional specifications from the minimum requirement will have added value
- c) Terms of delivery
- d) Guarantee period including provision of maintenance service as requested
- e) Installation, testing and commission

5. Financial Proposal

CNFA intends to make this award on a “fixed-cost” basis and remains the same during the agreement period or the price has to be valid at least minimum of 60days starting from the date of bid closing date and the bidders should prepare their financial proposal on this basis.

6. Amendment of Bid Documents

- a. At any time prior to the deadline for submission of bids, CNFA for whatever reason may modify the bidding documents by amendment.
- b. All prospective bidders that have contacted CNFA the bidding document will be notified of the amendment in writing by fax, by letter, or by e-mail.

7. Bid Currency. Price and Delivery

- a. Prices shall be quoted in Ethiopian birr (ETB) for local or USD for international vendors or importers
- b. Local bidders should indicate whether their price is inclusive or exclusive of VAT. Unless and otherwise we will consider the offered price as inclusive of 15% VAT.
- c. Unit price is binding price whenever total price is not put correctly or in a clear manner
- d. Price shall be duty free for international vendors or importers. CNFA will be responsible for duty free process
- e. The delivery term has to be CIF Djibouti/Addis Ababa Airport for international vendors or importers
- f. Local vendors have to deliver the items to CNFA premises

8. Preparation cost

CNFA shall not be responsible for any cost incurred by the vendor for the preparation of quotation or any other related costs

9. Inspection

All items shall be inspected during the manufacturing process and before delivery. If the inspection company's report determined the items does not meet the required specification, CNFA will not pay to the vendor

10. Payment and Other Terms

- a. Prospective vendor should accept CNFA payment policy which is 30% down payment and the remaining 70% after delivery. CNFA may produce L/C from USA as a guarantee letter for the remaining amount.
- b. CNFA Purchase Order shall be used to sign agreement and the final payment will be made within 30 days after delivery
- c. During shipments, US flag carrier vessel shall be used unless it is proved that the an availability of the vessel in the area

11. Bid Forms

The following attachments should be included in the bid documents for the bid to be considered for evaluation:

- a. Copy of Trade License renewed for the year 2008 E.C.
- b. Copy of TIN Certificate.
- c. Copy of VAT Registration Certificate.
- d. Price quotation and Technical Specifications

12. Deadline for Submission of Bids

- a) Bids must be received by CNFA at address specified below not later than the deadline given on the RFQ
- b) Late quote will not be accepted

13. Formats & Signing of Bid

The bidder shall submit the bids in wax sealed envelope bearing the identification of Request for quotations number. Separate envelops shall be used for the Financial and Technical offers & the envelope shall be addressed as follows:

CNFA – CMC Road
Palm Building
Opposite Civil Service College
3rd floor
Tel. 011-6450077
Addis Ababa, Ethiopia

14. Negotiation and Award of Contract

- a. Before the award of the work, CNFA may hold negotiations with the winning bidder.
- b. The negotiation will be concluded with the review of the draft form of the contract.
- c. If the negotiation fails, CNFA will invite the bidder whose proposal received the second highest point score to negotiate the contract, failing which CNFA may invite the third ranked bidder.
- d. Within 3 working days of receipt of letter of award of contract, the contractor shall enter into an agreement with CNFA for supplying the items as per the agreed date.
- e. If suppliers are not communicated within 25 working days starting from the last date of bid receiving, it can be assumed that the bid is not selected.

15. Bid Clarification

All questions and/or clarifications regarding this RFQ must be in writing and can be submitted to agebremedhin@livestockmarketdevelopment.com and afiseha@livestockmarketdevelopment.com.

Questions and requests for clarification must be received by email no later than 15:00, Addis Ababa, East Africa Time Zone, from the date of advertisement to July 25, 2016. Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that CNFA believes may be of interest to other offerors will be circulated to all RFQ recipients who have indicated an interest in bidding. Only the written answers issued by CNFA will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of CNFA or any other entity should not be considered as an official response to any questions regarding this RFQ.