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## Agricultural Growth Program- Livestock Development Market

### Request for Quotation (RFQ)

<b>RFQ Number:</b>	049
<b>Issuance Date:</b>	August 17, 2017
<b>Deadline for Offers:</b>	17:00, Addis Ababa, East Africa Time Zone, 31 August 2017
<b>Description:</b>	For provision of Forklift Loading Service
<b>For:</b>	Agricultural Growth Program – Livestock Market Development (AGP-LMD) Project
<b>Funded By:</b>	United States Agency for International Development Contract No. AID-663-C-12-00009
<b>Implemented By:</b>	CNFA
<b>Point of Contact:</b>	Procurement and Logistics Unit USAID/Agricultural Growth Program – Livestock Market Development Project Agricultural Growth Program – Livestock Market Development Project CMC Road – Opposite Civil Service College Palm Building 3rd Floor P.O. Box 20451 Code 1000 Addis Ababa, Ethiopia Email: afiseha@livestockmarketdevelopment.com

#### Background:

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. As part of project activities, the AGP-LMD Project purchased 100 units of 2000liter and will grant to different milk collection centers to help mitigate inefficiencies in Ethiopia's dairy sector and build capacity for Ethiopian dairy production.

#### Purpose

The purpose of this RFQ is to solicit quotation from eligible forklift loading service providers ,to load 86 units of milk chilling tanks in the arranged loading trucks. The lading places are, Addis Ababa, Mekele, Dejen, Debere Brihan, Bahirdar, Gonder and Hawass. (Refere Appendix A )

Please submit the bid for the service described in the attached pages in accordance with the instructions and terms and conditions of the RFQ as described below.

This RFQ includes the following sections:

1. Offer Deadline and Protocol
2. Questions/Clarifications
3. Eligibility of Offerors
4. Quotations
5. Terms and Conditions of the RFQ
6. Basis of Award
7. Negotiations
8. Place of Performance
9. Payment and Award
10. Technical Requirements
11. Response Requirements
12. Appendix A & B

Attachment 1: Cover Letter

All correspondence and/or inquiries regarding this Request for Quotation must be in accordance with the instructions contained in this RFQ. Failure to comply with the instructions described in this RFQ may lead to disqualification of an offer from consideration.

**1. OFFER DEADLINE AND PROTOCOL**

Offers must be received no later than 17:00, Addis Ababa, East Africa Standard Time, on August 31, 2017. Late offers will not be considered by AGP-LMD.

Submission of offers can be in HARD COPY or EMAIL by indicating RFQ-AGP-LMD-049 on the subject line of your e-mail. Offers who are going to be sent by hand, or DHL has to be use sealed envelope to the party listed below on or before the designated offer receipt date and closing time. Please make sure that your bid documents sent through DHL are delivered to the AGP-LMD office at CMC Road – Opposite Civil Service University, Addis Ababa, Ethiopia

Procurement and Logistics Unit  
USAID/Agricultural Growth Program – Livestock Market Development Project  
Agricultural Growth Program – Livestock Market Development Project  
CMC Road – Opposite Civil Service College  
Palm Building 3rd Floor  
P.O. Box 20451  
Code 1000  
Addis Ababa, Ethiopia  
Email: [afiseha@livestockmarketdevelopment.com](mailto:afiseha@livestockmarketdevelopment.com)

**2. QUESTIONS/CLARIFICATIONS**

All questions and/or clarifications regarding this RFQ must be in writing and can be submitted to [afiseha@livestockmarketdevelopment.com](mailto:afiseha@livestockmarketdevelopment.com). Questions and requests for clarification must be received by email no later than 15:00, Addis Ababa, East Africa Time Zone, on 25 August 2017. 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.

### **3. ELIGIBILITY OF OFFERORS**

In accordance with Federal Acquisition Regulation Clause 52.209-6, "Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment," (OCT 2015), all offerors must certify that they are not debarred, suspended, or proposed for debarment by the USG. AGP-LMD will not award a subcontract to any firm or firms' principals who are debarred, suspended, or proposed for debarment, or who proposes to do business with firms (including subcontractors) or firms' principals who are debarred, suspended, or proposed for debarment, in the performance of the requirement of this activity.

### **4. QUOTATIONS**

Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including delivery and all other costs. All vendors have to be offer price in ETB (in Ethiopian Birr). Offers must remain valid for not less than 60 calendar days after the offer deadline.

In addition, offerors responding to this RFQ are requested to submit the following:

- Quotations should be submitted within the same envelope or package.
- Organizations responding to this RFQ are requested to submit a copy of their official registration or business license.
- Individuals responding to this RFQ are requested to submit a copy of their identification card.
- Interested vendors should also submit the following information:
  - Bidder's full legal name, contact information, and the name of the authorized representative;
  - List of similar services performed during the last few years in Ethiopia;
  - The duration of the validity of the quotation. The duration of validity of the quotation should be no less than 60days;

### **5. TERMS AND CONDITIONS OF THE RFQ**

Issuance of this solicitation does not in any way obligate AGP-LMD to award a subcontract, nor does it commit AGP-LMD to pay for costs incurred in the preparation and submission of the offer. AGP-LMD reserves the right to make revisions to the content and order of the provisions in the actual purchase document prior to execution by AGP-LMD and the selected awardee.

Please note this solicitation is subject to the following terms and conditions:

- (a) Payment will only be issued to the entity submitting the offer in response to this RFQ and identified in the resulting award; payment will not be issued to a third party.
- (b) Any award resulting from this RFQ will be in the form of a Purchase Order for the equipment quoted by the vendor.
- (c) No services may be supplied involving any of the following countries: Burma (Myanmar), Cuba, Iran, North Korea, (North) Sudan, Syria
- (f) United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The supplier under any award resulting from this RFQ must ensure compliance with these laws.
- (h) Prices should clearly indicate, in separate lines, the basic price, and any additional taxes, including But not limited to VAT etc.

All offers should be submitted in English

### **6. BASIS FOR AWARD**

The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and is determined via a trade-off analysis to be the best value based on application of the criteria below. A Review Panel, appointed by the AGP-LMD project, will evaluate quotations submitted by eligible firms in accordance with the following:

- **Technical – 30%:** Responsiveness to the technical specifications and requirements.
- **Total delivery period -30% :** Number of chilling tanks to be loaded /day
- **Past experience– 10%:** List of similar services performed during the last few years
- **Price – 30%:** The overall cost presented in the offer.

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, the offer may be deemed “non-responsive” and thereby disqualified from consideration. CNFA reserves the right to waive immaterial deficiencies at its discretion.

## **7. NEGOTIATIONS**

Best-offer quotations are requested. It is anticipated that award will be made solely on the basis of these original quotations. However, CNFA reserves the right to:

- Conduct negotiations with and/or request clarifications from any offeror prior to award;
- While preference will be given to offerors who can address the full technical requirements of this RFQ, CNFA may issue a partial award or split the award among various suppliers, if in the best interest of the AGP-LMD Project;
- Cancel this RFQ at any time.

## **8. PLACE OF PERFORMANCE**

The location of the project warehouses and the location of the final destination or the milk chilling centers are listed down under Appendix A

## **9. PAYMENT AND AWARD**

The Purchase Orders will be awarded to the offeror whose quotation represents the best value to AGP-LMD. The payment will be made through a Purchase Order between AGP-LMD and the offeror.

Bidders are responsible for ensuring that their offers are received in accordance with the instructions stated herein. Failure to adhere to the instructions described herein may lead to a quotation’s disqualification from consideration.

The negotiated purchase order/contract is subject to AGP-LMD terms and conditions.

Please note that in submitting a quotation, the bidder understands that USAID is not a party to this RFQ. Therefore the bidder agrees that any protest hereunder must be presented — in writing with full explanations — to AGP-LMD for consideration, as USAID will not consider protests regarding procurements carried out by implementing partners. CNFA, the implementer of AGP-LMD, at its sole discretion, will make a final decision on the protest for this procurement.

## **10. Technical Requirements**

Minimum Requirements: Bidders have to provide proof that they meet the minimum criteria set out below:

1. Forklift Loading capacity has to be more than 600kg
2. Forklifts have to have Insurance coverage
3. Forklifts need to have safety and standards of performance.
4. Forklift drivers have to be experienced & technical capable

N.B. Bidders who do not meet the above minimum specifications will be automatically disqualified and considered non-technical compliant

## **11. Response Requirements**

Bids submitted under this call must include the following:

1. Details of Bidder
2. Technical Offer (all information listed under no. 10 (technical selection criteria)
3. Financial Offer per day
4. Bidders must be able to provide evidence that regular preventative maintenance take place on the forklift/Note: AGP-LMD will not be held liable for maintenance/Serviceing costs
5. Evidence that forklifts meet all safety and standards of performance
6. Evidence that forklift drivers are exprianced & technical capable
7. Evidence of having at least 2 years' experience in carrying out similar services in the country

As part of the technical proposal, the bidding firm shall attach copies of:

- Renewed business license;
- VAT registration certificate and other legal documents;
- Certification from clients for whom a transport assignment has been carried out;

N.B. Bidders who do not submit the above documentation will be automatically disqualified and considered non-technical compliant

*Appendix A*  
*List of Items to be*  
*distributed & The List of*  
*loading places*

**List of Items to be Loaded in Amhara Region (Gonder, Bahirdar, Dangela, Debere Brihan)**

No.	List of items	Qty	Size	Weight
1	Milk chilling tanks-2000L	30	295x114x167cm each	600kg each
2	Part-B	20	118x54x85cm each	96kg each
	Part-B	40	106x51x96cm each	98kg each
3	Part-C	30	56x41x34cm each	19kg each
4	Part-D	10	36x22x28cm each	11kg each
	Part-D	20	114x20x10cm each	39kg each
5	Part-E	10	120x22x12cm each	41 kg each
	Part-E	20	36x22x28cm each	11kg each
6	Part-F	30	58x58x12cm each	8.5kg each
Total number of packages: 180 cartons & 30 tanks=210 packages				
Total number of container: 4x40ft & 2 x20 ft				
Estimate Total Net weight: 25,215.00				
Estimate Total Gr. Weight : 26,145.00kgs				

**List of Items to be Loaded in SNNP Region - Hawassa**

No.	List of items to be transported	Qty	Size	Weight
1	Milk chilling tanks-2000L	19	295x114x167cm each	600kg each
2	Part-B	38	106x51x96cm each	98kg each
3	Part-C	19	56x41x34cm each	19kg each
4	Part-D	19	36x22x28cm each	11kg each
5	Part-E	19	114x20x10cm each	39 kg each
6	Part-F	19	58x58x12cm each	8.5kg each
Total number of packages: 114 cartons & 19 tanks=133 packages				
Total number of container: 3x40ft				
Estimate Total Net weight: 15,969.50kg				
Estimate Total Gr. Weight : 16,558.50kgs				

**List of Items to be Loaded in Addis Ababa**

No.	List of items to be transported	Qty	Size	Weight
1	Milk chilling tanks-2000L	25	295x114x167cm each	600kg each
2	Part-B	25	118x54x85cm each	96kg each
	Part-B	25	106x51x96cm each	98kg each
3	Part-C	25	56x41x34cm each	19kg each
4	Part-D	25	36x22x28cm each	11kg each
5	Part-E	13	114x20x10cm each	39 kg each
	Part-E	13	120x22x12cm each	11kg each
6	Part-F	25	58x58x12cm each	8.5kg each
Total number of packages: 150 cartons & 25 tanks=175 packages				
Total number of container: 4x40ft & 1x20 ft				
Estimate Total Net weight: 21,012.50				
Estimate Total Gr. Weight : 21,787.50kgs				

**List of Items to be Loaded in Tigray Region–(Mekele)**

No.	List of items to be transported	Qty	Size	Weight
1	Milk chilling tanks-2000L	12	295x114x167cm each	600kg each
2	Part-B	12	118x54x85cm each	96kg each
	Part-B	12	106x51x96cm each	98kg each
3	Part-C	12	56x41x34cm each	19kg each
4	Part-D	12	36x22x28cm each	11kg each
5	Part-E	6	114x20x10cm each	39 kg each
	Part-E	6	120x22x12cm each	11kg each
6	Part-F	12	58x58x12cm each	8.5kg each
Total number of packages: 72 cartons & 12 tanks=84packages				
Total number of container: 2x40 ft				
Estimate Total Net weight: 100860				
Estimate Total Gr. Weight : 10457.76kgs				

No.	List of Items to be transported	Number of Chilling tanks	Location of warehouse/Place where the tanks are to be loaded
1	chilling tank with accessories	25	Addis Ababa –Gerji area
2	chilling tank with accessories	8	Gonder Azezo sub city
3	chilling tank with accessories	8	Bahirdar Near Medhanialalem church (Dibanke)
4	chilling tank with accessories	5	Dejen twon, (Ersha sebel warehouse)
5	chilling tank with accessories	9	Debrebirhan-Tebasi Wogera Union
6	chilling tank with accessories	19	Hawassa City
7	chilling tank with accessories	12	Mekele city



*Appendix B*  
*Bid Price offering*  
*format*

<b>No.</b>	<b>Place of Performance/ Region</b>	<b>Full discription of Forklift,...</b>	<b>The Current condition of forklift</b>	<b>Number of chilling tanks to be loaded per day</b>	<b>Unit Price /day</b>	<b>Total Price</b>
1	Example : Amhara region or Tigray region					

*Note:* In your quotation, please indicate whether your quotes are inclusive or exclusive of VAT, your payment term, validity date of your quote and name of company or a person to whom payment/ cheque is prepared.

**Attachment #1: Cover Letter**

*The following cover letter must be placed on letterhead and completed/signed/stamped by a representative authorized to sign on behalf of the offeror:*

To:

Procurement and Logistics Unit  
Agricultural Growth Program – Livestock Market Development Project  
CMC Road – Opposite Civil Service College  
Palm Building 3<sup>rd</sup> Floor  
P.O. Box 20451  
Code 1000  
Addis Ababa, Ethiopia

Reference: RFQ-AGP-LMD-049

To Whom It May Concern:

We, the undersigned, hereby provide the attached offer to perform all work required to complete the activities and requirements as described in the above-referenced RFQ. Please find our offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFQ. We further certify that the below-named firm—as well as the firm's principal officers and all commodities and services offered in response to this RFQ—are eligible to participate in this procurement under the terms of this solicitation and under USAID regulations.

Furthermore, we hereby certify that, to the best of our knowledge and belief:

- We have no close, familial, or financial relationships with any CNFA or AGP-LMD project staff members;
- We have no close, familial, or financial relationships with any other offerors submitting proposals in response to the above-referenced RFQ; and
- The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- All information in our proposal and all supporting documentation is authentic and accurate.
- We understand and agree to CNFA's prohibitions against fraud, bribery, and kickbacks.

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.

Authorized Signature: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Company Telephone and Website: \_\_\_\_\_

Company Registration or Taxpayer ID Number: \_\_\_\_\_

Does the company have an active bank account (Yes/No)? \_\_\_\_\_

Official name associated with bank account (for payment): \_\_\_\_\_