



Request for Proposals (RFP)

Commodity/Service Required:	Two ice machine compressors at Fair Fishing Company in Berbera, Somaliland
Type of Procurement:	One-off purchase agreement
Type of Contract:	"Fixed price"
Term of Contract:	60 days
This Procurement supports:	Growth, Enterprise, Employment and Livelihoods Project (GEEL)
Submit Proposal to:	solicitations@sogeel.org
Date of Issue of RFQ:	July 2, 2018
Date Questions from Supplier Due:	July 9, 2018
Date Proposal Due:	July 16, 2018
Approximate Date Purchase Order Issued to Successful Bidder(s):	July 17, 2018

Method of Submittal:	
Respond via e-mail with typed document in pdf format to solicitations@sogeel.org .	
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 RFQ.	
Solicitation Number:	M-2018/55

This RFQ has been issued by International Resources Group (IRG) a wholly-owned subsidiary of Research Triangle Institute (RTI), with its principal place of business at 3040 East Cornwallis Road, Research Triangle Park, NC 27709-2194. Any references in this RFQ to RTI is intentional and shall be deemed to mean both RTI and IRG and that Bidders / Sellers understand this and agree that they will comply.

Attachments to RFQ:

1. Attachment "A" – Commodity Specifications
2. Attachment "B" – Instructions to Bidders/Sellers
3. All PO Terms and Conditions are listed on our website at forth at: <http://www.rti.org/POterms>, [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, 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.



Attachment A

Commodity Specifications or Statement of Work

Statement of Work

Description of Activity/Service:

Background

One of the main challenges facing the seafood industry is a lack of suitable cold chain equipment and skilled technicians who can install, operate and maintain the equipment. The GEEL Project will provide these services to **Fair Fishing Company (FF) in Berbera, Somaliland** by fixing its faulty equipment, as FF has demonstrated commitment through the procurement of equipment, the development of a good business plan, securing an operational cash flow and providing a commitment to employ additional seafood workers in an Somaliland.

Description of activity

Supplier shall provide the following services:

1. Assist GEEL in determining what is required at the designated FF location in Berbera, Somaliland by providing detailed design drawings, equipment specifications and any back up services or other relevant information to fully inform GEEL refrigeration engineers of what your company is proposing to provide. Quality, proven brands are preferred
2. Purchase two (2) replacement high quality compressors with the capacity each to run a 5 mt-per-day capacity flake ice machine. (Note: The original compressors on the ice machines were BITZER COMPRESSORS MODEL 6HE 28Y-40P)
3. Deliver the two compressors to Berbera in Somaliland
4. Supply a crane for up to one day to position the compressors

Product or Service Expectations (both if applicable):

GEEL is not looking to purchase the cheapest equipment. The better the brand, the high the technical scoring. Back-up services and warranties will be favorably considered when deciding the winning bid.

Deliverables, Timelines, Special Terms and Conditions:

Deliverables:

1. Supplier shall provide a work plan and delivery schedule.
2. Supplier shall purchase and deliver two (2) high quality compressors to Fair Fish Company at Berbera Port in Berbera, Somaliland. The compressors will be suitable to operate two 5 MT per day capacity flake ice maker, with all associated fittings (Note: The original compressors on the ice machines were BITZER COMPRESSORS MODEL 6HE 28Y-40P). Supplier shall include in its delivery costs all applicable sea freights costs and any associated delivery taxes.



3. Supplier shall provide a small crane for one (1) day for Fair Fishing Company so that it can move and position the compressors.
4. Supplier shall submit a Final Report upon completion of activity.

Reporting procedures:

- Supplier must notify GEEL Cold-Chain Engineer before commissioning work activities and/or qualified staff
- Supplier will report to the Fisheries Team Leader on all but technical matters
- Supplier will liaise directly with the GEEL Cold chain engineer on all technical matters
- Supplier will liaise remotely with the GEEL Cold chain engineer and undertake technical aspects as instructed. The Fisheries Team Leader and the GEEL Fisheries regional program coordinators for the region will be in copy on all corresponds and reporting.

Timelines

All work to be completed within **60 days** of the agreed start date

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	2	High-quality compressors with the capacity each to run a 5 mt-per-day capacity flake ice machine. (*Supplier shall propose a quality brand that best suits the ice makers).	Unit			
2	2	Transportation/delivery costs (including sea freight and taxes) of 2 compressors to Fair Fishing Company in Berbera, Somaliland	Service			
3	1	1 day's rent of a crane (Berbera, Somaliland) so that Fair Fishing Company can install the two compressors	Daily hire			
Total Value						



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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 (IRG) 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, supplier understands that quantities indicated in the specifications (Attachment A) are an estimate only and IRG does not guarantee the purchase quantity of any item listed.

2. **Procuring Activity:** This procurement will be made by **International Resources Group (IRG)**, located at

Mogadishu, Somalia

(insert full address of the office)

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

USAID

(insert client’s name)

IRG shall award the initial quantities and/or services and any option quantities (if exercised by IRG) 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. All information presented in the Sellers quote/proposal will be considered during IRG’s evaluation. Failure to submit the information required in this RFQ 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 IRG’s office designated in the RFQ by the time and date specified in the RFQ. Any offer, modification, revision, or withdrawal of an offer received at the IRG office designated in the RFQ after the exact time specified for receipt of offers is “late” and may not be considered at the discretion of the IRG 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 IRG 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 IRG 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 and accompanying signatures, confirms that the terms and conditions associated with this RFQ 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.
5. **Questions Concerning the Procurement.** All questions in regard to this RFQ to be directed to
- GEEL Procurement Division
- (insert name of procurement officer)
- at this email address:
- solicitations@sogeel.org
- (insert email address of the procurement officer).
- The cut-off date for questions is (insert date).
- July 16, 2018
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. 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 IRG purchase order terms and conditions found in www.rti.org/potermis, <http://www.rti.org/POterms>, [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 IRG Procurement Officer will award an agreement contract resulting from this solicitation to the responsible Seller (bidder) whose offer conforms to the RFQ will be most advantageous to IRG, price and other factors considered. The award will be made to the Seller representing the **best value** to the project and to IRG. For the purpose of this RFQ, price, delivery, technical and past performance are of equal importance for the purposes of evaluating, and selecting the “best value” awardee. IRG 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, IRG reserves the right to conduct discussions if later determined by the IRG Procurement Officer to be necessary.

The evaluation factors will be comprised of the following criteria:

EVALUATION CRITERIA			
Category	Max points	Points awarded	Pass/Fail
Price. Supplier shall be evaluated based on the cost reasonableness of its quotation.	20		
Delivery. Supplier shall be evaluated on its work plan/delivery schedule.	10		
Technical. Supplier shall be evaluated based on its detailed design drawings, equipment specifications and any backup services or other relevant information. Quality, proven brands are preferred	50		
Past Performance. Supplier shall be evaluated based on its past performance.	10		
Experience working in Somaliland. Supplier shall be evaluated based on its extensive experience in Somaliland.	10		
GRAND TOTAL	100		



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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 RFQ in no way obligates IRG to make an award, nor does it commit IRG 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.
14. **Representations and Certifications.** Winning suppliers under a US Federal Contract are required to complete and sign as part of your offer IRG 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 IRG'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.

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: