

Request for Quotations LADA



RFQ Number:	CNFA-LADA-RFQ- STAFF CATERING SERVICE- 2018-06-001-01
Issuance Date:	July 9, 2018
Deadline for Questions:	July 12, 2018 at 3:00pm
Deadline for Offers:	July 16, 2018 at 3:00pm
Description:	Procurement of Catering Service for Staff
For:	Liberia Agribusiness Development Activity (LADA)
Funded By:	United States Agency for International Development (USAID) Cooperative Agreement No. AID-669-A-16-00005
Implemented By:	CNFA (Cultivating New Frontiers in Agriculture)
Point of Contact	Mr. Mark T. Wilson, Sr. Procurement Specialist CNFA/LADA's Head Office Congo Town, Behind Cuttington Graduate School Telephone: 231-886-592-103 mwilson@cnfa-liberia.org

1. **Introduction:** The Liberia Agribusiness Development Activity (LADA) Project is a USAID-Funded program implemented by CNFA in Liberia. The goal of LADA is to strengthen the food security of Liberians and increase the income of smallholder farmers (SHF). CNFA/LADA has official operations in Montserrado and has field offices in Lofa, Bong and Nimba Counties.

The CNFA/LADA Project requires the Catering Service (Meals) for staff in the four Program locations (**Montserrado, Bong, Nimba & Lofa Counties**) on working days (**Monday – Friday**). The purpose of this RFQ is to solicit quotations for this service. Offerors responding to this RFQ which are located in Montserrado are requested to submit quotations only for the Monrovia Office. Those offerors located in Bong, Nimba and Lofa Counties are requested to submit quotations for those respective Field Offices only.

Offerors are responsible for ensuring that their offer is received by CNFA in accordance with the instructions, terms, and conditions described in this RFQ. Failure to adhere to instructions described in this RFQ may lead to disqualification of an offer from consideration.

2. **Offer Deadline and Protocol:** Offers must be received no later than Monday, July 16, 2018 at 3:00pm local time by either email or hard copy delivery. Any emailed offers must be sent to mwilson@cnfa-liberia.org and copied to pbowen@cnfa.org. Any hard copy deliveries must be stamped or signed by the offeror's authorized representative and delivered to the LADA office located at Congo Town, Tubman Boulevard, behind Cuttington Graduate School. Hard copies shall be addressed to Mark T. Wilson, Sr., Procurement Specialist.

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Please reference the RFQ number in any response to this RFQ. Offers received after the specified time and date will be considered late and will be considered only at the discretion of CNFA. The cover page of this solicitation summarizes the important dates of the solicitation process. Offerors must strictly follow the provided deadlines to be considered for award.

- Questions:** Questions regarding the requirements of this RFQ may be submitted no later than Thursday, July 12, 2018, at 3:00pm local time to Mark T. Wilson, Sr. at mwilson@cnfa-liberia.org. 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.

- Technical Requirements:** The table below contains the technical specification of the services. Offerors are requested to provide quotations containing the information below on official letterhead or official quotation format.

Line Item	Description and Specifications	Qty.	Unit Price (US\$)	Total Price (US\$)
1	Catering Service (Meals) ➤ Lunch (full meal including Liberian dish – dry rice, rice/fufu and soup or European dish, dry rice, etc.) ➤ Number of staff to be catered to in: a) Monrovia – 33 b) Bong – 8 c) Nimba – 8 d) Lofa – 7	per person		

REQUIRED PACKAGE

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1	Numbers of years in Business (<i>indicate date of establishment</i>)	
2.	At least (3) Professional Client/references (Please indicate Company name, Address, phone # & email address). 1. 2. 3.	
3.	List Food Safety Measures: 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. <i>(Please add additional page for more measures)</i>	
4	Attached proposed menu ➤ Monday to Friday	
5	Food preparation Facility & location: In the Nimba, Lofa and Bong offices the kitchen facilities are limited with a cooking pot and refrigerator. Therefore, please indicate in response where food is prepared (<i>residence or Business site</i>) and describe the environment/Facility. If applying for catering at the Monrovia office, the kitchen facility contains the	<i>Please list items/utensils and equipment used to prepare food ex: Stove, Micro wave, Cook Pot, Pot etc.</i>

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	following amenities: 1. Electric Cooker/Stove 2. Micro-wave 3. Water Dispenser 4. Refrigerator	
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5. **Quotations:** Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, Catering Service (Meals) and all other costs. Pricing must be presented in United States Dollars. Offers must remain valid for not less than sixty (60) calendar days after the offer deadline.

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

- A copy of their official registration or business license/certificate.
- A copy of their tax clearance certificate.

Failure to include these two documents indicated above by vendors based in Liberia would lead to disqualification of an offer from consideration as CNFA/LADA will do business only with vendors that have satisfied Government of Liberia (GOL) requirements.

6. **Evaluation:** The award will be made to a responsible offeror whose offer follows the RFQ instructions; meets the eligibility requirements; satisfies the full package requirement; and provides the best overall value, by offering a combination of the full package approach and a reasonable price. Proposed costs must reflect and clearly match the degree of service to be performed. Bids will be scored using the following criteria.

Maximum Score Possible:	100	pts
Score Breakdown:		
Meets required Food preparation package, professional experience & reference	60	pts.
Price	40	pts.

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 any of the following:

- CNFA may 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 requirements of this RFQ, CNFA may issue a partial award or split the award among various suppliers, if in the best interest of the CNFA LADA Project;
- CNFA may cancel this RFQ at any time.

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

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7. **Payment and Award:** The award will be made to the offeror whose quotation represents the best value to the Project. Any award and payment resulting from this RFQ is anticipated to be in the form of a firm fixed price purchase order. This award is subject to the CNFA LADA Project's terms and conditions as stipulated in Annex #3.
8. **Offer Format Instructions:** All quotations must be formatted in accordance with the below requirements:
 - (a) English language only
 - (b) Include the individual/agency/organization name, date, RFQ number, and page numbers as a header or footer throughout the document.
 - (c) The Technical Offer must be in the format provided in Section 4.

A full offer will include the following documents:

- (a) An offer checklist (Annex #1).
- (b) A cover letter on company letterhead, signed by an authorized representative of the offeror (Annex #2).
- (c) A complete description & requirements in response to the evaluation criteria in Section 6 and in the format provided in Section 4.
- (d) A copy of the offeror's business license, or, if an individual, a copy of his/her identification card.
- (e) A copy of the offeror's tax clearance certificate for offerors in Liberia.
- (f) At least three references or contacts for references from organizations/individuals for which the offeror has successfully performed similar work.

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Annex #1 – Offeror Checklist

To assist offerors in preparation of proposals, the following checklist summarizes the documentation to include an offer in response to this RFQ:

- Cover letter, signed by an authorized representative of the offeror (see Annex #2)
- Official quotation, including specifications of offered items (see Section 4)
- Copy of offeror’s registration or business license
- Copy of offeror’s tax clearance certificate
- Minimum of three references for clients the offeror has worked with

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Annex #2 – Offeror 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: CNFA/LADA
Congo Town
Tubman Boulevard
Behind Cuttington Graduate School

Reference: RFQ no. CNFA-LADA-RFQ-Staffs Catering Service-2018-06-001-01

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 CNFA/LADA 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 are authentic and accurate.
- We understand and agree to CNFA’s prohibitions against fraud, bribery, and kickbacks. We understand and agree to CNFA’s prohibitions against funding or associating with individuals or organizations engaged in terrorism or trafficking in persons activities.

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

Authorized
Signature: _____

Name & Title of
Signatory: _____

Date: _____

Company
Name: _____

Company
Address: _____

Telephone: _____

Website: _____

Company Registration or Taxpayer ID
Number: _____

Does the company have an active bank
account?
(Y/N): _____

Official name associated with the bank account (for payment):

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Annex #3 – CNFA Terms and Conditions

1. Ethical and Business Conduct Requirements: CNFA is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit.

CNFA does not tolerate fraud, collusion among offerors, falsified proposals/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported to both USAID and the Office of the Inspector General.

Employees and agents of CNFA are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business. Employees and agents engaging in this conduct are subject to termination and will be reported to USAID and the Office of the Inspector General. In addition, CNFA will inform USAID and the Office of the Inspector General of any supplier offers of money, fee, commission, credit, gift, gratuity, object of value or compensation to obtain business.

Offerors responding to this RFQ must include the following as part of the proposal submission:

- Disclose any close, familial, or financial relationships with CNFA or project staff. For example, if an offeror's cousin is employed by the project, the offeror must state this.
- Disclose any family or financial relationship with other offerors submitting proposals. For example, if the offeror's father owns a company that is submitting another proposal, the offeror must state this.
- Certify that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- Certify that all information in the proposal and all supporting documentation are authentic and accurate.
- Certify understanding and agreement to CNFA's prohibitions against fraud, bribery and kickbacks.

Please contact pbowen@cnfa.org with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to CNFA at to FraudHotline@cnfa.org or by phone at 202-296-3920.

2. Terms and Conditions: This solicitation is subject to CNFA's standard terms and conditions. Any resultant award will be governed by these terms and conditions; a copy of the full terms and conditions is available upon request. Please note the following terms and conditions will apply:

- (a) CNFA's standard payment terms are net 30 days after receipt and acceptance of any commodities or deliverables. Payment will only be issued to the entity submitting the

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offer in response to this RFQ and identified in the resulting award; payment will not be issued to a third party.

- (b) No commodities or services may be supplied that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, or Syria.
- (c) Any international air or ocean transportation or shipping carried out under any award resulting from this RFQ must take place on U.S.-flag carriers/vessels.
- (d) 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.
- (e) The title to any goods supplied under any award resulting from this RFQ shall pass to CNFA following delivery and acceptance of the goods by CNFA. Risk of loss, injury, or destruction of the goods shall be borne by the offeror until title passes to CNFA.
- (f) United States law prohibits engaging in any activities related to Trafficking in Persons. The supplier under any award resulting from this RFQ must ensure compliance with these laws.

3. Disclaimers: This is a RFQ only. Issuance of this RFQ does not in any way obligate CNFA, the LADA Project, or USAID to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer. In addition:

- (a) CNFA may cancel RFQ and not award;
- (b) CNFA may reject any or all responses received;
- (c) Issuance of RFQ does not constitute award commitment by CNFA;
- (d) CNFA reserves the right to disqualify any offer based on offeror failure to follow RFQ instructions;
- (e) CNFA will not compensate offerors for response to RFQ;
- (f) CNFA reserves the right to issue award based on initial evaluation of offers without further discussion;
- (g) CNFA may negotiate with short-listed offerors for their best and final offer;
- (h) CNFA reserves the right to order additional quantities or units with the selected offeror;
- (i) CNFA may reissue the solicitation or issue formal amendments revising the original RFQ specifications and evaluation criteria before or after receipt of proposals;
- (j) CNFA may modify the specifications without issuing a formal notice to all offerors when the revisions are immaterial to the scope of the RFQ;
- (k) CNFA may choose to award only part of the activities in the RFQ, or issue multiple awards based on multiple RFQ activities;
- (l) CNFA reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition;
- (m) CNFA will contact all offerors to confirm contact person, address, and that the bid was submitted for this RFQ;
- (n) CNFA will contact all offerors to inform them whether or not they were selected for award;

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(o) In submitting a response to this RFQ, offerors understand that USAID is not a party to this solicitation and the offeror agrees that any protest hereunder must be presented – in writing with full explanations – to the LADA Project for consideration. USAID will not consider protests regarding procurements carried out by implementing partners. CNFA, at its sole discretion, will make a final decision on any protest for this procurement.

4. Source/Nationality/Manufacture: All goods and services offered in response to this RFQ or supplied under any resulting award must meet **USAID Geographic Code 937** in accordance with the United States Code of Federal Regulations (CFR), [22 CFR §228](#). The cooperating country for this RFQ is Liberia.

Offerors may not offer or supply any commodities or services that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: **Cuba, Iran, North Korea, or Syria**.

5. Taxes and VAT: The LADA Project is exempt from cooperating country taxes, duties and VAT.

6. Eligibility: By submitting an offer in response to this RFQ, the offeror certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the U.S. Government. CNFA will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.