



## Request for Quotations (RFQ)

RFQ Number: **CNFA-LADA-RFQ-CIF-GRANTS-2017-03-004**

Issuance Date: May 8, 2017

Deadline for Offers: May 19, 2017

Description: Procurement for Farm Tractor and Equipment Repair & Maintenance

For: **Liberia Agribusiness Development Activity (LADA)**

Funded By: United States Agency for International Development (USAID),  
Contract/Cooperative Agreement/Grant No. AID-669-A-16-00005

Implemented By: Cultivating New Frontiers in Agriculture (CNFA)

Point of Contact: **Mark T. Wilson, Procurement Specialist**

### \*\*\*\*\* 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 expects suppliers to comply with our Standards of Business Conduct, available at <http://www.CNFA.com/OurStory/OurMissionAndValues/Pages/default.aspx>.

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 [dgies@cnfa.org](mailto:dgies@cnfa.org) or [zmulbah@cnfa-liberia.org](mailto:zmulbah@cnfa-liberia.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 to [APieper@CNFA.com](mailto:APieper@CNFA.com) or by phone/Skype at 202-296-3920.



## **Section 1: Instructions to Offerors**

1. **Introduction:** The LADA Activity is a USAID program implemented by CNFA in Liberia. The goal of the 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 at its field offices in Lofa, Bong and Nimba Counties and is seeking quotes from reputable vendors for the supply and delivery of tractor and accessories as mentioned in this RFQ.

Offerors are responsible for ensuring that their offers are received by CNFA in accordance with the instructions, terms, and conditions described in this RFQ. Failure to adhere with 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 Friday, May 19, 2017 @ 3:00pm local time, sealed up in an envelope and delivered at CNFA/LADA's head office in Congo Town, Tubman Boulevard, behind Cuttington Graduate School. All hard copies shall be addressed to Mark T. Wilson, Procurement Specialist using the mentioned address; whereas, all soft copies shall be sent to [mwilson@cnfa-liberia.org](mailto:mwilson@cnfa-liberia.org) and copied to J. Boima Barclay, Jr., HR/Grants Manager via [bbarclay@cnfa-liberia.org](mailto:bbarclay@cnfa-liberia.org).

Please reference the RFQ number in any response to this RFQ as indicated a) within the subject of the electronic submission, b) on the back of the envelope of the hard copy and c) include respondent's address on the back of the envelope of the hard copy. Note: Offers received after the specified time and date and/or do not follow the instructions will be considered late and/or nonresponsive and could be disqualified which would be left only at the discretion of CNFA.

3. **Questions:** Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than Monday, May 15, 2017, @ 3:30pm local time. Questions must be submitted in writing to Mark T. Wilson, Procurement Specialist by email through [mwilson@cnfa-liberia.org](mailto:mwilson@cnfa-liberia.org). 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.

4. **Specifications:** Section 3 contains the technical specifications of the required items. All items offered in response to this RFQ must be new and unused.

Please note that, unless otherwise indicated, stated brand names or models are for illustrative description only. An equivalent substitute, as determined by the specifications, is acceptable. Please include the brand names available at your various locations.

5. **Quotations:** Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including delivery and all other costs. Pricing must be presented in United States Dollars. Offers must remain valid for not less than thirty (30) calendar days after the offer deadline. Offerors are



requested to provide quotations on official letterhead or format; in the event this is not possible, offerors may complete the table in Section 3.

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. Offerors outside of Liberia responding to the RFQ are requested to conform to internationally acceptable procurement standards

6. **Delivery**: The primary delivery location for the items described in this RFQ is Gbedin (Ganta Sanniquellie Highway), Nimba County. However, CNFA/LADA Head Office located in Congo Town, Tubman Boulevard, Behind Cuttington Graduate School, Monrovia, Liberia could be used as an alternative. As part of its response to this RFQ, each Offeror is expected to provide an estimate (in calendar days) of the delivery timeframe (after receipt of Purchase Order). The delivery estimate presented in an offer in response to this RFQ must be upheld in the performance of any resulting contract.
7. **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 **should 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: Burma (Myanmar), Cuba, Iran, North Korea, (North) Sudan, Syria.
8. **Warranty**: Warranty service and repair within the cooperating country is required for all equipment under this RFQ. The warranty coverage must be valid on all equipment for a minimum of twelve (12) months after delivery and acceptance of these items,
9. **Taxes and VAT**: The **LADA activity** is exempt from cooperating country taxes, duties, GST and VAT.
10. **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.
11. **Evaluation and Award**: The award will be made to a responsible Offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and the criteria stated below:



- The quotation that meets or exceeds the minimum required technical specifications, and is judged to be the best value based on a price, delivery time and technically-acceptable basis.

Please note that if there are significant 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.

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 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 LADA Project.
- CNFA may cancel this RFQ at any time.

Please note that in submitting a response to this RFQ, the Offeror understands 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, as USAID will not consider protests regarding procurements carried out by implementing partners. CNFA, at its sole discretion, will make a final decision on the protest for this procurement.

12. **Evaluation/Selection Criteria:** Evaluators will score bidders as indicated below.

Maximum Score Possible:	100	pts
<b>Score Breakdown:</b>		
Meets required technical specifications	50	pts.
Delivery time	10	pts.
Price	40	pts.

13. **Terms and Conditions:** This is a Request for Quotations 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.

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:

- CNFA’ 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 offer in response to this RFQ and identified in the resulting award; payment will not be issued to a third party.
- Any award resulting from this RFQ will be firm fixed price, in the form of a purchase order.
- 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: Burma (Myanmar), Cuba, Iran, North Korea, (North) Sudan, Syria.



- (d) 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.
- (e) 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.
- (f) 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.

**Section 2: Offer Checklist, Must Include:**

To assist Offeror in preparation of proposals/quotations, the following checklist summarizes the documentation that should be included an offer in response to this RFQ:

- Cover letter, signed by an authorized representative of the Offeror (see Section 4 for template)
- Official quotation, including specifications of offered items (see Section 3 for example format)
- Copy of Offeror current business registration license (see Section 1.5 for more details) and tax clearance certificate



### **Section 3: Specifications and Technical Requirements**

*The table below contains the technical requirements of the commodities/services. Offerors are requested to provide quotations containing the information below on official letterhead or official quotation format. In the event this is not possible, offerors may complete this Section 3 and submit a signed/stamped version to CNFA.*

<b>Line Item</b>	<b>Description and Specifications</b>	<b>Qty.</b>	<b>Items and Specifications Offered (please include details in your quotations)</b>	<b>Unit Price USD</b>	<b>Total Price USD</b>
1	<p>Farm Tractor - Quote can be given for the different Brands in stock. Please include the following:</p> <ul style="list-style-type: none"> <li>• Condition – new</li> <li>• Engine type: 65HP as measured by PTO, 2400 RPM, 3 cylinders, Rotary FIP, coolant cooled with overflow reservoir, turbo charged;</li> <li>• Air – Filter: Dry type, dual element</li> <li>• Transmission Type: Synchromesh transmission (TSS), clutch – dual, gear box – 9 forward + reverse minimum;</li> <li>• Brakes: Self adjusting, self-equalizing, hydraulically actuated oil immersed disc brakes – minimum;</li> <li>• Hydraulics: lifting capacity 1800kgf, 3 point linkage category II;</li> <li>• Steering type: Power, steering column – tiltable up to 25 degree with lock latch;</li> <li>• Front Axle: specially designed heavy duty front axle for 4WD;</li> <li>• Power Take Off: Type – independent, 6 splines, standard – 540@ 2376 ERPM, economy – 540 @ 1705 ERPM</li> <li>• Wheels and Tyres: Front - 11.2 x 24, Rear – 16.9 x 30</li> <li>• Fuel Tank Capacity: 68 liters (estimated);</li> <li>• Electrical system: 100Ah, 12volt battery, 40 amp. Alternator, 12 Volt, 2.5 kw starter motor;</li> <li>• Dimensions and Weight: Total weight – 2540 kg, wheel base – 2050 mm, overall length 3590 mm, overall width 1880 mm, ground clearance – 465 mm, turning radius with brakes</li> <li>• 1 Year Warranty or more.</li> </ul>	1 pc	<p>Make sure that this information is provided to include Brand Name, manufacturer, origin and all accessories.</p> <p><b>Accessories (implements) are sized to the tractor.</b></p>		



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2	Tractor trailer – Dump trailer, 3 tons capacity	1pc			
3	Disc plough –, 3 points linkage disc plough, 2 discs (bottom), length X width: 480mm X 360mm	1pc			
4	Rotary tiller – 6ft, 3points linkage rotary tiller, 100% gear driven oil bath lubricated drive line and slip clutch drive shaft	1pc			
5	Disc harrow – 3 points linkage disc harrow, 14 discs, front: notched, rear: plain, total weight: 464kg, length X width: 2100mm X 1700mm	1pc			
6	Slider blade leveler – 3 points linkage land leveler: 6.5 feet, working width (mm) 1800, cutting blade thickness (mm) 10, weight: 187, overall L X W (mm) 1875 X 225 X 1000, leveling direction: two ways, linkage pin: 26 mm	1pc			
<b>Subtotal:</b>					
<b>Delivery Costs:</b>					
<b>Other Costs (Describe: _____) :</b>					
<b>GRAND TOTAL USD:</b>					

Delivery time (after receipt of order): \_\_\_\_\_ calendar days

Length of warranty on offered equipment: \_\_\_\_\_ years

Location of service center(s) for after-sales service, including warranty repair: \_\_\_\_\_

\_\_\_\_\_

**Section 4: Offer 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 University Graduate School  
Monrovia, Liberia

Reference: RFQ no. **CNFA-LADA-RFQ-CIF-GRANTS-2017-03-004**

To Whom It May Concern:



We, the undersigned, hereby provide the attached offer to provide all items 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, familiar, or financial relationships with any CNFA or LADA project staff members;
- We have no close, familiar, 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): \_\_\_\_\_