



Request for Quotations (RFQ)

RFQ Number: **CNFA-LADA- PRINTING OF SIGN BOARDS-2017-03-001**

Issuance Date: March 10, 2017

Deadline for Offers: March 24, 2017

Description: Procurement for Printing of Sign Boards

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 or lconn@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 APieper@CNFA.com or by phone/Skype at 202-296-3920.



Section 1: Instructions to Offerors

1. **Introduction:** The LADA Project 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 already started official operation in Montserrado and at its field offices in Lofa, Bong and Nimba Counties and is seeking quotes from reputable vendors or firms for the manufacturing, printing and delivery of sign boards 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, March 24, 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 and copied to J. Boima Barclay, Jr., HR/Grants Manager via 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 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 Friday, March 14, 2017, @ 3:00pm local time. Questions must be submitted in writing to Mark T. Wilson, Procurement Specialist by email through 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.

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 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 may lead to disqualification of an offer from consideration as CNFA/LADA will do business only with vendors that have satisfied GOL requirements.

6. **Delivery:** The delivery location for the items described in this RFQ is CNFA/LADA Head Office, Congo Town, Tubman Boulevard, Behind Cuttington Graduate School, Monrovia, Liberia. 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 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 items under this RFQ. The warranty coverage must be valid on all items for a minimum of twelve (12) months after delivery and acceptance of these items, unless otherwise specified in the descriptions.
9. **Taxes and VAT:** The **LADA Project** is exempt from cooperating country taxes, duties, 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 lowest-priced, descriptive-acceptable quotation that meets or exceeds the minimum required specifications, and is judged to be the best value based on a lowest-price, descriptive-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
Score Breakdown:		
Technical specification	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:

- (a) 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.
- (b) Any award resulting from this RFQ will be firm fixed price, in the form of a purchase order.
- (c) 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.



CNFA

- (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, 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.

Line Item	Description and Specifications	Qty.	Items and Specifications Offered (please include detail specifications in your quotations)	Unit Price USD	Total Price USD
1	Sign board – width 2ft X length 3ft X height 10ft metal sign boards for recondition and printing on both front and back.	14pcs			
2	Sign board – width 3ft X length 3ft X height 10ft metal sign boards for manufacturing and printing on both front and back.	16pcs			
3	Sign board – width 4ft X length 4ft X height 10ft metal sign boards for manufacturing and printing on both front and back.	3pcs			
Subtotal:					
Delivery Costs:					
Other Costs (Describe: _____) :					
GRAND TOTAL USD:					

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- PRINTING OF SIGN BOARD-2017-03-001

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’ 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): _____