



To: Offerors

From: CNFA/LADA

RFP Number: **CNFA-LADA-RENOVATION-2017-03-003**

Issuance Date: March 21, 2017

Deadline for Questions: March 28, 2017 3:00pm GMT

Visit to Project Sites: (Voinjama & Foya Districts, Lofa County): March 24 – 27, 2017

Deadline for Offers: March 31, 2017 3:00pm GMT

Performance Period: April 10, 2017 – May 20, 2017

Reference: Ministry Of Agriculture/International Fund for Agriculture Development (IFAD)
IFAD GRANT NO. 20000001610

******* 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, and gratuity, object of value or compensation to obtain business.

Offerors responding to this RFP 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 wbruce@cnfa.org with any questions or concerns regarding the above. Potential violations shall be reported directly to the CNFA Fraud Hotline at fraudhotline@cnfa.org or by phone at +1-202-296-3920.

I. INTRODUCTION

A. COMPANY BACKGROUND

Based in Washington, D.C., CNFA is a nonprofit nongovernmental organization (NGO) that works to stimulate economic growth and improve rural livelihoods in the developing world by empowering the private sector through five core capabilities: 1) Productivity, Food Security and Nutrition, 2) Input Supplies and Farm Services, 3) Economic Resilience and Rapid Recovery, 4) Value Chain Development and 5) Volunteer Technical Assistance.

B. PROGRAM BACKGROUND

The Liberia Agribusiness Development Activity (LADA) is a five-year project funded by the United States Agency for International Development (USAID) that aims to improve agricultural development and food security initiatives at the community and national level in Liberia. The LADA Project aims to strengthen “aggregation Clusters” through facilitating business relationships that link suppliers, producers, processors, buyers and investors so that all actors along the value chain can benefit from sustainable growth. To achieve this vision, CNFA will improve access to finance, quality inputs, mechanization, agricultural advise and markets so that Liberian smallholder farmers can increase their production and participation in the market.

II. PURPOSE

CNFA is seeking proposals from Liberian based reputable construction companies to renovate two (2) existing agro-processing facilities in Voinjama and Foya Districts, Lofa County. CNFA envisions a six weeks contract with the selected Service Provider. CNFA requests your best cost proposal offer for the renovation work within the timeframe specified in this Request for Proposal (RFP).

A. SCOPE OF WORK

Bidders are expected to assess each of the two agro-processing facilities in Voinjama and Foya Districts, Lofa County to determine the work requirement and develop technical proposal, financial proposal and bill of quantities needed for the renovation work. CNFA and the selected vendor will enter into a contractual agreement that will outline key deliverables to be satisfactorily accomplished before payments are made to the vendor as specified in the contract document.

Key Tasks:

- Mobilize and transport all construction materials on site
- Repair and or replace damaged roof of existing agro-processing facilities in the above mentioned locations.
- Modify existing walls and floor of the agro-processing facilities in order to accommodate new agro-processing equipment.
- Carryout all civil works in an environmental friendly manner that meets internationally acceptable standards.
- Construct/rehabilitate water supply system including wells and reservoirs as needed at both facilities.

III. CONTRACT MECHANISM & TERMS OF PAYMENT

CNFA anticipates issuing a service agreement to the successful offeror. CNFA will issue fixed payment(s) based on completion of key deliverables and submission of invoice by offeror for task completed.

IV. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

A. EVALUATION CRITERIA

Interested bidders will be accompanied to the project sites (existing structures) by CNFA staff to assess the level of work required and complete their technical and financial proposals. Failure to do so is at the Offeror's risk. Note that, to be considered eligible for award, Offerors submitting proposals must:

- (1) Be officially licensed to do such business in Liberia (proven by tax ID, registration certificate, etc.). 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 Government of Liberia (GOL) requirements.
- (2) Not have been identified as a terrorist and/or be in support of any terrorist organization, whether directly or indirectly.

Interested Offerors must include the following information in their applications:

1. CAPABILITY AND TECHNICAL EXPERIENCE STATEMENT

Demonstrate capabilities and technical experience by providing the following:

- a. **Organization Overview:**
 - i. Provide three client references with detailed contact information that your company could have worked with during the past three years in Liberia.
 - ii. Give a brief, general overview to demonstrate the Offeror's overall qualifications to fulfill the requirements of this RFP.
- b. **Capabilities Statement:**
 - i. Provide a comprehensive discussion of the Offeror's capabilities, experiences, resources, support and any current/recent experience for conducting similar scopes of work as described above. Insert specifics, such as insurance information, warranties, guarantees, etc.
 - ii. List the names and resume of full time staff employed to perform the task (s).
 - iii. Demonstrate satisfactory record of performance history and business ethics.
 - iv. Demonstrate adequate management and financial resources.
 - v. Authority to seek references from the offeror's bankers
- c. **Performance Approach:** provide a detailed profile explaining the company's competence for this service.

2. TECHNICAL PROPOSAL REQUIREMENTS

- a. Provide the company name and address
- b. List the authorized contact person
- c. Full description of how task will be executed
- d. Provide proof of the following:
 - i. Equipment and logistics that will be available and functional at all times for timely delivery of the required service

3. COST REQUIREMENTS

- a. Provide a cost proposal of your service (s)
- b. Propose a payment terms (installment) based on key deliverables to be achieved within a specified period.

Note that payments will be made upon completing key deliverables based on terms and conditions of contract agreement.

B. INSTRUCTIONS FOR SUBMISSION OF PROPOSAL

1. All inquiries and requests for information regarding this RFP must be submitted by email to the following individuals no later than the question/inquiry submission deadline on the cover page of this RFP. The RFP number must be referenced in all questions/inquiries. Questions and request for clarification – and the responses thereto - that CNFA determines to be of interest to other Offerors will be circulated to all RFP recipients who have indicated an interest in bidding. Offerors are invited to address questions to:

	Contractual	Technical
Name:	Mark T. Wilson CNFA – LADA Tubman Boulevard Road (Behind Cuttington University Graduate School) Congo Town, Monrovia, Liberia	Victor Ngorbu CNFA – LADA Tubman Road (Behind Cuttington University Graduate School) Congo Town, Monrovia, Liberia
Email:	mwilson@cnfa-liberia.org	vngorbu@cnfa-liberia.org

2. Proposals shall be submitted according to the below terms:
 - a. With a cover letter, on company letterhead, signed by an authorized representative of the Offeror;
 - b. Include the Offeror’s name, date, RFP number, and page numbers as a header or footer throughout the document;
 - c. With the full application attached in accordance with the specified evaluation criteria;
 - d. Delivered in person **OR** via email as per the instructions below no later than the submission deadline of **March 31, 2017** to the following points of contact:

CNFA	
Attention:	Mark T. Wilson: Liberia Agribusiness Development Activity (LADA) – Tubman Road (Behind Cuttington University Graduate School), Congo Town, Monrovia, Liberia Envelope MUST be marked: <u>CNFA-LADA-RENOVATION-2017-03-003</u>
Email:	mwilson@cnfa-liberia.org with copy to: dgies@cnfa.org / vngorbu@cnfa-liberia.org

V. CRITERIA FOR EVALUATION

CNFA will evaluate proposals based on a best-value determination. Offerors should submit their most competitive cost proposal. Proposals will be evaluated using the following criteria:

Evaluation Criteria:	Points:
Verifiable and demonstrated competence and quality control mechanism of the Offeror and overall qualifications to fulfill the requirements of this RFP.	30
Company Capabilities/Statement: key personnel and level of qualification relating to the	35

service required	
Past Performance/References: listing and contacts of at least three clients for the past three years	20
Price	15
TOTAL POSSIBLE POINTS	100

The evaluation committee will review the technical proposal based upon the technical criteria listed above. The cost proposals will be reviewed to ensure they are complete and free of computational errors. The committee will also assess the reasonableness of costs and the cost-effectiveness of the budget, and will determine whether the costs reflect a clear understanding of project requirements. A Service Agreement will be offered to the responsible Offeror whose proposal follows the RFP instructions and is judged to be the most advantageous to CNFA/LADA.

VI. TERMS AND CONDITIONS

A. LATE SUBMISSIONS

Proposals received after the submission deadline stated on the cover page of this RFP will not be considered. Offerors will be held responsible for ensuring their quotations are received according to the instructions stated herein. CNFA will consider late offers if the cause was attributable to CNFA or its employees/agents, or if it is in the best interest of CNFA.

B. MODIFICATION OF RFP REQUIREMENTS

CNFA retains the right to terminate the RFP or modify the requirements upon notification to Offerors.

C. WITHDRAWALS OF PROPOSALS

Proposals may be withdrawn by written notice via email at any time before award. Proposals may be withdrawn in person by an Offeror or authorized representative, if the representative's identity is made known and the representative signs a receipt for the proposal before award.

D. VALIDITY OF PROPOSAL

Proposals submitted shall remain opened for acceptance for at least *thirty (30) days* from the last date specified for receipt of proposals. This includes, but is not limited to, pricing, terms and conditions, service levels, and all other information.

E. DISCLAIMERS

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 offer in response to this RFP 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: Burma (Myanmar), Cuba, Iran, North Korea, (North) Sudan, Syria.
- (c) Any international air or ocean transportation or shipping carried out under any award resulting from this RFP must take place on U.S.-flag carriers/vessels.

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/USAID LADA
Tubman Boulevard, Congo Town, (Behind Cuttington Graduate School)

Reference: CNFA-LADA-RENOVATION-2017-03-003

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 RFP. Please find our offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFP. 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 RFP—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 LADA project staff members;
- We have no close, familial, or financial relationships with any other offerors submitting proposals in response to the above-referenced RFP; 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 understand and agree to CNFA’s prohibitions against funding or associating with individuals or organizations engaged in terrorism or trafficking in person’s activities.

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

