



### Request for Quote/Proposal (RFQ/RFP)

Solicitation Number:	RFQ 2017-39
Commodity/Service Required:	2 Tone Per Hour (TPH) Sesame Seed Cleaning Plant
Type of Procurement:	One-off purchase agreement.
Type of Contract:	Fixed Price'
Term of Contract:	March 30,2018
Contract Funding:	158E522-G-2017-004-00
This Procurement supports:	Support to Improve Somali Sesame Production Quality Through Value Addition
Submit Proposal to:	<a href="mailto:solicitations@sogeel.org">solicitations@sogeel.org</a>
Date of Issue of RFP:	December 25,2017
Date Questions from Supplier Due:	January 10,2018
Date Proposal Due:	January 15,2018
Approximate Date Purchase Order Issued to Successful Bidder(s):	<b>January 20,2018</b>

<b>Method of Submittal:</b>	
Via email: <a href="mailto:solicitations@sogeel.org">solicitations@sogeel.org</a>	
Respond via e-mail with attached document in MS Word / pdf format. The Bidder/Seller agrees to hold the prices in its offer firm for <b>30 days</b> from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFP/RFQ.	
Solicitation Number:	RFQ 2017-39

This RFQ/RFP 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/RFP 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/RFP:

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**

Indicate a description of the activity/service that is expected from the supplier. Provide product specifications or service expectations (both if applicable). Include deliverables, timelines, and any special terms and conditions.

**Description of Activity/Service:**

The GEEL project works to improve the competitiveness of Somalia's agriculture and fisheries sectors through a range of interventions in partnership with private sector (firms and producers), service providers (inputs, equipment, renewable energy, logistics, etc.), non-governmental organizations, and government. GEEL is closely engaged in improving the capabilities of firms in the Sesame value chains to develop and implement business concepts that will result in both sustainably profitable economic activity and improved food security through access to modern equipment.

GEEL is supporting Dayah in obtaining a sorting/cleaning machine that can be used to improve the quality of sesame processing to meet the demand of regional/international markets for higher value sesame products. By creating a higher value product because of the new optical sorting machine, Dayah expects to have access to additional markets in Taiwan, Vietnam, Singapore, Japan, Indonesia, and Korea at competitive prices.

**Product or Service Expectations (both if applicable):**

GEEL is looking for credible supplier who have capability and experience to supply Dayah Brother Company with 2TPH Sesame Seed Cleaning Plant. The supplier will have to ship this machine and installed at Dayah facility in Mogadishu, Somalia.

**General Specifications:**

Material to be Cleaned	Natural Sesame seed
Maximum Impurity/ foreign material size	Not more than 15 mm
Moisture	Maximum 8%
Maximum Foreign material	1.5 %
Throughput Capacity	2 tons per hr
Bulk density	560- 630 kg/m3
Electrical supply	415V $\pm$ 10%, 3 ph, 50Hz $\pm$ 5%,
Control voltage	230 VAC
Electricals	Safe Area (Non-Flameproof)
Noise level	110 dB at 1 mtr from source
Spare parts kits	Recommended Spare parts for the machine to last for 2 years
Transportation	The supplier will be responsible for transporting machine to Mogadishu, Somalia.
Installation	The supplier will be responsible for installing the machine at Dayah facility in Mogadishu, Somalia.
After sale service	The supplier will provide two years after sale services including maintenance.
Training	The supplier will provide training to Dayah Brother Company's staff on the usage machine and basic troubleshooting.



**Deliverables, Timelines, Special Terms and Conditions:**

The period of performance for the supplier for Dayah's 2TPH Sesame Seed Cleaning Plant Machine is 3 months (90 days) beginning on February 1, 2018 through May 1, 2018. All work must be scheduled to be completed within this timeframe. Any modifications or extensions shall be requested through RTI's and supplier's contracting officers for review and discussion.

The selected supplier for the Dayah's Colour Sorting Machine will transport and install the colour sorting machine at Dayah facility located at Maka Almukarama Road, Mogadishu, Somalia. The supplier shall be required to meet at RTI's facility once per week (day and time TBD) for a weekly status meeting. RTI shall provide and arrange for meeting spaces within its facility for all required supplier meetings. Once the project reaches the training phase, all training shall be conducted at Dayah facility.

Bidders/supplier must follow the instruction provided in attachment B (Instructions to Bidders/Sellers.) Otherwise, their offers will be rejected.

**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	1	2TPH Sesame Seed Cleaning Plant	Machine			
2	1	Spare Parts Kits	P.C			
3	1	Transportation	Work			
4	1	Installation	Work			
5	1	Training	Training			
6	1	After sale service	Service			
<b>Total Value</b>						

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/RFP, 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/GEEL Somalia

*(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/RFP. All information presented in the Sellers quote/proposal will be considered during IRG’s evaluation. Failure to submit the information required in this RFQ/RFP 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/RFP by the time and date specified in the RFQ/RFP. Any offer, modification, revision, or withdrawal of an offer received at the IRG office designated in the RFQ/RFP 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/RFP and accompanying signatures, confirms that the terms and conditions associated with this RFQ/RFP 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/RFP.
5. **Questions Concerning the Procurement.** All questions in regards to this RFQ/RFP to be directed to
- Procurement department
- (insert name of procurement officer)
- at this email address:
- [solicitations@sogeel.org](mailto:solicitations@sogeel.org)
- (insert email address of the procurement officer).
- The cut-off date for questions is (insert date).
- January 10, 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/RFP. 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/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/RFP 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/RFP, 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:

- (a) **PRICE.** Lowest evaluated ceiling price (inclusive of option quantities) .
- (b) **DELIVERY.** Seller provides the most advantageous delivery schedule.
- (c) **TECHNICAL.** Items/Services shall satisfy or exceed the specifications described in RFQ/RFP Attachment A.
- (d) **PAST PERFORMANCE** - Seller can demonstrate his/her capability and resources to provide the items/services requested in this solicitation in a timely and responsive manner.
- (e) **OTHER EVALUATION CRITERIA.**

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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 RFP 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 \_\_\_\_\_ 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](mailto: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.



International Resources Group, a subsidiary of RTI International

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By: *(Seller Company Name)*

Signature: \_\_\_\_\_

Title:

Date: