



## Request for Quote (RFQ)

Commodity/Service Required:	Local Engineering Consultant firm
Type of Procurement:	LPO
Type of Contract:	Fixed price
Term of Contract:	1 month
Contract Funding:	USAID/GEEL
This Procurement supports:	GEEL Fisheries value chain
Submit Proposal to:	<a href="mailto:solicitations@sogeel.org">solicitations@sogeel.org</a>
Date of Issue of RFP:	29, January 2019
Date Questions from Supplier Due:	9, February 2019
Date Proposal Due:	16, February 2019
Approximate Date Purchase Order Issued to Successful Bidder(s):	<b>24, February 2019</b>

<b>Method of Submittal:</b>	
Email: <a href="mailto:solicitations@sogeel.org">solicitations@sogeel.org</a>	
Respond via e-mail with attached document in pdf format. Quotations must be signed by the bidder. The Bidder/Seller agrees to hold the prices in its offer firm for <b>60 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:	M/019/06

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:

**Description of activity:**

The “Contractor” will assess two new infrastructure fish processing warehouses in Mogadishu and Hobyo and provide interior design specification that meet HACCP certification standards.

To ensure safe food for export and adequate sanitation for seafood in the Somali regions, it is crucial that all fish processing units (FPU) are correctly designed to at least meet the minimum sanitary standards of HACCP; as required by the GEEL contracted auditing company SGS. Each facility and the surroundings in which fish is processed and handled must conform with a HACCP approved design (e.g. must be constructed to meet good sanitary design principles) Almost all the existing Somali FPUs do not meet HACCP standard.

It is from this need that all Somali exporting FPUs are to be brought into a state where their facilities adequately meet the requirements for HACCP certification. The first step in the process is to identify a “Contractor” (consultant company) that can technically design a HACCP certified fish processing unit that passes all the requirements for SGS HACCP certification. To assist in this process the GEEL senior engineer and the GEEL HACCP specialist will work closely with the appointed “Contractor” to design interior and exterior requirements that once installed can be HACCP certified by SGS.

The objective of designing and constructing sanitary FPUs is to minimize the risk of product contamination, by eliminating the entrance of pests, bacteria and foreign objects etc. To design and build in features that protect the fish products from contamination is the goal of the designer in regard to structural aspects.

The sanitary design of the fish processing facility will be thoroughly evaluated before construction and must be approved by the lead HACCP specialist before any construction work starts.

Such evaluation should include the following:

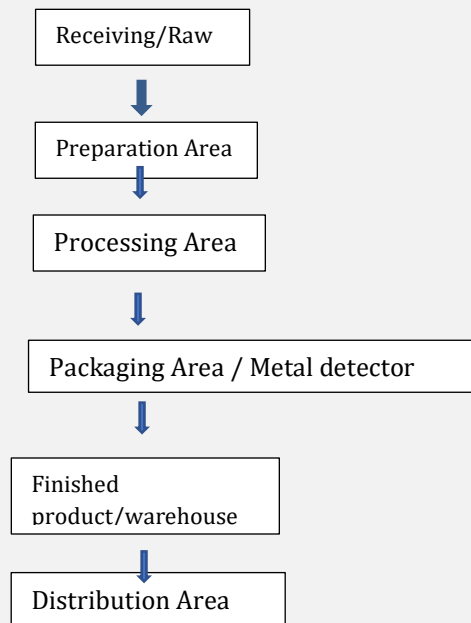
1. Premises
2. Surroundings and building site
3. Exterior building design and construction feature
4. Interior building design and construction features (no porous surfaces for bacteria habitation)
5. Operational flow and facility layout as required by HACCP



6. Exterior and interior lighting and protect shields to stop glass contamination of fish
7. Driveways and receiving Areas
8. Loading docks, platforms and receiving rooms
9. Exterior walls
10. Roofs
11. Openings into buildings
12. Floors
13. Drains
14. Heating, ventilation, and air conditioning (HVAC) systems
15. Product metal detector and its positioning
16. Shoe sterilization shallow bath
17. Hand washing taps and sinks
18. Employee facilities, locker rooms and rest rooms
19. Freezers, refrigerators and coolers
20. Overall “protection from contamination” Features of interior Construction
21. Physical separation of raw fish and finished product (fish) (part of flow through requirement)

The key of designing a HACCP certified facility should have a good operational flow-through pattern:

A facility should be designed to provide a flow pattern for fish processing, personal and equipment in mind so to prevent cross contamination such as potential contact of raw fish with finished product. The flow should be in one direction sequence from raw fish handling to finished product storage as shown below.



All the above listed construction areas must be done in a well-documented HACCP system before any construction starts. All the material, the lighting system, the wall types, the floor types etc. All these must be given thorough consideration from HACCP point of view and if needed SGS will be consulted so to make sure a high standard facility is designed before construction/modification



are made. The movement of equipment in and out of the facility by maintenance technicians must also be considered.

Color coding could also be used in designing the HACCP facility, color coding could be used for different area e.g. clothing, cleaning supplies (brushes, brooms, cleaning clothes). It is also extremely important that facilities install sanitizer systems e.g. foot baths, fly screens, spray systems inside or near the entrance doors to critical areas or production or processing areas.

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

Once, the “Contractor” (designer) is selected then the GEEL senior engineer and HACCP specialist will work closely to make sure a high-class HACCP facility is designed and approved. This includes but is not limited to the “Contractor” providing the following:

1. Carry out assessment and evaluate site conditions and provide the “Assessment Report” with the constructability study for the existing and/or the new construction; then send the report to GEEL Senior Engineer.
2. Do interior redesign based on HACCP certified layouts in Hobyo and Mogadishu new FPU’s of around 1032 square meter area each. Include where equipment could be positioned to meet HACCP standards.

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

**Deliverables:**

1. Develop detailed drawings with the necessary calculations to USAID Requirements as per GEEL and SGS technical format.
2. Develop Technical Specifications
3. Provide Project Schedule proposal with Milestones
4. Develop BOQ (Bill of Quantity) and estimate of costing.
5. Develop detailed estimates with the breakdown of materials, equipment’s, skilled and unskilled labor, etc. as well as provide recommendation on construction feasibility, supporting documentation of how those estimates were calculated.
6. Conduct Environmental Study as per GEEL USAID approved EMMP environmental Mitigation and Monitoring Plan requirements.
7. Other Architectural, Engineering and Construction services will be requested by GEEL /USAID.
8. Provided drawings on all structural and equipment aspects of HACCP requirements for each FPU

**Period of performance:** Mogadishu and Hobyo;

**Timelines: 1 Months**

**Pricing**

Item #	Quantity to be Purchased	Description of Preferred Commodity or Services Specifications	Unit of Measure	Unit Fixed Price in USD (Each)	Total Fixed Price IN USD (Each)	Lead Time Availability (Number of Days)
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1	2	Architectural Drawing	Engineering	days			
2	2	Structural Drawing	Engineering	days			
3	2	Mechanical Drawing	Engineering	days			
4	2	Flow through Drawings	Engineering	days			
5	2	Electrical Drawing	Engineering	days			
6	2	Bill of Quantities (BOQ)		days			
<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

- 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.
- Procuring Activity:** This procurement will be made by **International Resources Group (IRG)**, located at

Mogadishu

*(insert full address of the office)*

who has a purchase requirement in support of a project funded by

USAID

*(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.

- 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:
  - The solicitation number:
  - The date and time submitted:
  - The name, address, and telephone number of the seller (bidder) and authorized signature of same:
  - 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

GEEL procurement

*(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)*.

9, February 2019

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/poterm](http://www.rti.org/poterm), <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) (Max 30 points).
- (b) **DELIVERY.** Seller provides the most advantageous delivery schedule (Max 10 points).
- (c) **TECHNICAL.** Items/Services shall satisfy or exceed the specifications described in RFQ (Max 30 points).
- (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 (Max 30 points).
- (e) **OTHER EVALUATION CRITERIA.**





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 60 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.

By: *(Seller Company Name)*

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

Title:

Date: