

Request for Quote (RFQ)

Commodity/Service Required:	Catering Service
Type of Procurement:	One-Off Purchase Agreement
Type of Contract:	NTE
Term of Contract:	Feb. 12-16, 2019
Contract Funding:	AID-669-C-17-00003
This Procurement supports:	USAID Read Liberia Activity
Submit Proposal to:	Prince K. Gony Procurement Specialist pgony@readliberia.rti.org procurement@readliberia.rti.org +231776 551 727 +231886 551 727
Date of Issue of RFP:	Thursday, January 10, 2019
Date Questions from Supplier Due:	Wednesday, January 16, 2019
Date Proposal Due:	Monday, January 21, 2019
Approximate Date Purchase Order Issued to Successful Bidder(s):	
Method of Submittal:	
Respond via e-mail or with sealed had copies with attached document in MS Word / pdf format . The Bidder/Seller agrees to hold the prices in its offer firm for 90 days from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFP/RFQ.	
Solicitation Number:	RFP-Q/RLA/Lib/004/001-2019

Attachments to 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

RTI International is implementing a USAID-funded five-year **Read Liberia Activity** to improve reading outcomes of children in the early grades in Liberia.

Description of Activity/Service:

- **Catering (Breakfast & Lunch)**

Product or Service Expectations (both if applicable):

- **Catering Services to be provided to RTI for a 1-week training event to be held simultaneously in 6 locations across Lofa County from February 12-16, 2019.**
- **All vendors must submit their breakfast & lunch menu along with their proposals.**
- **Vendors may submit proposals for one or more locations if they have the capacity to handle.**

Deliverables, Timelines, Special Terms and Conditions:

Breakfast @8:00am & Lunch @ 12:00pm daily

- **Invoicing**-For catering services, RTI will make full payment for **Day 1** based on the total estimated number of participants as contained in the Request for Quotation and/or the Purchase Order. For subsequent days, RTI will make payment for the actual number of participants that are in attendance. Vendors are encouraged to liaise with the RTI Training Supervisor and/or Operational Lead to confirm the actual numbers during or at the close of business on **Day 1**.
- RTI implements the USAID Read Liberia Activity and as an implementing partner for USAID will not be charged for **General Service Tax (GST)**.

Locations & Number of Participants in Bong County

#	Name of Centers	Locations	No. of Participants
1.	Salayea Elem. School	Salayea Town, Lofa County	28
2.	Zorzor Central High School	Zorzor, Lofa County	42
3.	Voinjama Multilateral High School	Voinjama City, Lofa County	57
4.	Foya Central High School	Foya City, Lofa County	55
5.	Kolahun Central High School	Kolahun City, Lofa County	86
6.	Kamatahun Hassala Public School	Kamatahun Hassala, Lofa County	28

Pricing

Item #	Quantity to be Purchased	Description of Preferred Commodity or Services Specifications	Unit of Measure	Total Fixed Price (Each)	Availability
1	28	Catering @ Salayea Elem. School	Lot		Feb. 12-16, 2019
2.	42	Catering @ Zorzor Central High School	Lot		Feb. 12-16, 2019
3.	57	Catering @ Voinjama Multilateral High School	Lot		Feb. 12-16, 2019
4.	55	Catering @ Foya Central High School	Lot		Feb. 12-16 2019



5.	86	Catering @ Kolahun Central High School	Lot		Feb. 12-16, 2019
6.	28	Catering @ Kamatahun Hassala Public School	Lot		Feb. 12-16, 2019
13.	296	Total Value			

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 (RTI) 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, supplier understands that quantities indicated in the specifications (Attachment A) are an estimate only and RTI does not guarantee the purchase quantity of any item listed.

2. **Procuring Activity:** This procurement will be made by **Research Triangle Institute (RTI International)**, located at

MK Kafel Building, Gardner Avenue
Between 16th & 17th Streets, Sinkor
1000 Monrovia, 10 Liberia

(insert full address of the office)

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

USAID

(insert client's name)

RTI shall award the initial quantities and/or services and any option quantities (if exercised by RTI) 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 which contains offers for all items and options included in this RFQ. All information presented in the Sellers quote will be considered during RTI’s evaluation. Failure to submit the information required in this RFQ 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 RTI’s office designated in the RFQ by the time and date specified in the RFQ. Any offer, modification, revision, or withdrawal of an offer received at the RTI office designated in the RFQ after the exact time specified for receipt of offers is “late” and may not be considered at the discretion of the RTI Procurement Officer. The Seller’s proposal shall include the following:
 - (a) The solicitation number: **RFP-Q/RLA/Lib/004/001-2019**
 - (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 RTI 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 RTI 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
- Prince K. Gony**
- (insert name of procurement officer)
- at this email address:
- pgony@readliberia.rti.org / procurement@readliberia.rti.org
- (insert email address of the procurement officer).
- The cut-off date for questions is (insert date).
- Wednesday, January 16, 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 RTI purchase order terms and conditions found in www.rti.org/poterms, <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 RTI 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 RTI, price and other factors considered. The award will be made to the Seller representing the **best value** to the project and to RTI. 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. RTI 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, RTI reserves the right to conduct discussions if later determined by the RTI 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.**

Business Registration Certificate Valid Tax Clearance
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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 RTI to make an award, nor does it commit RTI 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 **90** 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 RTI 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 RTI's Ethics Hotline at 1-877-212-7220 or by sending an e-mail to 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: _____

Name: _____

Title: _____

Date: _____