

**Modification no.2 – AMD-049: Note to offerors, Section 1, 2. Offer Deadline and Protocol this RFQ have been updated.** Offerors are advised to submit their response accordingly.

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## **Answers to Queries received in response to this RFQ**

### **Bidder 1**

1. We understand that the team required for the task is to be determined by the consultant. Can you please confirm? Or is there any specific requirement related to team composition?  
All evaluation companies have relevant team members on their board. For this task, selected company will be determining their own team. Usually, team members are from the engineering and construction back ground.
2. Is previous record of Asset Evaluation essential for taking up the task?  
Yes, the evaluation company should have track record of evaluating assets and its mandatory to take up the task.
3. Is it necessary for the offeror to be certified as an independent evaluation organization?  
Yes, the offeror should be certified evaluation company. It's very common and easily available in the market.
4. How would you term the quotation as technically acceptable? Can you please elaborate?  
Quotation issued by offeror should consist of all technical parameters mentioned in the RFQ and quote should be accordingly.
5. Can you please elaborate the “specifications of offered services” in the offer check list?  
Offeror has to list the tasks he is offering and capable of doing task.
6. For calculating travelling costs, please elaborate
  4. Geographical Coverage (Districts / Cities)
  5. Location of GranteesGeographical locations and location of grantees are mentioned in this RFQ under ANNEX 1.
7. We understand that total number of Grantees is 13, please confirm.  
Yes, total number of grantees mentioned in RFQ are 13.

### **Bidder 2**

1. Looking at the RFQ document and scope of work, we did not find any relevance to "registration with Pakistan Engineering Council". Why is that mandatory? There are other registrations like with SECP and Tax Authorities which are more important and necessary than the PEC registration.

Kindly note that, any company/organization applying for the RFQ has to be registered with Pakistan Engineering Council and relevant tax authorities.

## Request for Quotations (RFQ)

RFQ Number: AMD-049

Issuance Date: **April 21, 2017**

Deadline for Offers: **May 21, 2017**

Description: Service Provider for Independent Evaluation

For: The Agricultural Market Development (AMD) Program

Funded By: United States Agency for International Development (USAID),  
Contract/Cooperative Agreement/Grant No. AID-391-C-15-00003

Implemented By: CNFA

Point of Contact: Procurement Department

### \*\*\*\*\* 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 [info@pakistan-amd.org](mailto:info@pakistan-amd.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 to [HQContractsDept@cnfa.org](mailto:HQContractsDept@cnfa.org) or by phone/Skype at 202-296-3920.

## **Section 1: Instructions to Offerors**

### **1. Introduction:**

The U.S.-Pakistan Partnership for Agricultural Market Development (AMD) is a USAID funded project which aims to improve the ability of Pakistan's commercial agriculture and livestock sectors to compete in international and national markets in the four target product lines; meat, high value and off season vegetables, mangoes and citrus. AMD will act as a catalyst for development and investment in target product lines by actively promoting cooperation and coordination amongst the value chain actors and ancillary service providers. AMD's implementation strategy is underpinned by a strictly commercial and market driven approach with a clear focus on strengthening market access for its partner organizations, and support international marketing and sales efforts.

AMD encourage investments in the four target product lines through matching grants and technical assistance and empower stakeholders by developing synergies, upgrading, streamline supply chains, and technical assistance to optimize profit margins and increase participation of women entrepreneurs, and ultimately help make Pakistani meat, high value and off season vegetables, mangoes and citrus more profitable and more competitive.

In order to support project activities AMD is seeking proposals from qualified and experienced firms to conduct independent evaluations of existing cost share of AMD Grantees in different regions of Pakistan.

2. **Offer Deadline and Protocol:** : Offers must be received no later than 5 PM local Pakistan time on **May 21 , 2017** by hard copy delivery to the AMD office. Hard copy deliveries must be stamped and signed by the offeror's authorized representative and sent to the AMD Office located at with a subject line **RFQ No. AMD-049 Service Provider for Independent Evaluation** .

Agricultural Market Development,  
Suite 15, 1<sup>st</sup> Floor, Park Lane Tower,  
172 Tufail Road  
Lahore Cantt

Soft copies of quotations can be sent to [solicitations@pakistan-amd.org](mailto:solicitations@pakistan-amd.org).

Please reference the RFQ number (AMD-049) in any response to this RFQ. Offers received after the specified time and date will be considered late and will be considered only at the discretion of CNFA.

3. **Questions:** Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 12 PM local Pakistan time on April 26, 2017 by email to [procurement@pakistan-amd.org](mailto:procurement@pakistan-amd.org) with a subject line **Questions: RFQ No. AMD-049 Service Provider for Independent Evaluation** . Questions must be submitted in writing; 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 details of the required services.

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.

5. **Quotations:** Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including delivery, installation, commissioning, testing, training, transportation, taxes and all other costs. Pricing must be presented in PKR. Offers must remain valid for not less than ninety (90) 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:

- Organizations responding to this RFQ are requested to submit a copy of their official registration or business license.
- Organizations responding to this RFQ are requested to submit their company profile and NTN certificate.

6. **Delivery:** Selected vendor will visit grantee sites mention in ANNEX 1 attached here in as per SOW in section 3. 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 Pakistan.

Offerors may 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:** N/A

9. **Taxes and VAT:** The AMD 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, provides the service in Section 3, and is ***lowest priced, technically acceptable***.

**In order to be considered technically acceptable, the offeror must meet the following stated criteria.**

- Certified Independent Evaluation organization registered with Pakistan Engineering Council.
- Proven experience of conducting independent evaluations with at least 5 years of proven experience in evaluation, data collection and management;
- Proven track record of assets evaluation, data collection, field monitoring, data management, analysis and reporting;
- Registered with Pakistan Engineering Council and other relevant authorities;
- Verifiable list of similar nature assignments under taken for different organizations.

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 AMD 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 AMD 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. **Terms and Conditions:** This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate CNFA, the AMD 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’ 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 fixed price subcontract.

- (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.
- (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**

To assist offerors in preparation of proposals, the following checklist summarizes the documentation to include 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 services (see Section 3 for example format)
- Copy of offeror's registration or business license (see Section 1.5 for more details)
- Company profile of offeror
- Certificate of registration with Pakistan Engineering Council and other relevant authorities
- List of similar nature assignments
- NTN Certificate



### **Section 3: Scope of work**

The firm will independently evaluate grantees cost share (existing investment) relevant to AMD interventions in Citrus, High Value/Off Seasons Vegetables and Livestock value chains. More specifically scope will include:

- Collection of cost share data from the grantees
- Review of grant documents
- Evaluate grantees cost share of existing investments relevant to the grant as per existing verifiable market rates
- Corroborate the cost sharing/investment contribution through variety of tools
- Present a fact based report
- Submission of data set on excel
- Analyze the field data as required, and develop draft briefs and evaluation reports.
- Carry out other duties, as necessary, assigned or required for the assignment.
- Any other tasks assigned by the Chief of Party or Chief Technical Advisor relating to the assignment.

#### **Deliverables:**

- I. Develop a detailed work plan for execution of assignment in collaboration with AMD team members (within 04 days of assignment commencement);
- II. Coordinate with each grantee per the AMD Grantee Geographical Location List (Table 1.);
- III. Collect required data and information for each grantee and apply evaluation techniques to prepare an analysis and assessment report;
- IV. Consolidate all related data on Excel Sheet
- V. Develop a draft evaluation report for each selected grantee;
- VI. Record meeting minutes, photographs, pictures and field visit reports as annexures of each final report;
- VII. Develop a final report for each grantee covering all the aspects and SOWs using the AMD template within 03 business days of completion of visits to each grantee;

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	Required Description and Specifications	Qty	Items and Specifications Offered	Unit Price PKR	Total Price PKR
1	Development a final evaluation report of each grantee inclusive of evaluators' cost	13			
2	Travel cost				
	Other (please specify)				
<b>Subtotal:</b>					
<b>Other Costs (Describe: _____) :</b>					
<b>Applicable GST rate (required for tax exemption purposes):</b>					
<b>GRAND TOTAL (PKR):</b>					

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: The Procurement Department, AMD Project

Reference: RFQ no. AMD-049

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 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, familial, or financial relationships with any CNFA or the AMD project staff members;
- We have no close, familial, 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, Website, Email: \_\_\_\_\_

Company Registration or Taxpayer ID Number: \_\_\_\_\_

Does the company have an active bank account (Yes/No)? \_\_\_\_\_

Official name associated with bank account (for payment): \_\_\_\_\_

## ANNEX 1

Sr. No.	Grantee Name	Location
1	Citrus Grantee 1	Tehsil Kotmomin, Distt. Sargodha
2	Citrus Grantee 2	Bhalwal, District Sargodha
3	Citrus Grantee 3	Bhalwal, District Sargodha
4	Citrus Grantee 4	Noon Village, Bhalwal
5	Feedlot Grantee 1	Kahrer Pakka, Lodhran
6	Feedlot Grantee 2	Clifton Block 8, Karachi
7	Feedlot Grantee 3	Muzaffargarh
8	Feedlot Grantee 4	Multan
9	Feedlot Grantee 5	Soldier Bazar, Karachi
10	Meat Value Addition Grantee 1	Raiwind Manga Road, Lahore
11	Meat Value Addition Grantee 2	Clifton Block 8, Karachi
12	Meat Value Addition Grantee 3	Phase V, Karachi,
13	Meat Value Addition Grantee 4	Township, Lahore