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| **RFQ Number:** | **RFQ –BMSB - 001** |
| **Issuance Date:** | 02/27/2017 |
| **Deadline for Questions:** | 03/03/2017 |
| **Deadline for Offers:** | 03/08/2017 |
| **Description:** | **Procurement of Brown Marmonated Sting Bug (BMSB) Lures and Sticky Traps** |
| **For:** | **Restoring Efficiency to Agriculture Production (REAP) Project/ Georgia** |
| **Funded By:** | **United States Agency for International Development (USAID),** **Contract No. AID-114-C-13-00002** |
| **Implemented By:** | CNFA/REAP |
| **Point of Contact** | **Ms. Manana Kakuchaia**, **Director of Finance and Administration****USAID/Restoring Efficiency to Agriculture Production (REAP)****#47 Kostava St., 2 floor, room#22, 0179, Tbilisi, Georgia****procurement@georgiareap.org****Tel: +995 322 982207/13/14/18** |

**Background:**

USAID’s Restoring Efficiency to Agriculture Production (REAP) is a market-driven and result-oriented enterprise development project that increases incomes and employment in rural area by delivering firm-level investment and tailor-made technical assistance to agribusiness enterprises that provide inputs, services, training and cash markets to smallholder farmers. REAP catalyzes increased private sector investment and commercial finance to the sector, mitigates risks for rural SMEs and entrepreneurs, and expands commercially sustainable linkages among producer, postharvest enterprises and end markets. To ensure the long term sustainability and success of these investments, REAP delivers market driven tailored technical assistance and group trainings to agribusiness enterprises and smallholder producers.

With $183 million and $176 million in exports in 2014 and 2015 respectively, the hazelnut sector is Georgia’s highest earning agricultural export and supports the livelihoods of more than 40,000 rural families. In 2016, the value of hazelnut exports and attributable income to smallholder farmers is expected to be reduced by more than $60 million[[1]](#footnote-1) due to the emergence of the Brown Marmorated Stink Bug (BMSB), whose infestation has reduced both quality and quantity of hazelnut kernels. Originating from China, the BMSB has in recent years reduced hazelnut production in the US, Europe and Turkey. Arriving in Georgia in late 2015, the rapid growth of the BMSB population, threatens not only the hazelnut sector but other key agriculture sub-sectors including grapes, corn, peaches, apples and vegetables. If not contained, the BMSB has the potential to set Georgia back years in their agriculture growth and development.

In late November, 2016, the National Food Agency (NFA) in cooperation with USAID and the provate sector company, organized an international technical committee to analyze the BMSB problem in Georgia and to advise the Ministry of Agriculture (MoA) on appropriate mitigating actions. Comprised of international entomologists, public and private sector stakeholders and international agriculture development organizations, the international technical committee provided a draft plan of action for consideration by the NFA.

The NFA formed a Working Group to develop the justification and activities for a State Program to combat the BMSB throughout 2017. While eradication is not possible, monitoring, educating and managing the BMSB in 2017 will be crucial to controlling the population’s growth, limiting agriculture losses and developing a long-term management plan. One of the important parts of the management system is establishment of the monitoring system that will inform the NFA’s strateries and activities in 2017 and beyond.

REAP is soliciting quotations from eligible and responsible firms for the Procurement of BMSB Lures and Sticky Traps to set up the BMSB monitoring system. REAP will issue a fixed price contract for the selected vendor(s). It is anticipated that fixed price contract will be awarded no later than **March 15, 2017**. Preferable delivery time of all or first shipment is no later than **April 20.** Delivery place: **Poti Port/or Batumi Port in case of sea shipment and/or Tbilisi**, **Georgia, in case of air shipment.**

The procurement is for the supply of

1. **BMSB Lures- up to 88,160 units**
2. **Sticky Traps- up to 88,160 units**

Succesful offeror will be requested to cooperate with National Food Agency of the Ministry of Agriculture of Georgia (MOA) to ensure compliance with  Georgian and EPA/USA regulations which guide hazardous chemical substances registration and use in Georgia.

Please submit the bid for the goods described in the attached pages in accordance with the instructions and terms and conditions of the RFQ as presented below.

This RFQ includes the following sections:

1. Offer Deadline and Protocol
2. Questions/Clarifications
3. Prohibited Sources
4. Eligibility of Offerors
5. Quotations
6. Terms and Conditions of the RFQ
7. Basis of Award
8. Negotiations
9. Place of Performance
10. Payment and Award
11. Technical Specifications

All correspondence and/or inquiries regarding this Request for Quotation must be in accordance with the instructions contained in this RFQ. Failure to comply with the instructions described in this RFQ may lead to disqualification of an offer from consideration.

**1. OFFER DEADLINE AND PROTOCOL**

Offers must be received no later than **17:0** EST, Feb 27, 2017. Late offers will not be considered by REAP and must be sent by e-mail to the party listed below on or before the designated offer receipt date and closing time. Please indicate RFQ-BMSB-001 on the subject line of your e-mail.

Ms. Manana Kakuchaia

Director of Finance and Administration

USAID/Restoring Efficiency to Agriculture Production (REAP)

#47 Kostava St., 2 floor, room#22

 0179, Tbilisi, Georgia

**procurement@georgiareap.org**

Tel: +995 322 982207/13/14/18

**2. QUESTIONS/CLARIFICATIONS**

All questions and/or clarifications regarding this RFQ must be in writing and can be submitted to **procurement@georgiareap.org****.** Questions and requests for clarification must be received by email no later than **17:00 EST**, March 8, 2017. 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 REAP 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.

**3.** **PROHIBITED SOURCES**

The following applies to this RFQ, all related correspondence, and any resulting subcontract:

No items, items with components from, that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries may be offered: Burma (Myanmar), Cuba, Iran, North Korea, (North) Sudan and Syria. Related services include incidental services pertaining to any/all aspects of this work to be performed under a resulting subcontract (including transportation, fuel, lodging, meals, and communications expenses).

**4. Eligibility of Offerors**

In accordance with Federal Acquisition Regulation Clause 52.209-6, “Protecting the Government’s Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment,” (SEP 2006), all offerors must certify that they are not debarred, suspended, or proposed for debarment by the USG. REAP will not award a subcontract to any firm or firms’ principals who are debarred, suspended, or proposed for debarment, or who proposes to do business with firms (including subcontractors) or firms’ principals who are debarred, suspended, or proposed for debarment, in the performance of the requirement of this activity.

**5. QUOTATIONS**

Quotations should be written in English. In addition to quotations, offerors should submit a cover letter (Attachment 1), a technical offer which should include the following information:

* Bidder’s full legal name, contact information and the name of the authorized representative;
* List of similar services performed during the last few years (contact information of clients to be provided for the reference check)
* The duration of the validity of the quotation. The duration of validity of the quotation should be no less than 65 working days.

Price quotations should be expressed in **US Dollars (USD)** and all-inclusive of any associated costs. **Offerors are requested to provide quotations containing the information in Attachment 2, on official letterhead or official quotation format separately for each sub section. In the event that this is not possible, offerors may complete the table in Attachment 2 below by choosing the subsection of their interest, and submit a signed/stamped version to CNFA.**

**6.** **TERMS AND CONDITIONS OF THE RFQ**

Issuance of this solicitation does not in any way obligate REAP to award a subcontract, nor does it commit REAP to pay for costs incurred in the preparation and submission of the offer. REAP reserves the right to make revisions to the content and order of the provisions in the actual purchase document prior to execution by REAP and the selected awardee.

Please note this solicitation is subject to the following terms and conditions:

1. 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 RFQ and identified in the resulting award; payment will not be issued to a third party.
2. Any award resulting from this RFQ will be firm fixed price, in the form of a contract or purchase order.
3. 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.
4. 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.
5. 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.
6. 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.

**7. BASIS FOR AWARD**

The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and is determined via a trade-off analysis to be the best value based on application of the criteria below. A Review Panel, appointed by the REAP project, will evaluate quotations submitted by eligible firms in accordance with the following:

* **Technical capability (40%)** – Based on ability of offeror to provide goods with requested specifications, experience and reputation of an offeror
* **Cost** (**30%**) — Ability to provide a reasonable and competitive cost offer
* **Terms of Delivery (30%) -** Delivery terms are **DDP (INCOTERMS 2010)** to the locations indicated above: **Poti Port/or Batumi Port in case of sea shipment and/or Tbilisi**, **Georgia in case of air shipment.**

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, the offer may be deemed “non-responsive” and thereby disqualified from consideration.

**8. NEGOTIATIONS**

Best offer quotations are requested. It is anticipated that awards will be made solely on the basis of these original quotations. However, REAP reserves the right to conduct negotiations and/or request clarifications prior to award.

**9. PLACE OF PERFORMANCE**

Delivery terms are **DDP (INCOTERMS 2010)**, place of performance at the following location: Tbilisi, Georgia in case of air shipment and Poti Port/Batumi Port, Georgia in case of sea shipment (delivery terms can be negotiated with the selected vendor). Each offerer 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 subcontract.

Due to urgency, REAP encourages offerors to submit financial offers which provide the cost of air shipment (at least for the 1st shipment) as well as sea shipment, calculated based on the unit of shipment such as 20 feet container. Air shipment delivery location is Tblisi, Georgia.

**10. PAYMENT AND AWARD**

The contract will be awarded to the offeror whose quotation represents the best value to REAP. The payment will be made through a contract between REAP and the offeror.

Bidders are responsible for ensuring that their offers are received in accordance with the instructions stated herein. Failure to adhere to the instructions described herein may lead to a quotation’s disqualification from consideration.

The negotiated purchase order/contract is subject to REAP’s terms and conditions.

Please note that in submitting a quotation, the bidder understands that USAID is not a party to this RFQ. Therefore the bidder agrees that any protest hereunder must be presented — in writing with full explanations — to REAP for consideration. USAID will not consider protests made to it under USAID-financed subcontracts. CNFA, the implementer of REAP, at its sole discretion, will reach the final decision on the protest for this procurement.

**11. TECHNICAL SPECIFICATIONS**

**1.**      **BMSB Monitoring Lures**

BMSB monitoring lure  should consist of two components: BMSB specific attractant, BMSB aggregation pheromone and a synergist (MDT or similar), which increases the potency of the BMSB. Technical offers should provide the ratios of these two components.

**2.**      **BMSB Sticky traps**

The clear plastic sticky traps should be covered with "Hot Glue” on two sides, which will trap insects but the glue will not stick to hands.  The dimensions of traps could be typically square (25cm x 25cm),  or rectangle (15cm x 25cm). However, other applicable dimensions may be also considered.

**Shipment and delivery time**

1. **BMSB Lures (up to 88,160 units)**

This amount of lures can be delivered in one shipment (air or sea) or divided in two subsequent shipments:

1. Shipment 1- 22,040 units are necessary to be in Georgia by April 20, 2017.
2. Shipment 2- 66,120 units are necessary to be in Georgia by the end of May 2017.
3. **Sticky Traps (up to 88,160 units)**

This amount of traps can be delivered in one shipment (air or sea) or divided in two subsequent shipments:

1. Shipment 1- 22,040 units are necessary to be in Georgia by April 20, 2017.
2. Shipment 2- 66,120 units are necessary to be in Georgia by the end of May 2017.

**Attachment 1 – Offeror 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:

**Ms. Manana Kakuchaia**, **Director of Finance and Administration**

**USAID/Restoring Efficiency to Agriculture Production (REAP)**

**#47 Kostava St., 2 floor, room#22, 0179, Tbilisi, Georgia**

**procurement@georgiareap.org**

**Tel: +995 322 982207/13/14/18**

Reference: RFQ no. **RFQ –BMSB - 001**

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’s regulations.

Furthermore, we hereby certify that, to the best of our knowledge and belief:

1. We have no close, familial, or financial relationships with any CNFA or REAP Georgia project staff members;
2. We have no close, familial, or financial relationships with any other offerors submitting proposals in response to the above-referenced RFQ; and
3. 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.
4. All information in our proposal and all supporting documentation is authentic and accurate.
5. We understand and agree to CNFA’s prohibitions against fraud, bribery, and kickbacks.
6. We understand and agree to CNFA’s prohibitions against funding or associating with individuals or organizations engaged in terrorism or trafficking in persons activities.

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.

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| Authorized Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name & Title of Signatory:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Company Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Company Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Website:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Company Registration or Taxpayer ID Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Does the company have an active bank account? (Y/N):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Official name associated with the bank account (for payment): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Attachment 2**

**Offerors are requested to provide quotations containing the information below on official letterhead or official quotation format separately for each sub section. In the event that this is not possible, offerors may complete the table below by choosing the subsection of their interest, and submit a signed/stamped version to CNFA.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Item #** | **Description** | **Technical Specifications** | **Unit of Measurement** | **Unit price $** | **Qty** | **Total price $** |
| **1,1,** | **Monitoring Lures** | **Can be attached separately** |  |  |  |  |
| **1.2** | **Transportation Cost** |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | **Air shipment Details** |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **1.3** | **Transportation Cost Sea Shipment** |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **1.4** | **Other costs** |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **2.1** | **Plastic traps** | **Can be attached separately** |  |  |  |  |
|  |  |  |  |  |  |  |
| **2.2** | **Transportation Cost** |  |  |  |  |  |
|  | **Air shipment Details** |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **2.3** | **Transportation Cost** |  |  |  |  |  |
|  | **Air shipment Details** |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **2.4** | **Other Costs** |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | **Subtotal 1** |  |  |  |  |  |
|  | **Subtotal 2** |  |  |  |  |  |
|  | **Grand total** |  |  |  |  |  |

**Validity of Offer:**

**Delivery Schedule:**

**Delivery location: DDP Poti Port/or Batumi Port, in case of sea shipment, and/or Tbilisi, Georgia in case of air shipment.**

1. Initial economic analysis of BMSB provided by USAID and Ferrero’s Georgia Hazelnut Improvement Project (G-HIP) [↑](#footnote-ref-1)