**Request for Quotations (RFQ)**

RFQ Number: CNFA-AZ-51

Issuance Date: January 26, 2017

Deadline for Offers: February 8, 2017

Description: Electronic Truck Scale for Hazelnut Processing Facility

For: Agricultural Support to Azerbaijan Project (ASAP)

Funded By: United States Agency for International Development (USAID)

Implemented By: CNFA

Point of Contact: Ms. Konul Veliyeva

**Section 1: Instructions to Offerors**

1. **Introduction**: The Agricultural Support to Azerbaijan Project (ASAP) Project is a four-year USAID-funded program implemented by CNFA in Azerbaijan. The objective of ASAP is to support the diversification of the economy through initiatives that assist small and medium-sized agribusinesses and farmers to grow. As part of its project activities, ASAP requires the procurement and installation of an Electronic Truck Scale equipment to provide more efficient proper weighing of lots and shipments at the Project’s beneficiary’s facility located in Zagatala, Azerbaijan. The purpose of this RFQ is to solicit quotations for procurement and installation of the Electronic Truck Scale in the hazelnut processing plant.

Offerors are responsible for ensuring that their offers are received by CNFA in accordance with the instructions, terms, and conditions described in this RFQ. Failure to adhere to 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 18:00 local Baku time on February 8, 2017** by email to procurement@asapaz.org. Please reference the RFQ number 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.
2. **Questions**: Questions regarding the technical or administrative requirements of this RFQ may be submitted **no later than 18:00 local Baku time** **on February 5, 2017** by email to procurement@asapaz.org. 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.

1. **Quotations**: Quotations in response to this RFQ must be priced in USD. 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.
2. **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.
3. **Source:** The offeror shall confirm that no proposed items were manufactured in, sold by, or shipped from source countries that are designated as prohibited sources. As of the drafting of the present RFQ, the list of countries designated as prohibited sources included North Korea, Myanmar, Cuba, Syria, Sudan, and Iran. In addition, the offeror must adhere to appropriate governing restrictions including the source and nationality requirements set forth in 22 CFR 228 and the standard provisions. The authorized geographic code for procurements of goods and services conducted by the project is 937 for any procurements exceeding $25,000. Therefore, vendors registered in Azerbaijan, the United States, or developing countries, other than advanced developing countries, and goods available for purchase in those countries, are preferred for this procurement. Procurements from advanced developing countries for which ASAP would contribute over $25,000 would require a waiver from USAID. For a complete list of developing countries and advanced developing countries, see <https://www.usaid.gov/ads/policy/300/310maa>

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1. **Evaluation and 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 following evaluation criteria. In conducting its evaluation, CNFA may seek information from any source it deems appropriate to obtain or validate information regarding the Bidder’s quotation. Both mandatory criteria and evaluation factors are indicated below. The relative importance of each individual evaluation factor is indicated by the number of points below:

1. Name and address of the bidder and name of contact person Acceptable/Not Acceptable/

2. Adherence to Technical Specifications (per Section 3 below) Acceptable/Not Acceptable/

3. Source of Items (per 1.6 above) Acceptable/Not

 Acceptable/

4. Nationality of Bidder (per 1.6 above) Acceptable/Not

Acceptable

5. Quotation valid for no less than 90 calendar days Acceptable/Not

Acceptable/

6. Eligible to Participate (per 1.5 above) Acceptable/Not

Acceptable/

7. Delivery Schedule 0-20 points

8. Price 0-50 points

9. Payment Terms 0-10 points

10. In-country installation and maintenance capability and warranty terms 0-20 points

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 offerors, if in the best interest of the ASAP 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 ASAP 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.

Organizations responding to this RFQ are requested to submit a copy of their official registration or business license.

1. **Terms and Conditions**: This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate CNFA, the ASAP 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’s standard terms and conditions. Any resultant award will be governed by these terms and conditions. Please note that 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.

Financing of awards resulting from this RFQ will be through USAID. Awards financed by USAID may be subject to prior approval requirements.

CNFA complies with U.S. Sanctions and Embargo laws and Regulations including Executive Order 13224 on Terrorist Financing, which effectively prohibit transactions with persons or entities that commit, threaten to commit or support terrorism. Any person or entity that participates in this bidding process, either as a prime or sub to the prime, must certify as part of the bid that he or it is not on the U.S. Department of Treasury Office of Foreign Assets Control (OFAC) Specially Designated Nationals (SDN) List and is eligible to participate. CNFA International shall disqualify any bid received from a person or entity that is found to be on the List or otherwise ineligible.

**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 5 for template)

□ Official quotation, including responses to evaluation criteria (Section 3).

□ Copy of offeror’s registration or business license (see Section 1.5 for more details).

\*\*\*\*\* ETHICAL AND BUSINESS CONDUCT REQUIREMENTS \*\*\*\*\*

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 Alan Pieper, Executive Vice President for Operations and Compliance at apieper@cnfa.org with any questions or concerns regarding the above information or to report any potential violations.

**Section 3: Official Quotation (Items/Description/Technical Specifications)**

The subject of the procurement is an Electronic Truck Scale.

Interested bidders should list all the items required to install/assemble and operate the full Electronic Truck Scale equipment. A detailed description of offered materials, quantity, unit price and labor should be entered into the table below or in a separate table. The offer should specify labor for both the installation and at least two-day training to ensure that the customer is comfortable independently operating the machine properly.

Approximate requirements for the Electronic Truck Scale equipment:

* main platform size – 3x18 meters
* scale capacity – 60 metric tons
* KK INDICATOR MODEL PWI-T Tabletop Scale Terminal
* 60 ton C3 Class Load Cell
* Loadcell steel mounting foot and upper flange (bottom-top)
* Mounting kits and rubber pads
* Steel cable housings
* Advanced load distribution
* Aluminum Casting Connection Box
* Win-based advanced weighbridge program
* Monitor + keyboard + mouse
* Matrix Printer and Standard double copy weigh ticket
* Two-year warranty for the electronic system and the platform constructed and five-year warranty against manufacturing faults

Bids providing alternate equipment with similar functionality to the above specifications are acceptable.

The successful bidder shall also list the optional and auxiliary equipment (remote display, traffic lights, plate recognition and security cameras, advanced scale and traffic management software, wheel washing system, enter-exit barrier, ups and etc.)

The equipment will have to be imported to Azerbaijan and assembled and installed locally.

**Note**: The cost of equipment installation and training of the staff should be included as a *separate* annex/addendum to the bid.

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| --- | --- | --- | --- | --- | --- |
| **#** | **Items** | **Unit** | **Quantity** | **Unit Price** | **Total** |
| **1.** |  |  |  |  |  |
| **2.**  |  |  |  |  |  |
| **3.** |  |  |  |  |  |
| **4.** |  |  |  |  |  |
| **5.** |  |  |  |  |  |
| **6.** |  |  |  |  |  |
| **7.** |  |  |  |  |  |
| **TOTAL (items 1-?) w/o VAT/** |  |  |  |  |

**Section 4: Delivery Requirements/Deadlines/Special Instructions**

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| --- | --- |
| **Special Instructions** | **Delivery Terms** |
| * All quotations must be submitted on company’s letterhead, must include Supplier’s legal address, and must be valid for no less than 90 calendar days.
 | **DDP Zagatala, Azerbaijan**Bidders are requested to include arrangements for delivery to the aforementioned location in their offer. |
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| **Quotation Submission Date** | **Submit Quotation to** | **Terms of Payment** |
| On or before **18:00 local Baku time on****February 08, 2017** | Please submit your **Quotation** at or before **the indicated deadline** by email to procurement@asapaz.org | Bidder shall propose payment terms. Note that it is CNFA policy to limit prepayment, advance payment or mobilization payment to 25% of total price. Additionally, CNFA’s preference is payment upon delivery of goods. Bidder should factor in the cost of financing and/or obtaining a loan from a bank in the pricing of its bid.  |

**Section 5: 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: ASAP Project

Reference: RFQ no. CNFA-AZ-51

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 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 ASAP 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 and Website:

Company Registration or Taxpayer ID Number:

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

Official name associated with bank account (for payment):