

For:	Feed the Future Nigeria Agribusiness Investment Activity
Funded By:	USAID
Implemented By:	CNFA
Point of Contact	operations@ag-invest.org (mailto:operations@ag-invest.org).

1. Introduction:

The Feed the Future Nigeria Agribusiness Investment Activity is a 5-year project implemented by CNFA in Nigeria as part of the United States Government's Feed the Future Initiative. The project's goal is to strengthen the business enabling environment to promote private sector investment in agriculture. Activities will encompass three broad but interrelated components: (1) the Agribusiness Investment Activity will improve the ease of doing business in the agricultural sector; (2) the Activity will expand access to finance by mitigating the credit risks of agribusinesses; and (3) the Activity will promote investment opportunities for agribusinesses to strengthen their readiness to expand and scale up their operations. Taken together, these efforts will increase the volume, added value, and diversification of agribusiness investments.

As part of project activities, the CNFA/Nigeria is requesting the services of an IT Equipment supplier to provide the Activity with 7 (seven) Laptops and additional software and 3 (three) printers to be used by Activity staff to carry out their daily tasks in the actualization of project goals. The purpose of this RFQ is to solicit quotations for these items.

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 with 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 5:00 PM, Nigerian Local Time, on June 29, 2020. Offers must be submitted by email to operations@ag-invest.org. Offers must 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. The cover page of this solicitation summarizes the important dates of the solicitation process. Offerors must strictly follow the provided deadlines to be considered for award

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CAREERS

JOB DETAILS

RFQ: To Supply IT Equipment - (102)

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Job Title

RFQ: To Supply IT Equipment

Location

NG (Primary)

Category

Procurement

Job Description

RFQ Number:	RFQ-2020.06.002
Issuance Date:	June 23 rd 2020
Deadline for Questions:	June 25 th 2020
Deadline for Answers:	June 26 th 2020
Deadline for Offers:	June 29 th 2020
Description:	Request for Quotation to supply IT Equipment

1. Questions:

Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 3:00 PM Nigerian Local Time, on June 25, 2020 by email to operations@ag-invest.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. Technical Requirements:

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.

- Specifications outlined in this RFQ should be considered as minimum specifications.
- Brochures and catalogues are required for all of the items included in this RFQ.
- The Supplier should consider the software provided and ensure it is consistent with the Hardware configuration offered.
- Set of media kits containing recovery Software, OS images, drivers and utilities shall be supplied on CD/DVD for the laptops and printers
- Offerors should submit their “best offer” for each item in full compliance with the technical specifications, i.e. one quotation per item, and should not provide multiple varieties for consideration.
- Quantities indicated for Software or Hardware will be indivisible. Offerors must offer the entire quantity or quantities indicated for software alone, hardware alone, or both.

Offerors must submit quotations with clearly specified unit prices, and these unit prices should remain unchanged should CNFA request to increase or decrease the quantity of items proposed in the table below. CNFA will not consider offers which provide quotations without unit prices

S/N	Description and Specifications	Qty

1	<p>Laptop</p> <ul style="list-style-type: none"> • Processor: I5-7200U (3MB cache, 2 cores, up to 3.1 GHz); • Chipset: Integrated with processor; • Max Memory: 32 GB DDR4-2133 SDRAM; 2 SODIMM memory slots; • Internal Storage: 1 TB SATA (5400 rpm); • Memory minimum 8GB • Display: 14" diagonal HD SVA anti-glare slim LED-backlit (1366 x 768); • Wireless: Intel Dual Band Wireless-AC 3168 802.11 a/b/g/n/ac (1x1) Wi-Fi Bluetooth 4.2 Combo (non-vPro); • Communications: Intel Ethernet connection 1219-V; Intel Ethernet connection 1219-LM; • Expansion Slots: 1 SD; 1 external SIM; • Ports & Connectors: At least 2-3 USB 3.1 Gen 1 ports; • Dimensions: 13.3 x 9.3 x 0.74 in/33.8 x 23.7 x 1.89 cm; • Weight: Starting at 3.27 lb/1.48 kg; <p>Warranty: Limited 3-year or 1-year limited warranty.</p>	7
2	Windows 10 Professional License (Pre-installed)	7
3	Microsoft Office 2016 license (Pre-installed)	7
4	Symantec Endpoint Protection Small Business Edition(Pre installed)	7
5	HP laser jet Multi functional M227fdw printer	3

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Please note that, unless otherwise indicated, any stated brand names or models are for illustrative description only. An equivalent substitute, as determined by the specifications, is acceptable.

1. **Quotations:** Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including delivery and all other costs. Offerors are required to submit proposed payment terms and payment schedule if applicable. Failure to submit proposed payment terms may lead to disqualification of an offeror from consideration. Pricing must be presented in Naira. Offers must remain valid for not less than thirty (30) calendar days after the offer deadline. Offerors are requested to provide quotations on official letterhead in the format provided in Section 4 – Technical Requirements.

1. **Evaluation:** The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and is the lowest –priced, technically acceptable offer.

Technical acceptability will be determined based on the following criteria:

- Responsiveness to the technical specifications and requirements provided in Section 4 – Technical Requirements;
- Confirmation that all goods will be delivered to the Feed the Future Nigeria Agribusiness Investment Activity office Abuja .

Best-offer proposals are requested. It is anticipated that award will be made solely on the basis of these original proposals. 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 Feed the Future Nigeria Agribusiness Investment Activity Project;
- CNFA may cancel this RFQ at any time.

Please note that if there are 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.

1. **Payment and Award:** The award will be awarded to the offeror whose quotation represents the best value to the Project. Award will be issued only to the entity which submits a proposal in response to this RFQ. CNFA will not issue an award to different offerors, entities, or third-parties other than the selected offeror(s). Any award and payment resulting from this RFQ is anticipated to be in the form of a service agreement. This award is subject to the Feed the Future Nigeria Agribusiness Investment Activity Project's terms and conditions as stipulated in Annex 4.

1. **Offer Format Instructions: Format Instructions:** All proposals must be formatted in accordance with the below requirements:

- a. English language only
- b. Include the individual/agency/organization name, date, RFQ number, and page numbers as a header or footer throughout the document.
- c. The Technical Offer must be in the format provided in Annex 3.

Annex 1 – Offeror Checklist

To assist offerors in preparation of proposals, the following checklist summarizes the documentation to include an offer in response to this RFQ:

- ☐ Offeror Checklist (Annex 1)
- ☐ Cover letter, signed by an authorized representative of the offeror (see Annex 2)
- ☐ Official quotation, including specifications of offered items (see Section 4 annex 3)
- ☐ Copy of offeror's registration or business license
- ☐ Three contacts for references from organizations/individuals for which the offeror has successfully performed similar work.

Annex 2 – 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: Feed the Future Nigeria Agribusiness Investment Activity;
 28A Danube Street, Off IBB Boulevard, Maitama Abuja, Nigeria

Reference: RFQ no. 2020.06.002

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 Feed the Future Nigeria Agribusiness Investment Activity 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’s prohibitions against fraud, bribery, and kickbacks.
- 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.

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):

Annex 3 – Offeror Quotation Template

Line Item	Description and Specifications	Qty	Items and Specifications Offered	Unit Price [enter currency]	Total Price [enter currency]
1					
2					
Subtotal:					
Delivery Costs:					
Other Costs (Describe: _____) :					
GRAND TOTAL [enter currency]:					

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:

Any commodities offered in response to this RFQ must be new and unused. In addition, all electrical commodities must operate on 240V/50Hz.

Annex 4 – CNFA Terms and Conditions

1. 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 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 Margaret Anderson at manderson@cnfa.org (<mailto:manderson@cnfa.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 via email at FraudHotline@cnfa.org (<mailto:FraudHotline@cnfa.org>) or you may make an anonymous report by calling the CNFA Global Complaint Hotline at 202-991-0931.

2. Terms and Conditions: This solicitation is subject to CNFA's 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'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.
- b. 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: Cuba, Iran, North Korea, Syria.
- c. 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.
- d. 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.
- e. 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.
- f. United States law prohibits engaging in any activities related to Trafficking in Persons. The supplier under any award resulting from this RFQ must ensure compliance with these laws.

Disclaimers: This is a RFQ only. Issuance of this RFQ does not in any way obligate CNFA Agribusiness Investment Activity, or USAID to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer. In addition:

- a. CNFA may cancel RFQ and not award;
- b. CNFA may reject any or all responses received;
- c. Issuance of RFQ does not constitute award commitment by CNFA;
- d. CNFA reserves the right to disqualify any offer based on offeror failure to follow RFQ instructions;
- e. CNFA will not compensate offerors for response to RFQ;
- f. CNFA reserves the right to issue award based on initial evaluation of offers without further discussion;
- g. CNFA may negotiate with short-listed offerors for their best and final offer;
- h. CNFA reserves the right to order additional quantities or units with the selected offeror;

- i. CNFA may reissue the solicitation or issue formal amendments revising the original RFQ specifications and evaluation criteria before or after receipt of proposals;
- j. CNFA may modify the specifications without issuing a formal notice to all offerors when the revisions are immaterial to the scope of the RFQ;
- k. CNFA may choose to award only part of the activities in the RFQ, or issue multiple awards based on multiple RFQ activities;
- l. CNFA reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition;
- m. CNFA will contact all offerors to confirm contact person, address, and that the bid was submitted for this RFQ;
- n. CNFA will contact all offerors to inform them whether or not they were selected for award;
- o. In submitting a response to this RFQ, offerors understand 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 Activity for consideration. USAID will not consider protests regarding procurements carried out by implementing partners. CNFA, at its sole discretion, will make a final decision on any protest for this procurement.

4. 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 (<http://www.gpo.gov/fdsys/pkg/CFR-2012-title22-vol1/pdf/CFR-2012-title22-vol1-part228.pdf>). The cooperating country for this RFQ is Nigeria.

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: Cuba, Iran, North Korea, or Syria.

5. Taxes and VAT: As an organization that is implementing a project on behalf of USAID, CNFA is exempt from being charged VAT, customs duty or fee, excise tax, road tax, or any other form of tax or tariff for goods and services purchased for USAID funded activities. As such, offerors agree to exclude VAT or any similar taxes or fees from its cost proposal.

6. 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.

7. Delivery: The delivery location for the items described in this RFQ is 28A Danube Street, Off IBB Boulevard, Maitama Abuja, Nigeria. 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.

Application Submission

Offer Deadline and Protocol:

Offers must be received no later than 5:00 PM, Nigerian Local Time, on June 29, 2020. Offers must be submitted by mail to operations@ag-invest.org. Offers must 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. The

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Last sync: 2020-06-24 07:35:03

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