**Section 1 – General Information**

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| **Solicitation Number:** | RFQ NGA#02-001-2024 | | | | |
| **Solicitation Type:** | Request for Proposals (RFP) | | | | |
| **Procurement Description:** | PRO-Cashew is a USDA project implemented by CNFA in five countries in the West African region (Benin, Burkina Faso, Côte d'Ivoire, Ghana, and Nigeria). PRO-Cashew's objective is to stimulate the competitiveness of West African producers through quantitative and qualitative improvement of production and support to the implementation of regional policies and regulations favorable to trade and investment in the cashew sector.  CNFA requires the services of local auditor to conduct an audit and prepare financial statements for the financial years 2020 to 2024. The organization in ongoing operations is Ilorin, Nigeria including guidance taxes and withholding requirements, and other regulatory matters issues related to the NGO’s operations in Nigeria that may arise. Please note that CNFA will require services to be provided in English. | | | | |
| **Anticipated Period of Performance:** | March 01 – May 15 2024 | | | | |
| **Place of Performance:** | Kwara State & FCT | | | | |
| **Contracting Party:** | CNFA  **For**: USDA | | | | |
| **Release Date:** | 20th February 2024 | | | | |
| **Point of Contact for Questions and Offers:** | Name:  Title:  Address:  Email: | | Yemisi Ariba  Nigeria Accounts & Admin Officer  14, Station Road, Ilorin Kwara State  yariba@cnfa-procashew.org | | |
| **Questions:** | **Question Deadline**: N/A | | | | |
| **Instructions**: Questions must be submitted in writing; phone calls will not be accepted. Only CNFA’s written answers will be considered official and carry weight in the solicitation and subsequent evaluation. Verbal information received from CNFA or any other entity should not be considered an official response to any questions. | | | | |
| **Offers:** | **Offer Deadline:** 5pm WAT 27th February 2024 | | | | |
| **Via:** | Email | | Hard copy | Email or Hard copy |
| **Instructions:** Reference the Solicitation Number in any response to this solicitation. Offers received after the specified time and date will be considered late and considered only at CNFA’s discretion. Offerors must strictly follow the deadlines provided in this solicitation to be considered for award. | | | | |
| **Offer Validity:** | Offers must remain valid for not less than 30 calendar days after the offer deadline. | | | | |
| **Award:** | Award will be made to the offeror who is determined to be the best offeror per the evaluation criteria and methodology provided herein. CNFA will not issue an award to different offerors, entities, or third-parties other than the selected offeror(s) which submits an offer in response to this solicitation. CNFA anticipates awarding a Professional Service Agreement (PSA) to the selected offeror(s). | | | | |
| **Terms and Conditions:** | The resultant award is subject to CNFA’s standard Terms and Conditions as stipulated in Section 6. | | | | |

**Section 2 – Scope of Procurement**

**1. Introduction:** CNFA is an international agricultural development organization that specializes in the design and implementation of sustainable, enterprise-based agricultural initiatives.CNFA implements Pro-Cashew in Benin, Burkina Faso, Côte d'Ivoire, Ghana and Nigeria, a USDA-funded Project with the objective to boost the competitiveness of West African producers by improving the efficiency and quality of production and marketing through the development of more coherent regional trade and investment policies. The purpose of this Solicitation is to solicit the services of local auditor to conduct an audit and prepare financial statements for the financial years 2020 to 2024. The organization in ongoing operations is Ilorin, Nigeria including guidance taxes and withholding requirements, and other regulatory matters issues related to the NGO’s operations in Nigeria that may arise. This Solicitation contains requirements for Items/Services (hereinafter “Items”) to be procured.

**2. Scope of Work:** CNFA requires the services of local auditor to conduct an audit and prepare financial statements for the financial years 2020 to 2024. The organization in ongoing operations is Ilorin, Nigeria including guidance taxes and withholding requirements, and other regulatory matters issues related to the NGO’s operations in Nigeria that may arise.

**2.1 Tasks:** The selected offeror is expected to provide, through in-person meetings in Abuja, Nigeria, phone calls, and in writing as requested by CNFA, services such as but not limited to:

1. Audited financial statement for financial years 2023-2024.
2. Annual returns filings with the Kwara State-Internal Revenue Service KWIRS) & other relevant bodies

* Processing of Tax Clearance Certificates for Staff (2020-2024)
* Process filing of National Housing Fund for staff (2020-2024)

1. Provide tax advisory services.
2. Other tasks as requested and assigned by CNFA.

**2.2 Deliverables:**

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| --- | --- | --- |
| **Deliverable** | **Deliverable Description** | **Anticipated Delivery Date** |
| 1 | Deliverable 1: Processing of Audit and preparation of financial statements from January 2023 to December 2023 period | March-May 2024 |
| 2 | Deliverable 2: Processing and obtaining Tax Clearance Certificates for Staff from October 2020 to December 2023 period | March-May 2024 |
| 3 | Deliverable 3: Process filing of National Housing Fund for staff (2020-2024) | March-May 2024 |
| 4 | Deliverable 4: Filling Annual returns with the Kwara State -Internal Revenue Service -IRS) & Other relevant bodies and continuous Tax Advisory Services during contract | March-May 2024 |

**Section 3 – Evaluation Methodology and Criteria**

CNFA will use a Weighted Trade-Off Analysis, Including Cost Criteria evaluation methodology for this solicitation. Weighted Trade-Off Analysis selects the offeror providing the best overall value to CNFA, considering both price and technical factors, according to the assigned weights provided in the evaluation criteria. The Technical Evaluation Committee (TEC) will assess offer acceptability in accordance with the following criteria:

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Criteria Description** | **Assigned Weight** |
| Technical Proposal | The proposal will be judged on the proposed implementation strategy, plan and methodology that most effectively meet the objectives of this call for tenders. For the technical proposal, the bidder is required to provide a detailed description of the methodology and timeline of activities. | 30 Points |
| Past performance and implementation of similar assignments | The proposal will be evaluated based on the bidder's experience in carrying out similar work that requested in this RFP (At least 3 years) | 30 Points |
| Profile Of the Candidates | Qualifications of the key personnel proposed for the assignment (Resume to be included with 3 references at least) | 20 Points |
| Cost proposal | The overall cost presented in the bid in relation to the services and/or goods provided. Whether the proposed costs are efficient/appropriate. | 20 Points |
| **Total** | | **100 points** |

**Section 4 – Offer Format Instructions**

Offers in response to this solicitation must comply with the following instructions:

1. Submissions will be accepted in the following language(s): English Language Only
2. Include the following in the offer footer:
   1. Offeror name
   2. Solicitation Number
   3. Page Numbers
3. Offer in the format provided in Annex 1

**Section 5 – Complete Offer**

A complete offer must include the following documents:

1. Completed Annex 1 – Offer Template
2. Copy of the Offeror’s business license – if an individual, a copy of personal identification
3. A complete Proposal in response to the Scope of works
4. At least three (3) contacts for references from organizations/individuals for which the offeror has successfully performed similar work in the past 3 years.
5. Also, consider information to be completed and matched with **section 3** (Evaluation Methodology and Criteria).

**Section 6 – CNFA Terms and Conditions**

**1. Ethical and Business Conduct:** CNFA is committed to integrity in procurement, and only selects offerors 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 organization or individual violating these standards will be disqualified from this solicitation, barred from future procurement opportunities, and may be reported to both CNFA’s Client – as applicable – and the appropriate 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 CNFA’s Client – as applicable – and the appropriate Office of the Inspector General. In addition, CNFA will further inform these agencies of any Offerors’ offers of money, fee, commission, credit, gift, gratuity, object of value or compensation to obtain business.

Please contact the designated Point of Contact on the Solicitation Cover Page with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to CNFA’s Fraud Hotline in writing via email at [FraudHotline@cnfa.org](mailto:FraudHotline@cnfa.org) or you may make an anonymous report by phone, text, or WhatsApp to the CNFA Global Fraud Hotline at 202-991-0943.

**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:

1. CNFA’s standard payment terms are 30 calendar 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 Solicitation and identified in the resulting award; payment will not be issued to a third party.
2. 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.
3. Any international air or ocean transportation or shipping carried out under any award resulting from this Solicitation must take place on U.S.-flag carriers/vessels unless otherwise approved by CNFA.
4. United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The selected offeror under any award resulting from this Solicitation must ensure compliance with these laws.
5. United States law prohibits engaging in any activities related to Trafficking in Persons. The selected offeror under any award resulting from this Solicitation must ensure compliance with these laws.
6. The title to any goods supplied under any award resulting from this Solicitation 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. The offeror is prohibited from providing certain telecommunications equipment or services as a substantial or essential component of any system, or as a critical technology as part of any system, produced by the following covered companies, and their subsidiaries and affiliates, in the performance of any resulting award: Huawei Technologies Company; ZTE Corporation; Hytera Communications Corporation; Hangzhou Hikvision Digital Technology Company; Dahua Technology Company; and any other company as determined by the United States Government. The offeror certifies it will not provide covered telecommunications equipment or services to CNFA in performance of the resulting award. If covered telecommunications equipment or services are offered, the offeror must disclose it.

**3. Disclaimers:** This is a Solicitation only. Issuance of this Solicitation does not in any way obligate CNFA, its project(s), or its Client(s) to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer. In addition:

1. Offerors are responsible for ensuring their offers are received by CNFA in accordance with the instructions, terms, and conditions described in this Solicitation; failure to adhere to instructions may lead to disqualification
2. CNFA may cancel the Solicitation and not award at any time
3. CNFA may reject any or all responses received
4. Issuance of the Solicitation does not constitute award commitment by CNFA
5. CNFA reserves the right to disqualify any offer based on offeror failure to follow the Solicitation instructions
6. CNFA will not compensate offerors for response to the Solicitation
7. CNFA reserves the right to issue award based on initial evaluation of offers without further discussion
8. CNFA may negotiate with offerors for their best and final offer and/or request clarifications from any offeror prior to award
9. CNFA reserves the right to increase or decrease its order for quantities or units with the selected offeror
10. CNFA may reissue the Solicitation or issue formal amendments revising the original Solicitation specifications and evaluation criteria before or after receipt of proposals
11. CNFA may modify the specifications without issuing a formal notice to all offerors when the revisions are immaterial to the scope of the Solicitation
12. CNFA may choose to award only part of the activities in the Solicitation, or issue multiple awards, if in the best interest of CNFA
13. CNFA reserves the right to waive minor offer deficiencies that can be corrected prior to award determination to promote competition
14. Offerors understand that CNFA’s Client(s) is not a party to this Solicitation and the offeror agrees that any protest hereunder must be presented – in writing with full explanations – to CNFA for consideration. CNFA’s Client(s) will not consider protests regarding procurements carried out by CNFA. CNFA, at its sole discretion, will make a final decision on any protest for this procurement.

**Annex 1 – Offer Template**

*The following cover letter must be placed on letterhead – if applicable – and completed/signed/stamped by a representative authorized to sign on behalf of the offeror:*

**PART 1 – COVER LETTER**

To: CNFA Pro-Cashew, The city of refuge building, Royalton Road, Off Tanke junction,

2nd floor ; No. 14, Station GRA, Ilorin, Kwara State of Nigeria.

Reference: Solicitation no. RFP NGA#02-001-2024

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 Solicitation. Please find our offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced Solicitation. We further certify that the below-named organization—as well as the organization’s principal officers and all commodities and services offered in response to this Solicitation—are eligible to participate in this procurement under the terms of this solicitation and under the applicable 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, its project staff members, or its Client (as applicable);
* We have no close, familial, or financial relationships with any other offerors submitting proposals in response to the above-referenced Solicitation;
* We and our principal offerors are not debarred, suspended, or otherwise considered ineligible for receiving US Government funds. We understand that CNFA will not make any award to an entity that is debarred, suspended, or considered ineligible by the US Government;
* 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:

|  |  |  |
| --- | --- | --- |
| **For:** | **Offeror Name:** | *Offerors must provide entity name, if applicable, here* |
| **Submitted By:** | **Name:** | *Offerors must print name of the authorized person who completed this offer here* |
| **Title:** | *Offerors must provide title of the authorized person who completed this offer here* |
| **Signature:** | *Offerors must provide signature of the authorized person who completed this offer here* |
| **Date:** | *Offerors must indicate the date this offer was completed here* |
| **Organization Information:** | **Phone:** | *Offerors must provide phone number for contact if selected for negotiation or award here* |
| **Email:** | *Offerors must provide email for contact if selected for negotiation or award here* |
| **Address:** | *Offerors must provide address for contact if selected for negotiation or award here* |
| **Website:** | *Offerors must provide organization website, if applicable, here* |
| **Country of Nationality:** | *Offerors must indicate their country of legal organization, ownership, citizenship, or lawful permanent residence here* |
| **Registration or Taxpayer ID Number:** | *Offerors must provide registration and/or taxpayer ID number here* |

**PART 2 – OFFER**

Offerors are instructed to complete this form and place it on the Offeror’s letterhead. Once completed, this form serves as the binding proposal in response to this solicitation and is valid for the period identified on the cover page of this Solicitation. Failure to submit the information required herein may lead to disqualification of the offer.

1. **Technical Proposal**

**1.1. [Prompt 1]**

[prompt offerors to respond to a question or provide an explanation which helps CNFA evaluate according to stated criteria. provide instruction for what information should be included in the proposal to meet expectations.]

|  |
| --- |
| *Offerors must respond to the prompt here.* |

**1.2. [Prompt 2]**

[prompt offerors to respond to a question or provide an explanation which helps CNFA evaluate according to stated criteria. provide instruction for what information should be included in the proposal to meet expectations.]

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| *Offerors must respond to the prompt here.* |

1. **Cost Proposal**

**2.1. Budget**

Offerors are instructed to complete boxes highlighted in gray. Pricing must be presented in Naira. The cost proposal must match the degree of sophistication of the technical proposal. CNFA reserves the right to negotiate the proposed budget or request clarification at its discretion.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Cost Category** | **Unit** | **Quantity** | **Unit Price**  **NGN** | **Total Price**  **NGN** | **Budget Notes** |
|  | | | | | |
| *Offerors must propose line-items within the Cost Category; repeat for as many line-items as necessary* | *Offerors must provide the unit price here* | *Offerors must provide the quantity of units here* | *Offerors must quote the unit price here* | *Offerors must provide the total price (unit x quantity x unit price) here* | *Offerors must describe the purpose of the cost and basis for price here* |
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| **TOTAL** |  |  |  |  |  |

**2.2. Deliverables and Payment Schedule**

Offerors are instructed to complete boxes highlighted in gray:

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| --- | --- | --- | --- | --- |
| **Deliverable** | **Deliverable Description** | **Anticipated Delivery Date** | **Offered Delivery Date** | **Offered Payment Installment** |
| 1 | [describe required deliverable in detail] | [enter anticipated delivery date] | *Offerors must propose delivery date here* | *Offerors must propose corresponding payment amount here* |
| *Etc.* | *Etc.* | *Etc.* |  |  |
| *Etc.* | *Etc.* | *Etc.* |  |  |
| **TOTAL** | | | | **100%** |

1. **Tax Considerations**

Offerors are made aware of CNFA’s tax status in Nigeria. CNFA as a Non-Governmental Organization is tax exempt. Hence, offers should be tax excluded. Offers submitted must comply with these tax considerations.

1. **Bank Account**

Offerors are instructed to complete boxes highlighted in gray:

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| --- | --- |
| Does the Offeror have an active bank account? | Yes  No |
| If yes, provide the Offeror name associated with the Bank Account if selected for eventual award. | *Offerors must provide the name associated with their Bank Account, if applicable, here* |

1. **References**

Offerors are instructed to complete the boxes highlighted in gray:

|  |  |  |  |
| --- | --- | --- | --- |
| **Reference No.** | **Reference Name** | **Contact Information** | **Affiliation** |
| 1 | *Offerors must provide name of reference (organization or individual) provided here* | **Name:**  **Phone:**  **Email:**  **Address:** | *Offerors must describe relationship with reference here* |
| *Etc.* | *Offerors must provide name of reference (organization or individual) provided here* | **Name:**  **Phone:**  **Email:**  **Address:** | *Offerors must describe relationship with reference here* |
| *Etc.* | *Offerors must provide name of reference (organization or individual) provided here* | **Name:**  **Phone:**  **Email:**  **Address:** | *Offerors must describe relationship with reference here* |