**Section 1 – General Information**

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| --- | --- | --- | --- | --- | --- |
| **Solicitation Number:** | RFQ NGA#02-002/2022 | | | | |
| **Solicitation Type:** | Request for Quotations (RFQ) | | | | |
| **Procurement Description:** | PRO-Cashew is a USDA Food for Progress funded project implemented by CNFA in five countries in West Africa r (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 travel agency for the provision of flight booking services. | | | | |
| **Anticipated Period of Performance:** | 15th March to 23rd June, 2024 | | | | |
| **Place of Performance:** | Across Nigeria | | | | |
| **Contracting Party:** | CNFA  **For**: USDA FCC-641-2019/006-00  **Under**: PRO-Cashew Project | | | | |
| **Release Date:** | 27th February 2024 | | | | |
| **Point of Contact for Questions and Offers:** | Name:  Title:  Address:  Email: | | Yemisi Ariba  Accounts & Admin Officer  14, Station Road, GRA, Tanke Ilorin Kwara State, Nigeria  [procurement-nga@cnfa-procashew.org](mailto:procurement-nga@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:** 4th March 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 90 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 Purchase Order 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 project in Cote D’Ivoire, Burkina Faso, Benin, Ghana & Nigeria, a USDA-funded Project with the objective to to improve efficiency, quality in production, trade, and more coherent regional trade and investment policies in Benin, Burkina Faso, Côte d’Ivoire, Ghana, and Nigeria. As part of PRO-Cashew’s work in Nigeria, team members, partners, colleagues, and affiliates may require travel for events such as but not limited to trainings, workshops, conferences. With such it is necessary to have a flight agency that can manage the bookings and provide timely services for all PRO-Cashew related flight needs with the country of Nigeria.
2. Terms of Reference:

The PRO-Cashew project is looking for an experienced travel agency for its travel needs in Nigeria. Service requirements are described in detail in the following sections. The service provider shall manage the required travel services in accordance with the procedures of the CNFA in force. The services concerned include, but are not limited to, the following services:

* Process all requests and services from CNFA delegated contact person, by email even on short notices.
* Arrange and make all necessary flight ticket reservations.
* Issue air tickets
* Organize group travel arrangements at the request of the CNFA,
* Provide travelers, as required by the CNFA, with revisable/adjustable electronic itineraries, when required.
* Process changes and cancellations of flight reservations at CNFA's request, within the required time frames to minimize penalties imposed either before, during or after the start of the trip.
* The provider will have to process the travel services based on an email that will be sent by CNFA's dedicated service.
* The service provider must ensure the confidentiality of CNFA's travelers’ personal information

1. **Technical Specifications:** The below table contains technical specifications for Services to be procured as needed (Please refer to Annex 1: Part 2 to complete this document with the offer:

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Item\*** | **Description** | **Quantity** |
| 1 | Service fee | Service fee for a local round trip ticket | 1 |
| 2 | Service fee | Service fee for a local one-way ticket | 1 |
| 3 | Service fee | Service fee for a making changes to ticket | 1 |

**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** |
| Organization and Partner Network | Have a satisfactory global network of partners (airline). | 20 Points |
| Previous experience and performance of the provider | Have a minimum of three (3) years of experience in providing and arranging travel services.  Have completed similar services for at least 05 companies in the last three (3) years.  Have performed similar services in the public sector: governmental, international, or other organizations.  Provide at least three (03) Certificates of good performance. | 25 Points |
| Administrative documents | Be up to date with all its administrative, tax and accreditation documents (Tax Certificate and IATA Accreditation Certificate) | 25 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. | 30 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
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 & information:

1. Completed Annex 1 (Part 1 & 2) – Offer Template
2. Copy of the Offeror’s business license (CAC) – if an individual, a copy of personal identification
3. Three (3) References
4. Valid document of accreditation by IATA.
5. Specify payment terms and payment term after a purchase:
6. Confirmation of obtaining a customer support number (Hotline) available outside of normal working hours.
7. Tax certificate
8. List of additional benefits/services that CNFA can benefit from your company
9. Five (03) certificates of performance from companies with which the supplier has already worked, including non-governmental organizations.

**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: West Africa PRO-Cashew project

The city of refuge building, Royalton Road, Off tanke junction , 2nd floor

No. 14, Station GRA, Ilorin, Kwara State of Nigeria.

Reference: Solicitation no. RFQ no. NGA#02-002/2024

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 quotation 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. **Quotation**

Offerors are instructed to complete boxes highlighted in gray. Pricing must be presented in NGN:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Item\*** | **Description** | **Quantity** | **Cost (NGN)** |
| 1 | Service fee | Service fee for a local round trip ticket | 1 |  |
| 2 | Service fee | Service fee for a local one-way ticket | 1 |  |
| 3 | Service fee | Service fee for a making changes to ticket | 1 |  |

* 1. **tions**

services purchased for USDA-funded activities. As such, bidders agree to exclude VAT or any other similar tax or fee from its cost proposal.

* 1. **Bank Account**

Offerors are instructed to complete boxes highlighted in gray:

|  |  |
| --- | --- |
| 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. **Delivery – N/A**
  2. **Warranty – N/A**
  3. **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* |
| 2 | *Offerors must provide name of reference (organization or individual) provided here* | **Name:**  **Phone:**  **Email:**  **Address:** | *Offerors must describe relationship with reference here* |
| 3 | *Offerors must provide name of reference (organization or individual) provided here* | **Name:**  **Phone:**  **Email:**  **Address:** | *Offerors must describe relationship with reference here* |