

Request for Quotations



CNFA

RFQ number:	RFQ_NGA#02-001/2022
date:	03 February 2022
Deadline for questions:	09 February 2022
Deadline for submission of offers	11 February 2022
Description:	Request for Quotations_ Translation of Training Videos
For:	Pro-Cashew Activity Project
Financed by:	USDA
Implemented by:	CNFA
Point-of-contact	Procurement team The City of Refuge Building, Royalton Road, off Tanke Junction, 2nd floor, No. 14, Station GRA, Ilorin, Kwara State of Nigeria Phone: +234 8035829828 procurement@cnfa-procashew.org

Section 1 : Introduction:

CNFA is an American non-profit NGO whose objective is agricultural and economic development. CNFA helps small producers improve their food security through new agricultural practices, the introduction of new varieties, the diversification of production, storage, the development of farmers' and herders' organizations, and the market linkages. CNFA has received 5-year funding from the USDA for its Pro-Cashew project activities in the West Africa region: Benin, Burkina Faso, Ivory Coast, Ghana, and Nigeria. CNFA invites proposals for the dubbing of films for the Pro-Cashew project.

Bidders are responsible for ensuring that their bids are received by CNFA in accordance with the instructions and conditions described in this RFQ. Failure to follow the instructions outlined in this RFP may result in the disqualification of a bid.

Section 2: Offer Deadline and Protocol: Offers must be received no later than 5 pm, local time, on **February 11, 2022**. Offers must be submitted by email or hard copy delivery to the **PRO-Cashew Project office**. Any emailed offers must be emailed to procurement@cnfa-procashew.org. Any hard copy deliveries must be stamped and signed by the offeror's authorized representative and delivered to the PRO-Cashew office located at **The city of refuge building, Royalton Road, Off tanke junction , 2nd floor ; No. 14, Station GRA, Ilorin, Kwara State of Nigeria.**

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. 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.

Section 3: Questions: Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than **5 pm local time on February 09, 2022, by email** to PRO-Cashew Procurement at procurement@cnfa-procashew.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.

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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.

Section 4: 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.

NAME	QTY	Items and specifications offered	Unit price (NGN)	Total Price (NGN)
<p>Voice translation into Yoruba, Igala and Pidgin English, and insertion of the PRO-Cashew Logo in a training video on Establishment of Cashew Farm. Below are details of the video</p> <ul style="list-style-type: none"> • Duration: 17 minutes 02 seconds • Actors: 07 actors & voices • Language: Twi (Ghanaian language) • Subtitled: English <p>NB: This will make a total of three (03) videos (one in Yoruba, one in Igala and the last one in pidgin English).</p>	03			
<p>Voice translation into Yoruba, Igala and Pidgin English of a training video on Rehabilitation of a cashew farm. Below are details of the video</p> <ul style="list-style-type: none"> • Duration: 11 minutes 34 seconds • Actors: 01 voice over • French language <p>NB: This will make a total of three (03) videos (one in Yoruba, one in Igala and the last one in pidgin English).</p>	03			
<p>Voice translation into Yoruba, Igala and Pidgin English of a training video on Grafting. Below are details of the video</p> <ul style="list-style-type: none"> • Duration: 05 minutes 04 seconds • Actors: 01 voice over • French language <p>NB: This will make a total of three (03) videos (one in Yoruba, one in Igala and the last one in pidgin English).</p>	03			
<p>Voice translation into Yoruba, Igala and Pidgin English of a training video on Maintenance of Cashew Orchards. Below are details of the video</p> <ul style="list-style-type: none"> • Duration: 05 minutes 11 seconds • Actors: 01 voice over • French language <p>NB: This will make a total of three (03) videos (one in Yoruba, one in Igala and the last one in pidgin English).</p>	03			

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<p>Voice translation into Yoruba, Igala and Pidgin English, and insertion of the PRO-Cashew Logo in a training video on Cashew Harvest and Post-harvest handling. Below are details of the video</p> <ul style="list-style-type: none"> • Duration: 17 minutes 53 seconds • Actors: 07 actors & voices • Language: Twi (Ghanaian language) • Subtitled: English <p>NB: This will make a total of three (03) videos (one in Yoruba, one in Igala and the last one in pidgin English).</p>	03			
Subtotal:				
VAT(not invoiced) :				
Other costs (describe: _____)				
GRAND TOTAL [NGA]:				

Delivery time (after receipt of the order): _____

Proposed terms and time of payment: _____

Section 5: 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 the local currency of the country. **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 Sections, 1, 4 – Technical Requirements, and Evaluation Criteria in Section 6.

3. Evaluation: The contract will be awarded to the bidder whose bid complies with the RFQ instructions, meets the minimum eligibility requirements, and is determined to be the best value through benchmarking analysis.

Bids will be judged on a total of 100 points.

- **Technical – 60 points:** *Responsiveness to technical specifications and requirements.*
 - *Background and previous experiences - 25 points*
 - *Personnel proposed by the offeror to carry out the assignment - 15 points*
 - *Delivery timeline schedule (maximum 30 days) or less - 20 points*
- **Budget– 40 points:** *the total price proposed for the execution of the work.*

Best-offer proposals are requested. It is anticipated that award will be made solely based on 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 Pro-Cashew Project.
- CNFA may cancel this RFP at any time.

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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.

Section 7: 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 Purchase Order. This award is subject to the Pro-Cashew Project’s terms and conditions as stipulated in Annex 03.

Section 8: Offer 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 (RFQ_NGA#02-001/2022), and page numbers as a header or footer throughout the document.
- (c) The Technical Offer must be in the format provided in **Section 4**.

A full offer will include the following documents:

- (a) An offer checklist (**Annex 01**).
- (b) A cover letter on company letterhead, signed by an authorized representative of the offeror (**Annex 02**).
- (c) A complete Technical Offer in response to the evaluation criteria in Section 6 and in the format provided in **Section 4**.
- (d) A copy of the offeror’s business license, or, if an individual, a copy of his/her identification card.
- (e) Three (03) contacts for references from organizations/individuals for which the offeror has successfully performed similar work.

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Annex 01 – Offeror 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 **Annex 02**)
- Official technical proposal if any, including specifications of offered items, goods, and services
- Official quotation, including specifications of offered items (**see Section 4**)
- A copy of the offeror’s business license, or, if an individual, a copy of his/her identification card.
- Three (03) contacts for references from organizations/individuals for which the offeror has successfully performed similar work.

Annex 02 – 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:

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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: RFQ NGA#02-001/2022

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 USDA 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 PRO-Cashew 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 03 – CNFA Terms and Conditions

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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 Procurement team at procurement@cnfa-procashesw.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 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.

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- (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.

3. Disclaimers: This is a RFQ only. Issuance of this RFQ does not in any way obligate CNFA, the PRO-Cashew Project, or USDA 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 USDA 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 PRO-Cashew Project for consideration. USDA 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 **USDA Geographic Code [enter geocode]** in accordance with the United States Code of Federal Regulations (CFR), [22 CFR §228](#). The cooperating country for this RFQ is [enter cooperating country].

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. 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.

6. Delivery: The delivery location for the items described in this RFQ is 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.