**REQUEST FOR QUOTE (RFQ) #013**

**RFQ Name:** **Feasibility study consulting services**

**RFQ Number:** MDRD-2024-013

**Issued Date:** February 7, 2024

**Questions due by:**  February 18, 2024

**Answers due by:** February 21, 2024

**Closing Date: February 25, 2024**

ACDI/VOCA is seeking quotes for the supply and delivery of the services listed in the attached item description/specification table.

All quotes provided should meet the specification(s) listed, and include the following information for the criterion listed, which shall be used in evaluating the best bidder:

* Adherence to specifications listed in the Response to Request for Quotes below
* Past performance under similar/related purchase orders, through a review of contracts, Local Purchase Orders or such related information and references from organizations supplied in the past
* Financial proposal

## Other Requirements:

* Wire Banking Information: 100% post payment wire transfer

## Mode of Submission of Quote:

**Quote(s) shall be submitted in writing to the email below:**

|  |
| --- |
|  |
| Name: Procurement Department |
| Address: Rudaki Plaza, 7th floor, Dushanbe, Tajikistan |
| or through email: procurementtajikistan@acdivoca-tj.org  |
| Phone: XXXX |

## REQUIRED QUALIFICATIONS/ TECHNICAL SPECIFICATIONS

Offerors must follow Scope of Work in Attachment 1.

## CRITERIA FOR EVALUATION

The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and determining the best value based on application of the following evaluation criteria. The relative importance of each individual criterion is indicated by the number of points below:

* *Price* – 40 points: The daily rate for services and total price of the contract.
* *Technical* – 40 points: Availability of necessary licenses and attestation certificates.
* *Past performance* – 20 points: Successful experience in providing similar services, confirmed by letters of recommendation.

## Special Conditions

### Source and Nationality Information

ACDI/VOCA retains the right to request an original certificate of source for any item being procured under this RFQ. No items may be provided from a prohibited source and must be available in country at the time of purchase.

### Validity of Quotes

Quotes submitted shall remain open for acceptance for a minimum of 30 days from the last date specified for receipt of quotes. The selected Bidder(s) shall supply the amounts of goods requested at the quoted prices for the delivery/performance period specified in this RFQ.

### Basis of Selection

Bidders should provide their lowest competitive quotes. All Bidders will be notified in writing should there be a significant change to the listed requirements. A Purchase Order will be issued to the responsible Bidder that is judged to be most advantageous to ACDI/VOCA in terms of quality of service, delivery schedule and cost. ACDI/VOCA may accept any item or group of items of a bid. ACDI/VOCA reserves the right to make an award on any item for a quantity less than the quantity stated, at the unit prices quoted.

ACDI/VOCA may reject any quote that is determined to be nonresponsive. A responsive quote is one that complies with all terms and conditions of the RFQ. A quote must be complete, signed by an authorized signatory and delivered no later than the submission time and date indicated on the first page of this RFQ. ACDI/VOCA may reserve the right to waive any minor discrepancies in a quote.

This RFQ does not legally obligate ACDI/VOCA to award a contract. ACDI/VOCA reserves the right to fund/award any or none of the submitted quotes. No commitment is made, either expressed or implied, to compensate Bidders for costs incurred in the preparation and submission of their quotes.

## Response to Request for Quotes

|  |  |
| --- | --- |
| Date | Date |
| To: | ACDI/VOCA | Procurement Department |
| From: | Company Name |
| Subject: | Response to RFQ number: | Click here to enter text. |

The following quote is submitted in response to the RFQ from ACDI/VOCA for the following items. This quote takes into consideration any additional specifications listed on Attachment 1.

## ITEM DESCRIPTION

## Delivery of the above items (include transportation and installation costs) to the following location:

## Anti-Terrorism Certification

The Bidder, to the best of its current knowledge, did not provide within the previous 10 years, and will

take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts.

The Bidder also verifies that it does not appear on 1) the website of the Excluded Party List: <https://www.sam.gov>; 2) the website of the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the “1267 Committee”): <http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml>, and 3) The Office of Foreign Assets Control Specially Designated Nationals and Blocked Persons List <http://www.treasury.gov/ofac/downloads/t11sdn.pdf>

The undersigned declares that he or she is authorized to sign on behalf of the company named above and to bind the company to all conditions and provisions stated in the original RFQ document from ACDI/VOCA.\*

This quote is valid for 30 days.

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Printed Name Title Signature Date

\*This form is for the convenience of the Bidder. Should the Bidder choose to present this information in another format, this cover page must be presented and signed to signify consent as identified above.

**Attachment 1.**

**Scope of Work**

**Consultancy services to do a feasibility study of cold storage/logistics center**

**Organization Name:** Representative office of the ACDI/VOCA in the Republic of Tajikistan

**Projects Name:** USAID Tajikistan Market Driven Rural Development (MDRD) Activity

**Location:** Tajikistan

**Timeframe:** March 1– March 31, 2024

**Background**

Since 1963 and in 148 countries, ACDI/VOCA has empowered people in developing and transitional nations to succeed in the global economy. Based in Washington, D.C., ACDI/VOCA is a nonprofit international development organization that designs and delivers technical and management solutions in agriculture, economic growth, and resilience to promote economic prosperity and social inclusion.

**Overview of the Programmes**

The Tajikistan Market Driven Rural Development (MDRD) is a five-year, $19M project funded by the USAID. The program will increase investment in the agriculture sector, improve value chain productivity, increase access to profitable markets for agribusinesses and integrate climate smart approaches into the agriculture system.

**The main tasks are:**

**1. To ensure the technical feasibility of the project, the consultant must carry out the following tasks:**

- Review the project concept and estimated project cost to identify additional work required to achieve the expansion's full production potential. The consultant should estimate the related costs, including labor, raw material, capital investment for project equipment, and general overhead.

- Assess the effectiveness and suitability of the existing equipment. The consultant should provide proposals on additional equipment required for the project, including the farming project equipment.

- If necessary, review options for phasing the project to keep the initial capital within limits proposed by the applicant. The consultant should detail the estimated capital for each phase.

**2. To assess the production management, the consultant should:**

- Determine whether the output levels projected in the proposal are reasonable and attainable within the proposed timeline.

- Assess the quality of the applicant's products relative to competing products and the possibility of developing new products, especially in the retail segment of the business.

- Review the state and adequacy of the existing equipment and processes.

- Develop an appropriate production layout and operational plan if required.

- Review the organizational and management structure of the applicant with emphasis on the selection and participation process. The consultant should also review key characters/personalities/entities and responsibility lines/management hierarchy.

- Comment on existing quality control and hygiene/environmental practices in place, if any, for the existing operations and the new production unit. The consultant should indicate necessary improvements to be considered.

**3. To assess the market and develop the marketing strategic plan, the consultant should:**

- Review the export and domestic market and make necessary recommendations for meeting customer requirements with special attention to the following:

 - Assess current and projected external markets.

 - Assess present marketing and pricing arrangements, marketing costs/fees, principal customers, competitors, and the marketability of the applicant's products, considering the quality and volumes.

 - Estimate production cost and marketing cost (e.g., distribution costs, sales commission, packaging cost, etc.).

**4. For financial analyses, the consultant should review/develop/optimize all financial aspects of the project with a view to assuring project viability. In particular, the consultant should develop/present the following:**

- Review the applicant's financial performance over the past 3-5 years.

- Provide financial indices, including a forecast and evaluation of the applicant's future financial situation.

- Provide liquidity ratios, such as the current ratio, debt service coverage, and solvency ratio (long-term debt/equity).

- Provide profitability ratios, such as profit margin (gross profit/sales) and net profit/turnover ratio.

- Provide financial return internal (financial) rate of return after tax, sensitivity analyses, risks and uncertainty, influence of key variables on return, and return to investors.

- Establish a base case for the future operation, including estimates for required working capital, raw material utilization and yield ratios, technical overhead expenses including operating costs, and financial projections for the project.