



REQUEST FOR QUOTATION

RFQ Number: KB-IR1-FY17-006
Issuance Date: 11-April-2017
Description: Data collection and validation
Type of procurement: Purchase Order
Deadline for Offers: 5-May-2017 at 4:00 pm
Term of contract: 30 days
Funded by: AID-521-A-15-00009
Implemented by: KONBIT
Point of Contact: Nathalie Guerrier Nécence - Email: expertskonbit@papyrushaiti.com
Location: Port-au-Prince, Haiti

***** ETHICAL AND BUSINESS CONDUCT REQUIREMENTS *****

Papyrus S.A. is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit.

Papyrus S.A. 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.

Employees and agents of Papyrus S.A. 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.

Offerors responding to this RFQ must include the following as part of the proposal submission:

- Disclose any close, familial, or financial relationships with Papyrus S.A. 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 Papyrus S.A. prohibitions against fraud, bribery and kickbacks.

Please contact Nathalie Guerrier Nécence with any questions or concerns regarding the above information or to report any potential violations.

Section 1: SCOPE OF WORK

Please refer to Attachment A – **SCOPE OF WORK**

Section 2: INSTRUCTIONS TO OFFERORS

Offerors are responsible for ensuring that their offers are received by Papyrus/KONBIT in accordance with the instructions, terms, and conditions described in this RFQ. Failure to adhere to 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 4:00pm local Port-au-Prince time on 5 May 2017. Proposal must be submitted in a **sealed envelope** with the RFQ reference number clearly labeled. The sealed envelope should be addressed to:

Nathalie Guerrier Nécence
Papyrus S.A.
#4 Impasse Alexis, Musseau
Haiti

Offers received after the specified time and date will be considered late and will be considered only at the discretion of Papyrus/KONBIT.

2. **Questions:** Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 4:00pm local Port-au-Prince time on 17 April 2017 by email to expertskonbit@papyrushaiti.com and cc: Melissa Padberg at Melissa@papyrushaiti.com. Questions must be submitted in writing; **phone calls will not be accepted**. Questions and requests for clarification—and the responses thereto—will be circulated to all RFQ recipients who have indicated an interest in bidding. Questions and Answers will also be posted on the Konbit website www.konbitayiti.com.

Only the written answers issued by Papyrus/KONBIT will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of Papyrus/KONBIT or any other entity should not be considered as an official response to any questions regarding this RFQ.

3. **Quotations:** Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including out of pocket expenses and all other costs. Offers must remain valid for not less than thirty (30) calendar days after the offer deadline. Offerors are requested to provide quotations on their official quotation format or letterhead.
4. **Payment terms:** Payment will be made via wire transfer or by check. The payments will be based on deliverables.
5. **Taxes and VAT:** The agreement under which this procurement is financed is not exempt from the payment of taxes, VAT, tariffs, duties, or other levies imposed by the laws in effect in Haiti. Therefore, offerors must include taxes, VAT, charges, tariffs, duties and levies in accordance with the laws of Haiti.

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 by the U.S. Government. Papyrus/KONBIT will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government (or other lists).
7. **Evaluation and Award:** The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and is determined via a trade-off analysis to be 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:
 - **Cost Proposal—25%:** The cost proposal budget should be cost effective and should maximize the value for monies requested in the Offeror’s budget. Proposal costs should be the minimum necessary to adequately achieve the stated scope of work.
 - **Delivery—15%:** Seller provides the most advantageous delivery schedule.
 - **Technical Qualifications—30%:** Services shall satisfy or exceed the specifications described in RFQ/RFP Attachment A.
 - **Past performance—30%:** Seller can demonstrate his/her capability and resources to provide the services requested in this solicitation in a timely and responsive manner.

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed “non-responsive” and thereby disqualified from consideration. Papyrus/KONBIT reserves the right to waive immaterial deficiencies at its discretion.

Best-offer quotations are requested. It is anticipated that award will be made solely on the basis of these original quotations. However, Papyrus/KONBIT reserves the right to conduct any of the following:

- Papyrus/KONBIT may conduct negotiations with and/or request clarifications from any offeror prior to award.
- Papyrus/KONBIT may cancel this RFQ at any time.

Please note that in submitting a response to this RFQ, the offeror understands 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—Papyrus/KONBIT for consideration, as USAID will not consider protests regarding procurements carried out by implementing partners. Papyrus/KONBIT at its sole discretion will make a final decision on the protest for this procurement.

8. Terms and Conditions: This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Papyrus/KONBIT or USAID to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer.

This solicitation is subject to Papyrus/KONBIT 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) Papyrus/KONBIT 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) Any award resulting from this RFQ will be firm fixed price, in the form of a purchase order
- (c) 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.

Section 3: SUBMISSION REQUIREMENTS

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

- A. Official quotation using the firm's letterhead, including:
- The solicitation number
 - The date and time submitted
 - The name, address and telephone number and authorized signature of the seller (bidder).
 - Validity period of Quote
 - A technical description of the services being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary.
 - Lead Time Availability of the Service.
 - Special pricing instructions: price and any discount terms or special requirements or terms (Special note: pricing must include guaranteed firm fixed prices for the services requested.)
 - Payment address or instructions (if different from mailing address)
 - Acknowledgment of solicitation amendments (if any)
 - Past performance information, when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including points of contact with telephone numbers, and other relevant information)
 - Special Note: The Seller, by his response to this RFQ/RFP and accompanying signatures, confirms that the terms and conditions associated with this RFQ/RFP document have been agreed to and all its attachments have been carefully read and understood and all related questions answered.
- B. Cover letter, signed by an authorized representative of the offeror.
The cover letter must be placed on letterhead and completed/signed/stamped by a representative authorized to sign on behalf of the offeror:

To: Nathalie Guerrier Nécence
Papyrus S.A.
#4 Impasse Alexis, Musseau, Haïti

Reference: RFQ No. KB-IR1-FY17-006

Attachment A: Scope of Work

Purpose: Local Organization Mapping

Context

Through its “Forward” initiative, USAID views local stakeholder capacity building as an essential tool to achieve more effective and sustainable development results. USAID awarded the Konbit project to establish a “capacity building hub” to coordinate local capacity development service provision, create a network of development innovations, and manage monitoring, evaluation and learning activities. Konbit’s objective is to increase the number of local development partners who influence and achieve significant sustainable development results in Haiti, are accountable to their constituents and are able to compete for and manage resources.

Konbit is managed by Papyrus S.A. and its local partner Ayiti Nexus. The project is supported by two international partners: Steve Kroll and Associates and Tetra Tech, and will work with partnering service providers to:

- Build the competencies of local capacity development service providers and develop the competencies of institutions;
- Mobilize networking events to foster collaboration and sharing of good practices, innovations and industry standards in the capacity development and technical sectors.
- Measure the project’s progress and results, use its monitoring and evaluation process and results to create learning opportunities for program participants, and use its interactive platform to share lessons learned.

Papyrus will work with USAID to expand upon its mapping process to inventory the broader category of local development organizations, and more specifically to identify both experienced and prospective organizational capacity development service providers, including those that are either headed by women or work specifically on gender issues.

Task Description

Konbit seeks to establish a contract with a firm to update its existing organizational database and continue with the exercise of mapping local organizations and NGOs.

As part of its activities related to the Development Innovation Network (DIN) component of the project, Konbit is in the process of launching a virtual platform to provide access to markets, networks and information.

Using a proposed mobile application, the firm will use the gathered information to assist mapped organizations—in the North, Saint Marc and Port-au-Prince— to register on the Konbit’s virtual DIN platform.

Bidding firms will work in close collaboration with Konbit staff to:

- Develop the data collection strategy;
- Review and validate Konbit’s existing questionnaire (virtual platform profile form);

- Collect data directly by assisting identified organizations to create profiles on the platform (including organizations already identified on Konbit’s mapping database)

Deliverables

Deliverable #	Description	Due date	Payment
1	Detailed implementation plan.	15 May 2017	50%
2	500 organizations with completed profiles registered on the platform.	5 June 2017	30%
3	A 4 to 5-page summary report of findings, significant statistics, and other relevant data that may be used in Konbit’s future organizational capacity development interventions.	12 June 2017	20%

All deliverables—draft and final documents—should be sent to Konbit in an editable soft copy form in English.

Timing and Level of Effort

The level of effort shall not exceed **30 days** over a period not to exceed 90 days.

Qualifications and experience

The firm must:

- Be legally registered in Haiti
- Have relevant professional experience, with documented survey/studies past performance at a national level
- Possess the ability to manage data and provide analysis using Excel, SPSS or similar software
- Proven ability to assess and analyze information from various sources
- Have excellent skills in producing succinct, clear materials in English
Be well-organized with ability to adequately manage time and meet deadlines
- Have fluency in French and Creole and English

Format for pricing submission

Service #	Unit of Measure	Description of Services, Specifications	Quantity Unit of Measure	Unit Fixed Price (Each)	Total Fixed Price (Each)	Lead Time Availability (# of Days)
1						
2						
3						
Total Value						

Signed By: _____ Title: _____ Date: _____

(By signing this attachment, the bidder confirms he has a complete understanding of the specifications and fully intends to deliver items that comply with the above listed specifications.)