

Request for Quotations (RFQ)

RFQ Number: **089-2005-009-P-2019**

Issuance Date: August 12, 2019

Deadline for Offers: August 26, 2019, 06:00 pm

Description: **Procurement of Greenhouse Accessories and Materials**

For: Zrda Activity in Georgia

Funded By: United States Agency for International Development (USAID),
Cooperative Agreement No. AID-114-A-16-00004

Implemented By: Chemonics International Inc. branch **Chemonics Georgia**

Point of Contact: Zrda Sub Awards and Procurement Team at subawards@zrda.ge

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

Chemonics is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit. Chemonics expects suppliers to comply with our Standards of Business Conduct, available at <http://www.chemonics.com/OurStory/OurMissionAndValues/Standards-of-Business-Conduct/Pages/default.aspx>.

Chemonics 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 Chemonics 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, Chemonics 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 Chemonics 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 Chemonics' prohibitions against fraud, bribery and kickbacks.

Please contact Brian King COP of Zrda Activity in Georgia at: bking@zrda.ge with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to Chemonics' Washington office through the contact information listed on the website found at the hyperlink above.

Section 1: Instructions to Offerors

1. **Introduction:** Zrda Activity in Georgia is a USAID program implemented by Chemonics International Inc. Branch Chemonics Georgia. The goal of Zrda Activity is to strengthen the skills, productivity, and networks of local actors – from vulnerable households to Micro, Small, and Medium Enterprises (MSMEs) – so that they can contribute to broad-based economic growth and strengthened resilience in target communities.

As part of the project activities, Zrda is going to arrange **15 greenhouses in Zrda Target Regions** (See Annex 1 for Detailed List). For this purpose, Zrda requires the supply, delivery and installation of various accessories and materials. (See detailed specifications below in **Section 3** and **Annex 1**).

Offerors are responsible for ensuring that their offers are received by Chemonics in accordance with the instructions, terms, and conditions described in this RFQ. Failure to adhere with instructions described in this RFQ may lead to disqualification of an offer from consideration.

2. **Offer Deadline and Protocol:** Offers must be received no later than **06:00 pm local Tbilisi time on August 26, 2019** by email or by hard copy delivery to the Zrda office. Any emailed offers must be emailed to **subawards@zrda.ge**. Any hard copy deliveries must be stamped and signed by the offeror's authorized representative and delivered to the Zrda Office located at **N. Ramishvili Street 9, 1st dead end, 3rd floor, Tbilisi**.

Please reference the **RFQ No. 089-2005-009-P-2018** 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 Chemonics.

3. **Questions:** Questions regarding the technical or administrative requirements of this RFQ may be submitted by email to **subawards@zrda.ge**. Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that Chemonics believes may be of interest to other offerors will be circulated to all RFQ recipients who have indicated an interest in bidding.

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

4. **Specifications:** Detailed specifications are given in **Section 3** and **Annex 1** of this RFQ.
5. **Quotations:** Quotations in response to this RFQ must be priced on a **fixed-price, all-inclusive basis, but excluding VAT. Prices for installation and delivery services must be included separately as per the Section 3 of this RFQ**. Pricing must be presented in **Georgian Lari (GEL)**. Offers must remain valid for not less than **ninety (90) calendar days** after the offer deadline. Offerors are requested to provide quotations on their official quotation format on letterhead; in the event this is not possible, offerors may complete the table in Section 3. In addition, Offerors responding to this RFQ are requested to submit the following:
 - Copy of their official registration or business license, in case of companies
 - Or copy of their identification card, in case of physical person

6. **Delivery:** The delivery locations for the items described in this RFQ is given in **Annex 1**. 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.

7. **Source/Nationality/Manufacture:** All goods and services offered in response to this RFQ or supplied under any resulting award must meet **USAID Geographic Code 937** in accordance with the United States Code of Federal Regulations (CFR), [22 CFR §228](#). The cooperating country for this RFQ is Georgia.

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, Syria.

8. **Warranty:** Warranty service and repair within the cooperating country is required for all commodities under this RFQ. The warranty coverage must be valid on all commodities for a minimum of twelve (12) months after delivery and acceptance of the commodities, unless otherwise specified in the technical specifications. At the time that any commodity is transferred to the third-party within the cooperating country, all rights to warranty support and service shall be transferred with the commodity to the end-user.
9. **Taxes and VAT:** The agreement under which this procurement is financed does not permit the financing of any taxes, VAT, tariffs, duties, or other levies imposed by any laws in effect in the Cooperating Country. No such Cooperating Country taxes, VAT, charges, tariffs, duties or levies will be paid under an order resulting from this RFQ.
10. **DUNS Number:** Companies or organizations, whether for-profit or non-profit, shall be requested to provide a Data Universal Numbering System (DUNS) number if selected to receive an award in response to this RFQ valued greater than or equal to USD\$30,000 (or equivalent in other currency). If the Offeror does not have a DUNS number and is unable to obtain one before proposal submission deadline, Offeror shall include a statement noting their intention to register for a DUNS number should it be selected as the successful offeror or explaining why registration for a DUNS number is not possible. Contact Dun & Bradstreet through this webform to obtain a number: <https://fedgov.dnb.com/webform>. Further guidance on obtaining a DUNS number is available from Chemonics upon request
11. **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. Chemonics will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.
12. **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 the application of the following evaluation criteria. The relative importance of each individual criterion is indicated by the number of points below:
 - Technical – 30 points: Responsiveness to the technical specifications and requirements.
 - Delivery – 30 points: The speed of delivery.
 - After-Sales Service – 10 points: The ability for the offeror to provide after-sales services, including warranty and routine maintenance, particularly in the areas outside of the capital city.
 - Price – 30 points: the overall cost presented in the offer.

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. Chemonics 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, Chemonics reserves the right to conduct any of the following:

- Chemonics 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, Chemonics may issue a partial award or split the award among various suppliers, if in the best interest of the Zrda Activity.
- Chemonics 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—to the Zrda Activity for consideration, as USAID will not consider protests regarding procurements carried out by implementing partners. Chemonics, at its sole discretion, will make a final decision on the protest for this procurement.

13. **Terms and Conditions:** This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Chemonics, the Zrda Activity, 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 Chemonics’ 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) Chemonics’ 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) 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: Burma (Myanmar), Cuba, Iran, North Korea, Sudan, Syria.
- (d) 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.
- (e) 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.
- (f) The title to any goods supplied under any award resulting from this RFQ shall pass to Chemonics following delivery and acceptance of the goods by Chemonics. Risk of loss, injury, or destruction of the goods shall be borne by the offeror until title passes to Chemonics.

Section 2: Offer 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 Section 4 for template)
- ☐ Official quotation, including specifications of offered equipment (see Section 3 for example format)
- ☐ Copy of offeror's registration or business license (see Section 1.5 for more details)

Section 3: Specifications and 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. In the event this is not possible, offerors may complete this Section 3 and submit a signed/stamped version to Chemonics.

Materials, Accessories and its installation for the newly assembled 240 M2 Greenhouse Construction / 240 კვადრატული სათბურის კონსტრუქციაზე მასალების და მოწყობილობების მონტაჟი.						
#	Category/კატეგორია	Requested Model / Specifications/ მოთხოვნილი სპეციფიკაციები	Quantity/ რაოდ.	Offered Model / Specifications / შემოთავაზებული სპეციფიკაციები	Price ¹ / ფასი	Source / წყარო
1.1	Materials and accessories for 240 m2 (detail sizes and location of 8mX30m, constructions please see Annex 1) / მასალები, და მოწყობილობები 240 მ2 სათბურისათვის (დეტალური ზომები 8მX30მ სათბურების შესახებ და მათი ლოკაციის შესახებ იხილეთ დანართი 1)	<ul style="list-style-type: none"> - Cellophane Cover. Thickness not less 150 microns, Anti-fog/Anti-drip/Anti-mist, 5 layer; 9 additives /UV, IR, AF, AP, AD, LT, SD, AR, EVA /; guaranty 3 year / სასათბურე ფირი, 5 ფენიანი, 9 დანამატით UV, IR, AF, AP, AD, LT, SD, AR, EVA მახასიათებელით, სისქით არანაკლებ 150 მიკრონი, გარანტია 3 წელი - Polly Locks. Galvanized polly locks for cellophane holding; / გალვანიზებული ცელოფნის დამჭერი პროფილი; - Anti-Insect Nets, 50-Mesh washable net. Shade factor 25-31%, average weight 128-134 g/m2, width 1.5 meter; / მწერების საწინააღმდეგო ბადე, 50 მეში, რეცხვადი, მზის სინათლის შეზღუდვის დონე 25-31%, საშუალო წონა 128-134 გრ/მ2 - Roll-up sidewall Vents two sides, manually operated / გვერდითა ასაწევი სავენტილაციო ფანჯრები სათბურის ორ მხარეზე. - Ventilation system / Intake Shooters and Centrifugal Shutter System Greenhouse Exhaust Fan / CMM not less than 250 m3/minute, Galvanized metal, 220v 380 v / სავენტილაციო სისტემა შემწოვი ჟალუზი და გამწოვი ვენტილატორი ჟალუზით / წარმადობით არანაკლებ 250მ3/წთ, დამზადებული გალვანიზებული მეტალით, 220/380 ვოლტზე მომუშავე. 	7			

¹ The potential vendor must provide detailed calculation of the provided price for the position 1.1 and 1.2 / პოტენციურ ვენდორს მოეთხოვება წარმოადინოს ფასის დეტალური კალკულაცია 1.1 და 1.2 პოზიციებზე.

1.2	<p>Materials and accessories for 240 m2 (detail sizes and location of 10mX24m, constructions please see Annex 1) /მასალები, და მოწყობილობები 240 მ2 სათბურისათვის (დეტალური ზომები 10მX24მ სათბურების შესახებ და მათი ლოკაციის შესახებ იხილეთ დანართი 1)</p>	<ul style="list-style-type: none"> - Cellophane Cover. Thickness not less 150 microns, Anti-fog/Anti-drip/Anti-mist, 5 layer; 9 additives /UV, IR, AF, AP, AD, LT, SD, AR, EVA /; garanty 3 year / სასათბურე ფირი, 5 ფენიანი, 9 დანამატით UV, IR, AF, AP, AD, LT, SD, AR, EVA მახასიათებელით, სისქით არანაკლებ 150 მიკრონი, გარანტია 3 წელი - Polly Locks. Galvanized polly locks for cellophane holding; / გალვანიზებული ცელოფნის დამჭერი პროფილი; - Anti-Insect Nets, 50-Mesh washable net. Shade factor 25-31%, average weight 128-134 g/m2, width 1.5 meter; / მწერების საწინააღმდეგო ბადე, 50 მეში, რეცხვადი, მზის სინათლის შეზღუდვის დონე 25-31%, საშუალო წონა 128-134 გრ/მ2 - Roll-up sidewall Vents two sides, manually operated / გვერდითა ასაწევი სავენტილაციო ფანჯრები სათბურის ორ მხარეზე. - Ventilation system / Intake Shooters and Centrifugal Shutter System Greenhouse Exhaust Fan / CMM not less than 250 m³/minute, Galvanized metal, 220v 380 v / სავენტილაციო სისტემა შემწოვი ჟალუზი და გამწოვი ვენტილატორი ჟალუზით / წარმადობით არანაკლებ 250მ3/წთ, დამზადებული გალვანიზებული მეტალით, 220/380 ვოლტზე მომუშავე. 	4		
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1.3	<p>Materials and accessories for 240 m2 (detail sizes and location of 10mX24m, constructions please see Annex 1)</p> <p>/მასალები, და მოწყობილობები 240 მ2 სათბურისათვის (დეტალური ზომები 6მX40მ სათბურების შესახებ და მათი ლოკაციის შესახებ იხილეთ დანართი 1)</p>	<ul style="list-style-type: none"> - Cellophane Cover. Thickness not less 150 microns, Anti-fog/Anti-drip/Anti-mist, 5 layer; 9 additives /UV, IR, AF, AP, AD, LT, SD, AR, EVA /; guaranty 3 year / სასათბურე ფირი, 5 ფენიანი, 9 დანამატით UV, IR, AF, AP, AD, LT, SD, AR, EVA მახასიათებელით, სისქით არანაკლებ 150 მიკრონი, გარანტია 3 წელი - Polly Locks. Galvanized polly locks for cellophane holding; / გალვანიზებული ცელოფნის დამჭერი პროფილი; - Anti-Insect Nets, 50-Mesh washable net. Shade factor 25-31%, average weight 128-134 g/m2, width 1.5 meter; / მწერების საწინააღმდეგო ბადე, 50 მეში, რეცხვადი, მზის სინათლის შეზღუდვის დონე 25-31%, საშუალო წონა 128-134 გრ/მ2 - Roll-up sidewall Vents two sides, manually operated / გვერდითა ასაწევი სავენტილაციო ფანჯრები სათბურის ორ მხარეზე. - Ventilation system / Intake Shooters and Centrifugal Shutter System Greenhouse Exhaust Fan / CMM not less than 250 m³/minute, Galvanized metal, 220v 380 v / სავენტილაციო სისტემა შემწოვი ჟალუზი და გამწოვი ვენტილატორი ჟალუზით / წარმადობით არანაკლებ 250მ3/წთ, დამზადებული გალვანიზებული მეტალით, 220/380 ვოლტზე მომუშავე. 	4			
2	<p>Transportation/ტრანსპორტირება</p>	<p>Transportation 1.1, 1.2 and 1.3 items to the locations indicated in the Annex 1 / 1.1, 1.2 და 1.3 პოზიციების ტრანსპორტირება დანართ 1-ში მითითებული ლოკაციებზე.</p>				
3	<p>Installation/ინსტალაცია</p>	<p>Installation of 1.1, 1.2 and 1.3 items / 1.1, 1.2 და პოზიციების ინსტალაცია.</p>				

4	<i>Total price / სულ ფასი.</i>					
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Delivery time (after receipt of order): _____ calendar days

Payment terms: _____

Length of warranty on offered items: _____ month(s)/year(s)

The offerors must provide detailed prices of the requested items per location as described in Annex 1 / აპლიკანტებმა უნდა წარმოადგინონ დეტალური ფასები მოთხოვნილ პროდუქციაზე ლოკაციების მიხედვით როგორც ეს მოცემულია დანართში 1.

Section 4: Offer 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:

To: Zrda Activity in Georgia
N. Ramishvili Street 9, 1st Dead End, 3rd floor, Tbilisi

Reference: **RFQ No. 089-2005-009-P-2019**

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 USAID regulations.

Furthermore, we hereby certify that, to the best of our knowledge and belief:

- We have no close, familial, or financial relationships with any Chemonics or Zrda Activity 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 Chemonics’ prohibitions against fraud, bribery, and kickbacks.

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.

Authorized Signature: _____

Name and Title of Signatory: _____

Date: _____

Company Name: _____

Company Address: _____

Company Telephone and Website: _____

Company Registration or Taxpayer ID Number: _____

Company DUNS Number: _____

Does the company have an active bank account (Yes/No)? _____

Official name associated with bank account (for payment): _____