

REQUEST FOR QUOTATION

**RFQ/0064/GHA/2020**

SUPPLY AND DELIVERY OF GRAIN QUALITY TESTING KITS

(Backpack, Aflatoxin Rapid Testing Kit, Moisture Meter, Smartphone)

CLIENT: ALLIANCE FOR GREEN REVOLUTION IN AFRICA (AGRA)

AGRA reserves the right to determine the structure of the process, number of short-listed participants, the right to withdraw from the proposal process, the right to change this timetable at any time without notice and reserves the right to withdraw this tender at any time, without prior notice and without liability to compensate and/or reimburse any party

**Synopsis of the Request for Proposal (Consultant Firm)**

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| Solicitation Reference No. | **RFQ/0064/GHA/2020** |
| Title of Solicitation | SUPPLY AND DELIVERY OF GRAIN QUALITY TESTING KITS |
| Issuing Office & Address | Alliance for a Green Revolution in Africa (AGRA)  Website: [www.agra.org](http://www.agra.org) |
| Point of contact for clarifications, questions and ammendments | AGRA General Procurement,  [Procurement@agra.org](mailto:Procurement@agra.org) |
| Email Address for submission of Proposals/ Quotes | AGRA General Procurement,  [Procurement@agra.org](mailto:Procurement@agra.org) |
| Solicitation Issue Date | February 27, 2020 Local Ghana Time. |
| Deadline for submission questions and clarifications | March 5, 2020 Local Ghana Time. |
| Deadline for Answering questions and clarifications | March 10, 2020 Local Ghana Time. |
| Deadline for Submission of Proposals | March 19, 2020 17:00 Local Ghana Time.  **Please include the subject line “RFQ/0064/GHA/2020” of the email** |
| Anticipated Award Type | Firm Fixed Price Contract Agreement |
| Submission and Evaluation Criteria | Bidder Must provide the below listed information  **Mandatory Eligibility Requirement**   1. Certificate of Incorporation/Registration 2. Valid TAX Compliance certificates 3. Company Profile, highlighting the leadership, physical location, years of existence. 4. Audited Financial statements (Provide execute summary of the firms financial standing for the last 3 years)   **Evaluation Criteria**   1. Conformance to the specifications of the items. 2. Lead Time/ Delivery Time of supply 3. Three current reference letters from existing corporate clients 4. Total Cost for supply and delivery of assorted items |

1. BACKGROUND

The Alliance for a Green Revolution in Africa (AGRA) is a not-for-profit organization formed in 2006 to work with African governments, farmers, donors, NGOs and the private sector to reduce hunger and poverty in Africa through agricultural development targeted at resource poor farmers. AGRA has its headquarters in Nairobi, Kenya with offices in 11 other priority countries where it has active grants.

AGRA is an alliance led by Africans with roots in farming communities across the continent. We understand that African farmers need uniquely African solutions designed to meet their specific environmental and agricultural needs so they can sustainably boost production and gain access to rapidly growing agriculture markets.

1. OBJECTIVE OF THE ASSIGNMENT

Supply and delivery of Grain Quality Testing Kits.

1. SCOPE OF WORK.

Supply and Delivery of assorted items as listed in ANNEX A:

* 1. Backpacks
  2. Aflatoxin Rapid Testing Kit
  3. Moisture Meter
  4. Smartphones

1. PRICES

Bidder shall provide their quotations in USD inclusive of all applicable taxes for supply and delivery of the assorted items

1. DELIVERY

The quality kits are to be delivered at our AGRA Office located in ACCRA, CSIR Office Complex, #6 Agostino Neto Road, PMB KIA 114, Airport Residential Area.

1. CONTRACT TYPE

Firm Fixed Price Contract Agreement

1. PAYMENT

Payment will be made 100% upon satisfactory supply, delivery, inspection, testing and acceptance of the goods.

1. WARRANTY

Goods offered should be covered by Manufacturer’s warranty for at least 12 months from date of delivery.

1. VALIDITY

By responding to this RFQ the bidder confirms that their price is valid for a period of 90 calendar days from the date of bid closure.

1. EVALUATION CRITERIA

**QUOTATION** must provide the following information,

|  |  |
| --- | --- |
| **Evaluation Criteria** | **Sub criteria/Description** |
| **Mandatory Eligibility Requirement** | 1. Certificate of Incorporation/Registration 2. Valid TAX Compliance certificates 3. Company Profile, highlighting the leadership, physical location, years of existence. 4. Audited Financial statements (Provide execute summary of the firms financial standing for the last 3 years) |
| **Conformance to the specifications of the items.** | Items quoted for shall meet or exceed the set specifications of the items as highlighted on the scope of work.  Bidders shall provide the manufacturer, model, part number, image/picture or specification data sheet of the item proposed to be supplied. |
| **Lead Time/ Delivery Time of supply** | Bidders shall indicate the duration required for the full delivery of the items in calendar days from date of confirmation of order. Our preferred delivery time should not exceed 45 calendar days |
| **Past Performance of the Firm** | Bidder shall provide at least three reference letters of similar items supplied in the last five years. Indicating the client details; client contact person; items supplied, period of delivery: total value; |
| **Total Cost** | The total cost of supply and delivery of the items to the delivery location quoted in USD inclusive of all applicable taxes. |

1. SUPPLY REQUIREMEN (Quotation must be provided in the prescribed format)

| **Item** | **Specifications** | **Quantity** | **Proposed Items** *(Include manufacturer, model, part number, image/picture or specification data sheet of the item proposed be supplied)* | Indicate **Country of Source and Origin** of Items (MUST) | **Unit Price (USD)** | **Total Price (USD)** |
| --- | --- | --- | --- | --- | --- | --- |
| Backpack | * Durable water proof Canvas back pack * Ease of access to various compartments. * Padded shoulder and waist straps. Big waist strap pockets * Side pockets should have plenty of room for water bottles | 400 |  |  |  |  |
| Aflatoxin Rapid Testing Kit | * Sensitivity and selectivity of monoclonal antibodies to accurately detect and measure total aflatoxins B1, B2, G1, and G2 at levels as low as 2 ppb and as high as 100 ppb. Detection limits should be below than 4 ppb * Wide range 1 to 100 ppb * Single dilution sample preparation procedure * Digital readings are clearly displayed on the screen * Easy sample preparation * 5 Minute development time * Onsite or lab test * Long shelf life * Real time data can be printed or downloaded to a computer * Certified USDA-GIPSA   ***Or Equivalent Specification*** | 100 |  |  |  |  |
| Moisture Meter | * Handheld moisture tester that offers accurate test weight * Fast Easy and Accurate * Menu-driven operating system * An internal scale (no pre-weighing) * USB compatibility for calibration loading * Used for over 450 grains and products * Automatic temperature compensation * Illuminated LCD display * Protective carrying case with shoulder strap included * Minimum two year warranty * Built-in calibration button displays the average of saved test results * Higher-frequency, capacitive circuit * Enhanced temperature compensation circuit * Operating range (temperature): 0° - 45° C * Repeatability: ± 0.5% in normal moisture range for stored grain * Accuracy: ± 0.5% in normal moisture range for stored grain * Display resolution: 0.1% moisture | 100 |  |  |  |  |
| Smartphone | Smartphone with atleast   * Phone memory Capacity- 8GB * Display Resolution: 720X1280 pixel * RAM- 1 GB * Dual SIM CARD * Connectivity (4G, 3G GPS, Bluetooth, Wifi) * Screen size 5.0” inches * Main Camera at least 5 Megapixel * Accessories must include (earphones; charger; rubber case) | 400 |  |  |  |  |
|  | **Total COST in USD for supply and delivery of quality test kits in ACCRA, Ghana** | | | | |  |
|  | **Maximum Lead/ Delivery Time in calender days** | | | | |  |
|  | **Validity of Quote** *(Bid must be valid for a period of 90 days form bid closure)* | | | | |  |

Instructions :

* *Bidder to put the Price quotation on official company letterhead*
* *Price Must be in USD*
* *Price Must be valid for 90 days.*
* *Bidder Must include the country of source and origin of the items*
* *Bidder must include the brand, model, part number of items quoted e.g Aflatoxin test kit by Vicam Afia V*

1. SUBMISSION OF QUOTATIONS
2. The quotations shall be submitted ONLY via email to [procurement@agra.org](mailto:procurement@agra.org)
3. The quotation shall not exceed 10MB;
4. Bidder shall submit all mandatory and support documents via email before the close of the bid
5. COLLUSIVE BEHAVIOUR

Any Bidder who:

1. Fixes or adjusts the amount of its Bid by or in accordance with any agreement or arrangement with any other party; or
2. Communicates to any party other than AGRA or, as applicable, the amount or approximate amount of its proposed Bid or information which would enable the amount or approximate amount to be calculated (except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of the Bid or insurance or any necessary security); or
3. Enters into any agreement or arrangement with any other party so that such other party shall refrain from submitting a Bid; or
4. Offers or agrees to pay or give or does pay or give any sum or sums of money, inducement or valuable consideration directly or indirectly to any party for doing or having done or causing or having caused to be done in relation to any other Bid or proposed Bid, any act or omission, shall (without prejudice to any other civil remedies available to AGRA and without prejudice to any criminal liability which such conduct by a Bidder may attract) be disqualified.
5. AMENDMENTS TO BID DOCUMENTS

At any time prior to the deadline for the receipt of Bids, AGRA may modify the RFQ by amendment. Any such amendment will be numbered and dated and issued by the Authority to all prospective Bidders. In order to give prospective Bidders reasonable time in which to take the amendment into account in preparing their Bids, the Authority may, at its discretion, extend the Deadline for receipt of Bids.

1. LATE BIDS

Any Bid received after deadline shall be automatically rejected.

1. RIGHT TO REJECT/DISQUALIFY

AGRA reserves the right to reject or disqualify a Bidder where

1. The Bidder fails to comply fully with the requirements of this Request for Quote or is guilty of a serious misrepresentation in supplying any information required in this RFQ document; and/or
2. The Bidder is guilty of serious misrepresentation in relation to its Bid; and/or
3. There is a change in identity, control, financial standing or other factor impacting on the selection and/or evaluation process affecting the Bidder.
4. RIGHT TO WITHDRAW RFQ AND CHANGE DELIVERY TIMETABLE

AGRA reserves the right to (i) withdraw the RFQ without prior notice (ii) to change this tender timetable at any time without notice and reserves the right to withdraw this tender at any time, without prior notice and without liability to compensate and/or reimburse any party.

Further information can be obtained by writing to: procurement@agra.org

Please confirm by email the receipt of this invitation and whether or not you will submit your price quotations.

Sincerely,

**Procurement**

**AGRA**