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| Title of Solicitation | Program Design Management and Session Development - Africa’s Food Systems Forum 2024 (Annual Summit) |
| Procurement Process | Request for Proposal |
| Solicitation Reference No. | [**RFP AGRA-RW-1021**](https://agragreen.sharepoint.com/:w:/s/ORACLEADVERTISEDPROCUREMENTS/ER3uNFnAGIxHvz1kftwPkRoBOViIRAPz0ZElUNbiLDXXjQ) |
| Issuing Office & Address | AGRA Rwanda |
| Contact | [Procurement@agra.org/](mailto:Procurement@agra.org/) |
| Eligibility | Open to all Nationalities |
| Solicitation Issue Date | 17th April 2024 |
| Pre-bid conference | **Date of pre-bid conference:** April 24th, 2024  Interested bidders are requested to register on the link below by 1500 hours, April 23rd, 2024. A Microsoft Teams link for the pre-bid meeting will be shared with bidders who will have registered.    For Registration Link click: [**HERE**](https://forms.office.com/r/vksmZR0XFZ) |
| Submission Deadline | May 2nd, 2024, 5:00PM, East African Time. |
| Type of Consultancy | **Consultancy Firm** |

**Introduction:**

AGRA has automated its procurement process through Oracle Supply Chain Management System. To access our tenders, you are required to register and have an oracle account.

Details of the tender can be accessed via AGRA Oracle vendor management system. All bidders **MUST** register in the oracle system as per the [Vendor Registration and Bidding Manual](https://agragreen.sharepoint.com/:b:/s/ORACLEADVERTISEDPROCUREMENTS/EarWzA6jCFFFg2S6g-n_7KsB4ei6iuCk8AsufgZa0mljaQ?e=nkHkaZ) provided. If you don’t have an account please register in our oracle system using the [Vendor registration](https://ekjd.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuId=300000001758868&_adf.ctrlstate=18k4ngf6e4_288&_afrLoop=34506244177810687&_afrWindowMode=0&_afrWindowId=null&_adf.ctrl-state=2g36pxejh_1&_afrFS=16&_afrMT=screen&_afrMFW=1488&_afrMFH=742&_afrMFDW=1536&_afrMFDH=864&_afrMFC=8&_afrMFCI=0&_afrMFM=0&_afrMFR=120&_afrMFG=0&_afrMFS=0&_afrMFO=0) link.

For vendors with an AGRA Oracle account please login to your [Vendor Portal](https://ekjd.login.em2.oraclecloud.com/oam/server/obrareq.cgi?encquery%3DLFpSu9%2FBuRMZkYKRFLn44%2FuBVeHZejP%2FHAA7cp4T5OLTMcgxSNZnTlXnTIjUgO1EbbZGaLOVOARlzt1v2hM96yh6uj3XpqO5JjV45QWRgAaSltF1m6ovK6enJdw7HCO9mT4R8P%2BGQOMYh%2Buah4dKLB3uARGw3dMoHiqdbns9SeU0VMbivUmWC%2BQYHXyGK3vxxL53gJzZKKEXjveyMnURRyLKqHPxIenQ8wOKvdmnfoRohfDlzb96FrtmjiDPX%2BHMthvz%2F%2FGmb4MEQZC4Uw1Z31LPEVeD%2BriPPdvRm10ldXi2iBQfQMzlyToDTEPdFONRzNLKDyRdxaqIPB5f1nf%2Fv0x6Mb7DKQvbBsM8Km5xUibE4ePtJnAaabdUiPQy2DvtVYGVVHEwpDf6hLR39NPfv0COCRJ0ROHaB0wNPAJOgnRirkmivM9a5EF8kurOFgDoAuizD3Tl7P3T%2F5Jb2a1lP3vGZNr34nDgjTKYndnBNZICBF6JpYBk4kF8RFK4xeAtW89f7Ar5zoreXdLsNpYxaJ%2FhOPE4IC0gkHqWjgtMvW6g4n6PAj3L6xgkcf1j00w7LkvbXc8Q%2Fdy2TGmSsJ1GATOYL5UF%2BCAFgp%2Ba1Si3v0k0Mb48L0ORui4ad98F8sfg%20agentid%3DOraFusionApp_11AG%20ver%3D1%20crmethod%3D2%26cksum%3D1d6dee3583b52558ef7440c88cc5e90b2f0a0112&ECID-Context=1.00626O5dRFfEkJY_tpS4yX0005Uz00058g%3BkXjE) and search for negotiation number [***RFP AGRA- RW-1021***](https://agragreen.sharepoint.com/:w:/s/ORACLEADVERTISEDPROCUREMENTS/ER3uNFnAGIxHvz1kftwPkRoBOViIRAPz0ZElUNbiLDXXjQ)following the provided [Vendor Registration and Bidding Manual](https://agragreen.sharepoint.com/:b:/s/ORACLEADVERTISEDPROCUREMENTS/EarWzA6jCFFFg2S6g-n_7KsB4ei6iuCk8AsufgZa0mljaQ?e=nkHkaZ)

**Negotiation Documents:**

1. [**Vendor Registration and Bidding Manual**](https://agragreen.sharepoint.com/:b:/s/ORACLEADVERTISEDPROCUREMENTS/EarWzA6jCFFFg2S6g-n_7KsB4ei6iuCk8AsufgZa0mljaQ?e=QCNdXm)
2. [**RFP AGRA-RW-1021: Program Design Management and Session Development**](https://agragreen.sharepoint.com/:w:/s/ORACLEADVERTISEDPROCUREMENTS/ER3uNFnAGIxHvz1kftwPkRoBOViIRAPz0ZElUNbiLDXXjQ)

**AGRA Nairobi- Kenya**

**Procurement Team**