**Request for Quotation**
*RFQ-IGNITE FOOD SAFETY CONSULTANT*

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| RFQ Release Date | 29 January, 2021 |
| Receiving Party | Maureen Munjua |
| Subject of Quotation | Food Safety Consultant Services |
| Quotation Submission Deadline | Open until filled  |

**1. GOOD/SERVICE TO BE PROVIDED**

Tanager is seeking bids for the supply and delivery of the services listed in the table below:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Item | Quantity | Description (minimum technical requirements) |
| 1 | One-on-one and/or group technical meetings with IGNITE staff to answer basic technical questions on food safety, aflatoxin, post harvest, and other related issues at policy, research, and implementation levels.  | 5 | Tanager will provide an agenda and initial questions prior to the meeting, and will schedule approximately 5 – 1-hour sessions to ask basic technical questions. These sessions may be independent of a written product (as highlighted in #2 below) or may be to ask additional questions related to a written product.  |
| 2 | Review of IGNITE documents to provide technical editing and input related to food safety, aflatoxin, post harvest, and other related issues at a policy, research, and implementation level | Approximately 10 | Tanager will supply written drafts of technical reports on topics related to gender and nutrition in agriculture; the consultant will provide edits and comments to integrate relevant food safety issues into these drafts. For example, Tanager might provide a draft gender analysis of post-harvest issues in wheat value chains Ethiopia; the consultant would review this draft and highlight additional food safety considerations of which Tanager should be aware. Tanager anticipates that there will be approximately 10 drafts, each averaging about 20 pages. |

The bid submitted must meet the specifications listed and must include the following:

* 2 examples of work conducted in the past 5 years (such as reports or presentations) (30%)
* Submission of an up-to-date CV highlighting food safety credentials, particularly as they relate to aflatoxin prevention, post-harvest handling and processing, and policy and research issues in Sub-Saharan Africa. In addition, demonstrated past performance under similar/related previous work or purchase orders, through references from organizations supplied in the past. Please attach written recommendations from references (30%).
* Price proposal – Hourly rate in USD (reasonable and complete ) (40%)

**2. INSTRUCTIONS FOR QUOTATION SUBMISSION**

Quote(s) shall be submitted with the RFQ Submission Letter (Appendix A) to the following below:

|  |  |
| --- | --- |
| Name | Maureen Munjua |
| Address | N/A |
| Email | kenyainfo@tanagerintl.org |
| Phone | N/A |

Bids should be submitted by email only to Maureen Munjua at the email above.

**3. SPECIAL CONDITIONS**

**A. Source and Nationality Information**

Tanager 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.

**B. 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.

**C. 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 Broad Purchasing Agreement will be issued to the responsible Bidder that is judged to be most advantageous to Tanager in terms of quality of service and cost.

TANAGER 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. TANAGER may reserve the right to waive any minor discrepancies in a quote.

This RFQ does not legally obligate TANAGER to award a contract. TANAGER 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.

**D. 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 or 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

**APPENDIX A. RESPONSE TO RFQ**

*This bid is submitted in response to the RFQ IGNITE FOOD SAFETY CONSULTANT of Tanager. This bid takes into account all specifications and conditions listed in the RFQ.*

|  |  |
| --- | --- |
| Date | Insert submission date |
| From | Click here to enter text. |
| To | Maureen Munjua |

This quote is valid for 30 days.

**Item Description**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| N° | Item | Quantity | Description (minimum technical requirements) | Price |
| 1 | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| TOTAL | Click here to enter text. |

Tanager expects that much of the work outlined above can be completed virtually; however, any in-person delivery of the above items includes transportation costs to the following location:

 Tanager Kenya Office

 Morningside Office Park

Ngong Road

2nd Floor Block A Suite C

Nairobi Kenya

**Anti-terrorism Certification**

The Offeror, 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 Offeror also verifies that it does not appear on 1) the website of the Excluded Party List: [www.epls.gov](http://www.epls.gov) or 2) the website of the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the “1267 Committee”): <http://www.un.org/Docs/sc/committees/1267/consolist.shtml>.

The undersigned declares s/he is authorized to sign on behalf of the company listed below and to bind the company to all conditions and provisions stated in the original RFP document including attachments from TANAGER.

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| --- |
| **Proposal Authorized By** |
| Signature |  | Name | Click here to enter text. |
| Title | Click here to enter text. | Date | Click here to enter text. |