**Request for Quotation**
*RFQ-326*

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| --- | --- |
| RFQ Release Date | 22nd November 2022 |
| To |  |
| Subject of Quotation | Consultancy for Research Summaries, Messaging, and Documentaries - IGNITE Research Summit. |
| Quotation Submission Deadline | 25th November 2022 |

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

Tanager is seeking quotes for the supply and delivery of the goods/services listed in the table below:

|  |  |  |
| --- | --- | --- |
| N° | Item | Description (minimum technical requirements) |
| 1 | Dissemination Plan | Prepare a detailed dissemination plan outlining all the tasks and distribution of duties among your team with clear timelines pre-during and post summit |
| 2 | Summarized Reports  | Research studies: 16 power point slides of about 30 – 60 slides  |
|  |  | Mixed method in-depth studies: 4 Word documents of 40 -70 pages  |
|  |  | Gender analysis studies: 12 Word documents of 25 – 40 pages  |
|  |  | Formative assessment: 3 Word documents of about 40 pages  |
| 3 | Summarized Monitoring and Evaluation Reports | Revised client feedback Surveys and Annual feedback Survey Y3/4 |
| 4 | Formatted and Designed summarized reports  | Revise report in summarized versions of all reports of 1-4 pages; and PowerPoint slides of 10-20 slides are formatted and designed into posters, brochures or booklets with appropriate branding in PDF |
| 5 | Formatted reports printed and ready to use during the event | All formatted summary reports in posters, brochures or booklets are printed with all appropriate logos |
| 6 | Conference Notes | Notes taken by Rapporteurs compiled, summarized, and submitted to the Research Manager – The conference is 3 days event running from 23rd to 26th January  |
| 7 | Post-Conference Final Report  | A final report summarizing the event’s engagement (pre, during, and post-summit), and key lessons learned for IGNITE  |

All quotes provided should meet the specification(s) listed below to be considered as a complete submission to the RFQ. IGNITE will evaluate the vendor based on the following criteria:

* Vendors ability to execute the specifications listed in the RFQ
* List of past performances under similar/related contracts or arrangements for the past three years
* Two references from organizations that the vendor has previously supported. Please note to include the following contact information: name of referral, phone number, and email address.
* CVs of all proposed team members. A CV for each team member should be summarized to a maximum of 5 pages.
* Project staffing: Identify the project staffing and percentage of the time each staff member will spend on proposed the assignment
* Price proposal (reasonable and complete) in USD

**2. INSTRUCTIONS FOR QUOTATION SUBMISSION**

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

|  |  |
| --- | --- |
| Name | David Ogutu |
| Address | N/A |
| Email | kenyaprocurement@tanagerintl.org |
| Phone | N/A |

**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 the 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. The selected Bidder(s) shall supply the amounts of goods requested at the quoted prices for the delivery/performance period specified in this RFQ.

**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 Purchase Order will be issued to the responsible Bidder that is judged to be most advantageous to Tanager in terms of quality of service, delivery schedule and cost. TANAGER may accept any item or group of items of a bid. TANAGER reserves the right to make an award on any item for a quantity less than the quantity stated, at the unit prices quoted.

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 of Tanager. This bid takes into account all specifications and conditions listed in the RFQ.*

|  |  |
| --- | --- |
| Date | Click here to enter text. |
| To | Click here to enter text. |
| From | Click here to enter text. |
| Re: RFQ # | 326 |

This quote is valid for 30 days.

In the quote documents, please include:

* Vendors ability to execute the specifications listed in the RFQ and SOW (attached)
* References from organizations that the vendor has previously supported. Please note to include the following contact information: name of referral, phone number, and email address.
* CVs of all proposed team members. A CV for each team member should be summarized to a maximum of 5 pages.
* Project staffing: Identify the project staffing and percentage of the time each staff member will spend on the proposed assignment
* Price proposal (reasonable and complete) in USD

**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. |

[ ]  Box is checked if attachment is included.

**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. |