**Request for Quotation**
*RFQ-505*

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| RFQ Release Date | 19 March 2024  |
| To | info@jazzmedia.co.ke |
| Subject of Quotation | Gender and Nutrition Resource Hub-Web Developer |
| Quotation Submission Deadline | 26 March 2024 |

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

Tanager is a non-profit, non-governmental organization focused on international economic and agricultural development. Established in the USA since 1993, Tanager currently operates in six countries worldwide where we work with partners to expand market access and unlock the full potential of shared market opportunities that result in reliable supply chains, stable incomes, healthy families, and resilient communities. Tanager is implementing IGNITE, a Bill & Melinda Gates Foundation funded project that seeks to strengthen African institutions ability to integrate nutrition and gender in their way of doing business and their agriculture interventions in Nigeria, Burkina Faso, Ethiopia and Tanzania.

Tanager has a knowledge management platform – The [Gender and Nutrition Resource Hub](https://www.tanagerignitelearninghub.org/) where IGNITE’s resources (training materials, guidance templates, gender/nutrition intervention selection tool) can be assessed. IGNITE is procuring the services of a consultant/firm to support the revamp of its gender and nutrition resource hub. The selected consultant will be guided on specific tasks that need to be resolved on the website.

**Key Responsibilities**

1. Work with Tanager team to fully understand the existing content and make changes where appropriate to meet the learning objectives.
2. Instructionally design and reorganize the self-paced and interactive learning path modules based on the existing gender and nutrition Training Manual
3. Website audit to ensure everything on the website is working and functional.
4. Edit some pages on the resource hub.
5. Work with the Tanager team to refine the design of some pages such as the resource page to ensure there is a consistent look and feel, a common and apparent navigation strategy.
6. The consultant/consulting firm has permission to present any suggestions or comments on how to improve the gender and nutrition resource hub as well as the presentation of content through dynamic tools, interactive concept maps, functionality and/or aesthetic touches.

Qualifications

1. Graduate in Computer Science, Information Technology, or other relevant discipline.
2. The consultant or consultant firm should have more than 5+ years’ experience in using PHP, Laravel and Livewire software with a demonstrated track record in delivering multilingual, interactive websites in developing countries. Proficiency with MongoDB or similar NoSQL database systems is also a requirement.
3. The firm/consultant should have a strong project management ability and excellent communication skills.
4. References and examples of past work are required when making the application.

**Deliverables**

1. Detailed plan outlining the proposed approach and timelines to complete pending tasks.
2. Review sessions with Tanager for feedback incorporation and refinement.
3. A finalized, high quality, functional gender and nutrition resource hub that aligns with Tanager IGNITE’s project learning objectives.

All quotes provided should meet the specification(s) listed, and include the following information for the criterion listed, which shall be used in evaluating the best bidder:

1. Adherence to specifications listed in the Response to Request for Quotes
2. Past performance under similar/related purchase orders, through a review of contracts, Local Purchase Orders or such related information and references from organizations supplied in the past
3. **Please note that all invoices must be processed through eTims.**

**2. INSTRUCTIONS FOR QUOTATION SUBMISSION**

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

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| Name | Phyllis Amusala |
| Address | Morningside Office Park  |
| Email | PAmusala@tanagerintl.org or kenyaprocurement@tanagerintl.org |
| Phone | +254-743-769765 |

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

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

This RFP 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 RFP**

*This bid is submitted in response to the RFP of Tanager. This bid takes into account all specifications and conditions listed in the RFP.*

|  |  |
| --- | --- |
| Date | Click here to enter text. |
| To | Click here to enter text. |
| From | Click here to enter text. |
| Re: RFQ # | 505 |

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. |

[ ]  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. |