



Request for Proposal (RFP)

Commodity/Service Required:	Coastal Fisheries Management Support
Type of Procurement:	SSI/LPO
Type of Contract:	Firm Fixed Price
Term of Contract:	4 months
Contract Funding:	USAID
This Procurement supports:	development and implementation of a community-based and private individual management system for inshore lobster fisheries in Puntland, the highest producer of lobsters in Somalia and Somaliland
Submit Proposal to:	solicitations@sogeel.org
Date of Issue of RFP:	April 5, 2018
Date Questions from Supplier Due:	April 12, 2018
Date Proposal Due:	April 19, 2018
Approximate Date Purchase Order Issued to Successful Bidder(s):	April 23, 2018

Method of Submittal:	
Respond via e-mail to solicitations@sogeel.org with attached document in MS Word / pdf format. The Bidder/Seller agrees to hold the prices in its offer firm for 90 days from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFP.	
Solicitation Number:	M-2018/66

This RFP has been issued by International Resources Group (IRG) a wholly-owned subsidiary of Research Triangle Institute (RTI), with its principal place of business at 3040 East Cornwallis Road, Research Triangle Park, NC 27709-2194. Any references in this RFP to RTI is intentional and shall be deemed to mean both RTI and IRG and that Bidders / Sellers understand this and agree that they will comply.

Attachments to RFP:

1. Attachment "A" – Commodity Specifications
2. Attachment "B" – Instructions to Bidders/Sellers
3. All PO Terms and Conditions are listed on our website at forth at: <http://www.rti.org/POterms>, http://www.rti.org/files/PO_FAR_Clauses.pdf or for commercial items: http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf (hereinafter the "Terms"). Supplier's delivery of products, performance of services, or issuance of invoices in connection with this purchase order establishes Supplier's agreement to the Terms. The Terms may only be modified in writing signed by both parties.



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All bidders/sellers are responsible to carefully review each attachment and follow any instructions that may be relevant to this procurement.



Attachment A

Commodity Specifications or Statement of Work

Statement of Work

Indicate a description of the activity/service that is expected from the supplier. Provide product specifications or service expectations (both if applicable). Include deliverables, timelines, and any special terms and conditions.

Description of Activity/Service:

GEEL aims to support both large and small-scale nearshore fishers to improve their harvesting practices, leading to improved resource sustainability and increased long-term profitability.

To achieve this goal, GEEL intends to contract an organization to assist with the development and implementation of a community-based and private individual management system for inshore lobster fisheries in Puntland, the highest producer of lobsters in Somalia and Somaliland.

The management system will provide biological data to inform assessments of stock status, whilst also providing information on key fishery input and output indicators that will assist businesses to make informed decisions regarding good management practices. This activity encourages the industry to collect stock assessment data in all fisheries as part of good business planning basics, in relation to future investment. This activity will not be a long expensive exercise but rather a rapid assessment (especially for the faster growing species) using an international consultant to set up simple port sampling procedures and use the latest modelling to draw conclusions. This activity also intends to support industry and/or government authorities to process stock assessment data so that industry can make informed decisions on future stock viability.

Product or Service Expectations (both if applicable):

Service Expectations

1. Perform a landscape assessment of potential partners (incl. government agencies, non-government organizations, research institutes, communities and private companies) for a pilot community based and private individual management program.
2. Facilitate, organize and hold meetings, workshops, and/or focus group discussions with government to define overall needs, objectives and goals of the pilot community based and private individual management program.
3. In consultation with GEEL Technical Experts, provide recommendations and inputs to the design of monitoring methodologies, data requirements, management measures and implementation strategies for near-shore commercial lobster fisheries.
4. In consultation with GEEL Technical Experts, design and develop a communication and outreach program, including defining target audiences, key messages, delivery mechanisms and materials, to enhance stakeholder awareness about: (a) the pilot community-based and private individual management system; (b) the GEEL project; and (c) the support of the American people.
5. In consultation with GEEL Technical Experts, design and implement a perception



survey to establish baseline measures of stakeholder awareness about: (a) the pilot community-based and private individual management system; (b) the GEEL project; and (c) the support of the American people.

6. Identify, characterise and propose suitable sites and locations for implementing a pilot community based and private individual management system.
7. Identify, characterise and establish agreements (i.e., MOUs or contracts) with potential partners (incl. government agencies, non-government organizations, research institutes, communities and private companies) for a pilot community based and private individual management system.
8. Design and establish processes for routinely capturing feedback and inputs from partners, including government, community and other key stakeholders.

Deliverables, Timelines, Special Terms and Conditions:

Deliverables:

1. Inception Report to include but not limited to:
 - a. Methodology and Work Schedule to achieve the above objectives;
 - b. List of Key Personnel and Contacts; and
 - c. Recruitment and training plan to establish internal capacity to deliver the above objectives.
2. Month 1 Progress Report to include but not limited to:
 - a. Detailed minutes of meetings with government and other relevant stakeholders, including key outcomes and decisions; and
 - b. Summary of methodology development.
3. Month 2 Progress Report to include but not limited to:
 - a. Key messages, content, scheduling, target audiences and other components of the communication and outreach plan; and
 - b. Methodology and scheduling of a perception survey to establish baseline measures of stakeholder awareness.
4. Month 3 Progress Report to include but not limited to:
 - a. Details of proposed pilot locations, including maps; and
 - b. Details of potential pilot partners, including names, contacts details, type (i.e., government, NGO, academic, community or private companies) and, for fishing operators, approximate maps of primary fishing grounds.
5. Month 4 Progress Report to include but not limited to:
 - a. Summary of agreements (i.e., contracts or MOUs) established with pilot partners;
 - b. Description of public consultation and feedback process to be established during the pilot;
 - c. Summary of all meetings, workshops and trainings held during the contract, including date, title, number of participants, and signed participation sheets;
 - d. Results of perception survey, including baseline measures of stakeholder awareness; and
 - e. A proposed pilot implementation plan.

Timelines:

Description	Quantit	Delivery Date	Deliver To
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y			
Work Schedule	1	3 days after award	GEEL Fisheries Team Leader (or designee) and Deputy Chief of Party
Pre-Site/Activity Review	1	Upon award	GEEL Fisheries Team Leader (or designee) and Deputy Chief of Party
Bi-Weekly Progress Report and photographs		By Sunday every second week of project implementation	GEEL Fisheries Team Leader (or designee) and Deputy Chief of Party
Updates to Work Schedule	1	By Sunday of every second week of project implementation if needed	GEEL Fisheries Team Leader (or designee) and Deputy Chief of Party
Final Report	1	Upon completion of the work.	GEEL Fisheries Team Leader (or designee) and Deputy Chief of Party

Pricing

Item #	Quantity to be Purchased	Description of Preferred Commodity or Services Specifications	Unit of Measure	Unit Fixed Price (Each), USD	Total Fixed Price, USD	Lead Time Availability (Number of Days)
1	1	Large Stakeholders meeting focus group discussions: Local community members, fishermen, fish traders, facilitators, refreshments etc				
2	1	Administrative Cost				
3	1	Conduct baseline assessment of lobster fishery				
4	1	salaries and recruitment training				
5	1	Transport cost				



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6	1	Per diem of staff, accommodation				
Total Value						

By signing this attachment, the bidder confirms he has a complete understanding of the specifications and fully intends to deliver items that comply with the above listed specifications.

Signature:

Title:

Date:



Attachment “B” Instructions to Bidders/Sellers

- Procurement Narrative Description:** The Buyer (IRG) intends to purchase commodities and/or services identified in Attachment A. The Buyer intends to purchase the quantities (for commodities) and/or services (based on deliverables identified in a Statement of Work). The term of the Ordering Agreement shall be from Award Date to the Delivery date of the Offeror unless extended by mutual agreement of the parties. The Buyer intends to award to a single “approved” supplier based on conformance to the listed specifications, the ability to service this contract, and selling price. We reserve the right to award to more than one bidder. If an Ordering Agreement is established as a result of this RFP, supplier understands that quantities indicated in the specifications (Attachment A) are an estimate only and IRG does not guarantee the purchase quantity of any item listed.
- Procuring Activity:** This procurement will be made by **International Resources Group (IRG)**, located at

Mogadishu, Somalia

(insert full address of the office)

who has a purchase requirement in support of a project funded by

USAID

(insert client’s name)

IRG shall award the initial quantities and/or services and any option quantities (if exercised by IRG) to Seller by a properly executed Purchase Order as set forth within the terms of this properly executed agreement.

- Proposal Requirements.** All Sellers will submit a proposal which contains offers for all items and options included in this RFP. All information presented in the Sellers proposal will be considered during IRG’s evaluation. Failure to submit the information required in this RFP may result in Seller’s offer being deemed non-responsive. Sellers are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach IRG’s office designated in the RFP by the time and date specified in the RFP. Any offer, modification, revision, or withdrawal of an offer received at the IRG office designated in the RFP after the exact time specified for receipt of offers is “late” and may not be considered at the discretion of the IRG Procurement Officer. The Seller’s proposal shall include the following:
 - The solicitation number:
 - The date and time submitted:
 - The name, address, and telephone number of the seller (bidder) and authorized signature of same:
 - Validity period of Proposal:
 - A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary.



- (f) If IRG informs Seller that the Commodity is intended for export and the Commodity is not classified for export under Export Classification Control Number (ECCN) “EAR99” of the U.S. Department of Commerce Export Administration Regulations (EAR), then Seller must provide IRG the correct ECCN and the name of Seller’s representative responsible for Trade Compliance who can confirm the export classification.
 - (g) Lead Time Availability of the Commodity/Service.
 - (h) Terms of warranty describing what and how the warranties will be serviced.
 - (i) Special pricing instructions: Price and any discount terms or special requirements or terms (special note: pricing must include guaranteed firm fixed prices for items requested.
 - (j) Payment address or instructions (if different from mailing address)
 - (k) Acknowledgment of solicitation amendments (if any)
 - (l) Past performance information, when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including points of contact with telephone numbers, and other relevant information)
 - (m) **Special Note:** *The Seller, by his response to this RFP and accompanying signatures, confirms that the terms and conditions associated with this RFP document have been agreed to and all of its attachments have been carefully read and understood and all related questions answered.*
4. **Forms:** Sellers (potential bidders or suppliers) must record their pricing utilizing the format found on Attachment “A”. Sellers must sign the single hardcopy submitted and send to address listed on the cover page of this RFP.
5. **Questions Concerning the Procurement.** All questions in regards to this RFP to be directed to
- GEEL Procurement Department
- (insert name of procurement officer)
- at this email address:
- solicitations@sogeel.org
- (insert email address of the procurement officer).
- The cut-off date for questions is (insert date).
- April 11, 2018
6. **Notifications and Deliveries:** Time is of the essence for this procurement. Seller shall deliver the items or services no later than the dates set forth in the contract that will be agreed by both parties as a result of this RFP. The Seller shall immediately contact the Buyer’s Procurement Officer if the specifications, availability, or the delivery schedule(s) changes.



Exceptional delays will result in financial penalties being imposed of Seller.

- 7. **Documentation:** The following documents will be required for payment for each item:
 - (a) A detailed invoice listing Purchase Order Number, Bank information with wiring instructions (when applicable)
 - (b) Packing List
 - (c) All relevant product/service documentation (manuals, warranty doc, certificate of analysis, etc.)
- 8. **Payment Terms:** Refer to IRG purchase order terms and conditions found in www.rti.org/poterms, <http://www.rti.org/POterms>, http://www.rti.org/files/PO_FAR_Clauses.pdf, or http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf. Payment can be made via wire transfer or other acceptable form. Sellers may propose alternative payment terms and they will be considered in the evaluation process.
- 9. **Alternative Proposals:** Sellers are permitted to offer “alternatives” should they not be able to meet the listed requirements. Any alternative proposals shall still satisfy the minimum requirements set forth in Attachment A Specifications.
- 10. **Inspection Process:** Each item shall be inspected prior to final acceptance of the item. All significant discrepancies, shortages, and/or faults must be satisfactorily corrected and satisfactorily documented prior to delivery and release of payment.
- 11. **Evaluation and Award Process:** The IRG Procurement Officer will award an agreement contract resulting from this solicitation to the responsible Seller (bidder) whose offer conforms to the RFP will be most advantageous to IRG, price and other factors considered. The award will be made to the Seller representing the **best value** to the project and to IRG. For the purpose of this RFP, price, delivery, technical and past performance are of equal importance for the purposes of evaluating, and selecting the “best value” awardee. IRG intends to evaluate offers and award an Agreement without discussions with Sellers. Therefore, the Seller’s initial offer should contain the Seller’s best terms from a price and technical standpoint. However, IRG reserves the right to conduct discussions if later determined by the IRG Procurement Officer to be necessary.

The evaluation factors will be comprised of the following criteria:

- (a) **PRICE.** Lowest evaluated ceiling price (inclusive of option quantities) .
- (b) **DELIVERY.** Seller provides the most advantageous delivery schedule.
- (c) **TECHNICAL.** Items/Services shall satisfy or exceed the specifications described in RFP Attachment A.
- (d) **PAST PERFORMANCE** - Seller can demonstrate his/her capability and resources to provide the items/services requested in this solicitation in a timely and responsive manner.
- (e) **OTHER EVALUATION CRITERIA.**

Schedule	Category	Max Points	Points awarded	Pass/Fail
1	Technical	35		
	Past performance and reference list	10		



	Number of projects completed through the defect and liability period in the last 5 years	10		
	Experience with projects of similar value to the solicited project	15		
2	Key Personnel	15		
	Project Manager			
	Bachelor Degree or equivalent in Project Management			
	5 years of experience in community development	5		
	Field Supervisor			
	Bachelor Degree or equivalent in a Fisheries Science			
	5 years of experience in the fishing industry	5		
	Field Team Leaders			
	Diploma in social or fisheries science			
	5 years of experience in community work	5		
3	List of Equipment	10		
	Transport vehicle(s)	2		
	Computers and stationary	5		
	Personal Protective Equipment	3		
4	Methodology	10		
	Proposed Work Plan and Schedule of Activities	5		
	Reporting and Recording systems - including environmental monitoring	5		
5	Budget	30		
	Budget proposal for the project	30		
	TOTAL	100		

Mandatory Requirements

- Valid registration of Puntland Administration certificate/license, as evidence that they are authorized to carry out the said work in Puntland State, Somalia.
- Signed technical submission form and financial proposal.
- Completed, and signed BOQ
- Company profile with list of assets
- CVs of all key personnel.
- Minimum of 3 years of work experience in Puntland State.



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12. **Award Notice.** A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful supplier within the time acceptance specified in the offer, shall result in a binding contract without further action by either party.
13. **Validity of Offer.** This RFP in no way obligates IRG to make an award, nor does it commit IRG to pay any costs incurred by the Seller in the preparation and submission of a proposal or amendments to a proposal. Your proposal shall be considered valid for 90 days after submission.
14. **Representations and Certifications.** Winning suppliers under a US Federal Contract are required to complete and sign as part of your offer IRG Representations and Certifications for values over \$10,000.
15. **Anti- Kick Back Act of 1986.** Anti-Kickback Act of 1986 as referenced in FAR 52.203-7 is hereby incorporated into this Request for Proposal as a condition of acceptance. If you have reasonable grounds to believe that a violation, as described in Paragraph (b) of FAR 52.203-7 may have occurred, you should report this suspected violation to the IRG's Ethics Hotline at 1-877-212-7220 or by sending an e-mail to ethics@rti.org. You may report a suspected violation anonymously.

Acceptance:

Seller agrees, as evidenced by signature below, that the seller's completed and signed solicitation, seller's proposal including all required submissions and the negotiated terms contained herein, constitute the entire agreement for the services described herein.

By: *(Seller Company Name)*

Signature: _____

Title:

Date: