



## REQUEST FOR QUOTATION

**RFQ Number:** KB-IR1-FY17-011  
**Issuance Date:** 02-Aug-2017  
**Description:** Implementation of a reliable internal control system -Training  
**Type of procurement:** Purchase Order  
**Deadline for Offers:** 7-Aug-2017 at 5:00 pm  
**Term of contract:** 30 days  
**Funded by:** AID-521-A-15-00009  
**Implemented By:** KONBIT  
**Point of Contact:** Nathalie Guerrier Nécence - Email: [expertskonbit@papyrushaiti.com](mailto:expertskonbit@papyrushaiti.com)  
**Location:** Port-au-Prince, Haiti

### \*\*\*\*\* ETHICAL AND BUSINESS CONDUCT REQUIREMENTS \*\*\*\*\*

Papyrus S.A. is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit.

Papyrus S.A. does not tolerate fraud, collusion among offerors, falsified proposals/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported.

Employees and agents of Papyrus S.A. are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business. Employees and agents engaging in this conduct are subject to termination and will be reported to USAID and the Office of the Inspector General.

Offerors responding to this RFQ must include the following as part of the proposal submission:

- Disclose any close, familial, or financial relationships with Papyrus S.A. or project staff. For example, if an offeror's cousin is employed by the project, the offeror must state this.
- Disclose any family or financial relationship with other offerors submitting proposals. For example, if the offeror's father owns a company that is submitting another proposal, the offeror must state this.
- Certify that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- Certify that all information in the proposal and all supporting documentation are authentic and accurate.
- Certify understanding and agreement to Papyrus S.A. prohibitions against fraud, bribery and kickbacks.

Please contact Nathalie Guerrier Nécence with any questions or concerns regarding the above information or to report any potential violations.

## Section 1: SCOPE OF WORK

Please refer to Attachment A – **SCOPE OF WORK**

## Section 2: INSTRUCTIONS TO OFFERORS

Offerors are responsible for ensuring that their offers are received by Papyrus/KONBIT in accordance with the instructions, terms, and conditions described in this RFQ. Failure to adhere with instructions described in this RFQ may lead to disqualification of an offer from consideration.

- Offer Deadline and Protocol:** Offers must be received no later than 5:00pm local Port-au-Prince time on August 7th 2017 by email. All offers must be emailed to [expertskonbit@papyrushaiti.com](mailto:expertskonbit@papyrushaiti.com)  
Please reference the RFQ number in any response to this RFQ. Offers received after the specified time and date will be considered late and will be considered only at the discretion of Papyrus/KONBIT.
- Questions:** Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 5:00pm local Port-au-Prince time on August 4<sup>th</sup> 2017 by email to [expertskonbit@papyrushaiti.com](mailto:expertskonbit@papyrushaiti.com) and cc: Melissa Padberg at [Melissa@papyrushaiti.com](mailto:Melissa@papyrushaiti.com) Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that Papyrus/KONBIT believes may be of interest to other offerors will be circulated to all RFQ recipients who have indicated an interest in bidding.  
Only the written answers issued by Papyrus/KONBIT will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of Papyrus/KONBIT or any other entity should not be considered as an official response to any questions regarding this RFQ.
- Quotations:** Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including out of pocket expenses and all other costs. Offers must remain valid for not less than thirty (30) calendar days after the offer deadline. Offerors are requested to provide quotations on their official quotation format or letterhead.
- Payment terms:** Payment will be made via wire transfer or by check. The payments will be based on deliverables.
- Taxes and VAT:** The agreement under which this procurement is financed is not exempt from the payment of taxes, VAT, tariffs, duties, or other levies imposed by the laws in effect in Haiti. Therefore, offerors must include taxes, VAT, charges, tariffs, duties and levies in accordance with the laws of Haiti.
- Eligibility:** By submitting an offer in response to this RFQ, the offeror certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible by the U.S. Government. Papyrus/KONBIT will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government (or other lists).
- Evaluation and Award:** The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and is determined via a trade-off analysis to be the best value based on application of the following evaluation criteria. The relative importance of each individual criterion is indicated by the number of points below:

- **Cost Proposal—25%:** The cost proposal budget should be cost effective and should maximize the value for monies requested in the Offeror’s budget. Proposal costs should be the minimum necessary to adequately achieve the stated scope of work.
- **Technical Qualifications—45%:** Services shall satisfy or exceed the specifications described in RFQ/RFP Attachment A.
- **Past performance—30%:** Seller can demonstrate his/her capability and resources to provide the services requested in this solicitation in a timely and responsive manner.

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed “non-responsive” and thereby disqualified from consideration. Papyrus/KONBIT reserves the right to waive immaterial deficiencies at its discretion.

Best-offer quotations are requested. It is anticipated that award will be made solely on the basis of these original quotations. However, Papyrus/KONBIT reserves the right to conduct any of the following:

- Papyrus/KONBIT may conduct negotiations with and/or request clarifications from any offeror prior to award.
- Papyrus/KONBIT may cancel this RFQ at any time.

Please note that in submitting a response to this RFQ, the offeror understands that USAID is not a party to this solicitation and the offeror agrees that any protest hereunder must be presented—in writing with full explanations—Papyrus/KONBIT for consideration, as USAID will not consider protests regarding procurements carried out by implementing partners. Papyrus/KONBIT at its sole discretion, will make a final decision on the protest for this procurement.

**8. Terms and Conditions:** This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Papyrus/KONBIT or USAID to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer.

This solicitation is subject to Papyrus/KONBIT standard terms and conditions. Any resultant award will be governed by these terms and conditions; a copy of the full terms and conditions is available upon request. Please note the following terms and conditions will apply:

- (a) Papyrus/KONBIT standard payment terms are net 30 days after receipt and acceptance of any commodities or deliverables. Payment will only be issued to the entity submitting the offer in response to this RFQ and identified in the resulting award; payment will not be issued to a third party.
- (b) Any award resulting from this RFQ will be firm fixed price, in the form of a purchase order
- (c) United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The supplier under any award resulting from this RFQ must ensure compliance with these laws.

### **Section 3: SUBMISSION REQUIREMENTS**

To assist offerors in preparation of proposals, the following checklist summarizes the documentation to include in an offer in response to this RFQ:

- A. Official quotation using the firm’s letterhead, including:
  - The solicitation number
  - The date and time submitted
  - The name, address and telephone number of the seller (bidder) and authorized signature of the same.
  - Validity period of Quote

- A technical description of the services being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary.
- Lead Time Availability of the Service.
- Special pricing instructions: price and any discount terms or special requirements or terms (Special note: pricing must include guaranteed firm fixed prices for the services requested.)
- Payment address or instructions (if different from mailing address)
- Acknowledgment of solicitation amendments (if any)
- 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)
- Special Note: The Seller, by his response to this RFQ/RFP and accompanying signatures, confirms that the terms and conditions associated with this RFQ/RFP document have been agreed to and all its attachments have been carefully read and understood and all related questions answered.

B. Cover letter, signed by an authorized representative of the offeror.

*The cover letter must be placed on letterhead and completed/signed/stamped by a representative authorized to sign on behalf of the offeror:*

**To:** Nathalie Guerrier Nécence  
Papyrus S.A.  
#4 Impasse Alexis, Musseau  
Haiti

**Reference:** RFQ No. KB-IR1-FY17-011

## **Attachment A: Scope of Work**

**Consultancy Purpose:** Training on "Implementation of reliable Internal Control System"

### **Context**

Through its "Forward" initiative, USAID wants to use local stakeholder capacity building as an essential tool to achieve more effective and sustainable development results. Being one of the first of this type of projects, Konbit will establish a "capacity building platform" to coordinate local capacity development service provision, create a network of development innovations, and manage the monitoring, evaluation and learning activities. Konbit's objective is to increase the number of local development partners who influence and achieve significant sustainable development results in Haiti, are accountable to their constituents and are able to compete for and manage resources.

### **Implementation**

Konbit is managed by Papyrus S.A. and its local partner Ayiti Nexus. The project is supported by two international partners: Steve Kroll and Associates and Tetra Tech, and will work with partnering service providers to:

- Build the competencies of local capacity development service providers and develop the competencies of institutions;
- Mobilize networking events to foster collaboration and sharing of good practices, innovations and industry standards in the capacity development and technical sectors.
- Measure the project's progress and results, use its monitoring and evaluation process and results to create learning opportunities for program participants, and use its interactive platform to share lessons learned.
- Provide grants to support the capacity building of local partner beneficiary organizations and pilot innovation projects developed within the framework of the Development Innovation Network.

### **Context**

As part of its capacity building activities, the Konbit project works with local organizations from different sectors. Some organizations are managing USAID-funded projects and others are seen as service providers who may or may not wish to administer donor funds in the future.

Konbit seeks to hire a Trainer to conduct a training session on "Implementation of reliable internal control system". The objectives of the training are the following:

- Know the regulatory obligations and internal control standards.
- Adopt a pragmatic approach to analysis and control of operational risks.
- Identify key controls and evaluate the internal control system.
- Ensure the adequacy of the internal control system with the objectives of the company.

Supporting materials for the training must be given to the participants in order to allow them to refresh their memory at the time of the implementation of the notions learned in their respective companies.

To be considered, the tender dossier must include the following elements:

- A minimum of two professional references related to the competence of the firm in the development of training modules and workshop facilitation.
- A short (no more than one page) description of the proposed methodology for this training.

### **Deliverables**

<b>Deliverable #</b>	<b>Description</b>	<b>Due date</b>	<b>Payment upon acceptance</b>
1	Signature of contract	August 14 <sup>th</sup> , 2017	50%
2	Submission of Tools and Instruments developed for facilitating the training	August 21 <sup>st</sup> , 2017	20%
3	Satisfactory facilitation of the training	August 29 <sup>th</sup> , 2017	30%

Satisfactory completion of assignment will be measured against the expected deliverables mentioned above.

All deliverables—draft and final documents—should be sent to Konbit as an editable soft copy in **French**.

The trainer will work closely with Konbit’s Capacity Development Lead.

### **Timing and Level of Effort**

The duration of the assignment shall not exceed **6 days or 40 hours (Development of training modules and Facilitation of training)** over a period not to exceed 15 days.

### **Qualifications and experience**

The firm must:

- Be legally registered in Haiti and locally owned

Trainer capacities and experiences:

- Have a public accountant diploma (CPA) or the equivalent.
- Have a least 3 years of relevant professional experience, with a proven track-record in module development and facilitation of workshops.
- Have excellent skills in producing succinct, clear training materials in French
- Be well-organized with ability to adequately manage time and meet deadlines
- Fluency in French and Creole
- Good communicator
- Good knowledge of the subject

### **Language requirements**

Fluency in French and Creole and excellent command in English

Interested parties should submit their application no later than August 7<sup>th</sup>, 2017 to [expertskonbit@papyrushaiti.com](mailto:expertskonbit@papyrushaiti.com)

**Format for pricing submission**

<b>Service #</b>	<b>Unit of Measure</b>	<b>Description of Services, Specifications</b>	<b>Quantity Unit of Measure</b>	<b>Unit Fixed Price (Each)</b>	<b>Total Fixed Price (Each)</b>	<b>Lead Time Availability (Number of Days)</b>
1						
2						
3						
<b>Total Value</b>						

Signed By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

(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.)