

Request for Quotation (RFQ)

RFQ Number: Abt. -2020-002

Issuance Date: May 17, 2020

Deadline for Offers: June 13, 2020

Description: Training Service for Last Mile Sales Agents in USAID Feed the Future Zone of Influence (Selected Upazilas of Patuakhali District)

For: Bangladesh Nutrition Activity (BNA)

Funded By: United States Agency for International Development (USAID),
Contract No. AID-388-18-CA-00005

Implemented By: Abt Associates Inc.

Point of Contact: Ekramul_hossain@abtassoc.com

Abt. Associates is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit. Abt. Associates expects suppliers to comply with our Standards of Business Conduct, available at <https://www.abtassociates.com>

Abt. Associates 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 to both USAID and the Office of the Inspector General.

Employees and agents of Abt. Associates 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. In addition, Abt. Associates will inform USAID and the Office of the Inspector General of any supplier offers of money, fee, commission, credit, gift, gratuity, object of value, or compensation to obtain business.

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

- Disclose any close, familial, or financial relationships with Abt. Associates 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 Abt. Associates prohibitions against fraud, bribery and kickbacks.



Please contact Ekramul Hossain F& A Director with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to Abt. Associates US Office.

Section 1: Instructions to Offerors

1. Adherence to Instructions, Terms and Conditions: Offerors are responsible for ensuring that their offers are received by Abt. 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

2. Offer Deadline and Protocol: Offers must be received no later than 4.00PM local Dhaka time on June 13, 2020 by only email to ekramul_hossain@abtassoc.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 Abt Associates Inc.

3. Terms of Reference: Section 3 contains the specifications of the required items.

Please note that, unless otherwise indicated, stated brand names or models are for illustrative description only to provide a common reference point for all offerors in terms of specifications. Other brand names are acceptable provided they meet the salient technical specifications

4. Quotations: Quotations in response to this RFQ must be priced on a firm fixed-price, all-inclusive basis, including transportation and all other costs. All quotations must present VAT as separate cost. Pricing must be presented in Bangladeshi Taka (BDT). Offers must remain valid for not less than sixty (60) calendar days after the offer deadline.

Offerors are requested to provide quotations on their official letterhead.

In addition, offerors responding to this RFQ are requested to submit a copy of their official registration or business license, TIN Number, Bank a/c information along with VAT Registration copy.

5. Delivery: As part of its response to this RFQ, each offeror is expected to provide an estimate (in calendar days) of the delivery timeframe (after receipt of order). The delivery estimate presented in an offer in response to this RFQ must be upheld in the performance of any resulting contract.

6. Source/Nationality/Manufacture: All goods and services offered in response to this RFQ or supplied under any resulting award must meet USAID Geographic Code 937 in accordance with the United States Code of Federal Regulations (CFR), 22 CFR §228. The cooperating country for this RFQ is Bangladesh.

7. Quality: Quality of Service is required under this RFQ. In your offer, please advise how you will maintain the Quality of Service.

- 8. Taxes and VAT:** In accordance with the agreement under which this procurement is financed, VAT and Tax will be deducted at source as per rules of Government of Bangladesh. Abt Associates Inc. will provide the successful offeror with a VAT coupon for VAT amount, VAT coupon will be issued upon submission of Mushok-6.3.
- 9. DUNS Number:** Companies or organizations, whether for-profit or non-profit, shall be requested to provide a Data Universal Numbering System (DUNS) number if selected to receive an award in response to this RFQ valued greater than or equal to USD\$30,000 (or equivalent in other currency). If the Offeror does not have a DUNS number and is unable to obtain one before proposal submission deadline, Offeror shall include a statement noting their intention to register for a DUNS number should it be selected as the successful offeror or explaining why registration for a DUNS number is not possible. Contact Dun & Bradstreet through this web form to obtain a number: <https://fedgov.dnb.com/webform>.
- 10. Eligibility:** By submitting an offer in response to this RFQ, the offeror certifies that they are not debarred, suspended, or otherwise considered ineligible for an award by the U.S. Government. Abt Associates Inc. will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.
- 11. Evaluation and Award:** Award will be made to the most advantageous offer; the following factors considered:
 - i. General Approach 30%
 - ii. Relevant experience 25%
 - iii. Credible Management and Personnel 20%
 - iv. Budget 25%

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. Abt. 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, Abt Associates Inc. reserves the right to conduct any of the following:

- a. Negotiations with and/or request for best and final offer (BAFO) prior to award.
- b. 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—to the Bangladesh Nutrition Activity for consideration, as USAID will not consider protests regarding procurements carried out by implementing partners. Abt. Associates at its sole discretion, will make a final decision on the protest for this procurement.



12. Evaluation and Award Terms and Conditions: This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Abt Associates Inc. 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 Abt Associates Inc. 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 after awarding the contract. Please note the following terms and conditions will apply:

- (a) Abt. Associates Inc. standard payment terms are net 30 days after receipt and acceptance of service. 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 international air or ocean transportation or shipping carried out under any award resulting from this RFQ must take place on U.S.-flag carriers/vessels.
- (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 2: Offer Checklist

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

- Cover letter, signed by an authorized representative of the offeror
- Official quotation, including technical and financial proposal of offered service
- Copy of offeror's registration or business license/TIN/VAT number/Bank information
- Minimum 30 days quote validity confirmed.
- List of Key Personnel
- Brief Work Experience

Section 3: Term of Reference:

Capacity building of Last Mile Sales Agents in USAID Feed the Future Zone of Influence (Selected Upazilas of Patuakhali district)

Introduction:

Abt Associates Inc., a global firm based in the US, is an engine for social impact, harnessing the power of data and our experts' grounded insights to move people from vulnerability to security worldwide. We think boldly, crossing disciplines, methods and geographies to provide research, consulting and technical services globally in the areas of health, environmental and social policy, technology and international development.

The Feed the Future Bangladesh Nutrition Activity is a five-year project that started in October 2018 and will conclude in September 2023. It aims to improve nutrition outcomes of children under 5, pregnant and lactating women and adolescents (girls and boys) by strengthening the market systems for nutritious foods and WASH products and applying Social Behavior Change approaches that empower market and community actors to address underlying causes of malnutrition in Bangladesh. Throughout the five-year period, BNA will contribute to improved nutritional outcomes in select upazilas of Bangladesh, through improvements in three results:

Result 1: Consumption of nutritious, diverse, and safe diets by rural households;

Result 2: Social and economic empowerment of women and adolescents;

Result 3: Adoption of improved water, sanitation, and hygiene (WASH) practices.

The entry point for BNA interventions are mainly rural growth centers (GCs or markets) and the approximate 2-kilometer catchment area that surrounds the market¹. BNA's implementation currently covers 27 growth centers (markets), which includes 192 villages in nine upazilas in Khulna, Faridpur, and Patuakhali districts.

Background:

Household women in rural Bangladesh face numerous constraints when it comes to accessing local markets or pursuing income generating opportunities. This has a negative consequence on the quality of their diet; leading to poor nutrition outcomes not only for household women but also for the adolescent members (especially girls).

In order to help address this, the BNA plans to pilot a specific model for Last Mile Sales Agents. The model will not only provide income-generating opportunity to local entrepreneurial women (and

¹ A two-kilometer radius is a reasonable walking distance for most consumers. There could be strategic interventions and beneficiaries beyond that radius and one of the objectives of this current Scope of Work is to determine how far the sales agent network can expand beyond the anchor market.

men) but also give households members easy access to nutritious food and WASH products at their doorsteps. BNA will utilize its local implementation partner in the region (Dhaka Ahsania Mission) to identify a group of women and men who are willing to become Last Mile Sales Agents and earn a livelihood through sales commissions and margins in exchange of selling relevant products and providing embedded services to households in their villages.

DAM will recruit LMSA with specific criteria (Annex-1) from each GC (Four LMSA/GC). BNA will facilitate these startup entrepreneurs by building their capacity and enabling them to manage their businesses efficiently. Initial financial support may be provided to the entrepreneurs and reduced over time. Market linkages will be created to establish commission-generating relationships with local suppliers and retailers (agricultural input providers, nutritious food vendors, WASH product producers and retailers). Towards the end of 2020, BNA will conduct a rapid evaluation of the last mile sales agent model for a better understanding of the impact of sales agents on household nutrition outcomes and on the degree of women's empowerment within the household.

Objective of the Assignment:

In the above context, BNA is looking for an organization for training the newly identified last mile agents (entrepreneurs) on business as well as other relevant skills that would enable the entrepreneurs to operate as successful Last Mile Sales Agents. Following are some of the categories of training that needs to be provided. Other elements may also be added to this list, especially after a rapid need assessment.

- Basic business development functions and necessary skills to strengthen entrepreneurial capacity
- Fundamentals of sales (planning, demonstration, closing, relationship management etc.)
- Basic knowledge on nutrition especially the importance of diversified and safe food consumption and improved WASH practices
- Basic knowledge on embedded services such as Good Agricultural Practices (GAP), cooking methods and recipes that are nutritious and tasty, safe food storage and handling, water testing, storage and purification, affordable sanitation solutions and a range of hygiene practices that improve health and nutrition outcomes.
- Facilitation skill for organizing court yard session and other relevant methods that may assists in awareness creation, marketing.

Major Tasks and Deliverables:

The organization is expected to perform following activities in collaboration with BNA, and districts implementing partner Dhaka Ahsania Mission, in project working areas:

- Conduct a rapid assessment of the skill levels and training needs of the selected entrepreneurs in order to identify the type of skills they require to become successful Last Mile Sales Agents. Share findings with BNA.
- Develop business training modules for entrepreneurs, aligned with the above findings, which will be reviewed and finalized in collaboration with BNA.
- In conjunction with BNA Technical Leads, develop contextualized training modules containing nutrition, empowerment and WASH knowledge, that would assist the entrepreneurs to

stimulate demand for the products and services in the community. If schedules permit, this part of the assignment may be co-taught by the relevant Technical Leads at BNA. Draft training module will be reviewed and finalized in collaboration with BNA.

- Develop training schedules
- Provide two batches (approximate 40 LMSA in two groups of 20) basic training to the entrepreneurs using the developed training modules. Training may be provided in multiple phases such as basic training followed by one-time refresher training based on the need.
- Prepare and submit final report.
- Note that the costs associated with the training such as food, logistics, venue, participants accommodation and honorarium will be managed by the project

Timeline:

The duration of the assignment is approximately from July to September 2020.

Required competencies of the service provider:

- Interested service provider (consultancy firm or any other Organization have the required expertise and experience) should submit a combined technical and financial proposal
- The Applicant should be market-oriented and should preferably have prior experience of training last mile sales agents in rural growth areas
- The technical proposal should include CV(s) of all relevant personnel; and a statement which elaborates an overview of relevant experience and how the scope of work in the ToR will be addressed.
- Proposal including budget not more than 5 pages and CV will be included in Annex.
- Firm should be legally registered to operate in Bangladesh.

Reporting:

The Applicant will work in collaboration with the DAM Technical Director in Patuakhali and report to the Solution Integration & Nutrition Advisor (SINA) and Women's and Youth Empowerment Technical Lead of BNA. A reporting schedule will be developed during the joint design phase.

ANNEX I:

Tentative selection criteria and operational considerations of Last Mile Sales Agents

- Local resident (i.e. resides within 2 km catchment areas of selected growth centers)
- Resides at a reasonable distance from the other selected women sales agents in the growth center
- Age between 20 – 45 years.
- Interested to work with BNA and have enthusiasm to develop their own business.
- Minimum education of class 8 and fluent reading and writing capabilities.
- Able to conduct courtyard sessions and able to motivate people to participate in sales /awareness creation events.
- Interested to cultivate commercial relationships on a commission basis with local fruits and vegetable vendors (and sanitation, water and hygiene entrepreneurs in future)
- Must have a Valid NID Card or and an existing bank account or be willing to open one.
- Willing to work under a contractual agreement and receive training from external bodies including suppliers, vendors / retailers
- Willing and able to provide sales data on regular and timely basis and to accept monitoring by the BNA's MEL team;
- Willing and able to open a bKash Mobile Money account
- Have access to a mobile phone or willing to acquire one

ANNEX 2:

****All prices must be in Bangladeshi Taka (BDT) ****

Item wise total cost (Fee + other direct cost + other indirect cost):

Advance Income Tax: (percentage and amount)

VAT: (percentage and amount)

Total cost including AIT and VAT:

Offer validity: _____

Payment Terms (if any): _____ Calendar days



Offer Cover Letter

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

To: Finance and Administration Director
Bangladesh Nutrition Activity (BNA)
Concord Bilkis Tower, Level-13
40/6, Gulshan Avenue, (Madani Road), Gulshan-2

Reference: RFQ No. Abt. 2020-001

To Whom It May Concern:

We, the undersigned, hereby provide the attached offer to perform all work required to complete the activities and requirements as described in the above-referenced RFQ. Please find our offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFQ. We further certify that the below-named firm and all motorcycles and after sale services offered in response to this RFQ—are eligible to participate in this procurement under the terms of this solicitation and under USAID regulations.

Furthermore, we hereby certify that, to the best of our knowledge and belief:

- We have no close, familial, or financial relationships with any Abt Associates Inc. or BNA project staff members;
- We have no close, familial, or financial relationships with any other offerors submitting proposals in response to the above-referenced RFQ; and
- The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- All information in our proposal and all supporting documentation is authentic and accurate.
- We understand and agree to Abt Associates Inc.'s prohibitions against fraud, bribery, and kickbacks.

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.

Authorized Signature: _____

Name and Title of Signatory: _____

Date: _____

Company Name: _____

Company Address: _____

Company Telephone and Website: _____

Company Registration or Taxpayer ID Number: _____

Company VAT #:

Company DUNS Number: _____

Does the company have an active bank account (Yes/No)? _____

Official name associated with bank account (for payment): _____

Company Trade License/Registration document (Please attached a copy)

Bank Accounts Details Information (completed/signed/stamped by a representative authorized to sign on behalf of the offeror):

Sl.	Particulars	Information
1	Account Name:	
2	Account Number:	
3	Account Type:	
4	Name of Bank:	
5	Name of Bank Branch:	
6	Address of Branch:	
7	Bank Routing Number:	

Signature with seal:

Name:

Designation:

Date: