

Cultivating New Frontiers in Agriculture (CNFA) is an American non-profit NGO whose objective is agricultural and economic development. CNFA helps small producers improve their food security through new agricultural practices, the introduction of new varieties, the diversification of production, storage, the development of farmers' and herders' organizations, and the market linkages.

Title: Request for Proposal for the Provision of Audit / Accounting Services

Solicitation Number: RFQ NGA#02-001-2024

Locations: Abuja (FCT) and Kwara

Anticipated Period of Performance: March 01 - May 15 2024

Contracting Party: CNFA For: USDA

Procurement Description

- PRO-Cashew is a USDA project implemented by CNFA in five countries in the West African region (Benin, Burkina Faso, Côte d'Ivoire, Ghana, and Nigeria). PRO-Cashew's objective is to stimulate the competitiveness of West African producers through quantitative and qualitative improvement of production and support to the implementation of regional policies and regulations favorable to trade and investment in the cashew sector.
- CNFA requires the services of local auditor to conduct an audit and prepare financial statements for the financial years 2020 to 2024. The organization in ongoing operations is Ilorin, Nigeria including guidance taxes and withholding requirements, and other regulatory matters issues related to the NGO's operations in Nigeria that may arise. Please note that CNFA will require services to be provided in English.

Scope of Procurement

Introduction:

- CNFA is an international agricultural development organization that specializes in the

design and implementation of sustainable, enterprise-based agricultural initiatives. CNFA implements Pro-Cashew in Benin, Burkina Faso, Côte d’Ivoire, Ghana and Nigeria, a USDA-funded Project with the objective to boost the competitiveness of West African producers by improving the efficiency and quality of production and marketing through the development of more coherent regional trade and investment policies.

- The purpose of this Solicitation is to solicit the services of local auditor to conduct an audit and prepare financial statements for the financial years 2020 to 2024.
- The organization in ongoing operations is Ilorin, Nigeria including guidance taxes and withholding requirements, and other regulatory matters issues related to the NGO’s operations in Nigeria that may arise. This Solicitation contains requirements for Items/Services (hereinafter “Items”) to be procured.

Scope of Work

- CNFA requires the services of local auditor to conduct an audit and prepare financial statements for the financial years 2020 to 2024. The organization in ongoing operations is Ilorin, Nigeria including guidance taxes and withholding requirements, and other regulatory matters issues related to the NGO’s operations in Nigeria that may arise.

Tasks

The selected offeror is expected to provide, through in-person meetings in Abuja, Nigeria, phone calls, and in writing as requested by CNFA, services such as but not limited to:

- Audited financial statement for financial years 2023-2024.
- Annual returns filings with the Kwara State-Internal Revenue Service (KWIRS) & other relevant bodies
- Processing of Tax Clearance Certificates for Staff (2020-2024)
- Process filing of National Housing Fund for staff (2020-2024)
- Provide tax advisory services.
- Other tasks as requested and assigned by CNFA.

Deliverables

Deliverable	Deliverable Description	Anticipated Delivery Date
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1	Deliverable 1: Processing of Audit and preparation of financial statements from January 2023 to December 2023 period	March-May 2024
2	Deliverable 2: Processing and obtaining Tax Clearance Certificates for Staff from October 2020 to December 2023 period	March-May 2024
3	Deliverable 3: Process filing of National Housing Fund for staff (2020-2024)	March-May 2024
4	Deliverable 4: Filling Annual returns with the Kwara State -Internal Revenue Service -IRS) & Other relevant bodies and continuous Tax Advisory Services during contract	March-May 2024

Evaluation Methodology and Criteria

- CNFA will use a Weighted Trade-Off Analysis, Including Cost Criteria evaluation methodology for this solicitation. Weighted Trade-Off Analysis selects the offeror providing the best overall value to CNFA, considering both price and technical factors, according to the assigned weights provided in the evaluation criteria. The Technical Evaluation Committee (TEC) will assess offer acceptability in accordance with the following criteria:

Criteria	Criteria Description	Assigned Weight
Technical Proposal	The proposal will be judged on the proposed implementation strategy, plan and methodology that most effectively meet the objectives of this call for tenders. For the technical proposal, the bidder is required to provide a detailed description of the methodology and timeline of activities.	30 Points
Past performance and implementation of similar assignments	The proposal will be evaluated based on the bidder's experience in carrying out similar work that requested in this RFP (At least 3 years)	30 Points
Profile Of the Candidates	Qualifications of the key personnel proposed for the assignment (Resume to be included with 3 references at least)	20 Points

Cost Proposal	The overall cost presented in the bid in relation to the services and/or goods provided. Whether the proposed costs are efficient/appropriate.	20 Points
Total		100 points

Application Closing Date

27th February, 2024; 5:00PM

How to Apply

Interested and qualified firms should send their Applications to Yemisi Ariba (Nigeria Accounts & Admin Officer) at:

**14, Station Road,
Ilorin, Kwara State.**

Email Address: yariba@cnfa-procashesw.org

Procurement-Solicitation-RFP-NGA-2024-02-001

Offer Format Instructions

Offers in response to this solicitation must comply with the following instructions:

- Submissions will be accepted in the following language(s): English Language Only
- Include the following in the offer footer:
 - Offeror name
 - Solicitation Number
 - Page Numbers
 - Offer in the format provided in Annex 1

Complete Offer

A complete offer must include the following documents:

- Completed Annex 1 – Offer Template
- Copy of the Offeror's business license – if an individual, a copy of personal identification
- A complete Proposal in response to the Scope of works
- At least three (3) contacts for references from organizations/individuals for which the

offeror has successfully performed similar work in the past 3 years.

- Also, consider information to be completed and matched with section 3 (Evaluation Methodology and Criteria).

Section 6: CNFA Terms and Conditions

Ethical and Business Conduct:

- CNFA is committed to integrity in procurement, and only selects offerors based on objective business criteria such as price and technical merit. CNFA does not tolerate fraud, collusion among offerors, falsified proposals/bids, bribery, or kickbacks.
- Any organization or individual violating these standards will be disqualified from this solicitation, barred from future procurement opportunities, and may be reported to both CNFA's Client – as applicable – and the appropriate Office of the Inspector General.
- Employees and agents of CNFA 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 CNFA's Client – as applicable – and the appropriate Office of the Inspector General. In addition, CNFA will further inform these agencies of any Offerors' offers of money, fee, commission, credit, gift, gratuity, object of value or compensation to obtain business.
- Please contact the designated Point of Contact on the Solicitation Cover Page with any questions or concerns regarding the above information or to report any potential violations.
- Potential violations may also be reported directly to CNFA's Fraud Hotline in writing via email at FraudHotline@cnfa.org or you may make an anonymous report by phone, text, or WhatsApp to the CNFA Global Fraud Hotline at 202-991-0943.

Terms and Conditions:

- This Solicitation is subject to CNFA's 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:
 - CNFA's standard payment terms are 30 calendar 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 Solicitation and identified in the resulting award; payment will not be issued to a third party.

- No commodities or services may be supplied that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, Syria.
- Any international air or ocean transportation or shipping carried out under any award resulting from this Solicitation must take place on U.S.-flag carriers/vessels unless otherwise approved by CNFA.
- United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The selected offeror under any award resulting from this Solicitation must ensure compliance with these laws.
- United States law prohibits engaging in any activities related to Trafficking in Persons. The selected offeror under any award resulting from this Solicitation must ensure compliance with these laws.
- The title to any goods supplied under any award resulting from this Solicitation shall pass to CNFA following delivery and acceptance of the goods by CNFA. Risk of loss, injury, or destruction of the goods shall be borne by the offeror until title passes to CNFA.
- The offeror is prohibited from providing certain telecommunications equipment or services as a substantial or essential component of any system, or as a critical technology as part of any system, produced by the following covered companies, and their subsidiaries and affiliates, in the performance of any resulting award: Huawei Technologies Company; ZTE Corporation; Hytera Communications Corporation; Hangzhou Hikvision Digital Technology Company; Dahua Technology Company; and any other company as determined by the United States Government.
- The offeror certifies it will not provide covered telecommunications equipment or services to CNFA in performance of the resulting award. If covered telecommunications equipment or services are offered, the offeror must disclose it.

Disclaimers:

- This is a Solicitation only. Issuance of this Solicitation does not in any way obligate CNFA,

its project(s), or its Client(s) to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer. In addition:

- Offerors are responsible for ensuring their offers are received by CNFA in accordance with the instructions, terms, and conditions described in this Solicitation; failure to adhere to instructions may lead to disqualification
- CNFA may cancel the Solicitation and not award at any time
- CNFA may reject any or all responses received
- Issuance of the Solicitation does not constitute award commitment by CNFA
- CNFA reserves the right to disqualify any offer based on offeror failure to follow the Solicitation instructions
- CNFA will not compensate offerors for response to the Solicitation
- CNFA reserves the right to issue award based on initial evaluation of offers without further discussion
- CNFA may negotiate with offerors for their best and final offer and/or request clarifications from any offeror prior to award
- CNFA reserves the right to increase or decrease its order for quantities or units with the selected offeror
- CNFA may reissue the Solicitation or issue formal amendments revising the original Solicitation specifications and evaluation criteria before or after receipt of proposals
- CNFA may modify the specifications without issuing a formal notice to all offerors when the revisions are immaterial to the scope of the Solicitation
- CNFA may choose to award only part of the activities in the Solicitation, or issue multiple awards, if in the best interest of CNFA
- CNFA reserves the right to waive minor offer deficiencies that can be corrected prior to award determination to promote competition
- Offerors understand that CNFA's Client(s) is not a party to this Solicitation and the offeror agrees that any protest hereunder must be presented – in writing with full explanations – to CNFA for consideration. CNFA's Client(s) will not consider protests regarding procurements carried out by CNFA. CNFA, at its sole discretion, will make a final decision on any protest for this procurement.