

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.

We invite applications for:

Title: Request for Quotations (RFQ)

Location: Kwara

Solicitation Number: RFQ NGA#02-002/2022

Solicitation Type: Request for Quotations (RFQ)

Anticipated Period of Performance: 15th March to 23rd June, 2024

Place of Performance: Across Nigeria

Contracting Party: CNFA For: USDA FCC-641-2019/006-00

Under: PRO-Cashew Project

Offer Validity: Offers must remain valid for not less than 90 calendar days after the offer deadline.

Offer Deadline: 4th March 2024

Procurement Description

- PRO-Cashew is a USDA Food for Progress funded project implemented by CNFA in five countries in West Africa (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 travel agency for the provision of flight booking services.

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 project in Cote D'Ivoire, Burkina Faso, Benin, Ghana & Nigeria, a USDA-funded Project with the objective to improve efficiency, quality in production, trade, and more coherent regional trade and investment policies in Benin, Burkina Faso, Côte d'Ivoire, Ghana, and Nigeria.
- As part of PRO-Cashew's work in Nigeria, team members, partners, colleagues, and affiliates may require travel for events such as but not limited to trainings, workshops, conferences. With such it is necessary to have a flight agency that can manage the bookings and provide timely services for all PRO-Cashew related flight needs with the country of Nigeria.

Terms of Reference:

- The PRO-Cashew project is looking for an experienced travel agency for its travel needs in Nigeria. Service requirements are described in detail in the following sections. The service provider shall manage the required travel services in accordance with the procedures of the CNFA in force. The services concerned include, but are not limited to, the following services:
- Process all requests and services from CNFA delegated contact person, by email even on short notices.
- Arrange and make all necessary flight ticket reservations.
- Issue air tickets
- Organize group travel arrangements at the request of the CNFA,
- Provide travelers, as required by the CNFA, with revisable/adjustable electronic itineraries, when required.

- Process changes and cancellations of flight reservations at CNFA's request, within the required time frames to minimize penalties imposed either before, during or after the start of the trip.
- The provider will have to process the travel services based on an email that will be sent by CNFA's dedicated service.
- The service provider must ensure the confidentiality of CNFA's travelers' personal information

Technical Specifications:

The below table contains technical specifications for Services to be procured as needed (Please refer to Annex 1: Part 2 to complete this document with the offer:

No.	Item	Description	Quantity
1	Service fee	Service fee for a local round trip ticket	1
2	Service fee	Service fee for a local one-way ticket	1
3	Service fee	Service fee for a making changes to ticket	1

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
Organization and Partner Network	Have a satisfactory global network of partners (airline).	20 Points

Previous experience and performance of the provider	Have a minimum of three (3) years of experience in providing and arranging travel services. Have completed similar services for at least 05 companies in the last three (3) years. Have performed similar services in the public sector: governmental, international, or other organizations. Provide at least three (03) Certificates of good performance.	25 Points
Administrative documents	Be up to date with all its administrative, tax and accreditation documents (Tax Certificate and IATA Accreditation Certificate)	25 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.	30 Points
Total		100 points

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
- 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 & information:

- Completed Annex 1(Part 1 & 2) - Offer Template
- Copy of the Offeror's business license (CAC) - if an individual, a copy of personal identification
- Three (3) References
- Valid document of accreditation by IATA.
- Specify payment terms and payment term after a purchase:
- Confirmation of obtaining a customer support number (Hotline) available outside of

normal working hours.

- Tax certificate
- List of additional benefits/services that CNFA can benefit from your company
- Five (03) certificates of performance from companies with which the supplier has already worked, including non-governmental organizations.

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.

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.

Instructions

- Reference the Solicitation Number in any response to this solicitation. Offers received after the specified time and date will be considered late and considered only at CNFA's discretion.
- Offerors must strictly follow the deadlines provided in this solicitation to be considered for award.

Offer Validity

- Offers must remain valid for not less than 90 calendar days after the offer deadline.

Award:

- Award will be made to the offeror who is determined to be the best offeror per the evaluation criteria and methodology provided herein. CNFA will not issue an award to different offerors, entities, or third-parties other than the selected offeror(s) which submits an offer in response to this solicitation. CNFA anticipates awarding a Purchase Order to the selected offeror(s).

Terms and Conditions

- The resultant award is subject to CNFA's standard Terms and Conditions as stipulated in Section 6.

Application Closing Date

4th March 2024.

Method of Application

Interested and qualified candidates should send their Proposals to: procurement-nga@cnfa-procashesw.org using the title as the subject of the mail.

Or

**Yemisi Ariba,
Accounts & Admin Officer,
14, Station Road, GRA, Tanke Ilorin,
Kwara State.**

[DOWNLOAD DOCUMENT HERE-RFQ-NGA-2024-02-002-1 - DOC](#)

Note

- 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.