



Request for Quotes

RFQ Number: RFQ-CS-FY23-014
Issuance Date: 29 March 2023
Description: Organizational Capacity Strengthening
Type of procurement: Master Service Agreement
Deadline for Offers: 20 April 2023
Funded by: USAID CSSP 72052122CA00009
Implemented by: Papyrus S.A.
Point of Contact: Nounesse Cherenfant (cssp@papyrushaiti.com)
Location: Haiti, Nationwide

******* 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, in the case of USAID-funded work, 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 laurence@papyrushaiti.com 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/CSSP 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.

1. **Offer Deadline and Protocol:** Offers must be received no later than 4:00 p.m. local Port-au-Prince time on 20 April 2023 by email. All offers must be emailed to cssp@papyrushaiti.com with nina@papyrushaiti.com in copy. 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/CSSP.
2. **Questions:** Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 4:00 p.m. local Port-au-Prince time on 10 April 2023 by email to cssp@papyrushaiti.com and cc: nina@papyrushaiti.com and emmanuelle@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/CSSP 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/CSSP will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of Papyrus/CSSP or any other entity should not be considered as an official response to any questions regarding this RFQ.
3. **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.
4. **Payment terms:** Payment will be made via wire transfer or by check. **The payment will be based on deliverables. The payment schedule will be defined at signature of the Purchase Order.**
5. **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.



6. **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/CSSP 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).

To be eligible for this award, applicant must:

- Have at least 3 years of experience in support, coaching, capacity building and training for organisations/companies.
 - Be able to work with organizations outside of Port-au-Prince in person or/and virtually (Companies or/and organizations based outside of Port-au-Prince are encouraged to participate).
 - Be legally registered and have up-to-date legal records (if legalization is in process, proof may be requested).
7. **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—35%:** *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—20%:** 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/CSSP 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/CSSP reserves the right to conduct any of the following:

- negotiations with and/or request clarifications from any offeror prior to award.
- Papyrus/CSSP 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/CSSP for consideration, as USAID will not consider protests regarding procurements carried out by implementing partners. Papyrus/CSSP 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/CSSP 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/CSSP standard terms and conditions. Any resultant purchase order will be governed by these terms and conditions. Please note the following terms and conditions will apply:

- (a) Papyrus/CSSP 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 purchase order resulting from this RFQ must ensure compliance with these laws.

Section 3: SUBMISSION REQUIREMENTS

The following documentation is required to offer in response to this RFQ:

- 1. A letter of interest.
- 2. A technical approach detailing the services being offered in sufficient detail to evaluate compliance with the requirements in the Scope of Work in Annex A and a workplan with indicative timelines (not to exceed 3 pages).
- 3. Detailed past performance of at least three previous similar assignments, including scope, total budget, duration, date of performance, contact information (Name, email, telephone #) of the client references.
- 4. Organizational profile (not to exceed 2 pages).
 - Printed brochure relevant to the services being procured describing the nature of business can be included in annex to the proposal.
- 5. CV's of team members assigned to this work.



6. A Cost proposal, with budget notes and/or assumptions, detailing all expenses inclusive of taxes and fees must be presented in the Excel format provided by Papyrus. The Excel sheet **must be unlocked with all formulas visible**.

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

To: Nounesse Cherenfant
Papyrus S.A.
#60 Rue Chavannes, Pétion-Ville
Haiti

Reference: RFQ No. RFQ-CS-FY23-014



Attachment A: Scope of Work

TERMS OF REFERENCE

Organizational Capacity Strengthening

Context

The goal of this USAID Civil Society Strengthening Program is to strengthen the capacity of Haitian civil society organizations, including faith-based organizations and diaspora groups, so that they can develop, implement, and monitor their advocacy and service-delivery activities to the highest quality standards. This locally led and implemented program will strengthen the capacity of CSOs to manage their operations and improve their advocacy efforts such that they can be better equipped to play their role of advocate for democratic social change and development on behalf of their constituents and improve fundamental living conditions and access to basic services.

Implementation

CSSP is managed by Papyrus S.A. and works with partnering service providers to:

- Strengthen the advocacy and administrative and organizational management (AOM) capacities of civil society organizations (CSO);
- Build comprehensive, efficient, and effective networks of CSOs at the national and regional levels;
- Support productive working relationships between CSOs and development actors.

Mandate

As part of its AOM and capacity-building activities, the CSSP project will conduct assessments for local civil society organizations using various adapted tools. Following this assessment, each organization will develop an action plan that defines areas for improvement. The project uses a variety of strategies to assist these partner organizations in improving their capacity. It is in this context that CSSP wishes to recruit a contractor to assist various civil society organizations with their administrative organizational management. The offeror will work with select organizations to address key areas for improvement. Considering the restrictions imposed in connection with insecurity in the country, the technical assistance will build the capacity of project partners.

Through virtual and/ or in-person training, coaching and individual sessions. The offeror is free to propose different combinations of capacity building methods and approaches. Preference will be given to in-person services as much as possible.



Under the leadership of the Project Chief of Party and Deputy Chief of Party and Capacity Development Advisor, the offeror will be responsible for developing and implementing strategies to support various civil society organizations within their geographic area.

The offeror – with approval from the COP - will be responsible for determining realistic potential areas of intervention. Part of the offeror’s analysis/evaluation will be to identify areas of intervention that will be most productive and innovative solutions for targeting shared areas of intervention for multiple CSOs. This will ensure an efficient use of resources, multiply efforts, and encourage partner organizations to work together.

Main Duties and Responsibilities

- Perform assessments.
- Develop work plans and recommend strategies to assist selected organizations individually and in groups. Previously completed organizational assessments will inform this strategy.
- Provide hands-on support and/or coaching to CSSP partner organizations in developing/revising the necessary strategies and documents.
- Provide formal training to CSSP partners, as necessary, on relevant capacity building topics.
- Implement required administrative and organizational management systems and software.

Payments and deliverables schedule scheduled will be defined in Task Order once a service agreement is signed per below.

Duration and Level of Effort

Papyrus will formalize the work by issuing a Master Service Agreement (MSA) and all work will be authorized through the issuance of Task Orders (TO) under this MSA. The MSA will be valid for up to 4 years from the date of execution, during which time Task Orders will be issued for each specific activity. The level of effort required for each Task Order will be determined based on the specific requirements of the activity at the time of issuance.

Capacities and Professional Experiences

- Humility, courtesy and an ability to listen attentively and respect the client’s existing capacity.
- Demonstrated professional experience in area such as Financial Management, Human Resources, Administration, Accounting, Monitoring and evaluation, Organizational Development, Business Development, Advocacy, Inclusion, Marketing, fundraising, etc.
- Demonstrated ability to complete assignments on time and on budget.



- Strong analytical and communication skills, including mastery of Excel.
- Ability to work independently and take initiative.
- Good training and report writing skills in French and Creole
- Fluency in Creole, French, English.

Format for pricing submission

***A separate unprotected Excel file of the tables below with all formulas visible must also be submitted.**

Proposed Experts and Service Rates			
Name	Area of Expertise	Level of Experience (Junior, Mid-level, Senior)	Rate/hour

Fixed Price Service Offerings			
Description of service	Estimated hours	Lead time required	Total cost

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)