



**U.S. Department of Agriculture (USDA) Agribusiness Trade  
Mission (ATM) to Lima, Peru**

**Solicitation No: 12314425Q0046**

**Instructions to Offerors**

**Attachment 1**

## **1. GENERAL DESCRIPTION**

The U.S. Department of Agriculture (USDA) is issuing this competitive request for quotes for the U.S. Department of Agriculture (USDA) Agribusiness Trade Mission (ATM) to Lima, Peru. This Request for Quote is based on a Statement of Objectives (SOO) (RFQ Attachment 2).

## **2. TRAVEL/OTHER DIRECT COSTS (NOT TO EXCEED) REIMBURSABLE**

Non-local travel may be required under this Contract. The Contracting Officer's Representative (COR) / Contracting Officer (CO) shall approve travel in writing in advance of any travel being performed. Travel and per diem shall be reimbursed in accordance with Federal Travel Regulations. Local Travel shall not be reimbursed. Alternate work location arrangements may be approved by the COR. If travel occurs outside of standard work week it shall be authorized by the COR/CO in advance. Profit and General and Administrative (G&A) expenses are not allowed for travel reimbursement. Letters enabling access to government rates at hotels may be provided by the CO for travel under this contract. Located at: <https://www.gsa.gov/policy-regulations/regulations/federal-travel-regulation-ftr>.

## **3. OPERATIONAL REQUIREMENTS AND INFORMATION**

### Contracting Officers' Information:

Elizabeth Dumas  
Contracting Officer  
USDA - Office of Contracting and Procurement (OCP) - Procurement Operations Division (POD)  
[Elizabeth.Dumas@usda.gov](mailto:Elizabeth.Dumas@usda.gov)

## **4. PROVISIONS INCORPORATED BY REFERENCE**

- 52.212-1 INSTRUCTIONS TO OFFERORS – COMMERICAL ITEMS (SEP 2023).

## **5. PERIOD OF PERFORMANCE**

The Contractor is expected to commence coordination of ATM preparation activities immediately upon contract award. The period of performance will be from the date of award through September 9, 2025. To initiate this process, a kick-off meeting shall be scheduled with the FAS Contracting Officer's Representative (COR) and FAS Office of Agriculture Affairs (OAA)-Lima staff within one week of the contract award. The USDA Agribusiness Trade Mission to Lima, Peru will be held Monday, June 9 through Thursday, June 12, 2025.

## 6. PLACE OF PERFORMANCE

The ATM associated with this contract will be performed in Lima, Peru.

## 7. INSTRUCTIONS TO OFFERORS

The following instructions are provided in this solicitation as an addendum to FAR Provision 52.212-1 Instructions to Offerors—Commercial Items. This is the specific information and format required for any quote submitted. Incomplete quotes are not acceptable. **Quotes must be valid for at least 90 days after RFQ close date. Each offeror must submit quotes electronically via email.** To aid in the evaluation process, quotes shall be complete, comprehensive, and clearly presented.

- Quotes shall be neat, indexed and assembled in an orderly manner. Please try and mirror the requirements document as much as possible so a stated fact or reference may be directly attributed to a requirement. Each volume shall stand alone.
- Elaborate artwork, expensive paper/binding, and expensive visual and other presentation aids are neither necessary nor desired. All pages of each part shall be appropriately numbered and identified with the submitting firm's name and the Request for Quote (RFQ) number.
- Volume I and II shall be submitted as separate Volumes.
- **ANY EXCEPTIONS TO THE TERMS AND CONDITIONS OF THIS SOLICITATION PACKAGE SHALL BE IDENTIFIED ON A SEPARATE PAGE WITHIN THE COVER LETTER SUBMISSION. EXCEPTIONS MAY DISQUALIFY YOUR SUBMITTAL FOR AWARD CONSIDERATION. NO PAGE LIMIT.**

### **Formatting**

Page size shall be 8.5 x 11 inches with one-inch margins. Pages shall be numbered consecutively. The font size shall be Time New Roman, 12-point with single-line spacing. 10-point font size is allowable only for tables and graphics. Offerors shall include a cover letter including their company's primary point of contact. **Tabs, table of contents, and cover page are not included in the page count.** Quote pages exceeding the page limits shall not be evaluated. All other text must be portrait, double-sided print.

Table 1 – Quote Volume Page Limits

Contract Quote Information	Page Limit
Cover Letter	Maximum of 2 Pages
Volume I – Non-price Factors	Maximum of 20 pages (Not including resumes)
Volume II – Price Quote	Excel Spread Sheet

### **Amendment of Solicitation prior to RFQ Closing Time**

The Government reserves the right to revise or amend the Statement of Objectives or the RFQ prior to the RFQ closing time. Such revisions or amendments will be communicated by amendments to this RFQ and issued via Email. If such amendments require material changes in quantities or prices, the RFQ closing date may be postponed by enough days to enable offerors to revise their offers. In such cases, the amendment will include an announcement of the new RFQ closing date and time. **Offerors must submit acknowledgment of all solicitation amendments with their final quote.**

### **Cover Letter**

The Offeror's cover letter for the quote must contain the name, phone number and email address of the person to be contacted concerning any matter related to the solicitation. Please limit the Cover Letter to a maximum of two (2) pages. Include the following in this section:

- Company name and mailing address
- Date submitted and quote expiration date
- Point of Contact (Name, email, phone) for the representative the Government should contact with questions regarding the quote.
- System for Award Management (SAM), Unique Entity Identifier (UEI). This is only required if the company has a SAM UEI.
- Any exceptions to the terms and conditions of this solicitation package.

## **QUOTE SUBMISSION REQUIREMENTS**

### **Questions**

The Contracting Officer (CO) is the point of contact for this acquisition. Offerors shall submit any questions to the CO at the email address below.

**CO: Elizabeth Dumas** [elizabeth.dumas@usda.gov](mailto:elizabeth.dumas@usda.gov)

Questions shall be submitted no later than **January 24, 2025, at 1:00 PM U.S. Eastern Time.** Questions with the Government's responses will be issued via amendment. Please be advised that the Government reserves the right to transmit those questions and answers of a common interest to all prospective offerors via email. Please use B02 RFQ Attch 4, Q & A Template - Peru to submit questions.

### **Quote Due-Date and Delivery**

All quotes must be submitted on or prior to **January 31, 2025, at 1:00 PM U.S. Eastern Time.** **USDA will not accept quotes received by fax or mail. Vendors are to submit quotes electronically by email only.** Volumes I and II of the vendors quote **must be in separate volumes.** Electronic quotes **are to be delivered by the closing date and time as stated above.**

Electronic Quotes shall be emailed to:

**Elizabeth Dumas, [elizabeth.dumas@usda.gov](mailto:elizabeth.dumas@usda.gov)**

Electronic Quotes must be submitted in the following **2 Separate Volumes**. Offerors shall not combine any of the volumes in their quote.

- **Volume I, Non-Price Evaluation Factors:** Maximum of 20-page narrative including the following:
  - **Factor 1.** Prior experience including at least two (2) specific examples of experience working on similar projects comparable to what is described in the statement of objectives (SOO). The narrative should indicate that your company has strong ties with the public and private sector agricultural and agribusiness communities in Peru and a resume reflecting a history of facilitating high visibility international and local events.
  - **Factor 2.** Staffing to accomplish the tasks set forth in the statement of objectives (SOO). Please include responsibilities and experience of each person on the team. Please provide separate resumes for company owner or company manager and project manager.
  - **Factor 3.** Project plan/technical approach. Describe how your company will provide support in the planning and implementation of activities associated with an ATM to Lima, Peru during the week of June 9 -12, 2025. Focus on the services listed in SOO Section 1.0, Purpose and the statement of objectives (SOO), key deliverables table.
- **Volume II Price.** Offerors will provide their quotes in B02 RFQ Attch 3 Pricing Worksheet.

Price quotes shall be evaluated for reasonableness by comparing proposed prices received in response to the solicitation and to the Independent Government Cost Estimate (IGCE). Price shall be considered in conjunction with the non-price factors to determine the quote offering the best value to the Government.

## **BASIS OF AWARD**

The Government may perform a comparative evaluation (comparing offers to each other) to select the contractor that is best suited and provides the best value, considering the evaluation factors in this solicitation. The evaluation factors include **Prior Experience, Staffing Plan, and Technical Approach** and are equally weighted. The Government reserves the right to select responses that exceed the minimum requirements and benefits the government and is not required to select the lowest price bid.

**Note:** There is no relative importance of the non-price evaluation factors. All the non-price evaluation factors are considered of equal importance.

The non-price evaluation factors are:

**Factor 1, Prior Experience.** Prior experience including at least two (2) specific examples of experience working on similar projects comparable to what is described in the statement of objectives (SOO). The narrative should indicate that your company has strong ties with the public and private sector agricultural and agribusiness communities in Peru and a resume reflecting a history of facilitating high visibility international and local events.

**Factor 2, Staffing Plan.** Staffing to accomplish the tasks set forth in the SOO. Please include responsibilities and experience of each person on the team. Please provide separate resumes for company owner or company manager and project manager.

**Factor 3, Technical Approach.** Project plan/Technical approach. Describe how your company will provide support in the planning and implementation of activities associated with an ATM to Peru during the week of June 9-12, 2025. Focus on the services listed in SOO Section 1.0, Purpose and the SOO key deliverables table. This must be specific and should not be just a duplication of the SOO.

The evaluation team will document noteworthy observations of each offer for each factor. Then compare the observations to determine the most advantageous for each factor.

Below is an example of how the evaluation team will document noteworthy observations:

Non-Price Factor 1:

Quote A's noteworthy observations: \_\_\_\_\_

Quote B's noteworthy observations: \_\_\_\_\_

Quote C's noteworthy observations: \_\_\_\_\_

For Factor 1, Quote \_\_\_\_\_ to be most advantageous because \_\_\_\_\_.

The trade-off decision will be based on the table below. A check mark in the table below shows the quotes that are most advantageous for each non-price factor.

Factor	Quote A	Quote B	Quote C
Non-Price Factor 1, Prior Experience			
Non-Price Factor 2, Staffing Plan			
Non-Price Factor 3, Technical Approach			
Price			

### **Factor: Price**

The Government shall evaluate all offers by total price.

The Government will review the price quote for completeness and accuracy. Offerors shall submit pricing using B02 RFQ Atch 3 Pricing Worksheet - Peru. The Offeror's quote will be checked for mathematical correctness. An evaluation of the Offerors' price quotes will be made to determine if they are reasonable for the work to be performed, reflect a clear understanding of the requirements, and are consistent with the quote.