



**Request for Quotations**  
**RFQ-WE4F-2023-018**

**Activity Title:** Ferti-water drainage waste reuse directly at the Farm for Mimosa Technology Company, Ltd.

**Funded by:** Water and Energy for Food South and Southeast Regional Innovation Hub (WE4F S/SE Asia RIH)

**Implemented by:** Tetra Tech ES, Inc.

<b>Request for Quotation Timeline</b>	
RFQ Issue Date:	August 16, 2023
Questions:	On an ongoing basis until September 20, 2023
Quotations Submission Date:	September 30, 2023, 5:00 PM Bangkok time (GMT+7)
Award Anticipated Date:	October 15, 2023

**Note:** Issuance of this RFQ does not constitute an award commitment on the Tetra Tech ES, Inc., nor does it commit to pay for any costs incurred in preparation or submission of comments/suggestions of a Quotation. Quotations are submitted at the risk of the companies. All preparation and submission costs are at the offeror's expense.



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## 1. INTRODUCTION

The Water and Energy for Food (“WE4F”) Grand Challenge is a joint international initiative of the U.S. Agency for International Development (USAID), German Federal Ministry for Economic Cooperation and Development (BMZ), the European Union (EU), the Ministry of Foreign Affairs of the Ministry of Foreign Affairs of the Netherlands, Sweden through the Swedish International Development Cooperation Agency (Sida) (hereafter “the Partners”). Through WE4F, the Partners aim to expand the scale of innovations that impact the sectors food and water, food and energy or all three sectors of the nexus (food, water, energy) to increase the sustainability of agricultural food value chain and improve energy and water efficiency and climate resilient agriculture in developing countries and emerging markets in accordance with the SDGs, with a particular focus on the poor and women.

The Water and Energy for Food S/SE Asia Regional Innovation Hub (WE4F S/SE Asia RIH) is an essential component of WE4F. The Hub will:

- 1) Provide direct grants (via regional competitions and direct selection of innovators and manage the milestone-based grants and other financing provided to WE4F innovators in the region.
- 2) Provide technical assistance and business advisory services to WE4F innovators in the region.
- 3) Facilitate investment for regional innovators including through investor matchmaking and guarantee instruments.
- 4) Provide trainings and other technical assistance for governments, investors, lenders, and other actors in the region.
- 5) (In coordination and consultation with the WE4F Secretariat) Engage in advocacy activities in the region on behalf of the WE4F program; and
- 6) Conduct Monitoring, Evaluation, and Learning (MEL) activities with WE4F innovators and other actors in the region to share best practices, lessons learned, pivots, failures, and successes.

The purpose of this Request for Quotations (RFQ) is to identify and select a firm to **develop Ferti-water drainage waste reuse directly at the Farm for Mimosa Technology Company, Ltd.** based in **Ho Chi Minh City, Vietnam** as per the Scope of Work (SOW) specified in Attachment A, “Technical Specifications.” Services will support the WE4F S/SE Asia RIH funded by USAID under Contract No.: 7200AA20C00041 and implemented by Tetra Tech ES, Inc.

## 2. SOURCE AND NATIONALITY RESTRICTIONS

The USAID authorized geographic code for the WE4F S/SE Asia RIH is 935. Authorized Geographic Code 935 includes the United States, the recipient country (Vietnam) and all developing countries, advanced developing countries but excluding any country that is prohibited source. USAID maintains a list of prohibited sources in ADS Chapter 310.

## 3. SUBMISSION OF QUOTATIONS

Quotations are due on **September 30, 2023** at 05:00 pm Bangkok time (GMT+7). Quotations must be submitted via email to [WE4FAsiaBids@tetrattech.com](mailto:WE4FAsiaBids@tetrattech.com) with the subject line “RFQ-WE4F-2023-018 Ferti-water drainage waste reuse directly at the Farm for MimosaTEK.”

All Quotations must fully respond to the Technical Specifications in **Attachment A** and must include a **financial offer** in the format in **Attachment B - Table 1** – Budget. Quotations received after the above-stated due date and time will not be considered for this procurement.

## 4. QUESTIONS AND CLARIFICATIONS

All questions or clarifications regarding this RFQ can be submitted in written English, to [WE4FAsiaBids@tetrattech.com](mailto:WE4FAsiaBids@tetrattech.com) on on-going basis until **September 20, 2023** 5 PM Bangkok time (GMT+7). Questions and requests for clarification, and the responses thereto, will be circulated to all RFQ recipients. Only written answers from Tetra Tech ES, Inc. will be considered official and carry weight in the RFQ process and subsequent evaluation. Any answers received from outside the official

channel, whether verbally or in writing, from employees or representatives of Tetra Tech ES, Inc., or any other party, will not be considered official responses regarding this RFQ.

## 5. QUOTATION PREPARATION INSTRUCTIONS

All offerors must follow the instructions set forth herein in order to be qualified for the procurement process. If an offeror does not follow the instructions set forth herein, the offeror's Quotations may be eliminated from further consideration, or the Quotation may be downgraded and not receive full credit under the applicable evaluation criteria.

### A. COMPANY'S INFORMATION

1. Company's information, including official registered name, type of business, list of principal company officers, share of women in management positions, address, telephone, fax, website and copy of business license.
2. Overview of the Company, including its legal structure and service offerings.
3. Company's SAM Unique Entity Identification (UEI) number, if proposed price is more than USD \$30,000 (Please see Section 8 below for information on SAM.GOV REGISTRATION)

### B. COMPANY'S TECHNICAL CAPABILITY

1. A proposed work plan and methodology for the study and research with description of the tasks, key activities, and timeline of implementation. The proposal may mention the approach and tentative kinds of experts that would be interviewed, indicative approaches to reuse wastewater from irrigation and IoT systems, and details of such approach. Offeror may refer to Attachment A to draft this but estimate their own timeline and additional activities for implementation of this service.
2. Description of the company's qualifications and capability including staff to undertake a similar the scope of work in the region and/or country of focus.
3. A summary of similar assignments of testing fertilizer waste water, creating closed loop systems for reuse of fertilizer waste water within firms, and recommendations/implementation of recycling approaches. Please provide the details of at least five assignments performed over the last five years per the table below. If you have experience of working on assignments that integrate gender and climate lenses, please highlight the same. If the client is confidential, please list "confidential".

Table 1: Summary of Similar Assignments

Title of Contract	Description of the Contract and Services Provided	Client Name	Dates of Execution

### C. COMPANY PERSONNEL

The Offeror shall provide details on the company personnel to be assigned to this contract. Full CVs are required in addition to completing Personnel Summary – Table 2.

Table 2: Personnel Summary

Personnel's First and Last Name	Proposed Role under this Contract	Qualifications and Relevant Experience

**D. DETAILED BUDGET**

Offerors should provide task/deliverable-based budget **Table 1 of Attachment B, "Detailed Budget"** supported by an excel detail cost estimates per task/deliverable to assert the reasonability of cost for each deliverable. For example, "development of a detailed work plan and timeline for the assignment with total cost of \$800." Offerors should also provide a detailed cost estimate for this task showing number of people involved, number of days for each person, fully burdened daily rate and total cost/person, communication, transportation and total cost of this deliverable.

A price must be provided for each task/deliverable. All items, services, etc. must be clearly labeled and included in the total price. Quotations shall also include a budget narrative i.e., text that explains the basis for the estimate of every cost element (deliverable). Supporting information must be provided in sufficient detail to allow a complete analysis of each cost element or line item. Tetra Tech ES, Inc. reserves the right to request additional cost information if the evaluation committee has concerns regarding reasonableness, realism, or completeness.

Offerors shall provide price in USD (United States Dollar) inclusive of applicable taxes if any. Prices must be valid for 60 days. **The estimated budget for this assignment is US\$5,000-\$6,000; service providers may provide explanations if their quote is higher than our estimation. Each interested service provider needs to prepare its own budget both detailed in excel and deliverable based as per Attachment B. Please use WE4F Tier-2 budget template for detailed budget per deliverable/Task and Don't make it pdf or sign.**

**E. REPRESENTATIONS AND CERTIFICATIONS**

Offerors must complete the representations and certifications in **Attachment C**.

1. A signed certification that the company and its proposed second-tier subcontractors, if any, are not owned or controlled in whole or in part by any entity of any government.
2. Certification on Offeror letterhead that company is not owned or controlled in total or in part by any entity of any government.

**6. EVALUATION CRITERIA**

Award will be made to the offeror whose Quotation represents the best value in consideration of past performance, qualifications, and price factors. Prices must be reasonable and will be considered in the evaluation. Offerors are encouraged to provide a discount to their standard commercial rates.

Tetra Tech ES, Inc. reserves the right to conduct discussions with selected offeror(s) to identify the best value offer. Award of a resulting Subcontract Award shall be made by Tetra Tech ES, Inc. on a best value basis. Tetra Tech ES, Inc. reserves the right to request a test assessment from offerors to assess qualifications.

Quotations will be scored on a 100-point scale. Available points for each evaluation factor are given below. Quotations must address each evaluation factor.

Evaluation Criteria		Points
<b>I.</b>	<b>Detailed Price Quotation</b>	<b>30%</b>
<b>II.</b>	<b>Technical Quotation</b>	<b>70%</b>
	a. Proposed approach, and timeline for delivery	20%
	b. Relevant experience of undertaking similar assignments and relevant regional/country level experience based on summary and portfolio shared	30%
	c. Relevant experience of the personnel assigned	20%
<b>TOTAL</b>		<b>100%</b>

## 7. TERMS OF PAYMENT

Payment terms for the awarded Subcontract Agreement shall be net thirty (30) days after submission of invoices, satisfactory completion, and acceptance of services and deliverables. Payment shall be made by Tetra Tech ES, Inc. via bank wire transfer. No advance payments will be provided.

## 8. SAM UNIQUE ENTITY IDENTIFICATION NUMBER AND SAM.GOV REGISTRATION

If your proposed price for this proposal is USD \$30,000 or more, the offeror will be required to furnish a SAM UEI number as per Attachment C. Information regarding obtaining a SAM UEI may be found at [System for Award Management \(sam.gov\)](https://sam.gov). Please note a full SAM registration for Subcontractor/Vendor is not required and only SAM UEI number is required. **If the proposed cost is less than \$30,000 then SAM UEI number is not required.**

## 9. NEGOTIATIONS

It is anticipated that a subcontract will be awarded solely based on the combination of highest technical and financial score. However, Tetra Tech ES, Inc. reserves the right to conduct discussions, negotiations, or request clarifications prior to awarding a subcontract. In addition, Tetra Tech ES, Inc. reserves the right to conduct competitive range negotiations and limit the number of companies in the competitive range to permit an efficient evaluation among the most highly rated Quotations. The highest-rated companies, as determined by the evaluation committee, may be asked to submit their best prices during a competitive range.

## 10. MULTIPLE AWARD/NO AWARD

Tetra Tech ES, Inc. reserves the right to issue multiple awards. Tetra Tech ES, Inc. also reserves the right to issue no awards.

**ATTACHMENT A: STATEMENT OF WORK****BACKGROUND AND CONTEXT:**

MimosaTEK is a technology company that offers to optimize agriculture and cut down the costs through IoT. Their cloud computing platform links with a system of sensors on farm which helps monitor the environment and health condition of plants and animals and sends data to farmers on real time basis via mobile apps. Revenue model is through subscription based on the customers or farmers.

**The Challenge:**

Smallholder farmers in Central Highland areas of Vietnam face severe water shortages. The excessive usage of water in farming practice affects plant health and drains the limited groundwater. By early April 2016, nearly 170,000 ha of crops had been affected by the drought, of which 7,100 ha were left fallow more than 95,000 ha were deficient in irrigation.

**The Solution:**

MimosaTEK's solution – an internet of things platform, ferti irrigation system, crop success model for precision agriculture in Vietnam – monitors and analyzes data on farms by sensors to measure soil moisture, rain, wind, light and recommend to farmers a precise irrigation schedule in real-time.

**The Business Need:**

In a new business model and as part of their expansion strategy, MimosaTEK has been working with farmers on ferti-irrigation systems. With farmers who grow in substrate, under irrigation practice standards, drainage waste will vary from 15% - 30% depending on crop development stage and climate. This drainage waste is flushed directly to the environment currently or some farmers who can afford to collect it separately in big tanks for reuse. MimosaTEK will use this technical assistance support to build the solution to:

- i. Reuse the wastewater in their current system through a closed loop system.
- ii. Measure the nutrient content of the wastewater to advocate with farmers.

**SCOPE OF WORK:**

Under this technical assistance, the offeror will provide the following services to the innovator:

- Field research and analysis of the current technology of MimosaTEK and farming practices of farmers relating to ferti-water waste management.
- Feasible technical recommendations for:
  - i. How to reuse the wastewater in the farmers' current ferti-irrigation system through a closed loop system?
  - ii. Measure the nutrient content of the wastewater to advocate with farmers (lab test)

**Deliverables:**

1. Detailed workplan for this assignment
2. Lab test and analysis of wastewater and soil health in 1-2 sites of MimosaTEK.
3. Technical report with analysis and recommendations:
  - 2-3 recommendations with SWOT analysis for how to reuse the drainage waste directly at the farm through an optimal cost/revenue model. Focus on the detailed standardized process of collected drainage waste to be used back directly and how to integrate it to the current MimosaTEK fertigation system.

- An action plan based on selected options (through discussion) by MimosasTEK to pilot selected solutions and cost estimation for implementation.

## Work Components, Deliverables and Tentative Timeline:

<b>Phase 1: Kick off-call and work plan preparation</b>	
Timeline	Week 1- 2
Deliverable (s)	1. A duly filled and signed workplan outlining detailed activities, level of effort by each member from the RIH, service provider's team and the innovator, deliverables, and timeline.
Specific Tasks: <ul style="list-style-type: none"> <li>○ Kick-off call for detailed discussion and agreement for preparation of detailed workplan.</li> <li>○ Develop a workplan outlining detailed activities, level of effort by each member from the service provider's team, RIH and the innovator, deliverables, and timeline for final approval of innovators and RIH Hub.</li> </ul>	

<b>Phase 2: Research and Analysis</b>	
Timeline	Week 3-5
Deliverable (s)	1. Test report 2. Interview notes and analysis
Specific Tasks: <ul style="list-style-type: none"> <li>• Field research and analysis of the current technology of MimosasTEK and farming practices of farmers relating to ferti-water waste management.</li> <li>• Conduct feasibility study online and offline: field trip, interview, stakeholders meeting, soil measurement, chemical analysis of the collected wastewater, for the scientific facts.</li> </ul>	

<b>Phase 3: Recommendation report and action plan</b>	
Timeline	Week 6-9
Deliverable (s)	1. Recommendation Report 2. Action Plan
Specific Tasks: <ul style="list-style-type: none"> <li>• Analyse the testing data and provide recommendations to MimosasTEK for the most practical and cost-efficient solution.</li> <li>• Provide the action plan with estimated cost.</li> </ul>	

<b>Phase 5: Wrap up and finalization</b>	
Timeline	Week 10
Deliverable (s)	1. Final deliverables with all recommended changes by innovator and Hub are implemented. 2. QoSS survey filled by the innovator as feedback
Specific Tasks: <ul style="list-style-type: none"> <li>○ Incorporate all comments and finalize the report.</li> <li>○ Submit the report to innovator and the Hub.</li> <li>○ Innovator to fill out the quality-of-service survey shared by the Hub to review the service provider's work.</li> </ul>	



## **Expectation:**

- A schedule for deliverables will be co-developed with MimosasTEK and the Hub team which includes internal milestones and virtual consultations. The schedule is subject to change upon discussion.
- Bi-weekly follow up call with service provider, MimosasTEK, and Hub, on activity progress will be scheduled.
- End of the project call with Hub, MimosasTEK, and service provider for any discussion/clarifications/feedback on final deliverables before formal deliverables approval.

**ATTACHMENT B: DETAILED BUDGET**

The price Quotation must be submitted in sufficient details to account for ALL remuneration, communications, transportation and other out-of-pocket expenses, taxes and other costs. The price Quotation should be valid for sixty (60) business days. All cost should be in [USD] currency the contract/purchase order will be issued in USD currency and payment will be made in the same currency. On this basis Tetra Tech ES, Inc. will issue a Fixed Price Subcontract Agreement and payment shall be based upon acceptance of services and deliverables described in the **Table 1 below**.

**Table 1: Deliverables and Payment Schedule**

#	Activity Description	Deliverables	Delivery Date	Payment Amount
1	Develop a detailed Workplan	Innovator and hub approved workplan (template with be shared by the S/SEA hub)	2 <sup>nd</sup> week of the Award	\$0.00
2	Conduct Research and Analysis to measure the nutrient content of the wastewater to advocate with farmers	<ol style="list-style-type: none"> <li>1. Lab Test report</li> <li>2. Interview notes and analysis</li> </ol>	5 <sup>th</sup> week of Award	\$0.00
3	Submit a recommendation report and action plan on how to create closed loop systems for recycling of ferti-waste water in the IoT systems	<ol style="list-style-type: none"> <li>1. Recommendation Report</li> <li>2. Action Plan</li> </ol>	10 <sup>th</sup> week of Award	
<b>Total Fixed Price Subcontract Value</b>				<b>\$0.00</b>

The offeror is also required to submit a detailed excel budget in support of this task-based budget showing number of persons involved in each activity, each person daily rate, total LOE, total labor cost and other direct cost such as transportation, communication etc. and sub-total activity/deliverable cost. **Template is attached for this breakdown budget and offer must use this template and submit detailed budget in excel and not to pdf it.**

