

Request for Proposal (RFP)
Commodity Monetization Services

Date: August 1, 2017

Subject: Request for Proposal

TechnoServe Inc., Washington DC, invites your firm to participate in this competitive solicitation for pricing, delivery and terms of potential sale on the following service for TechnoServe office in Honduras.

INTRODUCTION

TechnoServe is a nonprofit, non-governmental organization that provides technical assistance and business advisory services to entrepreneurs and farmers in Africa, Asia and Latin America, including Honduras.

BACKGROUND

TechnoServe seeks to monetize a U.S. donation of approximately 35,000 MT of soybean meal – or equivalent amount of another commodity – in Honduras, in order to fund an economic development program for smallholder coffee and dry-bean farmers. In order to minimize the impact of monetizing the commodity on the domestic market, the monetization is expected to be conducted in stages over a three-year period or until the program ends.

GENERAL REQUIREMENTS & SCOPE OF WORK

1. Monetization Agent will review and update as necessary a preliminary monetization plan for TechnoServe monetization of commodities. The monetization plan should endeavor to maximize the proceeds generated by the monetization and optimize the available freight budget. The plan will be presented to TechnoServe for approval prior to conducting sales and will include: proposed sales methodology; proposed timing of commodity shipments; identification of potential purchasers of monetization commodities; applicable import requirements and identification of any potential risks re: import of commodity; a contingency plan in the event that programmed tonnages cannot be sold as planned. Monetization Agent will then implement the plan as approved by TechnoServe.
2. Monetization consultant will act as TechnoServe's agent and be responsible for the sale of the commodity and provide the following services: prepare tender documentation, advertise sale if

using public tender methodology, review and summarize bids, recommend buyer, negotiate and prepare sales contracts, work with financial institutions to secure payments, prepare call forward for commodities, coordinate logistics and documentation with TechnoServe appointed freight forwarder, oversee timely receipt of payment. The sale of the commodities must comply with USDA regulations 7 CFR 1499.

PERIOD OF PERFORMANCE

The period of performance of any contract resulting from this solicitation is anticipated to begin on or about October 1, 2017, for a duration of approximately three years, or until all commodities are monetized. Proposals shall detail the estimated length of time required to accomplish all requirements, with detail on individual activity implementation dates, as referenced in the Scope of Work.

CRITERIA FOR SELECTION

The evaluation of each response to this RFP will be based on the requirements set out in the solicitation and any addenda thereto. At the sole discretion of TechnoServe, the top proposals may be selected for follow-up questions or to provide an oral presentation.

The following weighting and points will be assigned to the proposal for evaluation purposes:

a) Technical Proposal – 40%		
Monetization Approach/Methodology	3 points (maximum)	__ total points
Quality of Proposal/ Work Plan	3 points (maximum)	
Monetization Schedule	3 points (maximum)	
Monetization Results	3 points (maximum)	
b) Past Performance – 20%	6 points (maximum)	__ total points
Qualifications		
c) Cost Proposal – 20%	6 points (maximum)	__ total points
d) Experience Monetizing in Honduras – 20%	6 points (maximum)	__ total points
TOTAL		__ POINTS

TechnoServe reserves the right to award the contract to the organization whose proposal is deemed to be in the best interest of TechnoServe and the Donor.

The Organization with the winning proposal will be notified in writing. Applicants who are not selected will also be notified.

Proposals shall remain valid through October 1, 2017.

TERMS AND CONDITIONS

1. The Request for Proposal is not and shall not be considered an offer by TechnoServe.
2. All responses must be received on or before the date and time indicated on the RFP. All late responses will be rejected.
3. All unresponsive responses will be rejected.
4. All proposals will be considered binding offers. Prices proposed must be valid for entire period indicated in the RFP.
5. All awards will be subject to TechnoServe contractual terms and conditions and contingent on the availability of donor funding.
6. TechnoServe reserves the right to accept or reject any proposal or cancel the solicitation process at any time, and shall have no liability to the proposing organizations submitting proposals for such rejection or cancellation of the request for proposals.
7. TechnoServe reserves the right to accept all or part of the proposal when award is provided.
8. All information provided by TechnoServe in this RFP is offered in good faith. Individual items are subject to change at any time, and all bidders will be provided with notification of any changes. TechnoServe is not responsible or liable for any use of the information submitted by bidders or for any claims asserted therefrom.
9. TechnoServe reserves the right to require any bidder to enter into a non-disclosure agreement.
10. The bidders are solely obligated to pay for any costs, of any kind whatsoever, which may be incurred by bidder or any third parties, in connection with the Response. All responses and supporting documentation shall become the property of TechnoServe, subject to claims of confidentiality in respect of the response and supporting documentation, which have been clearly marked confidential by the bidder.

FORM/CONTENT OF RESPONSE

All proposals shall:

1. Be in the *English* language.
2. Contain the fee for services, payable in US Dollars, with applicable Tax/Charges clearly identified.
3. Provide requested payment terms and conditions.
4. Describe the qualifications, experience and capabilities of the firm in providing the type of services being request by this RFP. Resumes or CVs of “key personnel” shall be submitted as an attachment.
5. Include a contact name, email address, and telephone number to facilitate communication between TechnoServe and the submitting organization.
6. A brief outline of the organization and services offered, including:
 - Full legal name, jurisdiction of incorporation and address of the company
 - Full legal name and country of citizenry of company’s President and / or Chief Executive Officer, and all other officers and senior managers of the company
 - Year business was established

SCHEDULE OF EVENTS

1. Questions regarding this request may be addressed to rfplac@tns.org, and must be received no later than *August 11, 2017*. Responses to questions will be distributed to all interested parties no later than *August 16, 2017*.
2. Responses to the RFP should be addressed to the attention of rfplac@tns.org **no later than August 31, 2017**.

End of RFP

Monetization RFP Q&A

1. The RFP refers to both monetization agent and monetization consultant. Are these synonymous?

Yes

2. There is no framework given for our response. Should we assume the “criteria for selection” breakout (a,b,c,d) serve as the outline for the response?

Yes, the criteria for selection can serve as the outline. The response should ensure to address the scope of work and all other relevant guidance in the RFP.

3. The section "Form/Content of Response", in point 2 asks for “fee for service” and in point 3 it asks for “payment terms and conditions”. Is point 3 in regards to the payment made by TechnoServe to the monetization agent or payment made by the buyer of the commodity to Technoserve?

Payment made by TechnoServe to the monetization agent.

4. The “criteria for selection” section sub-section a, it asks for a monetization schedule. Is TechnoServe asking for an actual monetization schedule focused on Honduras or a “example” monetization schedule on how the monetization agent anticipates the monetization to be implemented?

A high-level sample schedule based on Honduras, the volume of commodity referenced and the anticipated market conditions for optimizing proceeds.

5. The “criteria for selection” section sub-section a, it asks for “monetization results”. Is this in reference to providing the monetization agents previous monetization experiences (ie: countries, commodities, and government programs), please clarify?

Monetization Results refers to the timing and proceeds that could be expected from the solicited monetization services, based on the offeror’s market assessment, proposed approach and proposed work plan.

6. Is TechnoServe willing to accept cost proposal suggesting a fixed percentage based commission structure based off monetization proceeds generated as an acceptable response to the “cost proposal” of the RFP?

Yes

7. Is the response supposed to be submitted as one comprehensive document or separate files for each section?

One comprehensive document is preferable, however, multiple files - as necessary - are fine.

8. Is the response to be submitted in PDF or WORD? Word