

## **Request for Proposals: *Organic Certification Audits***

Date: February 3, 2021

### **1. Introduction to TechnoServe**

TechnoServe works with enterprising people in the developing world to build competitive farms, businesses, and industries. We are an international non-profit organization that develops business solutions to poverty by linking people to information, capital, and markets. Our work is rooted in the idea that given the opportunity, hardworking men and women in even the poorest places can generate income, jobs and wealth for their families and communities. With more than four decades of proven results, we believe in the power of private enterprise to transform lives.

TechnoServe is widely recognized for developing and catalyzing high-impact market-led partnerships that expand smallholder market access. Operating in 30 countries, we work along the length of the agricultural value chain from smallholder farmers and farmer-owned cooperatives to the processing sector and multi-national corporations.

### **2. Background**

In January 2020, Nespresso and TechnoServe launched an eight-month Reviving Origins pilot program in DRC to identify potential AAA coffee washing stations (CWS) to supply high quality coffee to Nespresso. The goal of the program was to identify coffee washing stations that adhere to Nespresso's requirements of i) supplying high quality coffee, ii) paying farmers a price in line with best practice benchmarks (targeting a doubling of the current farmer share of export price), and iii) delivering traceable, organic certified coffee.

### **3. Purpose of this Procurement**

In consultation with Nespresso, TechnoServe has identified two new potential organic coffee suppliers to meet future demand of organic certified coffees from the South Kivu region. Under the Reviving Origins Initiative, TechnoServe will support the washing stations to prepare Internal Control Standards for an organic certification audit. The purpose of this procurement is to identify an accredited certification body to conduct EOS and NOP certification audits in the Democratic Republic of Congo for two washing stations that supply processing services to approximately 150 and 450 producers respectively.

### **4. General Requirements & Scope of Work**

TechnoServe seeks a certification body that can provide technical advisory services to conduct organic certification audits at two washing stations in the Kabare and Kalehe territories during the 2021 harvest in the DRC.

The two audits should begin no later than mid-March 2021 and the washing stations should undergo EOS/NOP certification audits.

Below are examples of activities that will be the responsibility of the certification body:

- Provide technical support throughout the process to ensure all parties understand organic certification processes and requirements and notify team if any regulatory changes are made during the contract;
- Provide each washing station on-site (in DRC) audit planning and preparation support before each audit;
- Collect, manage, and analyze all data required for the organic certification;
- Analyze the results of the audits and develop a report on the certification results and provide recommendations and corrective actions to potential audit findings, including issuance and updating of certification documents.
- Provide support to DRC based coffee exporters on export licensing for shipments from the stations if the certification decision is positive.
- If the audit is successful, the certification body will verify and provide issuance of IC / TC (inspection and transaction certificates) Lot of 5 IC / TC.

**Interested parties should develop a one-page proposal demonstrating their capabilities to perform the aforementioned services.** In the proposal, the applicant should demonstrate the following:

- Current presence in the DRC. Please provide information on whether you have an auditor in DRC or whether the auditor would need to travel to DRC.
  - If travelling regionally/internationally, please provide a COVID contingency plan.
- Have experience conducting accredited EOS/NOP certification audits.
- Ability to support DRC based coffee exporters on export licensing for shipments after certification.
- Availability in March – May 2021.

## **5. Cost Proposal**

Cost proposals should detail costs associated with conducting EOS and 2 NOP certification audits in DRC for two cooperatives with 150-500 members, including travel costs (by # of days/rate). Please differentiate the costs of individual EOS Audit, individual NOP audit and both EOS and NOP audit as it is important for us to compare these costs.

All cost must be in **United States Dollars (USD)**. Quotes must be valid for 60 days from date of submission.

## 6. Period of Performance

The period of performance for this SOW is anticipated to begin on or about March 15, 2021 until May 2021.

## 7. Criteria for Selection

The evaluation of each response to this RFP will be based on the requirements set out in the solicitation. At the sole discretion of TechnoServe, the top proposals may be selected for follow-up questions.

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

<b>Category</b>	<b>Breakdown</b>	<b>Total</b>
Technical Proposal - 60%		60 total points
- Experience conducting accredited EOS/NOP certification audits	-50 points	
- Ability to support DRC based coffee exporters on export licensing for shipments after certification.	-10 points	
Availability – 20%		20 total points
- Presence in the DRC/ability to travel to the DRC	10 points	
- Availability in mid-March 2021	10 points	
Cost Proposal – 20%	20 points	20 total points
Total		100 points

TechnoServe will examine the proposals to determine whether they are complete, whether any error has been made, whether the documents have been signed, and whether the proposals are generally in order.

The TechnoServe committee will reject a proposal determined as not substantially responsive.

The bidder with the winning proposal will be notified in writing. Those who were not selected may or may not be notified, at the sole discretion of TechnoServe.

## **8. 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 below. 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 provided by respondent or required by RFP.
5. All awards will be subject to TNS contractual terms and conditions and contingent on the availability of donor funding, hereby incorporated by reference as per 52.252-2 and with the same force and effect if they were given in full text. References in the text of incorporated clauses to “the Government”, “USAID”, or “Contracting Officer” may, depending on their context, refer to “TechnoServe” or “TNS”, and references to “The Contractor” may refer to “Subcontractor” or “Bidder”.
6. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES
7. AND AID ACQUISITION REGULATION (48 CFR CHAPTER 7) CLAUSES
8. TNS 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.
9. TNS reserves the right to accept all or part of the proposal when award is provided.
10. All information provided by TNS 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. TNS is not responsible or liable for any use of the information submitted by bidders or for any claims asserted therefrom.
11. TNS reserves the right to require any bidder to enter into a non-disclosure agreement.
12. 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 TNS, subject to claims of confidentiality in respect of the response and supporting documentation, which have been clearly marked confidential by the bidder.
13. Bidders are required to identify and disclose any actual or potential Conflict of Interest.
14. The Contractor shall be solely responsible for the payment of all income taxes, self-employment, and other taxes payable in connection with the services performed and the fee provided under this Agreement. TechnoServe will not be responsible for the withholding of any taxes for the country where the services will be performed unless required by laws of that country.

## **9. Schedule of events**

In case questions arise from this RFP, these may be addressed to Andrew Kovarik and sent to [akovarik@tns.org](mailto:akovarik@tns.org) with a copy to Jessica Kane at [jkane@tns.org](mailto:jkane@tns.org) and must be received no later than 11:59 PM EDT on February 9, 2021. Questions will be responded to no later than February 10, 2021.

Responses to the RFP should be addressed to addressed to Andrew Kovarik and sent to [akovarik@tns.org](mailto:akovarik@tns.org) with a copy to Jessica Kane at [jkane@tns.org](mailto:jkane@tns.org) no later than 11:59 PM EDT on February 17, 2021.

**END OF RFP**

**HEADQUARTERS**

**UPDATED: FEBRUARY 2021**

1777 N Kent Street | Suite 1100 | Arlington, VA 22209

T+1 202 785 4515 | F+1 202 785 4544