

# Request for Proposal (RFP)

Safety & Security Advisory April 12, 2021

TechnoServe Inc. (TNS) invites your firm to participate in this competitive solicitation for pricing, delivery, and terms of potential sale of services as described herein.

## Introduction

TechnoServe is an international nonprofit organization that helps people lift themselves out of poverty by harnessing the power of the private sector. Operating in almost 30 countries, we work with hardworking women and men in the developing world to build competitive farms, businesses, and industries. By linking people to information, capital, and markets, we have helped millions to create lasting prosperity for their families and communities.

## General Requirements

The requirements for TechnoServe's anticipated purchase are described in the statement of work below.

## Qualifications

- Firms must demonstrate they have international experience and adequate resources to provide the services outlined in the statement of work. Core areas of expertise must include:
- Expertise in working with international non-profits with presence in Africa and Latin America
- Demonstrated regional and local expertise
- Proven success in providing insight to management including strategic advice is security and safety management and requirements
- On-call localized advisory services available 24/7
- Access to local Safety & Security experts
- Expertise in providing intelligence on high-risk events
- Guiding staff in crisis incidents

## Price Schedule

Total price must include all taxes and fees, in US dollars, and should be expressed in an itemized per annum basis.

## Criteria for Selection

The evaluation of each response to this RFQ will be based on vendor demonstrated competence, compliance, format, and organization. The purpose of this RFQ is to identify vendors with the interest, capability, and financial strength to supply TNS with the services requested.

Selection will be based on price, quality of the services, and vendor experience. All quotes will be evaluated and scored based on the following criteria.

## HEADQUARTERS

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#	Criterion	Weight
1	Total Cost	25.00%
2	Technical Approach	35.00%
3	Relevant Prior Experience	25.00%
4	Qualifications of Staff	15.00%

### Terms and Conditions

1. The Request for Quotes 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 RFQ. All late responses will be rejected.
3. All unresponsive quotes will be rejected.
4. All quotes will be considered binding offers. Prices quoted must be valid for the entire period provided by respondent.
5. All procurements will be subject to TNS contractual terms and conditions and contingent on the availability of donor funding.
6. TNS reserves the right to accept or reject any quotation or cancel the procurement process at any time, without assigning any reason, and shall have no liability to any vendors submitting quotes for such rejection or cancellation of the procurement.
7. TNS reserves the right to accept all or part of the quotation when awarding the purchase order/contract.
8. All information provided by TNS in this RFQ 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.
9. TNS reserves the right to require any bidder to enter into a non-disclosure agreement.
10. The bidders are solely obligated to pay for all 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.

### Form and Content of Response

All quotations shall:

1. Be in English.
2. Contain a detailed cost breakdown in US dollars with applicable taxes and other charges clearly identified and presented in accordance with Figure 1.
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 RFQ.
5. Provide at least 3 references for similar procurements with a description of the work done and the dates performed.
6. Include a contact name, email address, and telephone number to facilitate communication between TNS and the vendor.
7. A brief outline of the company 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, Chief Executive Officer, and/or all other principle officers of the company.

- Year business was established.

**Schedule of Events**

1. Questions regarding this RFQ must be received by TNS by no later than 14-Apr-2021. Responses to questions will be distributed to all interested parties no later than 19-Apr-2021.
2. Responses to the RFQ must be received by TNS by no later than 30-Apr-2021.

Questions and vendor responses to this RFQ should be address to both of the following TNS representatives:

1. Katarina Kahlmann, Chief Program Officer via [kkahlmann@tns.org](mailto:kkahlmann@tns.org), and
2. Lydia Graham, Executive Assistant via [lgraham@tns.org](mailto:lgraham@tns.org).

*End of Document*

## **STATEMENT OF WORK**

TechnoServe wishes to engage a firm to provide global safety & security advice, information, training and planning support. Firms must demonstrate they have experience and adequate resources to provide the services outlined in this Statement of Work.

### **Safety & security advice**

- 24/7 access to security experts regarding specific issues / incidents in our worldwide operations.
- Personal advisory to TechnoServe's Senior Management Team, Country Directors and Security Focal Points on safety & security planning and crisis management.

### **Information & intelligence**

- Push-notifications on high-risk events and travel alerts for TechnoServe's locations of operation.
- Updates on existing or developing local security risks.
- Special advisory for local security incidents and operational disruptions.
- Country and city security guides.
- Country and location risk ratings.
- Weekly local security forecast highlighting major risk related events in the week ahead.

### **Safety & security training**

- Brief and accessible online training material to educate TechnoServe's global staff.
- Travel security awareness training.
- Virtual personal training on selected safety & security topics in high-risk situations.

### **Safety & security plans**

- Feedback on TechnoServe's existing global safety & security plan, crisis management plan and sample country safety & security plans.
- Support to develop escalation plans in high-risk situations including trigger points and plan of action (evacuation, hibernation etc.).
- Feedback on existing country briefs for visitors.

### **Languages**

- All of the above must be available in English, and preferably in Spanish, Portuguese and French. Please specify in your proposal.