

# Request for Proposal

**Date:** 1/24/2022

**Subject:** A certification body to conduct certification audits in the DRC

**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 listed below. An additional and more detailed Statement of Work is also attached.

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 2022 harvest in the DRC.

The two audits should begin no later than mid-March 2022 and the washing stations should undergo EOS/NOP and BRA certification audits.

**Period of Performance:** The period of performance of any contract resulting from this solicitation is anticipated to be between the start and end dates listed below. 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.

**Start Date:** 3/15/2022

**End Date:** 5/31/2022

**Proposal Content Instructions:** In addition to responding to the Statement of Work, all proposals must:

- Describe the qualifications, experience and capabilities of the firm in providing the type of services being requested by this RFP. Resumes or CVs of "key personnel" shall be submitted as an attachment.

- Include a contact name, email address, and telephone number to facilitate communication between TechnoServe and the submitting organization.
- 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 principal officers of the company.
- Year the business was established.

Proposals must contain a detailed cost breakdown with applicable taxes and other charges clearly identified (and be presented in conformity with any further instructions included in the Statement of Work).

To ensure consideration, all quotes must be submitted in the language, currency, and by the due date noted below:

**Language:** English

**Currency:** USD

**Submission  
Instructions:**

All proposals must be emailed to the address below with your proposal attached in one or more files (PDF preferred). You will receive an auto-confirmation upon receipt. To ensure the integrity of this procurement exercise, DO NOT email your proposal to any employee of TechnoServe or deliver your proposal in hard copy to a TechnoServe office. **Failing to strictly adhere to these instructions may make your proposal ineligible for consideration.**

**Email:** buy+US+P0007686@tns.org

**Order of Events:**

This solicitation exercise will be administered in accordance with the following dates (subject to change at TechnoServe's sole discretion):

<b>Date</b>	<b>Event</b>
2/4/2022	Last date that questions will be accepted. Note that questions and answers will be distributed to all interested parties, so questions should not disclose trade secrets, confidential information, or information that might give another vendor a competitive advantage.  Questions should be emailed to:  akovarik@tns.org
2/7/2022	Date that answers to questions will be distributed to all.
2/11/2022	Last date that proposals will be accepted by TechnoServe.

**Terms and Conditions:**

- The Request for Proposal is not and shall not be considered an offer by TechnoServe.
- All responses must be received on or before the date and time indicated on the RFP. All late responses will be rejected.
- All unresponsive proposals will be rejected.
- All proposals will be considered binding offers. Prices proposed must be valid for the entire period provided by the respondent or required by the RFP.
- All awards will be subject to TechnoServe contractual terms and conditions and contingent on the availability of donor funding.
- TechnoServe reserves the right to accept or reject any proposal or cancel the solicitation process at any time, without assigning any reason, and shall have no liability to any vendors submitting proposals for such rejection or cancellation of the RFP.
- TechnoServe reserves the right to accept all or part of the proposal when awarding the purchase order/contract.
- 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.
- TechnoServe reserves the right to require any bidder to enter into a non-disclosure agreement.
- 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 TechnoServe, subject to claims of confidentiality in respect of the Response and supporting documentation, which have been clearly marked confidential by the bidder.
- Bidders are required to identify and disclose any actual or potential Conflict of Interest.

**Criteria for Selection:**

The evaluation of each response to this solicitation will be based on the requirements set out in the Criteria for Selection and according to the requirements in this RFP. At the sole discretion of TechnoServe, the responsive bidders may be selected for follow-up questions or to provide an oral presentation. TechnoServe reserves the right to award the contract to the organization whose proposal is deemed to be in the best interest of and most advantageous to TechnoServe. TechnoServe will not award a contract to any bidder where there is indication of a lack of business integrity. After TechnoServe receives proposals and written evaluations are completed, the selected bidder will be notified. Commitments made by the bidder after selection, and final demonstration will be considered. The following points will be assigned to the proposals for evaluation purposes.

<b>Max Points</b>	<b>Criterion</b>
20	Price, inclusive of all delivery fees and taxes
50	Experience conducting accredited EOS/NOP certification audits
10	Ability to support DRC coffee exporters on licensing for shipment
10	Presence in the DRC / ability to travel to the DRC
10	Availability in mid-March 2022

**The attached Statement of Work represents an integral part of this solicitation.**

## **Scope of Work: *Organic Certification Audits***

Date: January 24, 2022

### **1. Project 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.

### **2. 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, NOP and BRA certification audits in the Democratic Republic of Congo for two washing stations that supply processing services to approximately 350 and 1,400 producers respectively.

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

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 2022.

#### **4. Cost Proposal**

Cost proposals should detail costs associated with conducting two EOS, NOP and BRA certification audits in DRC for two cooperatives (one with 300-400 members the other with approximately 1500), including travel costs (by # of days/rate). Please differentiate the costs of individual EOS Audit, individual NOP, individual BRA audit and the combined EOS, NOP and BRA 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.

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 will be notified.

#### **5. 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.

## **6. 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 Dylan Orechovesky [dorechovesky@tns.org](mailto:dorechovesky@tns.org) and must be received no later than 11:59 PM EDT on February 4, 2022. Questions will be responded to no later than February 7, 2022.

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 Dylan Orechovesky [dorechovesky@tns.org](mailto:dorechovesky@tns.org) no later than 11:59 PM EDT on February 11, 2022.

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