

## Request for Quotation

**Date:** 5/3/2022

**Subject:** Recruitment agency for Management consultants

**General Requirements:** The requirements for TechnoServe's anticipated purchase are listed below. An additional and more detailed Specifications Sheet is also attached.

Strategic initiatives seeks to hire candidates with a very specific profile in order to carry out our tasks. Due to the narrow market of available candidates meeting this criteria, and a four-month recruiting cycle in house, we have not been able to fulfil the number of candidates we need to hire. Therefore, we would like to engage with a firm who has a network of management consulting professionals seeking careers in the social impact space.

**Delivery:** TechnoServe requests that the requested goods be provided on or before the date listed below, and be delivered to the below address:

**Date:** 5/13/2022

**Address:** 1777 North Kent Street

Suite 1100

Arlington

VA

22209

**Criteria for Selection:** TechnoServe's evaluation of quotes will be based on the factors set out below. At the sole discretion of TNS, the quotes may be selected for follow-up questions or to provide an oral presentation. TechnoServe reserves the right to award the purchase to the vendor whose quote is deemed to be in the best interest of and most advantageous to TechnoServe. TechnoServe will not award the purchase to any vendor where there is indication of a lack of business integrity.

	<b>Max Points</b>	<b>Criterion</b>
1.	35	Price, inclusive of all delivery, fees, taxes, and other charges
2.	40	Quality of goods, factoring in vendor reputation
3.	10	Payment terms
4.	15	Delivery terms, relative to requested-by date

**Quote  
Instructions:**

All quotations must:

- Contain a detailed cost with applicable taxes and other charges clearly identified.
- Provide requested payment terms and conditions.
- Describe the qualifications, experience, and capabilities of the firm in providing the type of services being requested by this RFQ.
- Provide at least 3 references for similar procurements with a description of the goods provided and the dates of delivery.
- Include a contact name, email address, and telephone number to facilitate communication between TechnoServe and the vendor.
- 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.

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

**Language:** English

**Currency:** USD

**Due Date:** 5/9/2022

**Submission  
Instructions:**

All quotes must be emailed to the address below with your quote 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 quote to any employee of TechnoServe or deliver your quote in hard copy to a TechnoServe office.

**Failing to strictly adhere to these instructions may make your quote ineligible for consideration.**

**Email:** buy+US+P0010724@tns.org

**Questions:**

Questions relating to this RFQ may be directed to the below email address. TechnoServe does not guarantee that questions will be answered, nor that questions and answers will be distributed to all others :

**Email:** dlape@tns.org

**Terms and Conditions:**

- The Request for Quotation 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 RFQ. All late responses will be rejected.
- All unresponsive quotes will be rejected.
- All quotes will be considered binding offers. Prices proposed must be valid for the entire period provided by the respondent or required by the RFQ.
- 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 quote 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 RFQ.
- TechnoServe reserves the right to accept all or part of the quote when awarding the purchase order/contract.
- All information provided by TechnoServe 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. 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 preparing the quote. All quotes and supporting documentation shall become the property of TNS, subject to claims of confidentiality in respect of the quote 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.

**The attached Specifications Sheet represents an integral part of this solicitation.**

## Statement of Work

**Role:** Recruitment agency

**Location:** Remote

**Timing:** Approximately 4 months (~May-end August 2022)

**Reporting to:** Annie Shoemaker, Director, Strategic Initiatives

### I. Background

#### **About TechnoServe**

Everyone deserves the opportunity to build a better future. This simple idea has been at the heart of TechnoServe's work around the world for over 50 years. TechnoServe is a pioneer in leveraging the power of business and markets to create sustainable pathways out of poverty.

The low-income communities in which we work are full of enterprising people. Their small-scale farms and businesses are the keys to economic development. But they face many challenges: low literacy, lack of access to jobs and markets, unpredictable political dynamics and, increasingly, the effects of climate change. For many women and young people, the challenges are even more daunting. Working with TechnoServe staff, people around the world are lifting themselves out of poverty. The results are amazing...when incomes increase and living conditions for families get better, they are able to access health care and education previously out of reach. Communities and even whole countries are better off.

We recognize and appreciate the value of a diverse workforce. We are a team of nearly 2,000 individuals working across 29 countries -- over 95% of our staff are from the countries in which they work. We have varied talents, backgrounds, personal histories, and worldviews. As such, TechnoServe encourages diversity in all levels and across all facets of our organization. Diversity, equity, and inclusion is at the heart of what we do.

#### **About the Strategic Initiatives Team**

Working with Nespresso to revive the coffee sector in Puerto Rico after the devastation of Hurricane Maria. Developing online learning tools to digitize ecommerce retailers in partnership with Mastercard. Collaborating with Danone, Walmart, and strawberry farmers in Mexico to enable sustainable, regenerative production. Partnering with Anglo American and the Inter-American Development bank to create jobs across Peru, Chile, and Brazil -- a program that was named one of five finalists for the P3 Impact Award for public-private partnerships. These are recent examples of projects overseen by TechnoServe's Strategic Initiatives team, as we partner with multinational corporations to use business solutions to solve poverty.

The Strategic Initiatives team aims to increase farmer and micro and small business revenues by **\$1 billion by 2026** through the development of solutions that will increase the incomes of hundreds of thousands of people in the world's poorest places. We currently seek skilled, motivated, passionate individuals to join our team to help make this ambitious goal a reality.

## **II. Role**

- Source high quality candidates who meet the qualifications outlined in the Job Description, [here](#).

## **III. Skills & Requirements**

- Deep experience recruiting management consultants