

Request for Quotation

Date: 7/11/2022

Subject: Consultant Agribusiness Study

Reference #: P0015344

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

Demonstrated experience developing market studies and industry strategic plans, particularly for agribusinesses and/or the food and beverage industry\n, Proven analytical and modeling skills\n, Demonstrated leadership skills, teamwork and relationship building\n, Able to work independently, flexibly and responsively\n, Able to travel nationally and internationally across Guatemala and Colombia\n, Professional level of spoken Spanish

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

Date: 28/11/2022

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 TechnoServe, bidders 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 TechnoServe. TechnoServe will not award the purchase to any vendor where there is indication of a lack of business integrity.

	Max Points	Criterion
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 (10 points for payment 30 calendar days after delivery, 0 points for full payment in advance, other terms will obtain points accordingly)
4.	15	Delivery terms, relative to delivery date and address noted above

**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 (or consultant) in providing the type of goods or services being requested.
- Provide at least 3 references for similar procurements with a description of the goods or services provided and the dates of delivery.
- Include a contact name, email address, and telephone number to facilitate communication between TechnoServe and the vendor.
- For quotes from a firm, provide 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 citizenship of company's President, Chief Executive Officer, and/or all other principal officers of the company.
 - Year the business was established.
- If a consortium of firms or a team of consultants submits a quote jointly, the above information should be provided for each member of the team.

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

Language: Inglés

Currency: USD

**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. DO NOT email your quote to any employee of TechnoServe or deliver your quote in hard copy to a TechnoServe office. **Failing to adhere to these instructions may make your quote ineligible for consideration.**

Email: buy+US+P0015344@tns.org

Order of Events: This procurement will be administered in accordance with the following dates (subject to change at TechnoServe's sole discretion):

Date:	Event:
11/11/2022	Last date that questions and notice of intent to bid will be accepted. Questions and answers will be distributed to all known interested parties, so questions should not disclose confidential information, and all interested parties should submit a notice of intent to bid by this deadline to ensure they receive a copy of TechnoServe's response to questions. Questions and/or notice of intent to bid should be emailed to: slovari@tns.org
15/11/2022	Date that answers to questions will be distributed to all known intended bidders.
18/11/2022	Last date that quotes will be accepted by TechnoServe.

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 indicated on the RFQ. All late responses will be rejected.
- All unresponsive quotes will be rejected.
- All quotes will be considered binding offers. Your quote must be valid for acceptance for a minimum period of 90 days from the closing date of this solicitation.
- 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 quotes 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 known intended bidders will be provided with notification of any changes.
- TechnoServe reserves the right to require any bidder to enter into a non-disclosure agreement.
- Bidders are solely obligated to pay for all costs which may be incurred by the bidder or any third parties in connection with preparing the quote.

- All quotes and supporting documentation shall become the property of TechnoServe and shall be treated confidentially.
- 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.



TechnoServe Statement of Work Consultant Project Description

Role: Consultant to conduct an agribusiness market study in Colombia and Guatemala

Location: Bogota, Colombia with a potential travel to Guatemala

Timing: Approx. 2 months

Language: Fluent English and Spanish

1. Presentation of TechnoServe

TechnoServe's mission is to work with entrepreneurial men and women to build successful and competitive farms, businesses and industries in developing countries. We are a non-profit NGO that fights poverty by facilitating people's access to information, capital and markets.

2. Background and Project Purpose

We are seeking a consultant to lead the development of a market system analysis and scoping insight of the agribusiness industry (mid and downstream agribusiness enterprises/entrepreneurship) in Colombia and Guatemala for approximately 6 to 8 weeks. The market study should demonstrate a robust knowledge of local market dynamics in the targeted industry within these countries; primary challenges in the industry; key stakeholders in the industry, including support programs and trade associations for each country; relevant market trends; growth opportunities for the industry and impact for purposes of further planning and program development; among other relevant information.

3. Consultant Role

The Consultant will report to the Director of Program Development for LAC and Global Funders and the Entrepreneurship Deputy Director. The Consultant will also work closely with in-country teams and other members of TechnoServe's global entrepreneurship practice and the LAC Division.

The primary role of the Consultant will be to develop a robust market system analysis and scoping insight of the agribusiness industry (mid and downstream agribusiness enterprises/entrepreneurship) in Colombia and Guatemala. The Consultant will present a strong economic analysis, demonstrating thorough knowledge of each country related to:

- a) The agribusiness market dynamics for midstream and downstream enterprises, including but not limited to the number of enterprises/entrepreneurs in the sector segmented by sales, target market (national/export), and size by number of employees;
- b) The sector's contribution to the economy, including employment and innovations (environmental, technological, social, etc);
- c) A map of the industry key stakeholders in each country;
- d) An outline of the main challenges, critical gaps and bottlenecks in the agribusiness market system in each of these countries (consultant may choose to segment the market by size or endeavor);

- e) The opportunities for the industry and potential innovations (tech, environment). These may come from successful experiences in other countries/sectors.
- f) An analysis of impact on agribusinesses of TechnoServe's current business accelerator in these two countries and proposed design for scaled intervention (ie. methodology, SMEs recruitment and partnerships).
- f) Recommendations on how to improve the performance of entrepreneurs in the agribusiness industry.

The Consultant will liaise with local agribusinesses, trade associations, and industry stakeholders, among others.

4. Deliverables

The key deliverables are: a) an agribusiness industry market study for Colombia and Guatemala, b) an analysis of the core identified challenges for agribusinesses in these countries, particularly as they concern entrepreneurs, c) primary opportunities for entrepreneurs/enterprises in the industry, d) an analysis of impact on agribusinesses of TechnoServe's current business accelerator in these two countries and proposed design for scaled intervention (ie. methodology, SMEs recruitment and partnerships).

Specifically, for this assignment, it is expected for the consultant to provide:

- Work plan developed and approved
- Research design developed and approved
- A Word and/or PowerPoint report that includes the aforementioned points in this SOW
- Detailed list of stakeholders within the value chain

5. Skills & Requirements

- Demonstrated experience developing market studies and industry strategic plans, particularly for agribusinesses and/or the food and beverage industry
- Proven analytical and modeling skills
- Demonstrated leadership skills, teamwork and relationship building
- Excellent written and verbal communication and interpersonal skills
- Strong computer skills, including MS Word, PowerPoint and Excel
- Able to work independently, flexibly and responsively
- Able to adapt to changing working conditions
- Able to prioritize and meet deadlines
- Able to travel nationally and internationally across Guatemala and Colombia
- Professional level of spoken Spanish

6. Logistics

TechnoServe will cover travel-related costs including international airfare, in-country accommodation, in-country transportation, and visas.

TechnoServe, Inc. is an equal opportunity employer.