

**PARTNER WITH THE SUN BUSINESS NETWORK (SBN)  
TO ADDRESS THE NUTRITIONAL NEEDS OF FEMALE  
GARMENT WORKERS AND THEIR CHILDREN.**

**Issued by  
The Global Alliance for Improved Nutrition (GAIN)**

## REQUEST FOR PROPOSALS

---

### TABLE OF CONTENTS

---

I. PROJECT BACKGROUND AND SCOPE OF WORK	3
II. INSTRUCTIONS FOR RESPONDING	4
III. TERMS AND CONDITIONS OF THIS SOLICITATION	6
IV. OFFER OF SERVICES	8

## **I. PROJECT BACKGROUND AND SCOPE OF WORK**

### **1. ABOUT GAIN**

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the UN in 2002 to tackle the human suffering caused by malnutrition. Working with both governments and businesses, we aim to transform food systems so that they deliver more nutritious food for all people.

At GAIN, we believe that everyone in the world should have access to nutritious and safe food. We work to understand and deliver specific solutions to the daily challenge of food insecurity faced by poor people. By understanding that there is no “one-size-fits-all” model, we develop alliances and build tailored programmes, using a variety of flexible models and approaches.

We build alliances between governments, local and global businesses, and civil society to deliver sustainable improvements at scale. We are part of a global network of partners working together to create sustainable solutions to malnutrition. Through alliances, we provide technical, financial and policy support to key participants in the food system. We use specific learning, evidence of impact, and results of projects and programmes to shape and influence the actions of others.

Headquartered in Geneva, Switzerland, GAIN has representative offices in Denmark, The Netherlands, the United Kingdom, and the United States. In addition, we have country offices in Bangladesh, Ethiopia, India, Indonesia, Kenya, Mozambique, Nigeria, Pakistan, and Tanzania. Programmes and projects are carried out in a variety of other countries, particularly in Africa and Asia.

The Global Alliance for Improved Nutrition (GAIN) is issuing this Request for Proposal (RFP) and will be the administrative lead organisation for this RFP.

### **2. BACKGROUND**

In 2010, the Scaling Up Nutrition (SUN) Movement was launched to support national leadership and collective action to scale up nutrition. The SUN Business Network (SBN) is one of the four global networks that support SUN countries (along with the UN, Civil Society, and Donor Networks). It is convened by the Global Alliance for Improved Nutrition (GAIN) and the UN World Food Programme (WFP).

The SBN aims to reduce malnutrition in all its forms through mobilizing businesses to invest and innovate in responsible and sustainable actions and operations. The SUN Business Network (SBN) Bangladesh is planning to collaborate with potential private enterprises to address the nutritional needs of female garment workers and their children in the ready-made garments (RMG) sector. As part of this collaboration process, The SUN Business Network is seeking Expressions of Interest (EOI) from food companies, which want to sale, market and/or distribute nutritious and safe food for the RMG workers. The priority industries include food processing companies, bakery, restaurants, catering service providers, juice shop, food technology service providers, fair trade shops, food storage companies, food transportation companies, and packaging companies. Along with these priority areas, other enterprises promoting the concept of nutritious food is strongly encouraged to apply.

The purpose of this RFP is to engage services of a Service Provider to codesign their business, where SBN will identify gaps and actions required to improve the commercial viability of the business

### **3. SCOPE OF WORK**

The successful applicant shall present the full proposal along with the filled-up business information form

#### **3.1. OBJECTIVES**

The project anticipates signing long term collaboration agreements with multiple partner-enterprises, subject to alignment with SBN's project objectives and agreement on terms. SBN will support partner enterprises by providing grant-based incentives for training and equipment to meet national nutrition standards and upgrade their production processes. SBN will also support private enterprises in codesigning their business, where SBN will identify gaps and actions required to improve the commercial viability of the business. For ensuring the partner's long-term commercial sustainability, SBN will arrange regular business networking events and actively promote the partner enterprises in national-level business platforms.

## **II. INSTRUCTIONS FOR RESPONDING**

This section addresses the process for responding to this solicitation. Applicants are encouraged to review this prior to completing their responses.

### **1. CONTACT**

During the evaluation process, more information may be sought from the applicant enterprise. Subsequently, all the enterprises will be informed of the outcome of their application. For more information, contact:

**SYED MUNTASIR RIDWAN, COUNTRY COORDINATOR, SUN BUSINESS NETWORK**

Email: [smridwan@gainhealth.org](mailto:smridwan@gainhealth.org)

Contact : +8801732170864

### **2. FORMAT FOR PROPOSAL**

The proposal needs to be formatted as follows:

As part of the application process, the applicant enterprises are required to submit the signed RFP and to fill up a business information form, which can be accessed in the following link:

- English Form: [Click here](#)
- Bangla Form: [Click here](#)

### **3. SUBMISSION**

Originals should be submitted as follows:

One signed electronic copy of the Proposal containing the documents preferably in MS Word along with all the required information should reach GAIN at the address mentioned below:

Email copy:

- smridwan@gainhealth.org

### **4. DEADLINE**

The submission deadline for the proposal/expression of interest is 15th November 2020. Assessments will be done on a first-come, first-served basis; therefore, enterprises are encouraged to submit their application as soon as possible.

Please submit your application by email to Syed Muntasir Ridwan smridwan@gainhealth.org. by **5:00 pm CET on 22nd November 2020**

### **5. UNACCEPTABLE**

The following proposals will automatically not be considered or accepted:

- Proposals that are received after the RFP deadline at the specified receiving office.
- Proposals received by fax.
- Incomplete proposals.
- Proposals that are not signed.

### **6. REVISIONS**

Proposals may be revised by electronic mail and confirmed by hard copy provided such revision(s) are received before the deadline.

### **7. ACCEPTANCE**

GAIN will not necessarily accept the lowest cost or any of the Proposals submitted. Accordingly, eligibility requirements, evaluation criteria and mandatory requirements shall govern.

### **8. COMPLETION**

- Proposals must be submitted on official letterhead of the lead organisation or firm and must be signed by a principal or authorising signatory of the lead firm or organisation.
- In case of errors in calculating overall costs, the unit costs will govern.
- It is the applicant's responsibility to understand the requirements and instructions specified by GAIN. In the event that clarification is necessary, applicants are advised to contact the responsible person at GAIN under section II. point 1., prior to making their submission.
- While GAIN has used considerable efforts to ensure an accurate representation in this Request for Proposal (RFP), the information contained in this RFP is supplied solely as a guideline. The information is not warranted to be accurate by GAIN. Nothing in this RFP is intended to relieve applicants from forming their own opinions and conclusions with respect to the matters addressed in this RFP.

- By responding to this RFP, the applicant confirms its understanding that failing to comply with any of the RFP conditions may result in the disqualification of their submission.

## **9. RIGHTS OF REJECTION**

GAIN reserves the right to reject any or all submissions or to cancel or withdraw this RFP for any reason and at its sole discretion without incurring any cost or liability for costs or damages incurred by any applicant, including, without limitation, any expenses incurred in the preparation of the submission. The applicant acknowledges and agrees that GAIN will not indemnify the applicant for any costs, expenses, payments or damages directly or indirectly linked to the preparation of the submission.

## **10. REFERENCES**

GAIN reserves the right, before awarding the Proposal, to require the applicant to submit such evidence of qualifications as it may deem necessary, and will consider evidence concerning the financial, technical and other qualifications and abilities of the applicant.

## **11. RELEASE OF INFORMATION**

After awarding the Proposal and upon written request to GAIN, only the following information will be released:

- Name of the successful applicant.
- The applicant's own individual ranking.

# **III. TERMS AND CONDITIONS OF THIS SOLICITATION**

## **1. NOTICE OF NON-BINDING SOLICITATION**

GAIN reserves the right to reject any and all bids received in response to this solicitation and is in no way bound to accept any proposal. GAIN additionally reserves the right to negotiate the substance of the successful applicants' proposals, as well as the option of accepting partial components of a proposal if deemed appropriate.

## **2. CONFIDENTIALITY**

All information provided as part of this solicitation is considered confidential. In the event that any information is inappropriately released, GAIN will seek appropriate remedies as allowed. Proposals, discussions, and all information received in response to this solicitation will be held as strictly confidential.

## **3. RIGHT TO FINAL NEGOTIATIONS ON THE PROPOSAL**

GAIN reserves the right to negotiate on the final costs, and the final scope of work of the proposal. GAIN reserves the right to limit or include third parties at GAIN's sole and full discretion in such negotiations.

#### 4. EVALUATION CRITERIA

Proposals will be reviewed by the Selection Team. The following indicate a list of the significant criteria against which proposals will be assessed. This list is not exhaustive or 100% inclusive and is provided to enhance the applicants' ability to respond with substance.

Applicants are required to submit the following information, conforming to the guidelines given in this section:

- Understanding of the scope of work:
  - Proposal shall demonstrate a clear understanding of the project objective
- Demonstrate a clear understanding of the technical requirements of this RFP:
  - Providing detailed technical documentation of the proposed strategy.
  - Evidence of experience delivering solutions using the proposed information technology platform.
- Management and personnel plan:
  - The team members working on this project shall have the relevant qualifications and overall experience required to successfully implement the project.
  - Roles and responsibilities of each team member shall be clearly defined. GAIN shall have one main contact person clearly identified in the proposal.
- A duly completed offer of services.
- A relevant and detailed business information form

**GAIN reserves the right to contact the individuals and contractor(s) in order to verify the information provided as part of the Proposal.**

#### 5. REVIEW PROCESS

The SBN management unit will undertake the application evaluation process. The enterprises will be evaluated based on their existing business practice, commercial viability, and nutrition impact. Emphasis will be provided on enterprises that have the potential to promote affordable and nutritious food for RMG workers. During the evaluation process, more information may be sought from the applicant enterprise. Subsequently, all the enterprises will be informed of the outcome of their application.

#### LIMITATIONS WITH REGARD TO THIRD PARTIES

GAIN does not represent, warrant, or act as agent for any third party as a result of this solicitation. This solicitation does not authorize any third party to bind or commit GAIN in any way without GAIN's express written consent.

#### 6. COMMUNICATION

All communication regarding this solicitation shall be directed to appropriate parties at GAIN. Contacting third parties involved in the RFP, the review panel, or any other party may be considered a conflict of interest and could result in disqualification of the proposal.

## 7. FINAL ACCEPTANCE

Award of a Proposal does not imply acceptance of its terms and conditions. GAIN reserves the right to negotiate on the final terms and conditions including the costs and the scope of work when negotiating the final contract to be agreed between GAIN and the applicant.

## 8. VALIDITY PERIOD

The offer of services will remain valid for a period of 60 days after the Proposal closing date. In the event of award, the successful applicant will be expected to enter into a contract subject to GAIN's terms and conditions.

## 9. INTELLECTUAL PROPERTY

Subject to the terms of the contract to be concluded between GAIN and the applicant, the ownership of the intellectual property related to the scope of work of the contract, including technical information, know-how, processes, copyrights, models, drawings, source code and specifications developed by the applicant in performance of the contract shall vest entirely with GAIN.

## 10. SCOPE OF CHANGE

Once the contract is signed, no increase in the liability of GAIN or in the fees to be paid by GAIN for the services resulting from any change, modification or interpretation of the documents will be authorised or paid to the applicant unless such change, modification or interpretation has received the express prior written approval of GAIN.

## IV. OFFER OF SERVICES

1. Offer submitted by:

---

---

---

(Print or type business, corporate name and address)

2. I (We) the undersigned hereby offer to GAIN, to furnish all necessary expertise, supervision, materials, and other things necessary to complete to the entire satisfaction of the Executive Director or authorised representative, the work as described in the Request for Proposal according to the terms and conditions of GAIN for the following prices:
  - a. Click or tap here to enter text.
  - b. Click or tap here to enter text.
  - c. Click or tap here to enter text.
  - d. Click or tap here to enter text.
3. I (We) agree that the Offer of Services will remain valid for a period of sixty days (60) calendar days after the date of its receipt by GAIN.
4. I (We) herewith submit the following:

---



- (a) A Proposal to undertake the work, in accordance with GAIN's requirements specified.
- (b) A duly completed offer of services, subject to the terms herein.

**OFFERS WHICH DO NOT CONTAIN THE ABOVE-MENTIONED DOCUMENTATION OR DEVIATE FROM THE PRESCRIBED COSTING FORMAT MAY BE CONSIDERED INCOMPLETE AND NON-RESPONSIVE.**

Date this day of [Click or tap here to enter text.](#) in [Click or tap here to enter text.](#)

\_\_\_\_\_ [Click or tap here to enter text.](#)

Signature (applicant)

\_\_\_\_\_ [Click or tap here to enter text.](#)

Signature (applicant)