

Request for Proposals (RFP)

ISO/IEC 17025:2017 Implementation Consultancy

Support for Government of Bangladesh Food Testing Laboratory and Veterinary Inputs Quality Control Laboratory

Introduction:

Land O'Lakes Venture37, in partnership with the U.S. Department of Agriculture Bangladesh Trade Facilitation project (BTF), invites experienced consultancy firms and individual specialists to submit proposals for providing comprehensive ISO/IEC 17025:2017 accreditation implementation support services for Government food testing laboratory and veterinary inputs quality control laboratory. The goal of this engagement is to build laboratory capacity, improve testing quality, and successfully attain ISO accreditation, thereby enhancing the laboratory's credibility and operational standards in line with international benchmarks.

Background:

BTF aims to enhance regional and international trade of agricultural commodities by streamlining import-export procedures, strengthening government agencies, laboratories, and warehouses, and fostering private sector investments in cold storage and temperature-controlled logistics. As part of this initiative, BTF has entered Memoranda of Understanding with several government agencies responsible for regulating and facilitating trade-related activities. A key component of the project is the capacity building of laboratories to meet international standards through ISO certification.

These laboratories have a critical testing facility offering chemical and microbiological testing services for food, cosmetics, feed products and veterinary vaccine quality check option. To align with international standards and improve testing reliability, the laboratory has developed an ISO Accreditation Action Plan. The selected consultant/group of consultant/firm will support the laboratory through every stage of the ISO/IEC 17025:2017 accreditation process, from initial gap analysis to final certification.

Scope of Work:

The selected individual consultant/ group of consultants/ firm will be responsible for conducting comprehensive gap assessments, developing and implementing quality management systems, providing technical training, preparing documentation, supporting method validation, measurement uncertainty analysis, identifying calibration requirements and proficiency testing (PT)/inter-lab comparison (ILC) requirements, and guiding the laboratory through the accreditation process, including pre-assessment and final assessment with Bangladesh Accreditation Board (BAB).

BTF supports three laboratories (two food testing and one veterinary inputs lab) and seeks one or more consultant or firms to provide the ISO 17025:2017 Implementation Consultancy Support. The scope of work for each Consultancy Support is similar. Consultancy Support for each laboratory will be considered an individual assignment.

Key Responsibilities:

1. Conduct in-person laboratory capacity assessment and gap analysis for one laboratory, either food testing or veterinary inputs.
2. Develop detailed gap analysis reports and create action plans for accreditation readiness.
3. Development and Implementation of Quality Management System (QMS) by aligning with ISO standards (quality policies, objectives, manuals, quality procedures, technical procedures, and formats).

4. Facilitate staff training on ISO/IEC 17025:2017 standards, risk assessment, method validation, measurement uncertainty, handling of laboratory samples and lab waste management.
5. Develop report on scope wise validation/verification of methods and measurement uncertainty calculations.
6. Generating requirements for equipment calibration, validation and functionality.
7. Identifying the PT requirements and providing guidance on Interlaboratory comparison/ Proficiency Testing program selection.
8. Plan and conduct internal audit to verify compliance with ISO standards, identify non-conformities, generate Corrective Action Reports (CARs), and track resolution.
9. Facilitate management review meetings to assess progress, address challenges, and plan next steps.
10. Prepare the laboratory for BAB pre- and final assessments, as well as assisting with application submission, addressing non-conformities, and doing follow-ups.

Deliverables:

The selected consultant/ group of consultants/ firm will be responsible for delivering the following outputs:

1. Gap assessment report & Quality Documents (Finalized Quality Manual, policies, and quality procedures).
2. Technical Procedures, Formats and training completion reports for all sessions conducted.
3. Method Validation/verification, MU reports, Risk assessment report, Confirmation on Calibration reports & Proficiency test/ILC reports.
4. Corrective action Reports (Internal audits), Management review reports with resolutions and acknowledgement receipt of BAB application.
5. BAB assessment (Pre and Final assessment NCs) corrective action reports.

Scope of Accreditation:

Refer to Annex-1 for a listing of the Targeted Laboratory Test Parameters and Scope of Accreditation.

Qualifications and Experience Requirements:

- ∞ Proven expertise in ISO/IEC 17025:2017 implementation and BAB accreditation processes.
- ∞ Extensive experience working with scientific laboratories, especially in food, chemical, veterinary and microbiological testing.
- ∞ Strong knowledge of laboratory quality management systems, method validation and uncertainty measurement, and proficiency testing.
- ∞ Excellent training, documentation, and project management skills.

Submission of Quotation, Qualifications, and Timeline

Qualifications and Experience

Interested consultant/ group of consultants/ firms are invited to submit a summary of qualifications to explain directly relevant experience. In addition, firms or consultants should submit one or more CV for the specialist(s) who will complete the assignment.

Price Quotation

Interested consultant/ group of consultants/ firm should submit (i) a price quote (inclusive VAT and Taxes) and (ii) propose the estimated workdays to complete the Scope of Work for **one** lab.

- Submit a Price Quote as a **Fixed Daily Consultancy Rate per workday**. If more than one consultant will be engaged, submit a Fixed Daily Consultancy Rate for each specialist.
- Estimate the total workdays to complete all 10 requirements listed under **Key Responsibilities** section above.
- Note that BTF anticipates that implementation of the complete Scope of Work, from Preliminary Assessment to submission of an application for accreditation to BAB, will take 12 to 14 months.
- If selected for award of a contract, BTF anticipates negotiating and awarding a firm fixed price based on the proposed Fixed Daily Rate and negotiated and agreed level of effort based on the number of workdays needed to complete the Scope of Work.

Submission and Deadline for Quotation:

Submit a single Microsoft Word or Adobe PDF file documenting the qualifications and experience and Price Quotation.

The deadline to submit Qualifications and Experience and Price Quotation is **05 May 2025**

Email the Microsoft Word or Adobe PDF file to Recardo Halder, Program Operations Coordinator, at rhalder@landolakes.com

Evaluation and Selection:

Proposals will be evaluated based on technical expertise, relevant experience, capacity to deliver within the timeline, and cost-efficiency.

Contact for Further Information:

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Annex-1: Targeted Laboratory Test Parameters and Scope of Accreditation.

1. Food Testing laboratory -1

S.N.	Products/ Materials/ Item of test	Type of tests performed	Specifications/ Standard test methods/ Techniques used	Range of testing/ Limit of detection
Field of testing: Chemical Testing				
1	Cereal based food	Determination of Aflatoxins	Laboratory developed method	
2	Cereals based Feed	Determination of Aflatoxins	Laboratory developed method	
3	Meat (Chicken & Bovine)	Determination of Tetracyclines	Laboratory developed method	

2. Food Testing laboratory -2

S.N.	Products/ Materials/ Item of test	Type of tests performed	Specifications/ Standard test methods/ Techniques used	Range of testing/ Limit of detection
Field of testing: Chemical Testing				
1	Food	Lead (Pb)	Instrument based	
2	Food	Cadmium (Cd)	Instrument based	
3	Food	Cobalt (Co)	Instrument based	
4	Cosmetics	Lead (Pb)	Instrument based	
5	Cosmetics	Cadmium (Cd)	Instrument based	
6	Cosmetics	Cobalt (Co)	Instrument based	
Field of testing: Microbiological Testing				
7	Feed	Porcine	RT-PCR based	
8	Feed	Bovine	RT-PCR based	

3. Veterinary Inputs Quality Control Laboratory

Sl. No.	Products/Materials/ Items of test	Type of tests performed	Specifications/ Standard test methods/Techniques used	Range of testing/ Limit of Detection or quantification
Testing Field				
1	BCRDV Vaccine	Sterility Test	In-house method	
2	BCRDV Vaccine	Safety Test	WOAH-2024	
3	BCRDV Vaccine	Potency Test	WOAH-2024	
4	Duck Plague Vaccine	Sterility Test	In-house method	
5	Duck Plague Vaccine	Safety Test	WOAH-2024	
6	Duck Plague Vaccine	Potency Test	WOAH-2024	
7	LSD Vaccine	Sterility Test	In-house method	
8	LSD Vaccine	Safety Test	WOAH-2024	
9	LSD Vaccine	Potency Test	WOAH-2024	
10	PPR Vaccine	Sterility Test	In-house method	

Sl. No.	Products/Materials/ Items of test	Type of tests performed	Specifications/ Standard test methods/Techniques used	Range of testing/ Limit of Detection or quantification
11	PPR Vaccine	Safety Test	WOAH-2024	
12	PPR Vaccine	Potency Test	WOAH-2024	
13	FMD Vaccine	Sterility Test	In-house method	
14	FMD Vaccine	Safety Test	WOAH-2024	
15	FMD Vaccine	Potency Test	WOAH-2024	
16	Anthrax Vaccine	Sterility Test	In-house method	
17	Anthrax Vaccine	Safety Test	WOAH-2024	
18	Anthrax Vaccine	Potency Test	WOAH-2024	