



**REQUEST FOR PROPOSALS (RFP)
– AMENDMENT –
22 January 2023**

RFP Number	BTF-2023-PROC-0006
RFP Subject	Conducting the Pest Risk analysis of Citrus Medicus (Zara/Colombo lime varieties)
Issuance Date	12 January 2023
Amendment Date	22 January 2023
Pre-Bid Meeting	22 January 2023
Offer Deadline	29 January 2023

Land O’Lakes Venture37 (Venture37) is soliciting proposals from qualified consultancy firms and organizations to conduct a **Pest Risk Analysis of Citrus Medicus (Zara/Colombo Varieties of limes)** as described in this Request for Proposals (RFP). These services are required for the Bangladesh Trade Facilitation Project (BTF), which is funded by the United States Department of Agriculture (USDA) under Cooperative Agreement No. FCC-388 2020/003-00 for assistance in Bangladesh. The goal of BTF is to make the import and export of agricultural goods more efficient.

Qualified consultancy firms and organizations (hereinafter “Bidder” or “Bidders”) are invited by Venture37 to submit offers for the services described in this RFP but are under no obligation to do so. The Bidder shall bear all costs associated with the preparation and submission of the Proposal; Venture37 will, in no case, be liable for those costs, regardless of the conduct or outcome of the solicitation. This Request for Proposal includes the following two Sections:

- 1. Instructions to Bidders**
- 2. Statement of Work**

Submission of offers must be completed in accordance with the Instructions to Bidders and complete offers must be received by the date and time indicated.

All correspondence and/or inquiries regarding this RFP must be requested in accordance with the enclosed Instructions to Bidders.

Land O’Lakes Venture37 (www.landolakesventure37.org) is a 501(c)(3) nonprofit committed to helping communities around the world thrive through agriculture. We strengthen economies by improving local agriculture, helping agribusinesses create jobs, and linking farmers to markets. We deliver integrated solutions that help build and improve food and agriculture systems by providing solutions for more competitive markets, more resilient systems, more nutrition-secure communities, and more inclusive societies. Land O’Lakes Bangladesh implements the Bangladesh Trade Facilitation project (BTF). BTF is funded by the U.S. Department of Agriculture Food for Progress (FY2020) program <https://www.fas.usda.gov/programs/food-progress>.

The objective of BTF is to help Bangladesh expand cross-border trade in agricultural goods by addressing systemic constraints at ports; simplifying and automating import and export processes; improving the capacity of government agencies, laboratories, and warehouses; and by facilitating investment in cold storage facilities and temperature-controlled logistics.



SECTION 1: INSTRUCTIONS TO BIDDERS

1. Introduction RFP no. BTF-2023-PROC-0006

Venture37, acting on behalf of the USDA Bangladesh Trade Facilitation Project, hereby solicits proposals from qualified consultancy firms to conduct the **Pest Risk Analysis of *Citrus Medicus* (Zara/Colombo lime varieties)**, as described in **Section 2, Statement of Work**.

The objective of this assignment is to identify and document diseases and insect pests of *Citrus Medicus* popularly known as Zara/Colombo lemon in Bangladesh. The PRA is also expected to explore the pest management practices significantly influences the activities of agricultural productivity by maintaining trade compliances. The consulting firm shall list the major and minor insect and pests, diseases, weeds, or other pests of noted lemon varieties in Bangladesh as well as evaluate their risk, and finally formulate the risk management options. The analysis will also focus on responsibility of agricultural extension agents for enhancing farmers' knowledge on integrated pest control and improve expertise in lemon cultivation for export purpose. Furthermore, the PRA will highlight the role of the government to address issues such as high production costs, low commodity prices, and disease and pest infestation.

2. Eligibility to Bid

This RFP is open to consultancy firms and other organizations that are legally registered to conduct business in Bangladesh. Small businesses and women-owned businesses are encouraged to submit proposals. Bidders must present relevant prior experiences of conducting assignments of similar nature, and proof of eligibility in the form of registration from the relevant government authority, and VAT and tax licenses, as a registered business in Bangladesh.

A bidder will be considered ineligible if it has been suspended, debarred, or deemed ineligible, as indicated on (1) the U.S. Government's "List of Parties Excluded from Federal Procurement and Non-procurement Programs" and/or (2) the "Specially Designated Nationals and Blocked Persons List"

3. Contents of Offer

The Bidder shall prepare one complete written Offer, which must be written in English language and **should not exceed 50 pages**, including a **Technical Proposal**, a **Financial Proposal**, and required **Supporting Documents**. Only complete offers will be accepted and evaluated; incomplete offers will be eliminated. Submitted bids are required to consist of the following documents:

A. Technical Proposal

Technical Proposals must include:

1. Organizational background showing evidence of prior performance of providing similar services.
2. Outline of proposed services, solutions, and team, reflecting how the Bidder will undertake all the tasks in **Section 2, Statement of Work**.
3. Plan of action with specific activities and implementation timetable to address the Specific Tasks under **Section 2, Statement of Work**.



4. List and brief description of the names and qualifications of the key personnel proposed to work on the assignment, matching the qualifications mentioned under **Section 2, Statement of Work**. Brief CVs of proposed professional staff should be included as an annex.
5. Statement of Qualifications including evidence in support of its technical qualifications and ability to perform the services if its offer is accepted, reference for three (3) prior projects of similar nature.

B. Financial Proposal

The Financial Proposal must include a Fixed Price Offer, broken down according to each deliverable indicated in the table below:

SL No	Deliverables
1	Implementation Plan and timeline to complete the work in accordance with the proposed methodology and approach.
2	Draft report covering total PRA procedure
3	Validation of PRA Draft Report
4	Final PRA report for approval by NPPO
5	Brief report of non-technical observations and recommendations regarding monitoring phytosanitary measures, hazards identified outside the scope of the IPPC, and other issues related to institutional capacity to conduct PRAs.
	PRICE OFFER- Total Fixed Price

C. Supporting Documentation

1. Official business registration or license documenting eligibility to do business in Bangladesh.
2. Three (3) client references including contact names, e-mail addresses, and telephone numbers of persons who can be contacted regarding the Bidder's prior performance for similar work within the past three years.

4. Offer Validity Period

Offers shall remain valid for a minimum of sixty (60) days after the offer deadline. An offer valid for a shorter period shall be rejected as non-responsive. Bidders shall clearly indicate their offer's validity period within the proposal documents.

5. Offer Deadline and Submission of Bids

All offers must be submitted to Venture37 by the **Offer Deadline, 29 January 2023, 5:00 pm (17:00)**, Dhaka. Please submit electronic proposals by email to:

Recardo Saurav Antor Halder, Program Operations Coordinator, rhalder@landolakes.com

The RFP Number, BTF-2023-PROC-0006, should be referenced in the subject line. It is the Bidder's sole responsibility to ensure that offers are received by Venture37 on or before the Offer Deadline. Offers received after the deadline for submission shall be rejected. It is recommended that no email exceeds the size of 10 MB, inclusive of attachments.



6. Pre-Bid Meeting

For queries and clarifications about the scope of the service, Land O Lakes Venture37 will arrange a pre-bid meeting on **22 January 2023, at 12.00 pm**, at Land O Lakes Venture37 office premise. The address of the office is provided below:

Concord Bilkis Tower, 40/6 Madani Avenue, Gulshan-2, Dhaka-1212

Bidders willing to join the pre-bid meeting are requested to contact Recardo Saurav Antor Halder, Program Operations Coordinator, at rhalder@landolakes.com.

7. Amendment of Bidding Documents

Venture37 may at its discretion and for any reason, modify bidding documents by amendment. All prospective Bidders that have received bidding documents will be notified of the amendment by email and such amendments will be binding on them.

8. Modification of Offers

Any Bidder has the right to withdraw, modify, or correct its offer after it has been delivered to Venture37, provided the request for such a withdrawal, modification, or correction together with full details of such modification or correction is received by Venture37 at the submission point of contact above before the deadline.

Venture37 may ask any Bidder for a clarification of its offer or conduct negotiations with the Bidders; nevertheless, no Bidder will be permitted to make any other material modification to its offer after the deadline unless the RFP has been amended or the deadline extended. Clarifications which do not change material aspects of the offer may be accepted at Venture37's discretion.

9. Criteria for Award and Evaluation

A. Evaluation Criteria

Venture37 will award the contract to that Bidder whose offer is deemed acceptable, and which offers the best value based upon the evaluation criteria. All complete, eligible offers will be evaluated according to the following criteria:

- **Technical approach and methodology-** Adequacy of the proposed work plan and methodology in responding to the Terms of Reference (35%)
- **Proposed Team** - Composition, qualifications, and competence of the key staff related to the assignment (25%).
- **Corporate Capabilities-** Firm's capability and experience specifically related to the assignment. Presentation of at least three (3) relevant projects. Review of three (3) client references (20%)
- **Price-** Budget justification, cost realism, and value (20%)

B. Award of Contract

Venture37 will award the contract to that Bidder whose offer is deemed acceptable, and which offers the best value to Venture37, and USDA based upon evaluation of the Technical Proposal and Price Offer according to the evaluation criteria.



Venture37 shall award the contract to the highest scoring Bidder after taking into consideration that the offer meets the eligibility requirements and assessment of the technical specifications and requirements which includes Corporate Capabilities, Proposed Methodology and Approach, the Proposed Team combined with the competitive comparison of Price Offers.

Venture37 reserves the right to not award a contract as a result of this RFP.

C. Compliance with Terms and Conditions of RFP

In order for an Offer to be deemed acceptable, it must comply with all the terms and conditions of the RFP without material modification. A material modification is one which affects the price, quality of performance, availability of personnel, and ability to deliver the required specifications, or which limits in anyway any responsibilities, duties, or liabilities of the bidders or any rights of Venture37. In addition, the successful bidder must be determined to be responsible. A responsible bidder is one who has the technical expertise, management capability, workload capacity, and financial resources to perform the work.

12. Venture37's Right to Accept Any Offer and to Reject Any or All Offers

Venture37 will reject any offer that it deems nonresponsive. Further, Venture37 reserves the right to waive any minor errors in any offer received if it is in Venture37's best interests to do so, to reject the offer of any Bidder if, in Venture37's judgment, the Bidder is not fully qualified to provide the services as specified in the contract, or to reject all bids.

13. Notification of Award

Venture37 will first evaluate the Technical and Financial proposals of the Bidders and may make a shortlist of firms who will be asked to present their understanding of the task and proposed methodology to the Venture37 authority. After the completion of the overall evaluation and before the expiration of the period of offer validity, Venture37 will notify the successful Bidder in writing that its Offer has been accepted. Venture37 may negotiate with the successful Bidder on any details and terms of the contract which do not materially change the scope or specifications of the goods or services to be provided.

Upon the successful Bidder acknowledging receipt of the Notification of Award, Venture37 will promptly notify each unsuccessful Bidder that their bids were rejected. If, after notification of award, a Bidder wishes to ascertain the grounds on which its offer was not selected, it should address its request to Venture37 in writing.

14. Acceptance of Privacy Policy and Terms and Conditions.

By submitting an Offer to Venture37, Bidder consents to and provides Venture37 with permission to process the Bidder's business and personal data specifically for the performance of, and purposes identified in, this solicitation document and in compliance with Venture37's legal obligations under applicable United States and European Union laws, data protection and regulations, and any other applicable legal requirements. The Bidder may withdraw their consent at any time by contacting Recardo Saurav Antor Halder, Program Operations Coordinator, at rhalder@landolakes.com. If consent is withdrawn, Venture37 reserves the right to either accept or reject the offer.



SECTION 2: STATEMENT OF WORK

I. About the Bangladesh Trade Facilitation Project

Land O'Lakes Venture37 implements Bangladesh Trade Facilitation project (BTF) funded by the United States Department of Agriculture, Foreign Agricultural Service, Food for Progress FY2020 (USDA).

The project aims to expand regional and international trade in agricultural goods by addressing systemic constraints to agricultural trade at Bangladeshi ports; simplifying and automating import and export processes; improving the capacity of government agencies, laboratories, and warehouses; and by fostering private and public investment in cold storage facilities and temperature-controlled logistics. BTF has entered MoUs with nine Government of Bangladesh (GoB) agencies that provide international trade services and regulate import and export of agricultural goods and food items. One MoU is with the Department of Agricultural Extension (DAE) of the Ministry of Agriculture, which has the legislative mandate to oversee the import and export of plants and plant products, issuing phytosanitary certificates and other documentation prior to the export of plant products. BTF is providing technical assistance and support to DAE and the Plant Quarantine Wing (PQW) and facilitates collaboration and coordination between DAE-PQW and other agencies and with private sector organizations.

II. Background

The practice of risk analysis in plant quarantine is known as Pest Risk Analysis. The PRA process is a technical tool used for identifying appropriate phytosanitary measures. The term is used within the [International Plant Protection Convention](#) (IPPC) (Article 2.1) and is defined within the glossary of phytosanitary terms as "the process of evaluating biological or other scientific and economic evidence to determine whether an organism is a pest, whether it should be regulated, and the strength of any phytosanitary measures to be taken against it".

The limited Sanitary and Phytosanitary (SPS) capacity and inadequate compliance of plants and plant products in Bangladesh poses further trade challenges. Such issues compromise trading partners' trust in Bangladesh's SPS certification system. DAE-PQW identified the absence of regular pest risk analysis (PRA) of potential exportable agricultural products as an impediment to pursuing export to the United States, Europe, and other major export destinations. In the past, DAE-PQW has undertaken some initiatives to conduct PRA for some selected products, including citrus (2014) and Mediterranean Fruit Fly (2019). However, the PRA process is neither regularly performed nor updated within the DAE institution and agencies. An important longer-term objective therefore is for DAE to establish a documented and regular process for PRA for major exportable products and produce essential to food security.

III. Objectives

The objective of this assignment is to identify and document diseases and insect pests of *Citrus Medicus* popularly known as Zara/Colombo lemon in Bangladesh. The PRA is also expected to explore the pest management practices significantly influences the activities of agricultural productivity by maintaining trade compliances. The consulting firm is required to list the major and minor insect and pests, diseases, weeds, or other pests of noted lemon varieties in Bangladesh as well as to evaluate their risk, and finally to formulate the risk management options etc.

The analysis will also focus on responsibility of agricultural extension agents for enhancing farmers' knowledge on integrated pest control and improve expertise in lemon cultivation for export

purpose. Furthermore, the PRA will highlight the role of the government to address issues such as high production costs, low commodity prices, and disease and pest infestation.

IV. Methodology

The methodology for the PRA study should be system-wide approach, which involves wide ranging and sequenced discussion with relevant stakeholders aiming to identify the insect pests, diseases and other associated pests of Zara/Colombo lemon, their potential hazards, quarantine concern of the pests, their risk and management options. The study involves the use of (i) field survey through structured questionnaire, (ii) semi-structured interviews by means of focus group discussions (FGD), (iii) formal and non-formal interviews through Key Informant Interview (KII); (iv) collection of primary and secondary information, reviewing the available reports and (v) physical field visits to the sampled area aiming to observe the physical status of the insect pests, diseases, and other associated pest problems in field condition.

PRA location and study sampling: The assessment survey will be conducted in the major Zara/Colombo lemon growing districts of Bangladesh as selected by the Plant Quarantine Wing (PQW), Department of Agricultural Extension. The focus group discussion (FGD) meeting will also need to be conducted for each of sampled districts with the participation of at least representative number of farmers for each FGD aiming to gather qualitative data related to the pests of Zara/Colombo lemon in Bangladesh. Besides, DAE officers of the sampled location(s) will also be included in the list of participants of the interview/FGD process.

V. Activity

The firm Should follow the pest risk analysis (PRA) process within the scope of the IPPC and in accordance with the ISPM 2. The following tasks are required to complete:

A. Technical Tasks

SI No	Tasks
1	Specify the area need to do PRA with scientific evidence
2	Identify pest and pathogen in the country and the neighboring countries with distribution information
3	Categorize the major and minor insects, pests, diseases, weeds or other pests, with label of infestation and economic impacts
4	Evaluate the probability of introduction and spread of pests and potential economic consequences in the specific area
5	Identification of pathway for the pests and pathogens that may be considered for pest risk assessment
6	Cover the total PRA structure such as initiation, pest risk assessment and pest risk management
7	Align the text information as appearing in ISPM 3 (Guidelines for the export, shipment, import and release of biological control agents and other beneficial organisms), ISPM 11 (Pest risk analysis for quarantine pests) and ISPM 21 (Pest risk analysis for regulated non-quarantine pests) for conceptual development
8	List down the biological control agents and other beneficial organisms
9	Develop specific guideline on PRA of quarantine pest, regulated non-quarantine pest, biological control agents and other beneficial organisms

**B. Non- Technical Tasks**

SI No	Tasks
1	The analysis on responsibility of agricultural extension agents for enhancing farmers' knowledge on integrated pest control and improve expertise in lemon cultivation for export purpose and recommendations for PRA institutionalization in the DAE
2	Role of the government to estimate the likelihood of establishment of a pest together with the environment affecting pest survival
3	List out the socio-demographic factors and their influences on lemon cultivators on accepting pest management practices

VI. Documentation

The principle of transparency requires that contracting parties should, on request, make available the technical justification for phytosanitary requirements. Thus, the PRA should be sufficiently documented. The entire process from initiation to pest risk management should be sufficiently documented so that the sources of information and rationale for management decisions can be clearly demonstrated. The main element needs to be documented, are

1. Purpose of the PRA.
2. Identity of the organism.
3. PRA area – biological attributes of the organism and evidence of ability to cause injury.
4. For quarantine pests: pest, pathways, endangered area.
5. For RNQPs (Regulated Non-Quarantine Pest): pest, host, plants and/or parts or class of plants under consideration, sources of infestation, intended use of the plants.
6. Sources of information.
7. Nature and degree of uncertainty and measures envisaged to compensate for uncertainty.
8. For pathway-initiated analysis: commodity description and categorized pest list - evidence of economic impact, which includes environmental impact.
9. Conclusions of pest risk assessment (probabilities and consequences).
10. Pest risk management: phytosanitary measures identified, evaluated, and recommended.
11. Date of completion and the NPPO responsible for the analysis, including if appropriate names of authors, contributors, and reviewers.

Other aspects to be documented where relevant:

1. Necessity for monitoring the efficacy of proposed phytosanitary measures.
2. Hazards identified outside the scope of the IPPC and to be communicated to other authorities.
3. Issues mentioned above in above noted activity agenda.

VII. Deliverables and Timeframe

The contractor is expected to complete the work and submit the following deliverables, within a 4-month timeframe. The Deliverables and Anticipated Completion Dates are listed in the table below.

SL. No.	Deliverables	Anticipated Completion Date
1	Implementation Plan and timeline to complete the work in accordance with the proposed methodology and approach.	1 week after signing contract
2	Draft report covering total PRA procedure	2 months after signing contract
3	Validation of PRA Draft Report	3 months after signing contract
4	Final PRA report prepared and formatted for approval by the NPPO. Final report must incorporate feedback from validation activity.	4 months after signing contract
5	Brief report of non-technical observations and recommendations regarding monitoring phytosanitary measures, hazards identified	4 months after signing contract



outside the scope of the IPPC, and other issues related to institutional capacity to conduct PRAs.
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