**Request for Proposal (RFP)**

# **Background**

WorldFish is an international, not-for-profit research organization that works to reduce hunger and poverty by improving fisheries and aquaculture. It collaborates with numerous international, regional and national partners to deliver transformational impacts to millions of people who depend on fish for food, nutrition, and income in the developing world. Headquartered in Penang, Malaysia and with regional offices across Africa, Asia and the Pacific, WorldFish is a member of CGIAR, the world’s largest global partnership on agriculture research and innovation for a food-secured future.

In the developing world, more than 1 billion people obtain most of their animal protein from fish, and 250 million depend on fishing and aquaculture for their livelihoods. The WorldFish mission is to strengthen livelihoods and enhance food and nutrition security by improving fisheries and aquaculture. We pursue this through research partnerships focused on helping those who stand to benefit the most-poor producers and consumers, women and children.

**About the Bangladesh Aquaculture and Nutrition Activity:**

The Feed the Future Bangladesh Aquaculture and Nutrition Activity (Aquaculture Activity) is a five-year award made by USAID to WorldFish in February 2018. Its aim is to sustain positive aquaculture sector growth in Zone of Influence (Southwest Bangladesh) and Zone of Resilience (Cox’s Bazar and Bandarban districts under Chattogram Division) through an inclusive market system approach.

The goal of the Aquaculture Activity is to achieve inclusive aquaculture sector growth through a market system approach. The specific objectives are:

1. Increased productivity of aquaculture production systems.

2. Strengthened aquaculture market systems, with particular attention to expanding opportunities for women and youth.

3. Increased awareness and adoption of nutrition-related behaviours with a particular focus on women and youth.

The Feed the Future Bangladesh Aquaculture and Nutrition Activity, as a part of its nutrition initiative, is looking for **a firm/company** for procuring and distributing moringa (drumstick) cuttings/saplings among the aquaculture farmers, nurseries and hatcheries for pond dyke or homestead plantation. The hired entity will supply the moringa cuttings/saplings and provide training and follow-up technical support to the farmers and others relevant for the plantation, grow-out and utilization of moringa for household and fish and animal nutrition improvement.

1. **Objective**

The major objective of this assignment is to procure moringa cuttings/saplings, distribute those to the farmers and provide training and follow-up technical support on the cultivation and different usages of moringa.

1. **Scope of work**

The hired entity will source moringa cuttings/saplings, distribute those among farmers and provide training and follow-up technical support in coordination with Feed the Future Bangladesh Aquaculture and Nutrition Activity team and its implementing partners (IPs) as outlined in sections D and F.

1. **Deliverables**

The firm is expected to deliver the following key outputs:

| **#** | **Items** | **Description** | **Timeline** | **Number of deliverables** | **Notes** |
| --- | --- | --- | --- | --- | --- |
| 1 | Capacity-building training for the farmers and other relevant | Capacity building training for Aquaculture farmers on moringa plantation at Dyke and homestead near the pond. 1,500 farmers to be trained. Approximately 75 sessions with an average 20 farmers in each session. | Within 30 days after signing the agreement | 1 | Narrative report on session completion |
| 2 | Procurement of moringa cuttings/saplings | Procuring indigenous species of 5,000 pcs of Moringa cuttings/Saplings. The cutting size will be 3-4 feet, and the sapling should be old enough to bloom within 3 months of plantation (or at least 1- year- old). The perennial indigenous variety is preferable.  The vendors should provide two different cost line items of procuring and supplying for cutting and sapling. 2,000 cuttings/saplings will be delivered at Cox’s Bazar and Bandarban, whereas the other 3,000 cuttings/saplings will be delivered at ZOI. | -Deliver 1,500 cuttings/saplings within 7 days after the training.  -Cumulatively deliver 3,000 cuttings/saplings within the next 7 days after the 1st lot.  -Cumulatively, deliver 5,000 cuttings/saplings within 15 days after the training. | 1 | Progress update emails on procurement. |
| 3 | Distribution of Moringa cuttings/Saplings | The moringa cuttings/saplings will be distributed to the farmers during the capacity-building session. The distribution districts include Cox’s Bazar, Bandarban, Khulna, Satkhira, Jashore, etc. | Within 15 days after the training | 1 | Distribution list |
| 4 | Moringa platform establishment in social media | The firm will develop a moringa platform, e.g., a Facebook page. | Within 7 days after the signing of the agreement | 1 | Share the platform link through email |
| 5 | Follow-up technical support on Moringa cultivation | * The firm will keep regular contact with the IPs and target farmers of the Aquaculture Activity to find out any cuttings/saplings demise or injury. * The firm will replace the demised cuttings/saplings within 14 calendar days of any cuttings/saplings’ demise | Up to three months of the agreement. | 3 | Monthly report |

1. **Target audience**

* Smallholder Fish farmers of Bangladesh Aquaculture Activity

1. **Requirements from the hiring entity**
2. Complete a background study, develop a procurement plan of moringa cuttings/saplings and share it with the Feed the Future Bangladesh Aquaculture and Nutrition Activity team
3. Meeting with the nutrition and market systems team of the Bangladesh Aquaculture and Nutrition Activity
4. Agree on  a work plan approved by the nutrition team of Aquaculture Activity
5. Procure the moringa cuttings/saplings and distribute those to the farmer as specified by the Bangladesh Aquaculture and Nutrition Activity team
6. Carrying out the capacity-building activities for the Activity targets farmers
7. Keep time-to-time communication with the Aquaculture Activity Implementing Partners (IPs) and their farmers and provide the support needed as appropriate
8. **Contract length and time period for deliverables**

Start date and duration: The firm will carry out the tasks within 3 months from the signing of the agreement.

1. **Working Experience**

* Previous experience in aquaculture, fish market value chain
* Previous working experience with moringa plantation will be regarded as an added value
* Familiarity with DoF, BFRI, USAID and WorldFish documentary is desirable
* Previous working experience in remote areas in different districts in Bangladesh

1. **Evaluation**

Interested agencies need to submit both financial and technical proposals to avail this

1. **Technical proposal parameters**

In order to be considered for this opportunity, proposals must include the following:

I. Brief profile – Capability statement including profiles of professionals/staff to be engaged with this activity.    
II. Client list – Mention only the relevant ones. Names, company or organization, contact information of three recent (within the past 2 years) companies/organizations that you have worked for.   
III. Experience copy of previous similar procurement activities

1. **Financial Proposal**

Agencies need to submit a financial proposal that include separate pricing breakdown for each of the deliverables. The pricing must include applicable tax and vat rates. The proposal must include another price breakdown for three months follow-up support and replacement of the demised moringa cuttings/saplings, etc.

1. **Required documentation**
2. It is mandatory for bidding organizations to submit documentary evidence demonstrating their legal, taxation and financial status. This includes:

* A certificate of incorporation (for individual companies, a trade license);
* Joint stock registration certificate (if applicable);
* An organizational organogram of key personnel, inclusive of the names of such personnel;
* Tax Identification Number (TIN);
* VAT registration number;
* Proof of a segregated account (providing the name and address of such an account);
* Other valid papers (provided by government institutions).

1. **Submission details**

The bidders must submit One (1) copy of each of the Technical and Financial proposal in 2 (two) separate flies clearly marked on the document tittle as “TECHNICAL PROPOSAL” and “FINANCIAL PROPOSAL” .Please mention RFP reference as subject line of mail by **August 22, 2022, 11:59 PM** to: **procurement.wfbd@worldfishcenter.org**

**It must be taken care that the technical proposal must not mention any information related to financial proposal; otherwise the submission will be rejected.** Upon delivery, applicants may request a stamped receipt confirming timely submission. Please note that incomplete proposals will not be reviewed.

**Tax & Vat**

The Financial Proposal shall specify a total delivery amount (in BDT) including mentioning taxes & Vat. Tax and VAT shall be deducted from the contract amount according to the Government Rules and Regulations.

**Questions and Clarifications**

All questions and/or clarifications regarding this RFP must be submitted via email to**: M.H.Ali@cgiar.org** no later than 5:00 pm local Dhaka time on August 11, 2022. All correspondence and/or inquiries regarding this solicitation shall reference the RFP number in the subject line. No phone calls or in-person inquiries will be entertained; all questions and inquiries must be in writing.

**Basis for Award**

WorldFish intends to award a service agreement resulting from this solicitation to the responsible bidder whose proposal represents the best value to WorldFish after evaluation of the following criteria, with the weights applied accordingly:

***Proposed Technical Plan 20 Points***

The bidder shall be evaluated on the overall understanding of the scope of work, specifically, the technical plan as well as its innovative approach and ideas.

***Key Personnel and Staffing Plan 20 Points***

The bidder’s key personnel and staffing plan shall be evaluated on the experience of the team members with similar projects, how they will effectively manage the scope of work based on the bidder’s technical strategy.

***Past Performance and Experience 30 Points***

The bidder shall be evaluated on the experience the firm has with related projects of similar scope and size in Bangladesh. The references listed by the bidder may be contacted to complete a survey.

***Cost Proposal 30 Points***

Provide an estimate of the cost of the activity in Bangladeshi taka and USD following the cost proposal details. The cost proposal will be evaluated based on the proposed cost to be borne under WorldFish. Value for money is one of the key criteria for the evaluation.

Once the evaluation of offers is completed based on the above criteria, the Cost Proposal will be used in conducting the best value analysis. The combined technical factors above are more important than cost or price. However, WorldFish will not select any offer for award on the basis of a superior technical proposal without considering cost.

The price proposal of all contractors, who have attained minimum 70% score (49 out of 70 point) in the technical evaluation, will be compared. The contract will be awarded to the bidder offering the **’best value for money’**. The contract will be awarded to the Contractor based on the cumulative method. The formula for the rating of the Proposals will be as follows:

Rating the Technical Proposal (TP):

TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100

Rating the Financial Proposal (FP):

FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100

Total Combined Score:

(TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)

=Total Combined and Final Rating of the Proposal

The proposal obtaining the overall highest score after adding the score of the technical proposal and the financial proposal is the proposal that offers best value for money.

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