



REQUEST FOR PROPOSALS

The United States Agency for International Development (USAID)-funded Commercial Horticulture & Agricultural Marketing Program (CHAMP), implemented by Roots of Peace (ROP) requests proposals for services outlined in this Request for Proposals.

Summary of Services Required	Provision of Pre-Audit and Training Services for ISO22000
RFP #	RFP-ROP-CHAMP-2019-107
RFP Issue Date:	9 June 2019
Deadline for Questions:	18 June 2019
Question Submission:	Questions should be submitted via email to Lothar.kerscher@rootsofpeace.org champprocedure@rootsofpeace.org prior to the deadline above.
RFP Closing Date:	22 June 2019
Quotation Submission:	Quotations should be submitted via email to Lothar.kerscher@rootsofpeace.org champprocedure@rootsofpeace.org prior to the closing date above.
Minimum Proposal Validity Period:	90 days after closing date
Type of Award:	One Time Firm Fixed Price Purchase Order

1. Background Information

Roots of Peace (ROP) is a humanitarian organization whose mission is to rid the world of landmines and other remnants of war by transforming toxic minefields into thriving farmland and communities through a focus on sustainable, organic farming practices. Roots of Peace implements the Commercial Horticulture & Agricultural Marketing Program (CHAMP) in Afghanistan for the United States Agency for International Development.

CHAMP provides supply chain and export development assistance to develop Afghanistan's horticultural sector. Activities include: the development of marketing and export guides; creation and operation of trade offices; capacity building of traders and exporters; organization of international trade shows and commercial missions; facilitation of access to credit; and support to overcoming export impediments.

CHAMP works with directly exporters to help them reach high-end international markets. Currently, some of these markets, such as India, do not require specific certification and accept the Quality Certificate issued by the Afghan government. However, many other markets with growth potential have begun requiring specific certifications, such as HACCP and ISO22000, among others. In top end markets such as the EU and North America such certifications are a standard requirement for exporters. For Afghanistan's horticultural sector to continue to expand into new markets it must adopt internationally recognised food safety standards.

One of the most widely recognised food safety certifications is ISO22000. This is a Food Safety Management System that can be applied to any organization in the food chain, farm to fork. Becoming certified to ISO 22000 allows a company to show their customers that they have a food safety management system in place. This provides customer confidence in the product. This is becoming more and more important as customers demand safe food and food processors require that ingredients obtained from their suppliers to be safe.

Certifying Afghan export firms will lead to a greater volume of quality exports being shipped to higher-end markets, and an improved image for Afghan exports, as well as greater profitability for its exporters and farmers. This will further open the way to high value supermarkets and importers in the region and beyond.

2. Specific Services Required

CHAMP seeks to procure the services of a locally-registered, professional certification body to provide a pre-audit, recommendations and training to a number of selected food processors that will set them on the road to achieving ISO22000 certification.

At a minimum the selected vendor should provide the following services:

- Conduct an ISO22000 pre-audit of ten (10) partner food processing companies and provide detailed recommendations on what they will need to do in order to achieve certification.
- Provide a minimum of six (6) days of training on food safety as it relates to achieving ISO22000 certification.

A. Evaluation of Proposals

Proposals will be evaluated based on best value, taking into consideration prior relevant experience, proposed activities and cost. The weighting of specific criteria is as follows:

- 1) Prior relevant experience of the firm and its personnel in undertaking food safety certification audits and trainings, in particular relating to ISO22000.– 50 Points
- 2) Detailed explanation of activities to be undertaken based on services required (Section 2), highlighting how the offeror will ensure the successful rollout of the project – 30 Points
- 3) Cost/Value for Money – 20 Points

Please note that CHAMP is aware that the issuance of fake food safety certifications is widely practiced in Afghanistan and so we reserve the right to disallow any firms that have been found to engage in such practices.

It is anticipated that a contract will be awarded solely based on the original proposals received. However, CHAMP reserves the right to conduct discussions, negotiations and/or request clarifications prior to awarding a contract.

B. Guidelines on Proposal Submission

Qualified companies are invited to seek clarification or ask questions about this RFP. All questions of requests for clarification should be in English and be made by email by the deadline outlined on the cover page.

Responses to questions or requests for clarification may be shared with other bidders that have requested information. Any verbal information received from employees of ROP/CHAMP or any other entity should not be considered as an official response to any questions regarding this RFP.

Qualified companies are requested to submit signed and dated proposals to the CHAMP Procurement Office at champprocurement@rootsofpeace.org before the deadline specified in this solicitation. Please reference the RFP number in the email subject line. Supporting attachments should be less than 10Mb.

Please ensure that your proposals include:

- 1) Company name and address
- 2) Name and contact details (email and mobile phone number) for authorized representative
- 3) Copy of company official registration or business license
- 4) Details of relevant experience
- 5) Detailed explanation of activities to be undertaken based on services required (Section 2), highlighting how the offeror will ensure delivery of the activity
- 6) Overall quotation for the services outlined in Section 2
- 7) Terms and conditions including, but not limited to, payment terms, payment methods, and validity period for proposal.

Please note that significant deficiencies in responses may lead to disqualification. CHAMP reserves the right to waive immaterial deficiencies at its discretion.

C. Additional Information

Event planning / management companies are advised to take note of the following:

1. The company selected to supply services in response to this RFP will be required to pass USAID's anti-terrorism vetting. ROP/CHAMP will detail the procedures once the awardee is notified. In addition to vetting, CHAMP reserves the right to carry out due diligence on any offers received.
2. This RFP in no way obligates ROP/CHAMP to make an award, nor does it commit ROP/CHAMP to pay any costs incurred by the company in the preparation and submission of a proposal or amendments to a proposal.
3. ROP/CHAMP reserves the right to reject any or all proposals without assigning any reasons.
4. If a company anticipates subcontracting any of the work to a subcontractor, they must provide details of the subcontractor to ROP/CHAMP for approval.
5. ROP-CHAMP will not share its internal evaluation documents.

If you are approached by anyone suggesting unlawful actions regarding this RFQ or have any concerns or suspicions that your proposal is not being treated with honesty, transparency, and integrity, please contact the Special Inspector General for Afghanistan Reconstruction on +93 700107300 or email sigar.hotline@mail.mil. Confidentiality or anonymity can be guaranteed.