

**REQUEST FOR PROPOSALS**

RFP Number:	BTF-2024-PROC-0082
Subject:	Request for proposals from qualified Animal Products Export Promotion Consultant/Group of Consultants/Firms to develop the required documents and guidelines for exporting animal products, particularly red <b>meat</b> to EU, Saudi Arabia and Malaysia.
Issuance Date:	09 December 2024
Offer Deadline:	19 December 2024

Land O'Lakes Venture37 (Venture37) requests proposals from qualified Animal Products Export Promotion Consultant/Group of Consultants/Firms to develop the required documents and guidelines for exporting animal products, particularly red meat, to EU, Saudi Arabia and Malaysia. 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.

Consultant(s) (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 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](http://www.landolakesventure37.org)) is a 501©(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-2024-PROC-0082**

Venture37, acting on behalf of the USDA Bangladesh Trade Facilitation Project, hereby solicits proposals from qualified Animal Products Export Promotion Expert to develop the required documents and guidelines for exporting animal products, particularly red meat to EU, Saudi Arabia and Malaysia as described in **Section 2, Statement of Work**.

**2. Eligibility**

- a. This RFP is open to **individuals/ group of individuals/ firms** who are the residents of Bangladesh and legally allowed to work in Bangladesh, having a Tax Identification Number (TIN).
- b. A bidder will be considered ineligible if s/he has been suspended, debarred, or deemed ineligible, as indicated on (1) the "List of Parties Excluded from Federal Procurement and Non-procurement Programs" and/or (2) the "Specially Designated Nationals and Blocked Persons List".

**3. Preparation of Offers**

- a. Bidders are expected to examine the Technical Specifications, and all instructions contained in this RFP. Failure to do so shall be at the Bidder's risk.
- b. The offer prepared by the Bidder and all correspondence related to the offer exchanged by the Bidder and Venture37 shall be in English.

**4. Contents of Offer**

The Bidder shall prepare one complete written Offer, which must be written in English language and **should not exceed 10 pages**, including a Technical Proposal, and a Financial Proposal. 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. Relevant experience of conducting similar types of assignments/projects. Examples of minimum 1 (one) project/assignment of similar nature.
2. Methodology and proposed solution reflecting how the Bidder will undertake all the tasks under, and timeline to conduct the assignment.
3. Brief CV of the consultant/s to be included as an annex to the Technical Proposal.



## B. Financial Proposal

The Financial Proposal must include a Fixed Price Offer, broken down according to each deliverable indicated in the table below. The complete price offer should be inclusive of VAT and AIT as per Government Tax Laws;

<b>Deliverables</b>
1. Policy Guideline for Residue Control Planning, implementation & Monitoring for red meat export to EU, Saudi Arabia and Malaysia
2. Export protocol for red meat/ meat products to EU, Saudi Arabia and Malaysia
3. Application procedure for enlisting in EU third country list of red meat EU, Saudi Arabia and Malaysia
4. Compliance manual for red meat business operators for export to EU, Saudi Arabia and Malaysia
5. Inspection protocol for red meat/ meat products business establishments for export to EU, Saudi Arabia and Malaysia
6. Developing traceability guideline for red meat value chain for export to EU, Saudi Arabia and Malaysia
7. Transmissible Disease control plan for exportable red meat animals for export to EU, Saudi Arabia and Malaysia
8. Certificate protocol for red meat/ meat products business operators, final products for export to EU, Saudi Arabia and Malaysia
9. Developing guideline for declaring zone/territory/compartment for red meat export to EU, Saudi Arabia and Malaysia
10. Developing guidelines of recall system for red meat export to EU, Saudi Arabia and Malaysia
<b>Price Offer- Total Fixed Price (inclusive of VAT and Income Tax)</b>

### 5. 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.

### 6. Clarification of Bidding Documents

Clarifications may be requested in writing up to five (5) business days prior to the Offer Deadline. The contact for requesting clarifications is:

**Recardo Halder, Program Operations Coordinator, [rhalder@landolakes.com](mailto:rhalder@landolakes.com)**

### 7. Offer Deadline and Submission of Bids

All offers must be submitted to Venture37 by the Offer Deadline 19 December 2024, 5.00 pm (17.00), Dhaka. Please submit electronic proposals by email to:

**Recardo Halder, Program Operations Coordinator, [rhalder@landolakes.com](mailto:rhalder@landolakes.com)**

The RFP Number, BTF-2024-PROC-0082, 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.

## **8. 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 e-mail and such amendments will be binding on them.

## **9. 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.

## **10. 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:

1. Proposed methodology and depth of understanding of the task (40%).
2. Previous Experience and Credentials- Experience of conducting at least 1 project/assignment of relevant nature (40%).
3. Price Offer- 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 Depth of Understanding, Previous Experience, 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 the Terms and Conditions of the 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.

#### **11. 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.

#### **12. 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.

#### **13. 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 Halder, Program Operations Coordinator, at [rhalder@landolakes.com](mailto:rhalder@landolakes.com). If consent is withdrawn, Venture37 reserves the right to either accept or reject the offer.



## SECTION 2: Statement of Work

### 1. Background

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

The project will 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 fostering private and public investment in cold storage facilities and temperature-controlled logistics. BTF has entered into MoUs with nine Government of Bangladesh (GoB) agencies that provide international trade services and regulate the import and export of agricultural goods and food items. One MoU is with the Department of Livestock Services (DLS) of the Ministry of Fisheries and Livestock (MoFL), responsible for controlling animal disease, regulating livestock production, and monitoring domestic and international trade of animals, animal products, veterinary and feed inputs. BTF provides technical assistance and support to DLS and will facilitate collaboration and coordination between DLS and other agencies and private sector organizations. In addition, DLS and BTF will collaborate to improve institutional systems for the trade of animal and animal products and support the GoB efforts to increase and diversify exports of livestock products.

To expand opportunities for the export of livestock and animal-sourced food products, particularly meat and meat products, to major developed countries, including countries under European Union, it is necessary for DLS to be legally mandated to facilitate exports through the implementation of appropriate laws, procedures, and management systems. Additionally, DLS must have adequate authority and logistical arrangements to certify the quality of products as a national focal point organization. The department must also prove its equivalency to European standards to export to the European Union. If the conditions are met, obtaining equivalency can also assist the exports in entering other major markets. Since DLS has prioritized the export of livestock products, particularly meat and meat products, to EU countries and other major export destinations, DLS and BTF aim to pursue the documentation process to address the process requirement of these export destinations.

### 2. Objective

Venture37 requires an Animal Products Export Promotion Expert to develop the required documents and guidelines for exporting animal products, particularly red meat, EU, Saudi Arabia and Malaysia. The expert will also be required to assist DLS and private sector in completing the documentation process and guide the selected private sector companies to strengthen their compliance management system. There is also a need to train DLS officials and select private sector representatives to establish a permanent system for exportation.

### 3. Tasks/Activities

The Animal Products Export Promotion Expert will primarily work closely with DLS officials to develop necessary documents and guidelines for addressing compliance issues. The expert will also build the DLS official's capacity to complete the formalities and fulfill requirements for exporting meat and selecting other animal products. The expert will also assist the DLS officials in registering the organization with relevant export destinations.

The expert will also work closely with the selected private sector companies and associations to address their regulatory and capacity gaps for export. The expert must also coach the private sector companies' officials in completing the registration tasks and subsequent activities. A BTF Technical Advisor will provide technical direction, supervision, and mentoring.

Expected tasks and activities below provide a general overview and may be further expanded or customized based on the specific requirements and context of the job:

- Research and compile animal product export requirements to major export destinations for national focal points of DLS and private sector companies.
- Assess the export requirements in other countries to get a comprehensive idea of the requirements.
- Work closely with the DLS officials and selected private sector companies and associations to identify their regulatory and capacity gaps in exporting animal products, specifically meat and meat products, to major export destinations, particularly to European countries.
- Collaborate with DLS officials and selected private sectors to develop necessary documents and guidelines for addressing compliance issues related to exporting meat and other animal products.
- Directly assist the key personnel engaged in the export process, both at DLS and in selected private companies, in managing the total process.
- Build the capacity of DLS officials and targeted private sector representatives to complete formalities and fulfil requirements for exporting animal products.
- Guide and coach, a group of officials of DLS and selected private sector representatives on compliance requirements for exporting animal products from Bangladesh to major export destinations.
- Receive technical direction, supervision, and guidance from the BTF Senior Technical Advisor, ensuring alignment with project goals and objectives.
- Any other relevant tasks necessary to complete the assignment.

#### 4. Deliverables and Timeframe

Deliverables	Anticipated Due Date
1. Policy Guideline for Residue Control Planning, implementation & Monitoring for red meat export to EU, Saudi Arabia and Malaysia	Bidder to propose Mention specific date
2. Export protocol for red meat/ meat products to EU, Saudi Arabia and Malaysia	
3. Application procedure for enlisting in EU third country list of red meat export	
4. Compliance manual for red meat business operators for export to EU, Saudi Arabia and Malaysia	
5. Inspection protocol for red meat/ meat products business establishments for export to EU, Saudi Arabia and Malaysia	
6. Developing traceability guideline for red meat value chain for export to EU, Saudi Arabia and Malaysia	
7. Transmissible Disease control plan for exportable red meat animals for export to EU, Saudi Arabia and Malaysia	
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