

Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	Food Safety Capacity Building and Certification Support for Food Processing Grantees by a Local Service Provider (LSP).
Type of Procurement:	Subcontract agreement
Type of Contract:	Firm Fixed Price
Term of Contract:	Approximately 1 year from award
Contract Funding:	US Department of State
This Procurement supports:	Feed the Future Ethiopia Transforming Agriculture
Submit Proposal to:	Address below mentioned
Date of Issue of RFP:	December 18, 2025,
Date Questions from Supplier Due:	December 25, 2025, at 14:00 East Africa Time (EAT)
Date Response to Supplier Due:	December 26, 2025, at 14:00 East Africa Time (EAT)
Date Proposal Due:	December 30, 2025.
Approximate Date Purchase Order Issued to Successful Bidder(s):	TBD

Method of Submittal:

Via email to procurement.eta@rti.org

Respond via e-mail with attached document in MS Word / pdf format.

The Bidder/Seller agrees to hold the prices in its offer firm for **90 days** from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFP/RFQ.

Solicitation Number:	RTI-ETA RFQ: ETA-ADD-25-277
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Attachments to RFP:

1. Attachment “A” – Commodity Specifications
2. Attachment “B” – Instructions to Bidders/Sellers
3. All PO Terms and Conditions are listed on our website at: <https://www.rti.org/sites/default/files/rti-purchase-order-terms-and-conditions-v1.16.pdf>, US http://www.rti.org/files/PO_FAR_Clauses.pdf or for commercial items: http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf (hereinafter the “Terms”). Supplier’s delivery of products, performance of services, or issuance of invoices in connection with this purchase order establishes Supplier’s agreement to the Terms. The Terms may only be modified in writing signed by both parties.

All bidders/sellers are responsible to carefully review each attachment and follow any instructions that may be relevant to this procurement.

**Attachment A
Statement of Work**

Project Name: Feed the Future Ethiopia Transforming Agriculture

Assignment Title: Food Safety Capacity Building and Certification Support for Food Processing Grantees by a Local Service Provider (LSP).

Period of Performance: The activity will be performed for approximately 12 months from award.

Location: Amhara, South and Southwest Ethiopia

About Feed the Future Ethiopia Transforming Agriculture

Feed the Future Ethiopia Transforming Agriculture (ETA) is a 5-year project that aims to increase access to healthy diets for Ethiopians, particularly for women and children with three intermediate results:

- Increased availability of safe, diverse, nutritious foods.
- Increased incomes in the food and agriculture sectors.
- Increased convenience and desirability of safe, diverse, nutritious foods.

Together, these intermediate results will improve the competitiveness, inclusiveness, resilience, and sustainability of Ethiopia's food and agriculture system.

Background

Ensuring food safety and quality is critical for the growth, competitiveness, and sustainability of Ethiopia's food processing sector. Foodborne diseases remain a significant public health challenge, and compliance with food safety regulations is essential for both domestic market trust and access to regional and international markets. Recognizing these challenges, the Ethiopian Food and Drug Authority (EFDA) and the Ethiopian Standards Agency (ESA) have introduced regulatory frameworks that align with international standards, including Codex Alimentarius and ISO-based food safety management systems.

Despite these frameworks, many food processing enterprises in Ethiopia particularly small and medium-sized processors face significant gaps in implementing food safety and quality systems. Recent food safety and quality gap assessments conducted among selected grantee companies revealed shortcomings in areas such as hygiene and sanitation, documentation and record-keeping, infrastructure, raw material handling, product traceability, and compliance with both national and international food safety standards. These gaps not only compromise consumer safety but also restrict the companies' potential to expand their markets. Addressing these challenges requires targeted technical assistance, capacity building, and continuous follow-up support.

To address these challenges and strengthen food safety and quality in the food processing sector, the Ethiopia Transforming Agriculture Project seeks to enhance the capacities of processing companies that are potential grantees. The program will hire Local Service Providers (LSPs) to deliver specialized training, documentations and certification support tailored to each company's status, with a focus on EFDA, ESA, GMP, GHP, and ISO 22000 standards. This strategic initiative will build the local food manufacturing industry's ability to consistently produce safe, high-quality products while ensuring compliance with both national regulations and international requirements. By engaging a local service provider to deliver targeted training and certification services, the project seeks to foster a culture of excellence in food safety and quality ultimately benefiting companies, consumers, and the wider community.

Assignment Objective

The objective of this assignment is to build the capacity of Three food processing grantees to comply with national and international food safety regulations by engaging Local Service Providers (LSPs). The program will support enterprises in implementing food safety management systems (FSMS), including EFDA, GMP, HACCP, and ISO standards, and securing certification through accredited third-party bodies. The ultimate goal is to embed sustainable practices that ensure safe, high-quality production and improved market competitiveness.

- Guide grantees in aligning operations with Ethiopian Food and Drug Authority (EFDA) and Ethiopian Standards Agency (ESA) regulations through proper documentation, monitoring systems, and reporting mechanisms to ensure practical and sustainable compliance.
- Support enterprises in establishing and applying food safety management systems (FSMS), such as ISO 22000 and HACCP, alongside Good Manufacturing Practices (GMP) and Good Hygiene Practices (GHP), to integrate food safety principles into daily operations and Prepare for certification.
- Build capacity for internal audits, compliance checklists, and pre-assessments, enabling grantees to demonstrate readiness for both national and international certifications and formal evaluations.
- Facilitate linkages between grantees and accredited third-party certification bodies, support them through the certification process to ensure they achieve recognized food safety certifications such as EFDA, HACCP and ISO 22000).
- Develop clear processes, timelines, and accountability mechanisms that engage management and staff, ensuring defined roles, responsibilities, and long-term commitment to food safety implementation.
- Establish monitoring mechanisms, corrective action plans, and feedback systems to drive continual improvement in food safety practices while enhancing competitiveness through certified, high-quality, and safe products.

Feed the Future Ethiopia Transforming Agriculture food processing department will provide detail gap assessment report of each grantee. The LSP will provide regular reports on the activities at each site, including recommendations for areas of concern and/or opportunity, non-compliance with recommendations or procedures, and a summary of progress against agreed milestones. It is understood that the details of individual manufacturing practices, product specifications, and other commercial information are sensitive and confidential for each business and must not be shared or disclosed to any third party without the approval of Transforming Agriculture leadership.

Proposed food processing grantees

Phase I

No	Name of the company	Location	Type of products	Certification currently have	Status of the grantees
1	Emebet and her children	Bahirdar, Amhara	pasteurized milk, yogurt, and cheese	No	Implementation
2	Yala dairy processing	Arbaminch Southern Ethiopia	Pasteurized milk and yogurt	No	Implementation
3	Haiti injera and bakery	Bonga South Ethiopia	Injera and bread	No	Implementation

Activities

The Local Service Provider will support grantees in applying food safety practices in daily operations, conduct pre-certification audits, and provide technical guidance for achieving certifications. The LSP will also establish monitoring and follow-up mechanisms, support continual improvement, and provide post-certification guidance to ensure sustainable compliance and enhanced market competitiveness and execute the following list of activities:

Task 1: Develop tailored action plans and training modules

- Design comprehensive action plans and training modules based on the identified gaps for the grantees.
- Prepare training materials (manuals, presentations, handouts) covering food safety management systems, EFDA/ESA legislation, HACCP, GMP, GHP, GAP, labeling, quality assurance, and hygiene protocols.
- Deliver the training using diverse methods such as workshops, on-site demonstrations, and interactive sessions, ensuring accessibility for participants regardless of language or literacy levels.

Task 2: Strengthen operational food safety practices

- Support grantees in applying food safety principles in daily operations, including proper documentation and record-keeping, supplier and raw material management, cleaning and sanitation systems, pest and waste control, water storage, and facility/equipment hygiene.
- Provide coaching on staff discipline, protective clothing, and personal hygiene practices to embed compliance into company culture.

Task 3: Conduct pre-certification audits and compliance checks

- Carry out structured assessments to evaluate readiness for certification, identifying non-conformities in production processes, quality control systems, and documentation practices.
- Provide feedback reports with corrective action plans, timelines, and monitoring tools to close identified gaps and prepare companies for formal audits.

Task 4: Attain local and International Certification

- Provide technical guidance and hands-on support to help companies meet the requirements for HACCP, ISO 22000, or other relevant FSMS certifications.
- Facilitate linkage with both local (EFDA, ESA) and accredited international certification bodies.
- Establish clear roles, responsibilities, and cost implications for certification.
- Manage the certification process end-to end, including application, documentation, audit preparation, and corrective actions, until each grantee successfully obtains certification.
- Support grantees with system implementation, documentation, and coordination with certifying bodies until certification is achieved.

Task 5: Provide post-certification support and continual improvement

- Monitor the effectiveness of implemented systems through follow-up assessments and progress reviews.
- Verify corrective actions, provide technical advice for continual improvement, and prepare companies for annual surveillance audits.

- Share regular progress reports with practical recommendations to maintain compliance and strengthen competitiveness.

Task 6: Establish monitoring and follow-up mechanisms

- Companies are fully prepared for national and international certification audits and achieve relevant certifications (e.g., HACCP, ISO 22000), demonstrating compliance with regulatory and industry standards

Expected Deliverables

S.No.	Deliverable	Deliverable Description	Timeframe	Weight
1	Develop tailored action plans and training modules	<ul style="list-style-type: none"> ▪ Prepare and submit a detailed inception/work plan including timelines, methodology, consultation steps, and implementation strategy. ▪ Design and deliver tailored training modules (manuals, presentations, handouts) covering: Food Safety Management Systems (FSMS), EFDA/ESA legislation, HACCP, GMP, GHP, GAP, labeling, quality assurance, and hygiene protocols. ▪ Deliver training sessions to grantee staff through workshops, on-site demonstrations, and interactive sessions, ensuring accessibility for participants of varying backgrounds. • Submit training attendance lists, session reports, and participant feedback summaries as evidence of capacity building. 	Within 3 months after award	15%
2	Strengthening operational food safety practices	<ul style="list-style-type: none"> ▪ Provide hands-on support to grantees to embed food safety principles into daily operations. ▪ Establish or improve systems for documentation and record-keeping, supplier and raw material management, cleaning and sanitation programs, pest/waste control, water storage, and facility/equipment hygiene. ▪ Submit site-specific reports documenting improvements, photographs of practices implemented, and evidence of corrective actions taken. ▪ Provide staff coaching on personal hygiene, protective clothing, and workplace discipline to institutionalize compliance. 	Within 4 months after award	20%
3	Conduct pre-certification audits and compliance checks	<ul style="list-style-type: none"> ▪ Conduct structured internal/pre-certification audits for each grantee, aligned with EFDA, ESA, HACCP, and ISO 22000 requirements. ▪ Identify and document non-conformities in production processes, quality control systems, and documentation practices. ▪ Develop and submit gap analysis reports with corrective action plans, timelines, and monitoring tools for each grantee. ▪ Organize review meetings with management and staff to validate findings and agree on next steps. 	Within 6 months after award	25%

4	Attain local and International Certification	<ul style="list-style-type: none"> Provide technical guidance, system implementation support, and documentation preparation to ensure full compliance with EFDA and ESA regulations, and relevant international FSMS standards (e.g., HACCP, ISO 22000). Facilitate linkages and coordinate directly with accredited certifying bodies (local and international). Manage the end-to-end certification process, including application, audit preparation, addressing audit findings, and re-audits if required. Deliver evidence of successful certification for all five grantees (copies of certificates from EFDA/ESA and at least one internationally accredited body). 	Within 8 months after award	25%
5	Provide post-certification support	<ul style="list-style-type: none"> Conduct follow-up assessments to evaluate ongoing compliance and effectiveness of implemented systems. Verify corrective actions taken by grantees to address gaps raised during surveillance or internal audits. Provide technical advice for continual improvement, including updates to procedures, staff refresher training, and process optimization. Submit progress reports highlighting lessons learned, sustainability measures, and readiness for surveillance audits. 	Within 10 months after award	10%
6	Establish monitoring and follow-up mechanisms	<ul style="list-style-type: none"> Develop and institutionalize monitoring and follow-up mechanisms to track food safety compliance and continual improvement. Provide grantees with tools and templates (e.g., checklists, reporting formats, internal audit guides) to sustain compliance beyond the assignment period. Submit a final monitoring framework and handover package for each grantee, including recommendations for long-term sustainability. 	Within 10 months after award	5%

Expected Outcomes

- Improved Operational Food Safety Practices:** Enhanced ability of food processors to meet national and international food safety regulations, reducing the risk of foodborne illnesses and ensuring safer products for consumers.

- **Increased Product Quality and competitiveness:** Consistent application of food safety standards leading to improved product quality, uniformity, and shelf-life. This strengthens the competitiveness of locally processed foods in both domestic and international markets.
- **Enhanced Consumer Confidence and market compactness:** As food safety and quality improve, consumer trust in locally produced food products is likely to increase, boosting sales and market share for these companies.
- **Certification Achievement (National and International):** All supported grantees successfully obtain at least one local certification (EFDA/ESA) and one internationally recognized certification (HACCP, ISO 22000). Certification validates compliance with regulatory and industry standards, enabling access to new markets and consumers.
- **Strengthened Regulatory Compliance:** Food processors meet or exceed requirements of Ethiopian Food and Drug Authority (EFDA), Ethiopian Standards Agency (ESA), and international certification bodies. This reduces risks of penalties, recalls, or sanctions, while improving credibility with regulators and buyers.
- **Sustainable Food safety and Quality system:** Companies establish internal monitoring, auditing, and continual improvement mechanisms that sustain compliance beyond the life of the project. This creates long-term organizational capacity and reduces dependence on external support.
- **Contribute to Public Health and Sustainability Goals:** By improving food safety and reducing contamination risks, the program contributes to national efforts to improve nutrition and public health. Adoption of efficient, cleaner, and safer practices also supports environmental sustainability and resource efficiency.

Reporting, Data, Monitoring & Evaluation

The local service providing firm will ensure data developed, acquired, or produced as part of the work is shared with the rest of the team in support of effective reporting to the client, and in support of meaningful monitoring, evaluation, and learning related to the work.

Eligibility Criteria

This assignment is open for firms only (individual CVs are not accepted). To be considered eligible under this opportunity, firms must meet the following criteria:

1. Legal and Organizational Requirements

- Legally registered private sector company in Ethiopia, with valid and relevant **business/trade license** and **Tax Identification Number (TIN) and VAT registration**.
- Proof of legal registration for similar services through **commercial registration certificate**.
- Minimum of **10 years of relevant experience** in Good Manufacturing Practices (GMP), Food Safety Management Systems (FSMS), business development support, and food systems approach.
- Demonstrated ability to provide services nationwide, including **on-site support in Bahirdar, Arbaminch, and Bonga**.

2. Technical and Operational Capacity

- Provide proven past experience in supporting food processors to implement FSMS such as **HACCP, GMP, ISO 22000**, or equivalent standards.
- Demonstrated track record of successfully guiding companies to achieve **national (EFDA/ESA) and international certifications**.
- Established partnerships or linkages with **accredited local and international certification bodies**.
- Capacity to provide **training, on-site technical support, and post-certification follow-up**.
- Proven ability to produce high-quality **reports, gap analyses, corrective action plans, training materials, and certification documentation**.

- Demonstrated capacity to maintain confidentiality and protect sensitive client information.

Key Qualifications Expected from Applicant Firm Experts:

1. Educational and Professional Qualifications

- Degree, Master's, or PhD in Food Science, Food Technology, Food Nutrition, or other relevant fields.
- Lead Auditor certification with technical competency in food safety auditing.

2. Technical Experience and Expertise

- Extensive expertise in FSMS, food quality management, and hygiene standards.
- At least 5 years of experience working with international organizations, companies, and/or donors.
- Proven experience in developing and delivering training programs in food safety, quality control, hygiene, and FSMS standards.
- Strong understanding of national and international food safety standards and regulations (EFDA, ESA, HACCP, ISO).
- Demonstrated ability to conduct gap assessments and develop tailored action plans and training materials.
- Experience in working with diverse food product types.

3. Training and Facilitation Skills

- Excellent communication and facilitation skills.
- Experience in adult learning methodologies, workshops, and interactive training sessions.
- Ability to provide hands-on coaching to staff and management to embed food safety practices in daily operations

Application Instructions

Interested firms must submit a **technical proposal** with:

- At least three examples of similar engagements undertaken previously, and the results achieved (including references on previous successful accomplishment of similar assignments) not exceeding 2 pages.
- Detailed CVs (2 pages per CV) of the proposed team member(s) for carrying out the assignment and copies of degrees from recognized academic institutions.
- A brief methodology/process for executing the assignment not exceeding 3 pages. At minimum, the methodology must outline the methods and strategies employed while executing the assignment at regional level.
- The PowerPoint should be prepared on methodology/ action plan and presented to RTI technical team
- Furthermore, applicants must submit their **financial proposals** in USD including taxes detailed for each of the expected deliverables in the budget template provided by ETA.
- Assesses the LSP's detailed, realistic, and cost-effective plan for managing multi-site travel, demonstrating capacity for sustained field presence.

Restriction on Changes in Key Personnel

The Key Personnel proposed on in the successful Technical Proposal are considered a material factor of the award. The Consultant shall not change, substitute, or withdraw any Key Personnel without the prior written approval request, which shall be 15-30 days in advance from RTI.

Substitution Procedure

In the event of an unavoidable substitution, the Consultant must submit a formal written request to RTI within seven (7) calendar days of the change. The request must include:

Commented [MC1]: this should be prior approval, not notification

- A detailed explanation of the necessity for the change.
- The Curriculum Vitae (CV) of the replacement expert, who must demonstrate qualifications and experience equal to or better than the expert being replaced.
- The replacement expert's rate, which shall not exceed the rate of the original expert.

The substitute expert shall not commence work until RTI's formal written approval has been issued.

RTI reserves the right to take necessary measure if the Consultant replaces any Key Expert without the prior written approval of RTI.

Budget Template					
Project: Ethiopia Transforming Agriculture					
Subcontractor Name:					
Item	Unit Description	Rate (ETB)	Unit	Total (ETB)	Explanation/Notes
Salaries					
Staff Name & Title					
	/day				
	/day				
	/day				
Total Salaries					
Consultants (if applicable)					
Consultant Name & Role					
	/day				
	/day				
	/day				
Total Consultants					
Travel, Transportation and Per Diem (if applicable)					
	/trip				
	/trip				
	/trip				
Total Travel					

Equipment or Supplies (if applicable)					
	/unit				
	/unit				
	/unit				
Total Equipment or Supplies					
Workshops and Trainings (if applicable)					
<i>See workshop training detail tab</i>					
Total Equipment or Supplies					
Other Direct Costs (if applicable)					
	/unit				
	/unit				
	/unit				
	/unit				
	/unit				
Total Other Direct Costs					
Subtotal (ETB)					
VAT (ETB)					*Please insert formula where VAT rate * Subtotal
Total, VAT inclusive (ETB)				0	

By signing this attachment, the bidder confirms he has a complete understanding of the specifications and fully intends to deliver items that comply with the above-mentioned specifications.

Signature:

Title:

Date:

Attachment “B”
Instructions to Bidders/Sellers

1. **Procurement Narrative Description:** The Buyer (RTI) intends to purchase commodities and/or services identified in Attachment A. The Buyer intends to purchase the quantities (for commodities) and/or services (based on deliverables identified in a Statement of Work). The term of the Ordering Agreement shall be from Award Date to the Delivery date of the Offeror unless extended by mutual agreement of the parties. The Buyer intends to award to a single “approved” supplier based on conformance to the listed specifications, the ability to service this contract, and selling price. **We reserve the right to award to more than one bidder.** If an Ordering Agreement is established as a result of this RFQ/RFP, supplier understands that quantities indicated in the specifications (Attachment A) are an estimate only and RTI does not guarantee the purchase quantity of any item listed.

2. **Procuring Activity:** This procurement will be made by **Research Triangle Institute (RTI International)**, located at

RTI-FTFETA Office Minaye Building 11th floor, Addis Ababa, Ethiopia

(insert full address of the office)

who has a purchase requirement in support of a project funded by

US State Department /Ethiopia

(insert client’s name)

RTI shall award the initial quantities and/or services and any option quantities (if exercised by RTI) to Seller by a properly executed Purchase Order as set forth within the terms of this properly executed agreement.

3. **Proposal Requirements.** All Sellers will submit a quote/proposal which contains offers for all items and options included in this RFQ/RFP. All information presented in the Sellers quote/proposal will be considered during RTI’s evaluation. Failure to submit the information required in this RFQ/RFP may result in Seller’s offer being deemed non-responsive. Sellers are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach RTI’s office designated in the RFQ/RFP by the time and date specified in the RFQ/RFP. Any offer, modification, revision, or withdrawal of an offer received at the RTI office designated in the RFQ/RFP after the exact time specified for receipt of offers is “late” and may not be considered at the discretion of the RTI Procurement Officer. The Seller’s proposal shall include the following:
- (a) The solicitation number:
 - (b) The date and time submitted:
 - (c) The name, address, and telephone number of the seller (bidder) and authorized signature of same:
 - (d) Validity period of Quote:
 - (e) **Financial proposal** for cost of undertaking the assignment **in the excel template provided by ETA**, including brief budget notes under the column “Explanation/Notes” describing each proposed line item.

- (f) A brief methodology/process for executing the assignment not exceeding 3 pages. At minimum, the methodology must outline the methods and strategies employed while executing the assignment at regional level.
- (g) Detailed CVs (2 pages per CV) of the proposed team member(s) for carrying out the assignment and copies of degrees from recognized academic institutions.
- (h) **Past performance information**, at least three examples of similar engagements undertaken previously, and the results achieved (including references on previous successful accomplishment of similar assignments) not exceeding 2 pages.
- (i) **Special Note:** *The Seller, by his response to this RFQ/RFP and accompanying signatures, confirms that the terms and conditions associated with this RFQ/RFP document have been agreed to and all its attachments have been carefully read and understood and all related questions answered.*
4. **Forms:** Sellers (potential bidders or suppliers) must record their pricing utilizing the format found on Attachment “A”. Sellers must sign the single hardcopy submitted and send to address listed on the cover page of this RFQ/RFP.
5. **Questions Concerning the Procurement.** All questions in regard to this RFQ/RFP to be directed to
- Feed the Future Ethiopia Transforming Agriculture Procurement team
- (insert name of procurement officer)
- at this email address:
- Procurement.eta@rti.org
- (insert email address of the procurement officer).
- The cut-off date for questions is (insert date).
- December 25, 2025, at 14:00 East Africa Time (EAT)
6. **Notifications and Deliveries:** Time is of the essence for this procurement. Seller shall deliver the items or services no later than the dates set forth in the contract that will be agreed by both parties as a result of this RFQ/RFP. The Seller shall immediately contact the Buyer’s Procurement Officer if the specifications, availability, or the delivery schedule(s) changes. Exceptional delays will result in financial penalties being imposed of Seller.
7. **Documentation:** The following documents will be required for payment for each item:
- (a) A detailed invoice listing Purchase Order Number, Bank information with wiring instructions (when applicable)
 - (b) Packing List
 - (c) All relevant product/service documentation (manuals, warranty doc, certificate of analysis, etc.)
8. **Payment Terms:** Refer to RTI purchase order terms and conditions found in

<https://www.rti.org/sites/default/files/rti-purchase-order-terms-and-conditions-v1.16.pdf> ,
http://www.rti.org/files/PO_FAR_Clauses.pdf, or
http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf. Payment can be made via wire transfer or other acceptable form. Sellers may propose alternative payment terms and they will be considered in the evaluation process.

9. **Alternative Proposals:** Sellers are permitted to offer “alternatives” should they not be able to meet the listed requirements. Any alternative proposals shall still satisfy the minimum requirements set forth in Attachment A Specifications.
10. **Inspection Process:** Each item shall be inspected prior to final acceptance of the item. All significant discrepancies, shortages, and/or faults must be satisfactorily corrected and satisfactorily documented prior to delivery and release of payment.
11. **Evaluation and Award Process:** The RTI Procurement Officer will award an agreement contract resulting from this solicitation to the responsible Seller(s) (bidders) whose offers conform to the RFQ/RFP will be most advantageous to RTI, price and other factors considered. The award will be made to the Seller representing the **best value** to the project and to RTI. For the purpose of this RFQ/RFP, price, technical and past performance are of equal importance for the purposes of evaluating and selecting the “best value” awardee. RTI intends to evaluate offers and award an Agreement(s) without discussions with Sellers. Therefore, the Seller’s initial offer should contain the Seller’s best terms from a price and technical standpoint. However, RTI reserves the right to conduct discussions if later determined by the RTI Procurement Officer to be necessary. Proposals will be evaluated based on the following criteria:
 - Proposals will be evaluated based on a **Technical** and a **Financial** assessment.
 - The weights assigned to the Technical and Financial Proposals are:
 - **Technical = 75%**
 - **Financial = 25%**

A. Technical Evaluation and Scoring

- The total maximum technical score is **75 points** (representing 75% of the overall weight).

Main Criteria	Technical Sub-Criteria	Max Points	Rationale for Sub-Score
I. Firm & Expert Experience (30 Points)	I.1 Firm's Certification Success Rate & Similar Experience	13	Successfully achieving different certifications and experience with similar products.
	I.2 Proposed Key Experts Qualifications (Auditor Certification & Experience)	12	Mandatory Skills: Assesses Lead Auditor certification, minimum 5 years of relevant experience, and specific expertise across food safety management system .

	1.3 Training & Hands-on Coaching Experience	5	Delivery Quality: Evaluates proven ability to develop tailored training modules and deliver hands-on coaching suitable for local staff and management.
2. Proposed Methodology & Work Plan (35 Points)	2.1 Understanding of the Assignment & Context	10	Deep Local Context: Assesses understanding of the specific regulatory challenges
	2.2 Technical Approach & Tailoring Strategy	15	Evaluates the proposed step-by-step strategy, focusing on how the approach will be customized for each grantee
	2.3 Multi-Site Work Plan & Deliverable Schedule	10	Ensures the plan logically sequences activities across the six regions and provides realistic scheduling to meet the certification timeframe.
3. Operational Management & Field Readiness (10 Points)	3.1 Regional Logistics, Travel, and Safety Plan	6	Assesses the LSP's detailed, realistic, and cost-effective plan for managing multi-site travel, demonstrating capacity for sustained field presence.
	3.3 Data Confidentiality & Reporting Integrity	4	Assesses the proposed internal controls for protecting sensitive commercial information of the grantees and ensuring the timely, accurate, and high-quality submission of progress and audit reports to RTI.
Total Technical Sub-Scores		75	

B. Financial Evaluation and Scoring (25%)

The maximum score for the Financial Proposal is **25 points** (representing 25% of the overall weight).

Criteria	Max Points	Formula and Rationale
IV. Cost (Reasonableness of Financial Proposal)	25	Proportional Scoring: The Bidder with the Lowest Evaluated Price (LEP) receives a maximum of 25 points . All others are scored proportionally based on the formula: $\text{Financial Score} = \frac{\text{Lowest Evaluated Price} \times 25}{\text{Bidder's Price}}$

Rejection Criteria:

Bidders scoring **less than 40%** out of 75% in the technical evaluation shall be **rejected**. Consultants scoring **40% points and above** shall be considered for the financial evaluation.

C. Final Score and Award (100%)

The **Final Score** will be based on the total sum of the weighted technical and financial evaluation results.

RTI shall award the applicant that has the highest point in the total sum of results of the technical and financial evaluation.

12. **Award Notice.** A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful supplier within the time acceptance specified in the offer, shall result in a binding contract without further action by either party.
13. **Validity of Offer.** This RFP in no way obligates RTI to make an award, nor does it commit RTI to pay any costs incurred by the Seller in the preparation and submission of a proposal or amendments to a proposal. Your proposal shall be considered valid for 90 days after submission.
14. **Representations and Certifications.** Winning suppliers under a US Federal Contract are required to complete and sign as part of your offer RTI Representations and Certifications for values over \$10,000.
15. **Certifications. Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions** - Certification and Disclosure Regarding Payments to Influence Certain Federal Transaction as referenced in FAR 52.203-11 is hereby incorporated into this Request for Proposal as a condition of acceptance.

Limitation on Payments to Influence Certain Federal Transactions- Limitation on Payments to Influence Certain Federal Transactions as referenced in FAR 52.203-12 is hereby incorporated into this Request for Proposal as a condition of acceptance.

16. **Anti- Kick Back Act of 1986.** Anti-Kickback Act of 1986 as referenced in FAR 52.203-7 is hereby incorporated into this Request for Proposal as a condition of acceptance. If you have reasonable grounds to believe that a violation, as described in Paragraph (b) of FAR 52.203-7 may have occurred, you should report this suspected violation to the RTI's Ethics Hotline at 1-877-212-7220 or by sending an e-mail to ethics@rti.org. You may report a suspected violation anonymously.
17. **The John S. McCain National Defense Authorization Act for fiscal year 2019 - section 889.** RTI cannot use any equipment or services from specific companies, or their subsidiaries and affiliates, including Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, and Dahua Technology Company ("Covered Technology"). In response to this request for proposal, please do not provide a quote which includes any Covered Technology. Any quote which includes Covered Technology will be deemed non-responsive. Additionally, if the United States Government is the source of funds for this RFP, the resulting Supplier shall not provide any equipment, system, or service that uses Covered Technology as a substantial or essential component.

Acceptance:

Seller agrees, as evidenced by signature below, that the seller's completed and signed solicitation, seller's proposal including all required submissions and the negotiated terms contained herein constitute the entire agreement for the services described herein.

: (*Seller Company Name*)

Signature: _____

Title:

Date:

