

Request for Proposal

Preferred Supplier for Aluminium Foil Bags

TERMS OF REFERENCE FOR PROVIDER

July 2024

1 BACKGROUND

The Crop Trust, officially known as the Global Crop Diversity Trust, is a nonprofit international organization that works to conserve crop diversity to protect global food security. The Crop Trust was established in 2004 through a partnership between the United Nations Food and Agriculture Organization and CGIAR, acting through Bioversity International.

2 OBJECTIVE

BOLD WP1 aims at ensuring that plant diversity contributes fully to increasing food and nutrition security starts with and depends on effective genebanks — genebanks doing the right thing in the right way at the right time. Genebanks need to have the right equipment, up-to-date processes and procedures and well-trained staff. That is what this area of work aims to provide — the foundations for everything that follows in the project.

The BOLD project is working with 15 national genebanks in Africa, Asia and Latin America to strengthen their capacity to manage, document, conserve and back up the crop diversity that they hold. Building on this, the project is helping the genebanks make their collections available to farmers, plant breeders and others who can put them to use in productive, resilient production systems that enhance food and nutrition security.

A summary of the project key outcomes is presented below:

Project goals	Strengthen capacity of 15 partner national genebanks to effectively manage, document, conserve, and safety-duplicate crop diversity, and make it available to farmers and breeders.
Project outcomes	Genebanks effectively manage crop diversity for long-term use by farmers, breeders, and other users, including safety duplication
	Genebanks facilitate the use of new crop diversity by breeders & farmers in the development of advanced lines with novel traits

	Genebanks strengthen linkages with seed system actors through technical & institutional innovations which enhance access to crop diversity
Outputs	Partner genebanks' needs are assessed, and appropriate upgrading agreed
	Partner genebanks have human capacity to operate effectively and efficiently.
	Partner genebanks are equipped to operate effectively and efficiently.
	Partner genebanks manage data effectively for conservation and use.
	Partner genebanks increase the diversity of varietal options available to farmers.

The items for which quotations are sought, namely **Aluminium Foil Bags**, will be used by national genebanks in **Morocco, Yemen, Tanzania, Uganda, Egypt, Laos, Vietnam, Bhutan, Ecuador, Azerbaijan, Sudan, and Pakistan** to store seeds in long- and medium-term cold storage. **As a later step, the Crop Trust aims to expand the supply to a multitude of countries in Africa, Asia and the Americas in the future.**

3 GENERAL TERMS OF WORKING RELATIONSHIP

3.1 Content and material provision

Specific information can be found under Scope of Work

3.2 Use of third-party providers

Allowed for delivery and shipment requirements.

4 SCOPE OF WORK

Tier 1:

The Crop Trust is seeking a provider to supply and deliver Aluminium Foil Bags in the listed quality and quantity to 12 countries this year (2024).

Tier 2:

It is anticipated that in the further phases of the project, other genebanks in different parts of the world will also be supplied with aluminium foil bags. For this reason, the Crop Trust will consider offering a contract on an on-demand retainer basis for the Tier 2 activities for a period of three years, provided that it is satisfied with the services provided under Tier 1.

Interested applicants are requested to consider the two tiers when submitting their offers. The offers should include the respective price lists as well as the delivery costs.

Supply specification:

The supplier should have an adequate inventory of multi-layer (3-ply or 4-ply) laminated foil bags for a range of sizes.

Material content:

Multi-layer (3-ply or 4-ply) matte foil bags containing polyethylene, aluminium, and either low-density or high-density polyethylene (LDPE/HDPE).

Thickness:

A minimum middle metal foil layer (aluminium) thickness of 12um and a minimum total thickness of 100um.

Sizes:

Sizes in A	Sizes in mm	Minimum Quantity
A4	210 x 297	65,500
A5	148 x 210	129,000
A6	105 x 148	63,000
A7	74 x 105	13,000
A8	52 x 74	33,000

Note: Quantities and dimensions per each country are outlined in **Annex 2**.

Shipment and delivery:

Delivery should be performed under the Delivered At Place (DAP) rules of INCOTERMS 2020: the Provider will be responsible for delivery of the goods, ready for unloading, in the above-mentioned destinations (addresses can be found under Annex 1). The Provider shall assume all risks and pay all charges associated with the shipments up to the final destination. The Crop Trust will pay any additional costs for customs clearance separately.

The supplier should be able to deliver the Aluminium Foil Bags in alignment with the required Incoterms 2020 (DAP) for at least 10 of the 12 genebanks based in Morocco, Yemen, Tanzania, Uganda, Egypt, Laos, Vietnam, Bhutan, Ecuador, Azerbaijan, Pakistan, and Sudan. The supplier should quote separately for each country they can arrange shipment and customs clearance for. For countries where shipment is not possible, the delivery costs should be based on delivery to the Crop Trust office in Germany. The number of countries where delivery is possible will be a strong criteria in the evaluation. Additional countries can be considered in the future.

The shipping addresses can be found under **Annex 1** attached to this ToR.

The quantities required per each country shall be found under **Annex 2** attached to this ToR.

5 PROPOSAL COMPONENTS

- Detailed offer (product prices and delivery costs)
- Completed and signed Supplier Self-Assessment
- Signed Declaration of Undertaking

6 PROPOSAL EVALUATION CRITERIA

Minimum requirement:

- The provider must provide or guarantee the integrity of the **Aluminium Foil Bags** via a certificate or “declaration of compliance and specification sheet”.
- Multi-layer (3-ply or 4-ply) matte foil bags containing polyethylene, aluminium, and either low-density or high-density polyethylene (LDPE/HDPE).
- A minimum middle metal foil layer (aluminium) thickness of 12um and a minimum total thickness of 100um.
- Delivery DAP to at least 10 of the 12 partners.

Proposals will be evaluated on the basis of:

- Cost-efficiency (20%)
- Quality (35%) (4-ply and/or more than the minimum thickness is deemed better)
- Delivery (35%) (The more countries can be delivered directly the better)
- Supplier Self-Assessment (10%)

7 VAT

The Crop Trust has tax exempt status in Germany and is eligible to claim back VAT directly from the Government. Please indicate clearly in your proposal if you will accept our tax exempt status by not charging VAT, and please budget accordingly. If you are not able to accept our tax exemption, the assessment of your offer will be based on gross amounts. Assessments of quotes from German companies are generally based on offers excluding VAT.

8 PROPOSAL APPLICATION & SUBMISSION REQUIREMENTS

- 8.1 Tender documentation should demonstrate that the interested supplier satisfies the conditions stated above and is capable of meeting the specifications and timeframes listed in the Terms of Reference. Documentation must also include supporting examples to address the evaluation criteria.
- 8.2 Tender application forms must be **completed in full** – DO NOT refer us to your CV, Technical Proposal or website. Failure to complete the forms in full will mean your application will not be eligible.
- 8.3 Interested applicants are requested to submit their proposals based on the outlined above and the calendar of activities to the procurement office no later than 23:59 CEST on 29.07. 2024.

- 8.4 The bidders accept to be bound by their proposals for a period of 30 days following the deadline of submitting proposals as indicated in 10.3 above.
- 8.5 Only emails, including proposal documents, sent solely to: procurement@croptrust.org will be considered. **Please note, any documents sent (even in copy) to individual members of the Crop Trust, will be automatically excluded from the tender process.**

9 BACKGROUND INFORMATION

The information on the quantities, the specifications, and destinations of the goods can be found under the scope of work.

10 General Bidder Information

Please note: for information or feedback on the procurement process, please address your email to procurement@croptrust.org

Please be advised that the Crop Trust is not bound to accept any proposal, nor award a contract or purchase order, nor be responsible for any costs associated with bidder's preparation and submission of a proposal, regardless of the outcome or the manner of conducting the selection process.