

**German Financial Cooperation with  
the Global Crop Diversity Trust**

**Project: Capitalisation of the endowment fund of the Global Crop  
Diversity Trust and strengthening of national seedbanks**

**Consultancy services: site survey and rehabilitation technical  
plans for national genebanks in Africa – Fire and security  
engineering**

**Employer:**

**Global Crop Diversity Trust**

**March 2022**

**BMZ Nr.: 2018 01 141**

**Request for Proposals (RFP):**  
**Consultancy services: site survey and rehabilitation technical plans for national genebanks in Africa – Fire and security engineering**



**OFFICIAL CONTACT:**

Contact Name: Alexander Kambili  
Title: Finance and Procurement Officer  
Email Address: [procurement@croptrust.org](mailto:procurement@croptrust.org)

**RESPONSE DUE:**

22 April 2022 23:59 CEST

## 1. GENERAL INFORMATION

The Global Crop Diversity Trust (<https://www.croptrust.org/>) is an international organization with Headquarters in Bonn, Germany whose mission is to ensure the conservation and availability of crop diversity for food security worldwide.

The Capitalisation of the Endowment Fund of the Global Crop Diversity Trust and Strengthening of National Seedbanks project aims to empower national seed collections, by safeguarding them in perpetuity through an endowment fund, documenting and managing them appropriately for conservation and use, and promoting their use, as a basis for climate adaptation of vulnerable African cropping systems.

The project is supported by the Federal Republic of Germany through KfW and is conducted in Ethiopia, Kenya, Zambia, Ghana and Nigeria. The total project budget is EUR 20 million.

A summary of the project key outcomes is presented below:

Project goals	Safeguarding selected national seed collections in Africa. Empowering national seed collections as entry points for developing new, climate-resilient crop varieties.
Project outcomes	Increased number of seed samples in national seed collections available for distribution.
	Increased annual requests for seed samples from users successfully serviced.
	Two varieties or landraces identified for dissemination to farmers and traced back to seed samples from national seed collections.
Outputs	Essential operations of national seed collections in 5 African countries safeguarded in perpetuity through an endowment fund.
	National seed collections are managed and documented appropriately for conservation and use.
	Use of national seed collections for increasing the diversity of varietal options with which farmers can respond to climate change.

To achieve its objectives, the Crop Trust will procure equipment and supplies required by national seedbanks to conduct their conservation operations, facilitate staff exchanges with international seedbanks and engage consultants to provide technical support to ensure the long-term conservation and use of plant genetic resources for food and agriculture.

During 2019, the Global Crop Diversity Trust commissioned a panel to review each participating seedbank. The reviewers documented issues and possible solutions in several areas, including genebank infrastructure and equipment.

Service proposals are sought to conduct a site survey and provide rehabilitation technical plans, bills of quantities (BOQs), technical specifications and schematic drawings for rehabilitating and renovating the facilities, rooms, equipment and services of national genebanks in Africa: Ethiopia, Kenya, Zambia and Nigeria.

The outputs of this consultancy will inform the Project Management Team to identify and select contractors to execute the works.

Further information is provided in Part A: Terms of Reference (TORs) and Part B: Instructions to Bidders.

## **PART A: TERMS OF REFERENCE (TORs)**

## TERMS OF REFERENCE (TORS)

### 1. OBJECTIVES OF THE ASSIGNMENT

The Global Crop Diversity Trust is looking for an expert(s) to conduct a site survey and provide rehabilitation technical plans, bills of quantities (BOQs), technical specifications and schematic drawings for fire and security plans of five national genebanks in Africa. The outputs of this consultancy will inform the Project Management Team to identify and select contractors to execute the works.

This consultancy will be coordinated through the national genebanks. Selected project consultants will have an overall responsibility in assessing and assuring that the technical solutions are the latest and most appropriate for the local conditions of each national genebank.

### 2. DESCRIPTION OF TASKS

Core tasks for the consultant are:

- conduct a short visit to the premises of EBI in Addis Ababa (Ethiopia), GeRRI in Kiambu county (Kenya), NPGRC in Mt Makulu (Zambia) and NACGRAB in Ibadan (Nigeria), to understand the performance requirements expected of the improvements in the design and planning of the facility in order to meet FAO's Genebank Standards and the requirements of the genebank manager, and fire and staff security;
- reconcile the specifications with selected project consultants and responsible staff at the Crop Trust;
- indicate the required servicing of the equipment and the stock of spare parts that should be held for each of the assessed components;
- when new equipment is recommended for purchase, consider technically and financially feasible energy efficient solutions as per World Bank/IFC standards.

Below the specific tasks to be conducted at each genebank partner:

#### **EBI (ADDIS ABABA, ETHIOPIA)**

##### **a) Fire alarm, maintenance, and risk management assessment**

A fire alarm assessment is needed to provide written specialist advice on the provision of the fire alarms, external sounders, and the required maintenance schedule:

This assessment should:

- Provide plans for the fire alarms at the scale of 1/100 (for the genebank) which include locations of fire extinguishers, locations of exit maps and exit signage and assess the compliance of the building design with national fire safety standards (as minimum standard to abide by).
- Provide the required maintenance schedule of fire alarms and fire extinguishers.
- Identify and recommend genebank staff capacity building needs in fire procedures.
- Provide a plan of the elevator and staircases (if there are any in the genebank) at the scale of 1/50 including the materials of the doorknobs, floor and windows on the staircase if there's any. The doorknobs need to be non-metallic or covered with a heat resistant paint to allow staff to open the door during a fire without burning their hands.

## **GERRI (KIAMBU COUNTY, KENYA)**

### **a) Building and staff security**

A external review conducted in 2019 found that the seed packaging station, located at the conservation unit (see Figure 1) is of particular concern with respect to staff safety. Therefore we seek a consultant to:

- provide technical specifications of the external emergency door(s) and window(s) to be installed in the seed packaging station (see Figure 1). Include clear bill of quantities, unit prices in Euro, drawings and technical specifications.

The external review panel also identified further concerns about the building's security locks, potential impact damage from vehicles parked adjacent to the genebank buildings and the location of the fuel tank right against the seed conservation building. Therefore, we seek a consultant to:

- recommend location and type of locks to increase the security of the buildings. Provide drawings at 1/100 scale (or larger if needed), technical specifications, bill of quantities and unit prices in Euro.
- design impact-prevention barriers between the parking area and the buildings. Provide drawings at 1/100 scale (or larger if needed), technical specifications, bill of quantities and unit prices in Euro.
- provide written advice on works needed to move the fuel tank to a location that is safe for genebank staff. Provide drawings at 1/100 scale (or larger if needed), technical specifications, bill of quantities and unit prices in Euro.

### **b) Fire alarm, maintenance, and risk management assessment**

There are no functioning alarms within the current building which is a particular concern with respect to fire. A fire alarm consultancy is needed to:

- Provide plans for the fire alarms at the scale of 1/100 (for the genebank) which include locations of fire extinguishers, locations of exit maps and exit signage and assess the compliance of the building design with national fire safety standards (as minimum standard to abide by).
- Provide the required maintenance schedule of fire alarms and fire extinguishers.
- Identify and recommend genebank staff capacity building needs in fire procedures.
- Provide a plan of the elevator and staircases (if there are any in the genebank) at the scale of 1/50 including the materials of the doorknobs, floor and windows on the staircase if there's any. The doorknobs need to be non-metallic or covered with a heat resistant paint to allow staff to open the door during a fire without burning their hands.

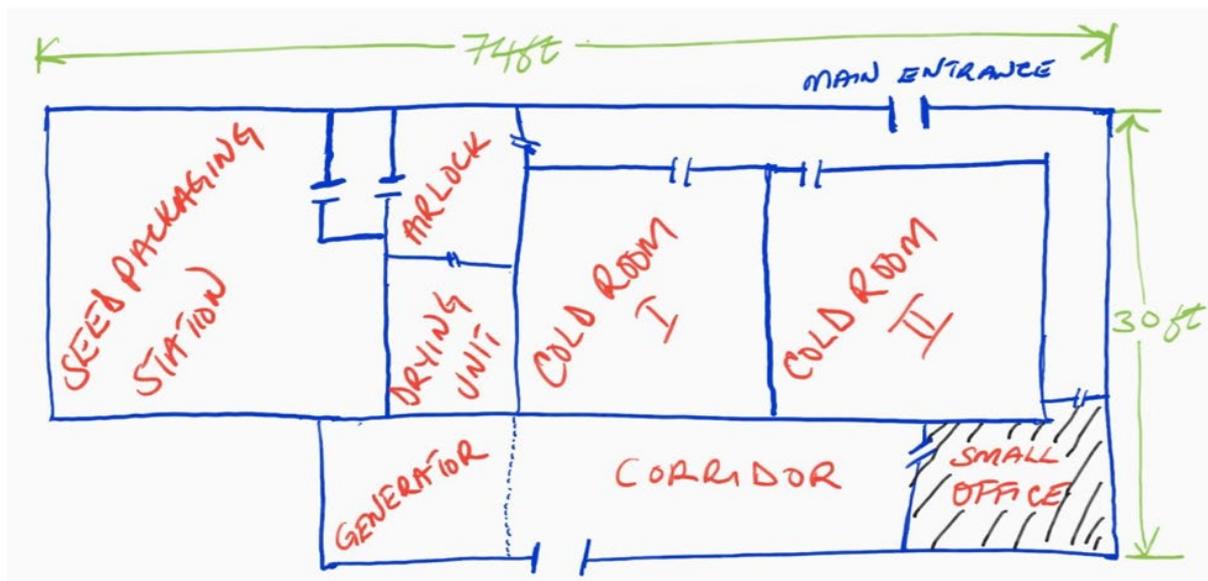


Figure 1 GeRRI's conservation unit plan

## **NPGRC (MT. MAKULU, ZAMBIA)**

### **a) Building and staff security**

#### Building security

The lock on the main entrance needs to be improved. Provide technical specifications, drawings at scale 1/100 (if needed) and unit price in Euro of a new lock (or door?) and its installation.

#### Emergency door

A secondary, well-marked, door that is openable from the inside using a push-bar is needed (i.e. not locked with keys). Please provide drawings at 1/100 scale (or larger if needed), technical specifications and unit price in Euro of such a door and its installation.

### **b) Fire alarm, maintenance, and risk management assessment**

The nearest fire station is 20 km away. Therefore, tackling any fire (if safe to do so) needs to be done locally by staff and security. Currently, there is only one fire extinguisher. Sufficient and adequate fire-fighting equipment to deal with electrical and other fires needs to be provided and staff and security trained accordingly.

A fire alarm consultancy is needed to:

- Provide plans for the fire alarms at the scale of 1/100 (for the genebank) which include locations of fire extinguishers, locations of exit maps and exit signage and assess the compliance of the building design with national fire safety standards (as minimum standard to abide by).
- Provide the required maintenance schedule of fire alarms and fire extinguishers.
- Identify and recommend genebank staff capacity building needs in fire procedures.
- Provide a plan of the elevator and staircases (if there are any in the genebank) at the scale of 1/50 including the materials of the doorknobs, floor and windows on the staircase if there's any. The doorknobs need to be non-metallic or covered with a heat resistant paint to allow staff to open the door during a fire without burning their hands.

## NACGRAB (IBADAN, NIGERIA)

### a) Fire alarm, maintenance, and risk management assessment

There are no functioning alarms within the current building which is a particular concern with respect to fire. A fire alarm consultancy is needed to:

- Provide plans for the fire alarms at the scale of 1/100 (for the genebank) which include locations of fire extinguishers, locations of exit maps and exit signage and assess the compliance of the building design with national fire safety standards (as minimum standard to abide by).
- Provide the required maintenance schedule of fire alarms and fire extinguishers.
- Identify and recommend genebank staff capacity building needs in fire procedures.
- Provide a plan of the elevator and staircases (if there are any in the genebank) at the scale of 1/50 including the materials of the doorknobs, floor and windows on the staircase if there's any. The doorknobs need to be non-metallic or covered with a heat resistant paint to allow staff to open the door during a fire without burning their hands.

### 3. LIST OF DELIVERABLES

All drawings must be prepared using AutoCAD-2016 (licensed version). One electronic file per genebank containing all the drawings in different sheets, each sheet at the specified scale and in PDF format.

Genebank	Deliverables description (in English)
EBI (Ethiopia)	A written report, including bills of quantities, unit prices in Euro and drawings as specified above, for the: a) Fire alarm, maintenance, and risk management assessment
GeRRI (Kenya)	A written report, including bills of quantities, unit prices in Euro and drawings as specified above, for the: a) Building and staff security b) Fire alarm, maintenance, and risk management assessment
NPGRC (Zambia)	A written report, including bills of quantities, unit prices in Euro and drawings as specified above, for the: a) Building and staff security b) Fire alarm, maintenance, and risk management assessment
NACGRAB (Nigeria)	A written report, including bills of quantities, unit prices in Euro and drawings as specified above, for the: a) Fire alarm, maintenance, and risk management assessment

### 4. TIMEFRAME

Proposed timeframe: maximum 8 weeks for all four genebanks as suggested below:

	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8
Contract signature								

Genebank 1									
Genebank 2									
Genebank 3									
Genebank 4									

## 5. SCOPE OF WORK

Based on their experience and professional judgement, it is the consultant's responsibility to:

- critically assess the scope of services indicated and
- propose extensions or amendments.

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## **PART B: INSTRUCTORS TO BIDDERS**

## 1. PROCUREMENT SCHEDULE

| Milestone                                                                                  | Date                             |
|--------------------------------------------------------------------------------------------|----------------------------------|
| Request for Proposal publication date                                                      | 21 March 2022                    |
| Closing date for receipt of requests for clarification                                     | 4 April 2022                     |
| RFP clinic. Registration link: <a href="https://bit.ly/3CKbxLY">https://bit.ly/3CKbxLY</a> | 7 April 2022 13:00 CEST          |
| Send-out and publication of final clarifications                                           | 11 April 2022                    |
| Closing date for receipt of completed proposals                                            | 22 April 2022 23:59 CEST         |
| Tender Opening                                                                             | 25 April 2022                    |
| Result notification, contract negotiation and conclusion                                   | 2 May 2022                       |
| Assignment commencement                                                                    | By 9 May 2022 (Contract signing) |

## 2. SCOPE OF WORK

The scope of the work is as explained in the Terms of Reference (TORs).

## 3. SUBMISSION OF PROPOSALS

The vendor shall submit a proposal that demonstrates and provides evidence that the vendor has the capabilities, professional expertise, and experience to perform the services described herein.

The proposal submitted by a vendor should comprise all the information requested as indicated in 6 Response Format. Only offers that deliver all activities defined in this RFP will be accepted, partial offers will be rejected.

## 4. LANGUAGE

All responses to this RFP must be written exclusively in English.

## 5. JOINT PROPOSAL

The Crop Trust will accept the submission of individual or joint proposals that deliver all activities outlined in this RFP too. If the vendor is a group of legal entities that will form a joint partnership to submit a proposal, they shall confirm in their proposal that they have designated one party to act as a lead entity. If they are awarded the contract, the contract shall be entered into, by and between the Crop Trust and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint partnership. The lead entity will be the contracting party to the Crop Trust and will assume the full responsibility for implementing the project.

## 6. RESPONSE FORMAT

All RFP responses should be in accordance with the format defined in the table below and include each section in the order presented. The section Proposal Templates in this document contains the templates to be used in preparation of the proposal.

Failure to address all items will impact the evaluation and may result in possible evaluation points deduction. Please make sure all relevant pages are signed. For joint proposals, vendors must fill out sections 1-4 individually and sections 5-6 jointly.

| Section   | Title                        | Content                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Section 1 | Proposal Cover Page          | Use the cover page provided in <u>Section 1. Proposal cover page</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Section 2 | Self-Assessment              | Complete self-assessment in <u>Section 2. Self-assessment</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Section 3 | Declaration of undertaking   | Refer to <u>Section 3. Declaration of undertaking</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Section 4 | Project proposal             | <p>Provide a technical proposal that meets the requirements and delivers the outputs outlined in this RFP. Topics outlined in <u>Section 4</u> must be addressed in the project proposal.</p> <p>Indicate exceptions to this RFP from any section. Identify a preferred workaround or alternative to each exception.</p>                                                                                                                                                                                                            |
| Section 5 | Pricing proposal             | <p>Provide a pricing proposal for the requirements outlined in <u>Section 5</u>. Pricing must be complete, exclude VAT and list any available discounts.</p> <p>Provide a fixed pricing (total hours and hourly rates) with cost breakdown per project activity outlined in this RFP and per system (SF/FF) and a monthly estimation for third-party solutions recommended in the offer. Provide all the rates available, the hourly rates will be applied to any out-of-scope activities discovered during the implementation.</p> |
| Section 6 | Qualifications and Expertise | <p>Provide an overview of qualifications and experiences of your firm including the following:</p> <ul style="list-style-type: none"> <li>• Provide the number of years the firm has provided the services outlined in the RFP</li> <li>• CVs of the project managers and any staff member involved in the project implementation including a list of tasks for which they will be responsible</li> </ul> <p>Description of experience with similar projects for similar works for genebanks or seed companies</p>                  |

## 7. COSTS OF TENDER RESPONSE

The vendor shall bear all costs associated with the preparation and submission of the tender response. Under no circumstances shall the Crop Trust be responsible or liable to the vendor, regardless of the outcome of the RFP.

## 8. OFFICIAL CONTACT

**All responses to RFP and pre-proposal questions must be sent to the following address:**

Contact Name: Alexander Kambili  
Title: Finance and Procurement Officer  
Email Address: [procurement@croptrust.org](mailto:procurement@croptrust.org)

**Submission of proposals to any other address will not be accepted.**

The proposal shall be signed and dated by the vendor or any other person authorized to bind the vendor. The submission of a response to this RFP implies that the vendor accepts all the terms and conditions of this RFP.

**9. PERIOD OF VALIDITY OF THE PROPOSAL**

All RFP responses made by the vendors shall remain valid for sixty (60) days after the deadline for receipt of proposals.

**10. OWNERSHIP OF DOCUMENTS**

Any material submitted by a vendor shall become the property of the Crop Trust. Materials submitted after a contract is signed will be subject to the ownership provision of the executed contract.

**11. MODIFICATION AND WITHDRAWAL OF THE RFP**

At its sole discretion and without any requirement for justification, the Crop Trust may amend the RFP prior to the deadline for submission of proposals. Such amendments will be posted on the website alongside the original RFP.

Vendors who have been directly contacted by the Crop Trust and all that have already submitted a signed NDA, shall receive a written notification of such changes.

To enable the vendors to take account of these changes in their response, the Procurement Office may, at its sole discretion, extend the deadline for submission of proposals.

The Crop Trust retains the right to withdraw this RFP without any requirement for justification. No claims for damages of any kind whatsoever may be made to the Crop Trust following the withdrawal.

No proposal may be modified subsequent to the deadline for submission indicated in the call for tender.

**12. GENERAL TERMS AND CONDITIONS**

Vendors must prove their technical and professional capacity to carry out the work subject to this RFP.

**12.1 EXCLUSION CRITERIA**

Vendors shall be excluded if Annex 3: Declaration of Undertaking is not accepted or if technical proposal is 'not likely to meet all requirements'.

**12.2 EVALUATION CRITERIA**

These criteria serve to assess the vendor's level of qualification and competences. The vendor is also requested to provide information on similar assignments done for other clients. For the Crop Trust to assess the vendor's expertise, vendors are requested to include the relevant document in section 4 of the proposal.

Using a Cost-Utility Analysis, the Crop Trust will weigh the award criteria. In the next step, the offer will be reviewed and scored from 1 to 10 for each criterion.

A weighted scoring system to evaluate the award criteria shall be applied. Total cost of ownership of each offer will be compared.

| Evaluation Criteria                                                                                                                                         | Weight |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| Qualifications of proposed key staff, expertise, experience                                                                                                 | 25     |
| A project proposal addressing the deliverables outlined in the TORs and the content requested in the project proposal format (see <u>RESPONSE FORMAT</u> ). | 60     |

|                     |     |
|---------------------|-----|
| Customer references | 15  |
| Total               | 100 |

### 12.3 TECHNICAL PROPOSAL

The offer provided by the vendor will be examined from a technical perspective. Vendors are requested to provide the information as requested in this RFP and according to instructions and templates provided. The Crop Trust reserves the right to reject an offer in cases where some requirements are missing or if it estimates that a number of requirements have not been met.

The following table illustrates the scoring for the quality of proposal.

| Relation to requirements                       | Strengths                             | Likelihood of success | Score          |
|------------------------------------------------|---------------------------------------|-----------------------|----------------|
| Exceeds meeting all requirements               | Numerous and significant in key areas | Very high             | 10             |
| Expected to meet all requirements              | Some and significant in key areas     | High                  | 8              |
| Capable of meeting all requirements            | Some in non-key areas                 | Fair                  | 5              |
| May not be capable of meeting all requirements | None with significant deficiencies    | Poor                  | 2              |
| Not likely to meet all requirements            | None, needs major revision            | None                  | Offer rejected |

Please note that the adherence to RFP instructions will also be considered.

### 12.4 FINANCIAL PROPOSAL

The financial proposal shall include all activities and travel expenses foreseen for this assignment.

The vendor must specify fixed pricing with cost breakdown per deliverable including hours and rates when listing costs for the implementation phase as specified in [Section 5. Pricing proposal](#).

### 12.5 FINANCIAL EVALUATION

The Crop Trust evaluation team will assess and make a financial ranking of the tenders received. The price quoted must be a firm, non-revisable price and must be denominated in EURO.

The price quoted must exclude VAT (as the Crop Trust is exempt from this tax) and list any available discounts. Please note that the VAT amount will be included in the price comparison if the Crop Trust VAT exemption status is not accepted by the vendor. Exceptions can be made for vendors with German VAT numbers as German VAT can be claimed back from the German government (refer to Annex 2: Self-Assessment – VAT exemption).

Each vendor's cost score will be calculated using the ratio of the lowest cost proposal to the vendor's cost, multiplied by the maximum number of cost points available, multiplied by weight as shown in the following calculation:

$$\frac{\text{lowest total cost offer}}{\text{vendor total cost}} \times 10 (\text{total points available}) \times 40(\text{weight})$$

### 12.6 AWARD OF THE CONTRACT

The contract shall be awarded to the vendor offering the best value for money. The Crop Trust reserves the right not to select any vendor if the amounts tendered exceed the budget envisaged for this project.

Where applicable, the Crop Trust may ask the vendor to provide clarification about the tender. This request, as well as the response, shall be in writing. Each vendor shall be informed about the decision by the evaluation team.

### **12.7 NO OBLIGATION TO AWARD THE CONTRACT**

The Crop Trust is not liable to pay any compensation with respect to vendors whose tenders have not been accepted. Nor shall it be liable should it decide not to award the contract.

The Crop Trust reserves the right to contract in full or partly the modules or services described in this RFP without having to provide any justification or having to compensate the vendor for any damage whatsoever.

### **12.8 DURATION OF THE AGREEMENT**

The selected vendor(s) is/are expected to complete the assignment(s) in a period of four (4) weeks after contract signature.

### **13. ACCEPTANCE OF THE CONDITIONS OF THE RFP AND PROVISIONS APPLICABLE TO THE AGREEMENT**

The vendors acknowledge that providing an offer implies full acceptance of the conditions set out in this RFP and to the provisions applicable to the agreement.

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§ <https://treasury.un.org/operationalrates/OperationalRates.php>

## **PROPOSAL TEMPLATES**

**SECTION 1. PROPOSAL COVER PAGE**

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**Name of Firm:**

**Contact Information** (Mailing Address, Email Address, Phone number):

**Do you offer to conduct the assessments in all the countries outlined in this RFP?** Yes  No

**If your response is “No”, please elaborate:**

**Do you offer to conduct the assessments for all the components in all the countries outlined in this RFP?** Yes  No

**If your response is “No”, please elaborate:**

**Do you offer to conduct the assessments for all components outlined in this RFP in any given country?** Yes  No

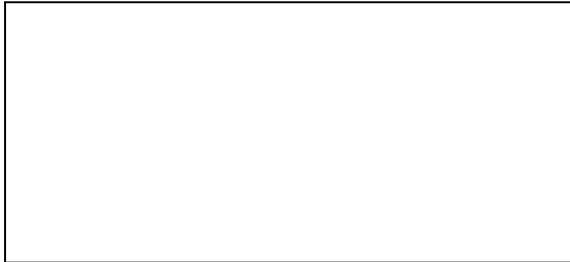
**If your response is “No”, please elaborate:**

**Do you submit your proposal jointly with another vendor?** Yes  No

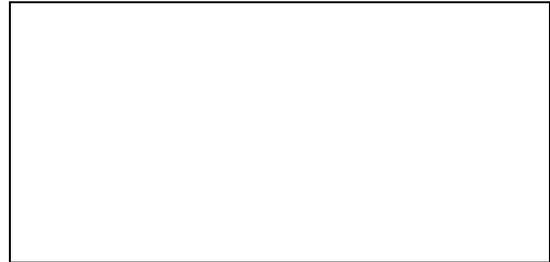
**If your response is “Yes”, name your partner(s)**

**If your response is “Yes”, name the lead entity**

I hereby certify that I am a representative of the above named vendor, duly authorized to sign and commit said vendor to this RFP.



Signature of Firm Representative



Printed Name and Title of Vendor Representative



## SECTION 2. SELF-ASSESSMENT

---

Dear Sir or Madam,

The Global Crop Diversity Trust (Crop Trust) is an international organization with its own legal personality established under the Agreement for the Establishment of the Global Crop Diversity which entered into force on 21 October 2004. The Crop Trust is headquartered in Bonn, Germany, and works to ensure the conservation and availability of crop diversity for food security worldwide. As per its Headquarters Agreement the Crop Trust is exempt from direct taxes and has immunity status.

The Crop Trust's mission is to preserve and make available the world's agricultural crop diversity, as a prerequisite for world food security. The organization is an essential funding instrument of the International Treaty on Plant Genetic Resources for Food and Agriculture of 2001.

The Crop Trust fulfils its mandate by providing long-term, sustainable financing to key international, regional and national collections of crops that are vital for food security and nutrition, particularly in least developed countries.

To fully ensure compliance with its rules and policies, the Crop Trust requests a self-assessment from its suppliers and service providers. Please answer the attached questionnaire as far as possible. Your answers will be handled strictly confidential.

We are looking forward to working with you.

Thank you very much for your cooperation.

Best wishes

**ALEXANDER KAMBILI**

FINANCE AND PROCUREMENT OFFICER

Global Crop Diversity Trust

**Enclosure:** Supplier self-assessment

# Supplier Self-Assessment

Date: \_\_\_\_\_

Company Stamp:

Signature: \_\_\_\_\_

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**1. COMPANY ADDRESS**

|                   |  |
|-------------------|--|
| Company name*:    |  |
| Mail address:     |  |
| Street*:          |  |
| Zip code / City*: |  |
| Country*:         |  |
| Phone:            |  |
| Fax:              |  |
| Email:            |  |
| Internet Website: |  |
| Others:           |  |

\* Obligatory fields

**2. ORGANIZATION AND LEGAL STRUCTURE**

|                                                                                    |  |
|------------------------------------------------------------------------------------|--|
| Date of Company set up:                                                            |  |
| Business registration number (provide copy of registration documents if possible): |  |
| Former Company name:                                                               |  |
| Legal structure:                                                                   |  |
| Company capital:                                                                   |  |
| Position in the corporation:                                                       |  |
| Position in the association of enterprises:                                        |  |
| Branches (names, addresses):                                                       |  |

| Contact*:             | Names | Phone numbers | Fax | Email |
|-----------------------|-------|---------------|-----|-------|
| Management:           |       |               |     |       |
| Sales department:     |       |               |     |       |
| Administration:       |       |               |     |       |
| Technical department: |       |               |     |       |

Quality Management:

.....

\* as applicable

Can the correspondence be done in German?

Yes

No

Can the correspondence be done in English?

Yes

No

Organizational Structure available?

Yes

No

(If yes, please attach.)

Date: .....

Legally binding signature: .....

**3. ORGANIZATION DETAILS**

| Number of staff                                                       | 2017                                                     | 2018        | 2019        |
|-----------------------------------------------------------------------|----------------------------------------------------------|-------------|-------------|
| Total:                                                                |                                                          |             |             |
| White-collar worker:                                                  |                                                          |             |             |
| Turnover                                                              | 2017 (in €)                                              | 2018 (in €) | 2019 (in €) |
| Total:                                                                |                                                          |             |             |
| Division:                                                             |                                                          |             |             |
| Investments:                                                          |                                                          |             |             |
| Is the annual report available?                                       | Yes <input type="checkbox"/> No <input type="checkbox"/> |             |             |
| Do you have a reference list and would this list be available for us? | Yes <input type="checkbox"/> No <input type="checkbox"/> |             |             |

Reference list / Main customer:  
 (Please attach a copy of suitable references)

|  |   |
|--|---|
|  | % |
|  | % |
|  | % |

**4. TERMS OF PAYMENT AND DELIVERY**

4.1 Do you accept our terms of payment and delivery? n/a  Yes  No

|           |                                                                       |
|-----------|-----------------------------------------------------------------------|
| Delivery: | N/A                                                                   |
| Packing:  | N/A                                                                   |
| Payment:  | 30% on award of Contract and 70% on submission and approval of report |

If not, which terms of payment and delivery can you offer us?

|           |  |
|-----------|--|
| Delivery: |  |
| Packing:  |  |
| Payment:  |  |

It what currency will you invoice us? .....

4.2 As an international organization we have TAX exempt status and do not have a TAX ID,

do you agree not to charge us VAT? Yes  No

In case you do charge VAT, what is the current VAT rate you will apply? \_\_\_\_\_ (Year) \_\_\_\_\_ %

Can you offer us?

- monthly invoicing Yes  No

- quarterly invoicing Yes  No

**5. CORPORATE SUSTAINABILITY**

5.1 Do you respect your ethical principles (e. g. the ten principles of the UN Global Compact see Annex A) and if so, please specify? In case you have internal rules please attach a copy. Yes  No

5.2 Do you respect ecological principles (e.g., usage of recyclable materials)? Yes  No  If so, please describe briefly?

.....  
.....

5.3 Do you respect the United Nations Guiding Principles on Business and Human Rights? Yes  No

**6. SERVICE ORIENTATION / CAPACITY**

6.1 Do you have the possibility to deliver a service during a possible contract duration?

of 2-3 years? Yes  No

6.2 Will we have a direct contact and on which level within the company will the contact be?

..... Yes  No

**7. QUALITY MANAGEMENT**

Do you have a QM certificate in accordance with ISO 9001? (Please attach) Yes  No

Certificate is in preparation. Conclusion planned for .....

## ANNEX A: THE TEN PRINCIPLES OF THE UN GLOBAL COMPACT

Corporate sustainability starts with a company's value system and a principled approach to doing business. This means operating in ways that, at a minimum, meet fundamental responsibilities in the areas of human rights, labour, environment and anti-corruption. Responsible businesses enact the same values and principles wherever they have a presence, and know that good practices in one area do not offset harm in another. By incorporating the Global Compact principles into strategies, policies and procedures, and establishing a culture of integrity, companies are not only upholding their basic responsibilities to people and planet, but also setting the stage for long-term success.

The UN Global Compact's Ten Principles are derived from: the [Universal Declaration of Human Rights](#), the [International Labour Organization's Declaration on Fundamental Principles and Rights at Work](#), the [Rio Declaration on Environment and Development](#), and the [United Nations Convention Against Corruption](#).

### Human Rights

[Principle 1](#): Businesses should support and respect the protection of internationally proclaimed human rights; and

[Principle 2](#): make sure that they are not complicit in human rights abuses.

### Labour

[Principle 3](#): Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;

[Principle 4](#): the elimination of all forms of forced and compulsory labour;

[Principle 5](#): the effective abolition of child labour; and

[Principle 6](#): the elimination of discrimination in respect of employment and occupation.

### Environment

[Principle 7](#): Businesses should support a precautionary approach to environmental challenges;

[Principle 8](#): undertake initiatives to promote greater environmental responsibility; and

[Principle 9](#): encourage the development and diffusion of environmentally friendly technologies.

### Anti-Corruption

[Principle 10](#): Businesses should work against corruption in all its forms, including extortion and bribery.

**SECTION 3. DECLARATION OF UNDERTAKING**

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Reference name of the Application/Offer/Contract: ("Contract")<sup>1</sup>

To: ("Project Executing Agency")

1. We recognise and accept that KfW only finances projects of the Project Executing Agency ("PEA")<sup>2</sup> subject to its own conditions which are set out in the Funding Agreement it has entered into with the PEA. As a matter of consequence, no legal relationship exists between KfW and our company, our Joint Venture or our Subcontractors under the Contract. The PEA retains exclusive responsibility for the preparation and implementation of the Tender Process and the performance of the Contract.

2. We hereby certify that neither we nor any of our board members or legal representatives nor any other member of our Joint Venture including Subcontractors under the Contract are in any of the following situations:

2.1) being bankrupt, wound up or ceasing our activities, having our activities administered by courts, having entered into receivership, reorganisation or being in any analogous situation;

2.2) convicted by a final judgement or a final administrative decision or subject to financial sanctions by the United Nations, the European Union or Germany for involvement in a criminal organisation, money laundering, terrorist-related offences, child labour or trafficking in human beings; this criterion of exclusion is also applicable to legal Persons, whose majority of shares are held or factually controlled by natural or legal Persons which themselves are subject to such convictions or sanctions;

2.3) having been convicted by a final court decision or a final administrative decision by a court, the European Union, national authorities in the Partner Country or in Germany for Sanctionable Practice in connection with a Tender Process or the performance of a Contract or for an irregularity affecting the EU's financial interests (*in the event of such a conviction, the Applicant or Bidder shall attach to this Declaration of Undertaking supporting information showing that this conviction is not relevant in the context of this Contract and that adequate compliance measures have been taken in reaction*);

2.4) having been subject within the past five years to a Contract termination fully settled against us for significant or persistent failure to comply with our contractual obligations during such Contract performance, unless this termination was challenged and dispute resolution is still pending or has not confirmed a full settlement against us;

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<sup>1</sup> Capitalised terms used, but not otherwise defined in this Declaration of Undertaking have the meaning given to such term in KfW's "Guidelines for the Procurement of Consulting Services, Works, Plant, Goods and Non-Consulting Services in Financial Cooperation with Partner Countries".

<sup>2</sup> The PEA means the purchaser, the employer, the client, as the case may be, for the procurement of Consulting Services, Works, Plant, Goods or Non-Consulting Services.

2.5) not having fulfilled applicable fiscal obligations regarding payments of taxes either in the country where we are constituted or the PEA's country;

2.6) being subject to an exclusion decision of the World Bank or any other multilateral development bank and being listed on the website <http://www.worldbank.org/debarr> or respectively on the relevant list of any other multilateral development bank (*in the event of such exclusion, the Applicant or Bidder shall attach to this Declaration of Undertaking supporting information showing that this exclusion is not relevant in the context of this Contract and that adequate compliance measures have been taken in reaction*); or

2.7) being guilty of misrepresentation in supplying the information required as a condition of participation in the Tender.

3. We hereby certify that neither we, nor any of the members of our Joint Venture or any of our Subcontractors under the Contract are in any of the following situations of conflict of interest:

3.1) being an affiliate controlled by the PEA or a shareholder controlling the PEA, unless the stemming conflict of interest has been brought to the attention of KfW and resolved to its satisfaction;

3.2) having a business or family relationship with a PEA's staff involved in the Tender Process or the supervision of the resulting Contract, unless the stemming conflict of interest has been brought to the attention of KfW and resolved to its satisfaction;

3.3) being controlled by or controlling another Applicant or Bidder, or being under common control with another Applicant or Bidder, or receiving from or granting subsidies directly or indirectly to another Applicant or Bidder, having the same legal representative as another Applicant or Bidder, maintaining direct or indirect contacts with another Applicant or Bidder which allows us to have or give access to information contained in the respective Applications or Offers, influencing them or influencing decisions of the PEA;

3.4) being engaged in a Consulting Services activity, which, by its nature, may be in conflict with the assignments that we would carry out for the PEA;

3.5) in the case of procurement of Works, Plant or Goods:

- i. having prepared or having been associated with a Person who prepared specifications, drawings, calculations and other documentation to be used in the Tender Process of this Contract;
- ii. having been recruited (or being proposed to be recruited) ourselves or any of our affiliates, to carry out works supervision or inspection for this Contract;

4. If we are a state-owned entity, and compete in a Tender Process, we certify that we have legal and financial autonomy and that we operate under commercial laws and regulations.

5. We undertake to bring to the attention of the PEA, which will inform KfW, any change in situation with regard to points 2 to 4 here above.

6. In the context of the Tender Process and performance of the corresponding Contract:

6.1) neither we nor any of the members of our Joint Venture nor any of our Subcontractors under the Contract have engaged or will engage in any Sanctionable Practice during the Tender Process and in the case of being awarded a Contract will engage in any Sanctionable Practice during the performance of the Contract;

6.2) neither we nor any of the members of our Joint Venture or any of our Subcontractors under the Contract shall acquire or supply any equipment nor operate in any sectors under an embargo of the United Nations, the European Union or Germany; and

6.3) we commit ourselves to complying with and ensuring that our Subcontractors and major suppliers under the Contract comply with international environmental and labour standards, consistent with laws and regulations applicable in the country of implementation of the Contract and the fundamental conventions of the International Labour Organisation<sup>3</sup> (ILO) and international environmental treaties. Moreover, we shall implement environmental and social risks mitigation measures when specified in the relevant environmental and social management plans or other similar documents provided by the PEA and, in any case, implement measures to prevent sexual exploitation and abuse and gender-based violence.

7. In the case of being awarded a Contract, we, as well as all members of our Joint Venture partners and Subcontractors under the Contract will, (i) upon request, provide information relating to the Tender Process and the performance of the Contract and (ii) permit the PEA and KfW or an agent appointed by either of them, and in the case of financing by the European Union also to European institutions having competence under European Union law, to inspect the respective accounts, records and documents, to permit on-the-spot checks and to ensure access to sites and the respective project.

8. In the case of being awarded a Contract, we, as well as all our Joint Venture partners and Subcontractors under the Contract undertake to preserve above mentioned records and documents in accordance with applicable law, but in any case, for at least six years from the date of fulfilment or termination of the Contract. Our financial transactions and financial statements shall be subject to auditing procedures in accordance with applicable law. Furthermore, we accept that our data (including personal data) generated in connection with the preparation and implementation of the Tender Process

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<sup>3</sup> In case ILO conventions have not been fully ratified or implemented in the Employer's country the Applicant /Bidder /Contractor shall, to the satisfaction of the Employer and KfW, propose and implement appropriate measures in the spirit of the said ILO conventions with respect to a) workers grievances on working conditions and terms of employment, b) child labour, c) forced labour, d) worker's organisations and e) non-discrimination.

and the performance of the Contract are stored and processed according to the applicable law by the PEA and KfW.

Name: \_\_\_\_\_ In the capacity of: \_\_\_\_\_

Duly empowered to sign in the name and on behalf of<sup>4</sup>: \_\_\_\_\_

Signature:

Dated:

\*\*\*\*\*

\_\_\_\_\_

4 In the case of a JV, insert the name of the JV. The person who will sign the application, bid or proposal on behalf of the Applicant/Bidder shall attach a power of attorney from the Applicant/Bidder.

## SECTION 4. PROJECT PROPOSAL

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The following topics must be addressed in the project proposal:

| Topic                           | Question                                                                                                                                                                      |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Timeline Plan                   | Please provide a timeline for the project showing main activities, delivery milestones, and anticipated resources per milestone                                               |
| Project Management /Methodology | Please detail the management methodology you intend to use. Include the roles and expectation you envisage for the genebanks and the Crop Trust or its duly appointed agents. |
| References, Success Stories     | Please describe at least two projects you have completed, that were in terms of requirements similar to ours.                                                                 |
| Proposed Project team           | Please detail the required number and level of resources for operationalizing the implementation                                                                              |
| Scope                           | Please detail areas that, in your experience, are out of scope of such a project                                                                                              |

**SECTION 5. PRICING PROPOSAL**

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The financial proposal shall include all activities and travel expenses foreseen for this assignment.

The vendor must specify fixed pricing with cost breakdown per deliverable including hours and rates when listing costs for the implementation phase as specified below:

**EBI (ETHIOPIA)**

|   | Deliverable                                             | Hourly rate | Est. total Hours | Price (All inclusive) |
|---|---------------------------------------------------------|-------------|------------------|-----------------------|
| A | Fire alarm, maintenance, and risk management assessment |             |                  |                       |
| B | Travel and other expenses                               |             |                  |                       |
|   | Total                                                   |             |                  |                       |

**GERRI (KENYA)**

|   | Deliverable                                             | Hourly rate | Est. total Hours | Price (All inclusive) |
|---|---------------------------------------------------------|-------------|------------------|-----------------------|
| A | Building and staff security                             |             |                  |                       |
| B | Fire alarm, maintenance, and risk management assessment |             |                  |                       |
| C | Travel and other expenses                               |             |                  |                       |
|   | Total                                                   |             |                  |                       |

**NPGRC (ZAMBIA)**

|   | Deliverable                                             | Hourly rate | Est. total Hours | Price (All inclusive) |
|---|---------------------------------------------------------|-------------|------------------|-----------------------|
| A | Building and staff security                             |             |                  |                       |
| B | Fire alarm, maintenance, and risk management assessment |             |                  |                       |
| C | Travel and other expenses                               |             |                  |                       |
|   | Total                                                   |             |                  |                       |

**NACGRAB (NIGERIA)**

|   | Deliverable                                             | Hourly rate | Est. total Hours | Price (All inclusive) |
|---|---------------------------------------------------------|-------------|------------------|-----------------------|
| A | Fire alarm, maintenance, and risk management assessment |             |                  |                       |
| B | Travel and other expenses                               |             |                  |                       |
|   | Total                                                   |             |                  |                       |

## **OTHER ANNEXES**

**1. TIMESHEET**

| Name of Company: xxx                                       |             |                      |                |
|------------------------------------------------------------|-------------|----------------------|----------------|
| Name of the Expert: xx                                     |             |                      |                |
| Area of expertise as of ToR: xxx                           |             |                      |                |
| Month: ..... Year: .....                                   |             |                      |                |
| Please tick each day worked and add requested information: |             |                      |                |
| Day                                                        | Days Worked | Place of Performance | Work Conducted |
| 1                                                          |             |                      |                |
| 2                                                          |             |                      |                |
| 3                                                          |             |                      |                |
| 4                                                          |             |                      |                |
| 5                                                          |             |                      |                |
| 6                                                          |             |                      |                |
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| 26     |  |  |  |
| 27     |  |  |  |
| 28     |  |  |  |
| 29     |  |  |  |
| 30     |  |  |  |
| 31     |  |  |  |
| Total: |  |  |  |

Signature and Date:

Signature and Date:

Expert

## 2. CLIENTS' SIGNATURES

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| Deliverables: | National<br>genebank<br>(Project<br>Manager)<br>Signature, Date | International<br>Consultant team<br>leader<br>Signature, Date | Crop Trust<br>(Project<br>Manager)<br>Signature, Date |
|---------------|-----------------------------------------------------------------|---------------------------------------------------------------|-------------------------------------------------------|
| 1. Xxx        |                                                                 |                                                               |                                                       |
| 2. Xxx        |                                                                 |                                                               |                                                       |
| 3. Xxx        |                                                                 |                                                               |                                                       |
| 4. Xxx        |                                                                 |                                                               |                                                       |