

MANGOCHI DISTRICT COUNCIL



Request for Proposals (RFP) Document For the Consultancy Services

Subject of Procurement	Greenhouse Farming Technology Training for Extension Workers
Procurement Reference Number	MHDC/AGRICULTURE/MWASIP/S/2024-25/01
Procurement Method	Request For Proposals (RFP)
Selection Method	Quality and Cost Based Selection (QCBS)
Date of Issue of RFP Document	19th June, 2024

PART 1: PROPOSAL PROCEDURES

1.1 Procurement Reference Number: MHDC/AGRICULTURE/MWASIP/S/2024-25/01

1.2 Preparation of Proposals: You are requested to quote for these services by submitting separate technical and financial proposals, as detailed below. The standard forms in this Request for Proposals (RFP) may be retyped for completion but the Bidder is responsible for their accurate reproduction. You are advised to carefully read the complete RFP document.

1.3 Preparation of Technical Proposals: Technical proposals should contain the following documents and information:

1. the Technical Proposal Submission Sheet in this Part;
2. a brief methodology for performing the services;
3. Your CV if individual and profile as an institution or firm, or CVs of all trainers involved
4. a summary of your experience in similar assignments;
5. authenticated letter of reference from two (2) clients from previous similar successful assignments undertaken in the 5 years

1.4 Preparation of Financial Proposals: Financial proposals should contain the following documents and information:

1. the Financial Proposal Submission Sheet in this Part;
2. the Breakdown of Contract Price form in this Part your proposal, showing all costs for the assignment, broken down into fees and reimbursable costs;

1.5 Basis of Pricing and Payment: The contract will be a lump sum price contract. Payments will be made on the basis that the contract price shall be a fixed total lump sum, including all costs required to carry out the Services. The Breakdown of Contract Price shall be used only to determine the price for any additional services agreed.

1.6 Validity of Proposals: The proposal validity required is **21days**.

1.7 Sealing and marking of Proposals: The technical and financial proposals should be sealed in separate envelopes, both clearly marked with the Procurement Reference Number above, the Bidder's name, the name of the Procuring Entity and either "Technical Proposal" or "Financial Proposal" as appropriate.

Both envelopes should be enclosed in a single outer envelope, clearly marked with the Procurement Reference Number above, the Bidder's name and the name of the Procuring Entity. All two envelopes should be sealed in such a manner that opening and resealing cannot be achieved undetected.

1.8 Submission of Proposals: Proposals should be submitted to the address below, no later than the date and time of the deadline below. Late proposals will be rejected.

Date of deadline: **26th June, 2024 (day, month and year).**

Time of deadline: **14:00hrs (local time).**

Address: **Mangochi District Council**

Private Bag 138

1.10 Evaluation of Proposals: The evaluation of proposals will use the Quality & Cost Based Selection procedure as detailed below:

- A. Preliminary examination to confirm that all documents required have been provided, to confirm the eligibility of bidders and to confirm that the supplier has accepted all terms and conditions without material deviation or reservation;
- B. Technical evaluation to assess the technical quality of proposals against the criteria below, to determine the technical score for each proposal and to determine which proposals reach the minimum technical score given below; and
- C. Financial evaluation to determine the financial score of each proposal, to weight the technical and financial scores and to determine the total score of each proposal

Proposals failing any stage will be eliminated and not considered in subsequent stages.

1.11 Eligibility Criteria: You are required to meet the following criteria to be eligible to participate in public procurement:

- A. have the legal capacity to enter into a contract;
- B. not be insolvent, in receivership, bankrupt or being wound up, not have had your business activities suspended and not be the subject of legal proceedings for any of the foregoing;
- C. have fulfilled your obligations to pay taxes according to the tax laws of your country of registration;
- D. are not suspended, or excluded from participation in any public procurement exercise by the Office of the Director of Public Procurement in Malawi;
- E. have not been convicted, or any of your directors or officers been convicted, of any criminal offence relating to obtaining or attempting to obtain a contract or subcontract;
- F. are not under investigation by the Anti Corruption Bureau or any other law enforcement body in Malawi relating to participation in any public procurement tender exercise or execution of any public procurement contract relating to the purchase of goods, works and services by any Procuring Entity.

In order to demonstrate compliance with these criteria, you should submit with the technical proposal appropriate documentary evidence.

Government-owned enterprises in the Republic of Malawi may only participate if they are legally and financially autonomous, operate under commercial law, and are not a dependent agency to the Procuring Entity.

1.12 Conflict of Interest: The Government of the Republic of Malawi (hereinafter called “the Government”) requires that Suppliers provide professional, objective, and impartial advice and at all times hold the Procuring Entity’s interests paramount, strictly avoid conflicts with other assignments or their own corporate interests and act without any consideration for future work. Without limitation on the generality of the foregoing, Suppliers, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:

- A. A firm that has been engaged by the Procuring Entity to provide goods, works or services other than consulting services for a project, and any of its affiliates, shall be disqualified from providing consulting services related to those goods, works or services. Conversely, a Consultant hired to

provide consulting services for the preparation or implementation of a project, and any of its affiliates, shall be disqualified from subsequently providing goods or works or services other than consulting services resulting from or directly related to the consulting services for such preparation or implementation. For the purpose of this paragraph, services other than consulting services are defined as those leading to a measurable physical output, for example surveys, exploratory drilling, aerial photography, and satellite imagery.

- B. A Consultant (including its Personnel and Sub-Consultants) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant to be executed for the same or for another Procuring Entity. For example, a Consultant hired to prepare engineering design for an infrastructure project shall not be engaged to prepare an independent environmental assessment for the same project, and a Consultant assisting a Procuring Entity in the privatisation of public assets shall not purchase, nor advise purchasers of, such assets. Similarly, a Consultant hired to prepare Terms of Reference for an assignment should not be hired for the assignment in question.
- C. A Consultant (including its Personnel and Sub-Consultants) that has a business or family relationship with a member of the Procuring Entity's staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the assignment, (ii) the selection process for such assignment (iii) a member of the Procuring Entity's Internal Procurement Committee, or (iv) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Government throughout the procurement process and the execution of the Contract.

Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the Procuring Entity, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Consultant or the termination of its Contract.

No agency or current employees of the Procuring Entity shall work as Consultants under their own ministries, departments or agencies. Recruiting former government employees of the Procuring Entity to work for their former ministries, departments or agencies is acceptable provided no conflict of interest exists. Bidders should be aware that existing government employees can only be nominated as personnel in Technical Proposals in accordance with the Government of Malawi's current regulations concerning external employment for government employees.

If a shortlisted Bidder could derive a competitive advantage from having provided consulting services related to the assignment in question, the Procuring Entity shall make available to all shortlisted Bidders together with this RFP all information that would in that respect give such Bidder any competitive advantage over competing Bidders.

1.13 Corrupt Practices: The Government requires that Procuring Entities, as well as Bidders and Consultants under government-financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Government:

- (a) defines, for the purposes of this provision, the terms set forth below as follows:
 - i. "corrupt practice" means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution;
 - ii. "fraudulent practice" means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;

- iii. “collusive practices” means a scheme or arrangement between two or more Bidders, with or without the knowledge of the Procuring Entity, designed to establish prices at artificial, noncompetitive levels; and
 - iv. “coercive practices” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract.
- (b) will reject a recommendation for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question; and
- (c) will debar a Bidder from participation in public procurement for a specified period of time if it at any time determines that the firm has engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a contract.

1.14 Technical Criteria:

Proposals shall be awarded scores out of the maximum number of points indicated below for each of the following criteria:

Specific Experience	10 points
Methodology Proposed	40 points
Key Personnel	30 points
Transfer of Knowledge	10 points
Participation by Nationals	10 points
Total:	100 points

The minimum technical score required to pass the technical evaluation is _____ points.

1.15 Financial Criteria:

“Financial scores shall be determined by awarding 100 points to the lowest priced proposal and giving all other proposals a score which is proportionate to this.

The proposals proceeding to the financial evaluation shall be all proposals reaching the minimum technical score of 75%. The weights given to the Technical (T) and Financial (P) Proposals will be T = 80%, and P = 20%. A total score (S) will be determined for each proposal, by combining its technical (St) and financial (Sf) weighted scores. The firm whose proposal has the highest combined technical and financial weighted score will be selected for award of contract

1.16 Currency: Proposals should be priced in Malawi Kwacha. The currency of evaluation will be Malawi Kwacha. Proposals in other currencies will be converted to this currency for evaluation purposes only, using the exchange rates published by the Reserve Bank of Malawi fourteen (14) calendar days prior to the date of the submission deadline.

1.17 Recommendation for Award: The proposal with the highest score shall be recommended for award of contract, subject to any negotiations required.

1.18 Award of contract: Award of contract shall be by placement of a Contract in accordance with Part 3: Contract, or any other formal notice to the bidder

1.19 Right to Reject: The Procuring Entity reserves the right to accept or reject any proposal or to cancel the bidding process and reject all proposals at any time prior to contract award.

Technical Proposal Submission Sheet

Note to Bidder: Complete this form with all the requested details and submit it as the first page of your technical proposal, with the documents requested above attached. Ensure that your proposal is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this RFP prevail over any attachments. If your proposal is not authorised, it may be rejected.

Procurement Reference Number:	
Subject of Procurement:	
Name of Bidder:	
Bidder's Reference Number:	
Date of Technical Proposal:	

We offer to provide the services described in the Schedule of Requirements, in accordance with the terms and conditions stated in your Request for Proposals referenced above.

We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified in Part 1: Proposal Procedures of your Request for Proposals.

The validity period of our proposal is: _____ days/weeks/months from the time and date of the submission deadline.

We enclose a separately sealed financial proposal.

Technical Proposal Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

Address: _____

Financial Proposal Submission Sheet

Note to Bidders: Complete this form with all the requested details and submit it as the first page of your financial proposal, with the documents requested above attached. Ensure that your proposal is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this RFP prevail over any attachments. If your proposal is not authorised, it may be rejected. The total price of the proposal should be expressed in the currency or currencies permitted in the instructions above.

Procurement Reference Number:	
Subject of Procurement:	
Name of Bidder:	
Bidder's Reference Number:	
Date of Financial Proposal:	

The total price of our proposal is: _____ and _____.

We confirm that the rates quoted in our Financial Proposal are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

Financial Proposal Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

Address: _____

Breakdown of Contract Price

[Complete this form with details of all your costs and submit it as part of your financial proposal. Where your costs are in more than one currency, submit a separate form for each currency. Authorise the rates quoted in the signature block below. Where this is a lump sum contract, the total price will be the contract price and the breakdown will be used only to determine the price of any additional services.]

Procurement Reference Number: _____

CURRENCY OF FEES: _____

FEES				
Name and Position of Personnel	Input Quantity	Unit of Input	Rate	Total Price
TOTAL:				

CURRENCY OF REIMBURSABLE COSTS: _____

REIMBURSABLE COSTS				
Description of Cost	Quantity	Unit of Measure	Unit Price	Total Price
TOTAL:				

TOTAL PRICE: _____

Breakdown of Contract Price Authorised By:

Signature: _____

Name: _____

Position: _____

Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

PART 2: SCHEDULE OF REQUIREMENTS

Terms of Reference

1. Background

Mangochi District Council aims to enhance agricultural productivity and sustainability through the adoption of advanced farming technologies. In the District Development Plan (DDP), greenhouse farming technology has been identified as a key area with the potential to improve crop yields, ensure food security, and support year-round cultivation of horticultural crops. To achieve this mandate, the district through the Ministry of Water and Sanitation is implementing the Malawi Watershed Services Improvement Project (MWASIP) with financial support from the World Bank.

The project development objective (PDO) is to increase the adoption of sustainable landscape management practices and improve watershed services in targeted watershed. The project consists of three related components that will contribute to achievement of the PDO. Under sub component 1.2, the project provides matching grants for enhancement of Agri-based livelihoods. In the third call of proposals, two groups will receive the grants focusing on production of tomatoes using modern farming technology. It is essential to equip extension workers with the knowledge and skills necessary to support and train farmers in greenhouse farming technology if the council is to achieve its mandate.

2. Objectives

The main objectives of this training program are:

- To educate extension workers on the principles, benefits, and advanced techniques of greenhouse farming.
- To equip extension workers with practical skills for the construction, operation, and maintenance of greenhouses.
- To enable extension workers to effectively disseminate greenhouse farming practices to local farmers, thereby promoting sustainable agriculture.

3. Scope of Work

The selected consultant or training organization will undertake the following tasks:

1. **Curriculum Development:**

- Develop a comprehensive training curriculum that covers all essential aspects of greenhouse farming, including:
 - Introduction to greenhouse farming and its advantages
 - Greenhouse management including nutrient management as key
 - Climate control and management (temperature, humidity, ventilation)
 - Soil preparation and management
 - Crop selection and planting techniques
 - Integrated pest management (IPM)
 - Water management and irrigation systems
 - Harvesting and post-harvest handling
 - Economic analysis and market access
- Prepare detailed lesson plans, training manuals, and visual aids to support the curriculum.

2. Training Delivery:

- Conduct interactive training sessions for extension workers, combining theoretical knowledge with practical demonstrations.
- Organize field visits and hands-on activities in a greenhouse setting to provide practical experience.
- Facilitate group discussions, Q&A sessions, and problem-solving exercises to enhance understanding and retention.

3. Training Materials:

- Provide comprehensive training materials, including manuals, handouts, PowerPoint presentations, and multimedia resources.
- Ensure that all materials are accessible, user-friendly, and tailored to the needs of the participants.

4. Monitoring and Evaluation:

- Develop and implement a monitoring and evaluation (M&E) framework to assess the effectiveness of the training program.
- Conduct pre- and post-training assessments to measure knowledge gain and skills acquisition.
- Collect feedback from participants to identify areas for improvement and success stories.

5. Reporting:

- Submit detailed report for the training, including participant attendance, topics covered, and evaluation results.

- Provide a final comprehensive report summarizing the training outcomes, challenges faced, and recommendations for future training initiatives.

4. Deliverables

The consultant or training organization is expected to deliver the following:

- Detailed training curriculum and schedule
- Training materials and manuals
- Final comprehensive training report

5. Qualifications and Experience

The selected consultant or organization should have:

- Demonstrated experience in greenhouse farming and agricultural training with background in agriculture
- Proven track record of developing and delivering training programs for extension workers or farmers
- Expertise in climate-smart agriculture and sustainable farming practices
- Strong communication and facilitation skills

6. Duration and Timeline

The training program is expected to be conducted over a duration of five days, starting from **08/07/24** to **15/07/24**. The consultant or organization should provide a detailed timeline outlining key activities and milestones.

7. Budget

A detailed budget proposal should be submitted, covering all costs associated with the training program, including curriculum development, training delivery, materials, travel, accommodation, and other expenses.

8. Submission Guidelines

Interested parties should submit the following:

- A cover letter expressing interest and highlighting relevant experience
- A technical proposal outlining the approach, methodology, and work plan
- A financial proposal with a detailed budget breakdown
- CVs of key personnel and references from past clients

Proposals should be submitted electronically to *judithmaseya@gmail.com* by 26th June, 2024.

9. Contact Information

For any inquiries or further information, please contact:

The chairman

Internal Procurement Disposal Committee
Mangochi District Council
Private Bag 138
Mangochi
0999421964

10. Terms and Conditions

- [Include any specific terms and conditions that apply to the ToR, such as confidentiality agreements, rights to intellectual property, etc.]