Request for Quotation

For services

RFQ-TUR-03

Issued: April 22, 2021

Safe Migration in Central Asia Project

Turkmenistan

Cooperative Agreement: 72011519CA00002

Country: Turkmenistan

Geographic Code:



Table of Contents

[Introduction 3](#_Toc58451156)

[Submission Details 4](#_Toc58451157)

[Submission Deadlines 4](#_Toc58451158)

Submission Questions and Clarifications  [4](#_Toc58451159)

[Electronic Submissions 4](#_Toc58451159)

[Instructions to Vendors 4](#_Toc58451161)

[Terms of Reference](#_Toc58451162) 5

[Bid documents to include 5](#_Toc58451163)

[Evaluation criteria: 5](#_Toc58451163)

[Award 6](#_Toc58451164)

[Detailed Specifications](#_Toc58451165) 6

[Certification of independent price determination](#_Toc58451165) 6

# Introduction

Funded by United States Agency for International Development (USAID) and implemented by Winrock International (WI), the Safe Migration in Central Asia project (SMICA, 2019-2024) is focusing on building cooperation with local government, private sector and civil society to promote rights-based migration and counter trafficking in persons (CTIP), reduce vulnerability of at-risk populations to all forms of TIP, and improve identification and assistance to trafficked person. Among the TIP issues SMICA is focusing is the prevention of labor exploitation and trafficking at the internal supply chains via raising awareness on due diligence standards and relevant international certification standards ensuring prevention of labor exploitation in the companies’ operations.

SMICA jointly with USAID funded Future Growth Initiative has started series of pilot activities aimed at the implementation of and certification to the corporate social responsibility standards, such as the occupational health and workplace safety standard (ISO 45001) with selected Turkmen companies with the aim to ensure safe working conditions and fair labor practices contributing to an expansion of export opportunities for their products.

# Submission Details

## Submission Deadlines

Proposals must be sent no later than **6:00 PM (UTC+5) on Friday, May 7, 2021**. Late submissions will not be accepted. All proposals are to be submitted following the guidelines listed below. Telephone requests will not be honored.

Winrock International may request additional documentation after the bid deadline.

## Submission Questions and Clarifications

Inquiries/questions regarding this Request for Quotation must be sent to SMICAProcurement@winrock.org no later than **Thursday, April 29, 2021**.Winrock will review and respond to all potential offers.

Winrock will evaluate complete vendor proposals to determine which proposal represents the best value to Winrock. This is an unsealed solicitation request. Winrock reserves the right to negotiate with the vendors with or without discussion.

## Electronic Submissions

Proposals must be sent to SMICAProcurement@winrock.org with the subject line “**Consultant on Implementation of ISO 45001 at Business Society Byashim Gandym**”. Electronic submissions in response to this Request for Quotation will be accepted as long as they meet the following criteria:

## Instructions to Vendors

* The Vendor must be legally registered. Vendor should be National Consulting Company or Individual Consultant registered as an Entrepreneur
* The Vendor must have a license which is required for business activities
* The Vendor must have at least 2 years of relevant professional experience at the national level in the following areas:
* Knowledge and/or experience of working in the area of introducing /implementation of the international certifications, including ISO 45001
* As the Vendor should provide a detailed description of the services, it may contact the company’s representative to clarify information about the company, its management system, scope of implementation and other details related to the ISO implementation project and is encouraged to set up visits to the company to determine the exact scope and volume of work
* Cost quoted must include unit price and total price in Turkmen manats (TMT)
* The Vendor should provide complete banking information
* The Vendor should have proven ability to deliver technical training to different audiences
* The Vendor should have excellent command of Russian and Turkmen with ability to draft technical reports
* Validity of bid: 15 days starting from the submission date

Winrock reserves the right to make changes or cancel this solicitation as required by USAID.

## Terms of Reference:

Winrock and the selected local company will jointly engage National Consultant to provide consultancy services on the Implementation of ISO 45001 to this company.

The implementation stages at the selected company are scheduled for May – September 2021.

The following are illustrative implementation stages, but the Vendor is free to propose its own approach and stages for the implementation or reorganize/remove some of these illustrative stages.

|  |  |  |
| --- | --- | --- |
| № | Implementation stages  | Timeframe |
| 1 | Diagnostics / preliminary audit of Management Systems in the enterprise |  May 2021 |
| 2 | Creation of organizational structure of Quality Management Systems (QMS) and formation of Project Management Office | June 2021 |
| 3 | Development of process models of Management Systems and documentation of processes | July 2021 |
| 4 | Implementation of regulatory documents and practical implementation of the Management Systems in accordance with process model | August 2021 |
| 5 | Preparation of Management Systems of Enterprises to certification | September 2021 |

The Expected Program Outcomes will be the Implementation of ISO 45001 requirements at the selected company, with high chances for its further accredited certification against these standards, which would improve working conditions at the company, its environmental practices and export opportunities.

 Under the financial conditions of this Request for Quotation, upon selection and during the contracting process, 40% of remuneration to the selected consultant/company will be made in USD by Winrock (converted at the state official exchange rate), while 60% - in the national currency by the selected company.

## Bid Documents to Include

* The Technical Proposal for the Implementation of ISO 45001 at the selected company
* The Financial Proposal for the Implementation of ISO 45001 at the selected company, with the breakdown of Level of Effort days by the implementation stages and the proposed consultants (if more than one), as well as the daily rate(s) of each consultant in Turkmen manats
* The proposed Vendor(s)’ CV describing relevant achievements
* Other documents demonstrating the Vendor’s qualification and experience, including certificate(s) from international certification agencies / training companies in implementation of the international certifications
* Legal documents of the Vendor, i.e. the Certificate of Registration and Statement from the Unified List of Registered Legal Entities (for legal entities) or the Certificate of Registration and Permit/Patent of Entrepreneur

## Evaluation Criteria

Proposals will be assessed on both technical merits based on portfolio review and interview and price reasonableness.

|  |  |
| --- | --- |
| **Merit Review Criteria**  | **Points**  |
| **1.**   | **Past Performance (will be assessed based on provided information about previously implemented similar projects)** | **40**  |
| **2.**  | **Availability of required capacity to fulfill the task (will be assessed based on interview)** | **20**  |
| **3.** | **Cost Effectiveness of the Proposed Budget** **(will be assessed based on proposed budget and clarified during interview)** | **40** |
| **Overall Rating (out of 100 points)**  | **100**  |

# Award

Winrock anticipates notifying the successful Vendor and providing an agreement for signature the week of **May 14, 2021**. The period of agreement is not more than 6 months.

# Detailed Specifications

The Vendor is free to propose its own approach and stages for the implementation or reorganize/remove some of the above implementation stages.

# Certification of Independent Price Determination

(a) The offeror certifies that—

(1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror, including but not limited to subsidiaries or other entities in which offeror has any ownership or other interests, or any competitor relating to (i) those prices, (ii) the intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered;

(2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror, including but not limited to subsidiaries or other entities in which offeror has any ownership or other interests, or any competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated or competitive solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to induce any other concern or individual to submit or not to submit an offer for the purpose of restricting competition or influencing the competitive environment.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory—

(1) Is the person in the offerors organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or

(2) (i) Has been authorized, in writing, to act as agent for the principals of the offeror in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; (ii) As an authorized agent, does certify that the principals of the offeror have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and (iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above.

(c) Offeror understands and agrees that –

(1) violation of this certification will result in immediate disqualification from this solicitation without recourse and may result in disqualification from future solicitations; and

(2) Discovery of any violation after award to the offeror will result in the termination of the award for default.