World Vegetable Center

World Vegetable Center (WorldVeg)
Request for Proposals (RFP)—Consulting Services

I. General Information

1. Procurement Requisition No.: PR1076207
2. Procurement Title: Business Development Services for Vegetable and Potato Seed Markets in Ghana and Senegal under the HortiFuture Project
3. Procurement Method:

   ☐ Limited Bidding ■ Open Bidding
4. Selection Method:

   ■ QCBS ☐ QBS ☐ LCS ☐ FBS ☐ CQS
5. Terms of Reference (TOR): Please refer to the separate TOR document for PR1076207, issued alongside this RFP and forming an integral part of it.
6. Contract Currency: EUR.

II. Purpose of this RFP

WorldVeg invites proposals from eligible consulting firms to provide business development services for vegetable and potato seed markets in Ghana and Senegal under the HortiFuture project, as described in the attached TOR.

The procurement shall be conducted in accordance with the WorldVeg Procurement Policy and Procurement Regulations.

Instructions to Proposing Firms:

1. Read this RFP and the attached TOR carefully before preparing your proposal.
2. Submit the proposal in accordance with the requirements and by the deadline stated in this RFP.
3. Proposals received after the submission deadline will not be considered.
4. Direct all communications regarding this procurement solely to the Procurement and Central Services Office identified in this RFP.
5. Ensure that your proposal is complete and includes all required supporting documents.
6. By submitting a proposal, firms confirm acceptance of the terms and conditions set out in this RFP.

III. Evaluation Method

Proposals will be evaluated using the following selection method:

1. Proposals shall be evaluated using Quality- and Cost-Based Selection (QCBS), with technical and financial weightings of 80% and 20%, respectively.
2. Technical and financial proposals shall be submitted separately. Technical proposals shall be evaluated first against the criteria stated in this RFP. Financial proposals shall remain inaccessible to evaluators until the technical evaluation is completed.
3. Only proposals achieving a minimum technical score of 70 out of 100 shall proceed to financial evaluation. Financial proposals of firms below this threshold shall remain unopened.
4. The lowest evaluated financial proposal shall receive a financial score of 100. Other financial scores shall be calculated as follows:

   Financial Score = (Lowest Evaluated Price ÷ Evaluated Price of the Proposal) × 100

5. The combined score shall be calculated as follows:

   Combined Score = (Technical Score × 80%) + (Financial Score × 20%)

6. The firm with the highest combined score shall be recommended for award, subject to the required approvals and finalization of the contract.
7. If two or more proposals achieve the same highest combined score, the proposal with the higher technical score shall rank first. If technical scores are also equal, the proposal with the higher score for experience implementing similar projects shall rank first, followed by the higher score for in-country implementation capacity. If a tie remains, the lower evaluated price shall prevail.

IV. Technical Evaluation (80%)

Proposals shall be assessed against the technical criteria below. Only proposals achieving a minimum technical score of **70 out of 100** shall proceed to financial evaluation.

Scoring Scale: ☐ 0–4 ■ 1–100

Technical Criteria	Score range
1. In-country implementation capacity (staff and other assets) — Capacity to deliver in Ghana and Senegal, including operational arrangements, facilities and assets; qualifications, relevant experience and availability of proposed key personnel.	20

Technical Criteria	Score range
2. Strength of relations with international and national seed companies — Demonstrated networks and partnerships relevant to the assignment and their proposed use in implementation.	20
3. Experience implementing similar projects — Comparable assignments, results; application of this experience through a sound methodology and implementation plan addressing the TOR, country conditions, measurable outputs and coordination.	40
4. Ability to comply with audit requirements of the funder — Financial management systems, supporting records, reporting procedures and experience meeting donor audit requirements.	20
Total Technical Score	**100**

V. Financial Evaluation (20%)

Financial proposals of technically qualified firms shall be evaluated on the total proposed budget in **EUR** for the full assignment described in the TOR, including consultancy fees, reimbursable expenses and applicable taxes. Firms shall provide a breakdown of their proposed fee rates and estimated time inputs. Separately administered beneficiary funding shall be identified separately and excluded from the evaluated consultancy price. In alignment with the funder's requirements, firms cannot include a profit margin in their budget.

VI. Interview

Interviews are not required for this procurement.

VII. Eligibility Requirements

Consulting firms must meet the following eligibility criteria:

a. **Eligibility**:
- Be legally able to perform the assignment in Ghana and Senegal.
- Have relevant staff based in Ghana and Senegal.

b. **Experience**:
- Have experience implementing seed-sector development projects, preferably in the vegetable sector.
- Have an established network of contacts with Dutch and local seed companies and local seed-sector associations.

c. **Qualifications**:

- Have a proven track record in agricultural business development.
- Have sound administrative and financial management capacity to comply with the Government of the Netherlands' audit requirements.

VIII. Proposal Requirements

Consulting firms shall submit two separate proposals in **PDF** format.

State the total proposed budget in **EUR**, with a breakdown of fee rates and estimated time inputs by team member, reimbursable expenses and applicable taxes, allocated by year and activity. Separately administered beneficiary funding shall be shown separately from the consultancy budget.

a. Technical Proposal (**1 PDF**, without any financial information), including:

■ Methodology	■ Workplan	■ CV(s)	■ Firm Experience
■ Team Composition	☐ References	■ Implementation Schedule	

b. Financial Proposal (**1 PDF**), including:

■ Cost Breakdown	■ Expenses	■ Taxes (where applicable)

c. Supporting Documents—include in the Technical Proposal PDF:

- Registration documents and any hosting agreement relevant to operations in Ghana and Senegal.
- Tax Certificate
- Evidence of the authorized signatory's authority
- Signed Conflict of Interest Declaration; request the form from the WorldVeg Procurement and Central Services Office.

IX. Proposal Clarification and Submission

Any inquiries regarding this RFP should be directed by email before 4:45 PM Taipei Time on 23 October 2026 to:

WorldVeg Procurement and Central Services Office
Email: purchasing@worldveg.org
Subject Line: Questions about PR1076207 Business Development Services for Vegetable and Potato Seed Markets in Ghana and Senegal

All proposals must be submitted by email **before 4:45 PM Taipei Time on 03 November 2026** to:

WorldVeg Procurement and Central Services Office

Email: **purchasing@worldveg.org**

Subject Line: **Proposals for PR1076207 Business Development Services for Vegetable and Potato Seed Markets in Ghana and Senegal**

X. Conditions of Procurement

1. Proposals shall be submitted in English. Supporting documents issued in another language shall be accompanied by an English translation.
2. WorldVeg may request original qualification documents for verification.
3. WorldVeg may request clarification of a proposal but shall not permit changes to its price or substance.
4. WorldVeg reserves the right to accept or reject any proposal, cancel the procurement process, or reject all proposals at any time without incurring liability.
5. Issuance of this RFP does not constitute a commitment to award a contract.
6. Joint proposals are not permitted.
7. This procurement shall follow the applicable WorldVeg Procurement Policy and Procurement Regulations and the principles of fairness, transparency and accountability. Applicable donor-specific procurement requirements shall also be observed and shall prevail in the event of any inconsistency with WorldVeg requirements.