

**Request for Quotes  
USAID CSS RfQ 2018-13**

**Subject: Provision of Business Information Regarding Serbian Companies from Fruit and Vegetable Sector**

**Contracting Entity:** Cardno Emerging Markets USA Ltd., Washington DC, Belgrade Representative Office

**Location:** Serbia, Belgrade

**Issuance Date:** October 16, 2018

Cardno Emerging Markets USA, Ltd. (Cardno), the Contractor, acting on behalf of the U.S. Agency for International Development (USAID) as implementer of the Competitive Economy Project, is soliciting bids from qualified, legally registered Serbian, non-profit or for-profit companies and organizations, and non-governmental organizations (NGOs) interested in providing the consultancy services as described in Section I. Background and Scope of Work. The successful bidder will be responsible for ensuring achievement of specified tasks/deliverables.

**I. BACKGROUND AND SCOPE OF WORK**

**About the Project**

USAID Competitive Economy Project (the Project) is a four-year activity with overall goal to establish systemic approaches to strengthening Serbia's food-processing sector in order to generate export-led growth, and greater integration with European and global markets. This will be achieved by systemically strengthening selected value chains (VC) with a focus on aggregate sales, exports and jobs. The Project will identify gaps in the current competitiveness system and strengthen these systems through capacity development and the facilitation of partnerships among system actors.

In order for this to be achieved, the Project will actively seek partnerships with key industry stakeholders to create platforms for exchange and knowledge sharing based on clear, market driven principles, making capacity building an integrated process. While initially focusing on the fruits and vegetables sector, the Project is expected to result in a model that can eventually be applied more broadly across the industry.

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**Background to SOW**

Serbian agricultural and food sectors are considered high performers of Serbian economy, but they are still lacking the ability to maximize profit value in international markets.

USAID Competitive Economy Project (the Project) is a four-year activity that aims to strengthen processors in order to increase their sales in export and domestic markets. The Project strives to include in implementation all relevant stakeholders working with Serbian companies, so systemic support clusters is created. This approach is designed to also provide sustainability and replication of Project efforts to other sectors in the industry. The primary sectors the Project will work in are fruits and vegetables processing industries, considering their high-competitiveness potential for Serbian economy. By improving systemic support to food producers and processors, USAID Competitive Economy Project has a goal to induce export, stimulate innovation and drive investments to better position Serbian brands and products.

To overcome the sectorial obstacles, the Project developed a range of technical assistance activities covering access to markets, access to finance, workforce development and operations/product specific problems, and general market understanding. The Project is closely following activities results and performance of beneficiaries – Serbian firms which are directly or indirectly supported by the Project. Projects Monitoring and Evaluation team therefore need timely and accurate information regarding performance of impacted companies. Besides, other Project's teams will largely benefit by having access to business information in order to better understand sector and properly plan the activities.

**Place of Performance:**

Serbia

**Objectives:**

The objective of this Request for Quotes is to select a Service provider, to procure:

1. Access to a database of companies containing current data including, but not limited to:
  - General company data (name, addresses, branches etc.);
  - General financial performance of the companies (data from balance sheet, profit and loss statement and other relevant documents);
  - Data relevant for the credit score (banks estimate of the companies);
  - Accounts and blockade - the current company bank account status with insights into blockages, if any, as well as court cases (lawsuits).
  - Ownership, management and employees - who are the company's representatives, members of the board of directors (if any) and the number of employees;

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- Connections - Insight into the company's relationship with other legal entities (ownership network);
  - Financials and ratios: Complete and detailed historical data on companies with all items in the balance sheet, income statement, cash flows and ratios of certain indicators;
  - Possibility to present and analyze data in both spreadsheet and graphical mode.
2. Service provider will be able to supply custom data about companies' performance in foreign trade, specifically about:
- export in quantity (kg, tons) and value (EUR);
  - by company, by product (at least HS 6-digit code level), by product group and/or destination market (country and region);
  - core business of the observed company – whether it has own production or just trade/export;
  - Data about net-export per company (export minus import).
3. Per request Service provider will be able to provide Fruit and Vegetables sector analysis:
- Financial performance indicators of all or selected companies inside the sector (subsets according to various criteria);
  - Foreign trade business;
  - Geographical distribution.

The Service provider will actively work with Project's Monitoring and Evaluation Team. The Service provider will provide unlimited access to the online database to the authorized Project's staff, secured with specific User ID and Password.

**Equipment:**

The Service provider shall provide all necessary equipment, software and licenses for performance of the assignment and for submission of deliverables to Cardno.

**Licensing:**

The Service provider shall obtain, where appropriate, any necessary permissions from subjects allowing for data to be used for financial analysis, market research and promotional purposes. The Service provider shall provide Cardno and its partners with an unlimited and indefinite license to use the resulting deliverables for all future use cases across all media platforms and events, with or without attribution.

Cardno will use the provided data solely for the purpose of implementation of the Project, and is prepared to sign a non-disclosure agreement with the Service provider, if needed.

**Technical Directions / Relationship with Cardno:**

For the purposes of this assignment, the Service provider shall take technical direction from Project's Monitoring and Evaluation Specialist or other designated Project's staff.

**II. Tasks**

The Service provider will conduct following tasks:

1. Enable access to online database with data described under section "Objective 1" of this document;
2. Periodic (quarterly) aggregated standard reports with data described under "Objective 1" and available under "Task 1" (such as, for example, multiple company's sales data in a single table).
3. Periodic (quarterly) customized reports regarding companies' business performance and foreign trade periodically; with data described under section "Objective 2" of this document. The content of the report will be beforehand communicated between designated Project's staff and the Service provider;
4. Specific per-request queries (up to 20 annually) of available data based on companies' subsets (groupings) by various criteria, as described in the "Objective 3" of this document.

In communication with the project data will be provided in form of spreadsheet databases and/or graphical presentations; all data will be provided electronically (through Email or Internet access).

**III. Period of Performance**

Period of performance of the contracted services is November 2018 until November 2019.

**IV. Deliverables**

1. Access to databases;
2. Standard and customized quarterly reports;
3. Per-request queries of customized companies' subsets/groups.

All deliverables on activities should be prepared in English, if not differently agreed with the Project Manager. Drafts of all deliverables need to be supplied for comments to the designated Project Manager before delivery. The Service provider will adjust the deliverables in line with the Project's comments within a 2-week after such comments have been provided.

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**V. Requirements for eligible bidders**

Legally registered Serbian, non-profit or for-profit companies and organizations, and non-governmental organizations (NGOs) with the relevant experience in business, trade and financial analytics, legal aspects of businesses and market/sales/export related information, with the following requirements:

- At least 5 years of professional experience in providing business analytics services;
- Possess well-organized online database with data relevant to this Request;
- Experience in analysis of specific agriculture/food processing sector in Serbia.

**VI. Award**

Cardno/the Project anticipates awarding one Purchase order under this Request for Quotes to be allocated over one year. The price of the Purchase order to be awarded will be an all-inclusive fixed price. No profit, fees, taxes, or additional costs can be added after award. Under a Purchase order all payments will be a fixed-sum, payable upon completion of tasks/deliverables. Deliverables and payment amounts, and dates will be defined in detail during negotiations.

Cardno/the Project will select the bid that offers the best value based upon the following evaluation criteria:

1. Professional Qualifications (40)

*The bidder should describe their overall capability to undertake work in this area. A description of proposed Consultancy qualifications and relevant experience to carry out Scope of Work should be included.*

2. Past Performance and Experience (20)

*Bidder's experience and capabilities in undertaking similar activities should be detailed here, including references, and certifications and awards (if relevant). Bidders should share website links to their online portfolio.*

3. Cost proposal (40 points)

*Ensure consistency of the costs with the proposed effort for implementing specified tasks in line with technical approach.*

The selection of the Offeror for award will be made by the Cardno/the Project Evaluation Committee based on the evaluation criteria above. The award is to be made based on the best overall (i.e., best value) proposal that is determined to be the most beneficial the Project

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with appropriate consideration given to the three evaluation factors: Qualifications, Experience and Price.

**Submission and deadline of bids**

The bidders should submit firm fixed price cost proposal broken down per deliverables, as per table below:

#	Deliverables	Unit	Qty	Price/unit	Total
1	Annual Subscription fee (access to database)	Subscription	1		
2a	Standard quarterly reports	Report	4		
2b	Customized quarterly reports	Report	4		
3	Per-request queries of customized companies' subsets/groups	Query	20		

All cost information must be expressed in US Dollars. Bids including CV and references of proposed staff clearly showing adequate technical background and relevant work experience (portfolio) should be sent by e-mail to: [konkursi@konkurentno.rs](mailto:konkursi@konkurentno.rs), **by October 31, 2018, 5 p.m.** CET. Bidders can submit any questions concerning this RfQ in writing via email to [konkursi@konkurentno.rs](mailto:konkursi@konkurentno.rs).