



USAID
FROM THE AMERICAN PEOPLE



The Cluster Competitiveness Activity (CCA) Project in Bosnia and Herzegovina

Administered by the Emerging Markets Group, Ltd. as a Contractor for the US Agency for International Development

Subject: Request for Proposal

Dear Sir / Madam,

We invite you to submit your best quotation for the preparation, design and printing of the:

“Technical Guide for Wood Product Exporters”

The quotation must be prepared in accordance with the Terms of Reference, deadlines and other terms and conditions enclosed with this document.

If you have any questions, please contact the person below or those listed on Page 6.

We look forward to receiving your quotation.

Sincerely,

Goran Štefatić

USAID CCA
FT Team Leader

Enclosed:

1. *Statement of Work*
2. *Draft outline of “Technical Guide for Wood Products Exporters”*

USAID CCA – Statement of Work

for preparation, design and printing of a

“Technical Guide for Wood Products Exporters”

Background

The Cluster Competitiveness Activity (CCA), sponsored by the U.S. Agency for International Development (USAID), is a four year project to assist businesses in two sectors with great potential for economic development in Bosnia and Herzegovina: **wood processing** and **tourism**.

The goal of the CCA is to increase the rate of economic growth in BiH by working with its partners in these sectors to raise productivity, profitability, and employment. BiH businesses can help increase prosperity by increasing demand, creating new jobs and raising wages.

The project assists groups of firms and their supporting institutions in these sectors to develop and implement plans to innovate, add value, and realize the potential of BiH's abundant resources. CCA provides consulting, training, analysis, information on trade opportunities and support with access to finance. Additionally, the CCA is a leader in the public-private dialogue to improve the overall business environment and to foster the increased competitiveness of BiH businesses.

Overall Objective

As a part of the comprehensive USAID CCA program to assist wood processing companies to meet quality standards, we now wish to contract a suitable company to prepare, design and print a “Technical Guide for Wood Product Exporters”.

The overall objectives are to:

- **assist wood processing companies in USK and the FBiH to better understand the international quality and product safety standards requirements, and**
- **enter more easily into the process of preparation and certification of its management systems and products (in accordance with the international quality standards) and thus strengthen its export potential.**

The information collected and written guidance will be prepared in the form of brochure and printed in 350 paper copies and 250 CD copies.

Specific Objectives of this assignment

The specific objectives for this assignment are as follows:

1. Provide guidance to wood processing companies on the importance and implications of the international quality standards;
2. Provide guidance to wood processing companies on EU Directives, Product Safety standards and on Product conformity;
3. Provide necessary information regarding the development, implementation and certification of a QMS.

A draft of the proposed contents of the Guide is included at the end of this Request for Proposals. This will be further developed and the final contents agreed with the company selected.

Detailed tasks

The specific tasks to be implemented will be finalized with the selected organization. However, the tasks will include the following, as a minimum:

1. Gather, structure and present information regarding international quality and product standards, to suit the needs of Wood Processing companies, including:
 - the process of developing, implementing and certifying a Quality Management System (QMS) according to ISO 9001 requirements
 - EU directives and standards related to wood products
 - CE mark and general conditions
2. List and describe the steps of developing of QMS and minimum documentation required;
3. List and describe the steps of providing product conformity with EU standards;
4. Produce a list of all the international quality standards related to WP industry sector divided by sub-sectors (in accordance with NACE classification);
5. Organize all information and guidance prepared in the form indicated in the final Contents of the Guide (to be agreed);
6. Provide outline designs for the “Guide”; consult with the USAID-CCA team; and finalize the design to take account of the USAID-CCA team suggestions;
7. Prepare draft contents of the “Guide”, for approval by USAID-CCA and finalize the contents after USAID-CCA review. Also provide the same Guide on CD medium designed to allow use of same in the intuitive way;
8. Confirm and have approved by USAID-CCA the costs of printing to the final design selected;
9. Print 350 copies of the “Guide”, using the final design and the final contents approved by USAID-CCA, as well as 250 copies of CD copyrighted to CCA.

Roles and Responsibilities

The organization selected shall be responsible for the implementation of all the Tasks 1 to 9 above and for providing the deliverables listed below:

Deliverables

- Draft text, and outline designs, final version of the content and the final design – all in accordance with Tasks 1 to 9 above;
- Print 350 copies of the printed version, as well as 250 copies of CD version copyrighted to CCA, of “Technical Guide for Wood Products Exporters” and deliver to the CCA for further distribution;
- One non-protected copy of all the computer files for all materials, including design files, to be given to CCA for further use and distribution;
- Short report on implementation of the assignment.

Language

All the contents of the “Guide” and the report shall be prepared in local language.

Completion date

This assignment shall be completed 4 (four) weeks after signing of the Purchase Order.

Instructions for bidders

Information

The information available to bidders is the following:

- Request for Proposals, including Statement of Work and draft Outline of the Technical Guide for Wood Product Exporters
- Sample of Purchase Order which shall will be used for the official contract between USAID-CCA project and the company selected

Structure of your proposal

All bids are to be delivered in the following form:

- Understanding of CCA request (maximum one page);
- Questions and comments regarding the Statement of Work (maximum one page);
- Methodology – short review of number of people involved, time schedule; etc. (two pages maximum);
- Team and allocation of time (two pages maximum)
 - Names of people who will implement the activities and brief (five lines) description of their knowledge and skills
 - Allocation of time to the different people who will implement of the activities, specifying tasks and the person / people who will be responsible for each task
- Information on the organization submitting the bid – status, period in operation, structure, staff, support available (one page maximum);
- References (two pages maximum);
- Short CV for each member of the team (maximum one page for each CV);
- Price (maximum one page);

Price

Bidders shall state their price exactly according to the following instructions:

- Fixed lump sum price to carry out Tasks 1 to 9 above. (USAID-CCA will pay this sum to the selected Organization, according to a schedule of payments to be agreed and confirmed in the Purchase Order.).
- Estimated cost of color printing of 350 copies, *as well as for 250 copies of CD version* of the “Technical Guide for Wood Products Exporters”. (After preparation of the contents by the successful bidder, USAID-CCA will agree a firm quotation for the printing with the selected company, according to Task 9 above, and will pay the actual cost of printing and CD version production up to the amount of that quotation.)

Sales Tax and VAT

The prices quoted above shall be stated excluding (without) Value Added Tax.

Evaluation criteria

The criteria and scoring to be used for the evaluation of proposals shall be the following:

Criterion	Sub-criterion	Maximum score
Proposal quality	Understanding	3
	Questions / Comments	2
	Methodology	10
	Subtotal	<u>15</u>
Team	Suitability	10
	Quality (based on submitted CVs)	20
	Time allocation	5
	Subtotal	<u>35</u>
Company / organization	Resources	5
	References	10
	Subtotal	<u>15</u>
Compliance with bidding instructions	Information requested	5
	Subtotal	<u>5</u>
Price		30
	Subtotal	<u>30</u>
	Total number of points	<u><u>100</u></u>

Deadline for submitting proposals

All proposals shall be submitted in English to one of the addresses stated below by 12 o'clock on the February 10, 2005.

Intellectual property

The intellectual property for this training course, all its contents and all the data collected shall be the property of USAID-CCA project, who shall be free to use same for any purpose without any further consideration.

Address and Contact Information:

USAID CCA – Sarajevo

Att. to: Svjetlana Vukmirovic
Hamdije Kresevljakovica 19/V
71000 Sarajevo

svukmirovic@usaidcca.ba

Tel. 033-206-912 / 907

Fax. 033-202-972

USAID CCA – Banja Luka

Att. to: Zeljka Knezevic
Petra Kocica 33
78000 Banja Luka

sknezevic@usaidcca.ba

Tel. 051-316-441

Fax. 051-316-443

Outline contents of the “Technical Guide for Wood Product Exporters”

- Introduction
- Principles of management in the process of designing, implementing and maintaining a Quality Management System (QMS)
- Process of designing and implementing QMS
- List of steps in QMS development with detail description on the following:
 - Steps to be taken by the company itself before hiring consulting company
 - Steps to be taken with the consulting company, leading to the certification, including indicative duration of each step and examples (ie types of QMS documents, guidance on developing QMS, guidance on statistical techniques in QMS, etc.)
- Guidance on the EU “new approach” related to the wood products
- Application of EU directives and standards related to wood products
- CE mark and general conditions
- Documents required for product conformity and requirement for producers to provide CE mark, including flow chart for evaluating product conformity
- List of all relevant standards for wood products and producers, divided by WP sub-sectors

Note: All bidders are encouraged to provide their own suggestions in making the Guide suitable for purpose described.