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CIPOTATO.ORG

REQUEST FOR PROPOSAL

Consultancy for Corporate Strategy Development

I. INTRODUCTION

The International Potato Center, known by its Spanish acronym CIP, was founded in 1971 as a root and tuber research-for-development institution delivering sustainable solutions to the pressing world problems of hunger, poverty, and the degradation of natural resources. CIP is truly a global center, with headquarters in Lima, Peru, and offices in twenty developing countries across Asia, Africa, and Latin America. Working closely with our partners, CIP seeks to achieve food security, increased well-being, and gender equity for poor people in the developing world. CIP furthers its mission through rigorous research, innovation in science and technology, and capacity strengthening regarding root and tuber farming and food systems.

CIP is part of the CGIAR Consortium, a global partnership that unites organizations engaged in research for a food secure future. CGIAR research is dedicated to reducing rural poverty, increasing food security, improving human health and nutrition, and ensuring more sustainable management of natural resources. Donors include individual countries, major foundations, and international entities.

II. PURPOSE

This Request for Proposal (RFP) aims to receive proposals from firms who believe they have the qualifications to provide the following service: Develop a Corporate strategy that aligns with the organization's mission, vision, and goals.

CIP is committed to including diverse firms (and those who value diversity and inclusion) in its sourcing and procurement activities.

III. REQUIREMENTS

Proposals must address each item listed, giving specific details of techniques to achieve these requirements. Proposals may only be accepted if minimum requirements are met. All proposers wishing clarification of this RFP must submit questions by email to CIP no later than April 17th. to the attention of Ximena Ganoza, Logistics Senior Manager, email address: x.ganoza@cgiar.org cc Nataly Aguilar, Logistics Specialist (nataly.aguilar@cgiar.org)

Costs for developing proposals are entirely the proposer's responsibility and shall not be reimbursed by CIP.

1. **Notice of Intent to Bid and Bidder Identification, Attachment 1:** Must be received by April 13th, 2023. The notice shall be emailed to Ximena Ganoza (x.ganoza@cgiar.org), cc: Nataly Aguilar (nataly.aguilar@cgiar.org)
2. **Table of Contents:** Every RFP submitted must contain the following information:
 - a. **Services and Activities:** Describe the nature of the organization's services and activities. Note when the business was established, its brief history, and its location. List the location(s) of the office(s).
 - b. **Filled Out the Bidder Identification Form (Attached).**

- c. **No Conflict of Interest:** Client relationships that could be considered a conflict of interest must be listed.
- d. **Detailed proposal requirements:** According to Terms of References.

IV. TIMETABLE

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|--------------------------------------|--|
| 1. Invitation to bidding companies | April 12 th , 2023. |
| 2. Questions to CIP | April 13 th - April 17 th , 2023 |
| 3. Answers to Suppliers | April 21 st , 2023 |
| 4. Submission of Proposals | May 15 th , 2023 |
| 5. Evaluation of Proposals | May 19 th , 2023 |
| 6. Identification of selected vendor | June 07 th , 2023 |
| 7. Communication to bidders | June 08 th , 2023 |

Bidders shall submit their complete Proforma, including technical specifications, by email to Ximena Ganoza (x.ganoza@cgiar.org), cc: Nataly Aguilar (nataly.aguilar@cgiar.org)

V. EVALUATION PROCESS

Evaluation Matrix

	<i>Relevance %</i>	<i>Score (1-5)</i>	<i>Total (Relevance x score)</i>
Historic cases in developing successful strategies	30		
Methodology to be utilized	50		
Cost	20		
Total	100		

VI. CIP RIGHTS

CIP maintains the right to accept or reject in whole or in part, proposals and cancel the process if CIP has not signed the relevant contract.

ATTACHMENT 1 –

NOTICE OF INTENT TO BID

Place, Date

Messrs.
International Potato Center

Ref. Invitation - Consultancy for Corporate Strategy Development

Our company duly represented by its Legal Representative..... with legal powers registered at (Copy attached), requests to participate in the selection process of a firm that provides the service of Consultancy for Corporate Strategy Developments for International Potato Center.

Along with the BIDDER IDENTIFICATION, we are attaching the required documentation and accept the conditions of the invitation.

Sincerely

NAME AND SIGNATURE OF THE LEGAL REPRESENTATIVE

BIDDER IDENTIFICATION

	BIDDER IDENTIFICATION	
Company name		
Years in the market		
Main customers. Please attach letters of recommendation, telephone, email and contact person.		
Tax ID		
Address		
Contact information		
Name		Position:
Phones		E-mail:
Sales Volume		
2020		
2021		
2022		
Name and signature Legal Representative		