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

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

<table>
<thead>
<tr>
<th></th>
<th>Relevance %</th>
<th>Score (1-5)</th>
<th>Total (Relevance x score)</th>
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<tbody>
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<tr>
<td>Methodology to be utilized</td>
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<tr>
<td>Cost</td>
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</tr>
<tr>
<td>Total</td>
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### 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
<table>
<thead>
<tr>
<th>BIDDER IDENTIFICATION</th>
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<tbody>
<tr>
<td><strong>Company name</strong></td>
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<tr>
<td><strong>Years in the market</strong></td>
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<tr>
<td><strong>Main customers. Please attach letters of recommendation, telephone, email and contact person.</strong></td>
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<td><strong>2022</strong></td>
</tr>
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**Name and signature Legal Representative**