

Hanoi, 10 April 2025

CIRAD, established and existing under the laws of France, with its registered offices located at: 42, rue Scheffer 75116 Paris, having a regional office located at 298 Kim Ma, Building 2 G, Hanoi, Vietnam.

Subject: Request for Proposal

Tender reference: NRF-LAOS_AFSN-CIRAD 2023-09

Title: “Call for an Organisation in Communication for Development”

Contact persons: Alissia Lourme-Ruiz and Stéphane Guéneau

Dear prospective tenderer,

You are invited to submit a proposal for the above subject to the [Nutrition Research Facility](#) (NRF), established within the Knowledge and Research for Nutrition EC funded project.

Details of the request are provided hereunder and in the enclosed *Annex 1 – Terms of Reference*.

Your offer, written in English, must include the following elements, completed, dated and signed:

- **The Technical and financial proposal, using the *Technical Proposal Template (Annex 3)*;**
- ***The declaration on honor (Annex 2)*.**

Tender selection criteria:

- ☐ **CVs: 30 points**
- ☐ **Understanding of the ToR: 20 points**
- ☐ **Cost: 20 points**
- ☐ **References in the domain: 30 points**

Negotiations: CIRAD reserves the right to negotiate or not to negotiate. If negotiations are used, they may take place, in writing or orally, with the candidate, after the initial offer has been analysed.

The tenderer will be informed after the first analysis of the tender.

The elements of negotiation will be determined on the basis of the bidder's offer. They may cover the entire content of the offer (price and/or technical proposal) and the Contract, with the exception of the minimum requirements mentioned in the Research Study Fiche and the award criteria defined above. The following are also considered substantial and non-negotiable: the subject matter, the form of the consultation, the duration of the contract and the form of the prices.

The tenderer will have to bear all the costs and means inherent in the negotiations in which it participates, in particular for the oral negotiations which will take place in English or in French.

No compensation will be paid to tenderer for these negotiations. At the end of the negotiations, the tenderer will then submit its final offer within the maximum time limit indicated during the exchanges. If no new offer is submitted, the tenderer admitted to negotiate will be deemed to confirm the terms of its last offer for the analysis after negotiations of the final offer.

Tenderer's attention is drawn to the fact that any tender that is incomplete, does not comply with the legislation in force or exceeds the budgetary appropriations allocated to the contract may be

rectified during the negotiations, provided that it is not abnormally low.

Submission of tenders: Please return your tender by 6 May at 17:00 (ASE time) via email to alissia.lourme-ruiz@cirad.fr and stephane.gueneau@cirad.fr

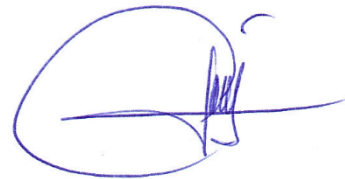
The period of validity of the tender is fixed at **30 days** from the deadline for receipt of tender.

For any further information you may require, please contact us at the following e-mail address: alissia.lourme-ruiz@cirad.fr and stephane.gueneau@cirad.fr

If you do not find our consultation interesting, please inform us as soon as possible by e-mail.

We are looking forward to receiving your proposal.
Sincerely,

On behalf of the Cirad and NRF team
Stéphane Gueneau, Researcher



Attachments:

- Annex 1: *Terms of Reference*
- Annex 2: *Declaration on honor* to be returned completed and signed;
- Annex 3: *Technical Proposal Template*