

REQUEST FOR PROPOSALS – SERVICES

PROVISION OF CONSULTANCY SERVICES FOR DESIGN EVIDENCE AND FEASIBILITY SUPPORT: SCHOOL MEALS, FOOD ENVIRONMENTS, AND FOOD PROCUREMENT AND SUPPLY CHAIN ASSESSMENT IN SECONDARY SCHOOLS WITHIN KAMPALA AND EASTERN UGANDA.

Issued by

The Global Alliance for Improved Nutrition (GAIN)

Uganda Country Office

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GAIN's procurement is conducted based on our procurement principles, including "a focus on ethical and sustainable procurement which requires us to take note of our legal and ethical commitments... in our procurement and supplier management."

We require all our partners, suppliers and service providers to familiarise themselves with our [Code of Conduct](#) (Code) and to adhere to either our Code or to their own equivalent code or set of behaviours.

This is addition to any relevant clauses and provisions in our contractual terms.

We also expect our partners, suppliers, and service providers to proactively inform GAIN, via the mechanisms detailed in the Code, of any breaches, potential or perceived breaches of its provisions.

Any supplier or service provider found to be in violation of these principles will be excluded from this process and may be barred from responding to future opportunities.

I. INTRODUCTION

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the UN in 2002 to tackle the human suffering caused by malnutrition. Working with both governments and businesses, we aim to transform food systems so that they deliver more nutritious food for all people.

At GAIN, we believe that everyone in the world should have access to nutritious and safe food. We work to understand and deliver specific solutions to the daily challenge of food insecurity faced by poor people. By understanding that there is no “one-size-fits-all” model, we develop alliances and build tailored programmes, using a variety of flexible models and approaches.

We build alliances between governments, local and global businesses, and civil society to deliver sustainable improvements at scale. We are part of a global network of partners working together to create sustainable solutions to malnutrition. Through alliances, we provide technical, financial, and policy support to key participants in the food system. We use specific learning, evidence of impact, and results of projects and programmes to shape and influence the actions of others.

Headquartered in Geneva, Switzerland, GAIN has representative offices in the Netherlands, the United Kingdom, and the United States. We currently have a presence and conduct programming activities in Bangladesh, Benin, Ethiopia, India, Indonesia, Kenya, Mozambique, Nigeria, Pakistan, Rwanda, Tanzania and Uganda.

II. BACKGROUND AND TIMESCALES

The purpose of this RFP is to engage a qualified consultant (firm or individual) to provide the evidence, tools and field testing needed to design three of the pilot’s components and confirm they are feasible before launch:

- School meals: current menus, meal costs and kitchen, storage and water conditions in intervention schools, and the fit of GAIN’s draft menus with each school’s budget and facilities.
- School food environment: what canteens and nearby vendors sell, and their willingness and conditions to adopt canteen standards and healthy food zones.
- Procurement and supply: how each school buys food, tools to help schools specify and buy fortified and biofortified foods and vegetables, and the readiness of millers, FitFood vendors and CASCADE MSMEs to supply them.

The work runs in two phases:

- Phase 1 (October–December 2026): canteen and perimeter audits and vendor engagement in a subsample of intervention schools.
- Phase 2 (November 2026–[April] 2027): establish each intervention school’s procurement pathway and menu parameters, prepare procurement tools, test the feasibility of the draft design with schools and suppliers, and recommend adjustments.

GAIN leads the design. The consultant supplies evidence, tools and field testing; the consultant does not design the intervention and has no role in schools’ procurement decisions.

Set out below is the proposed timescale for this procurement. It is a guide, and whilst the GAIN does not intend to depart from the timetable, it reserves the right to do so at any stage.

RFP issue date	28 th October 2026
Deadline for Bidders to submit questions	4 th November 2026
Deadline for GAIN to respond to clarifications	9 th November 2026
RFP closes - deadline for submission	12 th November 2026
GAIN clarifications, evaluation, and governance	19 th November 2026
Contract award - subject to negotiation and due diligence checks	27 th November 2026
Planned contract signature date	27 th November 2026
Date by which all work is to be completed	14 th May 2027

III. THE OPPORTUNITY

3.1 Overview

Generation Food Smart is an 18-month proof-of-concept pilot funded by the Novo Nordisk Foundation and implemented by GAIN Uganda from July 2026 to December 2027. It aims to improve diet quality and school food environments for adolescent learners (S1–S6) in public and private secondary schools in Kampala through four integrated components: (1) improved school meal menus built on fortified whole grain maize flour, biofortified beans and vegetables; (2) healthier food choices and education, through the Heroes Journey game, canteen standards and healthy food zones with KCCA; (3) market linkages between schools and MSME suppliers (FWGA-supported millers, FitFood vendors and CASCADE MSMEs); and (4) policy engagement on school feeding and school food environments.

The pilot covers 12 intervention schools and 12 comparison schools (numbers to be confirmed). Schools will be a mix of government-aided and private, likely with a private majority; the split will be confirmed when schools are assigned. An independent evaluation led by Action Against Hunger Uganda and the University of Limerick (ACF-UL) will collect baseline data from February 2027, including learner diets (DQQ), meal quality, and INFORMAS-based canteen and perimeter audits.

The design builds on GAIN's 2024 dietary assessment of 60 secondary schools in and around Kampala, conducted with MoH, MoES and KCCA. It found monotonous school meals meeting less than 50% of learners' nutrient needs, widespread use of unfortified refined maize flour chosen for its colour, procurement quality judged mainly by brand and appearance, and school canteens dominated by sugary drinks, sweets and fried snacks. A separate note (Annex 1: evidence map) sets out, component by component, what the study tells us, what it does not, and which piece of work fills each gap.

Procurement context. Government-aided secondary schools are procuring and disposing entities under the PPDA Act, Cap. 205. Since September 2025 their procurement is governed by PPDA Guideline No. 2 of 2025 on Procurement and Disposal for Schools. The head teacher is the Accounting Officer, and a school Contracts Committee approves the annual procurement plan, supplier lists and awards. Foodstuffs can be procured through a simplified quotation route from a list of suppliers approved annually and amended when changes are needed; framework contracts with call-off orders are permitted; and the user department (for food, typically the catering or welfare function) proposes the technical content of specifications. Specifications must reference

national standards and may not use brand names, and supplies are evaluated on technical compliance and lowest price. How these rules are applied in practice in Kampala public secondary schools, including timing, values and payment practice, is not documented. Private schools are not bound by the PPDA Act and follow their own procurement rules, which are not documented either.

The intervention will be designed by GAIN between November 2026 and January 2027, with everything ready for implementation by 10 February 2027, the start of Term I. Activities go live in each school after the evaluation baseline in that school. Supply arrangements for Term I, including any change to schools' approved supplier lists, need to be in place during January 2027.

The FWG project is also implemented by GAIN Uganda in collaboration with the Fortified Whole Grain Alliance (FWGA) under a Project Collaboration Agreement that runs from 1 February 2026 to 31 January 2029 and is reported through FWGA to the Novo Nordisk Foundation. Its overall objective is to identify, validate and support pathways for integrating fortified whole grain maize flour into national policy systems and food systems, school feeding programmes, institutional procurement mechanisms and social protection systems. It has three components: (A) policy and systems assessment; (B) advocacy and stakeholder engagement, and (C) technical support to policy dialogue.

3.2 Purpose of the Assignment

The purpose of this assignment is to provide the evidence, tools and field testing needed to design three of the pilot's components and confirm they are feasible before launch:

- School meals: current menus, meal costs and kitchen, storage and water conditions in intervention schools, and the fit of GAIN's draft menus with each school's budget and facilities.
- School food environment: what canteens and nearby vendors sell, and their willingness and conditions to adopt canteen standards and healthy food zones.
- 1. Procurement and supply: Assess school feeding supply chains and procurement systems, consumption patterns, and quality assurance mechanisms with scope comparison between the 12 Kampala intervention schools, the urban and 12 schools in the peri-urban/rural scope in 6 districts across eastern Uganda. Specifically assessing how each school buys food, Identifying key actors: decision-makers, technical specifiers, and implementers, understanding how food specifications are defined and how tenders are designed, evaluation of quality assurance/control systems within the school supply chains and development of tools to help schools specify and buy fortified and biofortified foods and vegetables, and the readiness of millers, FitFood vendors and CASCADE MSMEs to supply them.

3.3 Scope of Work

Phase 1a – Canteen and perimeter audits and vendor engagement (Subsample)

- In 4-5 intervention schools selected with GAIN (varying by school type, on-site canteen, vendor density and division), audit the school canteen and outlets within the defined perimeter, using the same data collection tool as the independent evaluation.
- Add a short environmental module to the audit and vendor conversations, with specific dimensions defined with GAIN at inception. The module sits alongside the evaluation's tool rather than within it, so the audit data stay comparable with the evaluation baseline.
- Hold structured conversations with canteen operators and nearby vendors on their current offer and prices, their willingness to take part in canteen standards and healthy food zones, and what would encourage or enable them to change (for example FitFood branding, KCCA certification, training, or access to healthier products at workable prices).

- Recruit now, change later: vendors and canteens may be recruited and involved in co-designing changes, but no change to what they sell will be introduced before the evaluation's baseline audit in that school (February 2027).
- Involve KCCA where possible.

Note: Phase 2a, 2b and 2c (below) are delivered under two scopes that use the same tools and the same analytical framework, with findings reported separately for each:

- i. **Scope 1 – Kampala (the Generation Food Smart intervention schools)**
- ii. **Scope 2 – Eastern Uganda (12 secondary schools across six districts, under the project Integrating fortified whole grains (FWG) into policy, school feeding and social protection mechanisms). The tools are developed once, agreed with GAIN in the inception note (Deliverable 1) and applied in both scopes to enable comparison of findings.**

Phase 2a – School procurement pathway and menu parameters (November 2026, Follow-Up January 2027)

One visit per intervention school (about one day each, combined with Phase 1 where possible), with the head teacher, procurement unit and catering staff, to establish:

- how food is procured: for government-aided schools, the simplified quotation route with an approved supplier list, standard methods by value, or a framework contract; for private schools, their own rules and practice; and whether any food contracts run into 2027;
- environmental aspects of procurement, with dimensions agreed with GAIN at inception (as in Phase 1), for example: whether locality or seasonality influence what the school buys, where main foods are sourced (supplier location, to estimate distance travelled), and food losses in storage and the kitchen;
- timing: when the Board of Governors approves the budget and workplan, when the supplier list is approved or amended, and when Term I quotations and orders are issued;
- termly and annual values of maize flour, beans and vegetables, and the procurement method these values imply;
- which user department initiates food requirements and drafts item descriptions;
- the school's procurement category and procurement staffing;
- payment practice in reality, including supplier credit and delays linked to fee inflows;
- menu parameters: learner numbers by meal, meals served, a one-week menu record with ingredient quantities per meal (scored with the GDQS-Meal app), current flour type, supplier and price, and spending per learner per day;
- kitchen, storage and water conditions, using a short observation checklist: cooking facilities and fuel; pot and utensil capacity relative to learner numbers; dry storage capacity, ventilation and pest control; water source and reliability; hygiene of the food preparation area; and number of cooks;
- what can realistically change in the 2027 school year, and when: which foods, suppliers and practices can change for Term I and which only later, given running contracts, approved budgets and supplier lists, fee levels, and kitchen and storage conditions.

- Share headline findings with GAIN in a debrief at the end of school fieldwork, so that draft menus reflect them.
- Cost GAIN's draft menus per learner per day against each school's current spending, using the Phase 2b price sheet and Phase 2c supplier quotes, and score them with the GDQS-Meal app. Show the cost effect of the main substitutions (fortified whole grain for refined maize flour; biofortified for ordinary beans) and options for rotating vegetables within existing budgets, allowing for seasonal price variation.
- In January 2027, validate GAIN's tailored draft menus and their costing with each school's management (fit with budget, kitchen and storage) and recommend adjustments and quick-fix equipment needs.
- Menu quality is assessed with the GDQS-Meal app. GAIN will provide orientation if the consultant is not familiar with the tool.

Phase 2b – Procurement tools (in coordination with GAIN)

- Model item descriptions and statements of requirements for the simplified bidding document and bidding documents: fortified whole grain maize flour to the relevant UNBS standard (certification mark, production date, maximum age at delivery, delivery frequency suited to shelf life and each school's storage capacity); biofortified beans; vegetables by category. Generic and standard-based, with no brand names.
- A market price sheet for the specified products, so schools' market surveys support awards.
- Model framework contract terms based on the guideline's template: fixed unit prices, call-offs timed to fee inflows, delivery frequency, payment period and price adjustment.
- A goods-received checklist for the catering department, bursar and stores (UNBS mark, fortification logo, dates, quantities).

GAIN will validate the tools with PPDA and KCCA before schools use them. The tools follow PPDA requirements but are generic, so private schools can use them too.

Phase 2c – Supply-side feasibility and readiness

- **First priority:** FWGA-supported millers within reach of intervention schools – capacity, price, delivery radius and frequency, UNBS certification, shelf life, ability to respond to school quotations, acceptance of framework contract and payment terms.
- Willingness of schools' current wholesale suppliers to source fortified whole grain flour from FWGA-supported millers, even if they are outside Kampala.
- Then: FitFood vegetable supply and CASCADE MSME readiness to supply nutritious snacks to canteens, including registration documents, applicable reservation schemes and e-government procurement registration where it applies.

Phase 2d – Rapid post-launch checks (March–April 2027) – pending GAIN decision

- [In the first 4–6 weeks after launch: menu delivery and cooking practice, acceptability to learners and cooks, supply reliability, and actual cost against budget. Recommend adaptations before Term II. Formative work for GAIN, distinct from the independent evaluation's assessment of implementation.]

3.4 Deliverables and Timelines

#	Deliverable	Due
1	Inception note: workplan, school visit plan, subsample selection criteria, adapted audit, interview and engagement tools, including the environmental module	10 Dec 2026
2	Phase 2a: procurement and menu-parameter profile (including kitchen, storage and water conditions), Term I procurement pathway and scope for change in 2027, for each intervention school	8 Jan 2027
3	Phase 2c (priority): flour supply readiness note (FWGA-supported millers and current wholesalers)	8 Jan 2027
4	Phase 2b: procurement tools package	15 Jan 2027
5	Phase 2a: costing and GDQS-Meal scoring of draft menus	[15 Jan 2027]
6	Phase 2a follow-up: menu validation with schools and school-level recommendations, including quick-fix equipment	29 Jan 2027
7	Phase 1: audit data and feasibility note on canteen standards and healthy food zones, with recruited vendors and canteens	10 Feb 2027
8	Phase 2c: vegetable and CASCADE supply feasibility	31 Mar 2027
9	[Phase 2d: note on post-launch adaptations]	[30 Apr 2027]
10	Final consolidated report, datasets and tools	[14 May 2027]

3.5 Budget

The total budget available for this assignment is up to UGX 65,000,000 to UGX 75,000,000 for the full scope of work, inclusive of all costs and fees: personnel, cost of travel, including subsistence allowances, consultants, meeting/workshop, overhead if applicable, and miscellaneous expenses. Applicants are required to provide a detailed budget in Uganda Shillings. The budget submitted with this proposal should include (i) justification of overall value for money, (ii) a comprehensive budget justification which should be presented for each category of costs.

3.6 Exclusions

- Intervention design, cook training, supplier contracting and implementation, which GAIN delivers.
- Learner dietary surveys, baseline and endline measurement and impact assessment, which the independent evaluation covers.
- Any change to what vendors or canteens sell before the evaluation baseline.
- Any role in schools' procurement decisions (see Section 7).
- Environmental impact assessment of menus, which GAIN may undertake separately using data collected under this assignment.

3.7 Contract Governance

- **Review meetings:** The successful bidder will attend bi-monthly coordination meetings (virtual or in-person, as agreed) with GAIN to share progress. A final review meeting will be held in the last week of the contract to discuss findings and confirm acceptance of deliverables.

- **Contract management:** The consultant's performance will be assessed against the scope of work and the table of deliverables detailed in sub-sections 3.3 and 3.4 above. Performance will be reviewed weekly, with a final report shared at contract close.

3.8 Coordination with the Independent Evaluation

- Phase 1b uses the evaluation's audit tool. GAIN will share the subsample schools and engagement activities with ACF-UL for their decision log.
- Phase 2d is formative and serves GAIN's adaptation decisions; independent process evaluation assesses feasibility and acceptability. Visit schedules will be shared to limit the burden on school staff.
- The 2024 dataset is also used by ACF-UL. The consultant's cleaned version will be shared with them.

3.9 Impartiality In School Procurement

Schools' procurement committees and other decisionmakers must act independently. Because GAIN supports both schools (requirements) and suppliers (readiness), the consultant will:

- support schools only on requirements, specifications and process, never on the evaluation or award of bids, and not sit on or advise evaluation or contracts committees (or their equivalents in private schools);
- write specifications that any certified supplier can meet;
- share supplier information and readiness support with all eligible suppliers, not only GAIN partners;
- declare any relationship with suppliers.

3.10 Payment Profile

Payment will be structured across the following milestones, subject to GAIN's standard payment terms:

- 20% on approval of deliverables 1-2;
- 40% on approval of deliverables 3-6;
- 20% on approval of deliverable 8;
- 20% on approval of the final report.

3.11 Dependencies

- Intervention schools assigned by [6 November 2026].
- GAIN Uganda provides introductions to schools, KCCA, PPDA, FWGA-supported millers, FitFood and CASCADE; its internal scoping of school procurement (by 16 October 2026); and draft model menus (by end November 2026).
- Availability of school management in January 2027 to be confirmed with schools.
- Vendor and staff conversations require verbal informed consent and compliance with GAIN's safeguarding and data protection policies.

3.12 Required Expertise

- Public health nutrition or food systems, with experience in school feeding or institutional food procurement.
- Demonstrated expertise in PPDA procurement for public entities, ideally schools; familiarity with procurement in private schools an advantage.
- Menu planning and costing; familiarity with the GDQS-Meal app an advantage (GAIN will provide orientation).
- Food environment assessment, ideally with INFORMAS tools.

- Knowledge of MSME food supply chains in Uganda.
- Kampala-based, with established relationships with schools and KCCA an advantage.

Consultants who do not have the expertise/time for every section may propose for part of the scope, stating clearly which sections they will cover. GAIN may combine proposals to cover the full scope.

3.13 Service Levels

a) Responsiveness and Communication

- Acknowledge all official communications from GAIN within 48 hours
- Participate in scheduled coordination meetings (virtual or in-person as agreed)
- Designate a focal person responsible for day-to-day coordination
- Provide immediate notification (within 4 hours) of any safeguarding concerns, safety incidents, or critical operational issues

b) Work Planning and Timeliness

- Deliver all agreed outputs within the timelines approved by GAIN
- Notify GAIN at least 5 days in advance of any risks or delays affecting delivery
- Submit weekly work plans, outlining activities, resource allocation, and expected outputs

c) Quality of Deliverables

- All outputs must meet agreed technical, nutrition, and market standards
- Deliverables must be practical, context-appropriate, and aligned with value chain best practices
- All materials are subject to GAIN review and approval before final acceptance
- All data submitted must be verifiable with supporting documentation (e.g., attendance lists, order records, photos)

d) Reporting and Documentation

- Submit all reports according to the specified timeline (see Annex for weekly and monthly) Provide complete documentation of deliverables (reports, tools, photos, data where applicable)
- All reports must be submitted in agreed formats and timelines
- Maintain an organized filing system for all project documentation accessible to GAIN upon request

e) Ethical and Professional Conduct

- Adhere to safeguarding, confidentiality, and ethical standards
- Ensure respectful engagement with all value chain actors
- Comply with the GAIN's policies and guidelines
- Obtain informed consent from all participants before collecting personal data or photos

IV. INSTRUCTIONS TO BIDDERS

This section is designed to ensure that Bidders are provided with the necessary information to understand and respond to the requirements, ensure that a consistent level of information is obtained from each Bidder, and provide a structured framework for the evaluation of Proposals.

Bidders should read these instructions carefully before completing their submission.

4.1 Gain Contact

The following individual is the nominated contact for this RFP.

- **Name/role:** Scovia Tumuhairwe/ Procurement Officer
- **Email address:** stumuhairwe@gainhealth.org

4.2 Queries and Clarifications

- Bidders are to direct any questions regarding the RFP to the GAIN contact in writing via email.
- It is the Bidder's responsibility to ensure safe receipt of communication.
- No other member of GAIN staff should be contacted in relation to this RFP unless directed to do so by the GAIN contact.
- GAIN may choose to convey responses to submitted questions and queries to all Bidders so that each is equally informed.
- GAIN may amend the RFP documents by issuing notices to that effect to all Bidders and may extend the closing date and time if deemed appropriate.

4.3 Preparing Your Response

- Bidders must obtain, at their own responsibility and expense, all information necessary for the preparation of Bids.
- Bidders should notify GAIN promptly of any perceived inconsistency, or omission in this RFP, or any of its associated documents.

4.4 Submitting Your Response

The Proposal and any accompanying documents must be in English.

Bidders must submit their Proposals only through email to the GAIN contact's email address above: The subject heading of the email should be **SCHOOL MEALS, FOOD ENVIRONMENT AND PROCUREMENT_ (Individual/Firm's name)**. All submitted documents must be viewable using the Microsoft Office suite of applications. Your submission should not exceed 30MB.

Your submission must include both a technical proposal and a financial proposal:

a) Technical proposal:

A submission, of no more than 10 pages in MS Word, including

- An introduction to your organisation. Your bid must make clear which organisation will be awarded the contract if your bid is successful
- The team members who will be completing this work
- Approach and methodology, including timescales and milestones
- Understanding and experience, including at least one relative example of comparable work

b) Financial proposal:

- Detailed budget (see Notes on Budget below)

Notes on submissions

- Bidders should not include in their submission any extra information which has not been specifically requested in the RFP for example, any sales literature etc.
- No Proposal may be modified after the deadline for receipt.
- GAIN may request additional information from Bidders to assist further evaluation of Proposals.

Notes on budget

- As a donor funded organisation, GAIN is committed to achieving value for money in all our procurements.

- Submitted rates and prices are to be deemed include all costs, insurances, taxes, fees, expenses, and other things necessary for the performance of the requirement.
- Any charge not stated in the Proposal as being additional, will not be allowed in any resultant contract.
- All rates and prices submitted must be in Uganda Shillings, and any contract arising from this RFP will be in Uganda Shillings.

Notes on evaluations

- GAIN may choose to shortlist Bidders at any stage of the process.
- GAIN reserves the right to negotiate on the final costs, and the final scope of work of the proposal.
- GAIN reserves the right to limit or include third parties at GAIN's sole and full discretion in the evaluations process, where it feels this would be beneficial
- Bidders should note that GAIN may award a Contract on the basis of the original Bid received and may, at its absolute discretion, undertake any or all of the following processes:
 - shortlisting
 - taking up references
 - undertaking presentations or meetings
 - entering into a dialogue with one or more Bidders.

Evaluation criteria

The following indicates a list of the significant criteria against which proposals will be assessed. This list is not exhaustive and is provided to enhance the applicants' ability to respond to this Opportunity.

Understanding of the scope of work

- Proposal shall demonstrate a clear understanding of the project objective and deliverables as outlined in Sections II and III.
- Demonstrate a clear understanding of the technical requirements of this RFP:
- Providing detailed technical documentation of the proposed strategy.
- Evidence of experience delivering solutions using the proposed information technology platform.
- The creative and methodological approaches required to implement each of the parts of the scope of work.

Comprehensiveness of work plan and reasonableness of proposed time frame

- Proposal shall include a feasible work plan to ensure successful completion of deliverables.
- The work plan details how activities will be coordinated.

Detailed budget and cost-effectiveness of proposed approach

- Evidence of cost-effective approaches to undertaking the scope of work within the proposed budget.
- Proposal shall identify possible challenges and include creative approaches to addressing them.

Management and personnel plan:

- The team members working on this project shall have the relevant qualifications and overall experience required to successfully implement the project.
- Roles and responsibilities of each team member shall be clearly defined. GAIN shall have one main contact person clearly identified in the proposal.

Bids will be evaluated not only on technical and commercial criteria listed above, but also on the outcome of proportionate due diligence and risk assessments. These assessments may consider factors such as financial viability, compliance, safeguarding, ethical conduct, sanctions screening, and overall organisational risk. Only bidders that meet both the evaluation requirements and the organisation's risk standards will be considered for award.

V. TERMS AND CONDITIONS

This section constitutes the full conditions of this RFP, and participation in the process automatically signals that the Bidder accepts the conditions.

5.1 JURISDICTION

Any Contract resulting from this RFP shall be governed by Swiss law.

5.2 LATE PROPOSALS

Any bid received after the deadline may be rejected at GAIN's absolute discretion.

5.3 DISCLAIMERS

Bidders will not be compensated for costs incurred in preparing proposals, submitting revised proposals or participating in any meeting or presentation.

This RFP does not commit GAIN to any course of action; it is not an offer or a contract and does not commit GAIN to contract for any of the services detailed within the RFP.

GAIN reserves the absolute right to:

- accept or reject any or all Proposals with or without notice or reason
- accept or reject any proposal in whole or in part
- accept a proposal other than the lowest priced
- negotiate with any, all or none of the Bidders
- modify or cancel this RFP

5.4 ACCEPTANCE OF PROPOSALS

GAIN is under no obligation to accept the lowest-priced Proposal, or any Proposal, and reserves the right to reject any Proposal that is incomplete, conditional, or not complying with the RFP documents.

A Proposal may be for all or part of the Requirement and may be accepted by GAIN either wholly or in part.

A Proposal will not be accepted, in whole or in part, unless and until GAIN has signed a Contract in writing to the successful Bidder. GAIN reserves the right to:

- amend the terms and conditions of the procurement process
- cancel the evaluation and award process at any stage

require the Bidder to clarify its Proposal in writing and/or provide additional information. Failure to respond adequately may result in the Bidder not being selected.

5.5 AMENDMENTS

Prior to the final date for submission of the proposal, GAIN may issue amendments to clarify, modify or add to the procurement documents. A copy of each amendment will be issued to each Bidder and shall become part of the RFP.

5.6 VALIDITY OF PROPOSALS

Proposals submitted in response to this RFP are to remain valid for a period of not less than 90 days from the RFP closing date.

5.7 WITHDRAWALS

Proposals may be withdrawn at any time prior to the RFP closing date and time by written notice to the Company.

5.8 INTERPRETATION OF REQUIREMENTS

Bidders are responsible for ensuring that they have all the information required for the preparation of their tenders and that they satisfy themselves about the information and correct interpretation of terminology used in the tender documentation.

Bidders must also ensure that they are fully conversant with the nature and extent of the obligations to be accepted by them if their tender is accepted.

5.9 ASSUMPTIONS

Any assumptions that have been made in responding to this RFP should be outlined in the Bidders response documents.

5.10 CONFIDENTIALITY

Except as required for the preparation of this Proposal, Bidders must not, without GAIN's prior written consent, disclose to any third party any of the contents of the RFP documents. Bidders must ensure that their employees, consultants, and agents are also bound and comply with this condition of confidentiality.

5.11 FEEDBACK TO UNSUCCESSFUL BIDDERS

GAIN appreciates that significant time and resource go in to preparing a tender response, and we try to ensure that feedback is provided to all unsuccessful Bidders.

Please note, however, that GAIN does not share detailed scoring information with unsuccessful Bidders.

5.12 INCONSISTENCIES AND OMISSIONS

Bidders must promptly advise the Company in writing of any inconsistencies and omissions they discover in the RFP.

5.13 RFP DOCUMENTS

Bidders must destroy all copies of the RFP document if unsuccessful within 30 days of being notified they have not been successful (either issued by GAIN or created by the Bidder).

5.14 DISCLAIMERS

Whilst the material in this RFP and the information have been prepared in good faith, it does not purport to be comprehensive, nor has it been independently verified.

Neither GAIN nor their advisors, their respective directors, officers, members, partners, employees, other staff or agents makes any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the Information; or accepts any responsibility for the information contained in the Information or for their fairness, accuracy or completeness of that Information nor shall any of them be liable for any loss or damage (other than in respect of fraudulent misrepresentation) arising as a result of reliance on such Information or any subsequent communication.

5.15 COLLUSIVE BEHAVIOUR

Any Bidder who:

- fixes or adjusts the amount of their Response by or in accordance with any agreement or arrangement with any other party; or
- communicates to any party other than GAIN the amount or approximate amount of its Responses or information which would enable the amount or approximate amount to be calculated (except where such disclosure is made in confidence to obtain quotations necessary for the preparation of the Response or insurance or any necessary security); or

- enters into any agreement or arrangement with any other party that such other party shall refrain from submitting a Response; or
- enters into any agreement or arrangement with any other party as to the amount of any Response submitted; or
- offers or agrees to pay or give or does pay or give any sum or sums of money, inducement, or valuable consideration directly or indirectly to any party for doing or having done or causing or having caused to be done in relation to any Response, any act or omission.

shall (without prejudice to any other civil remedies available to GAIN and without prejudice to any criminal liability which such conduct by a Bidder may attract) be disqualified.

VI. OFFER OF SERVICES

I/we agree to supply the required services described within this Request for Proposal, for the sum of:

Sum in figures:

Sum in words.....

I/we the undersigned confirm that I/we are able to furnish all expertise, supervision, materials, and any other things necessary to complete, to the entire satisfaction of the Executive Director or authorised representative, required services described within this Request for Proposal, according to GAIN's terms and conditions.

I/we agree that any obvious errors in pricing or errors in arithmetic that may discovered by GAIN in examination of the priced Specification submitted by me/us shall have no effect on the amount of this offer unless GAIN shall otherwise decide.

I/we understand that the lowest or any tender will not necessarily be accepted.

I/we agree that the Offer of Services will remain valid for a period of sixty days (60) calendar days after the date of its receipt by GAIN.

I/we confirm that I/we have read the [GAIN Code of Conduct](#) and understand my/our duties under the Code.

I/We confirm that I/we have no actual, potential or perceived conflicts of interest which apply to this procurement OR that I have notified GAIN in writing of any actual, potential or perceived conflicts of interest which apply to this procurement.

I/We confirm that we will use the following organisational and payment details, if our Bid is successful:

Company name (including any trading names)	
Registered Company address, including postal code and country	
Company Registration Number	
Tax Identification Number (TIN) - if not applicable, please put N/A	
Business Identification Number (TIN) - if not applicable, please put N/A	
Company contact phone number	
Company contact email address	
Bank where account is held (name of the bank)	
Name on the payment bank account (individual/company name)	

Bank Account Number	
Swift/BIC Number - if not applicable, please put N/A IBAN Number - if not applicable please put N/A	

Signed by:	
Print Name:	
Job Title:	
For and on behalf of (Company name):	
Date:	