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RFP/Q - VSM 07/2026

21 September 2026

Request for Proposal/Quotation (RFP/Q) for Consultancy Service for the Review of the IITA Youth Program - RFP/Q No VSM 07/2026

Background. The International Institute of Tropical Agriculture (IITA) is a not-for-profit institution that generates agricultural innovations to meet Africa's most pressing challenges of hunger, malnutrition, poverty, and natural resource degradation. Working with various partners across Sub-Saharan Africa, IITA improves livelihoods, enhances food and nutrition security, increases employment, and preserves natural resource integrity. IITA is a member of CGIAR, a global agriculture research partnership for a food-secure future. Please visit http://www.iita.org/ for more information on IITA.

1. Introduction

The International Institute of Tropical Agriculture (IITA) seeks to engage qualified and reputable firm for the Assessment of Pesticide Residues and Antibiotics, Food Safety Management in Vegetable Crops.

As part of ongoing efforts to reduce the use and misuse of pesticides in vegetable production, we are seeking to sub-grant funds to a qualified partner organisation to conduct experimentation and research on food safety, with a specific focus on pesticide residues in vegetable crops in Africa.

Our Project's research and development work focuses on improving access to safe vegetables, developing and promoting safe production practices, reducing postharvest losses, and improving the nutritional value of vegetables. In line with this mandate, we are seeking a partner to help us assess the prevalence of pesticide residues across a variety of crops and propose management systems to help prevent exposure to elevated pesticide residue levels in diets.

2. Scope of the Required Solution

The purpose of this consultancy is to engage a firm to conduct an assessment of Pesticide Residues and Antibiotics, and Food Safety Management in Vegetable Crops. The qualified partners will contribute to the following areas of work, which remain subject to further discussion:

i. **Knowledge, attitudes, and practices assessment** — Conducting surveys and/or key informant interviews with farmers, processors, and traders to understand current vegetable production practices and their knowledge, attitudes, and practices with respect to pesticide residues in crops.
ii. **Soil and crop sampling** — Collecting soil and vegetable samples from selected crop farms to assess persistent pesticide residues in soils and their corresponding residues in crops. Conducting controlled trials to study pesticide uptake in new vegetable lines and underutilised crops, and to determine appropriate postharvest intervals for these crops.
iii. **Development of training and guidance materials** — Translating research findings into accessible training and guidance materials suited to informal sector players, including farmers, processors, and traders.
iv. **Co-authorship of publications** — Collaborating on publications that contribute to the wider knowledge base and offer guidance on improving pesticide use practices within the informal vegetable value chain.

3. **Request for Proposal/Quotation (RFP/Q)**. IITA hereby invites suitably qualified and reputable Service Providers from the Republic of Benin and Nigeria to submit a proposal for the provision of the required Services.

4. **Submission of Proposal**: All completed bids should be submitted in:

4.1. Technical Proposal:
The bidder shall describe its proposed work plan/solution design based on the specification requirements defined in the project scope of work. The solution design should include a detailed work plan stating the details of the task to be done and the methodology.

4.2. Commercial Proposal: The Service Provider's financials should be presented in the following form:
a. Cost Breakdown- This section shall include the proposed charges denominated in Euros (budget should not exceed 30,000 Euros**).**
b. Price Validity
c. Prices should be quoted as fixed and valid for at least 90 days.
d. Payment Terms & Payment Schedule

5. **The bidder has added responsibilities to:**
a. Request any technical information deemed essential for developing the solution design document.
b. Familiarize themselves with the works to be performed in accordance with the inquiry documents.
c. Familiarize themselves with the working conditions, applicable laws and regulations, labour conditions, environmental aspects and all other conditions that can affect the timely delivery of required service.

6. **RFP/Q Evaluation Criteria**. The proposal responses received will assist IITA in short-listing those Service Providers who will be evaluated on how they plan to meet the services required

efficiently and effectively. All proposals received will be evaluated in accordance with the following selection criteria:

Evaluation Criterion	What Is Being Assessed
Mandatory Requirement	1. Company Profile: Comprehensive company profile detailing relevant experience, staff capabilities, and contact information (company name, physical and postal addresses, telephone numbers, and email addresses). 2. Verifiable evidence of experience to indicate proficiency in the service required 3. Certificate of incorporation/registration with the relevant corporate regulatory body e.g Corporate Affairs Commission (CAC) 4. Audited Financial statements for the last three years (2023, 2024 and 2025) 5. Valid Income Tax Clearance Certificate for the last three years (2023, 2024, and 2025).
Technical Proposal	Technical Proposal that includes Workplan and Methodology
Financial Proposal	Budget that is within 30,000 Euros with well described budget lines

PART 1 - GENERAL TENDER INFORMATION

7. **Terms and Conditions**. The applicable terms and conditions to the contract will be those of IITA. They shall apply in preference to and supersede any terms and conditions referred to, offered by, or relied on by the Service Provider at any stage in the dealings between the Institute and the Service Provider with reference to the services to which the contract relates and shall form part of the contract.

8. **IITA Points of Contact**.

S/N	Name	Designation	Contact	Aspect of the Tender to be contacted for;
1	Banwo Olumodupe	Programs Manager, Capacity Development Office	O.Banwo@cgiar.org	Technical Information
2	Falade Titilayo	Scientist, Pathology, Nutrition and Health	T.Falade@cgiar.org	Technical Information
3	Owobu Sylvester	Head, Supply Chain	s.owobu@cgiar.org	Commercial
4	Durodola Samson	Procurement Partnership Manager	S.Durodola@cgiar.org	Commercial

PART 2 - INSTRUCTIONS FOR COMPLETION AND SUBMISSION OF PROPOSAL

9. **Important Notice.** All requirements and documents requested in this RFP/Q must be submitted as part of the proposal. Failure to respond to all or any of the requirements of the RFP/Q will automatically disqualify the submitted proposal from further consideration in the evaluation/selection process. It is important that Service Providers read carefully all the instructions for completion before submitting their response.

10. **Confirmation of Receipt.** If your company intends to submit a proposal in response to this Request for Proposal/Quotation (RFP/Q), please signify your intention by completing and returning the "RFP/Q Receipt Notice", a copy of which is at **Annex A by no later than 24 September 2026.**

11. **Closing Date for Receipt of RFP/Q. 4:30pm WAT Monday, 28 September 2026.**

12. **Address for Submission.**

All proposals to this RFP duly completed, inclusive of the company profile should be submitted electronically in pdf. Submissions must be clearly labelled "*RFP/Q No VSM 07/2026 | [Vendor Name] | Assessment of Pesticide Residues and Antibiotics - FS4Africa Project* " and sent to the following email address to arrive not later than 4:30pm WAT on the closing date**:** **iita-hqprocurement@cgiar.org.**

> *Submissions received after the stated deadline will not be considered. IITA reserves the right to request clarification or additional information following the initial review of submissions.*

PART 3 – RFP GENERAL TERMS AND CONDITIONS INSTRUCTIONS

13. **Prices**

Prices must be inclusive of all applicable taxes, rates, and duties. All prices must be quoted in Euros. The Institute is exempt from payment of VAT and duty. Notwithstanding the currency of the bid submission, the contract award value shall be denominated in Nigerian Naira (NGN) for companies domiciled in Nigeria and in Euros for companies domiciled outside Nigeria.

14. **Use of Sub-Contractors/Joint Partners**

Use of sub-contractors/joint partners is allowed but must be clearly disclosed in the proposal. The Service Provider is wholly responsible for the delivery/non-delivery of the sub-contractor / joint partner deliverables. All communications connected with or arising out of the RFP/Q shall be conducted directly between the Institute and the Service Provider, irrespective of the number of subcontractors/joint partners proposed.

15. **Acceptance of the Service Provider's/Firm's Proposal**

The Institute does not undertake to accept the lowest or any proposal and reserves the right to reject any or all proposals without giving reasons for such action and may accept a quotation either in part or in whole at the Institute's sole discretion. The Service Provider shall honour the award of the Institute's contract at its sole discretion, either in whole or in part, based on its quotation.

The Institute may waive, at its own discretion, informalities and minor irregularities in the proposals received.

16. Right to award without discussions

The Institute reserves the right to award a contract without discussions or the submittal of final proposed revisions based upon evaluation of the Service Provider's submitted technical and cost information. Accordingly, the Service Provider's initial offer should contain its best terms from both a cost/price and technical standpoint.

17. Right to award in parts or multiple awards

The Institute reserves the right to make an award on any component for a quantity less than the quantity offered, at the unit cost or prices offered, unless the prospective Service Provider specifies otherwise in the proposal.

18. The RFP and the Institute's Commitment

This RFP does not constitute an offer by the Institute, and no contract shall be made pursuant to this Proposal until agreement(s) between the Institute and the successful Service Provider (s) is/are made in writing duly signed by both parties' authorised signatories.

19. Costs of Participation

All costs incurred by vendors in preparing their response, attending demonstrations, or engaging in commercial discussions are borne entirely by the service provider. IITA will not reimburse any costs under any circumstances.

20. Communications Protocol

All queries must be submitted in writing to the designated IITA procurement contact during the clarification window. Responses will be shared with all vendors simultaneously. Direct contact with evaluation panel members outside of this process is not permitted.

21. Confidentiality

The Service Provider shall agree to treat this RFP document as confidential and shall not release it to any third party other than to partners or other parties directly assisting in the preparation of the proposal, as well as any information, specifications, and drawings relating to this RFP/Q exercise. The Service Provider is also required to enter into a similar undertaking with its partners, in regard to the above. All parties must maintain confidentiality even after the appointment of the selected Service Provider.

This RFP document remains the property of the Institute and reserve the right to demand the return of the original and all copies of the document from all recipients of the document at any time.

22. Ethical conduct

By submission of a proposal, the Service Provider warrants that:

i) The fees/prices in the proposal have been arrived at independently, without consultation, communication, agreement or understanding, for the purpose of restricting competition and any matter relating to such fees/prices.

ii) No attempt has been made or will be made by the Service Provider to induce any other person

or firm to submit or not to submit a proposal for the purpose of restricting competition.

iii) The Service Provider has adhered to the highest standards of business ethics and, in particular, has established precautions to prevent any of its employees or agents from making, receiving, or offering substantial gifts, entertainment, payment, loans, or other considerations which may influence individuals in respect of this RFP document and subsequently, the award of the contract.

iv) Failure to comply with the requirements of this clause will result in the rejection of the Service Provider's proposal and the exclusion of the Service Provider from participation in future RFP exercises by the Institute.

23. Presentation before a Panel

Shortlisted firms will be invited to make presentations before a panel of evaluators to clarify issues raised in their bids. IITA will communicate the date of this presentation.

24. Notification of Results

The Institute will complete evaluation of the proposals as soon as is practical and the selected Service Provider will be notified in writing by the Institute.

25. Validity of Service Provider's Proposal

The Service Provider's proposals shall be valid for three months from the RFP/Q closing date. The Service Provider may assume that the contract award will be made within 3 months of the RFP/Q closing date. If the award is not made within the 3 months period, the Institute will request for an extension of the bid price validity from the Service Provider.

The evaluation of the bids, rebate offerings, and the total cost presented will take place in the subsequent month following the event, after which you will be notified of the Institute's decision. The institute looks forward to receiving your tender response accordingly.

Owobu S.A.
Head, Supply Chain

ANNEX A

INVITATION TO TENDER RFP/Q Number: VSM 07/2026

TENDER RECEIPT NOTICE

Date:

This confirms receipt of the Request for Proposal/Quotation (RFP/Q) Number VSM 07/2026 dated 21st September 2026.

We acknowledge the Closing Date for receipt of tenders of 28 September 2026, and will be responding as indicated below:

Do you intend to submit a tender response? ☐ **YES** ☐ **NO**

Information of the person sending this notice to IITA:

Company:	**Telephone:**
Name of Representative:	**Fax:**
Title:	**E-mail:**

(Note: the person indicated above will be contacted for all correspondence)

Please complete it upon receipt and e-mail it to IITA-HqProcurement@cgiar.org and IITA-SCProcurementPartnership@cgiar.org.