

# RFQ 2200288116/MS - ANNEX A - TERMS OF REFERENCE

## Provision of Database, Consolidation and Transportation Services of Coffee between Uganda and the United Kingdom

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## BACKGROUND

### About the International Trade Centre

The International Trade Centre (ITC) is the joint agency of the World Trade Organization (WTO) and the United Nations (UN). It is the only multilateral agency fully dedicated to supporting the internationalization of SMEs. ITC's mission is to foster inclusive and sustainable growth and development through trade and international business development. ITC is a fully resident agency, member of the UNCT with offices in Baghdad (UN compound), Erbil, Basra and Mosul.

ITC projects and programmes contribute to the global efforts to achieve UN Global Goals for Sustainable Development and the Aid for Trade agenda.

The United Kingdom Trade Partnership Programme (UKTP) aims to maximize the benefits of Economic Partnership Agreements (EPAs) for participating countries by enhancing their export capabilities. Funded by the UK's Foreign, Commonwealth & Development Office (FCDO), the UKTP will run until 31 March 2025. The programme focuses on increasing exports by raising awareness among firms and institutions about accessing UK/EU markets and identifying trade obstacles in Official Development Assistance eligible EPA countries. Additionally, it aims to bolster the export capabilities of targeted firms and products in eight selected country pilots.

## OVERARCHING PURPOSE

As part of the programme's 2024-2025 activities in Uganda, the project plans to enhance the visibility and marketability of Ugandan specialty coffee producers. UKTP Uganda has identified 15 beneficiary companies located in the West, East, and Central regions of the country, all engaged in the specialty coffee business, producing both Arabica and Robusta varieties.

Since the individual production levels of these companies are too small to fill a container on their own, the project will facilitate the consolidation of coffee from these various producers to create a full container shipment to the UK. This will involve creating a comprehensive database of beneficiaries and facilitating efficient logistics for consolidated coffee shipments.

To ensure a clear understanding of the expected production at the end of the next harvest season (Nov-Dec), careful forecasting will be conducted. This information will then be used to consolidate a shipment to the UK, where potential partners will be engaged to assist in marketing the coffee. The London Coffee Festival will serve as a platform to showcase the product to a wide audience. By meticulously planning and coordinating these efforts, the aim is to maximise exposure and sales opportunities in the UK market.

These Terms of Reference seek to find a company that is able to do both a) the database for our producers and b) consolidate a container/shipment to the UK

## DELIVERABLES

The scope of work is to:

**Deliverable 1:** Develop a detailed register/database of UKTP's 15 coffee producer beneficiaries.

**Deliverable 2:** Coordinate sampling between Producers in Uganda and UK-based Roasters

**Deliverable 3:** Consolidation of coffee in Uganda

**Deliverable 4:** freight forwarding of Coffee from Uganda to the UK

Deliverable 1: Database of UKTP Beneficiary company's coffee production (Fall 2024)

### 1. Data Collection

- Identify and document details of each beneficiary, including (total of 15 beneficiaries):

- Farm size
- Coffee type(s)
- Production volumes (expected (before the harvest) and actual (after the harvest))
- Processing methods
- Quality assessment (e.g., cupping scores)
- Total coffee volumes, availability, and pricing

## 2. Database Management

- Develop a user-friendly database in Excel to store and manage the collected data.
- Ensure data is secure, regularly updated, and easily accessible.

The Contractor will be required to visit, on-site, the 15 beneficiaries at their own costs (See list and location of beneficiary companies below)

- Reporting

Provide regular/monthly reports on production data insights to the UKTP project management team either through video conference, written report (2 pages minimum) or in-person meetings with designated representatives of the UKTP team.

The database must be ready by November 2024

Deliverable 2: Samples for Roasters identified by the project management team.

- Based on Roasters' requests, identify and source samples from coffee producers.
- Ensure quality standards meet UK market requirements based on cupping scores and verify the producers provide all the required information.
- Ship samples (minimum 100g/package per type of coffee) to the UK for a maximum of 3 packages per beneficiary company.

Deliverable 3: Consolidation of coffee shipment in Uganda (by March 2025)

- Coordinate and consolidate a coffee shipment from Uganda to the UK from 15 producers.
- Ensure safe and secure storage of the coffee before shipment
- Ensure proper labelling and documentation
- Consolidation should be completed latest by mid-February 2025

Deliverable 4: freight forwarding of the Coffee to the UK

- Arrange transportation from the origin to the export location.
- Handle all necessary customs and export documentation.
- The expected max capacity is 300 bags (60 kg per bag), 18 tons.
- Shipment to be sent latest by mid-March 2025

The shipment destination is London, UK; the full address and consignee name will be provided by January 2025

## TECHNICAL PROPOSAL

The technical proposal should be concise and include all the required documents and information.

- Company's Certificate of Registration in Uganda
- Confirmation of acceptance of United Nations General Terms and Conditions
- Copies of Purchase Orders/References to the previous similar experience
- Demonstration of the experience of participating in London Coffee Festival or similar fairs
- The detailed schedule in line with the ToR timelines.

## EVALUATION METHOD

### Technical evaluation

Information and documentation are to be provided to support the technical evaluation of the proposals.

ITC will evaluate the submitted offer according to mandatory technical evaluation criteria (PASS/FAIL). If a proposal does not meet all the mandatory requirements, it will be disqualified.

1. Mandatory Technical Criteria:
  - 1.1 Acceptance of United Nations General Terms and Conditions
  - 1.2 Bidder is a registered business in Uganda and is able to travel internally to visit stakeholders
  - 1.3 Bidder has previous experience in exporting coffee to the UK
  - 1.4 Bidder previously participated at the London Coffee Festival or similar event in the UK
  - 1.5 The submission contains the detailed work schedule.
  - 1.5 The quote shall be all-inclusive of prices for each deliverable with the breakdown of the costs

## CONTRACT AWARD

The Purchase Order will be awarded to the lowest cost technically acceptable vendor.

## PAYMENT

- Payments will be made upon completion of deliverables to satisfaction of ITC

ITC is exempted from paying VAT and any other form of taxes.

As per ITC/UN standard terms of payment, payment is at 30 days following satisfactory delivery of the services and invoice receipt.

### List of Beneficiaries

Company	Location in Uganda
Mountain Harvest	Mbale
Nasaaga specialty coffee foundation (NASCOF) in partnership with Nasaaga investments (U) Ltd	Mbale
Mt. Elgon Specialty Commodities Foundation (MESCOF)	Mbale
Kamaama Estates Ltd	Masaka
Ankole Coffee Producers Cooperative Union Ltd	Kabwohe
Kawacom (U) Ltd	Kampala
Zigoti Coffee Works Ltd (ZICOFE)	Kampala
Kyagalanyi Coffee Ltd	Kampala
Mwanyi Terimba Ltd	Kampala
Coffee World Limited	Kampala
Kampala domestic store Ltd	Kampala
The Edge Trading Ltd	Kampala

*We expect three more companies to join the programme by the end of September 2024*