



Inclusive Markets Project

Nutritional characterization of the Royal Quinoa from Bolivia

INTERNATIONAL COMPETITIVE BIDDING

Nutritional analysis of macronutrients, micronutrients, amino acids and grain size classification of quinoa samples from different production areas worldwide  
Bolivia, October 2020

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### C. PROPOSAL QUALIFICATION FORMS

## **A. CONDITIONS**

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### **1. General framework.**

The Inclusive Markets project is an initiative of the Swedish International Development Cooperation Agency (SIDA) and the Swiss Agency for Development and Cooperation (COSUDE) in Bolivia, executed by a consortium between the Swisscontact and PROFIN Foundations. The project objective is to contribute to the reduction of poverty and the improvement of the quality of life of rural families in prioritized territories through interventions under a multidimensional poverty perspective (MDP) and the market systems development approach (DSM), in addition to an analysis of territorial development and gender equality. The project operates in selected municipalities and in prioritized complexes in the departments of La Paz, Oruro and Potosí.

The Bolivian Chamber of Quinoa and Organic Products Exporters (CABOLQUI) was founded in 2005 by a group of quinoa processing, transformation and export companies highly committed to the development of the country and particularly to the organic, quinoa and other Andean cereals. Its objective is that, through CABOLQUI, concrete solutions be generated to the challenges of the chain and the quinoa production complex. All the member companies of the chamber are distinguished by their high levels of quality and professionalism, as well as by their important eco-social philosophy.

CABOLQUI and Swisscontact signed a Framework Agreement that constitutes an instrument of cooperation between the parties involved, establishing a general framework of mutual cooperation and through a strategic alliance. The parties agree to explore, propose, negotiate and execute projects that have a positive impact on the economy and quality of men's life, and women who carry out activities in family productive units in the quinoa production complex and other production complexes, within the Inclusive Markets project in the Altiplano and Inter-Andean Valleys and / or other related projects. Specific actions may be implemented in any link in the production chain or in any element of the market system.

In Bolivia, producers, processors, exporters, and marketers of Royal Quinoa, as well as public and private institutions, have sustained the hypothesis that, in general, Bolivian Royal Quinoa has nutritional attributes that make it stand out to the rest of the varieties of quinoa produced in the world. However, except for the morphological differences of Royal quinoa (i.e. size, thickness, color, and appearance), which is very evident, there are no concrete actions taken to show the world that this hypothesis is correct since they are no differentiating parameters that can be used to develop a Differentiation Strategy for the Bolivian Royal Quinoa.

Generally, Quinoa has several nutritional attributes, which need to be characterized by macronutrients, micronutrients and amino acids to determine specific parameters associated to each of these nutritional attributes. However, the idea is to evaluate which parameters can be used to differentiate Royal quinoa from the rest of the quinoa varieties produced in other countries.

### **2. Regulations applicable to the acquisition process.**

The process is part of the regulations on contracting processes contained in the financial administrative guide of Swisscontact in Bolivia.

### **3. Eligible bidders.**

Laboratories accredited by the ISO / IEC 17025 standard can conduct nutritional analysis and food composition tests that are formally established in any country, with a minimum accreditation of 3 years, may participate in this tender. The methods used for the analysis must also be internationally accredited.

#### **4. Consultations prior to submitting proposals.**

Technical inquiries regarding the presentation of proposals and requests for clarification will be received according to the schedule established in point 18 of this document in the following email:

[convocatorias@swisscontact.org](mailto:convocatorias@swisscontact.org)

#### **5. Guarantee.**

The bidding process will apply a withholding of 7% of each payment, as a guarantee of contract compliance. Once the last service has been approved in accordance with the Contractor, a refund and payment of the deductions made in the previous payments will be done.

#### **6. Rejection and disqualification of proposals.**

All proposals from laboratories that do not meet the requirement set out in the technical specifications will be rejected.

#### **7. Correction criteria and uncorrectable errors.**

The following should be considered as correction criteria:

- a. When the requirements, conditions and documents of the proposal substantially comply with the requirements in the technical specifications and bidding documents.
- b. When the errors are accidental, incidental, or formal, and do not affect the validity and legality of the proposed proposal.
- c. When the proponent offers conditions higher to those required in the Terms of Reference, provided that these conditions do not affect the purpose for which they were required and / or are considered beneficial for the Entity.

The criteria indicated above are not limiting, and the Qualification Commission may consider other rectification criteria.

When the proposal contains rectifiable errors, these will be indicated in the Evaluation Report and Award Recommendation or Void Declaration. These criteria may also be applied at the document verification stage for signing the contract.

The following are considered uncorrectable errors, subject to disqualification:

- a. Failure to meet the eligibility criteria.
- b. The lack of express declaration that all the elements of the specifications are covered by the proposed price.
- c. The absence of a single price for the acquisition of all the items contemplated in the technical specifications and in the conditions defined for their delivery.

#### **8. Deserted declaration.**

If an eligible supplier submits at least two proposals before the deadline for submitting proposals, the process will be declared deserted.

#### **9. Cancellation, suspension or termination of the process.**

The caller of this tender may cancel, suspend, or annul the process until before the award and signature of contracts if:

- a. As a result of the process, the manifest impossibility of having suppliers that comply with all the requirements made is identified.

- b. Insurmountable technical impediments are identified that require modifying or adjusting the technical specifications.
- c. Events occur that prevent continuing with the action for which the acquisition of goods and services that is the subject of the tender is made.

#### **10. Documents to be submitted by the proponents.**

Proponents in the framework of this tender must provide the following documentation:

- a. Proposal of a complete and unique price for the provision of the services specified in the established conditions. Any item above the specifications provided must be clearly noted and marked. It will be understood that the declaration is unique and complete, therefore, when presenting the full price expressed in United States Dollars, it is understood that the entire requirement is covered.
- b. Simple copy of the document that certifies the year of constitution and start of activity of the company in accordance with the regulations of the country of its legal address.
- c. Simple copy of the accreditation certificate in compliance with ISO/IEC 17025.
- d. Simple copy of the accreditation certificates of the used method for the different analyses
- e. Description of experience in providing similar services.
- f. The price proposition for the provision must be presented on the company's letterhead, with the signature and seal of its legal representative, guaranteeing a minimum period of 90 days of validity without changes in prices and conditions...

#### **11. Recruitment**

. The contracting process will be carried out by means of a formal award note and signature of the supply contract between the bidder and Swisscontact Bolivia, for all compliance purposes, which will recognize the documents scanned by the parties with the respective signatures and seals.

#### **12. Form of payment.**

Bidders must pay in installments in accordance with the provisions of the relevant contract and the verifiable terms of performance for reference:

- First payment: 30% against presentation of work schedule, collection and shipment of quinoa samples determined by CABOLQUI and Swisscontact
- . Second payment: 70% against delivery of laboratory reports, duly approved by CABOLQUI and Swisscontact

#### **13. Content of the proposal.**

The proponent must deliver a technical proposal that includes all the elements established in the specifications, indicating the operation and delivery conditions of all items included.

Specifying in the technical proposal, a cost detail of the different analyses to be performed should be presented.

- a. . Describe the methods to be used for component analysis, including units and other aspects as needed.
- b. Costs for sampling and shipping must be included.
- c. Analysis reports must be issued in English and Spanish.

d. . The number of samples required for the analyses.

. Specifying in the economic proposal.

a. Total cost in U.S. dollars.

b. Detail of items that comprise the total price.

#### **14. Reception of proposals.**

Proposals will be received by e-mail at the following address:

[convocatorias@swisscontact.org](mailto:convocatorias@swisscontact.org)

The proposals will be considered as received upon cross confirmation of the caller and the proposer through e-mails of reception of the proposal and confirmation.

The information of the proposal will be kept confidential and without diffusion for the whole period established for the submission of the proposals by the proponents.

#### **15. Opening of proposals.**

The proposal will be considered for review on the day after the deadline for submission of proposals by interested parties to review their eligibility and possible remedial measures.

In the case of being subject to remedial aspects, these will not be a reason for not considering or continuing to make an offer. The remedial aspects will be made known to the bidder within the first 24 hours of the qualification process and a term of 48 hours will be given to present the required aspects that can be corrected. In case of not doing so, the bid will be considered ineligible without affecting the evaluation of the remaining proposals.

#### **16. Proposal evaluation.**

The proposals will be evaluated under the criteria of compliance with specifications and cost. This implies in the first instance that all those proposals complying with 100% of the technical specifications will be considered, as well as the conditions and deadlines.

Any added value will only be considered when the price difference between two or more bidders is within 5%.

If the proposals comply with the established technical specifications, the one with the lowest price will be chosen.

#### **17. Evaluation method and evaluation form.**

a. The evaluation will be made according to the compliance/quality criteria and price. It is established in this respect: Bidders will be verified to ensure that their proposal complies with all technical specifications of the tender, including the expected quality of the items.

b. In the event of compliance, the price will be qualified, which must be total under the established conditions.

c. It will be awarded at the lower price.

d. In case of having two or more proposals with a price difference within 5%, those factors that the proponent noted above the technical specifications will be considered as elements for the award.

#### **18. Deadlines**

The deadlines for the development of the tender are as follows:

**Posted:** **Monday, October 12, 2020**

**Queries (email):** **Until Tuesday, October 20, 2020**

**Response to inquiries<sup>1</sup>:** **Until Thursday, October 22, 2020**

**Presentation of proposals:** **Until Wednesday, October 28, 2020**

**Communication of results:** **Until Thursday, November 05, 2020**

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<sup>1</sup> A single document will be sent containing all the queries received and their answers, without specifying the names of the companies that made the queries.

## **B. TERMS OF REFERENCE.**

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### **1. Introduction**

Bolivia is the only world producer of Royal Quinoa a specific cultivar of quinoa. The grain reflects the identity of one of the most arid areas of the region, where the quinoa, producers and, geography form a singular triad that generates a high quality product. An organic product, 100% gluten-free, from a variety native to the area, where there is no direct or indirect contamination with other types of grains. Produced at more than 3,500 m.a.s.l. in the southern part of the “inter salar” area of the Bolivian highlands and exposed to high levels of radiation daily. In Bolivia, producers, processors, exporters, and marketers of Royal Quinoa, as well as public and private institutions, have sustained the hypothesis that, in general, Bolivian Royal Quinoa has nutritional attributes that make it stand out to the rest of the varieties of quinoa produced in the world. However, except for the morphological differences of Royal quinoa (i.e. size, thickness, color, and appearance), which is very evident, there are no concrete actions taken to show the world that this hypothesis is correct since they are no differentiating parameters that can be used to develop a Differentiation Strategy for the Bolivian Royal Quinoa.

In general, Quinoa has several nutritional properties that need to be determined by specific parameters associated with each of these nutritional attributes through macronutrients, micronutrients, amino acids, and grain size. However, the idea is to evaluate each parameter to identify which of them can be used to distinguish Royal Quinoa from the rest of the quinoa produced in other countries.

In this sense, Swisscontact and the Bolivian Chamber of Quinoa and Organic Products Exporters (CABOLQUI), in order to develop a differentiation strategy for Bolivia's Royal Quinoa through a nutritional characterization study, have decided to manage this laboratory service.

### **2. Requirement 1**

#### **2.1. Name**

**Nutritional analysis of macronutrients, micronutrients, amino acids and grain size classification of quinoa samples from different production areas worldwide**

#### **2.2. Description**

- To develop this study is required to contract the service of a laboratory accredited by ISO/IEC 17025 to perform a nutritional analysis of macronutrients, micronutrients, amino acids, and grain size classification of samples of quinoa from nine countries producing quinoa
- The methods used for the analyses must also be internationally accredited.
- - The nine quinoa producing countries are: Bolivia (Southern Altiplano, specifically Oruro and Potosi), Peru, United States, Canada, China, India, Ecuador, Colombia and Spain.
- A total of thirteen quinoa samples from the different producing countries will be analyzed.
- The laboratory should also consider taking samples from the different production areas.
- The number of samples per producing country is as follows:
  - o 3 samples of Royal Quinoa from Bolivia (white quinoa, red quinoa and black quinoa)
  - o 3 samples of Peruvian Quinoa (white quinoa, red quinoa and black quinoa)
  - o 1 sample of U.S. Quinoa
  - o 1 sample of Quinoa from Canada

- 1 sample of Quinoa from China
- 1 sample of Quinoa from India
- 1 sample of Quinoa from Ecuador
- 1 sample of Quinoa from Colombia
- 1 sample of Quinoa from Spain

The samples must be statistically representative belonging to a production bath. If possible, mention the cultivar. Each proposal must contain a sampling plan.

- To determine macronutrients, micronutrients and amino acids, 50 components will be analyzed for each quinoa sample.
- - For grain size classification of quinoa samples, the Andean Standard PNA 0038 should be considered. <http://www.comunidadandina.org/StaticFiles/Reglamentos/NA0038-2016.htm>
- - Sampling in each country should also be considered.

### 2.3. Technical Specifications

For nutritional analysis of macronutrients, micronutrients and amino acids, 50 components should be analyzed as described below:

| Nro. | Determination                 |
|------|-------------------------------|
| 1    | Proteins                      |
| 2    | Fatty matter                  |
| 3    | Ashes                         |
| 4    | Humidity                      |
| 5    | Carbohydrates(by calculation) |
| 6    | Energy Value                  |
| 7    | Sugars                        |
| 8    | Cis-trans fatty acids (s.f.g) |
| 9    | Sodium                        |
| 10   | Salt (Sodium x 2.5)           |
| 11   | Total fat profile             |
| 12   | Total Dietary Fiber           |
| 13   | Cholesterol                   |
| 14   | Amino acids                   |

| Mineral profile |            |
|-----------------|------------|
| 25              | Aluminum   |
| 26              | Antimony   |
| 27              | Arsenic    |
| 28              | Sulfur     |
| 29              | Bismuth    |
| 30              | Boron      |
| 31              | Cadmium    |
| 32              | Calcium    |
| 33              | Cobalt     |
| 34              | Copper     |
| 35              | Chrome     |
| 36              | Tin        |
| 37              | Phosphorus |
| 38              | Iron       |

| Vitamins |                              |
|----------|------------------------------|
| 15       | Vitamin A (Retinol)          |
| 16       | Vitamin B1 (Thiamine)        |
| 17       | Vitamin B2 (Riboflavin)      |
| 18       | Vitamin B3 (Niacin)          |
| 19       | Vitamin B6 (Pyridoxine)      |
| 20       | Vitamin C                    |
| 21       | Vitamin D                    |
| 22       | Vitamin B12                  |
| 23       | Folic Acid                   |
| 24       | Vitamin E (Alpha-Tocopherol) |

|    |            |
|----|------------|
| 39 | Lithium    |
| 40 | Magnesium  |
| 41 | Manganese  |
| 42 | Molybdenum |
| 43 | Nickel     |
| 44 | Potassium  |
| 45 | Platinum   |
| 46 | Lead       |
| 47 | Selenium   |
| 48 | Silicon    |
| 49 | Sodium     |
| 50 | Zinc       |

For the classification of the grain size of the samples, the following methods of measurement must be taken into account:

| Size        | Method<br>Technical Regulations              |
|-------------|--|
| Extra large | ASTM 10 mesh<br>Diameter greater than 2.0 mm |
| Large       | ASTM 12 mesh<br>Diameter 1.7 - 2.0 mm        |
| Medium      | ASTM 14 mesh<br>Diameter 1.4 - 1.69 mm       |
| Small       | ASTM 14 mesh<br>Diameter less than 1.4 mm    |

#### 2.4. Services to be included.

- The cost of the service must include the shipping of the samples from the different producing countries to the laboratory.
- The cost of sampling in the countries should also be included.
- The laboratory will deliver reports of the 13 quinoa samples in English and Spanish versions.

**2.5. Place and form of delivery.**

The reports will be sent by email and printed in paper format to the following emails and address:  
[convocatorias@swisscontact.org](mailto:convocatorias@swisscontact.org) and [gerencia@cabolqui.org](mailto:gerencia@cabolqui.org)

**C. PROPOSAL QUALIFICATION FORMS.**

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Request form 1

| Feature Requested (include or describe all 50 parameters) | Feature Offered or method to be used | Rating                         |                         |
|---|--------------------------------------|--------------------------------|-------------------------|
|   |                                      | Compliant/<br>Not<br>Compliant | Comments or description |
|   |                                      |                                |                         |
|   |                                      |                                |                         |
|   |                                      |                                |                         |
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|   |                                      |                                |                         |