



Terms of References

for procurement of apple mash bag packaging

P9408, "Organizational development of NFF and improved market linkages for the small farmers and producers from rural areas aiming at increased income"

I. Background

The National Federation of Farmers represents the largest network of farmers and farmer's organizations in the country. It has inherited all the institutional memory and experience from the Federation of Farmers of RM. It unites the effort of 43 local farmers' organizations and cooperatives, representing the voice of more than 3.000 members and cooperating with almost all key players in the agriculture and agribusiness sector.

The National Farmers Federation has expanded its scope of action. This means that besides farmers, agricultural associations, and agricultural cooperatives, the organization will continue to strengthen and support vulnerable categories in rural areas, greater support for young people and women, and their direct involvement in the development of agriculture through decision-making and active action.

In addition to agriculture, one of the organization's main focuses is rural development, ie dealing with the problems and challenges that the rural population faces, such as poverty and limited approaches of the rural population to health services, education, information law, and decision-making power.

The main pillar of action is lobbying to define the problems from the field and by joint work and analysis will be presented in front of the competent institutions for finding a common solution, which is in the interest of the farmers and the welfare of our entire country.

The focus of the National Farmers' Organization, which will continue to function under the slogan "Together for success" and the logo that symbolizes the labor and production of our farmers, is solving the biggest problems, which is placement and quality production. The mission of the rebranded organization is the ORGANIZED FARMER LEADER IN THE AGRICULTURAL AND RURAL DEVELOPMENT OF THE REPUBLIC OF MACEDONIA. The vision to which we strive is - PROFITABLE AGRICULTURE - STABLE VILLAGE.

As of May 2021, NFF implements the project "Organizational development of NFF and improved market linkages for the small farmers and producers from rural areas aiming at increased income" that is supported by Sida and We Effect.

The expected outcomes of the project are the following:

Outcome 1: Rural enterprises, small farmers/producers, grow and provide more income and employment opportunities for the people from the rural area, women, and youth in particular. The focus here will facilitate access to the market for actors that empower rural women and youth. Currently, market linkages for sales of products are broken for small farmers/producers, leading to low income of the rural target group, pushing them into poverty.

Outcome 2: Increased organizational capacities and financial sustainability of NFF. As a membership-based organization, NFF represents the interests of farmers and the rural population in the country. It has developed a paid membership system with a set of free services



to which only members are eligible. In the last few years as a result of the previous Institutional Development to NFF Project, the organization has improved its internal organization, management, introduced procedures, book of rules, book of conduct and other administrative and management tools that improved the performance and the impact of our work. The focus here is the organizational development and financial sustainability as crucial to continue with the lobby and advocacy activities and develop new services to provide new sources of income.

II. Objective of the assignment

The main objective is procurement apple packaging (mash bags) within intervention „School schemes Pilot Project Apple” part of the Project “Organizational development of NFF and improved market linkages for the small farmers and producers from rural areas aiming at increased income” supported by Swedish development organization We effect and Swedish international development cooperation agency.

Company specific deliverables are detailed bellow:

Type of packaging for apples	dimensions	Quantity/pieces
Apple mash bag packaging	c.ca. 30 cm x 40 cm	200.000
Apple mash bag packaging	c.ca. 30cm x 40 cm or c.ca 25cm* 35 cm	400.000

Expected time for delivery of the procured packaging:

- The selected company/supplier must be able to deliver the packaging to selected organization of producers in Resen within maximum of 7 calendar days from the day of signing the contract
- The offered price must include delivery cost of packaging.

Means of measurement/verification of completion

Month	Milestone	Means of verification
5 December 2022	Engagement of company	Signed contract with contracted supplier
13 December 2022	Delivered packaging for apple (mash bags)	Invoice and delivery note

Project activity 4.2.1.2 Intervention area- School schemes pilot project Apple

Budget line: 4.2.1.2.6 Purchase of packaging



III. Duty travel & accommodation

N/A for this engagement

IV. Coordination & reporting

The supplier will communicate directly to Organizational Development Coordinator for on-time delivery of packaging.

V. Qualification requirements

Mandatory technical criteria:

- Minimum 5 years of professional experience in sales of repro materials in agriculture

VI. Application procedure:

Companies for this ToR should submit the following documents:

- Up to date company portfolio (indicating work on previous similar or identical procurements-indicating sales to clients)
- Financial offer. Unit price per 1 piece and in total. The offer should be expressed in MKD with included VAT. The price should include delivery cost.
- Technical offer that contain: type of packaging, dimensions of the packaging, capacity of packaging in kg. Photo of packaging is not mandatory but preferable.
- Current status of the company issue from Central registry of RNM, not older then 6 months
- Signed Declaration of relationships (The declaration can be downloaded from the NFF web page Public call)

Offers to be submitted on emails nff@nff.org.mk and vidanka.martinovska@nff.org.mk **no later then 28 November 2022 (Monday) at the latest.**

VII. Evaluation of the offers:

Offers with incomplete documentation and/or offers received after the deadline will not be taken into consideration.

The offers will be evaluated on the following criteria:

Best value for money principle will be taken into account by using a weighted scoring method to evaluate the combination of company portfolio and characteristic of offered packaging in accordance with requirements in this public call (60%) and financial offer/proposal (40%)

VIII. Terms of payment

Payment will be made in two instalments.

30 % advance payment upon signing the contract with selected supplier and 70% payment, 1 day after delivery of packaging.

Once packaging is delivered by the supplier and approved by Project manager-Organizational development coordinator, the payment of the remaining 70% from the total amount will be made.



IX. Declaration of relationships

The supplier shall describe if their organization/employees have any business or personal relationships with closely associated party from NFF and We Effect, its Regional Office in Skopje, its governing bodies and employees or with similar bodies/persons of the Client.

Closely associated party (persons, physical or legal) as per We Effect's definition is considered person who has the possibility to exert control over, or significant influence on, the other person when it comes to financial and operative decision-making concerning an activity. The purpose of the Declaration is to disclose such information which makes the application and evaluation process more transparent and supports the bids in its relevance according to conditions on the open market.