

REQUEST FOR PROPOSAL

Date: **April 10, 2026**
Subject: Request for Application for **Commodity Monetization Agent Services —
USDA Food for Progress (FFPr)**

RFP Number: **2026-04-GPS-FFPr-01**
Offer Deadline: **April 22, 2026; 5:00 PM EST (Washington, D.C.)**

Counterpart International (hereinafter Counterpart) is soliciting proposals from qualified firms or consultants to provide **Commodity Monetization Agent Services** as described in this Request for Proposals (RFP). These services are required under the **anticipated FY26 Food for Progress award** (hereinafter “the Award”) by the issuing **United States Department of Agriculture** (hereinafter **USDA**).

Firms invited by Counterpart (hereinafter “bidders or Offerors”) to submit offers (hereinafter “bids” or “offers”) for the services described in the attached supply schedules are under no obligation to do so. The Bidder shall bear all costs associated with the preparation and submission of the Proposal, Counterpart will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

This Request for Proposal includes the following sections:

- I. Instructions to Bidders
- II. Technical Specifications
- III. Offer Cover Letter

All correspondence and/or inquiries regarding this RFP should be requested in accordance with the enclosed Instructions to Bidders (Section I, Clause 10, Clarifications).

The Instructions to Bidders (henceforth ITB) shall not form part of the bid or of the resulting award. They are intended to aid bidders in the preparation of bids. For the purposes of interpretation of these ITB, unless otherwise stated, the number of days stated herein shall be consecutive calendar days.

Submission of bids should be completed in accordance with the enclosed instructions to Bidders (Section I, clause 11, Submission of Bids).

REQUEST FOR PROPOSAL

TABLE OF CONTENTS

REQUEST FOR PROPOSAL	1
SECTION I: INSTRUCTIONS TO BIDDERS.....	3
SECTION II TECHNICAL SPECIFICATIONS.....	7

SECTION I INSTRUCTIONS TO BIDDERS

1. **Introduction**

- 1.1 **Request for Proposal (RFP) No. 2026-04-GPS-FFPr-01, dated April 10, 2026:** Counterpart, acting on behalf of the **anticipated FY26 USDA Food for Progress proposals**, is hereby soliciting bids for the supply of comprehensive **Commodity Monetization Agent Services- USDA Food for Progress (FFPr)** as described in Section II of the ITB.

2. **Eligible Source Countries for Goods and Services**

- 2.1 A bidder will be considered ineligible if it has been suspended, debarred, or ineligible, as indicated on (1) the “List of Parties Excluded from Federal Non-procurement Programs” and/or (2) the “Consolidated Lists of Designated Nationals” or other applicable sanctions or terrorism watch lists.

3. **Preparation of Bids**

- 3.1 Bidders are expected to examine the specifications and all instructions contained in this RFP. Failure to do so shall be at the Bidder's risk.
- 3.2 The Bid prepared by the Bidder and all correspondence related to the Bid and exchanged by the Bidder and Counterpart shall be in English.

4. **Contents of Bid**

- 4.1 Submitted bids are required to consist of the following documents:

Cover letter, signed by an authorized representative of the offeror, see Section III for text.

Technical Proposal

1. Organizational background showing evidence of prior performance in supplying Commodity Monetization Agent Services under previous USDA Food for Progress (FFPr);
2. Description of technical approach and methodology.
3. CVs of proposed professional staff;
4. Statement of Qualifications, referenced in Clause 7.

Price Quote

5. Commission-based pricing structure expressed as a percentage of net proceeds from the sale of US agricultural commodities for each country proposed.
6. Copy of offeror’s registration or business license, including Tax ID number.

5. **Format and Signing of Bid**

- 5.1 The Bidder shall prepare one bid in two parts (technical and price quote) with all the required sections of the proposal typed or written in legible ink and shall be signed by a person duly authorized to bind the Bidder.

6. **Price Quote**

- 6.1 Bidders shall prepare a price quote in a workable Microsoft Excel document (unlocked with intact formulas) specifying the detailed cost breakdown and the total price of the services been offered in response to this RFP. The Bid shall clearly indicate that the prices shall be for the services whose technical specifications are described in Section II – Technical Specifications.
- 6.2 The Bidder shall indicate a commission-based pricing structure expressed as a percentage of net proceeds from the sale of US agricultural commodities for each country proposed. Net proceeds shall be defined as gross sales revenue less allowable costs (e.g. freight, port handling, storage, banking fees), in accordance with USDA guidelines. The bidder shall specify included and excluded costs, as well as key assumptions used in preparing the price quote (e.g. commodity type, volumes, transactions, market and logistics conditions). It shall be assumed that the Bidder is not bidding on any item for which a unit price or total amount is not indicated.

7. **Statement of Qualifications**

- 7.1 The Bidder shall include in its bid evidence in support of its technical qualifications and ability to perform the resulting Award if its bid is accepted. This shall consist of: references to successful prior projects of a similar nature are of key importance. These references should include contact names, e-mail addresses, and telephone numbers of persons who can be contacted regarding the Bidder's prior performance.

8. **Bid Validity Period**

- 8.1 Bids shall remain valid until **June 22, 2026** which is sixty one (61) days after the offer deadline. A bid valid for a shorter period shall be rejected as non-responsive.

9. **Deadline and Late Bids**

- 9.1 It is the Bidder's sole responsibility to ensure that bids are received by Counterpart on or before the Offer Deadline of **April 22, 2026** Electronic submissions are strongly encouraged. Faxed bids will not be accepted.
- 9.2 A Bid received after the deadline for submission of bids shall be considered at Counterpart's discretion. Bidders will be held responsible for ensuring that their bids are received in accordance with the instructions stated herein and a late bid will not be considered even though it became late as a result of circumstances beyond the Bidder's control. A late bid will be considered only if the sole cause of its becoming a late bid was attributable to Counterpart, its employees or agents.

10. **Questions**: Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 5pm EST local Washington, DC USA time on April 15, 2026 by email to **procurements.hq@counterpart.org** Questions and requests for clarification—and the responses thereto—that Counterpart believes may be of interest to other offerors will be circulated to all RFQ recipients who have indicated an interest in bidding.

Only the written answers issued by Counterpart will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of Counterpart or any other entity should not be considered as an official response to any questions regarding this RFQ.

11. Submission of Bids

- 11.1 Only electronic submissions will be accepted. All bids with technical and price schedule must be received by **April 22, 2026** by **procurements.hq@counterpart.org**.
- 11.2 Ensuring successful transmission and receipt of the bids is the responsibility of the Bidder. It is recommended that no e-mail exceed the size of 10 MB, inclusive of attachments.

12. Amendment of Bidding Documents

- 12.1 Counterpart may at its discretion, for any reason, whether at its own initiative or in response to a clarification by a Bidder, modify bidding documents by amendment. All prospective Bidders that have received bidding documents will be notified of the amendment by e-mail and such amendments will be binding on them.

13. Modification of Bids

- 13.1 Any Bidder has the right to withdraw, modify, or correct its bid after it has been delivered to Counterpart, provided the request for such a withdrawal, modification, or correction together with full details of such modification or correction is received by Counterpart at the submission contact point given above before the time set for opening bids. Counterpart may ask any Bidder for a clarification of its bid; nevertheless, no Bidder will be permitted to alter its Bid Price or make any other material modification after the deadline unless the RFP has been amended or the deadline extended. Clarifications which do not change the Bid Price or other material aspects of the bid may be accepted.

14. Criteria for Award and Evaluation

- 14.1 Subject to Clause 15, Counterpart will award a **Teaming Agreement for the proposal stage, and a vendor contract for Monetization Services should Counterpart be awarded a cooperative agreement by USDA** to that Bidder whose proposal is deemed acceptable and which offers the best value based upon the evaluation criteria in Section II – Technical Specifications – Evaluation Criteria. In order for a bid to be deemed acceptable, it must comply with all the terms and conditions of the RFP without material modification. A material modification is one which affects the price, quantity, quality, delivery or installation date of the equipment or materials or which limits in any way any responsibilities, duties, or liabilities of the bidders or any rights of Counterpart. In addition, the successful bidder must be determined to be responsible. A responsible bidder is one who has the technical expertise, management capability, workload capacity, and financial resources to perform the work. Counterpart may, at its option, reject all bids.
- 14.2 The Bid shall be awarded to the Bidder whose bid offers the best price taking into consideration that the bid offers the technical specifications and requirements indicated in Section II of the bidding documents. Evaluation of the proposals will be based on the following parameters set forth in Section II, technical specifications. Counterpart reserves the right to make multiple awards from this RFP.

15. Counterpart's Right to Accept Any Bid and to Reject Any or All Bids

15.1.1 Counterpart will reject any bid that is nonresponsive. Further, Counterpart reserves the right to waive any minor informalities in the bids received if it appears in Counterpart's best interests to do so, to reject the bid of any bidder if, in Counterpart's judgment, the bidder is not fully qualified to provide the services as specified in the **Teaming Agreement, and should Counterpart be selected, a vendor contract**, or to reject all bids.

16. Notification of Award

16.1 Before the expiration of the period of bid validity, Counterpart will notify the successful Bidder in writing that its bid has been accepted.

16.2 Upon the successful Bidder acknowledging receipt of the Notification of Award, Counterpart will promptly notify each unsuccessful Bidder, the name of the successful Bidder and that their bids were rejected. If after notification of award, a Bidder wishes to ascertain the grounds on which its bid was not selected, it should address its request to Counterpart in writing.

17. Acceptance of Privacy Policy and Terms and Conditions.

By Submitting quotation/proposal to Counterpart International, The company or the individual consents to Counterpart's privacy policy terms and conditions (<https://www.counterpart.org/terms-and-conditions/>), and provides Counterpart International permission to process the company's or individual's personal data specifically for the performance of, and purposes identified in, this solicitation document and in compliance with Counterpart's legal obligations under applicable United States and European Union laws, data protection and regulations and any other applicable legal requirements. The company/Individual may withdraw their consent at any time by contacting privacy@counterpart.org. If consent is withdrawn, Counterpart reserves the right to accept or reject the offer.

SECTION II – TECHNICAL SPECIFICATIONS

1. Background

Counterpart International intends to submit one or more applications to the United States Department of Agriculture under the Food for Progress (FFPr) program. FFPr supports agricultural and economic development through the monetization of U.S. agricultural commodities, with proceeds funding program activities.

Counterpart seeks a qualified **Commodity Monetization Agent** to support both:

- Proposal development (pre-award), and
- Monetization execution (post-award, contingent upon USDA funding)

Counterpart anticipates submitting proposals in one or more of the following countries: Bangladesh, Bolivia, Ecuador, Morocco, Philippines, Sri Lanka, and Thailand.

Offerors may submit proposals for one or more of these countries.

The selected agent(s) will be engaged across both phases under a single agreement, with payment based on a **commission (percentage of net proceeds)** after the monetization of commodities is completed.

2. Objective of the Assignment

The objective of this assignment is to:

- Maximize proceeds from the sale of U.S. agricultural commodities
- Ensure compliance with USDA regulations (7 CFR 1499, 2 CFR 200)
- Minimize market distortion (Bellmon compliance)
- Ensure efficient, transparent, and timely monetization processes
- Support accurate forecasting of proceeds to inform program design and budgeting.
-

3. Geographic Scope of Services

Offerors may submit proposals for one or more of the following countries:

- Bangladesh
- Bolivia
- Ecuador
- Morocco
- Philippines
- Sri Lanka
- Thailand

Offerors must clearly indicate:

- The country(ies) for which they are submitting proposals
- Any limitations in geographic coverage or commodity specialization

Counterpart reserves the right to:

- Award multiple monetization agents across different countries, or
- Select a single agent for multiple countries.

4. Scope of Work

The Monetization Agent will deliver services across two phases:

Stage 1: Proposal Development (Pre-Award)

Under a Teaming Agreement, the Offeror will support the development of a complete, USDA-compliant Monetization Plan for inclusion in Counterpart's FFPr proposal(s).

Key Tasks Include

1. Market Analysis (Country-Specific)

- Assess demand, absorption capacity, and pricing dynamics
- Analyze logistics, port capacity, and import requirements
- Identify risks and mitigation strategies
- Demonstrate compliance with Bellmon requirements

2. Commodity & Strategy Development

- Recommend commodity types, volumes, and packaging
- Justify commodity selection based on market conditions
- Identify potential buyers and sales channels
- Recommend optimal timing of shipments and sales

3. Monetization Plan Development

The Monetization Plan must include:

- Commodity specifications and quantities (MT)
- Estimated sales prices and projected proceeds
- Cost-recovery analysis aligned with USDA guidance
- Proposed sales methodology (e.g., tender, direct sale)
- Buyer identification and vetting approach
- Payment mechanisms (e.g., letters of credit)
- Import requirements and regulatory considerations
- Risk analysis and contingency planning
- Proposed sales schedule and sequencing
- Key assumptions underpinning pricing and proceeds

4. Budget Alignment

- Coordinate with Counterpart to align monetization proceeds with program budget and cash flow needs

Stage 2: Monetization Execution (Post-Award, Contingent on USDA Award)

If Counterpart is awarded a cooperative agreement, the selected Monetization Agent will receive a vendor contract and will implement the approved monetization plan, and conduct the illustrative key tasks:

Key Tasks

1. Finalization of Monetization Plan

- Update plan based on USDA and Counterpart feedback
- Secure required approvals

2. Tendering & Sales Process

- Prepare and issue tender documentation
- Advertise sales (if applicable)
- Evaluate bids and recommend buyers
- Conduct buyer due diligence

3. Contracting & Financial Management

- Negotiate sales contracts and terms
- Facilitate payment instruments (e.g., letters of credit)
- Ensure timely receipt of proceeds

4. Logistics Coordination

- Coordinate with freight forwarders and suppliers
- Support shipment planning and call forwards

- Monitor delivery timelines and resolve issues
- 5. **Compliance & Reporting**
 - Ensure compliance with USDA regulations
 - Provide inputs for required reporting (e.g., LOGMON)
 - Maintain documentation for audit purposes
- 6. **Performance Monitoring**
 - Track actual vs projected proceeds
 - Identify and communicate risks and deviations
 - Support post-monetization assessments

5. Deliverables

Stage 1 Deliverable

- Monetization Plan (proposal-ready and USDA compliant)

Stage 2 Deliverables

- Updated Monetization Plan
- Tender documentation and evaluation reports
- Executed sales contracts
- Proof of payment and financial documentation
- Periodic monetization performance reports
- Inputs to USDA reporting requirements

6. Pricing Structure

Offerors must propose a **commission-based pricing structure**, expressed as a percentage of net proceeds from commodity sales.

Net proceeds are defined as:

Gross sales revenue minus allowable costs (e.g., freight, storage, port handling, banking fees), in accordance with USDA guidance.

Offerors must provide:

- Commission (%) for each country proposed
- Any variation by commodity (if applicable)
- Clear assumptions used in pricing (e.g., commodity type, volumes, logistics, market conditions)

7. Proposal Requirements

Offerors must include the following in their submissions:

A. Technical Approach

- Methodology for Stage 1 and Stage 2
- Monetization process and indicative timeline

B. Country-Specific Approach

For each country proposed:

- Market overview and demand dynamics
- Buyer landscape and sales channels
- Import requirements and constraints
- Key risks and mitigation strategies
- Relevant experience in-country (if applicable)

C. Past Performance

- Experience with USDA FFPr monetization
- Volume and value of commodities monetized
- Relevant country/region experience
- References

D. Performance & Risk Track Record

- Examples of achieved proceeds vs projections
- Challenges encountered (e.g., delays, failed tenders)
- Claims, disputes, or losses (if any)
- Mitigation strategies used

E. Pricing Proposal

- Commission rates by country
- Pricing assumptions
- Any tiered or conditional pricing structure

8. Evaluation Criteria

Proposals will be evaluated based on best value using the following criteria:

- Technical Approach – 20%
- Past Performance – 20%
- Country-Specific Experience & Market Knowledge – 25%
- Risk & Performance Track Record – 15%
- Cost / Commission – 20%

Section III: Offer Cover Letter

The following cover letter must be placed on letterhead and completed/signed/stamped by a representative authorized to sign on behalf of the offeror:

To: [enter project name]
[enter address of field office]

Reference: RFP no. [enter RFP #]

To Whom It May Concern:

We, the undersigned, hereby provide the attached offer to perform all work required to complete the activities and requirements as described in the above-referenced RFP. Please find our offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFP. We further certify that the below-named firm—as well as the firm’s principal officers and all commodities and services offered in response to this RFP—are eligible to participate in this procurement under the terms of this solicitation and under USDA regulations.

Furthermore, we hereby certify that, to the best of our knowledge and belief:

- We have no close, familial, or financial relationships with any Counterpart or [enter project name] project staff members;
- We have no close, familial, or financial relationships with any other offerors submitting proposals in response to the above-referenced RFQ; and
- The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.

Authorized Signature:

Name and Title of Signatory:

Date:

Company Name:

Company Address:

Company Telephone and Website:

Company Registration or Taxpayer ID Number:

Does the company have an active bank account (Yes/No)?