



ASEAN SECRETARIAT

Request for Proposal

**Demonstration Project on the Application of
Biological Control Agents (BCA) as A
Countermeasure Against Antimicrobial
Resistance (AMR) in Aquaculture and Livestock
in ASEAN**

PROPOSAL MUST BE RECEIVED BY

[Thursday, 27 June 2024](#)

DELIVER/MAIL PROPOSAL TO:

ASEAN Secretariat
Jl. Sisingamangaraja 70A
Jakarta 12110
Indonesia

Prepared by: Food, Agriculture, and Forestry Division (FAFD)

Date: June 2024

1 EXECUTIVE SUMMARY

The Food, Agriculture, and Forestry Division of ASEAN Secretariat invites consultant(s) who possess a full complement service to provide Technical and Financial Proposals for services to support the activities related to the Project Demonstration project on the application of biological control agents (BCA) as a countermeasure against antimicrobial resistance (AMR) in aquaculture and livestock in ASEAN. The proposal will be the basis for contract negotiations and ultimately for a signing of Special Services Agreement (SSA) with the ASEAN Secretariat.

The assignment shall be implemented in accordance with the scope outlined in the Terms of Reference (TOR). A few notes: (i) the costs of preparing the proposal and of negotiating the contract are not reimbursable as it is considered a direct cost of the assignment; and (ii) the ASEAN Secretariat are not bound to accept any of the proposals submitted.

2 BACKGROUND AND CURRENT STATUS

The project is aimed at exploring alternative solutions to combat antimicrobial resistance (AMR) in the ASEAN region. The overuse and misuse of antimicrobial agents in aquaculture and animal husbandry have been identified as major contributors to the development of AMR, and the use of biological control agents (BCAs) has gained considerable attention as a potential solution.

The project will involve a combination of in vitro and in vivo studies, as well as field trials, to assess the efficacy of BCA-based strategies in controlling various diseases in aquaculture and animal husbandry. The project will also conduct a comprehensive review of existing literature to gather information on the use of BCAs in the ASEAN region and other parts of the world. The results of the study will provide valuable information for the development of sustainable and environmentally friendly strategies for controlling diseases in these industries and will help mitigate the impact of AMR on public health.

A model farm will be set up as part of the study to provide a controlled environment for conducting experiments and collecting data. Different treatments (i.e., the application of different BCAs) will be tested in parallel under controlled conditions, allowing for a direct comparison of the efficacy of each treatment. The farm will be set up to mimic real-life scenarios and conditions, such as different water quality parameters, stocking densities, and feeding regimes, to ensure the results are representative of real-world conditions.

The expected outcomes of the project include the identification of the most effective BCAs for controlling diseases in aquaculture and animal husbandry, the determination of their modes of action, and the assessment of their impact on the growth, health, and disease resistance of these species. The project will also contribute to the development of knowledge products for the implementation of BCA-based strategies in aquaculture and animal husbandry, and provide recommendations for future research in this area.

In conclusion, the study on the application of BCA-based strategies in aquaculture and animal husbandry is of great importance for combating AMR in the ASEAN region and will provide valuable information for the development of sustainable and environmentally friendly disease control strategies.

3 SCOPE OF WORK

The Terms of Reference (TOR) for the Consultant(s) to carry out the project is attached as Annex A.

3.1 PROJECT OVERVIEW

The engagement of consultant(s) aims to offer experts, materials, and other necessary things for training and implement fruitful training to AMS smoothly, to further promote GAP in the ASEAN region by improving the ability of national GAP advisors/auditors in AMS.

Main Activities:

The main activities for the consultant(s) will be:

- Inception meeting to present methodology, and validate scope, and timelines.
- Conduct a review of existing literature and research on AMR, the prudent use of antimicrobials, and BCA-based strategies for controlling various diseases in aquaculture and animal husbandry.
- Drafting Inception Report which will include: project approach and design, methods and data collection, preliminary findings (literature review) and work plan.
- Design of experiments: This would entail consultation with experts in the field of aquaculture, animal husbandry, and AMR to gather their insights and expertise on the topic. Collaboration with research institutions with the requisite instruments and experience to design experiments to assess the efficacy of BCA-based strategies in controlling various diseases in aquaculture and animal husbandry, including the selection of appropriate experimental groups, sampling protocols, and data collection methods.
- Implementation of experiments: This would involve carrying out the experiments as per the design, including the application of BCA-based strategies and monitoring the health of the aquaculture and animal husbandry.
- Data collection and analysis: This would involve collecting and analysing data on the efficacy of BCA-based strategies in controlling various diseases in aquaculture and animal husbandry, including measures of disease incidence and severity, as well as any other relevant parameters.
- Laboratory and field tests are expected to be carried out on both a common commercial fish species in ASEAN as well as a common commercial broiler or layer species. Efficacy tests would be carried out and challenged against common infection and pathogenic species in the region.
- Evaluation of the cost-effectiveness of BCA-based strategies in controlling various diseases in aquaculture and animal husbandry, including the costs of applying the BCAs, the costs of treating diseases with antimicrobials, and the costs of any other relevant parameters.
- Development of a technical report that will synthesise the information gathered from the review of literature, consultations with experts, in vitro and in vivo studies, including field trials on the efficacy of BCA in controlling various diseases in aquaculture and animal husbandry.

- Selection of the location for the model farm: It is important to choose a suitable location that will provide the right environment for the growth and development of the fish and chickens being raised in the aquaculture and animal husbandry industries.
- Establishment and operation of demonstration farm: This would involve the establishment and operation of the necessary infrastructure for the model farm, including water and feed systems, animal housing, and grow-out tanks for aquaculture.
- Stock selection and management: This would involve selecting the appropriate species of fish and chickens to be raised in the model farm, as well as developing a management plan for feeding, health monitoring, and disease control.
- Implementation of BCA-based strategies: This would involve the use of BCAs for controlling various diseases in aquaculture and animal husbandry, as well as monitoring and evaluating their effectiveness.
- Monitoring and evaluation: This would involve regularly monitoring the health and performance of the fish and chickens in the model farm, as well as evaluating the cost-effectiveness of the BCS-based strategies compared to traditional disease control methods.
- Development of a technical report, including a policy brief that will synthesise the information gathered from the review of literature, consultations with experts, in vitro and in vivo studies, including field trials on the efficacy of BCA in controlling various diseases in aquaculture and animal husbandry.
- Conduct Training-Workshop to share the results of the technical study with farm technicians, veterinary practitioners, and other stakeholders.
- Discussion of the technical report
- Train stakeholders on the application of BCA and revision of the Technical Report
- Circulation of the technical report for endorsement of the sectoral bodies
- Submission of the Project Completion Report (PCR) and Project Financial Report (PFR) to the ASEAN Secretariat. The Project Completion Report should include an evaluation highlighting the implementation issues, assessment achieved, progress towards the achievement of objectives, relevance and performance of the project as compared to the project document, identify and document lessons learned and recommendations.

Indicative Timeline:

As indicated in the TOR.

Financial Arrangement:

Funding Support will be provided by JAIF – JAIF 2.0 through ASEAN Trust for hiring the Consultant.

Management Arrangement:

The Consultant will work under the supervision of the Food, Agriculture and Forestry Division and is expected to conduct the activities with above mentioned details.

3.2. Qualification (Please refer to Appendix 2)

In its proposal, the Consultant(s) should demonstrate:

- a. Proven track record of successfully implementing agriculture, livestock and fisheries related projects (please provide evidence);
- b. Have a strong understanding of the ASEAN region, including its business environment and regulatory frameworks,
- c. Have experience in engaging with a wide range of stakeholders, including government agencies, private sector entities, and MSMEs, Experience in working with the ASEAN Secretariat is considered an advantage;
- d. Strong project management skills, including the ability to develop and implement detailed project plans, manage budgets and resources, and monitor progress against milestones;
- e. Have a network of partners and collaborators who can contribute to the successful implementation of the project, including technology providers, research institutions, and industry associations; and facilitate effective engagements for in-country consultation and validation workshops (please provide evidence – CV for Individual Consultant or Company profile for company);
- f. Proven skills in report writing and conversing in English;
- g. Have a deep understanding of the application of biological control agents in aquaculture and animal husbandry (please provide evidence);
- h. The Consultant(s) should mention the number of years of experience they have in the successful use of BCA in animal husbandry and aquaculture and the countries in the ASEAN region they have applied it in (please provide evidence); Having experience (if any) in boosting immunity in the target species with the use of BCA is advantage;
- i. The Consultant(s) should preferably, submit a suggested program based on commonly farmed species in the ASEAN region.
- j. The Consultant(s) should state their preference of BCA types for use in the program: Effective microbes, phytobiologicals or other.

4. PROJECT REQUIREMENTS

4.1. PROPOSAL SUBMISSION INSTRUCTION

- a. All proposals must be submitted in English.
- b. **Vendors should not include any financial/cost data in the Technical Proposal, but only in the separate envelope titled Financial Proposal. Failure to adhere to this will lead to disqualification.**
- c. The proposal should be concisely presented and structured, and should explain in detail the Vendor's availability, experience and resources to provide the requested services.
- d. Proposals must be submitted by the Closing Date and Time, as indicated in the RFP.
- e. Proposals that are incomplete or do not address the required criteria may not be considered in the review process.
- f. All communications with regard to this RFP shall be in writing and send to:

Procurement Unit
Administration and General Affairs Division
ASEAN Secretariat
Email : procurement@asean.org

4.2. CLOSING DATE AND TIME OF SUBMISSION OF PROPOSALS

All proposals must be submitted not later than [Thursday, 27 June 2024](#) by following options:

4.2.1. HARDCOPY (preferable)

The Technical and Finance Proposals must be submitted separately in two different envelopes, in two sets i.e. original and a copy, to the following address:

Chairman of Sub-Committee on Tender
Administration and General Affairs Division
The ASEAN Secretariat
Jl Sisingamangaraja No.70A
Kebayoran Baru
Jakarta 12110
Indonesia

Compliance

In conformance to the ASEAN Secretariat's Financial and Administrative Rules and Procedures (AFARP), the vendor shall submit Tender Bids in **two** sealed envelopes as follows:

1) First Envelope (Technical Proposal):

a. Technical Proposals (original and copy)

First Set, which shall consist, among others, of the technical specifications of the services to be procured; delivery schedule; manpower requirements; printed hardcopies of the duly filled Appendix 1 and 1a - Company General Information and Customer Reference; Appendix 2 – Technical Requirement and completed Compliance Checklist as per Appendix 4;

b. Second Set, which shall consist, among others, the company profile; business name registration issued by appropriate government agency; authority of signatory; valid business permit and other appropriate licenses; taxpayer identification number; latest audited financial statements;

2) Second Envelope (Financial Proposal):

Financial Proposal (original and copy) which shall consist of among others the bid amount; payments schedule; etc.; duly filled Appendix 3 – **Price**

Any notices with respect to this RFP should also be mailed to the above contact and address.

All documents not submitted in English shall not be considered and quoted price in the hardcopy submission shall be in **US Dollar for international bidders and IDR for local bidders**.

The ASEAN Secretariat may, after the closing date, request additional information or clarification of tenders in writing.

4.2.2. SOFTCOPY

The Technical and Financial proposals shall be sent separately to the following email address:

Chairman of Sub-Committee on Tender
Administration and General Affairs Division
Email: procurement@asean.org

Subject of the Email:

- **Technical Proposal_Title of Tender_Name of Vendor**
- **Financial Proposal_Title of Tender_Name of Vendor**

Compliance

The softcopy of Technical and Financial proposals must be sent **separately** protected by a **different password** for each proposal in encrypted format at PDF/ZIP file.

1. Technical Proposals;

a. **First set**; which shall consist, among others, of the technical specifications of the services to be procured; delivery schedule; manpower requirements; printed hardcopies of the duly filled Appendix 1 and 1a - Company General Information and Customer Reference; Appendix 2 – Technical Requirement and Completed Compliance Checklist as per Appendix 4;

b. **Second Set**; which shall consist, among others, the company profile; business name registration issued by appropriate government agency; authority of signatory; valid business permit and other appropriate licenses; taxpayer identification number; latest audited financial statements;

2. Financial Proposal:

Financial Proposal which shall consist of among others the bid amount; payments schedule; etc. duly filled Appendix 3 – **Price**.

All documents not submitted in English shall not be considered and quoted price in the softcopy submission shall be in **US Dollar for international bidders and IDR for local bidders**.

3. Do not mention the password in the body of the email.

4. Inform the password only when the procurement staff contacts you to request it.

4.3. RFP TERMS & CONDITIONS

4.3.1. Bid Expiration Date

*Received tender proposals shall be valid until **31 October 2024***

4.3.2. Implementation/Delivery Schedule

For e.g. 'as stated in Annex A – Term of Reference'

4.3.3 Pre-Bid Meeting

No prebid meeting is needed

Participant's confirmation to the pre-bid meeting and questions can be shared via email to: procurement@asean.org beforehand.

The ASEAN Secretariat may, after the closing date, request additional information or clarification of tenders in writing.

Appendix 1
Individual/Company General Information
To be submitted together in the **Technical Proposal**

Individual/Company LEGAL Name:			
Division or Subsidiary (if applicable):			
Company Address:			
City:			
Province / State:			
Country:			
Postal Code:			
Telephone:			
Business Name Registration:			
Tax Registration Number:			
Valid Business Permit:			
Company Contact:		Telephone no.:	
Title / Position:		Fax no.:	
E-Mail:			
Indicate number of years involved in similar business			
Are you a subsidiary of a financial institution? *If Yes, Please indicate your Holding Company			
Number of employees			

Appendix 1a.
Customer Reference
*To be submitted together in the **Technical Proposal***

Customer Details	
Company name	
Company address	
Telephone number	
Fax number	
Contact name	
Email address	
Project title	

Customer Details	
Company name	
Company address	
Telephone number	
Fax number	
Contact name	
Email address	
Project title	

Customer Details	
Company name	
Company address	
Telephone number	
Fax number	
Contact name	
Email address	
Project Title	

APPENDIX 2
Technical Requirements
To be submitted in the Technical Proposal

No	Description	ASEC Requirements	Remarks
1	Proven track record of successfully implementing agriculture, livestock and fisheries related projects.	Sample of relevant previous works	Consultant(s) to submit
2	Have a strong understanding of the ASEAN region, including its business environment and regulatory frameworks.	Sample of relevant previous works	Consultant(s) to submit
3	Have experience in engaging with a wide range of stakeholders, including government agencies, private sector entities, and MSMEs, Experience in working with the ASEAN Secretariat is considered an advantage.	Sample of relevant previous works	Consultant(s) to submit
4	Strong project management skills, including the ability to develop and implement detailed project plans, manage budgets and resources, and monitor progress against milestones.		Consultant(s) to comply
5	Have a network of partners and collaborators who can contribute to the successful implementation of the project, including technology providers, research institutions, and industry associations; and facilitate effective engagements for in-country consultation and validation workshops.	CV for Individual Consultant or Company profile for company	Consultant(s) to submit
6	Proven skills in report writing and conversing in English.		Consultant(s) to comply
7	Have a deep understanding of the application of biological control agents in aquaculture and animal husbandry.	Sample of relevant previous works	Consultnat(s) to submit

8	The Consultant(s) should mention the number of years of experience they have in the successful use of BCA in animal husbandry and aquaculture and the countries in the ASEAN region they have applied it in. Having experience (if any) in boosting immunity in the target species with the use of BCA is advantage.	Sample of relevant previous works	Consultant(s) to submit
9	The Consultant(s) should preferably, submit a suggested program based on commonly farmed species in the ASEAN region.		
10	The Consultant(s) should state their preference of BCA types for use in the program: Effective microbes, phytobiologicals or other.		Consultant(s) to provide preference

APPENDIX 3
Price
To be submitted in the Financial Proposal

No.	Description	Quantity	Price /day (USD for International bidder or IDR for Local bidder)	Total (USD for International bidder or IDR for Local bidder)
1	Consultant/ Team Consultant Fee	Lumpsum		

APPENDIX 4

Checklist for the Completeness of Documents Submitted

The checklist must be used to ensure that you have provided all documentations for the tender.
The checklist must be signed and included in both envelopes of your proposals.

I. General Requirements

No.	Description	Checklist
1	Proposals shall be prepared in English	
2	Proposals are submitted in two different envelopes (hardcopy)	
3	The envelope must be sealed and labeled accordingly. i. Technical Proposal ii. Financial Proposal	
4	Proposals are submitted in two different emails protected by different passwords. (softcopy)	
5	Title of the tender shall be put in each email as follows: - Technical Proposal_Title of Tender_Name of Vendor - Financial Proposal_Title of Tender_Name of Vendor	

II. Technical Proposal

No.	Description	Checklist
1	Technical Specifications of the service refer to the proposal	
2	All required information have been addressed accordingly	
3	Schedule of delivery	
4	Manpower/consultant requirement	
5	List of vendor's equipment (if any)	
6	Customer Reference (on similar project)	
7	Company profile	
8	Copy Company Legal Documents, i.e. i. Business Name Registration ii. Valid Business Permit iii. Tax Identification Number	
9	Authority of signatory	
10	Latest audited financial statements	
11	One original signed copy	
12	One copy of technical proposal duplicate	

III. Financial Proposal

No.	Description	Checklist
1	Offering is formulated in English	
2	Bid amount	
3	Payment schedule	
4	One original signed copy	
5	One copy of Financial Proposal Duplicate	

APPENDIX 5
Template for the Proposal Envelope
First Envelope – Technical Proposal

**Company Name &
Address**

Technical Proposal - Title of the Tender

**Chairman of Sub-Committee on Tender
Administration and General Affairs Division
The ASEAN Secretariat
Jl. Sisingamangaraja 70A
Jakarta 12110
Indonesia**

Second Envelope – Financial Proposal

**Company Name &
Address**

Financial Proposal - Title of the Tender

**Chairman of Sub-Committee on Tender
Administration and General Affairs Division
The ASEAN Secretariat
Jl. Sisingamangaraja 70A
Jakarta 12110
Indonesia**