

Request for Quotes

Import Requirements and Procedures for Food and Beverage Products
U.S. Department of Agriculture, Office of Agricultural Affairs-Beijing, China

1. Theme & Objective of the Project

U.S. food and beverage products face numerous obstacles to entering the People's Republic of China, including a wide range of general and product-specific requirements. In order to reach the Chinese consumer, U.S. products must comply with requirements for product and facility registration, sanitary and phytosanitary certification and other documentation, food safety testing, port inspections, and tariff classification and duty assessment, among other procedures.

The U.S. Department of Agriculture's Foreign Agricultural Service (FAS) seeks to facilitate the import procedure for U.S. food and beverage products by providing U.S. exporters with a detailed guide to the relevant Chinese import requirements and procedures.

To this end, FAS is accepting quotes from qualified service providers interested in preparing a comprehensive roadmap of Chinese import procedures, in particular those applicable to consumer-ready, packaged food and beverage products, including:

- a. Research the entirety of the path that U.S. food and beverage products must navigate in order to enter the Chinese market—beginning with the acquisition of required documents and product/facility registration prior to export from the United States and ending with customs clearance and release from a Chinese port.
- b. Prepare an analytical report and process diagrams that reflect this path, including all of the required documents and procedures.
- c. Prepare and deliver a PowerPoint presentation of the project results to FAS and U.S. Embassy staff.

The report, diagrams, and presentation will be used to develop long-term strategies to promote U.S. food and agricultural exports to China. This project is intended to go well beyond current FAS-Beijing resources and required reporting in providing a road map to help navigate the import procedures governing the Chinese food and beverage market.

2. Services Required

The selected service provider will be required to:

- a. Prepare a comprehensive analytical report (including an Executive Summary) that addresses all the documents and procedures required for the entry of food and beverage products into China (hereinafter referred to as "Import Requirements").
- b. In the report, separately address general Import Requirements as well as the specific Import Requirements for consumer-ready, packaged food and beverage products (hereinafter referred to as "Product-Specific"). Note: Additional product categories may be added for Product-Specific research upon successful completion of the current project.

- c. In the report, identify and explain all applicable general and Product-Specific Import Requirements, including but not limited to product and facility registration, certificates, testing, packaging and labelling, animal and plant quarantine measures and other port inspections, and customs valuation.
- d. In the report, identify the specific Chinese regulatory documents (laws, decrees, implementing regulations, national food safety standards, etc.) (hereinafter referred to as “Regulations”) that outline general and Product-Specific Import Requirements.
- e. In the report, identify the specific Chinese regulatory authorities (hereinafter referred to as “Authorities”) responsible for oversight, inspection, and enforcement of the general and Product-Specific Import Requirements. Explain issues of overlapping import management between the Ministry of Agricultural and Rural Affairs, the General Administration of Customs of China, the State Administration for Market Regulation, the National Health Commission, and other Chinese government agencies.
- f. When preparing the report, submit the following documents to FAS-Beijing according to the timeline provided in Section 4: report outline, first draft, final report.
- g. Develop general and Product-Specific process diagrams, each of which provides a step-by-step outline of the path that food and beverage products must follow to enter the Chinese market—beginning with the acquisition of required documents and product/facility registration prior to export from the United States and ending with customs clearance and release from a Chinese port.
- h. In the process diagrams, reference the relevant Regulations and Authorities for each step.
- i. Develop a PowerPoint presentation that outlines the Executive Summary findings and presents the general process diagram and two illustrative Product-Specific process diagrams.
- j. Present the PowerPoint presentation to FAS and U.S. Embassy staff, including a question and answer period.

3. Project Timeline

The selected service provider will be required to meet the following benchmarks:

- a. Submission of a report outline, addressing all of the elements in Section 3, no later than 15 working days after the signing of the contract.
- b. Submission of a first draft of the report no later than 25 working days after FAS-Beijing approves the report outline.
- c. Submission of the final report no later than 15 working days after FAS-Beijing provides feedback on the first draft.

- d. Submission of the process diagrams no later than 15 working days after submission of the final report.
- e. Submission of the PowerPoint presentation no later than 10 working days after submission of the process diagrams.
- f. The presentation to FAS and U.S. Embassy will be scheduled within 25 working days after the submission of the PowerPoint presentation.

4. Proposal Guidelines & Technical Requirements

This Request for Quotes contains the requirements for an open and competitive process conducted by the Office of Agricultural Affairs at the U.S. Embassy – Beijing. Quotes will be accepted until 5 pm on Friday, May 29, 2020. Quotes received after this date and time will be returned to the sender. Quotes must be prepared in English.

Bidders must provide the following items as part of their quote:

- a. Clear, concise, well-organized description of how the bidder proposes to fulfil the service requirements outlined in Section 2.
- b. Description of experience in researching and drafting English reports.
- c. Example of one contracted analytical report (written in English) completed by the organization.
- d. Two or more testimonials from past clients.
- e. Anticipated resources the bidder will assign to this project (total number, roles and responsibilities for each, titles, and CVs outlining experience).
- f. An itemized budget based on the bidder's anticipated costs to complete the project. Bidders must include this budget as a table in the quote. Quotes must be all-inclusive and reflect any outsourced or contracted work and value added taxes.
- g. If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. In addition, such quotes must include the name and description of the organizations that will be contracted.

Each bidder must submit their quote to the address or email address below no later than 5pm on Friday, May 29, 2020:

U.S. Embassy – Office of Agricultural Affairs
55 Anjialou Road
Chaoyang District
Beijing, China 100600
agbeijing@fas.usda.gov

5. Contract Terms & Payment

Contract terms and conditions, including specific dates for the benchmarks in Section 3, will be negotiated upon selection of the winning bidder for this Request for Quotes. This award is to be a Firm Fixed Price award.

The selected service provider must obtain a Data Universal Numbering System Number (DUNS Number) and a System of Award Management (SAM) registration. The service provider must accept electronic funds transfer as the form of payment.