

Solicitation Title:	Provision of Biosafety, Biosecurity, Biosafety Officer (BSO), and Train-the-Trainer Training Services for National Institute of Animal Health (NIAH)
Solicitation Number:	STRIDES-007
Submit Questions and Proposal to:	Procurement.STRIDES.th@fhi360.org
Date of Issue of RFP:	21 October 2026
Date Questions from Supplier Due:	27 October 2026
Date Answers due from FHI 360:	28 October 2026
Date Proposal Due:	28 October 2026
Approximate Timeframe Consultant Agreement Issued to Successful Candidate(s):	Working Days: 25 days (Period: 6-25 November 2026)
Method of Submittal:	
Respond via e-mail with attached documents in pdf format or postal mail. Pricing should be provided in Quotation Submission Form (Annex I) format unless otherwise specified.	
Quote Validity:	
The Consultant agrees to hold the prices in its offer firm for 10 days from the date specified for the receipt of offers unless another time is specified in the addendum of the RFP.	

Background

FHI 360, through the STRIDES Thailand Project, is supporting a laboratory biosafety and biosecurity workforce development activity for personnel of the National Institute of Animal Health (NIAH) and eight regional DLD laboratories (Lampang, Phitsanulok, Khon Kean, Surin, Chonburi, Ratchaburi, Nakhon Si Thammarat, and Songkhla).

The activity includes a comprehensive five-day training program covering Biosafety Level 2 (BSL-2), Biosafety Officer (BSO), and Biosafety Train-the-Trainer components. The training incorporates classroom-based instruction, practical exercises, case studies, facilitated group work, and competency assessments to strengthen biosafety and biosecurity knowledge,

skills, and institutional capacity for safe, compliant, and reliable diagnostic operations involving zoonotic diseases and high-risk pathogens.

FHI 360 seeks to engage a qualified organization, institution, or professional association with demonstrated expertise in biosafety and biosecurity training to provide a team of qualified trainers, and facilitators for the preparation, delivery, facilitation, and document of the training activity. This procurement is intended for an institution training service provider rather than an individual consultant

Scope of Work

The objective of this assignment is to provide technical expertise and training services for the development and delivery of a five-day Biosafety and Biosecurity Training Program, including Biosafety Officer (BSO) and Train-the-Trainer modules, for NIAH personnel and relevant stakeholders.

The selected service provider shall be responsible for the following activities:

Task 1. Training Preparation

The selected service provider shall:

- Review training objectives and expected outcomes provided by FHI 360.
- Finalize and implement the approved training agenda.
- Prepare training curriculum and session plans.
- Develop presentation materials and participant learning materials.
- Prepare facilitator guidance materials.
- Prepare practical exercises, case studies, workshop tools, pre-tests, and post-tests.
- Coordinate trainer and facilitator assignments.

Task 2. Training Delivery and Facilitation

The service provider shall provide qualified subject matter experts, trainers, and facilitators to deliver the approved training program, including:

- Biosafety and Biosecurity modules declared and certified by the Department of Medical Sciences (Ministry of Public Health, Thailand) under the Pathogens and Animal Toxins Act.
- Biosafety Officer (BSO) modules.
- Biosafety and Biosecurity Train-the-Trainer (ToT) modules.
- Workshop practical exercises.

- Pre-test and post-test administration.
- Group discussion sessions.
- Technical facilitation for participant exercises and presentations.

The service provider shall be responsible for all technical aspects of training implementation and workshop facilitation. Participant registration and attendance tracking will be coordinated by FHI 360 and NIAH

Task 3. Provision of Training Materials and Workshop Resources

The service provider shall provide all technical training materials and workshop resources necessary for implementation of the training, including:

- Presentation slides.
- Facilitator guides.
- Participant handouts.
- Workshop worksheets.
- Case study materials.
- Reference materials.
- Consumable supplies required for workshop implementation.

Task 4. Documentation and Reporting

The service provider shall:

- Compile training materials used during the activity.
- Compile workshop outputs generated by participants.
- Document key findings, recommendations, and technical discussion points.
- Prepare and submit a final training completion report.

Deliverables

Deliverable	Description	Due Date
Deliverable 1: Final Training Package	Final training agenda, curriculum, session plans, learning objectives, and training methodology.	At least 3 business days prior to training

Deliverable 2: Training Materials	Training slides, facilitator guides, participant handouts, worksheets, case studies, and supporting reference materials.	One day prior to the training day, (Shared via Google Drive or Google Forms)
Deliverable 3: Workshop Outputs Summary Package	Summary of workshop activities conducted, representative group exercise outputs, selected workshop products, and key recommendations generated during workshop discussions.	Within 10 business days after completion of training
Deliverable 4: Training Completion Package	Final report and documentation package summarizing activity implementation, sessions delivered, participant engagement, key observations, lessons learned, and recommendations. This includes the final trainer/facilitator roster and supporting documentation demonstrating the completion of training activities, specifically assessment scores, completion data, and copies of the issued certificates (the legal DMSc certificate required under the Thai Pathogens Act and the professional BSO certificate) for participants who passed.	Within 10 business days after completion of training

Period of Performance

Activity	Timeline
Training preparation/coordination and Deliverables 1	Prior to training
Submission of Deliverables 2	On the training day
Training implementation	9-13 November 2026
Submission of Deliverables 3-4	Within 10 business days after completion of training

Training will be conducted at the facilities of the National Institute of Animal Health (NIAH), Thailand.

Cost Proposal Instructions

Offerors shall submit:

Technical Proposal

Including:

- Organizational profile.
- Relevant organizational experience.
- Proposed trainers and facilitators.
- Description of technical approach and implementation methodology.

Financial Proposal

Offerors shall submit a quotation based on a fixed unit rate per participant.

The quotation shall include:

- Unit cost per participant (THB/person).
- Total cost based on an estimated 50 participants.
- Description of items included within the participant fee.
- Any assumptions, exclusions, or conditions.

The participant fee shall include all costs necessary to implement the training activity, including but not limited to:

- Professional fees.
- Trainer and facilitator fees.
- Curriculum development.
- Training preparation.
- Training materials.
- Workshop materials and consumable supplies.
- Reporting and documentation.

The estimated number of participants is 50. FHI 360 reserves the right to increase or decrease participant numbers. Final payment shall be based on the actual number of participants trained and verified by FHI 360.

Location of Work: National Institute of Animal Health (NIAH), Thailand

Travel: No travel required

Timetable and Address for Submission

Proposals are due no later than 4:00 PM (Thailand time) on Wednesday, October 28, 2026.
Required documentation listed below must be e-mailed to
Procurement.STRIDES.th@fhi360.org

or by post to:

Family Health International (FHI 360)

19th Floor, Tower 3, Sindhorn Building
130-132 Wireless Road, Lumpini, Pathumwan
Bangkok 10330, Thailand

Qualifications:

The offeror shall be an organization, institution, professional association, or other legally registered entity with demonstrated experience in delivering biosafety and biosecurity training programs.

The service provider should demonstrate:

- Experience delivering biosafety and biosecurity training programs.
- Experience supporting laboratory workforce development and capacity strengthening initiatives.
- Availability of qualified trainers and facilitators with expertise in biosafety, biosecurity, laboratory biosafety, and bio-risk management.
- Experience facilitating competency-based and workshop-oriented training activities.
- Experience working with government agencies, laboratories, academic institutions, professional associations, or international development partners.

Evaluation Criteria: Proposals will be evaluated in accordance with the following criteria:

Proposals will be evaluated based on:

- Organizational qualifications and relevant experience.
- Experience delivering biosafety, biosecurity, BSL-2, BSO, and related laboratory training programs.
- Qualifications and experience of proposed trainers and facilitators.
- Technical approach and understanding of the assignment.
- Cost reasonableness and competitiveness.

- Ability to deliver all required outputs within the required timeframe.

Required Documentation: Proposals must include the following components:

- Technical Proposal responding to the Statement of Work (SOW), including proposed methodology and work plan.
- Financial Proposal, including the completed and signed Quotation Submission Form (Annex I)
- CV or portfolio in English demonstrating the skills and knowledge to provide this service or similar past experiences.
- Company profile and business registration documents (for firms, if applicable)

All documents must be submitted in English and signed by an authorized representative, where applicable.

FHI 360 Disclaimers

- FHI 360 may perform a background check on any selected Consultant candidates.
- FHI 360 may cancel the solicitation and not award
- FHI 360 may reject any or all responses received
- Issuance of the solicitation does not constitute an award commitment by FHI 360
- FHI 360 reserves the right to disqualify any offer based on failure of the offeror to follow solicitation instructions
- FHI 360 will not compensate any offeror for responding to solicitation
- FHI 360 reserves the right to issue award based on initial evaluation of offers without further discussion
- FHI 360 may choose to award only part of the activities in the solicitation, or issue multiple awards based on the solicitation activities
- FHI 360 reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition
- FHI 360's supplier terms and conditions can be found [here](#) while our consultant terms and conditions can be found [here](#)

Annex 1
Quotation Submission Form

Name – Surname or Company Name
Address:
(Contact details: email and mobile number)

Quotation

Family Health International
130-132 Sindhorn Building, 19th Floor, Tower3, Wireless Road, Lumpini,
Pathumwan, Bangkok, 10330, THAILAND

Date:

Item	Description	Qty/Day	Unit Price	Amount (THB)
	GRAND TOTAL			

Signed: _____

Name - Surname

Remark: The expert will be solely responsible for 3% withholding tax.