# **INVITATION TO TENDER (ITT)**

Dear sir/madam

1. You are invited to submit a bid for the below services in accordance with the enclosed Instructions to tenderers. Your bid must be received by the deadline at the instructions to tenderers, and shall remain open in the event that the aforementioned final date for submission of Tender is extended. All submitted documents must conform to the requirements outlined in the solicitation.
2. The details of terms of references can be found on in Annex 1 of this ITT. When preparing your bid, please be guided by the form attached hereto as Annex 2 and other annexes attached.

**Contract Title:**

**Our reference:**

**Project Title:**

**Contract Number:**

**Contracting Authority:**

**Funded by:**

**Address**:

1. We look forward to receiving your tender which has to be sent no later than the submission deadline at the address specified in the instructions to tenderers.

By submitting a tender you accept to receive notification of the outcome of the procedure by electronic means. Such notification shall be deemed to have been received by you on the date upon which the contracting authority sends it to the electronic address you referred to in your offer.

1. Please ensure that you confirm your intention to submit a bid in the manner and by the time described in the Instructions and Information to Tenderers.
2. Please find enclosed the following documents, which constitute the dossier:

A. Instructions to Bidders

B. Technical specifications + technical offer

C. Submission Form

D. Declaration by Bidder

E. Draft Contract

Yours,

Sincerely.

**Instructions and Information for bidders**

This section provides detailed instructions to be followed in responding to this ITT. Included are Response Guidelines and Contracting Authority Contact Information.

Participation in this tender procedure is open to all interested tenderers.

By submitting a tender, tenderers fully and unreservedly accept the special and general conditions governing the contract as the sole basis of this tendering procedure, whatever their own conditions of sale may be, which they hereby waive. Tenderers are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this tender dossier. Failure to submit a tender containing all the required information and documentation within the deadline specified will lead to the rejection of the tender. No account can be taken of any remarks in the tender relating to the tender dossier; remarks may result in the immediate rejection of the tender without further evaluation.

**Timetable**

|  |  |  |
| --- | --- | --- |
|  | **DATE** | **TIME\*** |
| **Clarification meeting / site visit (if any)** |  |  |
| **Deadline for requesting clarifications from the contracting authority** |  |  |
| **Last date on which clarifications are issued by the contracting authority** |  |  |
| **Deadline for submission of tenders** |  |  |
| **Notification of award to the successful tenderer** |  |  |
| **Signature of the conact** |  |  |

Questions: Questions regarding the technical requirements of this Request for Tender may only be made electronically at [**email**](about:blank)**@organizatio.org.** Any verbal information received from Contracting Authority employees or any other entity shall not be considered as a formal answer to any questions regarding this Request.

**1. General Terms and Conditions**

Contracting Authority reserves the right to modify the provisions of this ITT at any time prior to the scheduled date for written responses. Additional scope and requirements can be added. Notification of such changes will be provided to all vendors.

Tenders must be submitted in accordance with these instructions and the other documents in the Invitation to Tender documents (together with all other relevant information required to sufficiently describe the tender fully) not later than the time and date stated in the timetable.

Tenderers must check that all the documents listed in the invitation to Tender Documents have been received and are complete in all respects. No claims will be considered arising out of failure to study the details contained herein or to obtain such information.

Tenderers shall bear all their own costs and expenses incurred in the preparation and submission of the quote.

All communications in respect of this invitation to tender must be solely with the signatory on the invitation to Tender letter. Tenderers are cautioned that any other communications whether or not in writing, shall not form part of any contract and may result in your quote being disqualified.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by Contracting Authority. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on Contracting Authority re-computation and correction of errors, its quotation will be rejected.

Contracting Authority reserve the rights to reject any or all accepted tenders or request for further explanation from the tenderers.

Before award, Contracting Authority can request from the tenderers to provide additional information or ask for a quick interview for helping of the evaluation process.

**Lots**

Contracts will be awarded to only one supplier, but the contracting authority may select the most favourable overall solution after taking account of any discounts offered.

**Currency**:

Tenders must be presented in Euro.

**Type of Contract:**

Unit Price

**Period of validity:**

Tenderers will be bound by their tenders for a period of 90 days from the deadline for the submission of tenders.

**Submission of tenders**

☐ The tenderers should submit the offer through an electronic copy at email@organizatio.org before the deadline specified in the timetable with the subject number of tender reference. All submitted documents must conform to the requirements outlined in the instructions for tenderers and description of scope. All tenders should be filled in the following annex of this tender dossier. Documents received after the deadline will not be considered.

or

☐ The tenderers should submit the offer in hard copy, in a clearly marked sealed envelope, to the address marked in the invitation to tender letter with reference title and statement of DO NOT OPEN BEFOR the date and time for the opening of bids, in accordance with ITT.

**Content of tenders**

Failure to fulfil the below requirements will constitute an irregularity and may result in rejection of the tender. All tenders submitted must comply with the requirements in the tender dossier and comprise:

The tenderer should attach to the quote the following documents:

• Tender submission form including: Technical Proposal and Financial Offer, Signed Certification for conflict of interest

• Certificate of registration,

• Certificate of fiscal number and the

• Company profile CV-s, and References.

**Your tender may be rejected if you do not provide satisfactory answers to the following:**

1. Has your organization or any directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences

* Rejection for Bankruptcy
* Grave professional misconduct
* Convictions of a business related offence
* Non-fulfillment of tax obligations etc.

1. **Technical Capacity/Ability**

* Please provide details of similar projects in past two years

1. **Compliance with Invitation to Tender Documentation** (Rejection if tender is not compliant with specifications and/or other substantive requirements)

**Opening of tenders**

The purpose of the opening session is to check whether the tenders are complete, whether the requisite tender guarantees have been provided, whether the required documents have been properly included and whether the tenders are generally in order.

Any attempt by tenderers to influence the evaluation committee in the process of examination, clarification, evaluation and comparison of tenders, to obtain information on how the procedure is progressing or to influence the contracting authority in its decision concerning the award of the contract will result in the immediate rejection of their tenders.

**Evaluation of tenders**

Examination of the administrative conformity of tenders.

The aim at this stage is to check that tenders comply with the essential requirements of the tender dossier. A tender is deemed to comply if it satisfies all the conditions, procedures and specifications in the tender dossier without substantially departing from or attaching restrictions to them.

Substantial departures or restrictions are those which affect the scope, quality or execution of the contract, differ widely from the terms of the tender dossier, limit the rights of the contracting authority or the tenderer’s obligations under the contract or distort competition for tenderers whose tenders do comply. Decisions to the effect that a tender is not administratively compliant must be duly justified in the evaluation minutes.

If a tender does not comply with the tender dossier, it will be rejected immediately and may not subsequently be made to comply by correcting it or withdrawing the departure or restriction.

**Technical evaluation**

After analysing the tenders deemed to comply in administrative terms, the evaluation committee will rule on the technical admissibility of each tender, classifying it as technically compliant or non-compliant.

**Ethics clauses and code of conduct**

The tenderer must not be affected by any conflict of interest and must have no equivalent relation in that respect with other tenderers or parties involved in the project. Any attempt by a tenderer to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or the contracting authority during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of its tender and may result in administrative penalties.

**Anti-corruption and anti-bribery**

The tenderer shall comply with all applicable laws and regulations and codes relating to anti-bribery and anti-corruption. The Contracting Authority reserves the right to suspend or cancel the process if corrupt practices of any kind are discovered at any stage of the award process or during the execution of a contract.

**Cancellation of the tender procedure**

If a tender procedure is cancelled, tenderers will be notified by the contracting authority.

**Appeals**

Tenderers believing that they have been harmed by an error or irregularity during the award process may file a complaint to the Contracting Authority directly.

Contracting Authority reserves the right to control the format and content of any such briefing, and to limit it in any way believed by Contracting Authority to be appropriate (which includes, in exceptional circumstances, the right to refuse a briefing without giving any reason for doing so).

## **Tender Evaluation / Award Criteria**

While price is an important factor, Contracting Authority will evaluate proposals on price and the following criteria:

|  |  |  |  |
| --- | --- | --- | --- |
| Criteria 1 | **Overall Quality & Level of Professionalism,** | Weighting | 10% |
| Criteria 2 | **Project Understanding & Methodology:** | Weighting | 30% |
| Criteria 3 | **Delivering requirements:** | Weighting | 15% |
| Criteria 4 | **Relevant experience and Portfolio:** | Weighting | 15% |
| Criteria 5 | **Service Capability:** | Weighting | 20% |
| Criteria 6 | **Lowest Price:** | Weighting | 10% |

# **Annex 1. TECHNICAL SPECIFICATIONS + TECHNICAL OFFER**

**BACKGROUND**

**SCOPE OF WORK**

Specific requirements for each work assignment will be provided.

**SPECIFICATIONS REQUIRED**

The Contractor may be required to undertake some or all of the following activities:

**DURATION AND TIME FRAME**

**DESCRIBE TYPICAL TASKS EXPECTED OF CONTRACTOR**

# **Annex 2. Tender Submission Form – Technical Proposal**

In order to simplify the evaluation process and obtain maximum comparability, Contracting Authority requires that all responses to the ITT be organized in the manner and format below.

1. **SUBMITTED by (i.e. the identity of the bidder)**

|  |  |
| --- | --- |
|  | **Name(s) and address(es) of legal entity or entities submitting this tender** |
| **Name:** |  |
| **Regis. No./Unique No.** |  |
| **Year of Registration** |  |

1. **CONTACT PERSON (for this ITT)**

|  |  |
| --- | --- |
| **Name** |  |
| **Position** |  |
| **Address** |  |
| **Telephone** |  |
| **e-mail** |  |

*The tenderer has the right to control format and length of the text.*

**A. Company Experience**

The Applicant is to provide a statement of company experience relevant to this Application and track record of company (including referees).

**B. Methodology, planning and tools for providing of the required services**

**C. Team Qualifications**

The Applicant is to provide a Schedule of nominated personnel and back-up personnel, including:

a. Qualifications and relevant experience (including Curriculum Vitae’s).

b. Expected availability, accessibility, level of input and their usual location.

c. Ability to provide the services specified in Statement of Requirements.

The Applicant should indicate whether the personnel are nominated for Project Management Services, Contract Management Services or both.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name and Surname | Position | Experience in Years | Profession | Responsibilities on this bid: | Short Biography |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**D. Fields of Specialization and Experience**

Please fill in the table below to summarize the main projects related to this contract carried out over the past 3 years. The number of references to be provided must not exceed 5 for the entire bid.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Ref no (maximum 5) | Type of Service |  | | |
| Name of Client or entity | Country | Dates (start/end) | Type and scope of services provided | No of staff provided |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# **Annex3. FORM OF BID – FINANCIAL PROPOSAL**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Tenderer: |  | Currency: |  |
| ITT Reference Tittle: |  | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Description** | **Timeframe** | **Quantity** | **Price** | **Total** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
|  | **Total** | | | |  |

# **Annex 4. DECLARATION BY TENDERER:**

By submitting a bid, you are committing to an understanding that you understand the requirement and have sufficiently addressed all aspects of the ITT and information contained within the data room and that you have checked all stated details, such as prices, to be correct and as intended.

By signing of this document I accept all the condition mentioned above and certify that all the information provided are correct

We hereby offer to undertake to provide the Services in accordance with:

1. Instructions to tenderers,
2. This Form of bid and appendices
3. We confirm that the contents of our bid have not been agreed or arranged with any prospective competitor or trade association and will not be communicated to any third party.
4. I certify that our business does not have any conflict of interest with Contracting Authority staff and board.

**CERTIFICATION OF CONFLICT OF INTEREST AND CONFIDENTIALITY**

With respect to this submission the undersigned hereby agrees and certifies to the following:

I have carefully reviewed all Contracting Authority listed employees and Board Members and based on this review, I certify, to the best of my knowledge and belief as of the date indicated below, that either I have no actual or potential relationships that would pose a conflict of interest.

|  |  |
| --- | --- |
| **Name and Surname:** |  |
| **Company/Consultant:** |  |
| **Date:** |  |

**Annex 5. Draft Contract**

Attached: