**REQUEST FOR PROPOSALS (RFP)**

Dear sir/madam

Project:

Project Number:

1. We kindly request you to submit your proposal for the below services in accordance with the enclosed Instructions to vendors. Proposal may be submitted on or before the date specified in the instructions for suppliers and shall remain open in the event that the aforementioned final date for submission of proposal is extended.
2. The details of terms of references can be found on in Annex 1 of this RFP. When preparing your proposal, please be guided by the form attached hereto as Annex 2 and other annexes.
3. **Contract Title:**

**Date of Publication**:

**Reference Number:**

**Closing Date**:

**Contract Duration**:

**Contracting Authority**:

**Address**:

**Email for submission:**

It shall remain your responsibility to ensure that your proposal will reach the address above on or before the deadline. Proposals that are received after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Please find enclosed the following documents, which constitute the dossier:

A. Instructions to Offerors

B. Technical specifications + technical offer

C. Submission Form

D. Declaration by Bidder

E. Draft Contract

**Instructions and Information for Offerors**

This section provides detailed instructions to be followed in responding to this RFP.

**Submission of the Quotes**

Offerors must submit all the proposals through an electronic copy/hardcopy at emailaddress@organization.org no later than 16:00, 12 March 2021 with the subject “RFP#”. All submitted documents must conform to the requirements outlined in the solicitation. All proposals should be filled in the following annex of this Request for Proposals.

Questions: Questions regarding the technical requirements of this Request for Proposals may only be made electronically at emailaddress@organization.org no later than 3 days before deadline of submission. Any verbal information received from organization employees or any other entity shall not be considered as a formal answer to any questions regarding this Request.

**Terms and Conditions**

1. Contracting Authority reserves the right to modify the provisions of this RFP 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 Offerors.

2. Proposals must be submitted in accordance with these instructions and the other documents in the Request for Proposals documents (together with all other relevant information required to sufficiently describe the quote fully) not later than the time and date stated in the invitation to Proposals letter.

3. Offerors must check that all the documents listed in the Request for Proposals 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.

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

8. All communications in respect of this request to quotation must be solely with the signatory on the invitation to quote letter. Offerors 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.

9. 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.

10. Contracting Authority reserve the rights to reject any or all accepted proposals or request for further explanation from the offerors.

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

Information to be submitted by the Vendor

The firm should attach to the quote the following documents:

• Proposals Form and Financial Form

• Certification for conflict of interest

• Certificate of registration,

• Certificate of fiscal number and the

• Company profile, CV and references.

**Proposal 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 | 20% |
| Criteria 2 | **Project Understanding & Methodology:** | Weighting | 15% |
| Criteria 3 | **Delivering requirements:** | Weighting | 15% |
| Criteria 4 | **Relevant experience and Portfolio:** | Weighting | 10% |
| Criteria 5 | **Service Capability:** | Weighting | 20% |
| Criteria 6 | **Lowest Price:** | Weighting | 30% |

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

**BACKGROUND**

**SCOPE OF WORK & METHODOLOGY**

**SPECIFICATIONS REQUIRED**

**DURATION AND TIME FRAME**

**QUALIFICATION REQUIREMENTS**

**Annex 2. Bid Submission Form – Technical Proposal**

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

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

|  |  |
| --- | --- |
|  | **Name(s) and address(es) of legal entity or entities submitting this Quote** |
| **Leader** |  |
| **Regis. No./Unique No.** |  |

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

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

**A. Service Approach and Timeline**

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

**C. System of quality control to guarantee quality of services and adherence to deadlines**

**C. Team Qualifications**

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

Attach CV.

**D. Fields of Specialization and Experience**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# **Annex 3. BUDGET FORM – 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 APPLICANT:**

By submitting a bid, you are committing to an understanding that you understand the requirement and have sufficiently addressed all aspects of the RFP 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: