



CALL OF TENDERS

Invitation to tender for the provision of assistance to UCLG Africa on ATIA's operationalization on behalf of the General Secretariat of United Cities and Local Governments of Africa (UCLG Africa)

Place of execution : Rabat, Morocco

N/Ref : N° COF/CONSULTANCY SERVICES-UCLG AFRICA/01-2024

1. Procedure

Open

2. Adjudating authority

United Cities and Local Governments of Africa

CONTRACT SPECIFICATIONS

3. Nature of the contract

Price per unit

4. Description of the contract

Provision of services of consultancy for assistance in the ATIA's operationalization

5. Number and titles of lots

Single lot

6. Maximum budget

45 000 USD

PARTICIPATION CONDITIONS

7. Eligibility

Participation to this contract is open to any physical person.

8. Number of applications

A physical or legal person may not submit more than one application. If a physical or legal person submit more than one application, all applications in which this person participates will be rejected.

9. Prohibition of alliances

The candidates who submit their tenders may not form association or inter into subcontractual relationship with each other in relation to the contract in question.

10. Possibility of subcontracting

Subcontracting is not permitted.

PREVISIONAL SCHEDULE OF OPERATIONS

11. Planned date of applications collection

18th September 2024

12. Date of start of the execution contract

23th October 2024

13. Implementation period for the tasks

From 23th October 2024 to 31th December 2024

SELECTION AND AWARD CRITERIA

14. Selection criteria

The evaluation of the financial and technical bids will be carried out in accordance with the procedures in force and adopted by the adjudicating authority.

The contract will be awarded after a financial and technical evaluation according to the criteria below:

EVALUATION OF TECHNICAL OFFERS

The quality of the technical offers will be made by UCLG Africa, in accordance with the evaluation criteria contained in the present terms of reference of the mission.

The bids will be ranked on the basis of best value for money.

The results of the call for tenders will be announced no later than one month after the submission of bids.

Technical and financial bids will be evaluated in accordance with UCLG Africa's procedures.

Please find below the table of evaluation

<u>Evaluation criteria</u>	<u>Evaluation score</u>
TECHNICAL OFFER	100
1. Technical note	40
Description of the mission;	20
Timetable for the mission	20
2. Detailed CVs of the consultant	60
Qualifications and competences	30
Similar missions carried out	30
The minimum technical score (ST) required for selection is	80
FINANCIAL OFFER	100

Please note: At the end of this stage, all bids with a technical score lower than the minimum score of 75 points, which represents 75% of the maximum score for technical bids (100 points), will be systematically eliminated.

EVALUATION OF THE FINANCIAL OFFERS

At the end of this phase, each financial offer will be assigned a score (F) out of 100:

A score of 100 will be awarded to the lowest priced technically valid bid. For other bids, the score will be calculated using the following formula:

$F = 100 * P_{min}/P$; with

P: Bid price

P_{min}: Price of the lowest technically valid bid.

FINAL SCORE

The technical (T) and financial (F) scores obtained for each offer will be weighted respectively by the following coefficients:

80% for the technical bid $N = 0.8 * T + 20\%$ for the financial bid $= 0.2 * F$

The Contract will be awarded to the bid with the highest “N” score.

APPLICATIONS

15. Deadline of submission of applications

18th October At 5: 00 pm

The applications received after the closing date will not be considered.

16. Submission of applications

The applications should be submitted to the adjudicating authority en english by email to the following addresses :

1. fyatta@uclga.org
2. iyamma.p@uclga.org
3. szeroil@uclga.org

The submission file must contain the following

1. A technical offer including:

A technical note presenting :

- 1 page for a description of the mission;

- A detailed timetable for the mission.

A detailed CVs of the consultant presenting the qualifications and competences and similar missions carried out

2. A Financial offer

the daily fee.

The total amount of the service, excluding VAT and including VAT, and its breakdown by price, as described in section IV, according to the content of the mission.

In addition to the technical and financial offers, the consultant must sign ,stamp and send back the tender documents (terms of reference, call of tenders, instructions to tenderers and offer of services, acknowledgment of receipt).

17. Modification of withdrawal of tenders

Tenderers may modify or withdraw their tenders by giving written notice before the deadline of submission of the tenders.

Tenders may not be modified after this deadline.

18. Operational language

All written communications for this tender procedure and contract should be in english.