



CALL OF TENDERS

Invitation to tender for the provision of assistance to AAI on the implementation of Resilience Initiative in Africa (RIA)

Place of execution : Multinational

N/Ref : N° COF/CONSULTANCY SERVICES- AAI-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 implementation of Resilience Initiative in Africa (RIA)

5. Number and titles of lots

Single lot

6. Maximum budget

157 000 EURO

PARTICIPATION CONDITIONS

7. Eligibility

Participation to this contract is open to any legal person.

8. Number of applications

A legal person may not submit more than one application. If 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 SHEDULE OF OPERATIONS

11. Planned date of applications collection

23th September 2024

12. Date of start of the execution contract

15 November 2024

13. Implementation period for the tasks

15 November 2024 – 31 March 2026

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 AAI , in accordance with the evaluation criteria contained in the present terms of reference of the mission.

The offers 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 offers.

Technical and financial offers 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 project team	60
Qualifications and competences	30
Similar missions carried out	30
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

23 October 2024 extended to 01st November 2024

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

16. Submission of applications

All the documents related to the call of tenders (acknowledgment of receipt, service offer, terms of reference, instructions to tenders, call of tenders) are available on the UCLG Africa website:

www.uclga.org

The applications should be submitted to the adjudicating authority in english by email to the following address : AAIRecrutement@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.

2. A Financial offer

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).

The firm should also provide the following documents :

- The last two balance sheets
- The legal status
- The presentation of the firm and its activities
- The firm references
- CVs and diplomas of the project team

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.