

## **Instructions for submissions of quote**

The German Red Cross (GRC) is inviting quotations for the provision of the consultancy “external Mid-term Evaluation of the Regional Project “Institutional Strengthening of Red Cross Societies in Perú, Ecuador and Colombia”, Phase II (BMZ-SSF)”. The tenderers are requested to read carefully and ensure compliance with all instructions herein. Non-compliance with instructions in this document may disqualify the bidders from the tender exercise.

### **1. Procurement Procedure**

The procurement is handled via a public tender

### **2. Deadline of submission and period of validity :**

- 1) Deadline of submission is 24. July 2022 23:59h CEST
- 2) Your quotation must state the period of validity 30 days from the deadline for the submission.

### **3. Costs and ownership of tenders**

- 1) Costs incurred by the tenderers in preparing and submitting the quote requests are not reimbursable.
- 2) The GRC retains ownership of all quotes received under this quote request. Consequently, tenderers have no right to have their tenders returned to them.

### **4. Confidentiality and publication**

- 1) All recipients of tender documents, whether they submit a tender or not, shall treat the details of the documents as confidential as possible.
- 2) According to German/European procurement law information about the award of contract (name of company, type of product, extent and duration of contract) might be made open to the public unless you disagree within your quotation, giving the reason of refusal.

### **5. Content of tenders and alternative offers**

- 1) The tender submitted must comply with the requirements in the tender dossier and comprise:
  - Curriculum Vitae (CV)
  - Technical proposal (max. 3 pages): the technical proposal should contain the following elements:
    - a) A chronogram for how the evaluator proposes to complete all tasks
    - b) A description of the proposed methodology
    - c) An example of previous relevant work
  - Financial proposal: the financial proposal will indicate daily fee and applicable taxes;

international flight tickets, insurance and per diem/DSA are not reimbursed by GRC, these should be factored into the daily fee.  
The proposal shall be prepared in gross and net.

- Tenderers self-declaration (Annex: “Declaration of Conformity”).
- 2.) Tenderer can work in a team but must name a lead consultant. Collaboration with a sub-contractor for illustration is encouraged.
- 3.) Alternative offers are permitted and must be marked as such.

## **6. Financial offer**

- 1) Tenderer must quote a lump sum price.
- 2) Tenderer must quote a net price.
- 3) All prices are in Euro
- 4) Estimated to be around 16,000 Euro (but a maximum offer of 18,000 Euro can be accepted)

## **7. Submission of quote and further communication**

- 1) All quotes, including annexes and supporting documents must be submitted via email to Zainab Alwash: [z.alwash@drk.de](mailto:z.alwash@drk.de) and Andrea Kehrwald: [a.kehrwald@drk.de](mailto:a.kehrwald@drk.de)
- 2) Tenderers must raise questions in writing 7 days prior to deadline for submission of quote latest, otherwise the extension of the deadline is not feasible anymore.
- 3) GRC reserves the right to continue the further communication after submission of quotes via a combination of media (e.g. post, email, phone).

## **8. Evaluation & Award of Contract**

- 1) Following criteria apply for the evaluation of tenders:
  - a. daily Rate (30%)
  - b. proven understanding of overall task at hand (10%)
  - c. Expertise and experience in liaising with Red Cross Red Crescent entities as it facilitates understanding and evaluating projects withing the movement (10%)
  - d. The relevance and quality of the technical proposal and of sample previous work provided as an evaluator (50%)

The total number of points achieved by the respective offer is calculated by determining the price point value (PPW) and the quality point value (QPW). Based on the point values

calculated in each case, the total number of points is determined according to the weighting of price and quality.

For the **price points**, the quotient of the cheapest offer and the offer to be evaluated is formed and multiplied by 100 and the percentage weighting.

The **quality points** are allocated to the fulfilment of the individual criteria according to the scheme:

- 0 points = not fulfilled
- 1 point = insufficiently fulfilled
- 2 points = sufficiently fulfilled
- 3 points = satisfactorily fulfilled
- 4 points = well fulfilled
- 5 points = optimally fulfilled

Based on the given possible evaluation levels, the quality is evaluated for each award criterion as follows:

*(Points achieved x Factor 20) x Percentage weighting = Quality points*

#### **Calculation of the total points:**

*Price points + Quality points = Total points achieved*

The offer with the highest total points will be awarded.

In case of competitive procedure GRC reserves the right to award a contract based on the first non-negotiated offer. The GRC may – but is not obliged to - ask each tenderer individually for clarification of its quote including, samples, breakdowns of prices etc. within a reasonable time limit to be fixed by the evaluation committee. The samples will remain property of the GRC. The tenderer has to bear possible additional costs for a sample delivery abroad.

#### **9. Terms of contract**

The award will lead to a service contract by GRC and forms a one-time-service with GRC.

#### **10. Terms of delivery and payment**

The invoice must contain GRC reference number. Payment on invoice only, following receipt of services.

All invoices must be addressed to: rechnungsstelle@drk.de

#### **11. Self-Declaration**

The signee of the attached “Declaration of Conformity” (Ref. Annex) assures that

- 1) no reasons for exclusion as mentioned per EU guideline 2014/24/EU, Art. 57, Paragraph 1 exists.
- 2) the tenderer fulfils GRC's claim on good governance, environmental and social responsibility.
- 3) the tenderer agrees on participation in checks and audits as described.