|  |  |  |  |
| --- | --- | --- | --- |
| **BIDDING DOCUMENT FOR INTERNATIONAL/NATIONAL PROCUREMENT COMPETITION** | | | |
| **RFP** | **REQUEST FOR PROPOSAL** | | |
| **PROVISION OF THE PROCUREMENT OF AN INDIVIDUAL CONSULTANT**  **Developing FNC’s Gender Manual for Institutional Capacity Development, For FORESTS NATIONAL CORPORATION and ACACIA ARABIC Gum VALUE CHAIN in Sudan Support**  **FNC & AAGVCSS Targeted Field** | | | |
| RFP Reference | RFP/KRT/PMU/PROC/IC/022/004 | | |
| Project Name | **ACACIA Arabic Gum Value Chain in Sudan Support Project**  **(AAGVCSS PROJECT**)  FNC/AFD-EU | | |
| BD No-objection | AFD/NAI/2022/673 | Date | 17 Aug. 2022 |
| Country | Sudan | Issuance Date | 01.09.2022 |

**RFP - CONTENTS**

**SECTION 1** Letter of Invitation

Showing the general context of the Request for Proposal.

**SECTION 2** Instructions to Consultants

Provisions governing the consultancy firm to submit their bids.

**SECTION 3** Bid Data Sheet

General consideration on submitting proposals.

**SECTION 4** Terms of Reference

The needed consultancy service should be offered by the training institution.

**SECTION 5** Evaluation Criteria

Through which method we are going to evaluate bidders.

**SECTION 6** Technical Proposals Submission Forms

Forms to be used for the submission of technical proposal.

**SECTION 7** Financial Proposals Submission Forms

Forms to be used for the submission of financial proposal.

**SECTION 8** Management of Key Personnel Forms

Forms to be used for CVs for the proposed key personnel

**SECTION 9** Previous Relevant Experience

Form to be used to show your previous experience you have engaged on the region

**SECTION 10** Bidder Declaration & Performance Security Management

To be filled and/or submitted by the bidder duly signed and stamped.

**Section 6. Technical Proposal Submission Forms**

**Form A: Technical Proposal Submission Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Bidder:** | **[Insert Name of Bidder]** | **Date:** | **Select date** |
| **RFP reference:** | **[Insert RFP Reference Number]** | | |

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal.

We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

1. Is not under procurement prohibition by the Project, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists.
2. Have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Agencies or the European Union or the World Bank Group or any other International Organization;
3. Have no conflict of interest in accordance with Instruction to Consultants Clause 4;
4. Do not employ, or anticipate employing, any person(s) who is, or has been a Project Staff Member within the last year.
5. Have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
6. Undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the AAGVCSS or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the AAGVCSS.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the AAGVCSS. We offer to provide services in conformity with the Bidding Documents, including the AAGVCSS General Conditions of Contract and in accordance with the Terms of Reference.

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should AAGVCSS accept this Proposal.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:

**Form B: Technical Proposal Form**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| RFP reference: | [Insert RFP Reference Number] | | |

The Bidder’s proposal should be organized to follow this format of Technical Proposal.

**SECTION 1: Bidder’s Qualification, Capacity and Experience**

* 1. Brief description including the types of activities undertaken.
  2. General capability which is likely to affect implementation: management structure, financial stability, project management controls, extent to which any work would be subcontracted (if so, provide details).
  3. Relevance of specialized knowledge and experience on similar engagements done in the region/country.
  4. Quality assurance brief procedures and risk mitigation measures.
  5. Consultant’s commitment to sustainability.

**SECTION 2: Proposed Methodology, Approach and Implementation Plan**

All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

* 1. A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment.
  2. Details how the different service elements shall be organized, controlled and delivered.
  3. The methodology shall also include details of the Bidder’s internal technical and quality assurance review mechanisms.
  4. Explain whether any work would be sub-contracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
  5. Description of available performance assessment and evaluation mechanisms and tools, and how they shall be adopted and used for a specific requirement.
  6. Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
  7. Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
  8. Any other comments or information regarding the project approach and methodology that will be adopted.

**SECTION 3: Management Structure and Key Personnel**

* 1. Describe the overall management approach toward planning and implementing the project. For the management of the project describing the relationship of key positions and designations.
  2. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
  3. Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

**Section 7. Financial Proposal Submission Forms**

**Form C: Financial Proposal Submission Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Bidder:** | **[Insert Name of Bidder]** | **Date:** | **Select date** |
| **RFP reference:** | **[Insert RFP Reference Number]** | | |

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand you are not bound to accept any Proposal you receive.

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

[*Stamp with official stamp of the Bidder if*]

**Form D: Financial Proposal Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Bidder:** | **[Insert Name of Bidder]** | **Date:** | **Select date** |
| **RFP reference:** | **[Insert RFP Reference Number]** | | |

**The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Consultants.**

**Any Financial information provided in the Technical Proposal shall lead to Bidder’s disqualification.**

**The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder’s**

**Technical Proposal.**

**Currency of the Proposal: EUR**

**Table 1: Breakdown of Professional Fees:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Position**  **(*As per the proposed structure to SGAVC RFP*)** | **Professional Fee Rate** | **No. of Days** | **Total Amount** |
| ***A*** | ***B*** | ***C=A+B*** |
|  | **Gender & Development Specialist** |  |  |  |
| **Subtotal Professional Fees:** | | | |  |
| **Note:**  **1) \*Number of man-days proposed for the experts must be realistic in accordance with the RFP requirements.**  **2) \*Bidders must propose (indicate) the names of the experts in the financial proposal in clear state in the above form.** | | | | |

**Table 2: Other Costs (Specify):**

|  |  |  |
| --- | --- | --- |
| **Particular** | **Heading/Calculative** | **Amount(s)** |
|  |  |  |
|  |  |  |
| **TOTAL AMOUNT** |  |  |

**Table 3: Summary of Overall Prices:**

|  |  |
| --- | --- |
| **Cost Headings:** | **Amount(s)** |
| Professional Fees (from Table 1) |  |
| Other Costs (from Table 2) |  |
| **TOTAL AMOUNT (Financial Proposal)** |  |

**Section 8. Management of Key Personnel Forms**

**Form I: CVs of Proposed Key Personnel (Gender Development Specialist)**

|  |  |
| --- | --- |
| **Name of Personnel** | **[Insert]** |
| **Position for this assignment** | **[Insert]** |
| **Nationality** | **[Insert]** |
| **Language proficiency** | **[Insert]** |
| **Education/ Qualifications** | ***[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]*** |
| **[Insert]** |
| **Professional certifications** | ***[Provide details of professional certifications relevant to the scope of services]*** |
| * **Name of institution: [Insert]** * **Date of certification: [Insert]** |
| **Employment Record/ Experience** | ***[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]*** |
| **[Insert]** |
| **References** | ***[Provide names, addresses, phone and email contact information for two (2) references]*** |
| **Reference 1:**  **[Insert]**  **Reference 2:**  **[Insert]** |

**I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_**

**Signature of Personnel Date (Day/Month/Year)**

**I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.**

**Section 9. Bidder Statement & Previous Relevant Experience**

Please list only previous similar assignments successfully completed in the last 2 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company, or was one of the Consortium/JV partners.

Assignments completed by the Bidder’s individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder’s partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so, requested by AAGVCSS.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item Description** | | **Detail** | | | |
| Legal name of bidder | | Click or tap here to enter text. | | | |
| Legal Address, City, Country | | Click or tap here to enter text. | | | |
| Email / Website if | | Click or tap here to enter text. | | | |
| Year of Registration if | | Click or tap here to enter text. | | | |
| Bank Information | | Bank Name: Click or tap here to enter text.  Bank Address: Click or tap here to enter text.  IBAN: Click or tap here to enter text.  SWIFT/BIC: Click or tap here to enter text.  Account Currency: Click or tap here to enter text.  Bank Account Number: Click or tap here to enter text. | | | |
| **Previous Relevant Experience: 3 Contracts** | | | | | |
| **Name of Previous Contracts** | **Client & Reference Contact Details including E-mail** | | **Contract Value** | **Period of Activity** | **Types of Activities Undertaken** |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |

***Bidders may also attach their own Project Data Sheets with more details for assignments above.***

**Attach applicable copies of the financial statements/balance sheets, including all related notes, and income statements for the years required above complying with the following condition (if):**

* 1. Financial situation of the Bidder or party to a JV, and not sister or parent companies;
  2. Historic financial statements may be audited by a certified public accountant;
  3. Historic financial statements may correspond to accounting periods already completed and audited.

**Signature of Personnel Date (Day/Month/Year)**

**Section 10. A-Bidder Declaration**

| **Yes** | **No** |  |
| --- | --- | --- |
|  |  | **Provisions, Terms and Conditions:**  We have read and fully understand the RFP, including the whole RFP requirements, Instructions, terms of reference and Data sheet.    We confirm that the Bidder agrees to be bound by them. |
|  |  | **Capabilities:**  We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the requirements and will be available to deliver throughout the relevant Contract period. |
|  |  | **Ethics**:  We warrant that the bidder has not entered into any improper, illegal arrangements with any one has not directly or indirectly approached any representative of the Project.  We warrant that the bidder has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Project. |
|  |  | **Transparency:**  We confirm to undertake not to engage in proscribed practices, or any other unethical practice, with the AFD/AAGVCSS or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the Project. |
|  |  | **Conflict of Interest:**  We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Bid or entering a Contract to deliver the requirements. |
|  |  | **Bankruptcy**:  We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the near future. |
|  |  | **Proposals Validity Period:**  We confirm that this Quote, including the price, remains open for acceptance for the Proposals Validity Period. |
|  |  | **Status Recognition**  We understand and recognize that you are not bound to accept any technical or financial proposals you receive, and here wecertify that. |
|  |  | **Delegation:**  By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Supplier Company to make this declaration on its/their behalf. |

Signature:

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date. [*Stamp with official stamp of the Bidder*]

**Section 10. B-Security Performance Management**

One of the main reasons we undertake performance management is to mitigate risk. When defining performance objectives, consideration should be given to the risks to be covered. Given that risk usually needs to be balanced against various constraints, like time and cost, it will be unlikely that all risks can be covered thus it is important to focus on the key risks.

Assignments to be completed by the Bidder’s individual experts working privately should submit the Performance Security which shall furnish to the project A Letter of Credit (LOC) and in all events prior to the commencement of the Terms of this Contract.

Such LOC shall be maintained in full force and effect until released by the Project Director’s written determination that Contractor shall have fully performed all of its obligations under this Contract.

Signature:

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

[*Stamp with official stamp of the Bidder*]