

Document II – Instructions to Tenderers

Assessing flood risk and its potential control and management in Masaka wetland, Rwanda

1. Services to be provided

The services to be provided are those described in Document I – Terms of Reference for the study entitled “Assessing flood risk and its potential control and management in Masaka wetland, Rwanda”.

2. Indicative timetable for this procurement

Procurement stage	Date	Time
Site Visit (if any)	N/A	N/A
Information meeting (if any)	N/A	N/A
Deadline for requesting clarification from the contracting body ¹	28 th Dec 2018	12.00 CAT
Last date for the contracting authority to issue clarification	30 th Dec 2018	N/A
Deadline for submitting tenders	11 th Jan 2019	18.00 CAT
Interviews (if any)	N/A	N/A
Completion date for evaluating technical offers	18 th Jan 2019	N/A
Notification of award	25 th Jan 2019	N/A
Contract negotiation	Week starting 4 th February 2019	N/A
Contract signature	February 8 th 2019	N/A
Start date	February 18 th 2019	N/A

3. Participating, experts and sub-contracting

- Participation in this tender procedure is open to any interested Consulting Firms.
- Natural or legal persons are not entitled to participate in this tender procedure or be awarded a contract if they are in any of the situations mentioned in Sections 2.4. (EU restrictive measures), 2.6.10.1.1 (exclusion criteria) or 2.6.10.1.2. (rejection from a Annex A - Instruction to tenderers Page 2 of 14 EuropeAid/139671/DH/SER/Multi procedure) of the practical guide. Should they be in one of these situations, their tender will be considered either unsuitable or irregular.

¹ Requests for clarification should be sent to eliot.taylor@mottmac.com



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- c) In the cases listed in Section 2.6.10.1.1. of the practical guide tenderers may be excluded from EU financed procedures and be subject to financial penalties up to 10 % of the total value of the contract in accordance with the Financial Regulation in force. This information may be published on the Commission website in accordance with the Financial Regulation in force
- d) The contract between the tenderer/contractor and its experts shall contain a provision stating that it is subject to the approval of the partner country. It is furthermore recommended that this contract contains a dispute resolution clause
- e) Subcontracting is permitted on condition that the tenderer explicitly states that it is the sole party that will be contractually liable. If the tenderer intends to subcontract one or more parts of the contracted services, this must be clearly stated in the organisation and methodology and the tender submission form
- f) If subcontracting is proposed, the tenderer must provide the majority of the services
- g) All subcontractors must be eligible for the contract. If the identity of the intended subcontractor is already known at the time of submitting the tender, the tenderer must furnish a statement with full details of the subcontractor. If any subcontractor identified in this way does not meet the eligibility criteria, the tender shall be rejected. If the identity of the subcontractor is not known at the time of submitting the tender, any subcontract must be awarded according to Article 4 of the general conditions of the contract.
- h) Subcontractors cannot be in any of the exclusion situations listed in Section 2.6.10.1 of the practical guide. The successful tenderer/contractor shall submit a declaration from the intended subcontractor that it is not in one of the exclusion situations. In the event of doubt, the contracting authority shall request documentary evidence that the subcontractor is not in a situation of exclusion.
- i) If the tenderer intends to subcontract one or more parts of the contracted services, the contractual arrangements between the tenderer and its subcontractors must include mediation, according to national and international practices, as a method of dispute resolution

4. Content of tenders

Offers, all correspondence and documents related to the tender exchanged by the tenderer and the contracting authority must be written in English.

The tender must comprise of a Technical Proposal and a Financial Proposal, which must be submitted separately by email.

4.1. Technical offer

The Technical offer must include the following documents:

- Duly authorised signature: an official document (statutes, power of attorney, notary statement, etc.) proving that the person who signs on behalf of the company/joint venture/consortium is duly authorised to do so



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- Organisation and Methodology to be drawn up by the tenderer using the format in Document III. The ‘Estimated number of working days’ worksheet (in the Budget Breakdown spreadsheet in Document V) must be included in the Organisation and Methodology
- Key experts are those whose involvement is considered to be instrumental to achieving the contract objectives. Their positions and responsibilities are defined in Document I – Terms of Reference and they are subject to evaluation according to the Evaluation Grid in Document VI of this tender dossier. Document IV contains the templates that tenderers must use for Key Experts, including:
 - a list of the names of the key experts;
 - the CVs of each of the key experts;
 - Copies of degree certificates.
- Non-key experts’ CVs are not necessary
- The qualifications and experience of each key expert must clearly match the profiles indicated in the Terms of Reference. If an expert does not meet the minimum requirements for each evaluation criterion (i.e. qualification and skills, general professional experience and specific professional experience), he/she must be rejected. In such case, the entire tender shall be rejected.

4.2. Financial offer

The financial offer must be presented in EUR and must include the following documents:

- Budget breakdown
- Working days

Tenderers are informed that the MAXIMUM sum available for this tender is Euro 200,000

The work is subject to any and all applicable taxes. Budgets should be submitted as exclusive of Tax.

It is estimated that the work will commence in February 2019 and take 4 months.

Whilst all of the Consultant’ costs incurred in their participation, supporting the arrangement and running of national and regional workshops must be included in the consultant’s financial proposal, the costs of holding the workshops themselves (costs of venue, participants’ expenses such as transport and accommodation, materials etc.) will be met by the Client and should not be included in the Consultant’s financial proposals.

The costs of all travel, visas, hotels and per diems, other consultations, meetings, etc. required by the Consultant to adequately complete the assignment must be included in the financial proposals.

5. Submission of tenders

Tenders should be submitted to the following email addresses by 11th January 2018 by 18.00 CAT:

- i. Technical Proposal must be submitted to Pascal Bizumuremyi at secretariat@water.rw and marked “For the Attention Tender Committee Masaka Wetland Study”



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- ii. Financial Proposal must be submitted to Peter Zwart at Peter.Zwart@minbuza.nl and marked “For the Attention Tender Committee Masaka Wetland Study”

Bids must remain valid for a period of 90 days after their submission date.

6. Evaluation of tenders

6.1. Evaluation of technical proposals

The quality of each technical offer will be evaluated in accordance with the award criteria and the weighting detailed in the Evaluation Grid in Document VI of this tender dossier. No other award criteria will be used. The award criteria will be examined in accordance with the requirements indicated in Document I – Terms of Reference. The minimum technical score required to progress to financial evaluation is 80 out 100.

The evaluation of the technical offers will follow the procedures set out in Section 3.3.10. of the practical guide (available on the internet at: <http://ec.europa.eu/europeaid/prag/document.do>)

6.2. Evaluation of financial offers

Upon completion of the technical evaluation, the emails containing the financial offers for tenders that were not eliminated during the technical evaluation will be opened (i.e. those with an overall score of 80 points or more). Tenders exceeding the maximum budget available for the contract are unacceptable and will be eliminated.

6.3. Choice of selected tenderer

The best price-quality ratio is established by weighing technical quality against price on an 80/20 basis as set out below:

The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.

The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:

$Sf = 100 \times Fm / F$, in which “Sf” is the financial score, “Fm” is the lowest price, and “F” the price of the proposal under consideration.

The weights given to the Technical (T) and Financial (P) Proposals are:

T = 0.8 and

P = 0.2

Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as following: $S = St \times T\% + Sf \times P\%$.