

Ufficio di Yangon

Project AID 11087 – CIG 74443453D5

Prot. No. AICS-OUT-229-2018-04-10

INVITATION TO BID

Subject: Invitation to bid for Technical Assistance services for the project activities of the Italian Agency for Development Cooperation – AID 11087.

Within the Project “Support to the ODA coordination in Myanmar: Capacity Development of Donor Coordination (CAD-MM) - AID 11087”, the Italian Agency for Development Cooperation (AICS) intends to support the Government of the Republic Union of Myanmar in improving the coordination of Official Development Assistance (ODA) in the country, to rationalise International Donors interventions and facilitate an active role of the Myanmar Government in the division of labour among International Donors.

A specific component of CAD-MM project aims to strengthen the capacities of the Co-Operation Partners Group’s (CPG) Secretariat, the forum responsible for discussion and sharing of information on aid effectiveness in Myanmar, through the provision of specialist Technical Assistance consultancy services. These services will be aimed at providing additional specialist support for operational activities and production of research and analysis.

The Italian Agency for Development Cooperation in Yangon (AICS-Y) intends to select one organization for providing the services of selection, organization and management of the Technical Assistance services for the project activities of the Italian Agency for Development Cooperation – AID 11087.

The AICS-Y invites all the interested organizations (NGOs/Private Companies) operating in Myanmar to submit an application for this Bid procedure. All the documents must be written in English; documents in other languages will not be considered. Wherever the original documents are in Myanmar Language, an English translation must be provided.

Organizations may associate to enhance their qualifications. In this case, the name or names of associated companies should be provided, and the Partner in Charge of the association specified.

The Technical Assistance services will be provided through a Contract that will be signed by the AICS-Y with the successful bidder. The Contract will have a duration of 6 months. The domain to be covered by the Technical Assistance Services is described in the General Terms of Reference (Annex A) and is detailed in the List of staff, tasks, requirements, and costs (Annex A1).

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The AICS-Y will choose the offer with best value for money for the assignment on the basis of the technical quality of the bid and the price of the services. The management fee applied by the Organization will be included in the price of the services in the Economic Offer. The AICS-Y will conclude a Contract with the selected Organization.

Non-Governmental Organizations, Companies or other competent organizations may be eligible for this service, provided that they are duly registered and operational in Myanmar according to the competent national regulations and can therefore carry out relevant activities in the Country; all the bidders must provide evidence of experience relevant to the scope of the Contract.

Interested Organizations shall submit their applications according to the information provided in the present document.

1. SUBMISSION OF PROPOSAL

The interested Organizations are requested to submit their Bid proposal with the required documents in English Language (the Copies of Original Documents in Myanmar Language shall be accompanied by translation), by hand, in a sealed envelope (directly or through an authorized representative) to the address below:

**ITALIAN AGENCY FOR DEVELOPMENT COOPERATION – YANGON OFFICE
41/7B INYA MYAING, SHWE TAUNG GONE
BAHAN TOWNSHIP – YANGON**

2. DEADLINE FOR SUBMISSION

The **closing time** for receipt of bids is the **14th of May 2018, 5:00 p.m.** Yangon time. Bids must be delivered to the designated address during the AICS-Y working hours from 9:15 am to 5:00 pm. Monday through Friday. Bids received after this time and date shall not be considered.

Lodging of the bid will be acknowledged by means of a receipt dated and signed by the official of the above-mentioned office the documents are handed over to. AICS-Y will keep a copy of the receipt.

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3. REQUESTS FOR CLARIFICATION

The Organizations may submit requests for clarification only in writing at least ten (10) days before the closing date, that is by the 4th of May 2018, 5:00 p.m. Yangon Time.

In the subject of the email should be specified the Invitation to bid reference: “**Invitation to bid for Technical Assistance services for the project activities of the Italian Agency for Development Cooperation – AID 11087**”.

Each question must start with an indication of the paragraph of the Invitation to Bid documents to which the question relates.

Questions should be sent to the following email address: *yangon@aics.gov.it*

No further clarifications will be given to questions received after the above-mentioned date. Clarifications, together with the questions received, will be published at the following address:

www.ambyangon.esteri.it

www.aicsyangon.org

4. CONTRACT DESCRIPTION

The General Terms of Reference related to the contract are described in Annex A – General Terms of Reference (ToR). All the details and requirements on the Technical Assistance services are provided in the Annex A1 – List of staff, tasks, requirements, and costs.

The amounts contained in the Annex A1 are inclusive of and in accordance with the statutory provisions of Myanmar Labor Law.

The services will be provided for a period up to six months. Therefore, the contract will be of six (6) months.

The maximum total amount available under the contract is of EUR 58.300,00 for the whole period of duration (6 months).

The organization is solely responsible for the payment of service, tax, insurance (medical, against accidents at the work) and all other taxes and government dues as may be applicable. In no case the AICS-Y will be responsible to pay taxes for the Service Contract.

It must be clear and understood by the organization that the persons in charge of the Technical Assistance services remain personnel employed or hired by the organization for all intents and purposes and that there is no relationship of employer-employee between the said persons and the Italian Agency for Development Cooperation.

Moreover, the organization shall also be solely responsible for providing all the statutory benefits (as per Myanmar relevant laws) to the eligible staff/consultants employed or hired by

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it and it shall make payment of compensation (as per Myanmar relevant laws) in case of injury or death of any of its personnel.

The AICS-Y, after giving 30 days' notice to the organization, may at its sole discretion, suspend or permanently terminate the contract without incurring in any claim or responsibility toward the organization, respecting of course the overall limit of the contract amount.

The AICS-Y reserves itself the right to request the replacement of the personnel employed or hired by the organization in the following cases:

- I. disseminating (directly and indirectly) of knowledge or information acquired during his service and related to the work that has been done;
- II. putting into action behaviors which may involve criminal acts (corruption, fraud, misuse of office equipment and funds, use or distribution of illegal substances);
- III. demonstrating misconduct, proved incompetence, hierarchical insubordination, unjustified absence from work, failure to comply with schedules and work assignments, voluntary damage of the Office property.

The organization's personnel must have the features of expertise, decorum, confidence, experience and professionalism.

If the quality of the Technical Assistance services provided will be not considered satisfactory by the AICS-Y, the contestation of charge will be notified to the organization which will proceed to the replacement of the personnel deemed unsuitable. If the termination is requested by the person, the organization will notify it to the AICS-Y.

5. REQUIRED DOCUMENTS, SEALING AND MARKING OF THE PROPOSAL

The interested organizations shall submit their Proposals/Bids in an outer sealed envelope containing three inner separated and sealed envelopes. The inner and outer envelopes must be sealed with adhesive tape and the Organization/Bidder must sign across the tape seal.

Outer envelope:

The following information should be clearly marked on the outer envelope:

- a. **Closing Date of the Invitation;**
- b. **Invitation to bid for “Technical Assistance Services for project activities of the Italian Agency for Development Cooperation – AID 11087”;**
- c. Name of the Organization/Bidder;
- d. DO NOT OPEN.

Inner envelopes:

1. **The first (sealed) envelope, marked as “Administrative Documents and the name of the Bidder” shall contain:**

1.1. BID SUBMISSION FORM (see ANNEX B) duly filled, signed and stamped;

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- 1.1.1. Legal Entity Declaration;
- 1.1.2. Reporting on economic and financial capability to carry out the requested Technical Assistance and qualified services relevant to the Service hereby described;
- 1.1.3. Specific experience of the organization & areas of specialisation listing and describing the experience of the Organization in carrying out similar Services, relevant tasks and assignments with specific reference to Myanmar. The list shall be provided with duration of assignments, organizations funding the Contracts, specific expertise provided and (if possible) reference letters of performance; the areas of specialization shall be also detailed clearly;
- 1.2. CERTIFICATE OF REGISTRATION AS NATIONAL ORGANIZATION in Myanmar proving that the Bidder is authorized to perform the contract;
- 1.3. SELF DECLARATION FORM (see ANNEX C), duly filled, signed and stamped, containing:
 - 1.3.1. A duly signed self-declaration stating that the criminal records of the persons having power of representation, or decision making, or control over the organization, is clean;
 - 1.3.2. A duly signed self-declaration proving that the person who signs on behalf of the organization is duly authorised to do so;
 - 1.3.3. A duly signed self-declaration stating that the organization is not in any of the following categories:
 - a. bankrupt, or being wound up, or having its affairs administered by the courts, or entered into an arrangement with creditors, or suspended its business activities, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
 - b. is the subject of proceedings for a declaration of bankruptcy, for winding-up, for administration by the courts, for an arrangement with creditors or for any similar procedure provided for in national legislation or regulations;
 - c. the organization, or persons having power of representation, or decision making, or control over them have been convicted of an offence concerning professional conduct by a judgment which has the force of *res judicata*;
 - d. is guilty of severe professional misconduct proven by any means which the contracting authority can justify;
 - e. the organization, or persons having powers of representation, or decision making or control over them, have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in criminal organization, money laundering or any other illegal activity;

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- f. is not in compliance with its obligations relating to the payment of social security contributions, or payment of taxes in accordance with the legal provisions of Myanmar;
- 1.4. BANK STATEMENTS for the last 3 years and AUDITED FINANCIAL STATEMENTS for the last 3 years;
- 1.5. A SIGNED COPY OF THE IDENTITY CARD of the attorney of the Bidder or his duly authorized representative.
- 2. The second (sealed) envelope, marked as “Technical Documents and the name of the Bidder” shall contain:**
- 2.1. THE TECHNICAL OFFER (see ANNEX D) including:
- 2.1.1. Methodology. The methodology must be drawn up by the Bidder using the format in Annex D;
- 2.1.2. CVs of experts (using the template in Annex D): three or at least two CV for each category of expert. The CV must be no longer than 3 pages and only one CV should be provided per position identified in the General Terms of Reference (Annex A) and specified in the List of staff, tasks, requirements, and costs (Annex A1). The qualifications and experience of the experts must clearly match the requirements indicated in the Annex A and in the Annex A1;
- 2.1.3. A summary of the qualifications of all experts submitted;
- 2.2. Statements signed by experts whose CVs are included in the table, which clearly state that the expert in question, if he/she will be selected, intends to co-operate with the bidder if its bid will be successful, and that he/she is only submitting his/her CV with that particular bidder.
- 3. The third (sealed) envelope, marked as “Economic Offer and the name of the Bidder” shall contain:**
- 3.1. THE ECONOMIC OFFER (see ANNEX E):
- The Economic Offer will include the details of the fee (per working day) and the number of days per month, and the total gross amount per each expert, based on the number of requested months for the Technical Assistance services.
- The management fee, that is the Organization’s remuneration, cannot exceed 14.5% of the total gross amount with reference to each category of experts.
- The Economic Offer has to be duly stamped and signed by the Bidder or his duly authorized representative and clearly legible to eliminate any possible doubt as to wording or figures. The economic offer must be in EURO currency only. No other currency will be accepted.

6. EVALUATION OF BIDS

The submitted bids will be evaluated by a Committee nominated by the AICS-Y Director. The committee consists of at least three (3) members from AICS-Y Office.

The evaluation based on the information provided in the submitted bid and the criteria expressed in the following paragraphs and it takes place in three steps:

- a) Opening of the outer envelope, verification of administrative compliance and verification of non-exclusion and of eligibility of bidders on the basis of the exclusion criteria and of the participation rules (see paragraph 6.1).

The Bids not matching the administrative requirement, as per point 6.1 below, will not be admitted to the Technical Evaluation Phase. A communication of this fact will be issued.

- b) The envelope containing the technical offer for bids which were not eliminated during the administrative compliance check will be opened. Evaluation of the technical offer is based on the criteria expressed in paragraph 6.2.

The Bids which not reach the minimal threshold of 50 points (as per clause 6.2 below) will not be admitted to the Economic Evaluation Phase. A communication of this fact will be issued.

- c) Upon completion of the technical evaluation, the envelope containing the economic offer for bidders that were not eliminated during the technical evaluation will be opened. Evaluation of the financial offer is based on the criteria expressed in paragraph 6.3.

6.1 Administrative compliance, eligibility and exclusion criteria

The Committee checks the compliance of bids with the instructions given in point 5 and using the administrative compliance grid (ANNEX F). Failure to respect the administrative requirements in the present document and the invitation to bid will constitute an irregularity and may result in the rejection of the bid.

The Committee checks the compliance of bids with the eligibility and exclusion criteria set out in this paragraph respectively based on the information provided by the bidder in their bid submission form, supporting documents and signed declaration regarding exclusion.

Organizations are not entitled to participate in this bidding procedure or be awarded a contract if they are in any of the situations listed in the Self Declaration Form (ANNEX C), duly signed and dated by an authorised representative, stating that they are not in one of the situations of exclusion listed in the template.

Bidders guilty of making false declarations will be excluded by the bid.

In order to prove the economic and financial capacity, the bidders must comply with the

following criteria. If any of the requirements, are not met, the bid will be rejected.

- a) The bidder's average annual turnover for the last 3 years must exceed **EUR 40,000.00**. The information must be given in the Bid Submission Form (ANNEX B, point 4).
- b) Bidders must provide evidence showing that they reach the sums required above, such as an extract from the consolidated profit and loss accounts, banks statement balance sheets and cash flow statements for the last 3 financial years. The figures to be taken into account must be clearly shown in the documentary evidence i.e. the annual turnover figure in each document(s) provided must be clearly highlighted in order to allow easy evaluation.
- c) If documents provided are in a currency different from EUR, the exchange rate for conversion will be set using the InforEuro rate of the month in which the bid has been released.
- d) In case organizations will associate the average annual turnover for the last 3 years must be as following: i) all partners combined must meet the EUR 40,000.00 requirement, ii) each partner must meet 25% of the EUR 40,000.00 requirement, and iii) at least one partner must meet 50% of the EUR 40,000.00 requirement.
- e) If, for some exceptional reason which the AICS-Y considers justified, a bidder is unable to provide one or other of the above documents, he or she may prove his or her economic and financial capacity by any other document which the AICS-Y considers appropriate. In any case, the AICS-Y must at least be notified of the exceptional reason and its justification in the bidding proposal. The Committee reserves the right to request any other document enabling it to verify the bidder's economic and financial capacity.

In order to prove the technical and professional capacity, the Bidders must proof their specific experience of the organization & areas of specialisation. If any of the requirements, are not met, the bid will be rejected. The information requested must be given on the bid submission form (Annex B, point 5). The Bidder must comply with the following criteria:

- a) The bidder shall have performed at least 3 certified activities covering two of the following areas:
 - Aid effectiveness
 - Coordination of International Donors or International Organisations
 - Capacity building
 - Strategic planning and analysis
 - Public policy.

6.2 Evaluation of Technical Offer

The quality of each technical offer will be evaluated in accordance with the award criteria and the associated weighting as follow:

Technical Score (TS). Maximum points: 100

	Criteria	Maximum number of points
1	Quality of the methodology for delivering the services required and general understanding of the requirements, challenges and tasks of the Contract.	15 points
2	Organisation management structure and approach. How the organisation will work to deploy and deliver required outputs.	15 points
3	Technical and professional capacity of the proposed experts based on CVs and previous experiences evaluation:	
	<ul style="list-style-type: none"> • <i>International Expert</i> 	40 points
4	Technical and professional capacity of the organization based on description of similar contracts performed.	30 points

No other award criteria will be used. The award criteria will be examined in accordance with the requirements as indicated in the Invitation to bid and in the Terms of Reference.

The Bidder comprising less than 50 points score will be disqualified for the evaluation of the Financial Offer.

6.3 Evaluation of Economic Offer

Upon completion of the technical evaluation, the envelope containing the economic offer for bid that were not eliminated during the administrative compliance check and the technical evaluation will be opened.

The financial score is calculated using the following formula:

Economic Score: Points* Value Score

Maximum points: 100 Value Score= O_x/O_{min}

O_x : value offered by the bidder

O_{min} : value of the most convenient offer.

The evaluation committee reserves the right to request the Bidder to further clarify any fees proposed.

6.4 Choice of selected Bidder

The bid which represents best value for money is selected. The best value for money is established by weighing technical quality (technical score) against price (economic score) on a 70/30 basis.

Total Score = 0.7 TS + 0.3 ES

Where TS is Technical Score and ES is Economic Score.

7. PROPOSAL VALIDITY

Period of validity of the Bid/Proposal is ninety (90) days from the deadline for submission. Shorter period of validity will not be accepted and may lead to the exclusion of the Bidder from the selection. The Bidder must declare to understand and accept the validity period in the Bid Submission Form (ANNEX B, point 6).

8. SIGNATURE OF CONTRACT

8.1. Notification of award

Bidders will be informed of the outcome of their Bids/Proposals and the final outcome will be published on the following websites: www.ambyangon.esteri.it and www.aicsyangon.org. The successful Bidder will be informed also by email that its bid has been selected. After the notification and before signature of the Contract, the AICS-Y may proceed with further verification of declarations and documents.

8.2. Signature of the contract and entry into force

Within the period indicated in the notification letter, the selected Bidder shall sign and date the contract and return it to the AICS-Y. The Contract will entry into force following the signature of the contract.

8.3 Deliverables

Deliverables, if any, are defined in the specific ToR of the contract. In any case, all the documents, researches and products prepared within the Contract should always carry the logo of AICS.

8.4 Payment

The payment mechanism will be defined in the specific ToR of the contract and be based on the deliverables, if any, and execution of the specific technical assistance service.

The organization could be paid on a monthly basis after the submission of the following documents:

- a) invoice showing the amount paid to each expert and the total amount to be paid by the Italian Agency for Development Cooperation – AID 11087;
- b) report listing all the salaries paid to the experts duly signed by each expert;
- c) receipt showing the payment of all the taxes related to the salary issued by the local qualified Authority.

In any case payments shall be made by bank transfer on the bank account in EUR that will be communicated by the selected Bidder in writing to the AICS-Y.

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9. CLARIFICATION AND CORRECTION OF ERRORS

If, after the Bids have been opened, some clarification is required in connection with the bid, the AICS-Y may contact the Bidder for further clarifications.

10. ITALIAN AGENCY FOR DEVELOPMENT COOPERATIONS'S RIGHT

This Invitation to Bid is in no way binding upon the Italian Agency for Development Cooperation (AICS). The AICS's contractual obligation commences only upon signature of the contract with the successful Bidder. The AICS-Y may, before the contract is signed, either abandon the procurement or cancel the award procedure without giving rise to any compensation entitlement on the part of the Bidders. Where appropriate, such decision must be substantiated and be brought to the attention of the Bidders.

Furnishing of false, misleading, inaccurate information or particulars in the Bid/Proposal document or in any other manner shall lead to the disqualification of the Bid and Bidder at any stage or time. It shall also lead to termination of the contract, if awarded.

Please notify this Office immediately if any part of this Invitation to Bid is missing and/or illegible.

Bidders are reminded that e-mail address yangon@aics.gov.it may be used only to send queries (see paragraph 3. Requests for clarification).

BIDS MUST NOT BE SENT TO THIS E-MAIL ADDRESS.

Annexes:

Annex A - General Terms of Reference

Annex A1 - List of staff, tasks, requirements, and costs

Annex B - Bid Submission Form

Annex C - Self Declaration Form

Annex D - Technical Offer Form

Annex E - Economic Offer Form

Annex F - Administrative Compliance, Eligibility and Exclusion Grid

Annex G - Evaluation Grid Technical Offer.

AICS Yangon Director
Eng. Maurizio Di Calisto



