



ELIMINATION 8

ANGOLA • BOTSWANA • MOZAMBIQUE • NAMIBIA
SOUTH AFRICA • SWAZILAND • ZAMBIA • ZIMBABWE

Request for Proposals No.: E8-CONSULTANCY-002-2018-HR Review of Elimination 8 Secretariat Human Resource Structure

1. The Southern Africa Malaria Elimination Eight Initiative Secretariat (E8 Secretariat) kindly requests eligible consultants to submit Proposals for **Human Resource Structure Review** in accordance with the **Terms of Reference**, as detailed in Attachment A of this RFP. When preparing the Proposal, please be guided by the form attached hereto as Attachment B.
2. Bidding will be conducted through the International Open Bidding procedures specified in the E8 Secretariat Procurement Manual and is open to all eligible Bidders as defined in the Manual.
3. A complete set of Bidding Document(s) in English is available for download at the E8 Secretariat's website: <https://www.malariaelimination8.org>
4. Proposals must be submitted electronically on or before **07 January 2019 at 14:00 hours Central African Time**, to the address procurement@elimination8.org
Proposals must be limited to a maximum of 8 MB, virus-free. They must be free from any form of virus or corrupted contents, or the Proposals shall be rejected. It shall remain your responsibility to ensure that your Proposal will reach the address above on or before the deadline. Proposals that are received by E8 Secretariat after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the pdf format, and free from any virus or corrupted files.
5. Bids will be opened promptly thereafter in public and in the presence of Bidders' representatives who choose to attend the opening in the E8 Secretariat's Board Room, at Channel Life Towers 1st Floor, 39 Post Mall Street, Windhoek, Namibia.
6. Late bids, portion of bids, bids not received, bids not opened and not read out in public at the bid opening ceremony shall not be accepted for evaluation irrespective of the circumstances.

ATTACHMENTS

Attachment A – Terms of Reference

Attachment B – Proposal Submission Form

Attachment C – Conditions of Contract

Gracia Chongo Mlazier

CONTRACTS AND PROCUREMENT MANAGER

SECTION I: INSTRUCTIONS TO PROPOSERS

Definitions

- a) **“Contract”** refers to the agreement that will be signed by and between the E8 Secretariat and the successful proposer, all the attached documents thereto, including any the Appendices.
- b) **“Day”** refers to calendar day.
- c) **“Instructions to Proposers”** (ITP) refers to the complete set of documents that provides Proposers with all information needed and procedures to be followed in the course of preparing their Proposals
- d) **“Material Deviation”** refers to any contents or characteristics of the proposal that is significantly different from an essential aspect or requirement of the RFP, and : (i) substantially alters the scope and quality of the requirements; (ii) limits the rights of E8 Secretariat and/or the obligations of the offeror; and (iii) adversely impacts the fairness and principles of the procurement process, such as those that compromise the competitive position of other offerors.
- e) **“Proposal”** refers to the Proposer’s response to the Request for Proposal, including the Proposal Submission Form, Technical and Financial Proposal and all other documentation attached thereto as required by the RFP.
- f) **“Proposer”** refers to any legal entity that may submit, or has submitted, a Proposal for the provision of services requested by the E8 Secretariat through this RFP.
- g) **“RFP”** refers to the Request for Proposals consisting of instructions and references prepared by the E8 Secretariat for purposes of selecting the best service provider to perform the services described in the Terms of Reference.
- h) **“Services”** refers to the entire scope of tasks and deliverables requested by E8 Secretariat under the RFP.
- i) **“Supplemental Information to the RFP”** refers to a written communication issued by E8 Secretariat to prospective Proposers containing clarifications, responses to queries received from prospective Proposers, or changes to be made in the RFP, at any time after the release of the RFP but before the deadline for the submission of Proposals.
- j) **“Terms of Reference” (TOR)** refers to the document included in this RFP as Attachment A which describes the objectives, scope of services, activities, tasks to be performed, respective responsibilities of the proposer, expected results and deliverables and other data pertinent to the performance of the range of duties and services expected of the successful proposer.

A. GENERAL

1. The E8 Secretariat hereby solicits Proposals in response to this Request for Proposal (RFP). Proposers must strictly adhere to all the requirements of this RFP. No changes, substitutions or other alterations to the rules and provisions stipulated in this RFP may be made or assumed unless it is instructed or approved in writing by the E8 Secretariat in the form of Modifications or Supplemental Information to the RFP.
2. Submission of a Proposal shall be deemed as an acknowledgement by the Proposer that all obligations stipulated by this RFP will be met and, unless specified otherwise, the Proposer has read, understood and agreed to all the instructions in this RFP.
3. Any Proposal submitted will be regarded as an offer by the Proposer and does not constitute or imply the acceptance of any Proposal by the E8 Secretariat. The E8 Secretariat is under no obligation to award a contract to any Proposer as a result of this RFP.
4. In responding to this RFP, the E8 Secretariat requires all Proposers to conduct themselves in a professional, objective and impartial manner, and they must at all times hold the E8 Secretariat's interests paramount. Proposers must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. All Proposers found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Proposers, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:
 - 4.1 Are or have been associated in the past, with a firm or any of its affiliates which have been engaged the E8 Secretariat to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process;
 - 4.2 Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or
 - 4.3 Are found to be in conflict for any other reason, as may be established by, or at the discretion of, the E8 Secretariat.

In the event of any uncertainty in the interpretation of what is potentially a conflict of interest, proposers must disclose the condition to the E8 Secretariat and seek the E8 Secretariat's confirmation on whether or not such conflict exists.
5. Similarly, the Proposers must disclose in their proposal their knowledge of the following:
 - 5.1 That they are owners, part-owners, officers, directors, controlling shareholders, or they have key personnel who are family of the E8 Secretariat staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and
 - 5.2 All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.

Failure of such disclosure may result in the rejection of the proposal or proposals affected by the non-disclosure.
6. Proposals submitted by two (2) or more Proposers shall all be rejected if they are found to have any of the following:
 - a) they have at least one controlling partner, director or shareholder in common; or
 - b) any one of them receive or have received any direct or indirect subsidy from the other/s; or
 - c) they have the same legal representative for purposes of this RFP; or

- d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Proposer regarding this RFP process; or
 - e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Proposer; or
 - f) an expert proposed to be in the team of one Proposer participates in more than one Proposal received for this RFP process. This condition does not apply to subcontractors being included in more than one Proposal.
- 6. The Terms of Reference for the Services is detailed in Attachment A.
 - 7. The Southern Africa Malaria Elimination Eight Initiative will evaluate all proposals received in response to this Request for Proposals (RFP) in accordance with the **Evaluation Criteria in Section II**.
 - 8. The Cost Proposal Format for the Services is attached hereto as **Section VI**.
 - 9. This RFP is in line with, and subject to:

The Global Fund's **Procurement Regulations (2015, as amended from time to time)**, which may be found at <http://www.theglobalfund.org/en/business/> . The following are integral parts of this RFP:

- a. The **Global Fund RFP Solicitation Rules (2015, as amended from time to time)**, which may be found at: <http://www.theglobalfund.org/en/business/> ;
- b. The **Policy on Ethics and Conflict of Interest for Global Fund Institutions (2002, as amended from time to time)**, which may be found at:
<http://www.theglobalfund.org/en/documents/governance/> ;
- c. The **Code of Conduct for Suppliers (2009, as amended from time to time)**, which may be found at: <http://www.theglobalfund.org/en/documents/governance/> ;
- d. The **Sanctions Panel Procedures Relating to the Code of Conduct for Suppliers (2014, as amended from time to time)**, which may be found at
<http://www.theglobalfund.org/en/documents/governance> ; and
- f. **The Terms and Conditions of Purchase of Services 15 September 2015, as amended from time to time)**, which will also be an integral part of any contract resulting from this solicitation, and which may be found at <http://www.theglobalfund.org/en/business/> .

B. CONTENTS OF PROPOSAL

8. Sections of Proposal

Proposers are required to **complete, sign and submit the following documents:**

- 8.1 Proposal Submission Cover Letter Form (Attachment B);
- 8.2 Documents Establishing the Eligibility and Qualifications of the Proposer (see **Section III**);
- 8.4 Technical Proposal (see prescribed form in **Section IV**);
- 8.5 Financial Proposal (see prescribed form in RFP **Section V**)

9. Clarification of Proposal

- 9.1 Prospective service providers may request clarifications of any of the RFP documents no later than **28 December 2018 (14.00 hours CAT)** prior to the proposal submission date. Any request for clarification must be sent in writing via courier or through electronic means to the E8 Secretariat Contracts and Procurement Manager at procurement@elimination8.org . The E8 Secretariat will respond in writing, transmitted by electronic means, to any request for clarification provided that such request is received no later than **28 December 2018 (14.00 hours CAT)**, and will forward copies of its response (including an explanation of the query but without identifying its source) to all Proposers who have provided confirmation of their intention to submit a Proposal.
- 9.2 The E8 Secretariat shall endeavor to provide such responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of the E8 Secretariat to extend the submission date of the Proposals, unless the E8 Secretariat deems that such an extension is justified and necessary.

10. Amendment of Proposals

- 10.1 At any time prior to the deadline of Proposal submission, the E8 Secretariat may modify the RFP by issuing an Addendum/Modification to the RFP. Any Addendum will be published on the SADC website. Any Addendum/Modification to the RFP issued shall be part of the RFP and shall be communicated in writing to all prospective Proposers and through direct communication to prospective Proposers by email and Posting on the website¹.
- 10.2 To give prospective Proposers reasonable time to take an Addendum into account in preparing their Proposals, the E8 Secretariat may, at its discretion, extend the deadline for submission of Proposals, if the nature of the amendment to the RFP justifies such an extension.

C. PREPARATION AND SUBMISSION OF PROPOSALS

12. Cost of Proposal

The Proposer shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. E8 Secretariat shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.

13. Language

¹ Posting on the website shall be supplemented by directly transmitting the communication to the prospective offerors.

The Proposal, as well as any and all related correspondence exchanged by the Proposer and the E8 Secretariat, shall be written in the English language). The supporting documents to prove the eligibility and qualifications criteria shall be issued in any SADC official languages (i.e.: English, French and Portuguese). If the original documents are written in language other than SADC Secretariat official languages, they shall be accompanied by an original certified translation into any of the SADC official languages. The cost of the translation shall be borne by the proposers. In case of discrepancies between the original language and the language of translation, the language of the original shall prevail.

14. **Proposal Submission Form**

14.1 The Proposer shall submit the Proposal Submission Form using the form provided in Attachment B of this RFP.

14.2 **Technical Proposal Format and Content**

The Proposer shall structure the Technical Proposal as follows:

14.2.1 Expertise of Company/Firm – this section should provide details regarding management structure of the organisation, organisational capability/resources, and experience of company/firm, the list of projects/contracts (both completed and on-going, both domestic and international) which are related or similar in nature to the requirements of the RFP, and proof of financial stability and adequacy of resources to complete the services required by the RFP (see Clause 21 for further details). The same shall apply to any other entity participating in the RFP as a Joint Venture or Consortium.

14.2.2 Proposed Methodology, Approach and Implementation Plan – this section should demonstrate the Proposer’s response to the Terms of Reference by identifying the specific components proposed, how the requirements shall be addressed, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; identifying the works/portions of the work that will be subcontracted; and demonstrating how the proposed methodology meets or exceeds the specifications, while ensuring appropriateness of the approach to the local conditions and the rest of the project operating environment. This methodology must be laid out in an implementation timetable that is within the following estimated periods:

- a. Latest Expected date for commencement of Contract – **February 2019**
- b. Expected duration of contract (Target Commencement Date and Completion Date) - **February 2019 to March 2019.**

14.2.3 Management Structure and Key Personnel – This section should include the comprehensive curriculum vitae (CVs) of key personnel that will be assigned to support the implementation of the proposed methodology, clearly defining the roles and responsibilities vis-à-vis the proposed methodology. CVs should establish competence and demonstrate qualifications in areas relevant to the TOR.

In complying with this section, the Proposer assures and confirms to the E8 Secretariat that the personnel being nominated are available for the Contract on the dates proposed. If any of the key personnel later becomes unavailable, except for unavoidable reasons such as death or medical incapacity, among other possibilities, the

E8 Secretariat reserves the right to consider the proposal non-responsive. Any deliberate substitution arising from unavoidable reasons, including delay in the implementation of the project of programme through no fault of the Proposer shall be made only with the E8 Secretariat's acceptance of the justification for substitution, and the E8 Secretariat's approval of the qualification of the replacement who shall be either of equal or superior credentials as the one being replaced.

14.3. **Financial Proposals**

The Financial Proposal shall be prepared using the attached standard form (Section V). It shall list all major cost components associated with the services, and the detailed breakdown of such costs. All outputs and activities described in the Technical Proposal must be priced separately on a one-to-one correspondence. Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.

14.4 **Submission of Proposals**

Proposals must be submitted electronically to procurement@elimination8.org. Proposals must be free from virus and corrupted files, must be formatted in PDF files only and password protected. Password must not be provided to the E8 Secretariat until the date and time of Bid Opening as indicated in Clause 18.

Mandatory subject of email:

- i. **RFP No. E8-CONSULTANCY-002-2018-HR-REVIEW OF ELIMINATION 8 SECRETARIAT HUMAN RESOURCE STRUCTURE - TECHNICAL PROPOSAL**
- ii. **RFP No. E8-CONSULTANCY-002-2018-HR-REVIEW OF ELIMINATION 8 SECRETARIAT HUMAN RESOURCE STRUCTURE - FINANCIAL PROPOSAL**

Proposers must ensure that they use trusted and reliable Virus Scanning Software prior to transmission of proposals,

15. **Deadline for Submissions**

15.1 Proposers must submit their Proposals electronically in accordance with electronic application submission procedures specified in Clause 14.4. Proposals shall be received by the E8 Secretariat the email address detailed in clause 14.4 of this RFP, no later than **07 January 2019, 14:30 hours CAT**. An acknowledgement of receipt will be given for all proposals submitted.

15.2 The E8 Secretariat may, at its own discretion, extend the deadline for the submission of proposals by modifying the RFP in accordance with Clause 10 of this RFP, in which case all rights and obligations of the E8 secretariat and the proposers subject to the previous deadline shall thereafter be subject to the deadline as extended.

16. **Late Submissions**

16.1 Any proposal received by the E8 Secretariat after the deadline for submission of proposals prescribed in Clause 14.4 of these Instructions will be automatically disqualified from the process.

17. **Withdrawal, Substitution, and Modification of Proposals**

- 17.1 Proposers are expected to have sole responsibility for taking steps to carefully examine in detail the full consistency of its Proposals to the requirements of the RFP, keeping in mind that material deficiencies in providing information requested by the E8 Secretariat, or lack clarity in the description of services to be provided, may result in the rejection of the Proposal. The Proposer shall assume the responsibility regarding erroneous interpretations or conclusions made by the Proposer in the course of understanding the RFP out of the set of information furnished by the E8 Secretariat.
- 17.2 A Proposer may withdraw, substitute or modify its Proposal after it has been submitted by sending a written notice, duly signed by an authorised representative, and shall include a copy of the authorisation (or a Power of Attorney). The corresponding substitution or modification of the Proposal must accompany the respective written notice. All notices must be received by the E8 Secretariat prior to the deadline for submission and submitted in accordance with Clause 14.4. The subject of the email submission shall clearly indicate "WITHDRAWAL," "SUBSTITUTION," or "MODIFICATION".
- 17.3 Proposals requested to be withdrawn shall be returned unopened to the Proposers.
- 17.4 No Proposal may be withdrawn, substituted, or modified in the interval between the deadline for submission of Proposals and the expiration of the period of proposal validity specified by the Proposer on the Proposal Submission Form or any extension thereof.

18. Opening of Proposals

The Venue, Date and Time for opening of Proposal are: THE E8 SECRETARIAT, CHANNEL LIFE TOWERS, FIRST FLOOR, 39 POST MALL STREET, WINDHOEK, NAMIBIA, **on 07 January 2019 at 14.30 hours**. The E8 Secretariat shall prepare a record of the opening of Proposals that shall include, as a minimum, the name of the Proposer. A copy of the record shall be distributed to all proposers.

20. Currencies

All prices shall be quoted in United States Dollars. However, where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:

- a) the E8 Secretariat will convert the currency quoted in the Proposal into United States Dollars, in accordance with the Oanda² operational rate of exchange on the last day of submission of Proposals; and
- b) In the event that the Proposal found to be the most responsive to the RFP requirement is quoted in another currency different from the E8 Secretariat's preferred currency of United States Dollars, then the E8 Secretariat shall reserve the right to award the contract in the currency of the E8 Secretariat's preference, using the conversion method specified above.

21. Documents Establishing the Eligibility and Qualifications of the Proposer

² <https://www.oanda.com/currency/converter/>

- 21.1 The documentary evidence of the Proposer's qualifications to perform the Contract if its Proposal is accepted shall establish to the E8 Secretariat's satisfaction:
- a) that, in case of a Proposer not doing business within Namibia, the Proposer is or will be (if awarded the contract) represented by an Agent in the country equipped and able to carry out the services support obligations prescribed in the conditions of Contract and/or any schedule of Requirements; and
 - b) that the Proposer meets each of the qualification criterion specified in Section II, Evaluation and Qualification Criteria.
22. **Joint Venture, Consortium or Association**
- 22.1 If the Proposer is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of the Proposal, they shall confirm in their Proposal that:
- (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the joint venture jointly and severally, and this shall be duly evidenced by a duly notarised agreement among the legal entities, which shall be submitted along with the Proposal; and
 - (ii) if they are awarded the contract, the contract shall be entered into, by and between the E8 Secretariat and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.
- 22.2 After the Proposal has been submitted to the E8 Secretariat, the lead entity identified to represent the joint venture shall not be altered without the prior written consent of the E8 Secretariat. Furthermore, neither the lead entity nor the member entities of the joint venture can:
- a) Submit another proposal, either in its own capacity; nor
 - b) As a lead entity or a member entity for another joint venture submitting another Proposal.
- 22.3 The description of the organisation of the joint venture/consortium/association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the Joint Venture Agreement. All entities that comprise the joint venture shall be subject to the eligibility and qualification assessment by the E8 Secretariat. Where a joint venture is presenting its track record and experience in a similar undertaking as those required in the RFP, it should present such information in the following manner:
- a) Those that were undertaken together by the joint venture; and
 - b) Those that were undertaken by the individual entities of the joint venture expected to be involved in the performance of the services defined in the RFP.
- 22.4 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the joint venture or those of its members but should only be claimed by the individual experts themselves in their presentation of their individual credentials.
- 22.5 If a joint venture's Proposal is determined by the E8 Secretariat as the most responsive Proposal that offers the best value for money, the E8 Secretariat shall award the contract to the joint

venture, in the name of its designated lead entity. The lead entity shall sign the contract for and on behalf of all other member entities.

23. Alternative Proposals

Submission of Alternative Proposals or submission of Proposals for Parts or sub-parts of the RFP shall not be considered.

24. Validity Period

Proposals shall remain valid for a period of **ninety (90)** days commencing on the submission deadline date. A Proposal valid for a shorter period shall be immediately rejected by the E8 Secretariat and rendered non-responsive. In exceptional circumstances, prior to the expiration of the proposal validity period, the E8 Secretariat may request Proposers to extend the period of validity of their Proposals. The request and the responses shall be made in writing and shall be considered integral to the Proposal.

25. Confidentiality

25.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Proposers or any other persons not officially concerned with such process, even after publication of the contract award. Any effort by a Proposer to influence the E8 Secretariat in the examination, evaluation and comparison of the Proposals or contract award decisions may, at the E8 Secretariat's decision, result in the rejection of its Proposal.

25.2 In the event that a Proposer is unsuccessful, the Proposer may seek a meeting with the E8 Secretariat for a debriefing. The purpose of the debriefing is discussing the strengths and weaknesses of the Proposer's submission, in order to assist the Proposer in improving the proposals presented to the E8 Secretariat. The content of other proposals and how they compare to the Proposer's submission shall not be discussed.

D. PROCEDURE FOR EVALUATION OF PROPOSALS

26. Clarification of Proposals

26.1 To assist in the evaluation of applications, the E8 Secretariat may, at its discretion, ask any Proposer for a clarification of its application which shall be submitted within a stated reasonable period of time. Any request for clarification and all clarifications shall be in writing.

26.2 If a Proposer does not provide clarifications of the information requested by the date and time set in the E8 Secretariat's request for clarification, its application may be rejected.

27. Responsiveness of Proposals

The E8 Secretariat may reject any application which is not responsive to the requirements of the prequalification document.

28. Preliminary Examination of Proposals

28.1 The E8 Secretariat shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, whether or not the Proposer is not included in World Bank's Listings of Ineligible Firms and Individuals or World Bank's Corporate Procurement Listing of Non-Responsible Vendors or in a "UN Ineligibility List" or declared as ineligible by other international donor organisations, and whether the Proposals are generally in order, among other indicators that may be used at this stage. The E8 Secretariat may reject any Proposal at this stage.

29. **Evaluation of Proposals**

29.1 The E8 Secretariat shall examine the Proposal to confirm that all terms and conditions under the E8 Secretariat Conditions of Contract have been accepted by the Proposer without any deviation or reservation.

29.2 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other documentation provided, applying the evaluation criteria specified in this RFP. Each responsive Proposal will be given a technical score. A Proposal shall be rendered nonresponsive at this stage if it does not substantially respond to the RFP particularly the demands of the Terms of Reference, which also means that it fails to achieve the minimum technical score indicated in the Terms of Reference. The E8 Secretariat shall NOT make any changes in the criteria indicated in the Terms of Reference after all Proposals have been received.

29.3 In the second stage, only the Financial Proposals of those Proposers who achieve the minimum technical score will be opened for evaluation for comparison and review. The Financial Proposal Envelopes corresponding to Proposals that did not meet the minimum passing technical score shall be returned to the Proposer unopened. A technical/cost/past performance trade-off analysis will be performed by the E8 Secretariat in order to determine the Best Value to the E8 Secretariat.

30. **Nonconformities, Reparable Errors and Omissions**

30.1 Provided that a Proposal is substantially responsive, the E8 Secretariat may waive any non-conformities or omissions in the Proposal that, in the opinion of the E8 Secretariat, do not constitute a material deviation. Provided that a Proposal is substantially responsive, E8 Secretariat may request the Proposer to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Proposer to comply with the request may result in the rejection of its Proposal.

30.2 Provided that the Proposal is substantially responsive, E8 Secretariat shall correct arithmetical errors as follows:

- a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of E8 Secretariat there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;
- b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and

- c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to the above.
- 30.3 If the Proposer does not accept the correction of errors made by the E8 Secretariat, its Proposal shall be rejected.

E. AWARD OF CONTRACT

31. Right to Accept, Reject, or Render Non-Responsive Any or All Proposals

31.1 The E8 Secretariat reserves the right to accept or reject any Proposal, to render any or all the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Proposer(s) of the grounds for the E8 Secretariat's action. Furthermore, The E8 Secretariat shall not be obliged to award the contract to the lowest price offer.

31.2 The E8 Secretariat shall also verify, and immediately reject their respective Proposal, if the Proposers are found to appear in World Bank's Listings of Ineligible Firms and Individuals or World Bank's Corporate Procurement Listing of Non-Responsible Vendors or in a "UN Ineligibility List" or declared as ineligible by any other international donor organisations.

32. Award Criteria and Notification of Award

32.1 Prior to expiration of the period of proposal validity, the E8 Secretariat shall award the contract to the qualified Proposer on a Best Value Determination by selecting the technically acceptable proposal with the lowest feasible cost or by using a trade -off process where the benefits of the technical approach or other elements of the proposal outweigh the benefits of selecting the technically acceptable proposal with lowest feasible cost.

32.2 The E8 Secretariat shall notify the successful Proposer, in writing, that its Proposal has been accepted.

33. Contract Signature

33.1 Within five (5) days from the date of receipt of the Contract, the successful Proposer shall sign and date the Contract and return it to the E8 Secretariat.

33.2 Failure of the successful Proposer to comply with this provision shall constitute sufficient grounds for the annulment of the award, on which event, the E8 Secretariat may award the Contract to the Proposer with the second highest rated Proposal or call for new Proposals.

SECTION II: QUALIFICATION AND EVALUATION CRITERIA

The E8 Secretariat's evaluation of a bid may take into account, among others, one or more of the following factors as specified in Clause 29 of Instructions to Proposers using the following criteria and methodologies.

1. ADMINISTRATIVE REQUIREMENTS

STAGE ONE		
Subject	Requirement	Responsive or Non-responsive
Mandatory administrative requirements	<ul style="list-style-type: none"> • Must submit a copy of Certificate of Registration/Incorporation • Must submit a copy of valid Tax Compliance Certificate • Must fill and submit Proposal Submission Form (Attachment A) 	
Financial Resources	<ul style="list-style-type: none"> • Provide audited accounts for the last three (3) years 	Must meet the requirement
Personnel Resources:	<ul style="list-style-type: none"> • Provide profiles of a minimum of two (2) directors, partners or management with copies of their relevant certificates attached • Provide names of at least three key consultants with the following attachments: <ul style="list-style-type: none"> - Copies of their relevant certification - Certified copies of Identity Cards 	Must meet the requirement
Submission of the above is MANDATORY and any tender deemed non-responsive at this stage will not be considered further		

2. TECHNICAL REQUIREMENTS

This is the Second stage of evaluation and will carry a total of 70%. Only bidders who will score above 70 % under Technical Evaluation will be subjected to Financial Evaluation. Those who will score below 70% will be eliminated from the evaluation process and will not be considered further

STAGE TWO – TECHNICAL EVALUATION

The technical evaluation of a Technical Offer shall be conducted to evaluate each Technical Offer against the technical evaluation criteria stated below:

1. Expertise of firm/organisation

The Proposer must provide evidence of extended experience in developing similar work and as described in the Terms of Reference, preferably supported by examples through past projects and contactable references. The Proposer MUST provide proof of registration in the country of origin as a legal entity. Maximum (40 Points)

2. Proposed work plan and approach

Proposers must demonstrate the ability to meet the requirements as set out in each of the sections of the TOR, as well as propose an expedient delivery schedule as per the Deliverables required. The Proposer must demonstrate innovative approaches to further add value. (30 Points)

3. Personnel

The Proposer must provide information on the number of personnel to be assigned to this project together with their CVs. Provide evidence that nominated persons have the ability to carry the required task as well as are able to liaise with the E8 Secretariat to ensure an efficient and innovative process. The Proposer MUST provide a signed statement of availability by ALL key personnel. (30 Points)

Please be guided by Attachment B when preparing the Technical Section. The submission for Sections 1 and 2 combined should not exceed SIX pages. The number of pages for Section 3 will depend on the number key personnel whose CVs will be submitted.

	Criteria and Sub criteria	Points
	Specific Experience	40
	Methodology proposed	30
	Key personnel	30
		100

3. FINANCIAL EVALUATION

Bidders who score 70 (average) points and above will have their financial proposals Considered for financial/cost analysis for Best Value Determination.

SECTION III: DOCUMENTS ESTABLISHING THE ELIGIBILITY AND QUALIFICATIONS OF THE PROPOSER

Proposer Information Form

Date of Proposal Submission.....

RFP No. E8-CONSULTANCY-002-2018-HR-Review of Elimination 8 Secretariat Human Resource Structure

Page _____ of _____ pages

1. Proposer's Legal Name:		
2. In case of Joint Venture (JV), legal name of each party:		
3. Actual or intended Country/ies of Registration/Operation:		
4. Year of Registration:		
5. Countries of Operation	6. No. of staff in each Country	7. Years of Operation in each Country
8. Legal Address/es in Country/ies of Registration/Operation:		
9. Value and Description of Top three (3) Biggest Contract for the past five (5) years:		
10. Latest Credit Rating (if any):		
11. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved:		
12. Proposer's Authorized Representative Information		
Name:		
Address:		
Telephone/Fax numbers:		

Email Address:

13. Are you in the World Bank's Listings of Ineligible Firm and Individuals or World Bank's Corporate Procurement Listing of Non-Responsible Vendors or in a "UN Ineligibility List" or declared as ineligible by other international donor organisations.? YES or NO

14. Attached are copies of original documents of: [check the box(es) of the attached original documents]

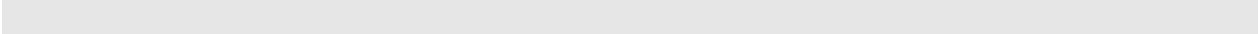
- All eligibility document requirements listed in the Data Sheet
- Articles of Incorporation or Registration of firm named in 2.
- In case of government owned entity, documents establishing legal and financial autonomy and compliance with commercial law.

Sincerely,

(signature)

Name: _____

Title: _____



SECTION IV: DOCUMENTS ESTABLISHING ELIGIBILITY AND QUALIFICATIONS OF PROPOSER

<p>TECHNICAL PROPOSAL FORMAT</p> <p>E8-CONSULTANCY-002-2018-HR-Review of Elimination 8 Secretariat Human Resource Structure</p>

Note: Technical Proposals not submitted in this format may be rejected. The financial proposal should be included in separate envelope.

Name of Proposing Organization / Firm:	
Country of Registration:	
Name of Contact Person for this Proposal:	
Address:	
Phone / Fax:	
Email:	

SECTION A: EXPERTISE OF FIRM/ ORGANISATION

This section should fully explain the Proposer’s resources in terms of personnel and facilities necessary for the performance of this requirement. All contents of this section may be modified or expanded depending on the evaluation criteria stated in the RFP.

1.1 Brief Description of Nominator as an Entity: Provide a brief description of the organization / firm submitting the proposal, its legal mandates/authorized business activities, the year and country of incorporation, types of activities undertaken, and approximate annual budget, etc. Include reference to reputation, or any history of litigation and arbitration in which the organisation / firm has been involved that could adversely affect or impact the performance of services, indicating the status/result of such litigation/arbitration.

1.2. Financial Capacity: Provide the latest Audited Financial Statement (Income Statement and Balance Sheet) duly certified by a Public Accountant, and with authentication of receiving by the Government’s Internal Revenue Authority. Include any indication of credit rating, industry rating, etc.

1.3. Track Record and Experiences: Provide the following information regarding corporate experience within the last five (5) years which are related or relevant to those required for this Contract.

Name of project	Client	Contract Value	Period of activity	Types of activities undertaken	Status or Date Completed	References Contact Details (Name, Phone, Email)

SECTION B - APPROACH AND IMPLEMENTATION PLAN

This section should demonstrate the Proposer's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed methodology meets or exceeds the requirements.

2.1. Approach to the Service/Work Required: Please provide a detailed description of the methodology for how the organisation/firm will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment.

2.2. Technical Quality Assurance Review Mechanisms: The methodology shall also include details of the Proposer's internal technical and quality assurance review mechanisms.

2.3 Implementation Timelines: The Proposer shall submit a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

2.4. Subcontracting: Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team.

2.5. Risks / Mitigation Measures: Please describe the potential risks for the implementation of this project that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks.

2.6. Reporting and Monitoring: Please provide a brief description of the mechanisms proposed for this project for reporting to the E8 Secretariat and partners, including a reporting schedule.

2.7. Anti-Corruption Strategy: Define the anti-corruption strategy that will be applied in this project to prevent the misuse of funds. Describe the financial controls that will be put in place.

2.8. Partnerships: Explain any partnerships with local, international or other organizations that are planned for the implementation of the project. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team. Letters of commitment from partners and an indication of whether some or all have successfully worked together on other previous projects is encouraged.

2.9 Statement of Full Disclosure: This is intended to disclose any potential conflict in accordance with the definition of "conflict" under Section I A.4 of this document, if any.

2.10 Other: Any other comments or information regarding the project approach and methodology that will be adopted.

SECTION C: PERSONNEL

3.1 Management Structure: Describe the overall management approach toward planning and implementing this activity. Include an organization chart for the management of the project describing the relationship of key positions and designations.

3.2 Staff Time Allocation: Provide a spreadsheet will be included to show the activities of each staff member and the time allocated for his/her involvement. (Note: This *spreadsheet is crucial and no substitution of personnel will be tolerated once the contract has been awarded except in extreme circumstances and with the written approval of the E8 Secretariat. If substitution is unavoidable it will be with a person who, in the opinion of the E8 Secretariat project manager, is at least as experienced as the person being replaced, and subject to the approval of the E8 Secretariat. No increase in costs will be considered as a result of any substitution.*)

3.3 Qualifications of Key Personnel. Provide the CVs for key personnel (Team Leader, Managerial and general staff) that will be provided to support the implementation of this project. CVs should demonstrate qualifications in areas relevant to the Scope of Services. Please use the format below:

Name:		
Position for this Contract:		
Nationality:		
Contact information:		
Countries of Work Experience:		
Language Skills:		
Educational and other Qualifications:		
Summary of Experience: <i>Highlight experience in the region and on similar projects.</i>		
Relevant Experience (From most recent):		
Period: From – To	Name of activity/ Project/ funding organisation, if applicable:	Job Title and Activities undertaken/Description of actual role performed:
<i>e.g. June 2010-January 2015</i>		
<i>Etc.</i>		
<i>Etc.</i>		
References (minimum of 3):		
References no.1	<i>Name Designation Organization Contact Information – Address; Phone; Email; etc.</i>	
Reference no.2	<i>Name Designation Organization Contact Information – Address; Phone; Email; etc.</i>	
Reference no.3	<i>Name Designation Organization Contact Information – Address; Phone; Email; etc.</i>	

Declaration:

I confirm my intention to serve in the stated position and present availability to serve for the term of the proposed contract. I also understand that any wilful misstatement described above may lead to my disqualification, before or during my engagement.

Signature of the Nominated Team Leader/Member

Date Signed

SECTION V – FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: Director
SADC Elimination & Secretariat
Channel Life Towers, 1st Floor
39 Post Mall Street
Windhoek, Namibia

We, the undersigned, offer to provide the Services for *Review of Elimination & Secretariat Human Resource Structure* in accordance with your Request for Proposal dated 19 December 2018 and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal³ is for the sum of [Amount in words and figures]. This amount is inclusive/exclusive of the local taxes.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e., [Date].

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

We remain,

Yours sincerely,

Authorised Signature:
Name and Title of Signatory:
Name of Organisation:
Address

³ Attach Financial Proposal