

**REQUEST FOR PROPOSAL (RFP)**

**A Study on mapping and analysis of Plums Fruit & Feed and Fodder Livestock value chains and stakeholders – in West Bank**

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| **RFP No.:** | 1/T/2024 |
| **Project:** | SUPPORT AGRI-FOOD COOP NETWORK IN PALESTINE (SANET) |
| **Country:** | Palestine |
| **Issued on:** | **04 January 2024** |
| **Deadline** | **05 February 2024** |

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| **RFP Reference**  1/T/2024 | **Date**  **04 January 2024** |

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# SECTION 1: LETTER OF INVITATION

**Dear Sir / Madam,**

CIHEAM Bari and Ministry of Agriculture hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This Request for Proposal and the General Terms and Conditions of Contract comprises the following documents:

* Section 1: This Letter of Invitation
* Section 2: Instruction to Bidders
* Section 3: Evaluation Criteria
* Section 4: Terms of Reference
* Section 5: Returnable Bidding Forms
  + - Form A: Technical Proposal Submission Form
    - Form B: Bidder Information Form
    - Form C: Joint Venture/Consortium/Association Information Form
    - Form D: Qualification Form
    - Form E: Format of Technical Proposal
    - Form F: Financial Proposal Submission Form
    - Form G: Financial Proposal Form
    - Form H: Draft Contract

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in this RFP.

Please acknowledge receipt of this RFP by sending an email to [melozzi@iamb.it](mailto:melozzi@iamb.it), indicating whether you intend to submit a Proposal or otherwise. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified as the focal point for queries on this RFP.

Thank you and we look forward to receiving your proposal(s).

Issued by:

|  |  |
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| Signature: |  |
| Name: | Lorenzo Melozzi |
| Title: | Project Manager |
| Date: | 02 January 2024 |

# SECTION 2: INSTRUCTION TO BIDDERS

## General Provisions

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| **Introduction** | Bidders shall adhere to all the requirements of this RFP, including any amendments made in writing by CIHEAM Bari.  Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by CIHEAM Bari. CIHEAM Bari is under no obligation to award a contract to any Bidder as a result of this RFP.  CIHEAM Bari reserves the right to cancel the procurement process at any stage without any liability of any kind for CIHEAM Bari, upon notice to the bidders or publication of cancellation notice on the CIHEAM Bari website. |
| **Gifts** **and Hospitality** | Bidders/vendors shall not offer gifts or hospitality of any kind to CIHEAM Bari staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, CIHEAM Bari: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a CIHEAM Bari contract. |
| **Conflict** **of** **Interest** | CIHEAM Bari requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to CIHEAM Bari if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFP. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.  Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of CIHEAM Bari staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFP.  The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to CIHEAM Bari’s further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid. |

## Preparation Of Proposals

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| **General Considerations** | * In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal. * The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the CIHEAM Bari |
| **Cost of preparation of Proposals** | * CIHEAM Bari shall not be responsible for any costs associated with a Bidder preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process. |
| **Language** | * The Proposal, as well as any and all related correspondence exchanged by the Bidder and CIHEAM Bari, shall be written in English, Including documentation, catalogues, instructions and operating manuals. |
| **Documents to be submitted comprising the Proposal** | Bidders shall include the following documents in their proposal:   1. Eligibility and Qualifications of the Bidder; 2. Technical Proposal; 3. Financial Proposal; 4. Any attachments and/or appendices to the Proposal. |
| **Eligibility and Qualifications of the Bidder** | * The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 5 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to CIHEAM Bari’s satisfaction. |
| **Technical Proposal Format and Content** | * The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 5 of the RFP. * The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive. |
| **Financial Proposals** | * The Financial Proposal shall be prepared using the Standard Form provided in Section 5 (forms F and G) of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs. * 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. * Prices and other financial information must not be disclosed in any other place except in the financial proposal. |
| **Currencies** | All prices shall be quoted in **EURO**. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:   1. CIHEAM Bari will convert the currency quoted in the Proposal into the CIHEAM Bari preferred currency, in accordance with the prevailing operational rate of exchange on the last day of submission of Proposals; 2. In the event that CIHEAM Bari selects a proposal for award that is quoted in a currency different from the preferred currency, CIHEAM Bari shall reserve the right to award the contract in the currency of CIHEAM Bari’s preference, using the conversion method specified above.  * The currency of bid will be the currency of contract. It is up to the bidders to manage the cash withdrawal from their own bank. |
| **Joint** **Venture,** **Consortium** **or** **Association** | * If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between CIHEAM Bari and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association. |
| **Only** **one** **Bid** | * The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association. Bids submitted by two (2) or more Bidders 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;  **b)** any one of them receive or have received any direct or indirect subsidy from the other/s;  **c)** they have the same legal representative for purposes of this RFP;  **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 Bid of, another Bidder regarding this RFP process; **e)** they are subcontractors to each other’s Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder;  **f)** some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid. |
| **Period of Validity of Proposal** | * Proposals shall remain valid for 60 days from the deadline for the Submission of Proposals. A Proposal valid for a shorter period may be rejected by CIHEAM Bari and rendered non-responsive. * During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price. |
| **Extension of Proposal Validity Period** | * In exceptional circumstances, prior to the expiration of the proposal validity period, CIHEAM Bari may request Bidders 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. * If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal. * The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated. |
| **Clarification of Proposal** | * Bidders may request clarifications on any of the RFP documents no later than 5 days before the submission deadline. Any request for clarification must be sent via email or asked via telephone to the following contacts:  |  |  | | --- | --- | | **Mr Lorenzo Melozzi**  [melozzi@iamb.it](mailto:melozzi@iamb.it) | **Mr Samer Titi**  [titi@iamb.it](mailto:titi@iamb.it) |  * CIHEAM Bari will provide the responses to clarifications direct communication to prospective Proposers by email. * CIHEAM Bari shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of CIHEAM Bari to extend the submission date of the Proposals, unless CIHEAM Bari deems that such an extension is justified and necessary. |
| **Amendment of Proposals** | * At any time prior to the deadline of Proposal submission, CIHEAM Bari may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders. * If the amendment is substantial, CIHEAM Bari may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals. |
| **Partial Proposals** | * Permitted Requirements are divided into 02 (two) Lots. In case of multiple Lots, bidders may apply for a single or both Lots. * However, partial quotation within a single Lot is not permitted. |
| **Alternative Proposal** | * Not permitted |
| **Pre-Bid Meeting** | * In order to potential applicants to successfully apply for bid, a one-day workshop to acquire basic skills in drafting projects and budgets will be provided. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder’s Meeting or issued/posted as an amendment to RFP. |
| **Duties and taxes** | * All quotations must be VAT included. |

## Submission and Opening of Proposals

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| **Submission** | * The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in this RFP. The submission shall be in the manner specified in this RFP. * The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. * Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the CIHEAM Bari General Contract Terms and Conditions. |
| **Email Submission** | * Email submission is the only one allowed and shall be governed as follows:  1. Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in RFP; 2. The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. 3. The files must be sent to the following email addresses: [segreteriaope@iamb.it](mailto:segreteriaope@iamb.it) and [melozzi@iamb.it](mailto:melozzi@iamb.it) 4. The password for opening the Financial Proposal should be provided only upon request of CIHEAM Bari. CIHEAM Bari will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected. 5. The subject line of the email should be as follows: ‘**1/T/2024 LOT [......]**,'   and the specific lot in which you are participating must be clearly specified. If you are participating in both lots, please send two separate emails. |
| **Deadline** **for the Submission** **of** **Proposal** | * Monday, 05 February 2024 |
| **Proposal Opening** | * There is no public bid opening for RFPs. CIHEAM Bari shall open the Proposals in the presence of an ad-hoc committee formed by SANET project, consisting of five (5) members. |

## Evaluation of Proposals

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| **Confidentiality** | * Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award. * Any effort by a Bidder or anyone on behalf of the Bidder to influence CIHEAM Bari in the examination, evaluation and comparison of the Proposals or contract award decisions may result in the rejection of its Proposal. |
| **Evaluation of Proposals** | * The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline. CIHEAM Bari will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals. * Evaluation of proposals is made of the following steps:  1. Preliminary Examination; 2. Minimum Eligibility and Qualification; 3. Evaluation of Technical Proposals; 4. Evaluation of Financial Proposals. |
| **Preliminary Examination** | * CIHEAM Bari shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. |
| **Evaluation of Eligibility and Qualification** | * Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 3 (Evaluation Criteria). * In general terms, vendors that meet the following criteria may be considered qualified: * They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers; * They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, * They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; * They do not have a consistent history of court/arbitral award decisions against the Bidder; |
| **Evaluation of Technical and Financial Proposals** | * The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 3 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated. * In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened. For emailed Proposals, CIHEAM Bari will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive. * The evaluation method that applies for this RFP shall be as indicated in the Section 3, the combined scoring method which will be based on a combination of the technical and financial score. * The formula for the rating of the Proposals will be as follows:   **Combined Score =** (TP Rating) x (Weight of TP, 70%) + (FP Rating) x (Weight of FP, 30%)  Rating the Technical Proposal (TP):  **TP Rating =** (Total Score Obtained by the Offer / Max. Obtainable Score for TP)  Rating the Financial Proposal (FP):  **FP Rating =** (Lowest Priced Offer / Price of the Offer Being Reviewed) |
| **Clarification of Proposals** | * To assist in the examination, evaluation and comparison of Proposals, CIHEAM Bari may, at its discretion, ask any Bidder for a clarification of its Proposal. * CIHEAM Bari’s request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by CIHEAM Bari in the evaluation of the Proposals, in accordance with RFP. * Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by CIHEAM Bari, shall not be considered during the review and evaluation of the Proposals. |
| **Responsiveness of Proposal** | * Provided that a Proposal is substantially responsive, CIHEAM Bari may waive any non-conformities or omissions in the Proposal that, in the opinion of CIHEAM Bari, do not constitute a material deviation. * CIHEAM Bari may request the Bidder 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 Bidder to comply with the request may result in the rejection of its Proposal. |
| **Nonconformities, Reparable Errors and Omissions** | * For Financial Proposal that has been opened, CIHEAM Bari shall check and correct arithmetical errors as follows: * 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 CIHEAM Bari 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; * 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 * 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. * If the Bidder does not accept the correction of errors made by CIHEAM Bari, its Proposal shall be rejected. |

## Award Contract

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| **Right to Accept, Reject, any or all Proposals** | * CIHEAM Bari reserves the right to accept or reject any Proposal, to render any or all of 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 Bidder(s) of the grounds for CIHEAM Bari’s action. CIHEAM Bari shall not be obliged to award the contract to the lowest priced offer. |
| **Right to Vary Requirements at the Time of Award** | * At the time of award of Contract, CIHEAM Bari reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions. |
| **Type of Contract to be awarded** | * **☒** Contract |
| **Contract Signature** | * Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to CIHEAM Bari. Failure to do so may constitute sufficient grounds for the annulment of the award. * CIHEAM Bari may award the Contract to the Second Ranked Bidder or call for new Proposals. |
| **Right to vary requirement at time of award** | * At the time of award of Contract or Purchase Order, CIHEAM Bari reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions. |
| **Approved Budget for the Contracts** | * The approved budget for these contracts for the proposed studies is as follows: * **Lot 1:** fifty thousand (50.000,00 €), inclusive of all applicable government taxes and charges, professional fees, and other incidental and administrative costs. * **Lot 2:** forty-three thousand (43.000,00 €), inclusive of all applicable government taxes and charges, professional fees, and other incidental and administrative costs. * Please note that these contracts shall be a global price contract. Any extension of contract time shall not involve any additional cost to the CIHEAM Bari. |

# SECTION 3: EVALUATION CRITERIA

## Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a **Yes/No basis**:

* Appropriate signatures
* Power of Attorney
* Minimum documents provided
* Technical and Financial Proposals submitted separately
* Bid Validity

## Minimum Eligibility Requirements

Eligibility and Qualification will be evaluated on **Pass/Fail basis**.

If the Proposal is submitted as a Joint Venture/Consortium/Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

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| **Subject** | **Criteria** | **Document Submission requirement** |
| **ELIGIBILITY** | | |
| **Legal Status** | Bidder is a legally registered entity. | Form B: Bidder Information Form |
| **Eligibility** | Bidder is not suspended, nor debarred, nor otherwise identified as ineligible by any International Organization. | Form A: Technical Proposal Submission Form |
| **Conflict of Interest** | No conflicts of interest. | Form A: Technical Proposal Submission Form |
| **Bankruptcy** | Not declared bankruptcy, not involved in bankruptcy or insolvency, liquidation, and there is no judgment or pending legal action against the bidder that could impair its operations in the foreseeable future. | Form A: Technical Proposal Submission Form |

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| **QUALIFICATION** | | |
| **History of Non-Performing Contracts** | Non-performance of a contract did not occur as a result of contractor default for the last 3 years. | Form D: Qualification Form |
| **Litigation History** | No consistent history of court/arbitral award decisions against the Bidder for the last 3 years. | Form D: Qualification Form |
| **Previous Experience** | Minimum 3 years of relevant experience. | Form D: Qualification Form |
| Minimum 2 contracts of similar value, nature and complexity implemented over the last 3 years.  *(For JV/Consortium/Association, all Parties cumulatively should meet requirement).* | Form D: Qualification Form |
| **Financial Standing** | Minimum average annual turnover of Euro 50.000,00 for the last 3 years.  *(For JV/Consortium/Association, all Parties cumulatively should meet requirement).* | Form D: Qualification Form |

## Evaluation Method

A committee of experts will evaluate the proposals. The selection process will be according to the main following evaluation criteria and sub-criteria:

The service provider shall be selected using the *Quality-Cost Based Selection* and based on the following criteria: seventy percent (70%) Technical Proposal and thirty percent (30%) Financial Proposal.

The minimum technical overall threshold score required to pass is 50%.

Each Lot, Lot 1 and Lot 2, shall be evaluated and awarded separately to the winning bidder for the particular Lot.

## Evaluation Criteria

The tenders will be evaluated on the basis of their economic advantageousness. The most economically advantageous tender is the tender which, in summary, meets the defined evaluation criteria best.

The contracting authority set out the following evaluation criteria:

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| **Evaluation criteria** | | **Weight** |
| **C1** | Technical Proposal | 70% |
| **C2** | Financial Proposal | 30% |
|  | **Total** | **100%** |

**Technical Proposal (70%)**

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| **C1 - Summary of Technical Proposal Evaluation Forms** | | **Max Weight** |
| C 1.1 | Bidder’s qualification, capacity and experience | 20% |
| C 1.2 | Proposed Methodology, Approach and Implementation Plan | 30% |
| C 1.3 | Management Structure and Key Personnel | 50% |
|  | **Total** | **100%** |

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| **C 1.1 - Bidder’s qualification, capacity and experience conducting similar studies in West Bank** | | | **Max Weight** | |
| *C 1.1.1* | General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls. | | **15%** | |
| *C 1.1.2* | Past history/performances in the form of reports or publications of the consultancy conducting similar or relatable assessments in WB. | | **5%** | |
| **Total** | | | **20%** | |
| **C 1.2 - Proposed methodology, approach and work plan - (30%)** | | | | **Max Weight** | |
| *C 1.2.1* | | Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another? | | **5%** | |
| C 1.2.2 | | Description of the approach and methodology/work plan, needs to be evaluated by technically competent staff. | | **15%** | |
| C 1.2.3 | | Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic. | | **5%** | |
| C 1.2.4 | | Methodology document outlining how they will conduct data collection. | | **2,5%** | |
| C 1.2.5 | | Document detailing the base location of their staff locations, their office(s), and ability to travel to project locations. | | **2,5%** | |
| **Total** | | | | **30%** | |

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| **C 1.3 - Management Structure and Key Personnel** | | | **Max Weight** |
| *C 1.3.1* | Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services? |  | **10%** |
| *C 1.3.2* | Qualifications of key personnel proposed: |  |  |
| *C 1.3.2a* | Team Leader/Value Chain Specialist |  | **20%** |
|  | * *General Experience* | *5%* |  |
| * *Specific Experience relevant to the assignment* | *10%* |
| * *Regional/International experience* | *5%* |
| *C 1.3.2b* | Agricultural |  | **10%** |
|  | * *General Experience* | *2,5%* |  |
| * *Specific Experience relevant to the assignment* | *5%* |
| * *Regional/International experience* | *2,5%* |
| *C 1.3.2c* | Economist |  | **7%** |
|  | * *General Experience* | *2,5%* |  |
| * *Specific Experience relevant to the assignment* | *2,5%* |
| * *Regional/International experience* | *2%* |
| *C 1.3.2d* | Gender Analyst |  | **3%** |
|  | * *General Experience* | *1%* |  |
| * *Specific Experience relevant to the assignment* | *1,5%* |
| * *Regional/International experience* | *0,5%* |
| **Total** | | | **50%** |

**Financial Proposal (30%)**

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|  | |  |  |
| C2 | Detailed budget – financial offer (Form G to be completed) | | 30% |
| **Total** | | | **30%** |

# SECTION 4: TERMS OF REFERENCE

## Introduction

The purpose of this tender dossier is to request proposals from qualified consultancy or research institutions, from now “service provider”, for the execution of two (2) Value Chain Analyses.

* Feed and Fodder for Livestock Value Chain (Lot 1);
* Plum Value Chain (Lot 2)

The primary aim of these analyses is to collect comprehensive data regarding farmers/producers, their production capacity, and pertinent geographic details to bolster agricultural development efforts.

*Inception Phase*

The SANET Office in Ramallah had had a preliminary period of 3 months inception that allowed for collation of some necessary baseline data to devise strategies with a greater results and impact orientation under this comprehensive project.

More robust assessments will be needed such as extensive value chain development studies. The main objectives of these studies (Lot 1 / Lot 2) are to identify untapped livelihood development opportunities, technological and technical gaps, new market opportunities, environmental and resilience constraints, emerging needs of small-scale farmers and producers, and also examine ways in which the project can further establish new partnerships.

A gender assessment will be carried out to facilitate gender-sensitive planning and the promotion of gender equality. We will make a concerted effort to collect sex-disaggregated data, which is crucial for addressing gender-related concerns. This assessment will serve as the foundation for developing a comprehensive gender policy for the project right from the beginning. It will offer guidance, assistance, and clarity on how to integrate gender considerations and address the distinct needs of both women and men in the project's design and execution.

Moreover, the assessment will outline the resources and specific actions required to ensure the equal participation of women and men as partners in the development efforts.

## Objective & Expected Results

### Overall Objectives of the Studies

The overall objective of this assignment is to carry out two (2) Value Chain Analyses of agricultural commodities in West Bank to provide evidence-based information to the activities design of the SANET project.

Within this context, the study will seek to understand the following:

* **Topic 1:** Get a clear and complete framework of the relevant agricultural value chain:
* for **Lot 1**, this assignment aims to conduct an in-depth study focused on performing a comprehensive value chain analysis of ***Feed and Fodder for Livestock*** within the West Bank region. In order to create a detailed mapping and identification report of producers within specified geographical areas with a gender-sensitive approach. The report should include information on the location, size, production capacity, and contact details of these producers.
* For **Lot 2**, the objective of this assignment is to conduct an in-depth study focused on performing a comprehensive value chain analysis of ***Plums*** within the West Bank region. In order to create a detailed mapping and identification report of plum producers within specified geographical areas with a gender-sensitive approach. The report should include information on the location, size, production capacity, and contact details of these producers.
* **Topic 2:** Topic 2: Based on the study's findings, we will identify and select the project *beneficiaries* among various groups, such as cooperatives, associations, local producers, and farmers interested to be involved in the project.
* **Topic 3:** Based on the study's findings, we will be able to identify the most appropriate technical and/or technological solutions to strengthen the VCs in the phases on which the project focused, i.e., production, post-harvesting, and processing for the subsequent *subgrant* fund.
* **Topic 4:** Based on the study's findings, we will be able to identify the most appropriate *training* needs, with a special focus on women and young people.

### Expected Output of the Studies

By the end of the contract period under this ToR, the service provider is expected to produce a comprehensive and structured report(s) analysis of each Value Chain based on updated information. These analyses will be essential for understanding the various stages, processes, and stakeholders involved in the project, with the ultimate goal of optimizing efficiency, reducing costs, and ensuring the successful execution of the subsequent activities that will be carried out based on the results of these studies/analyses.

## Scope of Work

### Geographical area to be covered

**LOT 1 -** In the Feed and Fodder for Livestock sector the targeted area is the Hebron Governorate which includes Dura and Yata Villages, Tubas Governorate: which include Bardalah and Ein albeidah villages, Jericho Governorate: Arab Construction Project/Jericho, Jenin Governorate: Anza Cooperative as producers of alternative feed based on treated wastewater.

**LOT 2 -** In the Plums sector the targeted area is the Hebron Governorate which include Beit Ommer, Halhoul and Sae’r villages, and Jenin Governorate which include kafer Rae, Fahmeh and Alfundoqamieh villages.

### Target groups

Farmers and producers’ associations and cooperatives, women’s associations and, young entrepreneurs.

### Target Sectors: Crop Production (Feed and Fodder for Livestock) and Fruits (Plums)

In both the Crop Production and Fruit sectors, a heightened commitment will be made to enhance and fortify farmers' production systems. This endeavor will encompass not only bolstering the infrastructure and resources available to farmers but also focusing on advancing their technical proficiencies as applied to their agricultural endeavors.

Specifically, our aim is to empower farmers with cutting-edge knowledge and techniques, enabling them to optimize crop yields, minimize wastage, and adopt sustainable farming practices. We will provide them with access to the latest agricultural technologies and practices, including organic cultivation, and pest control strategies.

Furthermore, our strategy entails promoting the establishment of local food processing SMEs within these sectors. This approach serves multiple purposes. First and foremost, it adds significant value to agricultural produce, transforming raw crops and/or fruits into higher-value processed products such as for example for Lot 2 juices, jams, and packaged snacks. This not only increases the economic returns for farmers/producers but also helps in wealth retention within the community.

In summary, our comprehensive approach in both the Crop Production and Fruit sectors encompasses strengthening production systems, enhancing technical skills, and promoting the establishment of food processing SMEs and/or feed manufacturing. Through these concerted efforts, we aim to foster sustainable agriculture, boost local economies, and create a brighter future for farming communities.

In addition to strengthening production systems, enhancing technical skills, and promoting food processing SMEs, we are also committed to ensuring the highest food safety standards throughout the entire agricultural value chain. This includes implementing protocols for harvesting, post-harvest handling, and storage systems to safeguard the quality and safety of agricultural products from the moment they are harvested until they reach consumers' tables.

### Specific work (common for both Lots)

The service envisages the following 4 tasks:

1. Mapping, analysis, and assessment of agricultural value chains;
2. Beneficiary Identification;
3. Providing input for designing a subgrant scheme;
4. Training Needs Assessment and Solutions;

Through a consultative and field-based process, the service provider will conduct the service, using a well-established and recognized methodology, to achieve the following specific objectives:

**Task 1: Mapping, analysis and assessment of agricultural value chains**

The value chain analysis will, as part of its analysis, identify untapped livelihood development opportunities, technological and technical gaps, new market opportunities, environmental and resilience constraints, emerging needs of small-scale farmers, and also examine ways in which the project can further establish new partnerships.

Under this task, the Service provider will:

* **Value Chain Map:** A graphical representation of the entire value chain, illustrating the various stages, processes, and actors involved. This map should clearly depict the flow of goods, services, and information from raw materials or inputs to the end consumer.
* **Stakeholder Identification:** A list of all stakeholders in the value chain, including suppliers, manufacturers, distributors, retailers, service providers, and customers. Additionally, any regulatory bodies, industry associations, or other relevant entities should be identified. Compiling a comprehensive database of group producers. Providing contact information for producers where available.
* **Process Analysis:** A detailed examination of each stage of the value chain, describing the processes, activities, and tasks involved.
* **Cost Analysis:** A breakdown of costs associated with each stage of the value chain, including direct costs (e.g., material, labor, production costs) and indirect costs (e.g., transportation, overhead). This analysis helps identify cost drivers and areas for cost reduction.
* **Field Survey:** Conducting field surveys to identify and record producers and their orchards/fields.
* **Efficiency and Productivity Metrics:** Identify bottlenecks or inefficiencies that may hinder value flow.
* **SWOT Analysis:** An examination of the competitive landscape within the value chain. Identify major competitors, their market share, strengths, weaknesses, and strategies. This analysis can help in formulating a competitive strategy.
* **Data and production:** Gathering data on orchard/field sizes, types of varieties grown (for Lot 2), types of varieties sown (for Lot 1), and production volume.
* **Physical Map:** Developing detailed maps pinpointing orchard/field locations and producer positions within designated areas.
* **Suggesting Agricultural Development:** Recommending potential areas for further agricultural development or support.
* **Recommendations:** Clear and actionable recommendations for optimizing the value chain. These may include process improvements, cost reduction strategies, risk management tactics, sustainability initiatives, and potential collaborations or partnerships.

**Task 2: Beneficiary Identification**

This task is pivotal to the success of our project and involves identifying project beneficiaries among various groups, such as cooperatives, associations, local producers, and farmers, through a meticulous analysis. Under this task, the Service provider will:

* Conduct an analysis to identify project beneficiaries among cooperatives, associations, local producers, and farmers.
* Develop a clear and well-defined criterion for selecting beneficiaries, considering their relevance to the project's objectives.
* Collaborate with local organizations and stakeholders to verify the eligibility of potential beneficiaries.
* Create a comprehensive database or list of identified beneficiaries, ensuring accuracy and completeness.
* Provide transparent, equitable and gender approach in the selection process, adhering to project recommendations.

**Task 3: Providing input for designing a subgrant scheme**

Under this task, the Service provider will **provide input** with appropriate technical and/or technological solutions for designing a subgrant scheme to boostthe VCs in the phases on which the project focused, i.e., production, post-harvesting, and processing. Thus, the Service provider will:

* Identify the specific technical and technological needs for designing a subgrant scheme to enhance the value chain in production, post-harvesting, and processing phases for beneficiaries.
* Compile a list of potential solutions to address the identified needs.

**Task 4: Training Needs Assessment and Solutions**

To ensure the success of our project, we must understand the specific training needs of our beneficiaries. This task involves conducting a comprehensive training needs assessment, identifying and prioritizing the learning requirements of the target audience, and determining the most effective training methods and resources. The findings will be summarized in a concise, 2-page document, serving as a strategic guide for our training initiatives. Presenting the assessment results and recommendations to the project team will ensure alignment with our project's objectives, enhancing the overall effectiveness of our implementation. In this task, the Service Provider will:

* Assess the training needs of project beneficiaries comprehensively.
* Prioritize the specific training needs of the intended audience.
* Identify the most suitable training methods and resources to ensure optimal learning results.
* Create a concise document (up to 2 pages) summarizing the training needs assessment results and proposed solutions.
* Present the assessment findings and recommendations to the project team for discussion and decision-making.

For the task 3 and 4, the project could provide a questionnaire to be used. However, this does not preclude the bidder from employing their own methodologies or approach.

## Approach and Methodology

To successfully complete the task, the service provider shall apply the following research methodologies:

***Assemble a Cross-Functional Team***

Form a team with members representing various expertise. This team should have a mix of expertise, including agriculture, finance, gender, marketing, and supply chain.

***Desk review***

Collecting all relevant studies and materials already produced by Ministry of Agriculture, donors, NGOs and/or research institutes in the recent past, and in-detail scan of the outcomes of these studies, as a starting point to map the value chains and to reveal the main constraints and to develop an understanding of the value chains, labour market needs and agricultural infrastructures and employment opportunities for identified Villages.

***Focus Group***

Identified stakeholders from desk review invited to a highly participative forum designed to elicit views and opinions about the value chain. Key questions developed to guide and facilitate discussion, and to cultivate future partnerships.

**Field Research/ Gathering Data**

Design and conduct field-based research with gender sensitive approach to gather information including a value chain analysis with gender-disaggregated data in order to identify gaps in value chain. Use interviews, surveys, observation, and document analysis to gather data from relevant institutions and stakeholders.

***SWOT Analysis***

Perform a SWOT analysis for each activity and for the entire value chain. Identify internal strengths and weaknesses, as well as external opportunities and threats.

***Identify Bottlenecks and Constraints***

Determine if there are bottlenecks or constraints within the value chain that are limiting overall performance or efficiency. Analyze the impact of these bottlenecks on other activities.

***Value Chain Mapping***

Create a visual representation of the entire value chain, including all activities and their interdependencies. Use flowcharts, diagrams, or software tools to help stakeholders understand the value chain structure.

***Final Report and Presentation***

Prepare a comprehensive report summarizing the analysis, findings, recommended improvements, and their expected impact. Present the findings and recommendations to SANET staff.

The above methodology is indicative only and does not preclude the bidder from submitting their own methodologies as part of their Technical Proposal.

## Tasks, Deliverables and Timeframe

### Start date & period of implementation of tasks

The Study shall be completed within a period of three months, commencing from the date of signature of the contract.

### Table of Deliverables

The following outputs and deliverables are expected upon completion of the service:

|  |  |
| --- | --- |
| **Deliverable** | **Timeline (days)** |
| 1. **Action plan** based on the ToR and **Initial report**, including key findings, based on the data collected through desk review and field research (Output 1) | **30** |
| 1. **Value Chain Analysis report**, containing value chain analysis, presentation of structure and quantifiable data for each value chain, if you apply for both, otherwise for the single value chain, and beneficiaries identification (Output 2) | **15** |
| 1. Provision of **input** for designing the value chain **grant scheme**: provision of recommendations, in a form of a max 5-page document, for possible interventions to be supported by a grant scheme, and comments and recommendations to draft documents for a public call for the grant scheme' support, prepared by the Project. (Output 3) |
| 1. Provision of input for designing a series of technical **Training:** provision of Training Needs Assessment (TNA), in a form of a max 2-page document, for the selected beneficiaries. (Output 4) |
| 1. Provision of **Final Report** (Output 5) | **10** |

The deliverables for the subject study as enumerated below shall be submitted by the service provider in one (1) hard copy to SANET for review and monitoring purposes. An electronic/soft copy shall also be submitted to SANET.

The service provider will be expected to meet on a bi-weekly basis with SANET management staff to provide updates on the evaluation timeframe. Transport and accommodation are under the service provider responsibility.

By undertaking this assessment, the evaluation service provider is expected to abide by humanitarian principles and to ensure the confidentiality of the data collected.

All data collected as part of this evaluation will remain CIHEAM Bari’s property.

## Eligible Applicants

* The service provider must have at least three (3) years of relevant experience related to this ToR and will be rated based on the criteria as shown in Section 3.
* The service provider must be a registered organization or company that has institutional and managerial capacities and experienced human and adequate physical resources and possess rich experience in providing technical assistance in **(i)** value chain analysis, including identification, mapping and performance appraisal of value chain and their supply chain partners environment; **(ii)** the capability to analyze and gather data in order to furnish sufficient information for the subsequent processing of sub-grant funds to support beneficiaries' development; **(iii)** training need assessment.
* Reference list of the most recently implemented relevant projects needs to be submitted alongside the offer, with evidence of successful implementation of at least 2 assignments/contracts in the last 3 years related to value chain assessment and development; business consultancy services to enhance competitiveness of beneficiaries. The contracts must indicate the values, dates and scope of the services delivered.
* Curriculum Vitae of the all required experts need to be submitted alongside the offer

The service provider is required to ensure a team of minimum of one team leader/value chain specialist, one agricultural expert, one economist and one gender specialist. The service provider may also propose an additional expert or team of experts if deemed necessary for the implementation of the assignment. However, only the key experts shall be included in the evaluation process.

They should meet the requirements as set in Section 3.

## Expertise Requirements

### Key Experts (common for both lots)

The consultants comprising the study team should meet the following qualifications:

**Team Leader/Value Chain Specialist**

The Team Leader should have a Master’s degree in economics, management, business studies or related field, extensive experience in management and coordination of consultancy contracts, extensive knowledge in conducting and developing value chains, extensive knowledge of agriculture sector; proven experience of at least 7 years in providing consultancy services.

**Agricultural**

The Agronomist should have a Bachelor’s degree (preferably Master’s degree) in Agricultural Engineering or equivalent, with at least seven (7) years (preferably 10 years) of professional experience and at least four (4) projects (preferably 8 projects).

**Economist**

The Economist should have a Bachelor’s degree (preferably Master’s degree) in Agricultural Economics or equivalent, with at least seven (7) years (preferably 10 years) of professional experience and at least four (4) projects (preferably 10 projects) in agriculture subjects.

**Gender Analyst**

The expert should have a Master’s degree or equivalent in social sciences, human rights, gender/women's studies, international development, or a related field is required. At least 1 year of work experience in policy analysis, institutional capacity building, and multi-stakeholder coordination; At least 1 year of experience working in gender issues.

**Additional Key Experts for Lot 1**

**For LOT 1: Agronomist specialized in feed and fodder for livestock**

The expert should have a Bachelor’s degree (preferably Master’s degree) in Agricultural Engineering with specialization or past work experience demonstrable as Forage Specialist, with at least seven (7) years (preferably 10 years) of professional experience and at least four (4) projects (preferably 10 projects) focus on the cultivation, management, and utilization of forage crops and pastures for livestock feeding.

**Additional Key Experts for Lot 2**

**For LOT 2: Agronomists/Horticulturists:**

The expert should have a Bachelor’s degree (preferably Master’s degree) in Agricultural Engineering with specialization or past work experience demonstrable in Stone Fruit, with at least seven (7) years (preferably 10 years) of professional experience and at least four (4) projects (preferably 10 projects) in agriculture subjects.

## Governance Structure

### Implementing Agency – CIHEAM Bari – Ministry of Agriculture

* Shall be the beneficiary/end-user of the consultancy services;
* Shall be responsible for contract implementation and management, including ensuring the quality of outputs. Further, the SANET PMU shall be responsible for the monitoring and evaluation of the progress of the study and approval of reports to ensure delivery of outputs as specified in Sections 2, 3, and 4 of this ToR;
* Shall provide assistance in the coordination with other NARC, MoA departments or institutions agencies related to the study;
* Shall provide the service provider with necessary/available information/data and also, if available, copies of previous related studies;
* Shall provide the service provider the support from the technical personnel of the Ministry of Agriculture;
* Shall provide the questionnaire to submit to the stakeholder's inputs into the list of proposed interviewees and participants in the consultation;

### Service provider

* Shall be responsible for the conduct of the study and the timely delivery of results/outputs as indicated in this ToR;
* Shall be responsible for the provision of necessary office space for their staff, including the necessary office equipment (i.e., computers, printers, office supplies, etc.) for the conduct of the study;
* Shall shoulder all expenses required in the conduct of the study, including travel costs and lodging of detailed personnel during field visits, and their salaries;
* Shall: (a) perform the work in an efficient and diligent manner, and (b) comply with, and strictly observe any laws regarding workmen’s health and safety, workmen’s welfare, compensation for injuries, minimum wage, hours of labor, and other labor laws;
* Shall not assign nor sub-contract any part of the professional services under this ToR to any person or firm, except with prior written consent of CIHEAM Bari. The approval by the CIHEAM Bari to the assignment of any part of said services or to the engagement by the Consulting Firm of sub-contractors to perform any part of the same shall not relieve the Consulting Firm of any obligations under this ToR;
* Shall not at any time communicate to any person or entity any information disclosed to them for the purpose of this services, nor shall the Consulting Firm make public any information as to the recommendations formulated in the course of or as a result of the services, except with prior consent of CIHEAM Bari;
* Shall agree that nothing contained herein shall be construed as establishing or creating between the CIHEAM Bari and the Consulting Firm, the relationship of employer and employee or principal and agent, it being understood that the position of the Consulting Firm and anyone else performing the services is that of an independent contractor;
* Shall hold the Government free from any and all liabilities, suits, actions, demands, or damages arising from death or injuries to persons or properties, or any loss resulting from or caused by said personnel incident to or in connection with the services under this TOR. The Consulting Firm shall agree to indemnify, protect and defend at its own expense the CIHEAM Bari and its staff from and against all actions, claims and liabilities arising out of acts done by the Consulting Firm or its staff in the performance of the services, including the use of, or violation of any copyrighted materials, patented invention, article or appliance;

## Source of Funds

The source of funds for this study is the project "Support Agri-food coop Network in Palestine” (SANET), financed by the Italian Agency for Development of Cooperation (AICS).

## Payment Milestone

|  |  |  |  |
| --- | --- | --- | --- |
| **Outputs** | **%** | **Timing** | **Condition for Payment Release** |
| ***Advance payment – max 10% of the contract value*** | 10 | Upon contract signature | Contract signed |
| ***Assignment Output 1:*** *Action plan and Initial report* | 20 | After the report is delivered and approved | Within thirty (30) days from the date of meeting the following conditions:   1. CIHEAM Bari written acceptance (i.e., not mere receipt) of the quality of the outputs; 2. Receipt of invoice from the Service Provider. |
| ***Assignment Output 2:*** *Value Chain Analysis report* | 20 | After the report is delivered and approved |
| ***Assignment Output 3:*** *Input for designing the SANET value chain subgrant scheme* | 10 | After the document is delivered and approved |
| ***Assignment Output 4:*** *Training Needs Assessment* | 10 | After the document is delivered and approved |
| ***Assignment Output 5:*** *Final Report* | 30 | After the report is delivered and approved |

**Payment terms:** within 30 days after receipt of services and submission of payment documentation.

The payment will be in EURO.

• Bank account in €uro is to be provided.  
• Bidders must quote their bid in Euro.

The currency of bid will be the currency of contract. It is up to the bidders to manage the cash withdrawal from their own bank.

# SECTION 5: RETURNABLE BIDDING FORMS

## Bidder’s Checklist

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

**Technical Proposal Folder:**

|  |  |
| --- | --- |
| **Have you duly completed all the Returnable Bidding Forms?** |  |
| * Form A: Technical Proposal Submission Form |  |
| * Form B: Bidder Information Form |  |
| * Form C: Joint Venture/Consortium/ Association Information |  |
| * Form D: Qualification Form |  |
| * Form E: Format of Technical Proposal |  |
| **Have you provided the required documents to establish compliance with the evaluation criteria in Section 3?** |  |

**Financial Proposal Folder**

**(Must be submitted in a separate folder)**

|  |  |
| --- | --- |
| * Form F: Financial Proposal Submission Form |  |
| * Form G: Financial Proposal Form |  |

## Form A: Technical Proposal Submission Form

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

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 folder.

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 International Organizations, 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 International Organization;
3. have no conflict of interest;
4. 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;
5. undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the CIHEAM Bari or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the CIHEAM Bari.

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 CIHEAM Bari.

We offer to provide services in conformity with the Bidding documents, including the CIHEAM Bari 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 RFP.

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 CIHEAM Bari accept this Proposal.

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

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

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

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

[*Stamp with official stamp of the Bidder*]

## Form B: Bidder Information Form

|  |  |
| --- | --- |
| **Legal name of Bidder** | [Complete] |
| **Legal address** | [Complete] |
| **Official Date of Registration** | [Complete] |
| **Bidder’s Authorized Representative Information** | Name and Title: [Complete]  Telephone numbers: [Complete]  Email: [Complete] |
| **No of full-time employees** | [Complete] |
| **Contact person CIHEAM Bari** **may contact for requests for clarification during Proposal evaluation** | Name and Title: [Complete]  Telephone numbers: [Complete]  Email: [Complete] |
| **Please attach the following documents:** | * Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured * Certificate of Incorporation/ Business Registration * Details for the payment: Owner/Holder, Bank, C/C, Bank of support-swift code. |

## Form C: Joint Venture/Consortium/Association Information Form

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

To be completed and returned with your Proposal **if** the Proposal is submitted as a Joint Venture/Consortium/Association.

|  |  |  |
| --- | --- | --- |
| **No** | **Name of Partner and contact information** *(address, telephone numbers, fax numbers, e-mail address)* | **Proposed proportion of responsibilities (in %) and type of services to be performed** |
| 1 | [Complete] | [Complete] |
| 2 | [Complete] | [Complete] |
| 3 | [Complete] | [Complete] |

|  |  |
| --- | --- |
| **Name of leading partner**  (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution) | [Complete] |

We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

Letter of intent to form a joint venture ***OR***  JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to CIHEAM Bari for the fulfillment of the provisions of the Contract.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of partner: |  |  | Name of partner: |  |
| Signature: |  |  | Signature: |  |
| Date: |  |  | Date: |  |
|  |  |  |  |  |
| Name of partner: | |  |  | Name of partner: |  |
| Signature: | |  |  | Signature: |  |
| Date: | |  |  | Date: |  |

## Form D: Qualification Form

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

If JV/Consortium/Association, to be completed by each partner.

**Historical Contract Non-Performance**

|  |  |  |  |
| --- | --- | --- | --- |
| Contract non-performance did not occur for the last 3 years | | | |
| Contract(s) not performed for the last 3 years | | | |
| **Year** | **Non- performed portion of contract** | **Contract Identification** | **Total Contract Amount** (current value in Euro) |
|  |  | Name of Client:  Address of Client:  Reason(s) for non-performance: |  |

**Litigation History** (including pending litigation)

|  |  |  |  |
| --- | --- | --- | --- |
| No litigation history for the last 3 years | | | |
| Litigation History as indicated below | | | |
| **Year of dispute** | **Amount in dispute** (in Euro) | **Contract Identification** | **Total Contract Amount** (current value in Euro) |
|  |  | Name of Client:  Address of Client:  Matter in dispute:  Party who initiated the dispute:  Status of dispute:  Party awarded if resolved: |  |

**Previous Relevant Experience**

Please list only previous similar assignments successfully completed in the last 3 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. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by CIHEAM Bari.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project name** | **Client Name** | **Contract Value** | **Period of activity and status** | **Types of activities undertaken** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

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

**Financial Standing**

|  |  |
| --- | --- |
| **Annual Turnover for the last 3 years** | Year       €  Year       €  Year       € |

|  |  |  |  |
| --- | --- | --- | --- |
| **Financial information**  (in Euro equivalent) | **Historic information for the last 3 years** | | |
|  | Year 1 | Year 2 | Year 3 |
|  | *Information from Balance Sheet* | | |
| Total Assets (TA) |  |  |  |
| Total Liabilities (TL) |  |  |  |
|  | *Information from Income Statement* | | |
| Total / Gross Revenue (TR) |  |  |  |
| Profits Before Taxes (PBT) |  |  |  |
| Net Profit |  |  |  |

## Form E: Format of Technical Proposal

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

The Bidder’s proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

**SECTION 1: Bidder’s qualification, capacity and expertise**

* 1. Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
  2. General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, 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 country.
  4. Quality assurance procedures and risk mitigation measures.
  5. Organization’s commitment to sustainability.

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

This section should demonstrate the bidder’s responsiveness to the ToR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. 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. Details how the different service elements shall be organized, controlled and delivered.
  2. The methodology shall also include details of the Bidder’s internal technical and quality assurance review mechanisms.
  3. 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 and how everyone will function as a team.
  4. Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
  5. Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
  6. Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
  7. Any other comments or information regarding the project approach and methodology that will be adopted.

**SECTION 2A: Bidder’s Comments and Suggestions on the Terms of Reference**

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the ToR, if any.

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

* 1. 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.

**Format for CV of Proposed Key Personnel**

|  |  |
| --- | --- |
| Name of Personnel | [Insert] |
| Position for this assignment | [Insert] |
| Nationality | [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] |

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)

## Form F: Financial Proposal Submission Form

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

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 folder.

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 RFP.

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

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

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

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

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

[*Stamp with official stamp of the Bidder*]

## Form G: Financial Proposal Form

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

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

**Table 1: Summary of Overall Prices**

|  |  |
| --- | --- |
|  | **Amount(s)** |
| **Professional Fees** (from Table 2) |  |
| **Other Costs** (from Table 3) |  |
| **Total Amount of Financial Proposal** |  |

**Table 2: Breakdown of Professional Fees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Position** | **Fee Rate** | **No. of Days/months/ hours** | **Total Amount** |
| *A* | *B* | *C=A\*B* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Subtotal Professional Fees:** | | | |  |

**Table 3: Breakdown of Other Costs**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Unit** | **Quantity** | **Unit Price** | **Total Amount** |
| Organization Focus Group | Lump Sum |  |  |  |
| Subsistence allowance | Day |  |  |  |
| Miscellaneous travel expenses | Trip |  |  |  |
| Local transportation costs | Lump Sum |  |  |  |
| Out-of-Pocket Expenses |  |  |  |  |
| Other Costs: (please specify) |  |  |  |  |
| **Subtotal Other Costs:** | | | |  |

## General Terms and Conditions of Contract

**CONTRACT**

**under the PROJECT**

**“Support Agri-food coop Network in Palestine (SANET)”**

between

**CIHEAM** - **Mediterranean Agronomic Institute of Bari** (hereafter referred to as **CIHEAM Bari**), a body of CIHEAM - an International intergovernmental organization established for the purpose of meeting needs in the general interest, not having an industrial or commercial character, through the Agreement signed in Paris on 21 May 1962, ratified and executed in Italy by the Law 13 July 1965 no. 932, and regulated in Italy by the Law 26 May 2000 no. 159 to ratify and enforce the Supplementary Agreement between the Government of the Italian Republic and the *Centre International de Hautes Etudes Agronomiques Méditerranéennes* (CIHEAM) with its registered and operating office based in Italy at Via Ceglie n. 9, Valenzano (BA) and having the taxpayer’s code 93047470724 - represented for the signature hereof by Dr. Maurizio Raeli, in his capacity of Director of CIHEAM Bari,

and

**………………** (hereafter referred to as **………………**), with its registered and operating office based in **………………**, represented for the signature hereof by **………………**, in his capacity of legal representative.

**WHEREAS** a Partnership Arrangement was signed on **………………** by the Directorate General for Development Cooperationof the Italian Ministry of Foreign Affairs and International Cooperation (MFAIC/DGDC) and CIHEAM Bari for the implementation and financing of the Project “Support Agri-food coop Network in Palestine (SANET)” (hereafter referred to as “the Project”) in the framework of the above-mentioned Arrangement;

**CONSIDERING** thatin the above-mentioned Arrangement it is foreseen that: a) this arrangement will be respectively implemented by the Parties in accordance, as for CIHEAM Bari, its mandate and constituent instruments, regulations, rules, policies, procedures and decisions of its governing bodies; b) CIHEAM Bari shall use project funds to carry out the activities under its responsibility;

**CONSIDERING** the need to ensure **………………**;

**CONSIDERING** the market analysis carried out and **…** invitations to tender, accompanied by detailed technical specifications, were sent on **………………**;

**WHEREAS** the company **………………** has formulated a commercial proposal, received on **………………**, that was deemed technically adequate and economically reasonable;

**IN VIEW OF ALL OF THE ABOVE**

**CIHEAM Bari**

entrusts to **………………** the **………………** under the Project “Support Agri-food coop Network in Palestine (SANET)”, as per approved offer (Annex 1).

**Now therefore, the Parties hereby agree as follows:**

**Art. 1. Objective and Duration**

CIHEAM Bari, pursuant to its own regulations, rules and directives, awards to **………………** the **………………**.

The activities to be carried out under this contract will be executed by **………………** following the recommendations of and in coordination with CIHEAM Bari.

**………………** undertakes to implement and complete the activities according to the approved offer and the approved estimated budget in agreement with CIHEAM Bari and Project Coordinator, and to rectify all related defects in conformity with the terms of this contract.

This Contract takes effect from the date of the Parties’ signature until the end of the activities that will be carried out for a maximum duration of **……** months since this contract signature. This duration may be postponed due to force majeure or project extension, through an exchange of letters between the parties that shall become an integral part of this contract.

**Art. 2**. **Remuneration and payment**

For carrying out of the [activities](https://context.reverso.net/traduzione/inglese-italiano/research+and+analysis+activities) as reported in the approved offer, **………………** will receive from CIHEAM Bari a total sum of **€ ………………** **(………………**  **euros)**, including all taxes (budget line **………………**), contributions and any other fees related to the validation of this contract, upon submission of the payment form duly filled up, according to the modalities specified below.

The invoices shall be addressed to:

**CIHEAM - Mediterranean Agronomic Institute of Bari**Via Ceglie, 9 - 70010 Valenzano (BA)

Fiscal Code 93047470724

Project “Support Agri-food coop Network in Palestine (SANET)”

E-mail address: [contab@iamb.it](mailto:contab@iamb.it) and [melozzi@iamb.it](mailto:melozzi@iamb.it)

The sum will be paid in six instalments as follow:

1. First instalment, equal to **€ ………………**  **(………………**  **euros), (10% of the total amount),** upon signing of the Contract and submission of the payment form duly filled up.
2. Second instalment, equal to **€ ………………**  **(………………**  **euros), (20% of the total amount),** upon the delivery and approval of CIHEAM Bari of **………………**and submission of the payment form duly filled up.
3. Third instalment, equal to **………………**  **(………………**  **euros), (20% of the total amount),** upon the delivery and **………………**and submission of the payment form duly filled up.
4. Fourth instalment, equal to **………………**  **(………………**  **euros), (10% of the total amount),** upon the delivery and **………………**and submission of the payment form duly filled up.
5. Fifth instalment, equal to **………………**  **(………………**  **euros), (10% of the total amount),** upon the delivery and **………………**and submission of the payment form duly filled up.
6. Sixth instalment, equal to **………………**  **(………………**  **euros), (30% of the total amount),** upon the delivery and **………………**and submission of the payment form duly filled up.

The payment of the amount is however subject to the material disbursement in favour of CIHEAM Bari of the relevant funding of the activities. Delayed, partial or non-disbursement of the aforesaid financing and, therefore, of the aforesaid amount, shall not constitute grounds for claims or damages against CIHEAM Bari.

**Art. 3**. **Liabilities**

CIHEAM Bari shall be held harmless from liability for damages, injuries or other, that may occur to the personnel of the contractor in the performance of this contract, agreeing, in this regard, that any possible charge is already compensated and included in the payment referred to Article 2.

**………………**shall be fully liable for damage to persons and/or property that may arise from the performance of contractual obligations and that is attributable to it or to its employees, collaborators and auxiliaries in general.

**………………** undertakes to comply with and implement all the safety, security, good practices, technical compliance, legal compliance, and health precautions provided for by the national legislation in the performance of the activities covered by this contract.

**Art. 4. Confidentiality**

Each Party shall treat all sensitive documents, information, or any other sensitive data exchanged, received or supplied by the other Party for the implementation of this contract as confidential.

The Parties undertake to use the aforementioned confidential information solely for the purposes set out in this contract.

**Art. 5**. **Disputes**

Any dispute between the Parties relating to the interpretation or application of the provisions of the present contract shall be settled through mutual and amicable consultation between the Parties.

Should mutual consultation fail to find other solution, disputes shall be settled by arbitration, according to article 19 of the Supplementary Agreement signed in Rome on 18/03/1999 between the CIHEAM Bari and the Government of the Italian Republic, relevant to the privileges and immunities of the CIHEAM Bari in Italy, ratified by law 26 May 2000, n° 159.

**Art. 6. Termination**

In the event of non-fulfilment of the obligations under this contract, CIHEAM Bari reserves the right to terminate this contract at any time.

**Art. 7**. **Force Majeure**

A Party shall not be liable to the other Party for delays or failure to fulfil its obligations arising from direct or indirect circumstances beyond its control (for example: unforeseeable circumstances, suspension imposed by health emergencies and other causes of force majeure, etc.).

In the event of force majeure, the Party concerned shall promptly notify the other in writing of the force majeure event.

**Art. 8. Intellectual property**

All intellectual property rights owned by one Party and used for the implementation of activities shall remain property of that Party.

All intellectual property rights arising from the activities carried out under this contract shall be shared equally between the Parties, on the basis of their respective participations and contributions, and may be regulated in a subsequent and separate agreement between the Parties.

**Art. 9. Processing of personal data**

Together with the signature of this contract, **………………**undertakes to adopt data processing based on the principles of lawfulness and fairness while respecting the confidentiality requirements, in recognition that on 5 July 2019 the CIHEAM adopted the “Security of the Information and Personal Data Protection Policy”, inspired by the same principles stated in the EU Regulation 679/2016 – General Data Protection Regulation and subsequent amendments and additions.

**Art. 10. Amendments and Communications**

This contract may be amended only by written agreement between the Parties.

All further notifications or communications relating to this contract shall be made by e-mail and addressed as indicated below (or to a different address subsequently indicated in writing).

For CIHEAM Bari:

Director Maurizio Raeli

CIHEAM - Mediterranean Agronomic Institute of Bari

Via Ceglie n.9 – 70010 Valenzano (BA),

Italy

E-mail: [iamdir@iamb.it](mailto:iamdir@iamb.it)

For **………………**:

Legal Representative: **………………**

**………………**

**………………**

E-mail: xx@xxx@xx

**Art. 11. Final provisions**

The Parties undertake to respect each other's Codes of Ethics and, in particular, CIHEAM Bari's policy of zero tolerance against any form of harassment and violence in the workplace, with particular attention to sexual harassment.

**Art. 12. Annexes**

* Approved offer (Annex 1).
* Copy of the Passport or ID of the legal representative of **………………** (Annex 2).
* Trading license (Annex 3).

**IN WITNESS WHEREOF,** the Parties being duly authorized thereto sign this Contract in English language.

|  |  |  |
| --- | --- | --- |
| **For ………………** |  | **For CIHEAM Bari** |
| Mr. **………………** |  | Dr. Maurizio Raeli |
| Legal Representative |  | Director |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |