

Centre International  
de Hautes Études  
Agronomiques  
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International Center  
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Mediterranean  
Agronomic Studies

Sede italiana

ISTITUTO AGRONOMICO MEDITERRANEO DI BARI



Ministry of Foreign Affairs  
and International Cooperation



وزارة الزراعة

## REQUEST FOR PROPOSAL (RFP)

### Tender for the Organization and Delivery of Specialized Training Courses on Food Safety Standards, Good Agricultural Practices, Feed Safety, and Sheep Production Systems in the West Bank (Palestine)

**RFP No.:** 2/T/2025

**Project:** SUPPORT AGRI-FOOD COOP NETWORK IN PALESTINE (SANET)

**Country:** Palestine

**Issued on:** 31/07/2025

**Deadline:** 01/09/2025

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## SECTION 1: LETTER OF INVITATION

**INVITATION TO TENDER FOR** Selection Process for Service Providers to Organize and Conduct Training Courses on: Food Safety Standards, HACCP Principles, and Food Hygiene for Producers, Processors, Cooperatives, and Associations in Palestine

Dear Sir/Madame,

I am pleased to inform you that your firm is invited to take part in the simplified procedure for the above contract. The complete tender dossier attached to this letter includes:

**A. Draft contract agreement and special conditions with annexes:**

- I. General conditions for service contracts
- II. Financial Identification
- III. Legal Entity
- IV. Key Experts
- V. Draft Service Contract
- VI. Term Of Reference (ToR)

**B. Other information:**

- I. Administrative compliance grid
- II. Evaluation grid

**C. Tender submission form and declaration of honour on exclusion and selection criteria**

We look forward to receiving your tender which has to be sent no later than the deadline set in point 8 of the Instructions to Tenderers. Please send it to the address and with the requirements given in point 8.

By submitting a tender, you accept to receive notification of the outcome of the procedure by electronic means. If you decide not to submit a tender, we would be grateful if you could inform us in writing, indicating the reasons for your decision.

Yours sincerely,

Signature:

*Lorenzo Melozzi*

Name:

Lorenzo Melozzi

Title:

Project Manager

Email:

[Melozi@iamb.it](mailto:Melozi@iamb.it)

Date:

31<sup>st</sup> July 2025

## SECTION 2: INSTRUCTIONS TO TENDERERS

When submitting their tenders, tenderers must follow all instructions, forms, terms of reference, contract provisions and specifications contained in this tender dossier. Failure to submit a tender containing all the required information and documentation within the deadline specified may lead to the rejection of the tender.

### 1. Services to be provided

The services required by the contracting authority are described in the **terms of reference**.

### 2. Timetable

	DATE	TIME*
<b>Deadline for requesting clarification from the contracting authority</b>	15/08/2025	11:59 PM EBD
<b>Last date for the contracting authority to issue clarification</b>	23/08/2025	11:59 PM EBD
<b>Deadline for submitting tenders</b>	01/09/2025	11:59 PM EBD
<b>Notification of award</b>	□ 15/09/2025	-
<b>Contract signature</b>	□ 19/09/2025	-
<b>Start date</b>	□ 20/09/2025	-

**Palestine Time**   □ **Provisional date**

### 3. Participation, experts and subcontracting

- a) Participation in this tender procedure is open only to the invited tenderers.
- b) Natural or legal persons are not entitled to participate in this tender procedure or be awarded a contract if they are in any of the situations mentioned in Sections 2.4. (EU restrictive measures), 2.6.10.1.(exclusion criteria) or 2.6.10.1.2. (rejection from a given procedure) of the **practical guide**. Should they do so, their tender will be considered unsuitable or irregular respectively.
- c) In the cases listed in Section 2.6.10.1.1. of the **practical guide** tenderers may be excluded from EU financed procedures and be subject to financial penalties up to 10 % of the total value of the contract in accordance with the Financial Regulation in force. This information may be published on the Commission website in accordance with the Financial Regulation in force.
- d) The contract between the tenderer/contractor and its experts, or the third party making available the experts, shall contain a provision that experts are subject to the approval of the partner country. It is furthermore recommended that this contract contain a dispute resolution clause.
- e) Subcontracting is not allowed.

- f) For the avoidance of doubt, where the experts are not directly employed or contracted by the tenderer/contractor but through a third party, the latter is a sub-contractor.

#### 4. Content of tenders

1. Offers, all correspondence and documents related to the tender exchanged by the tenderer and the contracting authority must be written in English.
2. Supporting documents and printed literature furnished by the tenderer may be in another language, provided they are accompanied by a translation into the language of the procedure. For the purposes of interpreting the tender, the language of the procedure has precedence.
3. The tender must include a technical offer (better specified in the Organization and Methodology template) and a financial offer (annex II), which must be submitted via email to [Melozzi@iamb.it](mailto:Melozzi@iamb.it).

Failure to fulfil the requirements in clauses 4.1, 4.2 and 8 will constitute an irregularity and may result in rejection of the tender.

##### 4.1. Technical offer

The technical offer must include the following documents:

- (1) **Tender submission form** (see Annex IV of this tender dossier) including:
- a) Signed statements of exclusivity and availability, one for each key expert, the purpose of which are as follows:
    - ❑ The key experts proposed in this tender must not be part of any other tender submitted for this tender procedure. They must therefore commit themselves exclusively to the tenderer.
    - ❑ Each key expert must also undertake to be available, able and willing to work for the whole period scheduled for his/her input to implement the tasks set out in the terms of reference and/or in the organisation and methodology.

Note that non-key experts must not be asked to sign statements of exclusivity and availability.

- ❑ Any expert working on an EU/EDF-financed project, where the input from his/her position to that contract could be required on the same dates as his/her activities under this contract, must not be proposed as a key expert for this contract under any circumstances. Consequently, the dates included by a key expert in his/her statement of exclusivity and availability in your tender must not overlap with dates on which he/she is committed to work as a key expert on any other contract.
- ❑ The expert may participate in parallel tender procedures but must inform the contracting authority of these in the statement of exclusivity and availability. Furthermore, the expert is expected to notify the tenderer immediately if he/she is successful in another tender procedure and he/she is expected to accept the first engagement offered to him/her chronologically.
- ❑ If a key expert is proposed as a key expert by more than one tenderer with the agreement of the key expert, the corresponding tenders may

be rejected. The same applies if the key expert proposed has been involved in the preparation of the project. The expert concerned will be excluded from this tender procedure and may also be excluded from other EU/EDF-financed contracts.

- Having selected a firm partly on the basis of an evaluation of the key experts presented in the tender, the contracting authority expects the contract to be executed by these specific experts. However, after the award letter, the selected tenderer may propose replacements for the key experts under certain conditions (for further information see point 14).]
  - a. A signed **declaration** using the format attached to the tender submission form together with a signed "Declaration on honour on exclusion criteria and selection criteria" from each legal entity identified in the tender submission form using the format attached to the tender submission form.
  - b. A completed **financial identification form** (see Annex VI to the draft contract) to indicate the bank account into which payments should be made if the tender is successful.
  - c. The **legal entity file** and supporting documents.
  - d. Duly authorised signature: an official document (statutes, power of attorney, notary statement, etc.) proving that the person who signs on behalf of the company/joint venture/consortium is duly authorised to do so.
- (2) **Key experts** The key experts are those whose involvement is considered to be instrumental to achieve the contract objectives.

Annex V to the draft contract contains the templates that tenderers must use, including:

- a) a list of the names of the key experts;
- b) the CVs of each of the key experts. Each CV should be no longer than 3 pages and only one CV must be provided for each position identified in the terms of reference. Only the work experience mentioned in the CV will be considered by the evaluation committee. Note that the CVs of non-key experts must not be submitted.

The qualifications and experience of each key expert must clearly match the profiles indicated in the terms of reference. If an expert does not meet the minimum requirements for each evaluation criterion (i.e. qualification and skills, general professional experience and specific professional experience), he/she must be rejected. In such case the entire tender shall be rejected.

Tenderers must provide the following documents for any key experts proposed:

- a copy of the diplomas mentioned in their CVs,
- a copy of employer certificates or references or signed copies of consultancy or labour contracts proving the professional experience indicated in their CVs. The admissibility of any other supporting documents to prove the work experience indicated in the CV will be subject to the discretion of the contracting authority.

Only diplomas and documented experience will be taken into account. Previous experience which would have led to breach of contract and termination shall not be used as reference.]

- c) Non key experts may also be instrumental to achieve the contract objectives. However, they are not subject to evaluation by the evaluation committee. Their positions and responsibilities may be defined in Section 6.1.2 of the terms of reference.
- d) Documentary proof or statements required under the law of the country in which the company (or each of the companies for consortia) are effectively established, to show that they are not in any of the exclusion situations listed in Section 2.6.10.1 of the practical guide. This evidence, documents or statements must be dated, no more than one year before the date of submission of the tender. In addition, a statement must be furnished stating that the situations described in these documents have not changed since then.

If the nature of your entity is such that it cannot fall into the exclusion situations and/or cannot provide the documents indicated above (for instance, national public administrations and international organisations), please provide a declaration explaining this situation.

The contracting authority may waive the obligation of any tenderer to submit the documentary evidence referred to above based on a risk assessment, or if such evidence has already been submitted for the purposes of another procurement procedure, provided that the issue date of the documents does not exceed one year and that they are still valid. In this case, the tenderer must declare on his/her honour that the documentary evidence has already been provided in a previous procurement procedure and confirm that his/her situation has not changed.

- e) Documentary evidence of the financial and economic capacity and/or of the technical and professional capacity according to the selection criteria specified in point 16 of the contract notice. (See Section 2.6.11 of the practical guide).]

If the documentary evidence submitted is not written in one of the official languages of the European Union, a translation into the language of the procedure must be attached. Where the documents are in an official language of the European Union other than the one of the procedure, it is however strongly recommended to provide a translation into the language of the procedure, in order to facilitate the evaluation of the documents. Documentary proof or statements may be in original or copy. If copies are submitted, the originals must be available to send to the contracting authority upon request.

Tenderers are reminded that the provision of false information in this tender procedure may lead to the rejection of their tender and to their exclusion from EU-funded procedures and contracts.

#### **4.2. Financial offer**

The financial offer must be presented as an amount in Euro and must be submitted using the template for the global-price version of Annex II to this tender dossier.

The global price may be broken down by outputs if required from the terms of reference.

Payments under this contract will be made in the currency of the tender.

The applicable tax and customs arrangements are as follows: Exemption of taxes

## 5. Variant solutions

Tenderers are not authorised to tender for a variant in addition to this tender.

## 6. Period during which tenders are binding

Tenderers are bound by their tenders for 90 days after the deadline for submitting tenders or until they have been notified of non-award. In exceptional cases, before the period of validity expires, the contracting authority may ask tenderers to extend the period for a specific number of days, which may not exceed 40.

The selected tenderer must maintain its tender for a further 60 days. A further period of 60 days is added to the validity period irrespective of the date of notification. This period can be further extended when the contracting authority is required to obtain the recommendation of the panel referred to in Section 2.6.10.1.1 of the practical guide, up to the adoption of that recommendation.

## 7. Additional information before the deadline for submitting tenders

Tenderers may submit questions in writing to the following address up to 15 days before the deadline for submission of tenders, specifying the publication reference and the contract title:

Name: Lorenzo Melozzi

Title: Project Manager

Email: [Melozzi@iamb.it](mailto:Melozzi@iamb.it)

The contracting authority has no obligation to provide clarification after this date. Any clarification of the tender dossier will be communicated simultaneously to all tenderers at the latest 8 calendar days before the deadline for submitting tenders.

Any tenderer seeking to arrange individual meetings with the contracting authority and/or the government of the partner country and/or the European Commission concerning this contract during the tender period may be excluded from the tender procedure.

No information meeting or site visit is foreseen.

## 8. Submission of tenders

Tenders must be sent to the contracting authority before 01/09/2025 EBD.

They must include the requested documents in clause 4 above and be sent: [melozzi@iamb.it](mailto:melozzi@iamb.it)

The contracting authority may, for reasons of administrative efficiency, reject any request to participate or tender submitted on time to the postal service but received, for any reason beyond the contracting authority's control, after the effective date of approval of the short-list report or of the evaluation report, if accepting requests to participate or tenders that were submitted on time but arrived late would considerably delay the evaluation procedure or jeopardise decisions already taken and notified.

Tenders must be submitted to [melozzi@iamb.it](mailto:melozzi@iamb.it) and [gareappalti@iamb.it](mailto:gareappalti@iamb.it) using double attachments (ZIP.rar format) with the **subject name : "2/T/2025 – SANET Food Safety – "Name of company"** ,

**Attachment A — Technical offer'** and the other '**Attachment B — Financial offer'**.

All parts of the tender other than the financial offer must be submitted in attachment **A** (i.e. including the tender submission form, statements of exclusivity and availability of the key experts and declarations).

## **9. Amending or withdrawing tenders**

Tenderers may amend or withdraw their tenders by written notification prior to the deadline for submitting tenders. Tenders may not be amended after this deadline.

Any such notification of amendment or withdrawal must be prepared and submitted in accordance with clause 8. The outer attachment (and the relevant inner attachment) must be marked 'Amendment' or 'Withdrawal' as appropriate.

## **10. Costs for preparing tenders**

No costs incurred by the tenderer in preparing and submitting the tender are reimbursable. All such costs must be borne by the tenderer, including the cost of interviewing proposed experts.

## **11. Ownership of tenders**

The contracting authority retains ownership of all tenders received under this tendering procedure. Consequently, tenderers do not have the right to have their tenders returned to them.

## **12. Evaluation of tenders**

### **12.1. Evaluation of technical offers**

The quality of each technical offer will be evaluated in accordance with the award criteria and the weighting detailed in the evaluation grid in section 2 of this tender dossier. No other award criteria will be used. The award criteria will be examined in accordance with the requirements indicated in the terms of reference.

#### **12.1.1. Interviews**

Interviews should generally be standard practice, in particular when the key-expert proposed has no relevant experience on EU projects, as evidenced by the CV. Interviews must be well prepared when conducted. The interview reports shall be included in the tender dossier.

- **Interview Online:**

The evaluation committee may interview the key experts proposed in the technically compliant tenders, after having written provisional conclusions but before concluding the technical evaluation.

The interview shall be conducted by Zoom or by alternative communication tools and the date and time of these interviews will be confirmed or notified to the tenderer **at least five days** in advance. If a tenderer is unable to participate in an interview by force majeure, a mutually convenient alternative date and time is arranged with the tenderer. If the tenderer is unable to participate in this second scheduled time, its tender will be eliminated from the evaluation process.

- **Interview in person:**

The evaluation committee may interview the key experts proposed in the technically compliant tenders, after having written provisional conclusions but before concluding the technical evaluation.

The date and time of these interviews will be confirmed or notified to the tenderer at least ten days in advance. If a tenderer is prevented from attending an interview by force majeure, a mutually convenient alternative appointment is arranged with the tenderer. If the tenderer is unable to attend this second appointment, its tender will be eliminated from the evaluation process.

### **12.2. Evaluation of financial offers**

Upon completion of the technical evaluation, the attachments containing the financial offers for tenders that were not eliminated during the technical evaluation will be opened (i.e. those with an average score of 75 points or more). Tenders exceeding the maximum budget available for the contract will not be accepted and will therefore not be further evaluated.

### **12.3. Choice of selected tenderer**

The best price-quality ratio is established by weighing technical quality against price on an 80/20 basis. Technical / Financial

### **12.4. Confidentiality**

The entire evaluation procedure is confidential, subject to the contracting authority's legislation on access to documents. The evaluation committee's decisions are collective and its deliberations are held in closed session. The members of the evaluation committee are bound to secrecy. The evaluation reports and written records are for official use only and may be communicated neither to the tenderers nor to any party other than the contracting authority, the European Commission, the European Anti-Fraud Office and the European Court of Auditors.

## **13. Ethics clauses / Corruptive practices**

### **a) Absence of conflict of interest**

The tenderer must not be affected by any conflict of interest and must have no equivalent relation in that respect with other tenderers or parties involved in the project. Any attempt by a tenderer to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or the contracting authority during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of its tender and may result in administrative penalties according to the Financial Regulation in force.

### **b) Respect for human rights as well as environmental legislation and core labour standards**

The tenderer and its personnel must comply with human rights and applicable data protection rules. In particular and in accordance with the applicable basic act, tenderers and applicants who have been awarded contracts must comply with the environmental legislation including multilateral environmental agreements, and with the core labour standards as applicable and as defined in the relevant International Labour Organisation conventions (such as the conventions on freedom of association and collective bargaining; elimination of forced and compulsory labour; abolition of child labour).

<b>Zero tolerance for sexual exploitation, abuse and harassment:</b>
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The European Commission applies a policy of 'zero tolerance' in relation to all wrongful conduct which has an impact on the professional credibility of the tenderer.

Physical abuse or punishment, or threats of physical abuse, sexual abuse or exploitation, harassment and verbal abuse, as well as other forms of intimidation shall be prohibited.

**c) Anti-corruption and anti-bribery**

The tenderer shall comply with all applicable laws and regulations and codes relating to anti-bribery and anti-corruption. The European Commission reserves the right to suspend or cancel project financing if corrupt practices of any kind are discovered at any stage of the award process or during the execution of a contract and if the contracting authority fails to take all appropriate measures to remedy the situation. For the purposes of this provision, 'corrupt practices' are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or execution of a contract already concluded with the contracting authority.

**d) Unusual commercial expenses**

Tenders will be rejected or contracts terminated if it emerges that the award or execution of a contract has given rise to unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a payee who is not clearly identified or commissions paid to a company which has every appearance of being a front company.

Contractors found to have paid unusual commercial expenses on projects funded by the European Union are liable, depending on the seriousness of the facts observed, to have their contracts terminated or to be permanently excluded from receiving EU funds.

**e) Breach of obligations, irregularities or fraud**

The contracting authority reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to breach of obligations, irregularities or fraud. If breach of obligations, irregularities or fraud are discovered after the award of the contract, the contracting authority may refrain from concluding the contract.

**14. Signature of contract(s)**

**14.1. Notification of award**

Tenderers will be notified of the outcome of this procurement procedure by e-mail.

**14.2. Signature of the contract(s)**

Within 30 days of receipt of the contract already signed by the contracting authority, the selected tenderer shall sign and date the contract and return it to the contracting authority.

Failure of the selected tenderer to comply with this requirement may constitute grounds for annulling the decision to award the contract. In this event, the contracting authority may award the tender to another tenderer or cancel the tender procedure.

The other tenderers will, at the same time as the notification of award is submitted, be informed that their tenders were not retained, by electronic means or standard letter, including an indication of the relative weaknesses of their tender by way of a comparative table of the scores for the winning tender and the unsuccessful tender. The second best tenderer is informed of the notification of award to the successful tenderer with the reservation of the possibility to receive a notification of award in case of inability to sign the contract with the first ranked tenderer. The second tenderer may refuse the award of the contract if, when receiving a notification of award, the 90 days of validity of their tender has expired.

The contracting authority will furthermore, at the same time, also inform the remaining unsuccessful tenderers and the consequence of these letters will be that the validity of their offers must not be retained.

## **15. Cancellation of the tender procedure**

In the event of cancellation of the tender procedure, the contracting authority will notify tenderers of the cancellation.

Cancellation may occur, for example, where:

- the tender procedure has been unsuccessful, i.e. no suitable, qualitatively or financially acceptable tender has been received or there is no valid response at all;
- there are fundamental changes to the economic or technical data of the project;
- exceptional circumstances or force majeure render normal performance of the contract impossible;
- all technically acceptable tenders exceed the financial resources available;
- there have been breach of obligations, irregularities or frauds in the procedure, in particular if they have prevented fair competition;
- the award is not in compliance with sound financial management, i.e. does not respect the principles of economy, efficiency and effectiveness (e.g. the price proposed by the tenderer to whom the contract is to be awarded is objectively disproportionate with regard to the price of the market).

In no event shall the contracting authority be liable for any damages whatsoever including, without limitation, damages for loss of profits, in any way connected with the cancellation of a tender procedure, even if the contracting authority has been advised of the possibility of damages. The publication of a contract notice does not commit the contracting authority to implement the programme or project announced.

## **16. Appeals**

Tenderers believing that they have been harmed by an error or irregularity during the award process may file a complaint. See Section 2.12. of the practical guide.

## **17. Data Protection**

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. To this end, processing of personal data related to this tender procedure by the contracting authority takes place in accordance with the principles of lawfulness and fairness while respecting the confidentiality requirements.

## **18. Early detection and exclusion system**

The tenderers and, if they are legal entities, persons who have powers of representation, decision-making or control over them, are informed that, should they be in one of the situations of early detection or exclusion, their personal details (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the early detection and exclusion system,, and communicated to the persons and entities concerned in relation to the award or the execution of a procurement contract.

## **SECTION 3: EVALUATION CRITERIA**

### **3.1 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:
  - a) Preliminary Examination;
  - b) Minimum Eligibility and Qualification;
  - c) Evaluation of Technical Proposals;
  - d) Evaluation of Financial Proposals.

### **3.2 EVALUATION OF ELIGIBILITY AND QUALIFICATION**

- Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements.
- In general terms, vendors that meet the following criteria may be considered qualified:
  - o They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers;
  - o They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,
  - o 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;
  - o They do not have a consistent history of court/arbitral award decisions against the Bidder.

### **3.3 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, 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, 80%) + (FP Rating) x (Weight of FP, 20%)
- 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)

### 3.4 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.

### 3.5 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
- Minimum documents provided
- Technical and Financial Proposals submitted separately

### 3.5 MINIMUM ELIGIBILITY REQUIREMENTS

All these documents are compulsory. 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.

Subject	Criteria	Document Submission requirement
<b>Legal Entity</b>	Bidder is a legally registered entity.	<b>Annex (III)</b>
<b>Previous Experience</b>	Minimum 3 years of relevant experience.	<b>C.Tender Form (6 experience)</b>
	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).	<b>C.Tender Form (6 experience)</b>
<b>Eligibility</b>	Bidder is not suspended, nor debarred, nor otherwise identified as ineligible by any International Organization.	<b>C. Tender Form</b>
<b>Conflict of Interest</b>	No conflicts of interest.	<b>C.Tender Form</b>
<b>Bankruptcy</b>	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.	<b>C.Tender Form</b>
<b>History of Non-Performing Contracts</b>	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	
<b>Litigation History</b>	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	

### 3.6 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.

### 3.7 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:

Evaluation criteria		Weight
<b>C1</b>	Technical Proposal	80%
<b>C2</b>	Financial Proposal	20%
	<b>Total</b>	<b>100%</b>

#### • TECHNICAL PROPOSAL (80%)

C1 - Summary of Technical Proposal Evaluation Forms		Max Weight
C 1.1	Bidder's qualification, capacity and experience	15%
C 1.2	Proposed Methodology, Approach and Implementation Plan	35%
C 1.3	Trainers and facilitators	50%
	<b>Total</b>	<b>100%</b>

#### • FINANCIAL PROPOSAL (20%)

C2	Detailed budget – financial offer	20%
	<b>Total</b>	<b>20%</b>

## SECTION 4: RETURENABLE BIDDING FORMS

Annex (II): Financial Identification.

Annex (III): Legal Entity

Annex (IV): Tender form

Annex (V): Key Experts