



Instruction to Applicants

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1. Subject

RES4Africa Foundation is collaborating with the Nexus Regional Dialogues Programme Phase II, funded by the EU and BMZ (German Federal Ministry for Economic Cooperation and Development) and implemented by GIZ, with the goal to mainstream WEF Nexus approaches through increased investor awareness, capacity building, concrete projects and expansion of knowledge management.

The goal of RES4Africa's Project, in the framework of the NRDP, is to contribute in anchoring the WEF NEXUS approach in policy making, investment decisions and strengthen capacities of local actors in the MENA and Niger Basin regions by supporting the creation of an enabling environment for scaling up WEF nexus.

2. Project Reference

Reference Number	R4A/2022/A2E/01
Title	What does it take to accelerate investment in integrated WEF projects? A comprehensive analysis of Business models and financing mechanism for the development of the water-energy-food nexus approach

Rome, 28 of April 2022

To whom it may concern,

you are kindly requested to submit your best offer in EURO VAT INCLUDED for the project whose technical specifications are annexed (Annex II) to the tender dossier, available upon request by email (see point 10). The offer should provide all-inclusive prices (supply of the material, transportation, works, taxes, team etc.)

The Tender Dossier includes:

ANNEX I	Terms of References
ANNEX II	Evaluation Criteria
ANNEX III	Tender Submission Form
ANNEX IV	Checklist

IMPORTANT: Annex III MUST BE signed. Language of the documents presented must be In English.

3. Purpose

In order to guarantee the quality and consistency of the different deliverables, **RES4Africa Foundation intends to contract a consulting company or specialized entities (Service Provider), in accordance with GIZ Procurement Policy and Procurement Regulations, to explore and analyse new and innovative markets in the framework of the Agri-Solar business models.**

The services required and a detailed description of the activities is provided in depth in the Terms of Reference, set out in Annex I of this tender dossier.

4. Time table

	DATE	TIME*
Information meeting (if any)	[Not applicable]	-
Deadline for requesting clarification from the contracting authority	11 May 2022	17.00 pm CET
Last date for the contracting authority to issue clarification	17 May 2022	17.00 pm CET
Deadline for submitting tenders	20 May 2022	17.00 pm CET
Interviews (if any)	[Not applicable]	-
Completion date for evaluating technical offers	25 May 2022	-
Notification of award	27 May 2022	-
Contract signature	3 June 2022	-
Expected start date	Signature of the contract	60 calendar days

5. Content of Proposal

The tendering Service Provider shall submit its Proposal in three folders, named:

“[NAME OF THE APPLICANT_Folder A]”

“[NAME OF THE APPLICANT_Folder B]”

“[NAME OF THE APPLICANT_Folder C]”

Folder A - Administrative documentation

the following documents shall be included:

- Non bankruptcy proof;
- Anti-corruption policy;
- Code of Ethics;
- A valid chamber of commerce registration, or an equivalent document, of the Service Provider (produced in original format and in any case, in English);
- The Tender Submission Form (annex III) must be signed by the legal representative of the Service Provider, with a copy of his/her identity document attached; the request may also be signed by a lawyer of the legal representative and, in this case, a certified copy of the attorney must be attached.

Folder B - Technical offer

The Technical offer must include the following documents:

- I. **Organization and Methodology:** the applicant shall provide a detailed description on how the activities will be performed and the estimated duration of each task;
- II. **Work plan:** the applicant shall provide a detailed description of the estimated time to perform the services, indicating specifically the different stages, and, for each stage, indicating the relevant timetable (e.g., GANTT or similar);

- III. **Key Experts:** list of the professional human resources the applicant will use to perform the service, attaching the relevant CVs;
- IV. **Previous experience on the subject of the contract** – the applicant must include all information considered relevant to assessing previous qualifications, experience and skills in the field covered by the invitation to tender, taking into account the award criteria and procedures;
- V. **Previous Experience with RES4Africa** - the applicant must specify and attach any previous studies or collaborations with RES4Africa Foundation;

The Technical offer shall not include any economic information. Any violation of this requirement will determine the exclusion of the tenderer from the bidding procedure.

The use of a specific format for the technical offer is not required.

Folder C – Economic Offer

The cost of the work including VAT, taxes, expenses, contributions and other due fiscal charges, according to the applicable law of the Service Provider, shall be indicated.

The Economic offer shall be signed by the legal representative of the Service Provider, with a copy of his/her ID attached; the offer can also be signed by a solicitor of the legal representative and, in this case, a certified copy of the attorney has to be attached.

The applicant should provide a separate quotation for each single lot (if more than one) indicated in the tender, plus the total amount of the quotation (sum of the lots).

6. Submission of Proposal

Tenders must be sent to the contracting authority **before 20 May 2022**, with deadline at **17.00 pm CET** Time of the last valid day. Tenders must include the requested documents in point 5 above and be sent by mail to:

Secretariat@res4africa.org

Cc:

luca.traini@res4africa.org

federico.ferrante@res4africa.org

daniele.guzzo@res4africa.org

This email shall have as **object**: "R4A/2022/A2E/01_*Name of the applicant*".

Deadline: 20 May 2022 at 17.00 pm CET

In case of postponement or suspension of the tender, RES4Africa will inform the Service Provider via email/website about the date/time of the rescheduled tender.

Contacts:

Luca Traini +39 3278143306 luca.traini@res4africa.org

Daniele Guzzo +39 3481005138 daniele.guzzo@res4africa.org

7. Evaluation of Proposal

The criteria for the evaluation will be as follows:

1) Administrative Check: the submission of all the requested documents is mandatory to be admitted to the following evaluation step of the Technical and Economic proposal. Failing in this phase of evaluation automatically excludes applicants from being evaluated in the following phases.

2) Technical and Economic Evaluation

EVALUATION ELEMENTS		Evaluation %
1	TECHNICAL OFFER	70
2	ECONOMIC OFFER	30
TOTAL		100

In the case of one or more missing documents, the company can send an official explanation note that will be reviewed by the judging committee that will evaluate the legitimacy of the explanation. It must be presented within the deadline for submission.

8. Notification and Signature

The successful applicant will be informed in writing that its proposal has been selected. From the notification of award, the contract will be negotiated between the parties.

After the negotiation is finalized, the successful applicant shall then confirm availability or unavailability of their key-experts within 7 calendar days from the date of the notification of award.

The selected applicant shall sign and date the negotiated contract and return it to the contracting authority within 7 calendar days from the receipt of the contract already signed by the contracting authority. In case of questions from the awarded applicant concerning the contract, RES4Africa can consider to suspend the period of 7 calendar days.

Failure of the selected applicant 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 applicant or cancel the tender procedure.

9. Conditions

The conditions, to be observed by the awarded applicant, are the following:

- The social security, the insurance obligations and all other expenses that might incur, are to be covered by the awarded applicant.
- The time required to execute and complete the works is hereby established in maximum 60 calendar days as of the date of signature of the contract.
- The offer shall be submitted until the 20 May 2022 17.00 CET and quotations must be valid for no less than 40 calendar days.

- d) The Service Provider hereby confirms possessing all requisites, craftsmanship, personnel and equipment, in order to carry out the works.
- e) The Service Provider formally engages itself to execute and complete the works described in the offer, within the above specified period of time and in respect of all relevant labor and commercial laws and regulations of the Country.

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

10. Payment

The amount payable by RES4Africa shall be provided as following:

- 20% of pre financing after the signature of the contract.
- 80% after the completion and the evaluation of the expected work

Questions

It is possible to send clarifications requests until the 11 May 2022 by 17.00 pm CET. Any request after this date will not be considered.

Opening of the offers

The opening of the offers will be on the 23th of May from 15.00 am to 16.00 am CET. Companies are welcome to participate.

The present document does not commit RES4Africa in any respect.

11. Confidentiality

All information contained in therein, as well as any other verbal or written information communicated during the present bid to tender, are strictly confidential. The applicant regardless of whether they decide to participate or not in the tender must process all information received as strictly confidential. All the information above is provided strictly for presenting the corresponding bids, therefore the applicant must abstain, under his own responsibility, from using said information for purposes other than those envisaged. Failure to comply with the above obligations will be sufficient reason to allow Res4Africa to decide the exclusion of the applicant from this tender. The applicant will also be responsible for all damages and losses deriving from the violation of the confidentiality considered as obligation assumed during the participation in this tender procedure.

12. Miscellaneous

By submitting a proposal, the applicant agrees that it, and not RES4Africa, will be responsible for paying all costs and expenses that the applicant incurs in (a) preparing and submitting its proposal and (b) negotiating with RES4Africa after submitting its proposal, including, but not limited to, attorneys' fees and other costs incurred in negotiating with RES4Africa regarding the terms and conditions of the contract.

Also, participation to the tender implies the complete and full acceptance of the conditions described in this document and all the relevant annexes.

Finally, it is being understood that nothing in the present document and/or in any other annex may be construed as a commitment of Res4Africa towards the applicant for the awarding of the contract or the payment of any amount.

Sincerely,
RES4Africa

Contact Person Name
Service Provider Name
Date of Submission
Signature and Stamp

RES4Africa Foundation (Renewable Energy Solutions for Africa) mission is to create an enabling environment for scaling up investments to accelerate a just energy transition and transformation. It gathers a member network from across the clean energy value chain and supports the creation of an enabling environment for renewable energy investments and strategic partnerships. See more: www.res4africa.org