



**RFP No. MMB/27/06/2024 to  
Source for the Provision of  
Conference Services for Term  
1 Scale-up Master Trainers  
Workshop**

27 June 2024



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# **RFP No. MMB/27/06/2024 to Source for the Provision of Conference Services for Term 1 Scale-up Master Trainers Workshop**

27 June 2024



# Issue and Revision Record

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# 1 Overview of the Requirement and Procurement Process

The purpose of this Request for Proposal (RFP) is to find a conference service provider based in Balaka, Malawi to provide halls for hire, refreshments and meals to 556 participants who will be trained in two phases from 16<sup>th</sup> to 15<sup>th</sup> July 2024 for Term 1 Master Trainers Workshop in the next academic school year 2024/2025.

## 1.1 The Company

Mott MacDonald is a £1.4bn turnover, employee-owned management, engineering, and development consultancy serving the public and private sectors around the world. We employ around 17,000 staff and work across more than 200 offices globally, undertaking projects in 140 countries. Our expertise and resources help deliver projects covering:

• Buildings	• Environment
• Education	• Communications
• Health	• Industry
• Oil and Gas	• Power
• Transport	• Water
• Mining	• Urban Development
• International Development	

Additional general information about Mott MacDonald can be found at [www.mottmac.com](http://www.mottmac.com).

## 1.2 Background & Current Situation

Mott MacDonald Limited has been appointed by the UK Foreign Commonwealth and Development Office (FCDO) – formerly DFID, to deliver the Strengthening the Teaching of Primary School Mathematics in Malawi programme, now named the National Numeracy Programme. The programme will provide technical assistance to the Ministry of Education (MoE) to help improve the quality of mathematics teaching in lower primary school (standards 1-4), nationwide by facilitating the revision of the mathematics curriculum for lower primary, develop corresponding teaching and learning materials, design teacher training strategies (including school-based support structures), carry lessons learnt from the pre-pilot and the pilot to oversee the national scale-up.

The programme has a 15-month extension from 1 June 2024 to 31 August 2025 to enable the national scale-up. Following the approval of the extension by the client, Mott MacDonald Limited has been allocated funds that include but not be limited to the procurement of conference package services for the Standard 1-2 Term 1 scale-up Master Trainers Workshop. The RFP No. MMB/27/06/2024 is to source for a supplier to provide hall hire, refreshments and meals to 556 participants during Standard 1-2 Term 1 Master Trainers Workshop in Balaka, Malawi.



### 1.3 Timescales

Set out below is the proposed procurement timetable. This is intended as a guide and whilst the Company does not intend to depart from the timetable it reserves the right to do so at any stage.

**Table 1: Proposed timetable**

Date	Action
28 June 2024	RFP published
4 July 2024	Deadline for clarification request and estimated date for pre-bid meeting
5 July 2024	Answer to the clarification request
11 July 2024	Deadline for proposal submission
12 July 2024	Estimated date to complete the evaluation process
12 July 2024	Date of award of notification
13 July 2024	Estimated date for contract signature
16 – 25 July 2024	Contract delivery period

### 1.4 Company's Contact Details

Unless stated otherwise in this RFP or in writing from the Company, all correspondence and communications from suppliers during the period of this procurement exercise must be directed to the email address: [NNPprocurement@mottmac.com](mailto:NNPprocurement@mottmac.com)

All email communications should bear the subject line “**REQUEST FOR PROPOSALS FOR PROVISION OF CONFERENCE SERVICES TO 556 PARTICIPANTS FOR TERM 1 SCALE-UP MASTER TRAINERS WORKSHOP IN BALAKA. (RFP No. MMB/27/06/2024)**”. Please ensure that the name, contact details and position of the person making the enquiry are clearly identified in any written communication.

### 1.5 Response Required

Prospective suppliers are asked to submit responses in the manner set out in Sections 3 and 4 of this RFP documents. In addition to returning a compliant RFP Response, the Company would also consider any alternative proposals Suppliers might wish to suggest which could in their opinion fulfil our requirements.

### 1.6 Glossary

- Unless the context otherwise requires, the following words and expressions used within this RFP document shall have the following meanings:

**Table 2: Definitions of terms used in this document.**

Term	Meaning
“Agreement” or “Contract”	The agreement to be entered into by the Company and the Supplier following any award under the procurement exercise to supply the goods and/or services.
“Charges” or “Prices”	The costs, prices and related expenses proposed by the Supplier in relation to the supply of the goods and/or services.
“Company” or “Mott MacDonald”	Mott MacDonald Group Limited and its subsidiary companies.
“Deadline”	The closing date for RFP Responses, as shown in Section 1.4 – Timescales.
“Due Diligence Information”	The background and supporting documents and information provided by the Company for the purpose of better informing Suppliers' responses to this RFP.
“Instructions to Suppliers”	The terms and conditions set out in this RFP relating to the submission of a Response.
“Request for Proposal” or “RFP”	This Request for Proposal document and all related documents published by the Company and made available to Suppliers (including any Due Diligence Information).
“RFP Response” or “Response” or “Tender” or “Bid”.	A Supplier's formal offer in response to this Request for Proposal.
“Supplier” or “Suppliers” or “Tenderer” or “Tenderers”	The party/parties responding to or contemplating a response to this RFP.

## 2 Instructions to Tenderers

### 2.1 Introduction

- This RFP is in four sections:
  - Section 1 states the outline of the requirement.
  - Section 2 contains the Instructions to Tenderers and the conditions of this RFP.
  - Section 3 contains the detailed specifications/scope of the requirement.
  - Section 4 specifies the format or manner in which Tenderers are requested to respond.
- Potential Suppliers are free to express and propose in their response the solution(s) that they believe meet best the Company's requirement.
- Suppliers shall under in no circumstances be entitled to recover from the Company any costs, charges, expenses, or claims associated with the preparation and submission of a response to this RFP, including in the event of this RFP or subsequent Tender being withdrawn.
- Whilst it is the Company's intention to purchase the goods/services described herein from the Supplier(s) appointed, this does not confer any exclusivity on any appointed Supplier. The Company reserves the right to purchase any goods/services (including those similar to the goods/services covered by this procurement exercise) from any supplier.

### 2.2 General

- These instructions are designed to ensure that all Suppliers are given fair and equal access and consideration. It is important therefore that Tenderers provide all the information asked for in the format and manner specified.
- Suppliers should read these instructions carefully before submitting a proposal. Failure to comply with these requirements for completion and submission of the RFP Response may result in the rejection of the proposal. Suppliers are advised therefore to acquaint themselves fully with the extent and nature of the goods/services and contractual obligations. These instructions constitute the Conditions of Tender. Participation in the tender process automatically signals that the Supplier accepts these Conditions.
- All material issued in connection with this RFP shall remain the property of the Company and shall be used only for the purpose of this procurement exercise. All Due Diligence Information shall be either returned to the Company or securely destroyed by the Supplier (at the Company's option) at the conclusion of the procurement exercise.
- The Supplier shall ensure that each and every supplier, sub-contractor, consortium member and adviser that they chose to work with in responding to this RFP abides by the terms of these instructions.
- The Supplier shall not contact any employee, agent or consultant of the Company that is in any way connected with this procurement exercise during the period of this procurement exercise, save for the Company's designated contact, unless instructed otherwise by the Company in writing.
- The Company shall not be committed to any course of action as a result of: issuing this RFP or any invitation to participate in this procurement exercise; an invitation to submit any Response in respect of this procurement exercise; communicating with a Supplier or a Supplier's representatives or agents in respect of this procurement exercise; or any other communication between the Company (whether directly or by its agents or representatives) and any other party.

- Suppliers shall accept and acknowledge that by issuing this RFP the Company shall not be bound to accept any subsequent Tender and reserves the right not to conclude an Agreement, where applicable, for some or all of the goods and/or services for which Tenders are invited.
- The Company reserves the right to amend, add to or withdraw all or any part of this RFP at any time during the procurement exercise.

## 2.3 Confidentiality

- Subject to the exceptions stated below, the contents of this RFP are made available by the Company with the following conditions:
  - Suppliers shall always treat the contents of the RFP and any related documents (together called the 'Information') as confidential, save in so far as they are already in the public domain.
  - Suppliers shall not disclose, copy, reproduce, distribute, or pass any of the Information to any other person at any time or permit any of these things to happen.
  - Suppliers shall not use any of the Information for any purpose other than for the purpose of submitting (or deciding whether to submit) a response to the RFP.
  - Suppliers shall not undertake any publicity activity within any section of the media, including but not limited to social networking and online blogs, in relation to this RFP.
- Suppliers may disclose, distribute, or pass any of the Information to its advisers, sub-contractors or to another person provided that at least one of the following conditions applies:
  - This is done for the sole purpose of enabling a Response to be submitted and the person receiving the Information undertakes in writing to keep the Information confidential on the same terms as if that person were the Supplier.
  - The Supplier obtains the prior written consent of the Company in relation to such disclosure, distribution or passing of Information.
  - The Supplier is legally required to make such a disclosure.
- The Company may disclose detailed information and responses relating to this RFP and any subsequent Tenders to its officers, employees, agents, or advisers.
- Where a Supplier has requested information or clarification then the Company reserves the right to disseminate information that is materially relevant to the procurement to all Suppliers involved, even if the information has only been requested by one Supplier, subject to the duty to protect each Supplier's commercial confidentiality in relation to its Response.
- In this section, the definition of 'person' includes but is not limited to any person, firm, corporate body, or unincorporated association.

## 2.4 Clarification

It is anticipated that sufficient information has been provided herein to allow Suppliers to prepare their response. However, should additional information be deemed necessary, please submit a request by email to the Company's designated contact.

To ensure a clear understanding of the procurement requirements and address potential misinterpretations, a virtual pre-bid meeting has been scheduled for July 4<sup>th</sup> 2024. This meeting will allow potential bidders to ask questions and receive timely answers from the procurement officials responsible for managing the process.

To attend the virtual pre-bid meeting, please email the Company's designated contact with the email reference **RFP No. MMB/27/06/2024**, providing the name(s) and corresponding email address of attendee(s). Invitations to the pre-bid meeting will be sent via email to all

bidders who have expressed interest in participating in the procurement process. **We strongly encourage all interested bidders to attend the meeting, as it will help them to prepare a more accurate and comprehensive bid proposal.**

The Company will endeavour to answer all questions as quickly as possible. If, in our opinion, the question and answer are deemed to be of interest to all potential Suppliers, then we reserve the right to respond with the question and answer to all potential Suppliers. Care will be taken to ensure that the identity of the party asking the question will remain anonymous.

## 2.5 Preparation of Responses

- Suppliers must obtain for themselves at their own responsibility and expense all information necessary for the preparation of the Response. Suppliers are solely responsible for the costs and expenses incurred in connection with the preparation and submission of their Response and all other stages of the selection and evaluation process. Under no circumstances will the Company, or any of its officers, employees, agents, or advisers, be liable for any costs or expenses borne by Suppliers or their sub-contractors, suppliers, or advisers in this process.
- The Company relies on Suppliers' own analysis and review of information provided. Consequently, Suppliers are solely responsible for obtaining the information which they consider is necessary in order to make decisions regarding the content of their Responses and to undertake any investigations they consider necessary in order to verify any information provided to them during the procurement process.
- Suppliers must form their own opinions, making such investigations, and taking such advice (including professional advice) as is appropriate, regarding the scope of supply and any subsequent Response, without reliance upon any opinion or other information provided by the Company or its advisers or representatives. Suppliers must notify the Company promptly of any perceived ambiguity, inconsistency, or omission in this RFP, any of its associated documents and/or any other information issued to them during the procurement process.

## 2.6 Submission of Responses

- Responses are to be received by the Company no later than the closing date and time stated in Section 1.3.
- The Company may at its own absolute discretion extend the closing date and the time for receipt of Responses. Any extension granted will apply to all Suppliers.
- Suppliers must submit Responses according to the instructions set out Section 4
- It is anticipated that all Responses can be processed from the submitted documents but if Suppliers would like to ask any questions, they may do so by emailing the Company's designated contact. The Company will endeavour to answer all questions as quickly as possible, but cannot guarantee a minimum response time.
- Suppliers' Response and any documents accompanying it must be in the English language.
- Suppliers may include in the Response a small amount of related and relevant information which has not been specifically requested in the RFP.

## 2.7 Canvassing

- Any Supplier who directly or indirectly canvasses any officer, member, employee, or agent of the Company concerning this procurement or who directly or indirectly obtains or attempts to obtain information from any such officer, member, employee or agent or concerning any other Supplier, Tender or proposed Tender may be disqualified.

## 2.8 Disclaimers

- Whilst the information in this RFP has been prepared in good faith, it does not purport to be comprehensive, nor has it been independently verified.
- Suppliers should note that the details, volumes, and any potential service dates set out in this document are estimates only. They are not intended to provide any commitment as to the value of goods/services that the Company may purchase using this or any other procurement.
- Any Agreement(s) awarded will be non-exclusive. The Company gives no undertaking that it will purchase the whole or any of the requirements for goods/services through such arrangement.
- Neither the Company nor its advisers, directors, officers, members, partners, employees, other staff or agents:
  - Makes any representation or warranty (express or implied) as to the accuracy, reasonableness, or completeness of the RFP.
  - Accepts any responsibility for the information contained in the RFP or for the fairness, accuracy, or completeness of that information, nor shall any of them be liable for any loss or damage (other than in respect of fraudulent misrepresentation) arising as a result of reliance on such information or any subsequent communication.
- Any persons considering deciding to enter contractual relationships with the Company following receipt of the RFP should make their own investigations and their own independent assessment of the Company and its requirements for the goods/services and should seek their own professional advice.
- Any Agreement concluded as a result of this RFP shall be governed by the Laws of England and Wales, or by alternative laws and jurisdiction, at the Company's discretion.

## 2.9 No Inducement or Incentive

- The RFP is issued on the basis that nothing contained in it shall constitute an inducement or incentive nor shall have in any other way persuaded a Supplier to submit a Response or enter into any subsequent Agreement or any other contractual arrangement.

## 2.10 Acceptance and Admission to the Agreement

- The Company shall be under no obligation to contract with, or conclude any Agreement with the Supplier following receipt of its Response to this RFP or any subsequent tender documentation, irrespective of whether it has tendered the lowest price.

## 2.11 Amendments to RFP Documents

- At any time prior to the deadline for the receipt of RFP Responses, the Company may modify the RFP by amendment. Any such amendments will be numbered and dated and issued to all prospective Suppliers prior to the Deadline for the submission of Responses. To give prospective Suppliers reasonable time in which to take the amendment into account in preparing their Responses, the Company may, at its discretion, extend the Deadline for receipt of Responses.

## 2.12 Late Responses

- Any Response received at the designated point after the Deadline for receipt of Responses may be rejected unless the Supplier can provide irrefutable evidence that the Response was capable of being received by the due date and time.

### 2.13 Modification and Withdrawal

- Suppliers may modify or withdraw their Response prior to the Deadline by giving notice to the Company in writing or via electronic submission to the Company's designated contact.
- Suppliers may withdraw their Response at any time prior to accepting the offer of an Agreement following the final stage of the tender process. The notice to withdraw the Response must be in writing and sent to the Company by recorded delivery or equivalent service and delivered to the Company's designated contact.

### 2.14 Right to Reject/Disqualify

- The Company reserves the right to reject or disqualify a Supplier where one or more of the following apply:
  - The Supplier fails to comply fully with the requirements of this RFP.
  - The Supplier is guilty of serious misrepresentation in relation to its Tender and/or the Tender process or in supplying any information required in this document.
  - There is a change in identity, control, financial standing or other factor impacting on the selection and/or evaluation process affecting the Supplier.
  - There is evidence that the Supplier has acted in collusion with another party.

### 2.15 Right to Cancel, Clarify or Vary the Process

- The Company reserves the right to:
  - Amend the terms and conditions of the Tender process.
  - Cancel the evaluation process at any stage.
  - Require the Supplier to clarify its Response in writing and/or provide additional information. Failure to respond adequately may result in the Supplier not being selected.

### 2.16 Customer References

- The Company may wish to contact and/or visit one or more customer references submitted by the Supplier, as part of the evaluation stage of this RFP or subsequently if the Supplier is selected as preferred supplier.

### 2.17 Evaluation Process

- The evaluation process for this RFP will feature the following steps:
  - Step 1: Compliance checks, verifying that all information requested has been submitted in compliance with the Tender instructions.
  - Step 2: Evaluation and scoring of Responses:
    - Technical (goods/services offered)
    - Commercial (price and terms)
  - Step 3: Evaluation report and recommendation.
  - Step 4: Confirmation of outcome and authorisation to proceed.
  - Step 5: Notification of outcome to the successful Tenderer.

### 2.18 Evaluation Criteria

Basis of Award: The award will be made to the tenderer whose offer presents the Best Value: the optimal combination of technical merits and reasonable cost. Proposals will be scored on

technical factors first. Only proposals of those offers that surpass the minimum qualifying score of 40 points in the technical evaluation (including GESI and past Experience) will have their Cost/Business Proposal reviewed. Those that do not reach this qualifying score in the Technical Evaluation will be considered non-competitive and their Cost/Business proposals will not be considered.

### 1. Technical approach (40 points)

Provide a clear, and precise technical proposal that covers both the conceptual and practical approaches of how to achieve the objectives of this project. Specifically, please address the following, in the order specified below:

Category	Brief Explanation	Scoring
1. Methodology	<p>Considering the Statement of Work, please describe in detail the following:</p> <p>The steps, in chronological order and the time required for each step, that you will take to implement the work.</p>	10 points
2. The technical capacity	<p>Mott Macdonald seeks to contract with a tenderer who can manage to provide high-quality (that includes health and safe) conference services to 556 participants. The service providers shall submit a list of available equipment and facilities, including:</p> <ul style="list-style-type: none"> <li>At least 6 conference Halls; <ul style="list-style-type: none"> <li>Well ventilated and illuminated</li> <li>Equipped with fully serviced air conditioners</li> <li>That have projector and projector screens</li> <li>That have chairs and tables in all rooms</li> <li>1 big conference hall to accommodate at least 200 participants and 5 conference rooms that can accommodate at least 45 participants each</li> </ul> </li> <li>Kitchen and Cafeteria; <ul style="list-style-type: none"> <li>That has kitchen equipment to prepare and serve meals to at least 278 guests at once</li> <li>Has tables and chairs for at least 278 guests</li> </ul> </li> <li>Wrest room; <ul style="list-style-type: none"> <li>Availability of ladies' and gents health rooms located in proximity to the conference rooms</li> <li>The rooms must be separate for privacy sake</li> <li>Each room should be assigned with a genitor</li> <li>Availability of toilet cleaning equipment and chemicals</li> <li>Availability of sanitary bin in all ladies rooms</li> </ul> </li> <li>Power and water back-up <ul style="list-style-type: none"> <li>Availability of at least 5000litres water tank connected to all wrest rooms</li> </ul> </li> </ul>	20 points



	<ul style="list-style-type: none"> <li>Power generator/solar system with the capacity to power laptops, air conditioners and projectors-connected to all conference rooms</li> <li>Safety and Security             <ul style="list-style-type: none"> <li>Availability of porters to control entry and exit</li> <li>Guard Patrol during the training time</li> <li>Lockable conference rooms</li> <li>Availability of fire extinguishers and emergency exits in every room</li> <li>Clear emergency directions signage</li> <li>Availability of emergency assembly point</li> </ul> </li> </ul>	
3. Scheduling plan and quality assurance	<p>Describe clearly the practical steps you will take to ensure that all deliverables will be executed following high-quality standards:</p> <ul style="list-style-type: none"> <li>Conference Rooms set up verification to ensure all equipment is works and that tables and chairs have been arranged accordingly</li> <li>Quality control during food preparation</li> <li>Quality control during food serving</li> <li>Compound security checks</li> </ul>	10 points
<b>Total</b>		<b>40 points</b>

If a tenderer submits a proposal that fails to respond to the majority of the information requested in this RFP, as outlined specifically in the statement of work and the evaluation criteria, the Service provider's proposal will be automatically disqualified.

## 2. Gender Equity and Social Inclusion (10 points)

Document the efforts made towards gender equity and social inclusion.

The Gender equality and social inclusion.	<p><b>Gender equity and social inclusion</b></p> <p>The tenderer shall describe the efforts they have made to ensure Gender Equality and Social Inclusion (GESI) issues are addressed. The tenderer must indicate the measures taken to ensure all members of the society including women, people with disabilities and disadvantaged communities are integrated into the work force of the company.</p>	10 points
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## 2. Past performance and Experience (10 points)

Document and summarize the previous experience in printing workbooks /supplementary reading materials, teacher guides of similar scope. Using the exact table format provided below, please list only the projects you have implemented within the past 4 years, a brief description of how each is relevant to this RFP, and the contact details for each previous client or donor. You may also include recommendation/appreciation letters and certificates as attachments.

	(a) Activity title	(b) Location of activity	c) Summary of activities relevant to this RFP	d) Performance period (date, duration, and if completed on schedule)	e) Contract type – Prime or subcontractor	f) Contract value	g) Name and contacts of the client
1.							
2.							
3.							

## 4. Financial Proposal (40 points)

Submit a detailed financial proposal (using Annex 1 as a template) for the proposed work as highlighted in the scope of work. Mott MacDonald's review of the financial proposal shall determine if the overall costs proposed are realistic for the work to be performed, reflect a correct understanding of the project requirements, and are consistent with the tenderer's technical proposal. Mott MacDonald will also review unit costs.

The quotation must include costs on a per-unit basis as well as the total cost; it must include cost per unit for the hall hire and cost per person for refreshments and meals. The quotation must include all the necessary components to meet all the requirements specified in the technical specification section.

Annex 1 is a template for the detailed quotation. The Service provider must follow the major categories, breaking down all lump sum items.

Delivery terms will also be a factor included in the evaluation, and Bidders should quote their best possible realistic delivery lead times. The delivery period mentioned must be accurate. In the event of an award of a contract, delivery will be closely monitored, and delivery in full and on time will be used to measure performance and calculate the penalties for the delivery delay.

### 2.19 Notification

- The Company will inform the successful tenderer(s) of its intention to award contract(s) based on the evaluation process as outlined above.
- Upon request, all unsuccessful Tenderers will be afforded the opportunity of feedback on the Company's reasons for the unsuccessful outcome.

## 2.20 Agreement

- In the event that the Company wishes to enter into an Agreement with any Supplier, that Agreement will be augmented with appropriate information submitted in the Tender's Responses including any Specifications, Technical Requirements and Charges. In drafting their responses Tenderers must be mindful of this and should ensure that their Responses are drafted in clear and concise terms which will provide a basis for translation into firm contractual commitments.

## 3 Scope of Supply

### 3.1 Introduction

The scope of this RFP includes the provision of 5 hall hire, refreshments and meals to 556 participants during the standard 1-2 term 1 scale up Master Trainers workshop scheduled from 16<sup>th</sup> to 25 July 2024 in Balaka.. The quantity may vary with (+/-)20% at the time of signing the contract.

Mott MacDonald's team will review the proposals and select the most responsive service provider to provide conference services in two phases to 556 participants.

To execute the agreement, Mott Mac Donald will provide the total number of participants per phase. This will include number of conference halls required, the capacity of each conference hall and how the chairs and tables be set up. Furthermore, the company will provide the selected supplier with the activity program for all the training days.

The selected tenderer shall be responsible for arranging the conference rooms as per the organisers requirements, preparing and serving meals as per the training program.

The quotation must include all the necessary components required to meet all the requirements specified in the technical specification section. The tenderer must provide the prices as follows;

- i). Costs by category such as cost of hall hire per day
- ii). Cost per participant for the meals and refreshments

Prices should be quoted in Malawi Kwacha. Annex 1 is a template for the detailed quotation, failure to utilise or fill all the cells in the Annex could surmount to a disqualification of the proposal.

The supplier is required to consider Malawian taxes etc as this project is not tax exempt in Malawi.

A tenderer can request for the quotation template in excel by sending an email to:

[NNPPProcurement@mottmac.com](mailto:NNPPProcurement@mottmac.com)

- All tenderers must specify their prices in Malawi Kwacha.
- Prices tendered must be firm, fixed and valid for 60 days following the closing date for submission of RFP responses.

### 3.2 Delivery

The service provider is responsible for providing the conference hall, meals and refreshments from 16<sup>th</sup> to 25<sup>th</sup> July 2024 to 556 participants in Balaka district, Malawi.

### 3.3 Delayed performance Penalties

Any delayed performance of more than 1 hour will attract a penalty of 1% of the value of the delayed service per day. The penalty will be restricted to a maximum of 10% of the contract value.

### 3.4 Taxes

The National Numeracy Programme is not tax exempted within Malawi and therefore the quotations should include any Malawian taxes or duties. Mott MacDonald is not exempted from paying tax and duty based on Malawi Revenue Authority approval.

### 3.5 Payment

- Supplier(s) will be paid in Malawi Kwacha.
- One payment will be paid to the supplier upon signing of the contract and delivery of the required services.
- Payment of the invoice(s) will be made within 30 days, following receipt of a valid invoice and approval of the invoice by Mott MacDonald.

### 3.6 Legal

- Any purchase order placed as a result of this procurement will be subject to Mott MacDonald's purchase order Terms and Conditions as outlined in this RFP (Annex 4).
- Mott MacDonald will carry out its own assessment of tenders' financial standing and this will be considered alongside the RFP Response.

### 3.7 Alternative proposals

- Mott MacDonald will not consider other or alternative technical options that Suppliers might wish to propose to fulfil our requirements.

### 3.8 Reporting

The tenderer will be required to send a status update of all services to event organisers at least 30 minutes before the scheduled delivery time; thus based on the activity program that will be shared with the supplier in advance. This will allow Mott MacDonald to get updates as well as resolve any arising issues as quickly as possible to ensure the training is not disrupted.

### 3.9 Insurances

The selected service provider will provide insurance for all their assets, employees and guests. Once the guests are within the compound of the service provider, thus within the service delivery time, the service provider assumes the risks associated.

## 4 Response

Mott MacDonald will not be accepting any physical bids. **ALL bid submissions must be done via email.**

Bid submission emails must bear the subject line **“REQUEST FOR PROPOSALS FOR PROVISION OF CONFERENCE SERVICES TO 556 PARTICIPANTS FOR TERM 1 SCALE-UP MASTER TRAINERS WORKSHOP IN BALAKA. RFP No. MMB/27/06/2024”** and addressed for the attention of the **NNP procurement Team**. Bids will remain unopened until after the Deadline.

The technical and financial proposal must be submitted in ONE e-mails with attachments compatible with Adobe PDF.

Annex 1 of the Financial proposal should be submitted in Excel format.

Proposals must be delivered no later than the specified date/time to the email addresses [NNPProcurement@mottmac.com](mailto:NNPProcurement@mottmac.com)

Tenderers' RFP responses must contain the following:

- i). Technical proposal including general documents
- ii). Financial proposal

Both technical and financial proposals must be received for the offer to be considered complete. Only complete and responsive offers will be considered for award.

**Technical Proposal must include the following documents to be considered complete:**

- The Cover Letter (Annex 2) should be on the tenderer's letterhead and must contain the information requested.
- The signed litigations and investigations form (Annex 3)
- Proof of evidence or certification of compliance with FCDO
- Valid business registration certificate.
- Tax payment certificate from the relevant tax authority, issued in the last 3 months.
- Audited accounts (Balance sheet and Profit and Loss statements) of the last 3 years.
- Letter of compliance with RFP, technical specifications, and amendments to the RFP, if any.
- One or two technical data sheets detailing the specifications. These data sheets should, at a minimum, reflect the technical criteria outlined in Annex 1.
- Workplan and Methodology
- List of technical equipment and information on capacity
- A scheduling plan and quality assurance
- The tenderer should highlight
  - any efforts on Gender equity and social inclusion
  - efforts made to employ people with disabilities and to protect children from child labour
  - any attempts and/ or actions to empower and encourage women's employment.
  - any other relevant information such as ethics policy, anti-slavery policy etc...
- List of significant supply contracts conducted within the last four years that the bidder has successfully completed involving the supply of similar goods. Details should be provided for at least three contracts with value, start and end dates, goods supplied and the client's name and contact details. Mott MacDonald reserves the right to contact and/or visit one or more customers submitted by the bidder as part of the evaluation stage of this RFP.

**The Technical Proposal should:**

- Clearly outline theoretical aspects that the tenderer has considered and will employ to carry out the statement of work.
- Demonstrate that the tenderer has the technical capacity to implement the activities as highlighted in the scope of works and should address the key issues described in the Evaluation Criteria.
- Be divided into clearly marked sections following the same order of the Evaluation Criteria.

The financial proposal will primarily indicate the cost of performing the work specified in this RFP.

**At a minimum, the financial proposal must include the following:**

- Annex 1 – Technical Specifications and Pricing Table completely filled in.
  - Cost by category;
  - Hall hire per day.
  - Unit cost per person for refreshments and meals
  - Hiring cost for any other equipment e.g projector and projector.

Price must be quoted in Malawi Kwacha. Annex 1 is a template for the detailed quotation. Failure to utilize or fill all the cells in the annex could surmount or disqualify the proposal.

- The bid validity. The bid must be valid for 60 days from date of submission of the bids.