

## CONTRACT NOTICE

### SERVICES

#### **SECTION I: CONTRACTING AUTHORITY**

##### **I.1) NAME, ADDRESSES AND CONTACT POINT(S):**

Official Name: Procurement  
Address: Abercrombie House, Eaglesham Road,  
Attention: Fiona Crawford  
Town: East Kilbride  
Country: UK

##### **Internet address(es):**

**Further information can be obtained at:**

**Specifications and additional documents (including documents for competitive dialogue and a dynamic and a dynamic purchasing system) can be obtained at:**

**Tenders or requests to participate must be sent to:**

##### **I.2) TYPE OF THE CONTRACTING AUTHORITY AND MAIN ACTIVITY OR ACTIVITIES:**

REGIONAL AUTHORITY  
GENERAL PUBLIC SERVICES

#### **SECTION II: OBJECT OF THE CONTRACT**

##### **II.1) DESCRIPTION**

##### **II.1.1) Title attributed to the contract by the contracting authority:**

SITFA - Monitoring and Evaluation

##### **II.1.2) Type of contract and location of works, place of delivery or of performance:**

SERVICES

Main site or location of works: South Lanarkshire

NUTS code: UKM38

##### **II.1.3) This notice involves**

##### **II.1.4) Information on framework agreement:**

Duration of the framework agreement: Duration in year(s):

Justification for a framework agreement, the duration of which exceeds four years:

Estimated total value of purchases for the entire duration of the framework agreement:

##### **II.1.5) Short description of the contract or purchases(s):**

DFID is seeking to source an external M&E consultancy to support DFID (2017 to 2021) that will provide independent monitoring and evaluation of the Trade for Development Supporting the Implementation of the WTO Trade Facilitation Agreement (SITFA) Programme. i. support DFID in its management of SITFA and its oversight of the implementation programmes it is funding, i.e. TFSP, GATF and TFAF; ii. support DFID in meeting its fiduciary and due diligence responsibilities in respect of the performance and value of SITFA; iii. provide guidance and oversight to the implementation programmes in meeting their performance monitoring and reporting obligations to DFID; iv. conduct at least two evaluations of SITFA; v. generate knowledge about SITFA and trade facilitation that is relevant and useful to DFID programme management, to DFID policy processes and to the trade facilitation community at large; vi. support efficient coordination and exchange between contributors to the TFSP multi-donor trust fund, to GATF and to TFAF, to mitigate the risk of duplication of monitoring and evaluation, to exchange monitoring and evaluation information and to support joint evaluation where possible and appropriate. vii. support and collaborate with DFID on internal DFID annual reviews and project completion activities. As such, DFID is the client and principal beneficiary of the M&E work that will be carried out by the external service provider, i.e. the "M&E unit".

##### **II.1.6) Common procurement vocabulary:**

75211200

##### **II.1.7) Contract covered by the Government Procurement Agreement (GPA):**

NO

##### **II.1.8) Division into lots:**

NO

##### **II.1.9) Variants will be accepted:**

NO

##### **II.2) QUANTITY OR SCOPE OF THE CONTRACT**

**II.2.1) Total quantity or scope:**

Estimated value excl. VAT: 480000.0

Currency: GBP

**II.2.2) Options:**

This contract will be for 50 months from the date of commencement. Up to 12 months extension options will be included.

**II.3) DURATION OF THE CONTRACT OR TIME-LIMIT FOR COMPLETION:**

Duration in months: 50 (From the award of contract).

**SECTION III: LEGAL, ECONOMIC, FINANTIAL AND TECHNICAL INFORMATION****III.1) CONDITIONS RELATING TO THE CONTRACT****III.1.1) Deposits and guarantees required:****III.1.2) Main financing conditions and payment arrangements and/or reference to the relevant provisions regulating them:**

The contract will be governed by English Law. Prices are not required at the SSQ stage, however, when required, prices must be quoted in GBP. All payments for the contract will be made in GBP Sterling. DFID reserves the right to annul the process at any point and not award the contract.]

**III.1.3) Legal form to be taken by the group of economic operators to whom the contract is to be awarded:**

Joint and several liabilities. DFID reserves the right to require joint ventures to form a single legal entity.

**III.1.4) Other particular conditions to which the performance of the contract is subject:**

No

**III.2) CONDITIONS FOR PARTICIPATION****III.2.1) Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers:**

Information and formalities necessary for evaluating if requirements are met: See document "PO 7977 Standard Selection Questionnaire (SQ) Supplier Information and Instructions" for details

**III.2.2) Economic and financial capacity:**

Information and formalities necessary for evaluating if requirements are met: See document "PO 7977 Standard [Selection Questionnaire (SQ) Supplier Information and Instructions" for details

Minimum level(s) of standards possibly required: See document "PO 7977 Standard Selection Questionnaire (SQ) Supplier Information and Instructions" for details

**III.2.3) Technical capacity:**

Information and formalities necessary for evaluating if requirements are met: See document "PO 7977 Standard Selection Questionnaire (SQ) Supplier Information and Instructions" for details

Minimum level(s) of standards possibly required: See document "PO 7977 Standard Selection Questionnaire (SQ) Supplier Information and Instructions" for details

**III.2.4) Reserved contracts:****III.3) CONDITIONS SPECIFIC TO SERVICES CONTRACTS****III.3.1) Execution of the service is reserved to a particular profession:**

No

**III.3.2) Legal entities should indicate the names and professional qualifications of the staff responsible for the execution of the service:**

YES

**SECTION IV: PROCEDURE****IV.1) TYPE OF PROCEDURE****IV.1.1) Type of procedure:**

Restricted

**IV.1.2) Limitations on the number of operators who will be invited to tender or to participate:**

Envisaged number of operators:

Minimum: 5

Maximum: 8

Objective criteria for choosing the limited number of candidates: Objective criteria for choosing the limited number of candidates: Mandatory and discretionary exclusion, economic and financial standing, technical and professional ability, modern slavery act 2015 requirements, minimum insurance requirements, tenderers past performance, duty of care, international aid transparency initiative, acceptance of DFID terms and conditions, and DFID statement of priorities and expectations / code of conduct, as outlined in document "PO 7977 Standard Selection Questionnaire (SQ) Supplier Information and Instructions" A Tenderer must meet the selection criterion in relation to reliability namely that DFID must be satisfied that (i) the contracts on the list to be provided by the Tenderer have been satisfactorily performed in accordance with their terms or, (ii) where that has not occurred, the reason or reasons why that has not occurred in relation to any such contract, will not recur in the performance of the contract to be awarded. A Tenderer that fails to meet this selection criterion will not proceed further in this competition

**IV.1.3) Reduction of the number of operators during the negotiation or dialogue:**

NO

**IV.2) AWARD CRITERIA**

**IV.2.1) Award criteria:**

The most economically advantageous tender in terms of the criteria stated in the specifications, in the invitation to tender or to negotiate or in the descriptive document.

**IV.2.2) An electronic auction will be used:**

No

**IV.3) ADMINISTRATIVE INFORMATION**

**IV.3.1) File reference number attributed by the contracting authority:**

7977

**IV.3.2) Previous publication(s) concerning the same contract:**

No

**IV.3.3) Conditions for obtaining specifications and additional documents or descriptive document**

Time limit for receipt of requests for documents or for accessing documents:

Payable documents: No

**IV.3.4) Time-limit for receipt of tenders or requests to participate:**

7. 6. 2017 - 14:00

**IV.3.5) Date of dispatch of invitations to tender or to participate to selected candidates:**

30. 6. 2017

**IV.3.6) Language(s) in which tenders or requests to participate may be drawn up:**

EN

**IV.3.7) Minimum time frame during which the tenderer must maintain the tender:**

Period in months (from date stated for receipt of tenders):

6

**IV.3.8) Conditions for opening tenders:**

31. 7. 2017 - 14:00

Persons authorised to be present at the opening of tenders: No

**SECTION VI: COMPLEMENTARY INFORMATION**

**VI.1) THIS IS A RECURRENT PROCUREMENT:**

No

**VI.2) CONTRACT RELATED TO A PROJECT AND/OR PROGRAMME FINANCED BY EU FUNDS:**

No

**VI.3) ADDITIONAL INFORMATION:**

Additional Information: The Authority expressly reserves the right (i) not to award any contract as a result of the procurement process commenced by publication of this notice; and (ii) to make whatever changes it may see fit to the content and structure of the tendering competition; and in no circumstances will the Authority be liable for any costs incurred by the candidates. Procurement documents can be accessed through the DFID Supplier portal (<https://supplierportal.dfid.gov.uk/selfservice/>)

**VI.4) PROCEDURES FOR APPEAL**

**VI.4.1) Body responsible for appeal procedures:**

**Body responsible for mediation procedures:**

**VI.4.2) Lodging of appeals:**

Precise information on deadline(s) for lodging appeals:

**VI.4.3) Service from which information about the lodging of appeals may be obtained:**

**VI.5) DATE OF DISPATCH OF THIS NOTICE:**

8. 5. 2017