



## **Tender Document**

### **System-Based Audits of We Effect and Vi Agroforestry**

You are invited to submit proposals regarding two System-Based Audits of We Effect Regional Office Eastern Africa (ROEA) and Vi Agroforestry.

This Tender Document, together with Terms of Reference contain all the prerequisites and requirements applying to the tender.

Please notice that tenders must be submitted no later than January 13<sup>th</sup>, 2022, 23:59 (CET)

We look forward to your tender.

Sincerely,

We Effect and Vi Agroforestry

## **1 GENERAL ORIENTATION**

### **1.1 Procurement objects**

Two System-Based Audits of We Effect's and Vi Agroforestry's operations in Eastern Africa. Further information is presented in the Terms of Reference.

### **1.2 Procuring organisation**

The assignment is procured by We Effect and Vi Agroforestry. The awarded firm will be signing two agreements, one per organisation.

### **1.3 Contacts and questions during the procurement period**

The assignment is facilitated by *AP Organisational Development and Management* on behalf of We Effect and Vi Agroforestry. Any questions related to the procurement and content of the tender documents should be addressed to:

[questions.weeffect@orgdev.se](mailto:questions.weeffect@orgdev.se)

Questions will be anonymised and shared on a continuous basis through e-mail with companies that have shown interest in the assignment.

### **1.4 Clarification and supplementation of the tender documents**

In case the tenderer finds the tender documents unclear in any respect, it is important that the responsible administrators are contacted in order to avoid misunderstandings.

Requests for clarification and/or supplementation must be made to the procuring organisation by e-mail no later than 10 days before the end of the tender period, i.e. January 3<sup>rd</sup>, 2022. If required, clarification to the tender documents is made by e-mail no later than 6 days prior to the end date of the tender.

### **1.5 Correction and clarification of tender**

The procuring organisation may allow the tenderer to correct an obvious typo, miscalculation, or other obvious error in the tender.

The procuring organisation may also request a tender to be clarified and supplemented regarding the scope of the assignment if this can be done without the risk of special treatment or restriction of competition.

Clarifications and additions shall be confirmed in writing.

### **1.6 Confidentiality**

All tenders will be treated with confidentiality at all time, even after award decision has been issued.

### **1.7 Procurement cancellation**

We Effect and Vi Agroforestry reserve the right not to accept any tender and/or to extend the deadline for tenders.

Furthermore, We Effect and Vi Agroforestry reserve the right to cancel and/or postpone the assignment if Covid-19 pandemic do not permit the assignment to be carried out.

If the procurement is cancelled or postponed, all tenderers will be notified.

### **1.8 Selection**

The most favourable tender will be selected. All other tenderers will be informed by e-mail. We Effect and Vi Agroforestry retain the right to ask tenderers to clarify their tenders if needed.

### **1.9 Reimbursement regarding preparation of tenders**

We Effect and Vi Agroforestry will not reimburse costs connected to the preparation of tender.

### **1.10 Work plan**

The following milestones are expected with tentative dates. A more detailed work plan will be presented by the awarded firm in an Inception Report.

Last day to submit tender: 13 January 2022  
Expected contract signing: 1 February 2022  
Inception report ready: End of February 2022  
Field visits: March-April 2022  
Draft report ready: April-May 2022  
Final report submitted: April-May 2022

## **2 PROCUREMENT REGULATIONS**

### **2.1 Mandatory legal requirements**

The precondition for a tender to be tested, evaluated, and accepted is that the mandatory requirements stated below are met. If not all of the mandatory requirements are met, the tender is disqualified. The tender shall clearly state that all mandatory requirements are fulfilled.

In order to make sure that We Effect and Vi Agroforestry only hire contractors and suppliers who fulfil their statutory obligations regarding accounts and payment of taxes and fees, the following certificates must be submitted.

- Registered for as a company and for VAT in the country of operation.
- About debts (debt free) at the Enforcement Agency and any information about Payment settlement.

If the tenderer intends to use subcontractors, the subcontractors also must fulfil the above requirements. This must be guaranteed by the tenderer in the tender.

Tenderers may be excluded from participating in the procurement if they:

1. are in bankruptcy or liquidation, are under compulsory administration, are subject to composition, have for the time being, cancelled their payments, or are subject to a business ban
2. are the subject of an application for bankruptcy, compulsory liquidation, compulsory administration, composition or other similar procedure
3. have been convicted of a crime concerning the exercise of its profession in accordance with a final judgment
4. have committed a serious error in the exercise of its profession and the procuring corporate can prove it
5. have not fulfilled its obligations regarding social security fees or taxes in its own country, or in the country where the procurement takes place
6. accept, or have earlier accepted, basic human rights violation
7. on the basis above, in any aspect have failed to provide the requested information, or if they have provided incorrect information requested.

### **2.2 Form and content of the tender (mandatory requirements)**

The tender shall be in writing, in English and signed by authorised representative of the tenderer. Tenders are submitted electronically.

The tender must be easy to understand and contain a clear table of contents and page numbering.

Tenders must include the implementation of both System-Based Audits and cover all requirements in accordance with the Terms of Reference.

Furthermore, the tenderers shall:

- Specify the leader of the assignment
- Specify the competence and experience of the personnel involved to conduct the assignment (with CVs)
- Specify previous experience in conducting similar assignments
- Thoroughly describe how they plan to carry out the assignment, taking environmental sustainability into consideration
- Submit an estimated time schedule for the assignment
- Specify the total price (fixed price), of the assignment with details of the price per organisation/audit.

Price specification shall include:

- Estimated number of working days with fee per hour, for each category of personnel. VAT included (if applicable) and specified.
- Estimated travel costs and any other reimbursable costs for the part of the assignment. VAT included (if applicable) and specified.

Prices shall be stated in Swedish Kronor (SEK) or US dollars (USD).

### **2.3 Tender period**

Tenders shall be received (in accordance with section 2.5) no later than **January 13<sup>th</sup>, 2022**.

### **2.4 Validity of tenders**

Tenders shall be valid for six months after the end of the tender period.

### **2.5 Submission of tenders**

Tenders are sent electronically to:

**tenders.weeffect@orgdev.se**

### **2.6 Tender evaluation**

Tenders are matched against the mandatory requirements stated in section 2.1 – Mandatory legal requirements, and section 2.2 – Form and content of the tender (mandatory requirements), and the tenders fulfilling these requirements will be evaluated.

In addition to the price, the evaluation will focus on:

- Team composition - whether the team members have necessary qualifications and experience, both individually and as a team together.
- Previous experience from conducting similar assignments - especially if they, geographically, were carried out in the same

region, and/or were carried out within similar organisations as We Effect and Vi Agroforestry.

- Method and proposed implementation of the assignment - Tenderers shall describe the methodology and workflow, from start to finish, of the assignment.

The chosen tenderer will be the one with the best presented total solution in combination with a favourable price.