

January 11, 2018



INVITATION TO PARTICIPATE
PCO for World Water Week in Stockholm 2019-2021

1. General Information

1.1 Introduction

Since 1991, World Water Week has been a meeting place for scientists, policy makers, and private sector and civil society actors to network, exchange ideas and foster new thinking around the most pressing water-related challenges of today. It inspires collaborative action and bridges science, policy and practice.

During the Week, the world's most respected award for water achievement – the Stockholm Water Prize – is awarded to help recognize outstanding water achievements and encourage interest in water and sustainability issues. This legacy continues with the Stockholm Junior Water Prize.

In 2017, some 3,300 participants gathered in Stockholm, from more than 135 countries, attending around 200 events and sessions throughout the week.

World Water Week is yearly organized by the Stockholm International Water Institute (SIWI). One of the world's leading water institutes, SIWI stimulates the development of innovative policies and scientifically-based solutions to water-related challenges.

1.2 Stockholm International Water Institute, SIWI

Stockholm International Water Institute (SIWI) is a think tank with a global perspective emphasizing that water is the key to socioeconomic development and quality of life. Through advocacy and lobbyism, cooperative projects and by bringing together water experts and decision makers, SIWI promotes the formulation of progressive politics and science-based long term sustainable solutions to water related issues. SIWI arranges the yearly World Water Week in Stockholm.

Name:	Stockholm International Water Institute, SIWI
Organization No:	802425-8702
Postal address:	Box 101 87 Stockholm
Visiting address:	Linnégatan 87A, 115 23 Stockholm
Telephone No:	+46 8 121 360 00
Webpage:	www.siwi.org

1.3 Purpose and scope of the procurement

To find a suitable PCO for Word Water Week in Stockholm 2019-2021.

2019: Aug 25-30

2020: Aug 23-28

2021: TBD (Aug 22-27 or 29 Aug-3 Sep)

1.4 Reference and publication

The reference for this procurement procedure is VWWW 2019-2021

The contract notice for this procurement procedure has been published:
<http://www.worldwaterweek.org/> <http://www.siwi.org/>

1.5 The Procurement procedure

This procurement is conducted as a restricted procedure. Any interested candidate that is not subject to any of the exclusion grounds listed in Section 4.1 may submit a request to participate. Only candidates deemed to be qualified and invited by SIWI may submit a tender. SIWI intends to sign a contract with one candidate.

This procurement is carried out in accordance with SIWIs internal procurement rules and is not subject to the Swedish Procurement Act (*lagen (2007:1091) om offentlig upphandling*) or any other public or utilities procurement legislation.

1.6 Procurement documents

The procurement documents are to be seen as forming a single unit. In order to understand this procurement, the candidate must read the procurement documents in their entirety. The procurement documents for the first phase of the procurement are structured as follows:

- 1. Invitation to participate (this document)**

Contains general information about this procurement as well as information regarding the administrative conditions, conduct of the procurement procedure, exclusion grounds and selection criteria. This document is not to be submitted by the candidate as part of the request to participate.

- 2. Request to participate submission form**

Contains information about requirements on the candidate. Consists of a form to be filled out by the candidate concerning the identity of the candidate, non-exclusion, requirements and selection criteria. The Request to participate submission form is to be submitted to SIWI by the candidate.

1.7 Clarification

Candidates may submit questions regarding the procurement procedure. Questions are to be sent by email to the designated SIWI contact, specifying the publication reference and the contract title in the title of the email. In order to receive an answer, SIWI has to receive the question no later than 30 Jan 2018, before the deadline for requests to participate on 31 Jan 2018.

1.8 Contact

The SIWI contact for the procurement procedure is:

Gabriela Suhoschi

E-mail: gabriela.suhoschi@siwi.org

1.9 Disclaimer

This invitation to participate is in no way binding on SIWI. SIWI's contractual obligation will commence only upon signature of a written contract with the successful candidate.

SIWI reserves the right to reject any request to participate and to cancel the process and reject all requests to participate at any time prior to the contract signature, without thereby incurring any liability to the affected candidate(s).

SIWI will not be responsible for, or pay for, expenses or losses that may be incurred by a candidate in the preparation of its request to participate and/or in connection with the procurement procedure.

2. Administrative conditions

2.1 Requirements

The procurement documents contain a number of compulsory requirements, which are so designated by the term **must** in bold type. In order for a request to participate to be examined and evaluated these must-requirements have to be satisfied.

The procurement documents also contain a number of non-compulsory requirements, which are so designated by the term **should** in bold type.

2.2 Requirements concerning the request to participate

2.2.1 Preparation of the request to participate

2.2.1.1 One request to participate only

A candidate may only submit only one request to participate for this contract. If more than one request to participate is submitted by a candidate, all of its requests to participate will be rejected.

2.2.1.2 Lots

This procurement procedure is not divided into lots. The candidate must be able to provide all of the services requested in the procurement documents.

2.2.1.3 Content of request to participate

The request to participate **must** be prepared in accordance with the terms and conditions set out in the procurement documents. Non-conformity may result in the rejection of the request to participate.

The request to participate **must** be perfectly legible so that there can be no doubt as to words and figures.

The request to participate **must** be clear and concise, with continuous page numbering.

The request to participate **must** be written in English.

The request to participate **must** include all the information and documents requested by SIWI in order to assess the request to participate.

The request to participate **must** be signed by the authorized signatory of the candidate.

2.2.1.4 Structure of the request to participate

The request to participate **must** be submitted as a single pdf-file.

The request to participate **must** be structured in the following way:

- A. Request to participate submission form
- B. Evidence for selection criteria (see Section 4.2)

2.2.2 Submission of request to participate

The request to participate **must** be submitted by email as one complete set, as a single pdf-file attached to the email.

The request to participate **must** be submitted to the following email address: gabriela.suhoschi@siwi.org

2.2.3 Ownership of the request to participate

SIWI acquires and retains the ownership of all requests to participate received. Consequently, candidates do not have the right to have their request to participate returned to them.

2.2.4 Deadline for requests to participate

The deadline for requests to participate is 2018-01-31 12:00.

Requests to participate received by SIWI after the deadline will not be considered.

2.3 Information about the candidate

The request to participate **must** include information about the official name, organization number and address of the candidate.

2.4 Consortia

In case the candidate forms a consortium, all members of the consortium assume joint and several liability towards SIWI. Candidates must designate one of the members as a lead member and single point of contact for SIWI for administrative and financial aspects as well as operational management of the contract.

The documents required and listed in the procurement documents must be supplied by every member of the consortium.

After the award of contract, SIWI will sign the contract either with all members of the consortium, or with the leader on behalf of all members of the consortium, duly authorized by the other members.

The members of a consortium assume joint and several liability towards SIWI for the performance of the contract as a whole.

2.5 Subcontracting

Subcontracting is permitted, but the main contractor (i.e. the candidate) **must** assume full liability towards SIWI for performance of the contract as a whole.

Candidates are required to identify subcontractors whose share of the contract is above 30% percent, and those whose capacity is necessary to fulfil the selection criteria.

During the performance of the contract, the change of any subcontractor identified in the request to participate or any additional subcontracting **must** be subject to prior written approval by SIWI.

3. Description of the procurement procedure

3.1 Introduction

This section contains information regarding the conduct of the procurement procedure and does not require any answer, declaration or any documents to be submitted by the candidate.

3.2 Time plan

The procurement procedure will be conducted in accordance with the following time plan:

Publication of the contract notice	2018-01-11
Deadline for receipt of questions	2018-01-30
Deadline for receipt of requests to participate	2018-01-31 12:00
Notification of invitation	Week 6

3.3 Confidentiality

The confidentiality of all proposals, quotations, prices, contracts and other proprietary materials will be maintained by the members of the evaluation committee. Confidential materials will only be handled by the members of the evaluation committee. Confidential materials will not be disclosed in any way to other economic operators, outside organizations or to any unauthorized persons.

3.4 Opening of requests to participate

The procedure consists of two phases: This document and its annexes contain information on the first phase of the procedure (the qualification phase), during which SIWI will select those suppliers which will be invited to the second phase. In the second phase (the award phase), the selected candidates will be invited to submit a binding offer through a formal invitation to tender.

In order to be eligible for participation in the second phase of the procedure, interested service providers **must** submit a formal request to participate.

Requests to participate will be opened at the SIWI offices on 2017-02-01 in a closed session of the evaluation committee.

3.5 The evaluation process

3.5.1 Administrative compliance

Requests to participate will be examined to ensure that they were received by SIWI within the time limit stated in Section 2.2.4. Requests to participate received by SIWI after the deadline will not be considered.

Requests to participate received within the deadline will be examined to ensure that they conform to the administrative conditions stated in Section 2. Non-conforming requests to participate may be rejected.

3.5.2 Non-exclusion

Administratively compliant requests to participate will be examined to verify that none of the exclusion situations listed in Section 4.1 applies to the candidate.

3.5.3 Selection of candidates

Candidates that have submitted an administratively compliant request to participate and who are not subject to any of the exclusion criteria will be selected in accordance with the selection criteria stated in Section 4.2.

3.6 Notification

Candidates deemed to be qualified will be invited to tender.

Rejected candidates will be notified of the decision not to invite along with the reasons for rejection.

Candidates will be notified by e-mail. It is the candidate's responsibility to provide a valid e-mail address.

4. Requirements relating to the candidate

4.1 Exclusion criteria

The candidate will be excluded from participation in the procurement if SIWI becomes aware that the candidate:

- (a) has been the subject of a judgement which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation, terrorist offences or offences linked to terrorist offences, money laundering or financing of terrorist financing or human trafficking;
- (b) is bankrupt or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (c) has been convicted of an offence concerning professional conduct by a judgment of a competent authority which has the force of *res judicata*;
- (d) has been guilty of grave professional misconduct proven by any means which SIWI can justify including by decisions of international organisations;

- (e) is not in compliance with all its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which it is established, with those of Sweden and those of the country where the contract is to be performed;
- (f) has a conflict of interest in connection with the contract;
- (g) has been guilty of serious misrepresentation in supplying the information required as a condition of participation in the procurement procedure or has withheld such information;

The candidate **must** certify that it is not in any of the aforementioned situations.

4.2 Selection criteria

Candidates **must** prove that they have the legal, economic, financial, technical and professional capacity necessary for the performance of the contract.

Candidates may rely on the capacities of other economic operators, regardless of the legal nature of the link which it has with these entities. In such a situation, evidence **must** be provided to prove that the candidate will have at its disposal the resources necessary for performance of the contract, for example by producing a clear undertaking on the part of those economic operators to place those resources at its disposal.

4.2.1 Legal capacity

Candidates **must** have the legal capacity required for the performance of the contract.

Criterion 1: The candidate **must** prove that it is registered to pay value added tax, withholding tax, employee contributions or similar taxes or charges in accordance with the law of the Candidate's country of establishment. **Evidence:** a certificate showing that the candidate is registered for the payment of taxes.

Criterion 2: The candidate **must** prove registration with the national authorized government agency, provided that such registration is required by law in the candidate's country of establishment. **Evidence:** a copy of the registration certificate issued by the authorized government agency, provided that an obligation to register exists.

4.2.2 Economic and financial capacity

Candidates **must** have the economic and financial capacity required for the performance of the contract.

Criterion 1: The candidate **must** provide information of yearly turnover for the last 3 financial years. **Evidence:** Annual reports for the last 3 financial years.

Criterion 2: The candidate **must** have professional indemnity insurance. **Evidence:** Copy of type of insurance.

4.2.3 Professional and technical capacity

Candidates **must** have the technical and financial capacity required for the performance of the contract.

Criterion 1: The candidate **must** have a professional experience of at least 5 years in providing event services. **Evidence:**

Information regarding length of time in the field, overall size of the organization and description of activities relating to services required in the qualification;

A description of 3 similar projects (preferably of international character) the candidate has recently which are similar to the supplies/services concerned here. Such information should include contact information if SIWI needed to verify this information.

4.2.4 Quality assurance system

Criterion 1: The candidate **must** have quality assurance standards in place.

Evidence: A description of the candidate's quality assurance processes and or a copy of obtained certificates.

4.2.5 Environmental assurance system

Criterion 1: The candidate **must** have environmental management systems in place.

Evidence: A copy of the candidate's certificate or a description of the candidate's environmental management systems.

5. Requirements relating to the services

PCO **must** offer the following services prior to and during the event

5.1 On-line registration system delivery

The PCO **must** offer on-line registration system for all world water week delegates.

The system should be able to handle payments, offer booking for accommodation and handle invitation for 50 different special guest categories.

5.2 Participant registration process

The PCO **must** offer WWW delegates service prior to and after the event, such as: issue visa letters, provide registration confirmations, send out reminders, assist with registration issues, handle payments and refunds.

5.3 Travel & Accommodations

The PCO **must** provide SIWI & WWW delegates with bookings of travel & accommodations (approx. 1500 nights). Service should include: negotiating and booking allotment, planning, assist delegates with bookings, handle cancelations, follow up and invoicing.

5.4 Project leading and administration

The PCO **must** offer SIWI a dedicated project leader to plan and administrate WWW. This includes budget, planning, regularly meetings, follow-up, reports, proactively present solutions and improvements.

5.5 On-site delivery

The PCO **must** offer SIWI & WWW delegates registration services on-site at venue during the event. Project leader should plan and manage the staff required present on-site: scanning hostess, staffing registration desk, printing badges, payments.

5.6 Innovation and proactivity

The PCO **shall** offer SIWI innovative solutions and work proactively