TECHNICAL SPECIFICATIONS

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| **Title:** | **CONSULTANCY SERVICES FOR DEVELOPMENT OF A FINANCIAL MODEL AND A TARIFF STUDY FOR THE ENUGU STATE WATER CORPORATION (ENSWC), NIGERIA** |
| **Reference:** | 47401-08 |

# General information

This document contains the required technical specifications (not to be modified by the Tenderer). This document contains checkboxes and text fields to be filled in by the Tenderer.

The Tenderer **must** submit this document as part of its Tender.

Square brackets “[…]” and checkboxes “” indicate fields to be filled in by the Tenderer.

# The numbering of sections corresponds to that of the Invitation to tender.

# 4.2.1 Specifications legal capacity

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| Tenderers **must** have the legal capacity required for the performance of the contract.  **Criterion 1:** The Tenderer **must** be registered with the appropriate professional or trade register(s), provided that such registration is a legal requirement in the Tenderer’s country of establishment.  **Criterion 2:** The Tenderer **must** be registered to pay all applicable taxes (e.g. value added tax, withholding tax, employee contributions or similar taxes or charges), provided that such registration is a legal requirement in the Tenderer’s country of establishment. | |
| ARE THE REQUIREMENTS FULFILLED? | Yes  No |
| **DESCRIBE HOW THE REQUIREMENTS ARE FULFILLED:** | |
| [....................................] | |

# 4.2.2 Specifications Economic and financial capacity

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| Tenderers must have the necessary economic and financial capacity to perform the contract until its end. In order to prove their capacity, the tenderer must comply with the following selection criteria.  **Criterion 1**: Turnover of the last two financial years above EUR 700 000; this criterion applies to the tenderer as a whole, i.e. the combined capacity of all members of a consortium in case of a joint tender.  **Criterion 2:** Ratio between assets and liability above 1:1; this criterion applies to each member of the group in case of joint tender as well as any subcontractor declared as delivering at least 20% of the services.  Evidence to be provided with the tender:  - a copy of the financial statements (profit and loss accounts and balance sheet) for the last two years for which accounts have been closed from each concerned legal entity;  If, for some exceptional reason which SIWI considers justified, a tenderer is unable to satisfy the above criteria and/or provide one or other of the above documents, it may prove its economic and financial capacity by any other document which the SIWI considers appropriate. In any case, SIWI must at least be notified of the exceptional reason and its justification according to 3.2 Time Plan. SIWI reserves the right to request any other document enabling it to verify the tenderer's economic and financial capacity. | |
| ARE THE REQUIREMENTS FULFILLED? | Yes  No |
| **DESCRIBE HOW THE REQUIREMENTS ARE FULFILLED:** | |
| [....................................] | |

# 4.2.3 Specifications Technical and professional capacity

## Criterion 1: Authorization of the tenderer to perform the contract under its national law.

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| Evidence could consist in inclusion in a trade or professional register, or a sworn declaration or certificate, membership of a specific organisation, express authorisation of entry in the VAT register. | |
| ARE THE REQUIREMENTS FULFILLED? | Yes  No |
| **DESCRIBE HOW THE REQUIREMENTS ARE FULFILLED:** | |
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## Criterion 2 – Project team experience

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| Due to the dimension of the tasks assigned under the scope of work described in *Schedule 1. Specifications*, the tenderer should be able to demonstrate that he can compose a team of qualified experts and ensure the proper execution of the framework contract according to the quality and timeline assigned in the *Schedule 1. Specifications*.  Evidence will consist of:  - CVs of the team responsible for delivery of the service. The team expertise will have to cover at least the profiles (or equivalent) that are listed in *Schedule 1. Specification,* knowing that all staff has to have experience and ability to work in an international and multicultural environment and **must** be Fluent in English (reading, writing and speaking). Each CV should indicate the intended function in delivery of the service. The CV should be detailed enough to show the relevance of the experience. Only the assigned expert’s CV should be submitted as part of this application and are not substitutable.  - Details on the allocation of time and human resources and the rationale behind the choice of this allocation. The tenderer should be demonstrative and explain how the organization and structure of the proposed team will allow requirements to be met and expected results to be delivered. | |
| ARE THE REQUIREMENTS FULFILLED? | Yes  No |
| **DESCRIBE HOW THE REQUIREMENTS ARE FULFILLED:** | |
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## Criterion 3: - local presence in Nigeria and/or knowledge/experience in Nigeria

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| Due to the dimension of the tasks assigned under the scope of work described in *Schedule 1. Specification,* especially regarding the component ‘knowledge transfer’, the tenderer will have to demonstrate a local presence in Nigeria to ensure the right level of communication with the ENSWC. Local presence could either be direct (with the tenderer being registered in Nigeria or having a representation office in Nigeria) or indirectly through a consortium with a Nigeria counterpart that has the necessary expertise and experience.  Evidence will consist in information provided to demonstrate local presence.  If, for some exceptional reason which SIWI considers justified, a tenderer is unable to satisfy the above criteria, SIWI must at least be notified of the exceptional reason and its justification and provides with elements that would comfort SIWI in the tenderer’s capacity to use its knowledge and experience of Nigeria to compensate for the absence of a local representation. | |
| ARE THE REQUIREMENTS FULFILLED? | Yes  No |
| **DESCRIBE HOW THE REQUIREMENTS ARE FULFILLED:** | |
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## Criterion 4: - Relevant previous experience in the provision of services in the field covered by this tender

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| Relevant previous experience in the provision of services in the field covered by this tender.  Evidence: the tenderer should provide a list of the major contracts awarded to the tenderer provided in the past 10 years for similar contracts. For each contract, at least the following information will be provided: Commencement and ending date, client name, assignment title and detailed description of the objective of the contract and will mention the core project team names. References contacts will also be mentioned (name, email, telephone).  Evidence will also consist in a proposed methodology and approach to demonstrate and explain how the tenderer intend to deliver the expected results.  Evidence: the tenderer must provide details (includes references) for such projects. | |
| ARE THE REQUIREMENTS FULFILLED? | Yes  No |
| **DESCRIBE HOW THE REQUIREMENTS ARE FULFILLED:** | |
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# 4.2.4 Specifications quality assurance system

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| This criterion (described in 4.2.4 in the Tender form) will assess the quality assurance system put in place during the provision of the services and the operational process for coping with multiple assignments run in parallel.  Evidence will consist in the tenderer’s quality procedures for delivery of services relevant to this tender, confirming adherence to ISO9000 – quality management – or equivalent, and a copy of the relevant certificate. Should the tenderer be unable to provide with certificate, the evidence will therefore consist in specific examples. | |
| ARE THE REQUIREMENTS FULFILLED? | Yes  No |
| **DESCRIBE HOW THE REQUIREMENTS ARE FULFILLED:** | |
| [....................................] | |