Reference: 47401-08

TENDER FORM

**CONSULTANCY SERVICES FOR DEVELOPMENT OF A FINANCIAL MODEL AND A TARIFF STUDY FOR THE ENUGU STATE WATER CORPORATION (ENSWC), NIGERIA**

# General information

This tender form **must** be completed, signed and submitted by the Tenderer 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.

# Administrative Conditions

## Information about the Tenderer

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **INFORMATION ABOUT THE TENDERER** | | | | | |
| **ORGANISATION NAME** (if unincorporated, e.g. partnership or sole trader, please state firm’s name and names of principals) | [....................................] | | | | |
| **LEGAL FORM** | Limited liability company  Limited partnership  Trading partnership  Foundation  Economic association  Non-profit association  Branch  International organisation  Sole trader | | | | |
| Other: | [....................................] | | | |
| **REGISTRATION** |  | | | | |
| **ORGANISATION NUMBER, IF APPLICABLE** | [....................................] | | | | |
| **VAT-NUMBER** (if no VAT-number or organisation number is applicable, please indicate another identification number) | [....................................] | | | | |
| **COUNTRY/COUNTRIES OF REGISTRATION** | [....................................] | | | | |
| **IF NO REGISTRATION IS REQUIRED, PLEASE PROVIDE FURTHER DETAILS** (i.e. why registration isn’t required) | [....................................] | | | | |
| **PERMANENT ADRESS** | [..................................] | | TELEPHONE | [..................................] | |
| MOBILE | [..................................] | |
| **POSTCODE** | [..................................] | | EMAIL | [..................................] | |
| WEBSITE | [..................................] | |
| **NAME(S) & POSITION(S) AND CONTACT DETAILS OF AUTHORIZED SIGNATORY/SIGNATORIES** | FULL NAME(S): | | [....................................] | | |
| POSITION(S)/ACTING IN THE CAPACITY OF: | | [....................................] | | |
| TELEPHONE: | | [....................................] | | |
| EMAIL: | | [....................................] | | |
| **SOLE TRADER** (only answer if sole trader or equivalent) | DOES THE TENDERER FULFILL ALL APPLICABLE REQUIREMENTS TO OPERATE AS A SOLE TRADER? (i.e. professional or trade registration and tax registration) | | | | YES  NO |
|  | PLEASE DESCRIBE REQUIREMENTS BRIEFLY: | | [....................................] | | |

## Consortium

|  |  |  |  |
| --- | --- | --- | --- |
| Has the Tenderer taken the form of a consortium?  If **YES**, the Tenderer **must** provide information regarding the members of the consortium: | | | YES  NO |
| **Consortium member No.** | **Official name** | **Organisation number** | |
| **I. (Consortium leader)** | [....................................] | [....................................] | |
| **II.** | [....................................] | [....................................] | |
| **III.** | [....................................] | [....................................] | |
| **IV.** | [....................................] | [....................................] | |
| Do the members of the consortium assume joint and several liability towards SIWI for the performance of the contract as a whole? | | | YES  NO |

## Subcontracting

|  |  |  |  |
| --- | --- | --- | --- |
| Does the Tenderer intend to subcontract 20 percent or more of the contract and is the capacity of the subcontractor(s) necessary to fulfil the selection criteria in Section 4.2?  If **YES,** the Tenderer **must** provide information regarding the subcontractor(s): | | | YES  NO |
| **Subcontractor No.** | **Official name** | **Organisation number** | |
| **I.** | [....................................] | [....................................] | |
| **II.** | [....................................] | [....................................] | |
| **III.** | [....................................] | [....................................] | |
| **IV.** | [....................................] | [....................................] | |
| Does the Tenderer assume full liability towards SIWI for the performance of the contract as a whole? | | | YES  NO |

# Requirements on the Tenderer

## Exclusion grounds

|  |  |  |
| --- | --- | --- |
| **4.1.1 GROUNDS RELATING TO CRIMINAL CONVICTIONS** | | **ANSWER:** |
| IS THE TENDERER or, if applicable, any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein BEEN THE SUBJECT OF A CONVICTION BY FINAL JUDGEMENT FOR ONE OF THE FOLLOWING REASONS:   1. PARTICIPATION IN A CRIMINAL ORGANISATION; 2. CORRUPTION; 3. FRAUD; 4. TERRORIST OFFENCES OR OFFENCES LINKED TO TERRORIST ACTIVITIES; 5. MONEY LAUNDERING OR TERRORIST FINANCING; 6. CHILD LABOR AND/OR OTHER FORMS OF HUMAN TRAFFICKING? | | **YES  NO** |
| IF **YES,** PLEASE PROVIDE FURTHER DETAILS: | [....................................] | |
| **4.1.2 GROUNDS RELATING TO INSOLVENCY** | | **ANSWER:** |
| IS THE TENDERER IN ANY OF THE FOLLOWING SITUATIONS:   1. BANKRUPTCY; 2. SUBJECT TO INSOLVENCY OR WINDING-UP PROCEDURES; 3. HAVING ITS AFFAIRS ADMINISTERED BY THE COURTS; 4. ENTERED INTO AN ARRANGEMENT WITH CREDITORS; 5. SUSPENDED BUSINESS ACTIVITIES; 6. SUBJECT OF PROCEEDING CONCERNING THE ABOVE MATTERS, OR 7. IN ANY ANALOGOUS SITUATION ARISING FROM A SIMILAR PROCEDURE PROVIDED FOR IN NATIONAL LEGISLATION OR REGULATIONS? | | **YES  NO** |
| IF **YES,** PLEASE PROVIDE FURTHER DETAILS: | [....................................] | |
| **4.1.3 PROFESSIONAL MISCONDUCT** | | **ANSWER:** |
| HAS THE TENDERER or, if applicable, any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein BEEN THE SUBJECT OF ANY CORRUPTION-RELATED INVESTIGATION OR LEGAL PROCEEDINGS? | | **YES  NO** |
| HAS THE TENDERER or, if applicable, any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein BEEN THE SUBJECT OF AN OFFENCE CONCERNING PROFESSIONAL CONDUCT? | | **YES  NO** |
| HAS THE TENDERER or, if applicable, any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein BEEN GUILTY OF GRAVE PROFESSIONAL MIS­CONDUCT? | | **YES  NO** |
| IF **YES,** PLEASE PROVIDE FURTHER DETAILS: | [....................................] | |
| **4.1.4 PAYMENT OF TAXES AND SOCIAL SECURITY CONTRIBUTIONS** | | **ANSWER:** |
| DOES THE TENDERER MEET ALL APPLICABLE OBLIGATIONS RELATING TO THE PAYMENT OF TAXES AND SOCIAL SECURITY CONTRIBUTIONS? | | **YES  NO** |
| IF **NO,** PLEASE PROVIDE FURTHER DETAILS: | [....................................] | |
| **4.1.5 CONFLICT OF INTERESTS** | | **ANSWER:** |
| IS THE TENDERER AWARE OF ANY CONFLICT OF INTEREST DUE TO PARTICIPATION IN THE PROCUREMENT PROCEDURE? | | **YES  NO** |
| IF **YES,** PLEASE PROVIDE FURTHER DETAILS: | [....................................] | |

## Selection criteria

### Legal capacity

|  |  |  |
| --- | --- | --- |
| **Requirement** | **Requirement accepted/fulfilled** | **Documents to be submitted** |
| **1.** If applicable, is the Tenderer registered with the appropriate professional or trade register(s) in the country where it is established? | YES  NO  N/A | If applicable, a copy of certificate of registration or equivalent. |
|  |
| **2.** If applicable, is the Tenderer registered for the payment of taxes (e.g. value added tax, withholding tax, social security contributions or similar taxes or charges) in accordance with the laws and regulations of the country where it is established? | YES  NO  N/A |  |
| **3.** If applicable, does the Tenderer have the authorisation and/or membership(s) required in order to be able to perform the services specified in this procurement? | YES  NO  N/A | If applicable, copies of documents proving such authorisation and/or membership. |

### Economic and financial capacity

|  |  |  |
| --- | --- | --- |
| **Criterion** | **Requirement accepted/fulfilled** | **Documents to be submitted** |
| 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 700.000.000; 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. | YES  NO | Copies of audited financial reports for the last two (2) years. |

### Professional and technical capacity

|  |  |  |
| --- | --- | --- |
| **Criterion** | **Requirement accepted/fulfilled** | **Documents to be submitted** |
| **Criterion 1:** Authorisation of the tenderer to perform the contract under its national law.  **Criterion 2:** 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*.  **Criterion 3:** 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 or subcontracting with a Nigeria counterpart that has the necessary expertise and experience.  **Criterion 4**: Relevant previous experience in the provision of services in the field covered by this tender | YES  NO  YES  NO  YES  NO  YES  NO | **Criterion 1:** 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.  **Criterion 2:** 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.  **Criterion 3:** 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.  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. |

### Quality assurance system

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| --- | --- | --- |
| **Criterion** | **Requirement accepted/fulfilled** | **Documents to be submitted** |
| This criterion 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. | YES  NO | 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. |

# 5. Specific requirement relating to the services

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| --- | --- |
| **Criterion** | **Requirement accepted/fulfilled** |
| Does the tenderer accept the special conditions set out in section 3.1 Service conditions and sustainability described in the Schedule 1 of the Invitation to tender?  (Travels in Nigeria – the city of Enugu and the city of Abuja, will be required to produce the expected deliverables). | YES  NO |

# Tenderer’s Declaration and Signature

The Tender **must** be signed by the authorized signatory of the Tenderer or by a person authorized by power of attorney to sign on behalf of the Tenderer.

This page may be scanned and appended to the Tender.

## Tenderer’s Declaration

|  |  |
| --- | --- |
| **I, the undersigned, being the authorized signatory of the above Tenderer, hereby declare the following:**   * **that the Tender is valid and binding on the Tenderer until** 2018-12-31**,** * **that the Tenderer is not subject to any of the exclusion grounds listed in Section 4.1,** * **that all the compulsory requirements in the procurement documents are fulfilled, and** * **that all the information provided in this Tender is accurate and correct.** | |
| **Signature** |  |
| **Name in block letters** | [....................................] |
| **Title in block letters** | [....................................] |
| **Place and date** | [....................................] |

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| If the signatory is not the authorized signatory of the Tenderer, a power of attorney, signed by the authorized signatory of the Tenderer, **must** be appended to the Tender, stating that the person in question is authorized to sign on behalf of the Tenderer. |