

Invitation to Tender

World Water Week 2021

23 – 27 August 2021

1 Introduction

1.1 Background

Due to the current situation in the world, the World Water Week 2021 will be held digitally. That way, we can still ensure that the Week takes place, despite the pandemic, and continue to help sustain momentum towards global action on water by bringing together people and solutions from around the world with the mission to work together to accelerate progress.

Stiftelsen Stockholm International Water Institute (SIWI) therefore intends to enter into a contract(s) for platform, support and production services for the World Water Week 2021 (see section 2.1 and Annex 2 for further information).

Tenderer can choose to 1. Tender for platform and all or partial support services / 2. Tender for all or partial support services and production services / 3. Tender for platform, all support and production services. It is possible for a platform provider and production company to submit a joint tender proposal.

1.2 Purpose

The purpose of this procurement is to ensure a sustainable and secure platform where such a complex and diverse conference as the World Water Week can be held without losing any of the parts that a physical event would offer.

1.3 Stockholm International Water Institute, SIWI

SIWI is a water institute which leverages knowledge and convening power to strengthen water governance for a just, prosperous, and sustainable future. SIWI implements and participates in development projects around the world and arranges the annual World Water Week in Stockholm.

SIWI is an independent, non-profit institution, constituted as a foundation in Sweden. SIWI is part of a group of three foundations, where SIWI and a third foundation is under the attached management of Stiftelsen Stockholm Water Foundation.

Name:	Stockholm International Water Institute
Organisation number:	802425-8702
VAT identification number:	SE802425870201
Postal address:	Box 101 87, 100 55 Stockholm
Visiting address:	Linnégatan 87A, 115 23 Stockholm
Telephone:	+46 8 121 360 00
Website:	www.siwi.org

2 Information about the procurement

2.1 Information about this procurement

This procurement is advertised, and any supplier may submit a tender in response to this invitation to tender. Interested suppliers are welcome to submit a tender for any of the following parts;

1. Platform and support
2. Production and support
3. Platform, support and production

It is possible for a platform provider and production company to submit a joint tender proposal.

Upon finalizing the procurement SIWI may enter into a contract with one or several suppliers. The contract will be awarded to the most economically advantageous tender submitted by a qualified tenderer for one or several of the above stated parts.

2.2 Information about the procurement documents

The procurement documents consist of the following documents:

1. Invitation to Tender (this document)
2. Annex 1, *Request to Participate Submission Form*
3. Annex 2, *Technical specifications and technical offer form*

2.3 Information about the wordings used for requirements and criteria

The procurement documents contain a number of compulsory requirements, which are designated by the term “**requirement**” in bold type. In order for a tender to be eligible for the award of the contract, these compulsory requirements have to be fulfilled.

The procurement documents also contain a number of non-compulsory conditions, which are so designated by the term “**option**” in bold type. Such criteria are used to evaluate and compare tenders, in order to determine the most economically advantageous tender.

2.4 Description of the services

The services will cover the following areas:

As indicated in section 2.1, this procurement covers three parts;

1. The digital platform, including participant registrations, branding, networking, exhibition etc.
2. Support, including platform set-up, live session support, self-service for session organisers etc.
3. Production, including live streaming, pre-recording, etc.
4. The three parts are described in detail in Annex 2, *Technical specifications and technical offer form*

2.5 Agreement period

The agreement will continue in force for a period of 12 month with the possibility to extend up to a total of 36 months

The intended date for signature and entry into force of the agreement is 1 April, 2021

2.6 Submission of tender

The tender must be submitted in accordance with the following:

2.6.1 Time limit for receipt of tenders: The tender **must** be signed by the Tenderer and reach SIWI no later than 24 February, 2021 23:00

2.6.2 Tender submitted to: The tender **must** be submitted to the following email address:
katarina.liljegren-swahn@siwi.org

2.6.3 Validity of the tender: The tender **must** be valid through 1 April, 2021

A tenderer may only submit only one tender in this procurement. If more than one tender is submitted by the same tenderer, none of its tenders will be considered.

2.7 Time plan of procurement

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

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|---|-------------------------------|
| 1. Publication of procurement notice | 3 February, 2021 |
| 2. Time limit for receipt of questions | 18 February, 2021 |
| 3. Time limit for receipt of tenders | 24 February, 2021 23:00 |
| 4. Evaluation of tenders | 25 February to 18 March, 2021 |
| 5. Intended finalization of procurement | 1 April, 2021 |

2.8 Content of the tender

The tender **must** contain the following documents and information:

1. Completed and signed Annex 1 *Request to participate submission form WWW2021*
2. Completed and signed Annex 2, *Technical specifications and technical offer form*

The tender **must**:

- A. include all the required documents and information
- B. be written in English
- C. be perfectly legible so that there can be no doubt as to words and figures
- D. be signed on behalf of the tenderer

By signing the tender, the tenderer confirms that it is valid until through the date in Section 2.6.3 above.

2.9 Tender evaluation

Tenders will be evaluated in accordance with the following:

1. Tenders will be examined to ensure that that the tenderer is not in any of the situations listed in Section 1 of Annex 1 *Requirements on the Tenderer*. A tenderer who is found to be in any of the situations listed in the above-mentioned [list](#) will be excluded from further consideration.
2. Tenders will be examined to ensure that that all requirements are fulfilled. A tenderer which does not fulfil all compulsory requirements will be excluded from further consideration.

3. The contract will be awarded to the tenderer who fulfils all requirements and that has submitted the most economically advantageous tender.

2.10 Questions

Candidates may submit questions concerning the procurement procedure and the contents of the procurement documents. Questions must be sent by email to the designated SIWI email address in Section 2.6.2 above. Questions must reach SIWI no later than the date set out in Section 2.7 in order to be answered by SIWI. Information provided by SIWI in response to a question will be made available to all candidates via email.

2.11 Clarification

In the event that SIWI provides a tenderer the opportunity to clarify their tender, all candidates will be provided the opportunity to provide such clarifications. SIWI is not obliged to request clarifications of tenders.

2.12 Notification

SIWI will inform all tenderers of decisions reached concerning the award of the contract, including the grounds for any decision to cancel the procurement procedure.

SIWI will inform any unsuccessful tenderers of the reason for rejecting their tender.

Tenderers will be informed of the outcome of this procedure by e-mail. It is the tenderer's responsibility to provide a valid e-mail address together with their contact details in their tender.

2.13 Confidentiality and rights to tenders

SIWI will maintain the confidentiality of any materials submitted by tenderers that are marked as confidential, restricted, secret or equivalent, provided that this is consistent with reasonable requirements on transparency.

SIWI acquires and retains the ownership of all tenders received. Tenderers are not entitled to have their tender returned to them nor to have it destroyed.

2.14 Negotiation

The contract will be awarded on the basis of the tender submitted by the Tenderer. The award decision will not be subject to prior negotiations with tenderers.

2.15 Disclaimer

This Invitation to Tender is in no way binding on SIWI. Furthermore, the award of contract is only a decision by SIWI concerning the evaluation of tenders. SIWI's obligations will commence only upon signature of a written agreement by the authorised signatories of SIWI and the Successful Tenderer.

SIWI reserves the right to reject any tender and to cancel the process and reject all tenders at any time prior to the signing of the contract, without thereby incurring any liability to the affected tenderer(s).

SIWI will not be responsible for, or pay for, any expenses or losses that may be incurred by a candidate or tenderer in the preparation of its tender and/or in connection with the procurement process.

2.16 Processing of personal data

SIWI will process the personal data included in tender documents and communications received from tenderers. For information about SIWI's processing of personal data, please use the following link:

[Processing of personal data](#)

3 Requirements on the supplier

The requirements on the supplier are set out in Annex 1, *Request to Participate Submission form*.

4 Requirements on the services

The requirements on the services are set out in Annex 2, *Technical specifications and technical offer form*

5 Special conditions

5.1 General information

The following conditions will form the basis for the agreement between SIWI and the Contracted Tenderer.

5.2 Form of agreement

SIWI intends to enter into a contractual agreement for all of the services mentioned in section 2.4. This can be done with one or several tenders.

5.3 Duration of agreement

SIWI intends to enter into an agreement for a period of 12 months with the possibility to extend up to a total of 36 months.

5.4 Orders and cancellations

Orders and cancellations of order under the agreement must be recorded in writing. SIWI shall inform the Contracted Tenderer as soon as possible in the event of a cancellation of an order.