



# Instructions to Bidders

## Tender: Coordinator of Swiss Accompanying Measures in SECO urban development projects

### 1 Purpose

The present Instructions to Bidders constitute the core of the tender for the mandate of a Coordinator of Swiss Accompanying Measures (SAM) in urban development projects of the Swiss State Secretariat for Economic Affairs SECO. SECO now invites offers from institutions, organizations, companies and consortia. The purpose of this document is to provide interested parties with clear and transparent instructions on the entire procurement process.

In summary, the mandate entails developing and coordinating a network of Swiss institutions and individuals with expertise in the field of sustainable urban development. Additionally, the mandate entails the planning and management of assignments of experts based on the demand of counterparts/beneficiaries in partner countries. Assignments of experts will be closely coordinated with the implementing institutions of the respective SECO projects (i.e. UN-Habitat, GIZ and World Bank). Details about the mandate of the SAM Coordinator, the required expertise and experience are contained in the Terms of Reference (ToR).

The Contracting Entity for this mandate is the Swiss State Secretariat for Economic Affairs (SECO). This open tender is published on the Swiss public procurement platform SIMAP.

### 2 Eligible organizations/persons

The tendering process is open to institutions, organizations and companies able to establish and nurture a solid network of principally Swiss providers of relevant services in the field of sustainable urban development, and match the service offer of this network with the existing demand of counterparts and beneficiaries in the respective partner countries.

The establishment of a consortium is possible. In the case of a consortium, the lead organization needs to be clearly defined.

### 3 Implementation period of the mandate and tender timeline

The mandate of the SAM Coordinator will last from the date of signature (approx. July 2021) until December 2025. According to progress of the different projects, its duration can be extended upon agreement between SECO and the SAM Coordinator. Since additional countries and/or topics may be covered in the future, an extension both of the financial envelope as well as the duration of the mandate may be agreed upon by SECO and the SAM Coordinator.

The following table describes the **tentative** key dates of the tender timeline:

State Secretariat for Economic Affairs SECO  
Martin Peter  
Holzikofenweg 36, 3003 Bern  
Tel. +41 58 466 09 92, Fax +41 58 463 18 94  
martin.peter@seco.admin.ch  
www.seco.admin.ch

Description of Activity	Timeframe
Publication of call for Proposals on SIMAP (SECO)	26.02.2021
Final clarifications and complementary information requests from potential bidders	30.03.2021
Final response to questions and complementary information requests from SECO	06.04.2021
Deadline for submitting a Proposal	06.05.2021
Attribution of the mandate by SECO	02.06.2021
Signature of the contract between SECO and 1st ranked bidder	July 2021
Start of activities by the selected bidder	August 2021

#### 4 Clarification on tender

Interested parties may request a clarification on any of the tender documents. No information is given by telephone. Any request for clarification must be submitted in writing through SIMAP by March 30, 2021. In case of technical problems, please contact: [info.wein.cooperation@seco.admin.ch](mailto:info.wein.cooperation@seco.admin.ch).

Answers will be provided to all tenderers having retrieved/ordered the tender documents. SECO will not indicate the questions' origin. Written answers to these requests will be published on SIMAP, as well as sent to all tenderers by April 6, 2021 at the latest.

At any time before the submission of Proposals, SECO may, for any reason, whether at its own initiative or in response to a clarification requested by an interested firm, amend the tender documents. Any amendment shall be issued in writing through addenda. Possible addenda would be published on [www.simap.ch](http://www.simap.ch). All Bidders having retrieved/ordered the tender documents will be informed by email. Bidders are themselves responsible for downloading the addenda from SIMAP and for taking them into consideration in the preparation of the Proposal. SECO may at its discretion extend the deadline for the submission of Proposals.

#### 5 Submission of offers

The attached Terms of Reference provide information on the requested scope of services.

The *closing date for submission* of the offers is: **May 6, 2021, 10.00am (CET)**. Proposals received after that deadline will be rejected unopened. Decisive is the submission of the original Proposal in writing (not its electronic version).

The offer, in English language, shall consist of one (1) original hardcopy and one (1) electronic copy. Offers shall be submitted in one envelope to be directed to:

#### CONFIDENTIAL

State Secretariat for Economic Affairs SECO  
Martin Peter  
Holzikofenweg 36  
3003 Bern

Information on the envelope should also include:  
"Coordinator Swiss Accompanying Measures in SECO urban development projects"

## 6 Contents of offers

The offer shall include:

- Letter/statement signed by the legal representative of the organization/company including
  - a) the Declaration of compliance with SECO's Policy on Integrity (cf. Annex 8); and
  - b) a confirmation that the offer is legally binding during 180 days.
- Discussion on the ToR and the proposed mandate to confirm the understanding of the mandate (max. 2 pages);
- Proposed approach, including vision for establishing longer-term collaboration/partnerships between Swiss institutions and institutions in the respective partner countries (max. 2 pages);
- Presentation of the proposed organisation of the team and respective roles (max. 1 page);
- Short summary attesting organization/company's and/or team members' experience in the relevant areas of work, including establishing/managing comparable networks (max. 3 pages);
- Preliminary list of institutions and/or consultants to be included in the network (may include in-house expertise<sup>1</sup>);
- Curriculum vitae of the team leader (max. 5 pages) and all team members involved (max. 3 pages/person);
- A duly signed confirmation of the availability of the proposed staff for the core team (excluding potential network members);
- In the case of a consortium, a duly signed document confirming all parties' willingness to form a consortium;
- Financial offer according to the ToR and the indicative budget below, including breakdown of remuneration, reimbursables (travel expenses) and eventual overhead costs.
- Self-declaration regarding compliance with workplace health and safety provisions, employment conditions, notification and authorisation duties in accordance with the IEA, equal pay for men and women, environmental law and anti-corruption rules (Annex 9). In the case of a consortium, all participating parties of the consortium need to sign the self-declaration;
- Excerpt of the register of commerce. In the case of a consortium, every party has to submit an excerpt;
- Proof of a minimum annual average turnover over the last three years (2018-2020) of CHF 500,000 of the main bidder (or sum of all parties of a consortium, excluding sub-contractors).

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<sup>1</sup> A maximum of 20% of the Project Funds can be assigned to in-house experts, always respecting the general selection procedures for organizations/experts described in this ToR and the Operations Manual to be established.

## 7 Budget and Prices

### 7.1 Budget

The confirmed overall budget for the SAM is CHF 1,440,000.00. This amount includes SAM coordination and administrative costs, as well as the costs of the specific assignments.

The financial offer should include coordination and administrative costs to be incurred by the SAM Coordinator. These costs are expected not to exceed 25% of the overall budget (max. CHF 360,000). Additionally, local and international travel expenses of up to 50,000 as well as a reserve of 45,000 shall be foreseen according to the budget template provided in these Instructions. The overall costs for the SAM coordination mandate thus amount to a maximum of CHF 455,000.

In case the SAM model proves successful, it might be extended to other projects and/or countries in the future. Although the confirmed budget for the SAM measures amount to CHF 1,440,000 only, the current tender includes an option for additional resources under management of up to CHF 1,440,000 to be confirmed in the future. Triggering the option will be at the sole discretion of SECO and requires prior approval of additional financial resources by SECO. Offers should therefore include this option, indicating the estimated cost of adding up to three additional countries with additional budget resources of CHF 480,000.00 each. The mandate and thus the TOR for this option remain the same as for the base mandate.

SECO is of the opinion that the mandate is exempted from Swiss value added tax (VAT), but it will be the responsibility of the contracting partner to obtain a definitive confirmation.

### 7.2 Prices

Prices are to be stated in Swiss Francs (CHF), and given on a time cost basis. Prices quoted by the bidder shall remain fixed during the performance of the contract. In the case of the option, the indicative price quoted for local representatives can be adapted to be in line with the specific local context.

The following transportation costs will be reimbursed: economy return flights from country of residence to Switzerland if applicable; public transport in Switzerland; economy return flight from country of residence to the beneficiary country; and public and private transport in the beneficiary country. Hotel nights will be reimbursed against the receipts indicating actual costs not exceeding a maximum amount specified, daily food allowances will be reimbursed according to the rates applied by SECO. For local and international travel, the following rates apply:

Switzerland:	Hotel maximum 180 CHF/night Meals 69 CHF/day (20% breakfast / 40% lunch / 40% dinner)
Vietnam:	Hotel maximum 210 CHF/night Meals 45 CHF/day (20% breakfast / 40% lunch / 40% dinner)
Bolivia:	Hotel maximum 190 CHF/night Meals 45 CHF/day (20% breakfast / 40% lunch / 40% dinner)

For other destinations, the respective rates will be provided by SECO upon demand.

The following is the indicative budget foreseen for the Project that serves as a reference to present the financial offer. Budget lines can be added or deleted.

Budget items	Days	Rate/day (CHF)	Total (CHF)
Team Leader			
Representative in Vietnam			
Representative in Bolivia			
Administrative Assistant			
Travel expenses Switzerland			
International travel expenses			
Reserve			45,000
<b>Total</b>			

Option: Financial proposal for SAM coordination of one additional country with budget resources of CHF 480,000.00, valid for up to three additional countries (total max. CHF 1,440,000.00).

Budget items	Days	Rate/day (CHF)	Total (CHF)
Team Leader			
Local representative			
Administrative Assistant			
Reserve			15,000
<b>Total</b>			

## 8 Opening of Offers

No public opening will be organized.

## 9 Clarification of Proposals

To assist in the qualification, examination, evaluation and comparison of the offers, the SECO may ask any bidder for a clarification of its offer.

Such clarification may be requested at any stage up to award of the contract. Requests for clarification and the responses thereto shall be in writing or by e-mail, and no change in the price or substance of the offer shall be sought, offered or permitted except as required to confirm the correction of computational errors discovered by SECO in the examination of the offer. Should it not be possible to determine the most advantageous offer, SECO furthermore reserves the right to conduct adjustments according to art. 39 of the federal law on public procurement (Bundesgesetz über das öffentliche Beschaffungswesen - BÖB).

## 10 Tender evaluation

### 10.1 Eligibility and qualification criteria

The offer is eliminated from further evaluation if one or several of the following eligibility and qualification criteria are not met.

To be **eligible** for the award of contract tenderers must fulfil the following criteria:

Criteria	Indicator
Submission in time	<ul style="list-style-type: none"><li>• Deadline for submission met</li><li>• Duly signed Declaration of compliance with SECO's Policy on Integrity (annex 8; to be integrated into submission letter)</li><li>• Duly signed Self-declaration regarding compliance with workplace health and safety provisions, employment conditions, notification and authorisation duties in accordance with the IEA, equal pay for men and women, environmental law and anti-corruption rules (annex 9)</li></ul>

The following qualification criteria will be applied:

Criteria	Indicator
Responsiveness and completeness of the offer	<ul style="list-style-type: none"><li>• The offer contains all elements mentioned under chapter 6</li><li>• No improper provisions or restrictions</li><li>• Minimum annual average turnover of CHF 500,000 over the last three years (2018-2020)</li></ul>

### 10.2 Award Criteria

Offers will be evaluated according to the following award criteria:

- 1) Quality of discussion of ToRs and approach;
- 2) Quality and experience of the organization/company, incl. their network;
- 3) Organisation of the team;
- 4) Financial offer.

All data and required documents for the evaluation shall be included in the offer. Please note also the additional information given in the Terms of Reference.

Award Criteria	Max. Points
<b>Quality of discussion of the ToR and proposed approach</b> <ul style="list-style-type: none"><li>• Demonstrated understanding of the assignment, quality and clarity of the discussion of the ToR;</li><li>• Stringency and pertinence of the proposed approach and vision</li></ul>	10
<b>Quality and experience of the organization/company and the proposed network</b> <ul style="list-style-type: none"><li>- Experience with comparable mandates (e.g. managing projects w/ multiple stakeholders; managing networks; experience w/ administrative and financial management; etc.)</li><li>- Preliminary list of institutions and/or consultants that could potentially integrate the future network (e.g. number and potential quality/</li></ul>	20

suitability of contacts - confirmation of their interest and availability is not necessary at this stage) <sup>2</sup>	
<b>Quality and experience of the team leader</b> <ul style="list-style-type: none"> <li>- Experience with comparable mandates (e.g. managing projects w/ multiple stakeholders; managing networks; experience w/ administrative and financial management; etc.)</li> <li>- A minimum of 10 years of expertise and experience in working on sustainable urban development, of which at least 5 years in or with municipalities in emerging and developing countries;</li> <li>- Proven understanding of Swiss institutional environment (public, private, academic and civil society) as well as contacts to experts in the relevant fields (s. TOR chapter 2a).</li> <li>- Proven experience in project management with donor-funded projects, including activity and financial reporting;</li> <li>- Proficiency in English and Spanish (written/spoken), working knowledge of German, French and/or Vietnamese is an asset.</li> <li>- Expertise in the field of urban development, ideally in South-East Asia and South-America and familiarity with the relevant fields (s. TOR chapter 2a).</li> </ul>	25
<b>Quality and experience of the team</b> <ul style="list-style-type: none"> <li>- Established network in the Vietnamese respectively Bolivian public sector at national and subnational levels;</li> <li>- Proven ability to coordinate and establish close working relationships with different stakeholders and beneficiaries, international development organizations, relevant line ministries;</li> <li>- Proficiency in English, Spanish and Vietnamese;</li> <li>- Proven ability to ensure proficient administrative and financial management of the mandate, including contractual arrangements with service providers, accounting, logistical support, etc.</li> </ul>	20
<b>Organisation of the team</b> <ul style="list-style-type: none"> <li>• Complementary and coherent mandate distribution and responsibility among team members.</li> </ul>	5
<b>Financial offer excluding option</b> <ul style="list-style-type: none"> <li>• Overall financial proposals for the mandate</li> <li>• Daily rates of the proposed experts (rate of team leader will be weighted 50%, rate of country representatives 15% each, that of an eventual admin. assistant 20%)</li> </ul>	15
<b>Financial offer for the option</b> <ul style="list-style-type: none"> <li>• Financial proposal for SAM coordination of one additional country with budget resources of CHF 480,000.00, valid for up to three additional countries (total max. CHF 1,440,000.00).</li> </ul>	5

### 10.3 Award

The contract will be awarded to the organization/company whose proposal has reached the highest overall score (most advantageous tender).

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<sup>2</sup> Institutions and consultants on the preliminary list may figure in offers of different bidders.

#### 10.4 Unsuccessful offers

Unsuccessful bidders will be informed once the contract with the successful bidder has been signed.

#### 10.5 Reimbursement of cost linked to the submission of offers

No organization/company shall be reimbursed for any expense that may have occurred in preparing the offers, submitting them and during contract negotiations.

### **11 Cancelling and rejection of proposals**

The procedure may be cancelled and repeated in the event that:

- No proposal fulfils the award criteria;

### **12 Disputes and arbitration**

Based on art. 52 para. 5 of BöB, appeals procedures envisaged in BöB are not applicable.

### **13 Confidentiality**

Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the Proposals or to other persons not officially concerned with the process. All information of any kind that comes to the attention of the bidder in connection with the tendered mandate of SECO is to be treated as confidential. The content of the present tender may only be made available to persons taking part in the preparation of the Proposal. The tender documentation may not be used for any other purposes than preparation of the Proposal, even in extracts. Bidders treat facts as confidential that are not public knowledge or publicly available. In cases of doubt, facts are to be treated as confidential. This obligation to secrecy remains valid even after conclusion of the tender procedure. SECO undertakes to maintain confidentiality about this Proposal towards third parties subject to the reserve of statutory publication requirements.

### **14 Annexes**

1. Terms of Reference
2. Data sheet UN-Habitat Vietnam
3. Data sheet GIZ Vietnam
4. Data sheet World Bank Bolivia
5. Data sheet UN-Habitat Cameroun, Egypt, Jordan, Myanmar
6. SECO Standard Contract Form
7. General Terms and Conditions for Service Contracts
8. Declaration of compliance with SECO's Policy on Integrity
9. Self-declaration regarding compliance with workplace health and safety provisions, employment conditions, notification and authorisation duties in accordance with the IEA, equal pay for men and women, environmental law and anti-corruption rules