



Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
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Swiss Confederation

Federal Department of Economic Affairs,
Education and Research EAER

State Secretariat for Economic Affairs SECO
Economic Cooperation and Development

Instructions to Tenderers

Expert Advisory Services

Renewable Energy Integration and Smart Grid

Reference: mnd/gii
Date: 31.05.2022



SECO-D-0A8A3401/564

Instructions to Tenderers

1 Content / Objectives of the mandate and scope of work expected

The mandate entails strategic, conceptual and operational consultancies to the Swiss State Secretariat for Economic Affairs (SECO) in the energy sector. Content and objectives of the mandate, the scope of work expected from the Consultant, and the required expertise and experience under this assignment are described in the attached Terms of Reference (Appendix 1).

The client is the Swiss State Secretariat for Economic Affairs (SECO). The services are provided to SECO.

2 Procedure

This document governs the procedure and form of tender submission and, together with the Swiss Confederation's general terms and conditions ([GTC](#)), the Federal Act of 21 June 2019 on Public Procurement ([PPA 172.056.1](#)) and the Ordinance of 12 February 2020 on Public procurement ([PPO 172.056.11](#)) forms the basis for this call for tenders. The provisions of the Act for procedures not subject to international treaties (e.g. WTO) govern the procedure.

3 Eligible companies / persons

The tender is an open procedure. The tendering process is open to companies/individuals able to provide senior lead experts in the energy sector, as well as additional international and local experts that complement the required expertise and experience as outlined in the attached Terms of Reference.

4 Cooperation with other parties

The formation of a consortium between companies and/or independent consultants is possible. In a consortium, the lead company of the consortium and/or the team leader need to be clearly stated. A Declaration of Association, signed by all associated parties, must be submitted in case of a consortium.

5 Submission of tenders

The duly signed tender, in English language, shall include:

- Offer of tenderer (maximum 5 pages, annexes not included), including a discussion on the Terms of Reference and the proposed mandate;
- Curriculum vitae of all experts involved;
- A duly signed confirmation of the availability of the proposed staff;
- Presentation of the proposed organisation of the team and the mandate;
- Table listing which expert in your offer fulfils which function mentioned in the terms of reference (Appendix 3);
- Financial offer according to the Terms of Reference;
- Declaration of Association in case of a consortium or joint venture;

- Confirmation of compliance (Appendix 4)

6 Administrative details

6.1 Official name and address of the contracting authority

State Secretariat for Economic Affairs SECO
Holzikofenweg 36
CH-3003 Bern

6.2 Mailing address

Tenders are to be sent to the following address:

PLEASE DO NOT OPEN

State Secretariat for Economic Affairs SECO
SECO-WEIN

Project: [Submission for the Mandate of Expert Advisory Services Renewable Energy Integration and Smart Grid](#)

Holzikofenweg 36
CH-3003 Bern

6.3 Deadline for questions in writing

Consultants may request a clarification of any of the tender documents. These can be submitted in an anonymized form to the questions forum at www.simap.ch. The deadline for submitting questions is **17 June 2022**. Any questions submitted after this deadline will not be answered. Tenderers will be notified by e-mail as soon as the answers have been posted on www.simap.ch.

6.4 Deadline for submitting tenders

The complete tender (cf. requirements in section 5) must be sent to the address given in section 6.2 by **11 July 2022, 4 pm**, at the latest. The complete tender must be submitted in 3 copies (1 in hard copy labelled “original”, 1 in hard copy labelled “copy”, and 1 in electronic format on a USB stick unencrypted).

- a) When submitting to SECO reception (by tenderer or courier):

The tender must be submitted no later than the above submission date during the SECO's opening hours (07:45 – 12:00 a.m. and 1.30 – 5.15 p.m.) in exchange for a confirmation of receipt issued by SECO.

- b) When submitting by post:

The date used to determine the timeliness of the submission is the postmark date or the tracking barcode with the possibility of tracking issued by a Swiss post office or a state-recognised postal operator in another country (corporate postmarks are not accepted as official postmarks). In case of dispatch using WebStamp franking, the burden of proof for timely submission lies with the provider. In both cases, kindly send an email to info.wein.cooperation@seco.admin.ch no later than the submission date informing that you submitted an offer by post and attaching a scan of the postmark date or the tracking barcode.

In all cases, the tenderer must ensure that they secure evidence that the tender was submitted on time. Any tenders submitted after the deadline will not be considered and will be returned to the tenderer.

6.5 Deadline for interviews

Interviews will be conducted with the three best-ranked tenderers following the evaluation of the offers (see chapter 8 below). The interviews will take place from **18 July 2022** onwards. The exact date will be communicated to the successful tenderers following the evaluation of the offers.

7 Budget and Prices

7.1 Budget

The budget limit is listed in the attached Terms of Reference.

7.2 Prices

Prices (daily rates) are to be stated in Swiss Francs (CHF), and given on a time cost basis. Prices quoted by the companies shall remain fixed during the companies' performance of the contract.

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 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 requested travel, the following rates in force in 2022 apply:

Switzerland: Hotel maximum 180 CHF/night
Meals 69 CHF/day (20% breakfast / 40% lunch / 40% dinner)

Ghana: Hotel maximum 210 CHF/night
Meals 35 CHF/day (20% breakfast / 40% lunch / 40% dinner)

Tunisia: Hotel maximum 120 CHF/night
Meals 30 CHF/day (20% breakfast / 40% lunch / 40% dinner)

Allowances are subject to periodic changes by the Swiss Federal Administration, on which the contracting authority will inform promptly.

8 Tender evaluation

8.1 Eligibility and qualification criteria

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

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

Criteria	Indicator
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Submission in time	<ul style="list-style-type: none"> • Deadline for submission of duly signed offer met.
Responsiveness and completeness of the offer	<ul style="list-style-type: none"> • The consultant team covers all relevant fields of activities and expertise. • A complete financial offer is provided in line with the above requirements. • No improper provisions or restrictions.
Validity of the offer	<ul style="list-style-type: none"> • Offer valid for 120 days after the closing date for the receipt of Tenders.
Registration	<ul style="list-style-type: none"> • All tendering firms (all members of a joint venture respectively) shall be registered in their country's official commercial register.
Compliance with health and safety rules	<ul style="list-style-type: none"> • Tendering firms (all members of a joint venture respectively) must submit a signed Confirmation of Compliance (Appendix 4) with health and safety rules and regulations and equality between men and women in regard to equal wages stipulated by Swiss law.
Debarment lists	<ul style="list-style-type: none"> • Consultants (individuals and companies) must not be on the debarment lists of the World Bank or the African Development Bank.

8.2 Award Criteria

Proposals will be evaluated in a two-step process:

Step 1: Written offers will be evaluated according to the following award criteria:

- 1) Quality and experience of the Consultant team;
- 2) Quality of understanding of the scope of the mandate, proposed approach and organisation of the team;
- 3) Financial offer.

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

Award Criteria	Max. Points
Experience and expertise of the proposed team	
<ul style="list-style-type: none"> • Quality and experience of the mandate leader and of the team leader (Ghana NMPV) 	10
<ul style="list-style-type: none"> • Quality and experience of the proposed experts 	50
Quality of understanding of the scope of the mandate, proposed approach and organisation of the team	10
<ul style="list-style-type: none"> • Demonstrated understanding of the subject of the mandate; notably of the role and added value of the consultant in supporting the implementation of SECO projects and programmes covered by the mandate; 	10

<ul style="list-style-type: none"> Complementary (in terms of professional background) and coherent mandate distribution and responsibility among team members. 	
Financial offer <ul style="list-style-type: none"> Daily rate of the mandate leader and the team leader Ghana NMPV* Daily rate of the proposed international experts* Daily rate of the proposed local experts (Ghana NMPV)* 	6 12 2

* A single daily rate shall be proposed for each category of consultants. Future additions of consultants in the same category will be made with the same daily rates. For the rate of local consultants, the consultant may propose in the future a different rate for other countries (Tunisia, others) if the market conditions justify it, subject to written argumentation and non-objection by SECO.

The formula for the evaluation of the financial offers is the following:

Formula daily rate

Scoring in relation to other tenderers:

$$\text{Score for tenderer No. 1} = \left(\frac{\text{Lowest daily rate}_{IE}}{\text{Daily rate}_{IE}} \right)^2 * 12 \text{ Points}$$

Lowest daily rate_{IE} = daily rate of international experts of the tenderer that offered the lowest price for international experts in his proposal

Daily rate_{IE} of tenderer No.1

Note: The calculation for the mandate leaders and local experts is identical to the calculation presented above.

Step 2: Interview

The three best-ranked tenderers will then be invited to an interview with SECO (the other tenderers will be excluded from the subsequent evaluation process). The proposed mandate leader and team leader for the Ghana project shall participate in the interview. The interview will aim to further assess the quality of understanding of the scope of the mandate, proposed approach and organisation of the team, and the experience and expertise of the proposed team. A maximum of 10 points will be awarded as part of the interview.

8.3 Award

The contract will be awarded to the tenderer whose proposal has reached the highest overall score (best price-quality ratio).

The overall score will be calculated as follows: sum of points awarded in stage 1 + points awarded in stage 2.

8.4 Unsuccessful proposals

Unsuccessful tenderers will be informed. No tenderer shall be reimbursed for any expense that may have occurred in preparing the offers, submitting them and during the contract negotiations.

9 Cancelling and rejection of proposals

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

- No proposal fulfils the eligibility or the award criteria;
- More economically suitable proposals can be expected because distortions to competition cease to exist.

Appendixes

1. Terms of Reference
2. SECO Standard Contract Form
3. Table to be filled in listing Experts and their response to the required expertise
4. Template for Confirmation of compliance