



EMBASSY OF SWEDEN

Lusaka, 27 Feb 2020

**Lusaka**

**Invitation for Tenders for a Market Systems Development  
consultant to carry out External review of Musika**

Contracting authority:	Embassy of Sweden in Lusaka P O Box 50264, Lusaka Zambia
Contact person:	Cecilia Brumér
Last day to submit questions:	March 6, 2020
Send questions to:	<a href="mailto:cecilia.brumer@gov.se">cecilia.brumer@gov.se</a>
Last date to submit proposal:	March 16, 2020
Send the tender:	<a href="mailto:ambassaden.lusaka@gov.se">ambassaden.lusaka@gov.se</a> Attention: Cecilia Brumér
Evaluation method	The economically most advantageous tender

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The Embassy of Sweden in Lusaka, Zambia (hereinafter called the Embassy) is conducting a limited procurement of a Market systems Development consultant to carry out an external review of Market System Development interventions by the organisation Musika Development Initiative (hereinafter called Musika). The assignment is further described in the attached Terms of Reference, Annex 1.

With this letter we would like to invite you to submit a proposal for undertaking of the assignment. The tender should be submitted no later than 16 March 2020. A contract will be signed with one (1) tenderer. The tender is valid until 31<sup>st</sup> of December 2020.

### **1. Tender documents**

Proposals must include the following:

1. Technical proposal, including methodological framework/ approach and time plan in line with what is specified in specific requirements in the attached Terms of Reference. The technical proposal should not be longer than 20 pages (excluding annexes).
2. The total cost for the assignment shall not exceed 1,400, 000 SEK (including reimbursables) The cost includes consultancy fees, reimbursable costs, cost related to revisions and all other costs related to the assignment.
3. No guarantee of obtaining a certain volume is provided.
4. CVs of all team members suggested under this assignment
5. Collectively as a team demonstrating references to at least five (5) other assignments during the last 5 years covering previous experiences from monitoring and evaluation consulting and making markets work for the poor (M4P) implementation in Zambia or a similar country.

Tenders submitted shall cover the entire assignment described in Annex 1. The tenderer is not entitled to claim compensation for work or other costs associated with participating in the procurement.

Interviews might be carried with the tenderers as part of the evaluation process.

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## 2. Contracting period

A contract will be signed with the principal consultant. The total contract period shall not exceed 3 calendar months. The contract's start date is estimated at latest: 20<sup>th</sup> April 2020.

All consultants intended to be engaged by the Principal Consultant within this assignment, are subject to a no-objection by the Embassy.

## 3. Contracting government authority

The Embassy of Sweden in Lusaka.

P.O. Box 506264 Ridgeway, Lusaka, Zambia.

Visiting address: Haile Selassie Avenue, Longacres, Lusaka, Zambia.

Telephone: + 260 211 426100

E-mail: [ambassaden.lusaka@gov.se](mailto:ambassaden.lusaka@gov.se)

Contact person:

Cecilia Brumér, Development analyst

E-mail: [cecilia.brumer@gov.se](mailto:cecilia.brumer@gov.se)

Telephone: +260 977 771233

## 4. Assessment criteria

The Embassy will use the following criteria for choosing the best proposal.

Criteria		Max point/criteria
1.	Consultant suitability	60
2.	Method and time-plan	25

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	<b>Total max point technical criteria</b>	<b>85</b>
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The scale of grades that will be used when assessing the criteria are:

The number of points that can be awarded under each of the technical evaluation criteria. For example, if a maximum of 20 points can be awarded for a given criterion, "Good" will mean $0.8 \times 20 = 16$ points.  (In the evaluation, the levels (in %) will have fixed values, which means that there will be no intermediate values).	Poor <sup>1</sup>	0 %
	Not entirely satisfactory <sup>2</sup>	40 %
	Satisfactory <sup>3</sup>	60 %
	Good <sup>4</sup>	80 %
	Very Good <sup>5</sup>	100 %
Minimum score to proceed to price-evaluation	The proposal must achieve a minimum of 65 points as a condition for further price evaluation	

Price will be assessed according to the following model:

The tender response that submitted the lowest price achieves maximal price points. The other proposals achieve points according to percentage difference between the individual proposed price and the tender with the lowest price.

Price point = (Lowest tender price / Individual tender price) \* Max point price criterion

<b>Criterion</b>		<b>Max point/criterion</b>
3.	Cost of the assignment	15

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<sup>1</sup> Not addressed or not sufficient

<sup>2</sup> Sufficient in some aspects but not as a whole

<sup>3</sup> Sufficient but lacks substantial advantages or has uneven quality

<sup>4</sup> Adequate and well suited to the purpose

<sup>5</sup> Gives added value and shows high quality on the whole

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	<b>Total max point price criterion</b>	<b>15</b>
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The contract will be awarded to the most economically advantageous tender, as determined according to best price-quality ratio in accordance with the specified prerequisites for the assignment in ToR, Annex 1.

If a tender appears to be abnormally low, the Embassy is obligated to request that the tenderer explain the low price or cost. If the tenderer has failed to explain the low price or cost in a satisfactory manner, the Embassy will reject the tender.

### **5. Confidentiality**

As soon as the award decision has been sent to all tenderers, all documents relating to the procurement, including tenders, shall become subject to the principle of public information access. If a tenderer considers that it may suffer damages if information provided by the tenderer in the tender should become public, the tenderer shall submit a written request for confidentiality in said tender, which must specify a) the information to which the request for confidentiality pertains and b) what damages would be suffered by the tenderer should said information be divulged.

Upon request for the submission of tenders, the Embassy will in each case review any request for confidentiality submitted by a tenderer. The Embassy's assessment regarding confidentiality may be subject to examination by an administrative court. The Embassy can therefore not guarantee that the information in the tender will not be disclosed to the public.

### **6. Attachments**

Appendix 1- Terms of Reference for the assignment

Appendix 2 – Swedish Strategy for Development Cooperation in Zambia 2018-2022

Appendix 3 – Musika Strategy 2018-2022