



WE-RISE! Women's Empowerment for Resilience, Inclusion, Sustainability and Environment  
T05-EUTF-HOA-SDN-96-02

## *Additional information about the Contract Notice*

### **Financial inclusion scheme establishment – Sudan**

#### **1. Nature of contract**

Global price

#### **2. Programme title**

WE-RISE! Women's Empowerment for Resilience, Inclusion, Sustainability and Environment

#### **3. Financing**

Contribution agreement n. T05-EUTF-HOA-SDN-96-02

#### **4. Eligibility and rules of origin**

Participation is open to all natural persons who are nationals of and legal persons (participating either individually or in a grouping – consortium – of candidates/tenderers) which are effectively established in a Member State of the European Union or in an eligible country or territory as defined under the Regulation (EU) No 236/2014 establishing common rules and procedures for the implementation of the Union's instruments for external action (CIR) for the applicable instrument under which the contract is financed (see also heading 'Legal basis' below). Participation is also open to international organisations.

#### **5. Candidature**

All eligible natural and legal persons (as per item 4 above) or groupings of such persons (consortia) may apply.

A consortium may be a permanent, legally-established grouping or a grouping which has been constituted informally for a specific tender procedure. All partners of a consortium (i.e., the leader and all other partners) are jointly and severally liable to the contracting authority.

The participation of an ineligible natural or legal person will result in the automatic exclusion of that person. In particular, if that ineligible person belongs to a consortium, the whole consortium will be excluded.

#### **6. Number of applications or tenders**

No more than one application or tender can be submitted by a natural or legal person whatever the form of participation (as an individual legal entity or as leader or partner of a consortium submitting an application/tender). In the event that a natural or legal person submits more than one application or tender, all applications or tenders in which that person has participated will be excluded.

In case of lots, the candidates or tenderers may submit only one application or tender per lot. Contracts will be awarded lot by lot and each lot will form a separate contract.

#### **7. Performance guarantee**

The successful tenderer will be asked to provide a performance guarantee of 5 % of the amount of the contract at the signing of the contract. This guarantee must be provided together with the return of the countersigned contract no later than 30 days after the tenderer receives the contract signed by the contracting authority. If the selected tenderer fails to provide such a guarantee within this period, the contract will be void and a new contract may be drawn up and sent to the tenderer which has submitted the next cheapest compliant tender.

#### **8. Information meeting and/or site visit**

No information meeting is planned



## 9. Tender validity

Tenders must remain valid for a period of 3 months after the deadline for submission of tenders. In exceptional circumstances, the contracting authority may, before the validity period expires, request that tenderers extend the validity of tenders for a specific period.

## 10. Grounds for exclusion

Candidates or tenderers must submit a signed declaration, included in the application form or tender form, to the effect that they are not in any of the situations listed in Section 2.6.10.1 of the **practical guide (PRAG)**. Where the candidate or tenderer intends to rely on capacity providing entities or subcontractor(s), he/she must provide the same declaration signed by this/these entity(ies).

Candidates or tenderers included in the lists of EU restrictive measures (see Section 2.4. of the PRAG) at the moment of the award decision cannot be awarded the contract.

## 11. Sub-contracting

Sub-contracting is allowed.

## 12. Provisional commencement date of the contract

01/04/2022

## 13. Period of implementation of tasks

22 months (04-2022/01-2024)

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## SELECTION AND AWARD CRITERIA

## 14. Selection criteria

The following selection criteria will be applied to candidates. In the case of applications submitted by a consortium, these selection criteria will be applied to the consortium as a whole if not specified otherwise.

The selection criteria will not be applied to natural persons and single-member companies when they are sub-contractors.

The selection criteria for tenderers are as follows:

**1) Economic and financial capacity** (based on item 3 of the service application form, on item 3 of supply tender form). In case of candidate being a public body, equivalent information should be provided. The reference period which will be taken into account will be the last three years for which accounts have been closed.

1.1 an average annual turnover exceeding the annualised maximum budget of the contract (the maximum budget stated in the contract notice divided by the initial contract duration in years should exceed one).

1.2 to have been able to generate a neutral or positive income during the last 3 financial years.

**2) Professional capacity** (based on items 4 and 5 of the application form for service contracts and on items 4 and 5 of the tender form for supply contracts). The reference period which will be taken into account will be the last three years preceding the submission deadline.

The candidate should be able to demonstrate that:



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- 2.1 At least 50% of the suggested team is currently working for the tenderer in the field covered by this contract.
- 2.2 At least one of the required key expert is currently working for the tenderer in the field covered by this contract

**3) Technical capacity** (based on items 5 and 6 of the application form for service contracts and on items 5 and 6 of the tender form for supply contracts). The reference period which will be taken into account will be the last three years from submission deadline.

The candidate should be able to demonstrate:

- 3.1 To have provided services under at least 5 contracts, of whom at least 1 with a budget of at least 500 000 EUR in the field of financial inclusion and capacity building sectors which were implemented at any moment during in the last three financial years.
- 3.2 To have provided services under at least 5 contracts in the MENA and Sub-Saharan regions, which were implemented at any time during the last three financial years.
- 3.3 The Key expert should be able to demonstrate the minimum experience required in the Annex II, Terms of Reference.

#### **4) Preferred requirements:**

Indeed, the following additional experiences will constitute a clear advantage for the candidate:

- 4.1 Have provided services in the field of women empowerment.
- 4.2 Have provided services in Sudan in the last three financial years.
- 4.3 Provide a team with at least 5 years of experience in the field of Islamic finance.
- 4.4 Provide a team with at least 5 years of experience in the field of women empowerment.

#### Capacity-providing entities

An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. If the economic operator relies on other entities it must in that case prove to the contracting authority that it will have at its disposal the resources necessary for performance of the contract by producing a commitment by those entities to place those resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility and notably that of nationality as the economic operator relying on them and must comply with the selection criteria for which the economic operator relies on them. Furthermore, the data for this third entity for the relevant selection criterion should be included in a separate document. Proof of the capacity will also have to be provided when requested by the contracting authority.

With regard to technical and professional criteria, an economic operator may only rely on the capacities of other entities where the latter will perform the tasks for which these capacities are required.

With regard to economic and financial criteria, the entities upon whose capacity the economic operator relies, become jointly and severally liable for the performance of the contract.



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## 15. Award criteria

Best price-quality ratio.

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## APPLICATION AND TENDERING

### 16. How to obtain the tender dossier

The tender dossier is available:

Via the website of the AICS head office in Khartoum <https://khartoum.aics.gov.it/home-ita/opportunita/avvisi/>

The website will be updated regularly and it is the Bidders' responsibility to check for updates and changes during the bidding period.

Tenders must be submitted using the standard tender form included in the tender dossier, whose format and instructions must be strictly observed.

### 17. Tender opening session

Date: 31/01/2022

Time: 10:00h

Venue: Khartoum

### 18. Applications format and details to be provided

Applications must be submitted using the standard application form, the format and instructions of which must be strictly observed.

Any documentation (brochure, letter, etc.) sent with an application in addition to what has been requested will not be taken into consideration.

### 19. How applications may be submitted

Applications must be submitted in English exclusively to the contracting authority in a sealed envelope.

- Either by post or by courier service, in which case the evidence shall be constituted by the postmark or the date of the deposit slip, to:

*Att. Michele Morana – Head of Office  
AICS - (Italian Agency for Development Cooperation)  
Street 33 Amarat- P.O Box 793  
Khartoum, Sudan*

- OR hand delivered by the participant in person or by an agent directly to the premises of the contracting authority in return for a signed and dated receipt, in which case the evidence shall be constituted by this acknowledgement of receipt, to:

*Att. Michele Morana – Head of Office  
AICS - (Italian Agency for Development Cooperation)  
Street 33 Amarat- P.O Box 793  
Khartoum, Sudan*

The contract title and publication reference (see contract notice) must be clearly marked on the envelope containing the application and must always be mentioned in all subsequent correspondence with the contracting authority.



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Applications submitted by any other means will not be considered.

By submitting an application candidates accept to receive notification of the outcome of the procedure by electronic means. Such notification shall be deemed to have been received on the date upon which the contracting authority sends it to the electronic address referred to in the application form.

## 20. Deadline for submission of applications

The candidate's attention is drawn to the fact that there are two different systems for sending applications: one is by post or private mail service, the other is by hand delivery.

In the first case, the application must be sent before the date and time limit for submission, as evidenced by the postmark or deposit slip<sup>1</sup>, but in the second case it is the acknowledgment of receipt given at the time of the delivery of the application that will serve as proof.

***The deadline for submission of applications can be found in the Contract Notice under IV.2.2.***

Any application sent to the contracting authority after this deadline will not be considered.

The contracting authority may, for reasons of administrative efficiency, reject any application submitted on time but received, for any reason beyond the contracting authority's control, after the effective date of approval of the short-list report, if accepting applications that were submitted on time but arrived late would considerably delay the evaluation procedure or jeopardise decisions already taken and notified.

## 21. Clarifications on the contract notice

Any request for additional information must be made in writing to the following address no later than 15 days before the deadline for submission of tenders, specifying the publication reference and the contract title :

*Att. Michele Morana – Head of Office  
AICS - (Italian Agency for Development Cooperation)  
Street 33 Amarat- P.O Box 793  
Khartoum, Sudan  
Adresse e-mail : [procurement.sudan@aics.gov.it](mailto:procurement.sudan@aics.gov.it)*

The clarifications will be published on the AICS Khartoum website at <https://khartoum.aics.gov.it/home-ita/opportunita/avvisi/> no later than 9 days before the deadline for submission of tenders. The website will be updated regularly and it is the responsibility of the bidders to check for updates and changes during the bidding period

## 22. Alteration or withdrawal of applications

Applicants may alter or withdraw their applications by written notification prior to the deadline for submission of applications. No applications may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with precedent item. The outer envelope (and the relevant inner envelope if used) must be marked 'Alteration' or 'Withdrawal' as appropriate.

## 23. Language of the procedure

All written communications for this tender procedure and contract must be in English.

## 24. Legal basis

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<sup>1</sup> It is recommended to use registered mail in case the postmark would not be readable.



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Regulation (EU) No 236/2014 of the European Parliament and of the Council of 11 March 2014 laying down common rules and procedures for the implementation of the Union's instruments for financing external action and T05-EUTF-HOA-SDN-96-02 - See Annex A2 of the practical guide.

## 25. Additional information

Financial data to be provided by the candidate in the standard application form or the tenderer in the tender form must be expressed in EUR. applicable, where a candidate refers to amounts originally expressed in a different currency, the conversion to EUR shall be made in accordance with the InforEuro exchange rate of 12/2021, which can be found at the following address: <http://ec.europa.eu/budget/graphs/inforeuro.html>.