

REQUEST FOR PROPOSALS

SERVICES FOR

[Federal Media Network Training]

Prepared by

IOM Somalia

[Somalia Stabilization Initiative - SSI]

[25 January 2018]

REQUEST FOR PROPOSALS

RFP No.: *[MOG020]*

IOM Somalia

[Somalia Stabilization Initiative - SSI]

Project Name: *[Federal Media Network Training]*

IOM Somalia
Somalia Stabilization Initiative - SSI

Request for Proposals

The International Organization for Migration/Somalia Stabilization Initiative (hereinafter called **IOM/SSI**) intends to hire Service Provider for the *Federal Media Network Training* for which this Request for Proposals (RFP) is issued. SSI now invites Service Providers/ Consulting Firms to provide Technical and Financial Proposal for the following Services:

To deliver trainings and provide networking opportunities to these state radio media of SWS, JSS and FGS. More details on the services are provided in the attached Terms of Reference (TOR).

The Service Provider /Consulting Firm will be selected under a Quality –Cost Based Selection procedures described in this RFP.

The RFP includes the following documents:

- Section I. Instructions to Service Providers/ Consulting Firms
- Section II. Technical Proposal – Standard Forms
- Section III. Financial Proposal – Standard Forms
- Section IV. Terms of Reference
- Section V. Standard Form of Contract

The Proposals must be delivered through hand delivery to: **IOM, Nairobi Office Gitanga Groove-Off Gitanga Road PO Box 1810-00606 Nairobi, Kenya** or on e-mail (*file not exceeding 8MB*): fghalib@iom.int, and aburale@iom.int, **on or before COB 13th Feb 2018 10:30 AM**. No late proposal shall be accepted.

SSI reserves the right to accept or reject any proposal and to annul the selection process and reject all Proposals at any time prior to contract award, without thereby incurring any liability to affected Service Providers/ Consulting Firms

Somalia Stabilization Initiative – SSI

We are encouraging companies to use recycled materials or materials coming from sustainable resources or produced using a technology that has lower ecological footprints.

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Section I - Instructions to Service Providers/ Consulting Firms

1. Introduction

- 1.1 Only Service Providers that are determined to be qualified shall be considered for award. The main criteria for admission to the tender are as follows:
 - a) Bidder must have proof of relevant experience in carrying out similar nature of works with a minimum period of 3 years.
 - b) Certificate of registration –a copy to be attached to the bid documents.

The proposal shall be the basis for contract negotiations and ultimately for a signed contract with the selected Consultant Firm.

- 1.2 Service Providers/ Consulting Firms should familiarize themselves with local conditions and take them into account in preparing the proposal. Service Providers/ Consulting Firms are encouraged to visit IOM/SSI before submitting a proposal and to attend a pre-proposal conference if any and if is specified in Item 2.3. of this Instruction.
- 1.3 The Service Providers/ Consulting Firms costs of preparing the proposal and of negotiating the contract, including visit/s to IOM/ SSI, are not reimbursable as a direct cost of the assignment.
- 1.4 Service Providers/ Consulting Firms shall not be hired for any assignment that would be in conflict with their prior or current obligations to other procuring entities, or that may place them in a position of not being able to carry out the assignment in the best interest of IOM/SSI.
- 1.5 IOM/SSI is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the Service Providers/ Consulting Firms.
- 1.6 IOM/SSI shall provide at no cost to the Service Provider/ Consulting Firm the necessary inputs and facilities, and assist the Firm in obtaining licenses and permits needed to carry out the services and make available relevant project data and report (see Section IV. terms of reference).

2. Corrupt, Fraudulent, and Coercive Practices

- 2.1 IOM/SSI Policy requires that all IOMSSI Staff, bidders, manufacturers, suppliers or distributors, observe the highest standard of ethics during the procurement and execution of all contracts. IOM/SSI shall reject any proposal put forward by bidders, or where applicable, terminate their contract, if it is determined that they have engaged in corrupt, fraudulent, collusive or coercive practices. In pursuance of this policy, IOM/SSI defines for purposes of this paragraph the terms set forth below as follows:

- Corrupt practice means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the action of the Procuring/Contracting Entity in the procurement process or in contract execution;
- Fraudulent practice is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, the Procuring/Contracting Entity in the procurement process or the execution of a contract, to obtain a financial gain or other benefit to avoid an obligation;
- Collusive practice is an undisclosed arrangement between two or more bidders designed to artificially alter the results of the tender procedure to obtain a financial gain or other benefit;
- Coercive practice is impairing or harming, or threatening to impair or harm, directly or indirectly, any participant in the tender process to influence improperly its activities in a procurement process, or affect the execution of a contract.

3. Conflict of Interest

3.1 All bidders found to have conflicting interests shall be disqualified to participate in the procurement at hand. A bidder may be considered to have conflicting interest under any of the circumstances set forth below:

- A Bidder has controlling shareholders in common with another Bidder;
- A Bidder receives or has received any direct or indirect subsidy from another Bidder;
- A Bidder has the same representative as that of another Bidder for purposes of this bid;
- A Bidder has a relationship, directly or through third parties, that puts them in a position to have access to information about or influence on the Bid of another or influence the decisions of the Mission/procuring Entity regarding this bidding process;
- A Bidder submits more than one bid in this bidding process;
- A Bidder who participated as a consultant in the preparation of the design or technical specifications of the Goods and related services that are subject of the bid.

4. Clarifications and Amendments to RFP Documents

- 4.1 At any time before the submission of the proposals, IOM/SSI may, for any reason, whether at its own initiative or in response to a clarification amend the RFP. Any amendment made will be made available to all short-listed Service Providers/ Consulting Firms.
- 4.2 Service Providers/ Consulting Firms may request for clarification(s) on any part of the RFP. The request must be sent in writing or by standard electronic means and submitted to IOM/SSI at the address indicated in the invitation at least *(5) calendar days* before the set deadline for the submission and receipt of Proposals. IOM/SSI will respond in writing or by standard electronic means to the said request and this will be made available to all those who acknowledged the Letter of Invitation without identifying the source of the inquiry.

5. Preparation of the Proposal

- 5.1 A Service Provider/ Consulting Firm Proposal shall have two (2) components:
 - a) the Technical Proposal, and
 - b) the Financial Proposal.
- 5.2 The Proposal, and all related correspondence exchanged by the Service Providers/ Consulting Firms and IOM/SSI, shall be in *[English]*. All reports prepared by the contracted Service Provider/ Consulting Firm shall be in *[English]*.
- 5.3 The Service Providers/ Consulting Firms are expected to examine in detail the documents constituting this Request for Proposal (RFP). Material deficiencies in providing the information requested may result in rejection of a proposal.

6. Technical Proposal

- 6.1 When preparing the Technical Proposal, Service Providers/ Consulting Firms must give particular attention to the following:
 - a) If a Service Provider/ Consulting Firm deems that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities in a joint venture or sub-consultancy, as appropriate. Service Providers/ Consulting Firms may associate with the other consultants invited for this assignment or to enter into a joint venture with consultants not invited, only with the approval of IOM/SSI. In case of a joint venture, all partners shall be jointly and severally liable and shall indicate who will act as the leader of the joint venture.

- b) For assignment of the staff, the proposal shall be based on the number of professional staff-months estimated by the firm, no alternative professional staff shall be proposed.
- c) It is desirable that the majority of the key professional staff proposed is permanent employees of the firm or have an extended and stable working relationship with it.
- d) Proposed professional staff must, at a minimum, have the experience of at least *[three years]*, preferably working under conditions similar to those prevailing in the country of the assignment.

6.2 The Technical Proposal shall provide the following information using the attached Technical Proposal Standard Forms TPF 1 to TPF 7 (Section III).

- a) A brief description of the Service Providers/ Consulting Firms organization and an outline of recent experience on assignments of a similar nature (TPF-2), if it is a joint venture, for each partner. For each assignment, the outline should indicate the profiles of the staff proposed, duration of the assignment, contract amount, and firm's involvement.
- b) A description of the approach, methodology and work plan for performing the assignment (TPF-3). This should normally consist of maximum of ten (10) pages including charts, diagrams, and comments and suggestions, if any, on Terms of Reference and counterpart staff and facilities. The work plan should be consistent with the work schedule (TPF-7)
- c) The list of proposed Professional Staff team by area of expertise, the position and tasks that would be assigned to each staff team members (TPF-4).
- d) Latest CVs signed by the proposed professional staff and the authorized representative submitting the proposal (TPF-5) Key information should include number of years working for the firm and degree of responsibility held in various assignments during the last *[2 years]*.
- e) A time schedule estimates of the total staff input (Professional and Support Staff, staff time needed to carry out the assignment, supported by a bar chart diagram showing the time proposed for each Professional and Staff team members (TPF-6). The schedule shall also indicate when experts are working in the project office and when they are working at locations away from the project office.
- f) A time schedule (bar chart) showing the time proposed to undertake that the activities indicated in the work plan (TPF-7).

- g) A detailed description of the proposed methodology and staffing for training if the RFP specifies training as specific component of the assignment.

6.3 The technical proposal shall not include any financial information.

7. Financial Proposal

- 7.1 In preparing the Financial Proposal, consultants are expected to take into account the requirements and conditions outlined in the RFP. The Financial Proposal shall follow the Financial Proposal Standard Forms FPF 1 to FPF 4 (Section IV).
- 7.2 The Financial proposal shall include all costs associated with the assignment, including (i) remuneration for staff (FPF-4) (ii) reimbursable expenses (FPF-5). If appropriate, these costs should be broken down by activity. All items and activities described in the Technical proposal must be priced separately; activities and items in the Technical Proposal but not priced shall be assumed to be included in the prices of other activities or items.
- 7.3. Service Providers/ Consulting Firms shall express the price of their services in *[United States of America Dollars USD]*.
- 7.4 The Financial Proposal shall be valid for *[90 calendar days]*. During this period, the Service Provider/ Consulting Firm is expected to keep available the professional staff for the assignment. SSI will make its best effort to complete negotiations and determine the award within the validity period. If SSI wishes to extend the validity period of the proposals, the Service Provider/ Consulting Firm has the right not to extend the validity of the proposals.

8. Submission, Receipt, and Opening of Proposals

- 8.1 Service Providers/ Consulting Firms may only submit one proposal. If a Service Provider/ Consulting Firm submits or participates in more than one proposal such proposal shall be disqualified.
- 8.2 The original Proposal (both Technical and Financial Proposals) shall be prepared in indelible ink. It shall contain no overwriting, except as necessary to correct errors made by the Service Providers/ Consulting Firms themselves. Any such corrections or overwriting must be initialed by the person(s) who signed the Proposal.
- 8.3 The Service Providers/ Consulting Firms shall submit one original and one copy of the Proposal. Each Technical Proposal and Financial Proposal shall be marked “Original” or “Copy” as appropriate. If there are any discrepancies between the original and the copies of the Proposal, the original governs.

- 8.4 The original and all copies of the Technical/Financial Proposal with all other documents shall be placed in a sealed envelope. The outer envelope shall be labeled with the submission address, reference number and title of the project and the name of the Service Provider/ Consulting Firm. This is applicable if proposal was submitted by hand and not by Email.
- 8.5 Proposals must be received by SSI at the place, date and time indicated in the invitation to submit proposal or any new place and date established by the SSI. Any Proposal submitted by the Service Provider/ Consulting Firm after the deadline for receipt of Proposals prescribed by SSI shall be declared “Late,” and shall not be accepted by the SSI and returned to the consultant unopened.

9. Evaluation of Proposals

Technical Evaluation

- 9.1 The entire evaluation process, including the submission of the results and approval by the approving authority, shall be completed in not more than *[21] calendar day* after the deadline for receipt of proposals.
- 9.2 The BEAC shall evaluate the Proposals on the basis of their responsiveness to the Terms of Reference, compliance to the requirements of the RFP and by applying an evaluation criteria, sub criteria and point system. Each responsive proposal shall be given a technical score (St). The proposal with the highest score or rank shall be identified as the Highest Rated/Ranked Proposal.
- 9.3 A proposal shall be rejected at this stage if it does not respond to important aspects of the TOR or if it fails to achieve the minimum technical qualifying score which is *[56%]*.
- 9.4 The technical proposals of Service Providers/ Consulting Firms shall be evaluated based on the following criteria and sub-criteria:

Criteria		Score
1. Specific experience of the Service Providers relevant to the assignment: [Max 10 points]		
1) Duration of experience in Proposed work: <u>Total number of years engaged in similar work</u>	>4-5 years	5
	>3-<4 years	3
	< 1-<2 years	1
2) Experience in relevant Geographical region and surrounding area	Experience of working in Somalia, with documented evidence of work carried out	3
	Experience in at least one of the two regions with documented evidence of work carried out	5
	With no experience in either Somalia or the Regions	0
2. Adequacy of the proposed methodology and work plan in response to the Terms of Reference: [Max 55 points]		
1) Objectives of Assignment	Proposal thoroughly addresses and aims to meet all ToR objectives	5
	Proposal fairly addresses and aims to meet all ToR objectives	3.5
	Proposal fairly addresses and aims to meet all at least ToR objectives	1.5
2) Proposed Technical approach and methodology	Very well presented with a realistic method that effectively meets the required standards.	30
	Fairly presented with fairly realistic method that effectively meets the required standards.	20
	Poorly presented with poor data collection, analysis and presentation techniques.	5
3) Work Plan Feasibility	Adequately shows realistic timelines and deliverables consistent with required Project duration as outlined in the TOR	20
	Fairly shows realistic timelines and deliverables consistent with required Project duration as outlined in the TOR	10
	No work plan submitted	0

3. Key professional staff qualifications and competence for the assignment: [Max 15 points]		
1) Organizational Chart/Staffing		15

The technical evaluation assesses the technical capacity of the Bidder on the basis of submitted technical documents. If a Bidder gains less than **56 points** out of **80**, it will not be taken into consideration for the financial evaluation.

Technical offers shall not be considered for evaluation in any of the following cases:

- a) late submission, *i.e.*, after the deadline set, unless extension has been granted.
- b) failure to submit any of the technical requirements and provisions provided under the Instruction to Service Providers

The minimum technical score S_t required to pass is: 56 points

Financial Evaluation

- 9.5 The BEAC shall determine the completeness of the Financial Proposal whether all the Forms are present and the required to be priced are so priced.

The BEAC will correct any computational errors. In case of a discrepancy between a partial amount and the total amount, or between words and figures, the former will prevail. In addition, activities and items described in the Technical proposal but not priced, shall be assumed to be included in the prices of other activities or items.

The Financial Proposal of Service Providers/ Consulting Firms who passed the qualifying score shall be opened, the lowest Financial Proposal (F1) shall be given a financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals shall be computed based on the formula:

$$S_f = 100 \times F1 / F$$

Where:

Sf - is the financial score of the Financial Proposal under consideration,
F1 - is the price of the lowest Financial Proposal, and
F - is the price of the Financial Proposal under consideration.

The proposals shall then be ranked according to their combined (Sc) technical (St) and financial (Sf) scores using the weights¹ (T = the weight given to the Technical Proposal = 0.80; F = the weight given to the Financial Proposal = 0.20; T + F = 1)

$$Sc = St \times T\% + Sf \times F\%$$

The firm achieving the highest combined technical and financial score will be invited for negotiations.

10. Negotiations

- 10.1 The aim of the negotiation is to reach agreement on all points and sign a contract.
- 10.2 Negotiation will include: a) discussion and clarification of the Terms of Reference (TOR) and Scope of Services; b) Discussion and finalization of the methodology and work program proposed by the Service Provider/ Consulting Firm; c) Consideration of appropriateness of qualifications and pertinent compensation, number of man-months and the personnel to be assigned to the job, and schedule of activities (manning schedule); d) Discussion on the services, facilities and data, if any, to be provided by SSI; e) Discussion on the financial proposal submitted by the Service Provider/ Consulting Firm; and f) Provisions of the contract. SSI shall prepare minutes of negotiation which will be signed both by SSI and the Service Providers/ Consulting Firms.
- 10.3 The financial negotiations will include clarification on the tax liability and the manner in which it will be reflected in the contract and will reflect the agreed technical modifications (if any) in the cost of the services. Unless there are exceptional reasons, the financial negotiations will involve neither the remuneration rates for staff nor other proposed unit rates.
- 10.4 Having selected the Service Provider/ Consulting Firm on the basis of, among other things, an evaluation of proposed key professional staff, SSI expects to negotiate a contract on the basis of the experts named in the proposal. Before contract negotiations, SSI shall require assurances that the experts shall be actually available. SSI will not consider substitutions during contract negotiation unless both parties agree that the undue delay in the selection process makes such substitution unavoidable or for reasons such as death or medical incapacity. If this is not the case and if it is established that staff were referred in their proposal without confirming their availability the Service Provider/ Consulting Firm may be disqualified. Any proposed substitution shall

have equivalent or better qualifications and experience than the original candidate.

- 10.5 All agreement in the negotiation will then be incorporated in the description of services and form part of the Contract.
- 10.6 The negotiations shall conclude with a review of the draft form of the Contract which forms part of this RFP (Section VI). To complete negotiations, SSI and the Service Providers/ Consulting Firms shall initial the agreed Contract. If negotiations fail, SSI shall invite the second ranked Service Provider/ Consulting Firm to negotiate a contract. If negotiations still fail, the SSI shall repeat the process for the next-in-rank Service Providers/ Consulting Firms until the negotiation is successfully completed.

11. Award of Contract

- 11.1 The contract might be awarded first through a notice of award.

12. Confidentiality

Information relating to the evaluation of proposals and recommendations concerning awards shall not be disclosed to the Service Provider/ Consulting Firm who submitted Proposals or to other persons not officially concerned with the process. The undue use by any Service Provider/ Consulting Firm of confidential information related to the process may result in the rejection of its Proposal and may be subject to the provisions of SSI's anti-fraud and corruption policy.