

## General Instructions to Bidders

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### General

#### *Scope of Bid*

- 1.1 Sustainable Energy for All (SEforALL) issues these Bidding Documents for the consultancy services as specified in the Terms of Reference (TOR).
- 1.2 SEforALL invites bidders to submit bids for all required services.

#### *Eligible Bidders*

- 1.3 In order to be eligible for this project, the bidder(s) must:
  - 1.3.1 Submit a copy of their Certificate of Incorporation.
  - 1.3.2 Submit a copy of their bank account details (of a commercial bank eligible to receive international transactions) and an official letter from their bank certifying the details.
  - 1.3.3 Submit the Statement of Confirmation.
  - 1.3.4 Submit Audited Financial Statements for the last 2-3 years.
  - 1.3.5 Submit a copy of their gender policy.
- 1.4 Bidders shall provide such evidence of their continued eligibility satisfactory to SEforALL, as SEforALL shall reasonably request.

### Contents of Bidding Documents

#### *Sections of Bidding Documents*

- 1.5 The Bidding Documents refer to all documents provided to the interested bidders to facilitate them in the preparation of their bids.
- 1.6 SEforALL is not responsible for the completeness of the Bidding Documents and any addenda if they were not obtained directly from SEforALL.
- 1.7 The bidder is expected to examine all instructions, terms, and specifications in the Bidding Documents. Failure to furnish all information or documentation required by the Bidding Documents may result in the rejection of the bid.

#### *Amendment of Bidding Documents*

- 1.8 At any time prior to the deadline for submission of bids, SEforALL may amend the Bidding Documents by issuing an addendum.
- 1.9 Any addendum issued shall be part of the Bidding Documents and shall be communicated in writing on SEforALL procurement's webpage.
- 1.10 To give prospective bidders reasonable time in which to take an addendum into account in preparing their bids, SEforALL may, at its sole discretion, extend the deadline for the submission of bids.

#### *Clarification/ Question on Bidding Documents*

- 1.11 Bidders may contact SEforALL at [procurement@seforall.org](mailto:procurement@seforall.org) in case of any questions and/or queries.

## Preparation of Bids

### *Cost of Bidding*

- 1.12 The bidder shall bear all costs associated with the preparation and submission of its bid, and SEforALL shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

### *Language of Bid*

- 1.13 The bid, as well as all correspondence and documents relating to the bid exchanged by the bidder and SEforALL, shall be written in English.

### *Contents of Bid*

- 1.14 The bid should include at a minimum a technical and a financial proposal, in addition to any necessary supporting documents. The technical proposal should include, at a minimum, responses, and information relevant to those topics referenced in the TOR file.
- 1.15 Technical and Financial proposals are meant to be submitted as *separate* documents following in either PDF or PPT format.
- 1.16 The bid should also clearly include disclosure and explain any potential conflicts of interest.

### *Currencies of Bid*

- 1.17 The bidder shall quote all prices in USD.

### *Bid Prices*

- 1.18 Bids shall present prices as a single quote. (i.e., budget) Bidders are encouraged to provide a budget breakdown for each country and workstream. Bidders are also instructed to share a quote inclusive of all and any taxes, and delineate the applicable tax rate.

### *Submission of Bids*

- 1.19 Bids should be submitted to SEforALL in electronic format (PDF file) via e-mail to [procurement@seforall.org](mailto:procurement@seforall.org). Hand-written submissions are not eligible.

### *Deadline for Submission of Bids*

- 1.20 The deadline for submissions of bids is **1 July 2024, 17:00 CEST (UTC +2)**.
- 1.21 SEforALL may, at its sole discretion, extend the deadline for the submission of bids, in which case all rights and obligations of SEforALL and bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.
- 1.22 Any bid submitted after the deadline will automatically be rejected unless otherwise noted by SEforALL.

## Evaluation and Comparison of Bids

### *Confidentiality*

- 1.23 Any effort by a bidder to influence SEforALL in the examination, evaluation and comparison of the bids or contract award decisions may result in the rejection of its bid.

### **Clarification of Bids**

- 1.24 To assist in the examination, evaluation, and comparison of the bids, SEforALL may, at its discretion, ask any bidder for clarifications of their bid.

### **Preliminary Examination of Bids**

- 1.25 SEforALL may examine the bids to confirm that all documents and technical documentation requested have been provided, and to determine the completeness of each document submitted. If any of the requested documents or information is missing, SEforALL may reject the bid.

### **Evaluation and Comparison of Bids**

- 1.26 SEforALL shall evaluate each bid that has been determined, up to this stage of the evaluation, to be complete.
- 1.27 To evaluate a bid, SEforALL will follow the guidelines and criteria set forth in the TOR.
- 1.28 SEforALL reserves the right to evaluate bids with the possible assistance of external assessors.

### **SEforALL's Right to Accept Any Bid, and to Reject Any or All Bids**

- 1.29 SEforALL reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to bidders.

### **Award of Contract**

#### **Award Criteria**

- 1.30 SEforALL shall award a contract to the bidder whose offer has been determined to have the highest score, provided further that the bidder passes SEforALL Eligibility Criteria. SEforALL will award one contract to a single bidder or consortium, but reserves the right to award additional contracts if the work so requires.

#### **SEforALL's Right to Vary Quantities at Time of Award**

- 1.31 At the time the contract is awarded, SEforALL reserves the right to change the Scope of Work originally specified in the TOR.

#### **Contract**

- 1.32 The contract will be a fixed price contract denominated in USD.
- 1.33 Terms of payment at SEforALL follow a deliverable-based framework. The breakdown of the milestones-payments will be communicated to the selected firm.