

**Switzerland-Berne: Administrative development project services**

OJ S 96/2020 18/05/2020

Contract notice

Services

**Legal Basis:**

Directive 2014/24/EU

**Section I: Contracting authority**

---

**I.1. Name and addresses**

Official name: Federal Department of Foreign Affairs FDFA Swiss Development Agency SDC  
Section Quality Assurance and Poverty Reduction

Postal address: Freiburgstrasse 130

Town: Bern

NUTS code: CH0 Schweiz/Suisse/Svizzera

Postal code: 3003

Country: Switzerland

E-mail: [dezaqualitaetssicherung@eda.admin.ch](mailto:dezaqualitaetssicherung@eda.admin.ch)**Internet address(es):**Main address: <https://www.simap.ch>**I.3. Communication**

Access to the procurement documents is restricted. Further information can be obtained at:

[http://www.simap.ch/shabforms/servlet/Search?NOTICE\\_NR=1133773](http://www.simap.ch/shabforms/servlet/Search?NOTICE_NR=1133773)

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted to the following address:

Official name: Please do not open — BID Swiss Development Agency SDC Section Quality  
Assurance and Poverty Reduction

Postal address: Freiburgstrasse 130

Town: Bern

Postal code: 3003

Country: Switzerland

Contact person: Nils Rosemann

E-mail: [dezaqualitaetssicherung@eda.admin.ch](mailto:dezaqualitaetssicherung@eda.admin.ch)

NUTS code: CH0 Schweiz/Suisse/Svizzera

**Internet address(es):**Main address: <https://www.simap.ch>**I.4. Type of the contracting authority**

Ministry or any other national or federal authority, including their regional or local subdivisions

**I.5. Main activity**

General public services

**Section II: Object**

---

**II.1. Scope of the procurement****II.1.1. Title**

'Economic and Financial Analysis of SDC projects' for the period 1 November 2020 to 31 October 2025 (Lot 1: Processes to Improve the Overall SDC's Knowledge and Capacities to Implement EFA and Lot 2 the Backstopping Mandate for the Implementation of EFA)

**II.1.2. Main CPV code**

75112100 Administrative development project services

**II.1.3. Type of contract**

Services

**II.1.4. Short description**

The Swiss Development Agency (SDC) is a governmental agency part of the Swiss Federal Department of Foreign Affairs (FDFA), with head office in Bern. The section quality assurance and poverty reduction is responsible for results-based management (RBM) and quality assurance instruments. This tender process concerns a thematic and operational backstopping support mandate on economic and financial analysis of SDC's projects. The aim of the mandate is to provide thematic and operational support to SDC staff on the implementation of economic and financial analysis of SDC projects with a focus on cost-benefit analysis (CBA) and cost-effectiveness analysis (CEA). The mandate covers the period from 1 November 2020 to 31 October 2025 and is divided into two lots.

**II.1.5. Estimated total value**

**II.1.6. Information about lots**

This contract is divided into lots: yes

Tenders may be submitted for one lot only

**II.2. Description**

**II.2.1. Title**

Lot No: 1

**II.2.2. Additional CPV code(s)**

75112100 Administrative development project services

**II.2.3. Place of performance**

NUTS code: CH0 Schweiz/Suisse/Svizzera

**II.2.4. Description of the procurement**

Lot 1: Thematic support:

- 1) revision of the how to note on economic and financial analysis,
- 2) prepare an excel database of consultants,
- 3) training and learning.

**II.2.5. Award criteria**

Criteria below

Cost criterion - Name: AC 1: Qualifications of the bidders (proposed person(s) and organisation) / Weighting: 60 %

Cost criterion - Name: AC 2: Understanding of the mandate and framework contract and organisation of the backstopping team / Weighting: 20 %

Cost criterion - Name: AC 3: Financial offer / Weighting: 20 %

**II.2.6. Estimated value**

**II.2.7.**

## **Duration of the contract, framework agreement or dynamic purchasing system**

Start: 01/11/2020 End: 31/10/2025

This contract is subject to renewal: yes

Description of renewals:

The option of directly awarding follow-up mandates is reserved.

### **II.2.10. Information about variants**

Variants will be accepted: yes

### **II.2.11. Information about options**

Options: no

### **II.2.13. Information about European Union funds**

The procurement is related to a project and/or programme financed by European Union funds:

no

### **II.2.14. Additional information**

#### **II.2. Description**

##### **II.2.1. Title**

Lot No: 2

##### **II.2.2. Additional CPV code(s)**

75112100 Administrative development project services

##### **II.2.3. Place of performance**

NUTS code: CH0 Schweiz/Suisse/Svizzera

##### **II.2.4. Description of the procurement**

Lot 2: Operational support:

1) Backstopping/support to SDC representations and projects implementers for the implementation of financial and economic analyses of SDC projects.

##### **II.2.5. Award criteria**

Criteria below

Cost criterion - Name: AC 1: Qualifications of the bidders (proposed person(s) and organisation) / Weighting: 60 %

Cost criterion - Name: AC 2: Understanding of the mandate and framework contract and organisation of the backstopping team / Weighting: 20 %

Cost criterion - Name: AC 3: Financial offer / Weighting: 20 %

##### **II.2.6. Estimated value**

##### **II.2.7. Duration of the contract, framework agreement or dynamic purchasing system**

Start: 01/11/2020 End: 31/10/2025

This contract is subject to renewal: yes

Description of renewals:

The option of directly awarding follow-up mandates is reserved.

### **II.2.10. Information about variants**

Variants will be accepted: yes

### **II.2.11. Information about options**

Options: no

### **II.2.13. Information about European Union funds**

The procurement is related to a project and/or programme financed by European Union funds:  
no

### **II.2.14. Additional information**

## **Section III: Legal, economic, financial and technical information**

---

### **III.1. Conditions for participation**

#### **III.1.2. Economic and financial standing**

Selection criteria as stated in the procurement documents

#### **III.1.3. Technical and professional ability**

Selection criteria as stated in the procurement documents

## **Section IV: Procedure**

---

### **IV.1. Description**

#### **IV.1.1. Type of procedure**

Open procedure

#### **IV.1.3. Information about a framework agreement or a dynamic purchasing system**

#### **IV.1.8. Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: no

### **IV.2. Administrative information**

#### **IV.2.2. Time limit for receipt of tenders or requests to participate**

Date: 15/07/2020

#### **IV.2.3. Estimated date of dispatch of invitations to tender or to participate to selected candidates**

#### **IV.2.4. Languages in which tenders or requests to participate may be submitted**

English

#### **IV.2.7. Conditions for opening of tenders**

Date: 22/07/2020 Local time: 23:59

Information about authorised persons and opening procedure: The bids are not opened publicly. In accordance with PPO Art. 8 para. 1d, the contracting authority safeguards the confidential character of all information provided by the bidder. The information to be published after the award of the mandate and the information to be disclosed in the framework of the PPA Art. 23 para. 2 and 3 remain subject to reservation.

## **Section VI: Complementary information**

---

### **VI.1. Information about recurrence**

This is a recurrent procurement: no

### **VI.3. Additional information**

Partial offers are permitted.

Conditions for countries not party to the WTO agreement: none.

Terms of business: general terms and conditions of business (GTC) of the Swiss Federal Department of Foreign Affairs (FDFA) for Mandates (Type A for employed persons and Type B for legal persons and institutions). These general conditions of business (GTC) shall be deemed accepted by the contractor on submission of the offer.

Negotiations: remain reserved.

Basic procedural principles: the contracting authority awards public contracts for services provided in Switzerland only to bidders who ensure compliance with the health and safety regulations and employment conditions for employees, as well as equal pay for women and men. If the service is provided outside Switzerland, the participant must ensure at least compliance with the International Labour Organisation's fundamental conventions in accordance with Annex 2a PPO. The self-declaration form 'Compliance with working conditions, workplace health and safety regulations and requirement of equal pay for men and women: declaration by the supplier' has to be signed and is to be submitted with the participant application.

Additional information: the option of directly awarding follow-up mandates is reserved.

Procedures for appeal: the tender proceeds in accordance with section 3 of the Federal Ordinance on Public Procurement (PPO). There is no right of appeal.

Deadline/remarks: bids contain all documentation in accordance with section 5 structure and content of the bid and are to be submitted in a sealed envelope as follows:

(a) one original signed hard copy labelled 'Original';

(b) one signed copies labelled, 'Signed Copy';

(c) one data storage device (e.g. CD, DVD or Memory Stick) of all requested documents.

Alternative for submission of offers due to exceptional situation of Covid-19: due to the exceptional situation of Covid-19 the bidders can by way of exception submit the bid by email only. In this case bidders send the bid (format pdf) to [dezaqualitaetssicherung@eda.admin.ch](mailto:dezaqualitaetssicherung@eda.admin.ch) by 15 July 2020 12.00 midnight CET. Bids received late cannot be taken into consideration.

They will be returned to the bidder. The email must mention 'Economic and Financial Analysis of SDC projects' for the period 1 November 2020 to 31 October 2025' in the reference line.

And bidders must confirm in the email the binding force of the bid. The receipt of the bids submitted via email will be acknowledged via email on 17 July 2020.

Remarks (Desired deadline for questions in written form): no information is given by telephone.

Any questions must be addressed by 5 June 2020 in the forum space on [www.simap.ch](http://www.simap.ch) in anonymised form (i.e. without disclosing any information that could reveal the identity of the questioner). Questions submitted late cannot be answered. The answers are published on SIMAP by 12 June 2020. Bidders are themselves responsible for downloading the answers from SIMAP and for taking them into consideration in the preparation of their bids.

National reference publication: Simap of 15 May 2020, doc. 1133773

Desired deadline for questions in written form: 5 June 2020

Documents of the invitation to tender are available from 15 May 2020 until 15 July 2020.

Conditions for obtaining the tendering documentation: the documentation on the public call to tender for the project mentioned can be downloaded from the platform [www.simap.ch](http://www.simap.ch) under: running procedures, confederation, invitations to tender. In order to do so, you first have to register in the mentioned project. You will then be able to log in and use the password that you will have been sent by email to download the documentation desired.

#### **VI.4. Procedures for review**

##### **VI.4.1. Review body**

Official name: Bundesverwaltungsgericht

Postal address: Postfach

Town: St Gallen

Postal code: 9023

Country: Switzerland

**VI.5. Date of dispatch of this notice**

15/05/2020