**Annex- Selection process guidance**

**BHA/USAID Funded Grant**

**Agreement No. 720BHA23GR00027**

1. **Required documents**

This call is part of a negotiated procurement procedure with open competition. All interested bidders are welcome to submit the required documents as specified in this call before the deadline for submission. Bidders shall provide as a minimum the following documents / information in English:

• **Cover letter**

• **The CV of the proposed evaluator/s** (Please include information about the educational background, expertise and experience in relation to the scope of the evaluation and the geographical location)

• In case of an evaluation team, please share **team composition**, the evaluation lead and portfolios of the team members

• **A technical proposal** including the methodology proposed

• **A detailed timetable**/**workplan** and thereby a confirmation that such services can be provided within the time frame indicated (September-October 2024)

**• Proof of experience** of previous assignments in evaluations

• Detailed **financial proposal** in USD

• **Disclosure if sub-contracting** is envisioned, including confirmation that bidder is fully responsible for all sub-contractors

• **Proof of valid registration** of the bidder (according to the country of establishment of the consultant/firm, may be: legal status, registration certificate, tax registration certificate, tax clearance certificate, trading licence, etc.)

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| Legal authorization for commercial activities in the country, delivered by the relevant ministry | Mandatory |
| Certificate of tax situation of previous year | Mandatory |
| Copy of identity card of company owner and legal representative | Mandatory |
| Stamp and sign all the paper for tender | Mandatory |
| Bank account with the name of the company1 | Mandatory |

• **bank account** needs to be under the company name not the owner of the company any bank account come with personal information will not be acceptable and the offer will be rejected.

Note: all payment will be by bank transfer no cash or cheque will be use to do the payment.

1. **selection of the winning bid**

All bids will be assessed with the following criteria and weighting: Price (35%), Experience on evaluations in Afghanistan (30%), Proposed methodology (25%), Workplan & timeframe (10%).

After the assessment of the bids according to the point system, PUI reserves the right to negotiate with those with the highest points. If deemed necessary, online meetings will be set up with those bidders with the highest points, or additional examples of previous work will be requested. PUI is not obliged to accept the lowest price.

1. **SUBMISSION OF APPLICATIONS**

Applications should be sent via email to [tender@premiere-urgence-afg.org](mailto:tender@premiere-urgence-afg.org) before 18th Aug 2024 - 1600 Kabul time . Please mention the EXTERNAL EVALUATION / BHA PROJECT as the subject of your email.

**Clarifications:** All questions shall be submitted by e-mail to [tender@premiere-urgence-afg.org](mailto:tender@premiere-urgence-afg.org) and the general tender email address EXTERNAL EVALUATION- QUESTIONS. Deadline for questions is 13th Aug 2024.

**Amendment or withdrawal of bids:** Tenderers may amend or withdraw their bids by written notification before the closing date for submission of bids. No amendments may be made to bids after this date. Withdrawals shall be firm and final and will terminate any participation in the tendering process.

**Costs of preparing bids:** None of the costs incurred by tenderers in preparing and submitting their bids shall be reimbursable.

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| **Step** | **Date** |
| Call for Quotations | 1st /Aug/2024 |
| Start collecting documents of participation | 13th /Aug/2024 |
| Deadline for requesting an information | 13th /Aug/2024 |
| **Deadline for submitting offers** | 18th /Aug/2024 |
| Public offers opening session | 20th /Aug/2024 |
| Contract award (except if unsuccessful procedure) | 27th /Aug/2024 |
| Contract signature | 1st /Sep/2024 |