

Procurement of Services

Date : November 3, 2014



Request for Proposal (RfP)

- [Request for Proposal \(RfP\) for Implementing Katalyst's Capitalisation strategy of promoting Inclusive Market Development through academia](#)
- [Terms of Reference \(ToR\) for Implementing Katalyst's Capitalisation strategy of promoting Inclusive Market Development through academia](#)

Budget Template

- [Request for Proposal \(RfP\) for implementing market development interventions related to "Promotion of Balanced Application of Fertiliser through relevant government channels."](#)

Type	Method
Quality Cost Based (QCB):	<p>This procedure will require that the selection criteria be divided into two parts: Technical (80% of the total possible score) and Financial (20% of the total possible score), with a minimum score set for the technical part. The minimum technical score may vary from contract to contract, as circumstances require, but should be at least 55 points out of the possible 80 points (i.e. 55% of 80%).</p> <p>Co-facilitators and Sector Intervention Partners follow this selection method except where single sourcing can be justified as per the rules contained in our Project Manual. Individual Consultants, Support Suppliers, and other Administrative Purchases may follow this selection method where appropriate.</p>
Quality Based:	<p>In circumstances involving highly complex or specialised goods and services, or for safety and security reasons, it may be necessary for the Technical proposal to represent up to 100% of the total possible score.</p>

Cost Based: In circumstances involving routine purchases of low value, it may be appropriate for the Financial Proposal element to represent up to 100% of the total possible score.

• **Selection:**

The key criterion is that the proposal selected demonstrates that the organisation can best meet Katalyst's requirements, as outlined in the RfP, with a balance of financial and technical criteria i.e. is the best 'value for money'.

• **Notification of Unsuccessful Tenderers:**

Those that have not been selected will be notified, by the Administration Department, of their status in writing or e-mail, or by phone once the winning organisation is selected. The whole process of selection will be appropriately documented for future reference.

• **Repetition or Cancellation:**

If no sufficiently suitable bids are found, the Evaluation Panel has the discretion to go through the whole process again, or enter into direct negotiations with a preferred bidder from among the qualifying organisations. Katalyst has the right to cancel a bidding process, accept or reject bids without notifying any reasons to the bidders. It also has the right to ask one or more of the bidding organisations to resubmit and/or revise its proposal if it deems fit.

Pre-Contract Negotiations:

The Evaluation Panel may only negotiate directly with the chosen supplier once the choice of supplier is made. A written record of all such pre-contract negotiations should be made and should be provided to the Procurement Officer.

Contract Amendments:

To reflect changes in the contract, which may include changes in agreed activities, time required and/or the budgeted amount, a contract may be amended, based on mutual agreement between Katalyst and the contracting party. This may be done only where the likely cost of the amendment adds no more than 20% of the total budget of the original contract (and such cost amendment can be undertaken two consecutive times only), and there is not a substantial change in the nature of the services to be provided.

General issues:

Tenderers must refrain from pre-discussion of the contents of any such selection criteria or interview plan or confer any other unfair advantage on any other tenderer involved in this procurement process.

The selected candidate will be contractually obliged to abide by the Swisscontact Code of Conduct.

Katalyst reserves the right to invite additional bidders to participate in an announced

tender, exclude one or more bidders from consideration, extend the deadline for submitting bids, or cancel any tender procedure.

Other Information

Competitive Open Tender: A procurement notice, i.e. Request for Proposal, RfP, or Expression of Interest, EoI, is published in one or more national newspaper(s) and on the project website, and any qualifying organisation is able to submit an Expression of Interest or a Proposal.

Competitive Closed Tender: Katalyst may approach a minimum of three known qualifying organisations with a request to submit an Expression of Interest or Proposal.

Katalyst will also maintain a list of organisations that have been excluded from collaboration with Katalyst. Organisations can be excluded at any point in time with immediate effect following the approval of the General Manager.

Single Sourcing: Single sourcing may only be used in circumstances where:

- Katalyst can identify only one qualifying organisation or expert individual consultant (for example, the organisation holds knowledge of an earlier intervention in a sector and such knowledge is crucial for the effective and efficient implementation of other interventions); or,
- the delay associated with organising a competitive tender would be seriously detrimental to the efficient management of the project or a specific activity; or,
- a particular brand is specifically required and only one distributor is available in Bangladesh. In these restricted circumstances, Katalyst may negotiate the supply of goods or services directly with a single organisation or consultant.