****

**COMMONWEALTH SECRETARIAT**

**MARLBOROUGH HOUSE, PALL MALL, LONDON SW1Y 5HX**

***IN STRICT COMMERCIAL CONFIDENCE***

**Invitation to Tender**

**For the provision of Consultancy Services to Produce A Report on Digital Prosperity in the Commonwealth**

**May 2019**

|  |  |
| --- | --- |
| **Reference Number:** | **468-2019** |
|  |  |
| **Return Date:** | **Noon on May 24th 2019** |
|  |  |
| **Contract Award:**  | **July 2019** |
|  |  |
| **Contact Email:** | **Procurement@commonwealth.int** |

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# Introduction

The Commonwealth Secretariat (The Secretariat) is an international organisation established by Agreed Memorandum, which is given privileges and immunities under the domestic law of the United Kingdom by the Commonwealth Secretariat Act 1966 (as amended by the International Organisations Act 2005). Under this legislation, the Secretariat is not subject to UK jurisdiction and enforcement.

This status has an impact on some of our standard terms and conditions. In particular, we draw your attention to our dispute resolution clause, which refers disputes to the exclusive jurisdiction of the Commonwealth Secretariat Arbitration Tribunal (CSAT). The 8 members of the Tribunal are selected by the Board of Governors and come from Commonwealth member countries. Information about CSAT, including its governing statute and procedure are available on its website at <http://thecommonwealth.org/tribunal>.

The Secretariat implements decisions agreed by Heads of Government and Ministers through advocacy, consensus–building, information sharing, analysis, technical assistance, capacity-building, and advice on policy development.

# Purpose

The purpose of this tender is to find and appoint a suitable supplier for the provision of consultancy services to the Commonwealth Secretariat. The appointed supplier shall be awarded a contract that will be effective for 12 weeks.

See Specification in Section 7 for details on the services required.

# Instructions to Bidders

This is a one stage tender process with a written submission to this Invitation to Tender (ITT) followed by bidder clarifications, if required. Bidders will be scored following the first stage and if required bidders may be asked to attend a clarification of their tender meeting.

Bidders must submit all documents as set out in Part1 – Part 5 no later than the return date.

The tender documents are to be returned by email (NOTE files attached must not be more than 10MB per email) to the Commonwealth Secretariat.

Email: Procurement@commonwealth.int

All queries must be in writing via the email address above.

Following all stages of the tender process, the bid received that is deemed the most economically advantageous tender (MEAT) shall be awarded the contract based on the evaluation weightings below.

# Evaluation Weightings

**Quality 60%**

**Price 40%**

The lowest price bid shall be awarded the full points, all other bids shall be awarded a percentage from the benchmark. E.g. (lowest price/other bid)\*weighting = Score.

# Tender Timeline

Please note the following timeline may be subject to change if required.

|  |  |
| --- | --- |
| **Activity**  | **Date** |
| ITT published online | May 7 |
| Deadline for questions to be submitted to the Secretariat by | Noon on May 13 |
| Deadline for Secretariat to provide answers to clarification questions received  | 5PM May 17 |
| Deadline for Return of completed ITT to the Commonwealth by | Noon on May 24  |
| Internal evaluation process | May 28 – June 7 |
| Bidder clarifications sessions (if required) | **w**/c June 10th |
| Notification of un-successful bidders and Debriefing of un-successful bidders by | June 14st |
| Contractual discussions with successful bidder | w/c June 17 |
| Contract Award and Contract Mobilisation by | w/c July 1 |

# Information for Bidders

* Unless indicated otherwise, all prices should be quoted in Pounds Sterling. Prices quoted should exclude VAT but must indicate clearly where VAT is applicable and where items might be zero-rated.
* The bidder must ensure that they have all the information required for the preparation of the tender submission and that they are satisfied about the correct interpretation of terminology used in this documentation. The bidder must also ensure that they are fully conversant with the nature and extent of the obligations should the tender be accepted.
* Tenders are to be valid for a minimum of 120 days from the closing date for the submission of the tenders.
* The Commonwealth Secretariat reserves the right to cancel the tender at any time during the process and not to award a contract as a result of this procurement.
* Bidders shall bear all costs in completing a tender submission.
* Bidders shall not disclose details of the ITT to third parties without prior agreement from an authorised officer of the Commonwealth Scretariat.
* Bidders are required to submit transparent pricing with no hidden costs or charges.
* The Secretariat will carry out an evaluation of the tender bids using the weighted criteria method as described. Following both stages the Secretariat will select a preferred bidder which will be taken forward to contract award. The Secretariat reserves the right to appoint a reserve preferred bidder which the Secretariat would take forward to contract award if any contract negotiations with the preferred bidder are unsuccessful.

By taking part in this tender all bidders commit to the following:

* Bidders certify that they have not canvassed or solicited any officer or employee of the Secretariat in connection with this tender submission and that no person employed or acting on behalf of the bidder has done any such act.
* Bidders will not canvas or solicit any officer or employee of the Secretariat in connection with this tender submission.
* Bidders confirm that they shall automatically be subject to termination on grounds of misrepresentation and failure of duty to disclose.

# Specification of requirements

7.1 General Background

The Trade, Oceans and Natural Resources Directorate (TONRD) is one of the three Directorates of the Commonwealth Secretariat. The Directorate brings together work in Trade Policy, Competitiveness, Hub and Spokes and ‘Oceans and Natural Resources. TONRD is responsible for delivering on two strategic outcomes:

* Effective policy mechanisms for increased trade, increased access to trade, employment and business growth and
* Sustainable development of marine, other natural resources, including blue economies.

A significant part of the Directorate’s work is of a consultancy and advisory nature, delivered through a combination of in-house and external expertise.

TONRD also houses the Hub and Spokes II Programme which is a joint programme of the Secretariat of the Africa, Caribbean and Pacific (ACP) Group, the European Union, the Commonwealth Secretariat and the Organisation Internationale de la Francophonie (OIF). The Hub & Spokes II programme is an innovative Aid for Trade initiative, helping to enhance trade development capacity in the Africa, Caribbean and Pacific (ACP) group of states.

7.2 Context of this Project

At the 2018 Commonwealth Heads of Government Meeting, the Commonwealth adopted the Declaration on the Commonwealth Connectivity Agenda for Trade and Investment (CCA). The CCA is a major new member-state led initiative to grow intra-Commonwealth trade and investment to US$2 Trillion by 2030 and promote expanded investment with the goal of supporting global growth, creating employment, and knowledge exchange among Commonwealth members.

The CCA focusses on 6 clusters of work; physical connectivity to reduce physical barriers to trade; digital connectivity to enable all members to take advantage of the opportunities presented by digital transformation; regulatory connectivity to reduce regulatory barriers to trade; business to business connectivity to ensure the views of businesses are captured; supply side connectivity to encourage the participation of all members in global value chains and inclusive and sustainable trade addressing women’s economic empowerment and youth unemployment as a cross-cutting issue.

7.3 Objective of this Assignment

Exponential growth in new technologies and in flows of data are spearheading a digital transformation of the global economy. Advances in digital technologies are influencing the nature, scale, scope and speed of production and other economic activities. The expansion of the digital economy, on the back of the exponential growth of the internet and advances in information technology, is opening up new opportunities for digital trade and modifying the means of commerce in the 21st century. Countries around the world are rapidly moving on to digital modes of doing business.

There is strong evidence to suggest digitalisation is an important conduit to economic growth and international trade. According to a World Bank Study[[1]](#footnote-1) on the “Economic Impact of Broadband”, a 10% increase in broadband penetration resulted in a 1.38% increase in growth in developing countries and a marginally lower (1.21%) increase in developed countries.

The concept of digitalisation is broad and all encompassing. The genre and impact of digitalisation is cross cutting as well as specific. For example, digital trade and e-commerce are extremely broad and range from online transactions, to the purchase and sale of traditional goods and services, to the production and sale of increasingly advanced digital products or the use of digitally enabled platforms and the sharing economy. Digitalisation is also increasingly a feature in agriculture, manufacturing and services sectors globally. It has transformed business models across continents. The effect of digitalisation also has a bearing on the role of governments and institutions in instigating new regulations and policies. Furthermore, sustainable and inclusive trade and development is also affected by digitalisation and digital transformation.

Deeper analysis of the benefits, risks and implications of digitalisation for Commonwealth countries is required, particularly in the context of potential opportunities to harness the digital dividend as well as growing concerns over the digital divide and risks of job losses and exclusion from the digital economy for the 53 Commonwealth member countries. Despite several publications on digitalisation, no study has focused specifically on Commonwealth member countries.

To this end, a study on the “Digital Prosperity for A Connected Commonwealth” will be undertaken to assist members to better understand the state of digitalisation across the Commonwealth, unpack ways to address the challenges posed by digital transformation and explore opportunities to harness the benefits of digitalisation to boost intra-Commonwealth trade and investment.

The findings of the study will reflect on policy implications which will aid Commonwealth members as they engage in the Commonwealth Connectivity Agenda, as mandated by Commonwealth Heads of Government at the Commonwealth Heads of Government Meeting in April 2018.

7.4 Work to be carried out/Services to be rendered.

The contracted supplier will produce a draft of the **Digital Prosperity for A Connected Commonwealth**.

The study will assess the current context and future challenges and opportunities for digital transformation and its implications for the nature and operation of value chains in the Commonwealth. It will focus on a wide array of different aspects of the digital economy, digital trends and new digital value chains. It will also undertake empirical analysis of digitalisation and its impact on the agriculture, manufacturing and services sectors. In addition, it will highlight conducive digital regulations, examine appropriate policies for the digital economy and assess the infrastructure required for Commonwealth countries to support digital transformation. The insights gathered through the study will be used to develop recommendations to guide the future work of Commonwealth members.

An outline of the core focus areas of the study, organised into chapters, is provided below.

* Executive Summary
* Chapter 1: Digital Transformation: State of Play
* Chapter 2: Rethinking National Trade Policy for Digital Prosperity
* Chapter 3: Digital Skills and the Future of Work
* Chapter 4: Unlocking Investment for Digital Infrastructure
* Chapter 5: Promoting Regulatory Co-operation and Coherence
* Chapter 6: Building Inclusive and Sustainable Digital Economies
* Chapter 7: Digital Prosperity for Development: Policy Recommendations

**Chapter 1: Digital Transformation: State of Play**

Chapter 1 will have three sub-sections: (i) Overview of global trends in digital transformation and developments in the digital economy, (ii) Progress towards digital transformation in Commonwealth member countries and (iii) The changing nature and operation of value chains in the digital age.

The first sub-section will provide an overview of global trends in digital transformation, drawing on the latest available data to track trends over the last five years. The data on digital trends will cover, but not be limited to, exports, imports, trade flows, product-specific data, infrastructure connectivity index, e-commerce and retail trade. This section will provide a snapshot of how digital transformation has taken place globally. Thereafter, in sub-section 2 of Chapter 1, the link will be made to how digital transformation has progressed in Commonwealth member countries. Comparison across different regions vis-à-vis the rest of the world will be provided to enable members to assess the opportunities and challenges stemming from digital transformation.

The chapter will enable policy makers from different Commonwealth member countries to understand the extent of digital progress within Commonwealth economies and undertake comparisons that will help to inform the development of digital strategies nationally and within the Commonwealth. Sub-section 3 will draw on the previous sections and provide an overview of how digitalisation is changing the nature and operation of global value chains, and the implications of these changes for trade and investment policymaking.

**Chapter 2: Rethinking National Trade Policy for Digital Prosperity**

This chapter will begin with an overview of how the increasing prominence of data – both in terms of stocks and flows – is expected to affect production and consumption in the digital age. It will examine the role of data as a building block for new and increasingly digitalised value chains.

The chapter will then outline the features of these new digital value chains. It will assess how digitalisation and data are shortening value chains, consolidating supply chains, enhancing the ability of firms to access markets, reducing the cost of doing business and lowering trade barriers (while also potentially creating new types of barriers to trade), changing the nature of skills requirements and ways of doing business, altering the sequencing of production and consumption, and transforming the roles and influence of producers and consumers.

The analysis will then assess the implications of these changes for the agriculture, manufacturing and services sectors in Commonwealth countries. This will include an analysis of the impact of different elements of digitalisation – such as the internet of things, cloud computing and automation, artificial intelligence – on value chain integration within and across these sectors in Commonwealth countries.

The final sub-section will include at least three case studies (presented in short boxes) of how the agriculture, manufacturing and/or services sectors are being transformed in specific Commonwealth member countries through digitalisation and the use of data. The Chapter will outline the policy implications of the integration, value and use of data as a stock and flow in digital value chains and how the use of data as a policyinstrument should dictate the future trade policies of Commonwealth member countries.

**Chapter 3: Digital Skills and the Future of Work**

This chapter will provide empirical analysis of the changes in employment patterns and shifts in resource allocation (labour and capital) across Commonwealth member countries resulting from digitalisation and technological disruptions. The empirical analysis will include an assessment of the “digital skills gap” loss to the gross domestic product of Commonwealth member countries. The analysis will provide clear policy implications for the future of the Commonwealth in relation to trade creation/diversion as a result of artificial intelligence and other advanced technologies. The analysis will also include a discussion of the opportunities and challenges for Commonwealth member countries.

**Chapter 4: Unlocking Investment for Digital Infrastructure**

This chapter will provide an overview of digital infrastructure in Commonwealth countries, including in relation to the concept of “smart cities”. The Chapter will discuss the importance of digital infrastructure as an enabler of digital trade and the efficient operation of new digital value chains (highlighted in Chapter 2). In this context, it will also highlight pertinent deficiencies in digital infrastructure among Commonwealth member countries. In doing so, the Chapter will discuss the underpinning regulatory and governance frameworks in relation to digitalisation and digital infrastructure including those in relation to trade and investment within Commonwealth member countries. The analysis will be useful in providing policy recommendations for the Digital and Physical Connectivity Cluster on how (and where) to improve digital infrastructure in Commonwealth countries.

**Chapter 5: Building Trust to Promote Regulatory Co-operation and Coherence**

This chapter will provide an overview of the role that international regulatory co-operation can play in supporting the development of the digital economy within Commonwealth member countries. The chapter will further discuss the synergy between building trust in data protection, good regulatory practice. and competition among Commonwealth members. The discussions will include country case studies from at least three Commonwealth members. The chapter will also include an assessment of the opportunities and challenges for developing GRP and propose policy options for Commonwealth countries to improve the regulatory environments for the digital era. The analysis will be useful in supporting the work of the Regulatory Connectivity Cluster.

**Chapter 6: Building Inclusive and Sustainable Digital Economies**

This chapter will look at the necessity for digitisation to take into account the new realities related to inclusive and sustainable development. The first part of the chapter will provide an overview of digitalisation and its impact on inclusive trade and development amongst Commonwealth member countries, including the likely effects on women and youth empowerment. The analysis will include country case studies from at least two Commonwealth member countries.

The second part of this chapter will provide an overview of digitalisation and its impact on sustainable trade and development for Commonwealth member countries. The context of sustainable trade and development should be discussed in relation to the green and blue economies in the Commonwealth. The discussions will include country case studies from at least two Commonwealth member countries.

**Chapter 7: Digital Prosperity for Development: Policy Recommendations**

This chapter will discuss the ‘policy recommendations for harnessing the benefits and addressing the challenges associated with digital transformation in the Commonwealth.

7.5 Timings

7.5.1 Foreseen Duration

|  |  |
| --- | --- |
| First draft to be submitted by consultants for review by the Commonwealth Secretariat | **19 August 2019** |
| Final submission with modifications after comments from the Commonwealth Secretariat | **30 August 2019** |

The consultants are expected to work with the Commonwealth Secretariat iteratively during the report writing to meet the requisite deadlines.

7.6 Format of Submission

The study is to be submitted electronically in MS Word format, with excel sheets containing data used for illustrations where relevant. The consultant must deliver the study and all publishable deliverables in full compliance with the corporate visual identity of the Commonwealth Secretariat using the format to be provided by the Secretariat.

**Tender Submission Documents (ref 468-2019)**

*Note - Bidders must complete and return all tender submission documents below:*

**Part 1 – Bidder Details**

**Part 2 – Suitability Assessment Questions (with ethics form attached)**

**Part 3 – Technical Questionnaire (3A and 3B)**

**Part 4 – Pricing**

Part 1 – Bidder Details

Please provide details relating to your registered offices, legal status and date of incorporation.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Company Name* |  |  | *Company Registration Number* |   |
| *Company Address* |  |  | *Date of incorporation* |  |
| *Post Code* |  |  |  |  |
|  |  |  |  |  |
| *Contact Name* |  |  | *Job* *Title* |  |
| *Telephone* |  |  | *Email* |  |
|  |
| In the event of utilising a third party, on your behalf for any part of the services, please provide the full details of the secondary supplier: |
|
| *Company Name* |  |  | *Duration of working relationship,* |  |
| *Company Address*  |  |  | *Reason for use* |  |
| *Post Code* |  |  |  |
|  |
| Please provide audited annual turnover for the past three years: |
|
|  | Previous year | Year 2 | Year 3 |
| Annual Turnover | £ | £ | £ |
|  |  |  |  |
| Please provide the contact details of two reference clients. The referees will not be contacted until the final stage of the tender process. Please provide references from similar international organisations or public sector bodies if possible.Please note, the successful bidder will be checked for their Equifax Credit Score. Should the bidder fail the credit score, the Secretariat will be entitled to commence negotiations with the second preferred bidder subject to that bidder having passed the Equifax Credit Score and so forth. |
|  |
|  | *Reference 1* | *Reference 2* |
| *Company Name*  |  |  |
| *Company Address*  |  |  |
| *Post Code* |  |  |
| *Telephone* |  |  |
| *Email* |  |  |

Part 2 - Suitability Assessment Questions

**Grounds for Exclusion**

You will be excluded from the tender process if there is evidence of convictions relating to specific criminal offences including, but not limited to, bribery, corruption, conspiracy, terrorism, fraud and money laundering, or if you have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security obligations.

1. Within the past five years, has your organisation (or any member of your proposed consortium, if applicable), Directors or Partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?

|  |  |  |
| --- | --- | --- |
| **Please Mark ‘X’ In The Relevant Box** | **Yes** | **No** |
| 1. Conspiracy as defined by the legislative or judicial bodies in your jurisdiction.
 |  |  |
| 1. Corruption as defined by the legislative or judicial bodies in your jurisdiction.
 |  |  |
| 1. Bribery as defined by the legislative or judicial bodies in your jurisdiction.
 |  |  |
| 1. The offence of cheating the Revenue as defined by the legislative or judicial bodies in your jurisdiction.
 |  |  |
| 1. The offence of conspiracy to defraud as defined by the legislative or judicial bodies in your jurisdiction.
 |  |  |
| 1. Fraud as defined by the legislative or judicial bodies in your jurisdiction.
 |  |  |
| 1. Theft as defined by the legislative or judicial bodies in your jurisdiction.
 |  |  |
| 1. Fraudulent trading as defined by the legislative or judicial bodies in your jurisdiction.
 |   |  |
| 1. Fraudulent evasion as defined by the legislative or judicial bodies in your jurisdiction.
 |  |  |
| 1. Destroying, defacing or concealing of documents or procuring the execution of a valuable security as defined by the legislative or judicial bodies in your jurisdiction.
 |  |  |
| 1. The possession of articles for use in frauds as defined by the legislative or judicial bodies in your jurisdiction.
 |  |  |
| 1. Any offence considered to be Counter Terrorism as defined by the legislative or judicial bodies in your jurisdiction.
 |  |  |
| 1. Money laundering as defined by the legislative or judicial bodies in your jurisdiction.
 |  |  |
| 1. Any Sexual Offences as defined by the legislative or judicial bodies in your jurisdiction.
 |  |  |
| 1. Drug trafficking as defined by the legislative or judicial bodies in your jurisdiction.
 |  |  |

1. Within the past three years, please indicate if any of the following situations have applied, or currently apply, to your organisation.

|  |  |  |
| --- | --- | --- |
| **Please Mark ‘X’ In The Relevant Box** | **Yes** | **No** |
| 1. your organisation is bankrupt or is the subject of insolvency or winding-up proceedings, where your assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State;
 |  |  |
| 1. your organisation is guilty of grave professional misconduct, which renders its integrity questionable;
 |  |  |
| 1. your organisation has entered into agreements with other economic operators aimed at distorting competition;
 |  |  |
| 1. the prior involvement of your organisation in the preparation of the procurement procedure has resulted in a distortion of competition;
 |  |  |
| 1. your organisation has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions.
 |  |  |

1. Employment and Human Rights

For organisations working outside of the UK please refer to equivalent legislation in the country that you are located. Please delete ‘Yes’ / ‘No’ as applicable.

|  |  |  |
| --- | --- | --- |
| (a) | In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)? | Yes/No |
| (b) | In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds or alleged unlawful discrimination? *If you have answered “yes” to one or both of the questions, please provide, as a separate Appendix, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.**If the investigation upheld the complaint against your organisation, please use the Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring. You may be excluded if you are unable to demonstrate to The Commonwealth’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.* | Yes/No |
| (c) | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | Yes/No/NA |

1. Environmental Legislation

For organisations working outside of the UK please refer to equivalent legislation in the country that you are located. Please delete ‘Yes’ / ‘No’ as applicable.

|  |  |  |
| --- | --- | --- |
| (a) | Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)? *If your answer to this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served. The Secretariat will not select bidders that have been prosecuted or served notice under environmental legislation in the last 3 years, unless The Commonwealth is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.* | Yes/No  |
| (b) | If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation? | Yes/No/NA  |

1. Health and Safety legislation

For organisations working outside of the UK please refer to equivalent legislation in the country that you are located. Please delete ‘Yes’ / ‘No’ as applicable.

|  |  |  |
| --- | --- | --- |
| (a) | Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements. | Yes/No |
| (b) | Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years? *If your answer to this question was “Yes”, please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result. The Secretariat will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to The Commonwealth’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.*  | Yes/No  |
| (c) | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | Yes/No/NA |

1. Terms and Conditions

Please delete ‘Yes’ / ‘No’ as applicable.

|  |  |  |
| --- | --- | --- |
| (a) | Please confirm that your organisation agrees to the Commonwealth Secretariat’s standard terms and conditions (Appendix 1). If not, please state reasons: | Yes/No  |

1. Legal comments table

By submitting a response, the bidder is agreeing to be bound by the terms of this ITT and the Contract save as in relation to those areas of the Contract specifically highlighted below. As such, if the terms of the Commonwealth Secretariat Standard Terms and Conditions renders proposals in the bidder’s response unworkable, the bidder must submit full details of the unworkable/unacceptable provisions within the Standard Terms and Conditions by completing the Legal Comments Table below.

|  |  |  |
| --- | --- | --- |
| **Clause/Paragraph /Schedule** | **Summary of Issue** | **Suggested Revisions** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Code of Ethics

Please delete ‘Yes’ / ‘No’ as applicable.

|  |  |  |
| --- | --- | --- |
| (a) | Please confirm that your organisation agrees to and has signed, dated and attached the Code of Ethics (Appendix 2)  | Yes/No  |

Part 3 – Technical Questionnaire

**3A – Minimum Requirements**

Pelase delete ‘Yes’ / ‘No’ as applicable.

|  |  |  |
| --- | --- | --- |
| **Question No.** | **Question** | **Answer** |
| A1 | Does your firm have a track record of delivering reports for the use of government policymakers? | Yes/No |
| A2 | Does your firm have a track record of delivering reports/studies on economic topics for regional or international organsiations? | Yes/No |
| A3 | Have your firm previously delivered consultancy services in **at least 3** of the following 4 regions:AfricaAsiaCaribbean Pacific | Yes/No |

If you have answered ‘No’ to any of the minimum requirements in section 3A above then do not proceed with this tender as you do not fullfil our mininum requirements to bid. If you answered ‘Yes’, please continue and complete the sections below.

**3B – Technical Questions**

The following scoring mechansim will be used to score each question in this section:

|  |  |
| --- | --- |
| Score | Description |
| 0 | Does not meet the specification or has not responded to the question |
| 1 | Low Fit – Meets most of the specification, but is missing in areas |
| 2 | Fit – Meets the specification as required |
| 3 | Good Fit – Meets all of the specification well and exceeds expectations in some areas |
| 4 | Excellent Fit – Exceeds expectations in most or all areas |

* The questions below are worth 60% of the total score. The indiviudal question weightings are set out in the weighting column.
* The following formula will be applied for each question:
	+ Points Scored ÷ Points Available × % weighting
	+ The scores for each of the questions will be added to give a total Technical/Quality Score
* Unanswered questions or sections that are left blank shall be awarded a 0.

Please answer all questions in the spaces provided. Please do not attached documents or appendices.

|  |  |  |
| --- | --- | --- |
| **Question No.**  | **Question** | **Weighting** |
| B1 | Analytical Methodology: Tenderers are to describe the proposed methodology for undertaking the analysis specified in the specifications requirement. Not to exceed 2,000 words | 30% |
| Insert your answer here |
| B2 | Data Gathering Methodology: Tenderers are to describe the proposed methodology of data gathering to provide for as wide a coverage of Commonwealth countries as possible. Max number of words: Not to exceed 1,000 words | 20% |
| Insert your answer here |
| B3 | Team Management: Tenderers are to describe the composition and organisation of the team proposed to ensure maximum efficiency in terms of the costs, speed, flexibility, language capacity and quality of the services requested. Max number of words: Not to exceed 1,000 words | 10% |
| Insert your answer here |

Part 4 – Pricing

Transparent pricing must be submitted with no hidden costs. Pricing and cost must be broken down to the different elements of the service and must include all expenses. Please provide pricing exactly as set out below:

Bidders are expected (within their financial proposal) to provide a full breakdown of the number of experts/number of days (total and per expert) needed to complete the assignment.

|  |  |  |  |
| --- | --- | --- | --- |
| Name/Level (Junior, Senior etc.)  | Day Rate (ex VAT) | No of Days | Total (ex VAT)GBP |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total Net (ex VAT) Cost Of Quotation (A) |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Total Cost Of VAT (if Applicable) (B) |  |  |
| **Total Cost Of Quotation** incl VAT (A+B=C) |  |  |

Payments are expected to be made on successful completion of the assignment and 30 days after submission of a valid invoice.

If you have an alternative payment schedule you would like to propose for this project please provide details below:

|  |  |
| --- | --- |
| % | Due: |
| % | Due: |
| % | Due:  |

Part 5 – Clarifications of tenders

Following the evaluation of the Suitability Questions, Technical Questionnaire and Pricing, the bidders may be invited to take part in a clarification session with the evaluation panel. This session, if required, will be used to clarify the bid received and will not be scored separately. The clarifications received will then be used to finalise the overall scoring of the bid.

|  |  |
| --- | --- |
| Please confirm your availability/willingness to take part in a clarification session of your bid at your own expense on the estimated dates specified in the Tender Timeline (Section 5). A meeting, if required, would be conducted at the Secretariat’s offices at Marlborough House, Pall Mall, London and should take no longer than a maximum of two hours. | Yes/No  |

Appendices

**Appendix 1 - General Terms and Conditions**



[Download](http://thecommonwealth.org/sites/default/files/inline/CommonwealthSecretariatTermsandConditionsContract.pdf%22%20%5Ct%20%22_blank)

**Appendix 2 - Code of Ethics**

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[Download](http://www.thecommonwealth.org/sites/default/files/inline/CodeEthicsApril2016.pdf)

1. Refer to Qiang, Christine Zhen-Wei and Rossotto, Carlo M. 2009. Economic Impact of Broadband.” In Extending Reach and Increasing Impact, IBRD and World Bank, Washington, DC. [↑](#footnote-ref-1)