****

**COMMONWEALTH SECRETARIAT**

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

***IN STRICT COMMERCIAL CONFIDENCE***

**For the provision of a needs assessment and scoping study to how public procurement can be a driver of innovation in the Commonwealth**

|  |  |
| --- | --- |
| **Project Reference Name/ Number:** | **Public procurement as a driver for innovation in the Commonwealth** |
|  |  |
| **Return Date:** | **1700 (BST) 9 January 2022** |
|  |  |
| **Contract Award:** | **mid January 2022** |
|  |  |
| **Contact Email:** | **innovation@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 request for a quote (RFQ) is to find and appoint a suitable consultant to examine how innovative approaches to public procurement, including through greater digitalisation, can support and strengthen sustainable development in Commonwealth countries and help them address challenges like climate change, while also delivering higher cost savings and efficiency gains to governments. The appointed consultant shall be awarded a contract that will be effective for up to a maximum of four months.

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

# Instructions to Bidders

This is a one stage RFQ process with a written submission to this RFQ 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 Quote meeting.

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

The Quote documents are to be returned by email (NOTE files attached must not be more than 35MB per email) to the Commonwealth Secretariat.

Email: [innovation@commonwealth.int](mailto:innovation@commonwealth.int)

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

Following all stages of the Quote 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 70%**

**Price 30%**

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.

# Quote Timeline

Please note, that the following timeline is **an estimate** and may change at short notice.

|  |  |
| --- | --- |
| **Activity** | **Date** |
| Request for quote (RFQ) issued | 7 December 2021 |
| Clarification questions to be submitted by bidders by | 4 January 2022 |
| Secretariat’s response to clarification questions which must be anonymised for onward circulation will be circulated confidentially to all by: | 6 January 2022 |
| Quotes submission closing date | 9January 2022 |
| Evaluation process duration (including any clarification meetings) | w/c 10th January 2022 |
| Services Start Date w/c | mid January 2022 |
| Final deliverables/ final presentations and final invoice to be submitted to the Secretariat by: | Latest early May 2022 |

# 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 Quote 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 Quote be accepted.
* Quotes are to be valid for a minimum of **90 days** from the closing date for the submission of the Quotes.
* The Commonwealth Secretariat reserves the right to cancel the RFQ 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 quotation submission.
* Bidders shall not disclose details of the RFQ 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 quotes using the weighted criteria method as described in this document. Following all 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 request for quotes 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 Quote 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 Quote submission.
* Bidders confirm that they shall automatically be subject to termination on grounds of misrepresentation and failure of duty to disclose.

# Specification of requirements

**Background and Introduction**

Public procurement is a fundamental, crucial component of democratic governance, poverty reduction, and sustainable development.[[1]](#footnote-1) Public procurement accounts for a large share of economic activity in all Commonwealth countries and represents about 15-20% of GDP for the Developed countries.[[2]](#footnote-2) According to the World Bank, public procurement in many developing countries also represents approximately 15-22% of GDP and amounted to 12% of global GDP in 2018 or approximately [$11 trillion](https://blogs.worldbank.org/developmenttalk/how-large-public-procurement) annually[[3]](#footnote-3). By comparison, global venture capital funding is [estimated at](https://home.kpmg/xx/en/home/media/press-releases/2021/01/future-looks-bright-as-global-venture-capital-funding-soars-to-usd-300-b.html) around $300 billion. Yet while there is growing [appreciation](https://climatetechvc.org/) of the role of VC investment in supporting the development of emerging technology to address climate change, [green public procurement](https://ec.europa.eu/environment/gpp/index_en.htm) (GPP)—investing government purchasing power in environmentally friendly public goods, services, and works—is [far less understood or discussed.](https://www.nature.com/articles/s41558-020-00971-x?utm_source=feedburner&utm_medium=feed&utm_campaign=Feed%3A+nclimate%2Frss%2Faop+%28Nature+Climate+Change+-+AOP%29#Abs1)

Public procurement is a strategic instrument and lever for achieving government policy goals. Governments’ buying power provides a strong lever for promoting more responsible production and consumption of goods and services, which in turn, promotes sustainable growth, ensures value for money, and helps governments meet commitments under the 2030 Agenda for Sustainable Development, notably Goal 12 (Sustainable Consumption and Production Patterns).[[4]](#footnote-4),[[5]](#footnote-5)

An environmental scan shows that individual member states have independent approaches to implementing the public procurement principles and practices, and they are at different levels of e-procurement capability. There exists a gap in the Commonwealth for collaborative or centrally available Procurement information/resource portal for the benefit of Member States and for advertising cross border procurement opportunities.

The Commonwealth Secretariat is the primary inter-governmental organisation for the Commonwealth of Nations, a voluntary association of 54 sovereign Member States. The Commonwealth has a global network and it is more than the sum of any of its constituent parts. The needs assessment and scoping study intends to map the Commonwealth’s public procurement ecosystem and its potential to drive sustainable development, provide critical insights about existing procurement systems available to Commonwealth countries and the value of a Commonwealth public procurement platform in terms of potential savings and efficiency gains, thereby ensuring better value for money for Commonwealth Member States. For instance, bulk procurement opportunities, particularly for small states, can increase buying power, distribution networks, economies of scale, and reduce the administrative burden.

**SCOPE, PURPOSE AND USERS OF THE REVIEW REPORT**

This study is being commissioned by the Commonwealth Secretariat to:

1. Examine how public procurement can be used as a policy instrument for supporting sustainable development, the achievement of the Sustainable Development Goals including efforts to reduce inequality and green the economy
   1. This would include an environmental scan of global policies and their effectiveness to which pursue carbon reduction commitments and supply chain procurement requirements which can bolster sustainable development efforts
2. Examine how the Commonwealth and governments can make use of technology to make procurement more efficient
3. Map existing procurement ecosystem for a diverse subset of Commonwealth countries and estimate based in available data the collective spend by Governments in Commonwealth countries in public procurement
4. Identify procurement needs in a diverse subset of Commonwealth countries and the potential for cross border procurement opportunities
5. Evaluate the enabling environment (policies, regulatory, government capacity etc.) for e-procurement
6. Identify the opportunities, value proposition, barriers and challenges in the development of a pooled procurement platform / resource / portal for Commonwealth countries

**8 List for Deliverables/Payment schedule:**

*Payment 1 – 50%*

* *Submission of draft review/review outline based on research analysis and consultations.*

*(submission deadline: by end of 8th week)*

*Payment 2 – 50%*

*Submission of final review by end of April/early May. Please note that this payment will be paid upon approval of the quality of the review. (submission of invoice deadline: by early June)*

**9 Contract Management**

The review is being managed by the Innovation and Partnerships team of the Secretariat’s Strategy Portfolio and Partnerships, Digital Division. The successful consultant will report to the Head of Innovation and Partnerships, Abhik Sen.

Specific arrangements for contract management will be as follows:

* Prior to the contract commencing it will be necessary for the successful consultant to be set up with account information in order to receive payments. The successful consultant will be responsible for completing all required tasks to support the Commonwealth Secretariat in this process.
* An introductory meeting with Innovation and Partnerships team
* Weekly catch ups with the Innovation Officer
* The Innovation Officer will support the processing of invoices.

Conflicts of interest:

* The Supplier shall establish and maintain appropriate business standards, procedures and controls including those necessary to avoid any real or apparent impropriety or to prevent any action or conditions which could result in conflict with the Secretariat’s best interests.
* If either Party becomes aware of any actual or possible conflict between the interests of the Secretariat and the Supplier, it shall notify the other Party as soon as reasonably possible and the Parties shall meet to discuss the Conflict and shall: (i) use all reasonable endeavours to find ways to eliminate or minimise the risk of the Conflict; and (ii) take such steps as may be agreed to remove or avoid the cause of the Conflict.

**10 Monitoring/ Reporting requirements**

* Participation in an introductory meeting
* Inception Report including an outline of the purpose of the report, timelines of agreed deliverables; SMART KPIs, document review and methodology.
* Regular meetings with the Innovation and Partnerships team and other relevant ComSec colleagues will be expected to provide updates on progress.
* Discussion with key ComSec colleagues following submission of the drafts of the review.
* Presentation of the review to senior representatives of the Commonwealth.

**11 Proposed Methodology**

The researcher/reviewer will include the following in their approach:

To support this work, the consultant will undertake the following tasks (non-exhaustive) under the supervision of the Innovation and Partnerships team:

1. Conduct a horizon scan of the wider procurement environment in a diverse subset of Commonwealth counties: such as identifying and reviewing literature, identifying main features of the e-procurement at a regional and international leave, SWOT analysis in different country contexts.
2. Conduct stakeholder consultations and assess Member States appetite, expectations and user requirements
3. Identification of Priority Procurement Needs and a Focal Sector: including identifying and analysing procurement needs of a range of countries, priority areas and selecting key focal areas/sectors
4. Conducting benefits and value proposition analysis: including opportunities to strengthen procurement capabilities, value of a coordinated and supportive procurement infrastructure, benefits of capacity building, and analysis of barriers/challenges and the enabling environment
5. Recommendations for development of a pooled procurement platform / resource / portal for Commonwealth countries: analyse capacity requirements, enabling factors, local vs international procurement, propose project/programme concepts/ideas for implementation and funding including collaboration at the regional level/international level (e.g. Caribbean community and DFID on modernization of procurement)

**12 Skills and experience**

**Education:**

* Advanced university degree in one or more of the following disciplines: public procurement, economics, international relations or development policy, organisational studies and development, education, learning and training, social sciences or related area.

**Experience:**

* Substantive knowledge and experience in undertaking studies, reviews, evaluations and critical research, particularly for multilateral organisations;
* Good understanding of procurement, innovation, digitisation, digital transformation, and the digital economy (spanning, for example, e-commerce, information and communications technology policies, innovation, digital infrastructure). This would be reflected in peer-reviewed publications or technical reports for national, regional or international organisations.
* Familiarity with the Commonwealth and the role of intergovernmental organisations in international development and diplomacy would be desirable
* Experience in performing analysis and developing policy recommendations
* Experience with drafting reports and producing policy guidelines documents
* Knowledge of the LDC (Least Developed Countries) context is an advantage
* Experience in working with government officials and stakeholders from academia, private sector and the civil society is an advantage
* Previous experience of undertaking consultancy assignments for the Commonwealth Secretariat and / or other international orgs is an advantage

**Language skills:**

* Excellent communication skills, both spoken and written English, including experience in the production of clear and concise reports for international/inter-governmental institutions, and delivery of messages to a diverse audience.

**13 Evaluation criteria**

Quotes will be assessed based on the evaluation criteria set forth in this document.

**14 Payments**

Payments will be made in line with the schedule of deliverables outlined in this document and upon successful completion of the milestones, upon receipt of the Secretariat’s written approval of all agreed deliverables and upon submission of a compliant invoice. All invoices will be sent to [innovation@commonwealth.int](mailto:innovation@commonwealth.int)

**Quote Submission Documents**

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

**Part 1 – Bidder Details**

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

**Part 3 – Technical Questionnaire**

**Part 4 – Pricing**

Part 1 – Bidder Details

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

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Individual/ Company Name/Trading Name* |  | | |  | *Company/Sole Trader Registration Number* | |  | | |
| *Correspondence Address* |  | | |  | *Date of incorporation* | |  | | |
| *Post code* |  | | |  | *Company/Sole Trader Registered Address* | |  | | |
|  |  | | |  |  | |  | | |
| *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 consultant: | | | | | | | | | |
|
| *Company Name* |  | | |  | *Duration of working relationship,* | |  | | |
| *Company Registered Address & Registration Number* |  | | |  | *Reason for use* | |  | | |
| *Post Code* |  | | |  |  | | |
|  | | | | | | | | | |
| If available, please provide audited annual turnover for the past two years or state, within your response the reasons why you can not (if applicable) and list any alternative means of proving your financial viability/stability: | | | | | | | | | |
|
|  | Annual | | Previous Year | | | | | Year 2 | |
|  | Turnover: | | £ | | | | | £ | |
|  |  | |  | | | | | |  |
| Please note, the successful bidder may also 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.  Please provide the contact details of two professional reference clients for whom you have delivered similar type of services as herewith requested. The referees will not be contacted until the final stage of the Quote process. Please provide references from similar international organisations or public sector bodies if possible. | | | | | | | | | |
|  | | | | | | | | | |
|  | | *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 Quote 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, have you/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. | s | x |
| 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 you/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. Insurance requirements [pass/fail]

The appointed consultant/service provider may be required to maintain appropriate levels of insurance in a number of areas and supply copies of relevant policies as appropriate. Please complete the enclosed table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Area | Level of cover expected | Level of cover currently held | Level of cover to be provided | Further details/limitations in liability cap incl. amounts |
| Public liability | £10m\* |  |  |  |
| Employer’s liability | £5m\*\* |  |  |  |
| Professional Indemnity | £1m |  |  |  |

\*Will not apply

\*\*Only necessary if applying as a team/corporate entity.

Please **note** that the insurance cover detailed above needs to be in place before activities commence in pursuance of the services required and will not be considered as part of the costs under the contract between the Secretariat and the selected consultant.

1. Terms and Conditions

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

|  |  |  |
| --- | --- | --- |
| (a) | Please confirm that you (if a Sole Trader)/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 RFQ 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** |
|  |  |  |
|  |  |  |
|  |  |  |
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|  |  |  |

1. Code of Ethics [pass/fail]

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

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

Part 3 – Technical Questionnaire

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

|  |  |
| --- | --- |
| **Using a 0 – 5 scoring system:** | |
| **0** | **Unacceptable Response** – No information provided or response does not address the requirement. |
| **1** | **Poor response** – The response contains material omissions and / or is supported by limited evidence / examples. Concerns that the organisation does not have the potential to deliver / that they have failed to meet a reasonable standard. |
| **2** | **Fair response** – There is adequate detail / supporting examples giving a reasonable level of confidence in the Tenderer’s experience and ability. The Tenderer appears to have the potential to deliver as required / has met a reasonable standard and there are only minor concerns about the Tenderer’s experience |
| **3** | **Good Response** – The level of detail / supporting examples gives a high level of confidence in the Tenderer’s experience and ability. The Tenderer clearly has the potential to deliver and / or has clearly met an acceptable standard. |
| **4** | **Excellent Response** – A comprehensive well evidenced submission, clearly demonstrating expertise and knowledge incorporating some value-added benefits attributes & other points of innovation. The bid is deemed to offer little risk and fully captures the understanding of the steps involved to deliver aspects of the service which can be related to the question posed, giving a high level of confidence in the Tenderer’s experience and ability. |
| **5** | **Exceptional Response** – A comprehensive and exceptionally evidenced submission that substantially exceeds the expectations of the requirement and offers significant additional benefits. Submission clearly demonstrates exceptional expertise and knowledge incorporating value added benefits/ & other points of innovation. The bid is deemed to offer well identified risks and a mitigation of these put forward and fully captures the understanding of the steps involved to deliver all the aspects of the service and is directly relatable to the question posed, giving an exceptionally high level of confidence in the Tenderer’s experience and ability. |

* The questions below are worth **70%** of the total score. The individual 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.

**In addition, please also attach a copy of your most recent Curriculum Vitea (CV). Please include the CV of all members if acting as a company / consortium.**

|  |  |  |
| --- | --- | --- |
| **Question No.** | **Question** | **Weighting** |
| 1 | Advanced University degree in a relevant field as indicated in the Secretariat’s Specification of requirements | 5% |
| Insert your answer here | | |
| 2 | Specialist expertise  As indicated in the Specification of requirements section, please provide evidence of:   * Substantive knowledge and experience in undertaking studies, reviews, evaluations and critical research, particularly for multilateral organisations; | 10% |
| Insert your answer here | | |
| 3a | Experience:  As indicated in the Specification of requirements section, please provide evidence of:   * Good understanding of procurement, innovation, digitisation, digital transformation, and the digital economy (spanning, for example, e-commerce, information and communications technology policies, innovation, digital infrastructure). This would be reflected in peer-reviewed publications or technical reports for national, regional or international organisations | 10% |
| Insert your answer here | | |
| 3b | * Please elaborate with the help of examples and data to demonstrate how and why you / your organisation is well suited to undertake this consultancy assignment. | 20% |
| Insert your answer here | | |
| 3c | * Familiarity with the Commonwealth and the role of intergovernmental organisations in international development and diplomacy (would be desirable) | 5% |
| Insert your answer here | | |
| 4 | * Describe how you would go about this project and ensure its successful delivery. | 20% |
| 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.

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.

The maximum daily fee rates can not normally exceed £500 inc VAT (gross) though if applicable please itemise any applicable VAT separately in your quote.

Please provide pricing exactly as set out below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name/Level (Junior, Senior etc.) | | Day Rate (ex VAT) | No of Days | Total (ex VAT)  GBP |
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| Total Cost Of VAT (if Applicable) (C) |  |  |
| **Total Cost Of Quotation** incl VAT (A+B+C=D) |  |  |

Payments will be made upon successful completion of the milestones described in the specification of requirements, upon receipt of the Secretariat’s written approval of all agreed deliverables and upon submission of a compliant invoice. All invoices will be sent to contract manager: [innovation@commonwealth.int](mailto:partnerships@commonwealth.int)

Part 5 – Clarifications of bids

Following the evaluation of the Suitability Questionnaire, 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.

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| 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 Quote Timeline (Section 5). A meeting, if required, would be conducted remotely or 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**

[](http://thecommonwealth.org/sites/default/files/inline/CommonwealthSecretariatTermsandConditionsContract.pdf)

[Download](http://thecommonwealth.org/sites/default/files/inline/CommonwealthSecretariatTermsandConditionsContract.pdf" \t "_blank)

**Appendix 2 - Code of Ethics**

<https://thecommonwealth.org/sites/default/files/inline/CODE-OF-ETHICS-Nov19.pdf>

**Appendix 3 – List of Commonwealth Organisations**



1. [Procurement for Development (worldbank.org)](https://www.worldbank.org/en/topic/procurement-for-development) [↑](#footnote-ref-1)
2. [GovernmentProcurementTPP1008.pdf (thecommonwealth.org)](https://thecommonwealth.org/sites/default/files/inline/GovernmentProcurementTPP1008.pdf) [↑](#footnote-ref-2)
3. [How large is public procurement? (worldbank.org)](https://blogs.worldbank.org/developmenttalk/how-large-public-procurement) [↑](#footnote-ref-3)
4. [Public Procurement – Supporting Responsible Business Conduct | Integrating Responsible Business Conduct in Public Procurement | OECD iLibrary (oecd-ilibrary.org)](https://www.oecd-ilibrary.org/sites/ebdf2788-en/index.html?itemId=/content/component/ebdf2788-en#chapter-d1e291) [↑](#footnote-ref-4)
5. [Sustainable Procurement Tools (ungm.org)](https://www.ungm.org/Shared/KnowledgeCenter/Pages/PT_SUST#:~:text=Procurement%20is%20called%20sustainable%20when%20it%20integrates%20requirements%2C,of%20products%20and%20services%20and%20ultimately%20optimizing%20costs.) [↑](#footnote-ref-5)