



Embassy of Sweden

Lusaka

Call-off Inquiry Renewed Competitive Tendering

Contracting authority:	Embassy name Dep/Unit Address
Reference number:	State the reference number
Contact person:	Name of the responsible program officer/buyer
Call-off within the framework agreement:	Specify which framework agreement area the call-off inquiry will be in
Last date to submit a call-off response:	State the last date to submit a call-off response (time frames are often specified in each framework agreement)
Send the call-off response:	State e-mail or address
The tender shall be valid until:	90 days from the last date to tender
Evaluation method	The economically most advantageous tender

General information

Write a general description of the buyer, reasons for the call-off and the goal of the call-off/delivery terms (or enclose ToR)

Type here

Specification of the assignment/Service

Description of the assignment/service (or enclose ToR)

Type here

Time-plan

Specify when the assignment/service shall commence and when it ends (or enclose ToR).

Type here

Evaluation of call-off responses

State below how the evaluation of the call-off responses will be carried out and which criteria will be used.

Type here

The call-off response shall include following:

1. Suggested personnel for the assignment, and short explanation of suggested persons suitability for the assignment
2. Short description of how the assignment will be designed and implemented (Method);
3. Time-plan and costs for the assignment.

Sida will use the following criteria for choosing the best proposal.

Evaluation criteria for this call-off are:

The points and criteria below are examples, these should be adjusted for each specific call-off. Also, look in the specific framework agreement and/or the call of instruction for the framework agreement that may have predefined criteria. If applicable, add the criterion Measures to limit travel (environmental considerations).

	Criteria	Max point/criteria
1.	Team-leaders suitability	25
2.	Other personnel's suitability	15
3.	Appropriate method	15
4.	Organisation of the assignment	10
5.	Appropriate Time-plan	5
	Total max point technical criteria	70

The scale of grades that will be used when assessing the criteria (except price evaluation) are:

<p>The number of points that can be awarded under each of the technical evaluation criteria. For example, if a maximum of 20 points can be awarded for a given criterion, "Good" will mean $0.8 \times 20 = 16$ points. (In the evaluation, the levels (in %) will have fixed values, which means that there will be no intermediate values).</p>	<p>Poor¹ Not entirely satisfactory² Satisfactory³ Good⁴ Very Good⁵</p>	<p>0 % 40 % 60 % 80 % 100 %</p>
<p>Minimum score to proceed to price-evaluation</p>	<p>The call-off response must achieve a minimum of <45> points as a condition for further price evaluation</p>	

1. Price-Evaluation

Price will be assessed according to the following model:

The call-off response that submitted the lowest call-off price achieves maximal price points. The other call-off responses achieve points according to percentage difference between the individual call-off price and call-off with the lowest price.

Price point = (Lowest call-off price / Individual call-off price) * Max point price criterion

	Criterion	Max point/criterion
6.	Cost of the assignment	30
	Total max point price criterion	30

2. DECISION regarding contract award

All consultants that have submitted a call-off response will be informed of the decision regarding the contract awarded by email.

A call-off contract can at the earliest be signed when then 10 calendar days have passed, counting from the day after the decision of contract award was sent out to all consultants.

Enclosure 1: Terms of reference (enclosed if appropriate)

¹ Not addressed or not sufficient

² Sufficient in some aspects but not as a whole

³ Sufficient but lacks substantial advantages or has uneven quality

⁴ Adequate and well suited to the purpose

⁵ Gives added value and shows high quality on the whole