

ANKARA, 01/12/2021

Agence Française de Développement
(Fransız Kalkınma Ajansı)
Ankara İrtibat Bürosu
İran Caddesi Karum İş Merkezi E Asansörü,
6. Kat No: 444 06680, ANKARA

Contact Zeren Erik
Email erikz@afd.fr

Re: TENDER LETTER

Tender: Request for Proposal (RfP) Consultancy Services for Identification of Project Opportunities on Sustainable Water Management and Infrastructure in Turkey, Reference No: CTR 1104.C

Subject matter of the tender

AFD Turkey is hiring a Consultant to prepare an analytical and strategic report, which identifies the needs and priority actions required by Turkey to further sustainable policies and practices in the field of sustainable water management and infrastructure, and provides a gaps analysis vis-à-vis the EU and the UN policy framework.

The AFD invites interested consultants to submit a bid for the following services:

- Task 0. Methodology and Work Plan Meeting (kick-off)
- Task 1. Inception report and Decision on the Priority Areas
- Task 2. Lay out the current situation, institutional structures and policy-framework
- Task 3. Presentation of the international strategies, policy frameworks and level of implementation/engagement for Turkey
- Task 4. Synthesis on the Consultant's recommendations
- Task 5. Closure workshop, delivery of the final report and other outputs

Please refer to the attached files (RFP, TOR and financial proposal template) for details of the services to be supplied and application.

Your proposal must comply with the bid presentation requirements described in this tender and must include any additional information you consider to be relevant.



Conditions for sending, and deadline for submitting bids

Your bid must arrive via email by 16:00, 22 December 2021 the latest (use the standard Microsoft Office versions or equivalent) to erikz@afd.fr. Your electronic message must not exceed 20 MB. If it exceeds that size, please split your submission into multiple emails.

The bids shall be valid for 90 days from the bid submission deadline.

Presentation of applications and bids

Your bid, which must be drafted in English, must include the following items:

1. Application documents¹

- Information on the company's legal situation
- Appendix 1 - Statement of Integrity, Eligibility and Social and Environmental Responsibility
- Information on the company's economic and financial capacity:
 - o Declaration on the company's overall turnover and, where applicable, its turnover in respect of services that are the subject of this procurement procedure, for the last three available financial years, depending on when the company was established or when the economic operator commenced its operations, to the extent that information on such turnover amounts is available;
 - o Appropriate declaration from banks or, where appropriate, evidence of insurance against business risks;
- Information on professional references and the company's technical capabilities:
 - o List of the main similar services carried out in the last three years, stating the value, date and recipient of those services (public or private).
 - o Details of the educational and professional experience of the economic operator.

Description	Level ²
Declaration stating the tenderer's average annual head count and number of managers for each of the last three years;	
List of the main services carried out in the last three years, stating the value, date and recipient of those services (public or private). The services are evidenced by certificates from the recipient or, failing that, by a declaration from the economic operator;	

² Note: when the purchaser sets minimum capacity levels, they must be linked to and be proportionate to the subject matter of the contract or its performance conditions

<i>Description</i>	<i>Level²</i>
Evidence in respect of services carried out more than three years ago will be taken into account;	
Details of the educational and professional experience of the economic operator and/or the company's managers, and in particular those responsible for providing services or managing work of the same type as the work that is the subject of the contract;	
Declaration stating the tools, equipment and technical equipment available to the tenderer to carry out its obligations under the contract;	
Description of the technical equipment and measures implemented by the economic operator to ensure the quality of, and provide resources for, education and research at its company;	
Information on compliance with the employment obligation referred to in Article L.323-1 of the French Employment Code.	
Specific authorisation or evidence that the tenderer belongs to a specific organisation enabling it to provide the service in its country of origin;	
All documents relating to the powers of the person authorised to bind the company.	
Details of technicians or technical bodies, whether or not they are integrated into the tenderer, in particular those responsible for quality control;	
Details of the systems for managing and monitoring the supply chain that the candidate may use in performing the contract;	
Details of the environmental management measures that the candidate may apply in performing the contract;	

The selected tenderer must provide the following documents before the contract is awarded:

- Document(s) evidencing the powers of the person authorised to bind the company (K bis company extract, delegation of authority, articles of association, etc.) together with, for groups of economic operators, the authorisation granted to the representative by its co-contractors;
- a certificate issued by the competent authority or body proving that it has complied with its tax obligations in respect of year N-1;
- A certificate issued by the competent authority or body within the previous six months demonstrating that it is compliant with its social security obligations.

We hereby invite you to submit the documents listed above.

2. Bid documents

The tenders must follow the structure set out below:

A. Background:

A.1 - Understanding AFD's expectations

A.2- Introduction of the Applicant Institution; strengths and added value of your bid for this work

B. Detailed description of your bid:

B.1 - Detailed description of the content of the proposed steps with regards to the TASKS identified in the TOR (diagnosis, analyses, recommendations, etc.). **The Consultants should describe their methodology in the technical proposal TASK BY TASK as per the TOR.**

B.2 - Bodies and practical procedures for coordinating the engagement

B.4 - Detailed table of deliverables

B.5 - Overall calendar of the engagement

B.6- Detailed appendix

C. The Service Provider's references for carrying out similar tasks (detailed description of the service, contact information and names of the team members who took part in the work)

D. Presentation of the team who will work on this assignment:

D.1 - Composition of the team and distribution of responsibilities among its members; **mandays per team member per task should be explicitly inserted.**

D.2 - CVs of team members (3 pages maximum per team member). CVs should be adopted to the requirements of this call. **CVs that are not revised to highlight the relevant experience of the team members might cause under-assessment of expertise.**

E. Detailed financial proposal³ (based on the financial appendix attached hereto)

F. The draft contract with shaded areas completed

The answers to this tender must be simple, concise and must be in the required format.

³ All costs incurred by the service provider in preparing its proposal shall be borne by the service provider
gec-M0240 Low value invitation to tender letter v2



Evaluation criteria

Bids that are incomplete, delivered late or that do not meet the criteria imposed by the AFD shall be rejected.

Compliant bids will be judged and rated using the following weighted judgement criteria:

CRITERIA	WEIGHTING (%)
Proposed work plan, methodology and approach	40%
<i>Technical Approach and Methodology</i>	20%
<i>Work Plan</i>	10%
<i>Organization and Staffing</i>	10%
Suitability of the proposed CVs to deliver the assignment successfully	40%
<i>Project leader</i>	15%
<i>Senior experts</i>	13%
<i>Technical experts</i>	12%
Financial proposal	20%

After reviewing the bids, the AFD reserves the right to enter into negotiations with all candidates that submitted the most attractive bids based on the criteria and weighting defined above. The AFD also reserves the right to award the contract based on the initial bids, without negotiation.

Where applicable, as part of these negotiations, the selected tenderers may be invited as many times as necessary by the contracting authority, under strict conditions of equality, to clarify, supplement or modify their bid without making any material changes to the specifications. A tenderer that refuses to negotiate shall be deemed to have upheld its most recent bid. The AFD reserves the right to organise several rounds of negotiations with all selected candidates.

Requests for information

If you require any additional information, please contact us at the address shown at the top of this tender letter.

Answers to tenderers' questions shall be sent exclusively by e-mail.

Appendix 1 - Statement of Integrity, Eligibility and Social and Environmental Responsibility

This Call for proposal aims to:

Presentation of the candidate:

If the applicant is applying as one member of a consortium: (describe the consortium)

1. We hereby certify that neither we nor any other member of our joint venture or any of our subcontractors are in any of the following situations:
 - 1.1) being bankrupt, wound up or ceasing our activities, having our activities administered by the courts, having entered into receivership, reorganisation or being in any analogous situation arising from any similar procedure;
 - 1.2) having been convicted, within the past five years by decision of a court decision, which has the force of *res judicata* in the country where the project is implemented or of any other offense committed during the procurement or performance of a contract;
 - 1.3) being listed for financial sanctions by the United Nations, the European Union and/or France for the purposes of fight-against-terrorist financing or threat to international peace and security;
 - 1.4) having committed serious professional misconduct within the past five years during the procurement or performance of a contract;
 - 1.5) not having fulfilled our obligations regarding the payment of social security contributions or taxes in accordance with the legal provisions of either the country where we are established or the Contracting Authority's country;
 - 1.6) having been convicted, within the past five years by a court decision, which has the force of *res judicata*, of one of the acts mentioned in sections 5.1 to 5.4 below or of any other offense committed during the procurement or performance of an AFD-financed contract;
 - 1.7) being subject to an exclusion decision of the World Bank since 30 May 2012, and being listed on the website <http://www.worldbank.org/debarr>⁴;
 - 1.8) having committed misrepresentation in documentation requested by the Beneficiary as part of the contract procurement procedure.

⁴ In the event of such exclusion, you may attach to this Statement of Integrity supporting information showing that this exclusion is not relevant in the context of this AFD-financed contract.

2. In the case of a works or goods procurement procedure:
 - i. having prepared or having been associated with a consultant who prepared specifications, drawings, calculations and other documentation that are subject of the bid;
 - ii. having been recruited (or being proposed to be recruited) ourselves or any of our affiliates, to carry out works supervision or inspection for this contract;
3. If we are a government-owned entity, we certify that we have legal and financial autonomy and that we operate under commercial laws and regulations.
4. We undertake to bring to the attention of the Contracting Authority, which will inform AFD, any change in situation with regard to points 1 to 4 here above.
5. In the context of procurement and performance of the contract:
 - 5.1) We have not and we will not engage in any dishonest conduct (act or omission) deliberately intended to deceive others, to intentionally conceal items, to violate or vitiate someone's consent, to make them circumvent legal or regulatory requirements and/or to violate their internal rules in order to obtain illegitimate profit.
 - 5.2) We have not and we will not engage in any dishonest conduct (act or omission) contrary to our legal or regulatory obligations or our internal rules in order to obtain illegitimate profit.
 - 5.3) We have not promised, offered or given and we will not promise, offer or give, directly or indirectly to (i) any person who holds a legislative, executive, administrative or judicial mandate within the State of the Contracting Authority regardless of whether that person was nominated or elected, regardless of the permanent or temporary, paid or unpaid nature of the position and regardless of the hierarchical level the person occupies, (ii) any other person who performs a public function, including for a State institution or a State-owned company, or who provides a public service, or (iii) any other person defined as a public officer by the national laws of the Contracting Authority, an undue advantage of any kind, for himself or for another person or entity, for such public officer to act or refrain from acting in his official capacity.
 - 5.4) We have not promised, offered or given and we will not promise, offer or give, directly or indirectly to any private person who occupies an executive position in a private sector entity or works for such an entity, regardless of the nature of his/her capacity, any undue advantage of any kind, for himself or another person or entity for such private person to perform or refrain from performing any act in breach of its legal, contractual or professional obligations.
 - 5.5) We have not and we will not engage in any practice likely to influence the contract award process to the detriment of the Contracting Authority and, in particular, in any anti-competitive practice having for object or for effect to prevent, restrict or distort competition, namely by limiting access to the market or the free exercise of competition by other undertakings.
 - 5.6) Neither we nor any of the members of our joint venture or any of our subcontractors shall acquire or supply any equipment nor operate in any sectors under an embargo of the United Nations, the European Union or France.



5.7) We commit ourselves to comply with and ensure that all of our subcontractors comply with international environmental and labour standards, consistent with laws and regulations applicable in the country of implementation of the contract, including the fundamental conventions of the International Labour Organisation (ILO) and international environmental treaties,. Moreover, we shall implement environmental and social risks mitigation measures such as specified in the environmental and social management plan or, if appropriate, in the environmental and social impact assessment notice provided by the Contracting Authority.

6. We, as well as members of our joint venture and our subcontractors authorise AFD to inspect accounts, records and other documents relating to the procurement and performance of the Contract and to have them audited by auditors appointed by AFD.

Name: _____ In the capacity of _____

Signature: _____

Duly empowered to sign the proposal in the name and on behalf of⁵ _____

⁵ In case of joint venture, insert the name of the joint venture. The person who will sign the proposal on behalf of the members shall attach a power of attorney from all members.