TENDER INVITATION

For a Pillar Assessment of European Commission Pillar 4, 7, 8, and 9

GLOBAL WATER PARTNERSHIP ORGANISATION
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1. **Objective**
GWPO to be assessed against the European Commission’s Pillars (4) Grants, (7) Exclusion from access to funding, (8) Publication of information on recipients, and (9) Protection of personal data.
GWPO was assessed in 2016 against Pillars: Internal Control, Accounting, External Audit, Sub-Delegation, and Procurement.
The European Commission has added three compulsory Pillars (see 7-9 above). The Pillar Sub-Delegation has been discontinued and GWPO is requested to be assessed against the Pillar Grants.

1.1 **About the Global Water Partnership**
The Global Water Partnership Organisation (GWPO) is an intergovernmental organisation providing support the GWP Network. The GWP Network is an international action network created in 1996 to foster the implementation of integrated water resources management. The GWP Network includes government institutions, non-governmental organisations, academic and research institutions, private companies, and public sector service providers.

**Our Vision**
A water secure world.

**Our Mission**
To advance governance and management of water resources for sustainable and equitable development.

**Our Work**
We prioritise opportunities with key global or regional policy frameworks such as:
- Water solutions for the Sustainable Development Goals
- Climate resilience through water
- Transboundary water cooperation

**The GWP Organisation (GWPO)** was established in 2002 as an intergovernmental organisation in Sweden. It is managed by the Executive Secretary who is accountable to the Steering Committee (SC). The SC oversees policy and approves the work programme and budget. The SC and its Chair are appointed by the Sponsoring Partners, comprising the ten founding members of GWPO.

**The GWPO Secretariat** manages GWP’s finances and reports on funding received at the global level. It also helps with the exchange of knowledge and resources and ensures communication and coherence across the Network. The GWPO Secretariat is in Stockholm, Sweden. The Secretariat staff is currently 40 members recruited from all parts of the world. The staff is composed of administrative, operational, scientific, and technical positions.

More information can be found at www.gwp.org.
2. Instruction to Tenders

2.1 Procurement Procedure
This is a selective competitive procurement procedure. Invited bidders will submit a written tender offer and GWPO will subsequently enter into detailed discussions with one or more of the bidders. One supplier only may be awarded the assignment. It is important that all terms and conditions contained in the tender invitation are fully followed.

NOTE: GWPO as an inter-governmental organisation is not bound by the Swedish procurement act. This tender invitation does not obligate GWP to contract for the supply of any products or services.

2.1.1 Confirmation of Tender submission
The bidder is requested to confirm within 15 working days of the date of the tender invitation whether they are going to submit a tender or not. The confirmation is to be sent to procurement@gwp.org. Failure to confirm within this date may disqualify the bidder for consideration of its subsequent tender submission.

2.2 Content of Tender Offers
Bidders should offer services for the complete assignment as defined in the Terms of Reference.

All costs must be included in the tender offer. The costs are to be specified in Swedish kronor or Euro including specified VAT.

Please also take note of the evaluation criteria described below.

2.3 Submission of Tender offers
The tender offer shall be
⇒ submitted in English to procurement@gwp.org.
⇒ Complete with all relevant company names, address, contact persons and e-mail address, VAT-number (or other relevant tax registration number)
⇒ signed by authorised representative of the bidder
⇒ considered as confidential.
⇒ specifying an e-mail address of the supplier to which potential clarifications may be sent

By submitting a tender, the bidder confirms that the bidder:
• is registered in the professional and trade registers in the country where the supplier is based (certificate may be requested by GWPO).
• has not been convicted of any criminal offence and is, if requested, able to produce an extract from a legal register, or in the absence of such a register, a certificate issued by an authorized legal or administrative authority in the country of origin or in the country where the supplier is based, as means of proof.
is not in debt with either the tax authority or the enforcement service regarding the payment of any required taxes and/or social security contributions (certificate(s) may be requested by the GWPO where appropriate). VAT-number, if any, should be stated.

is, if requested, able to present adequate papers proving that they have not been convicted of any crime concerning the exercising of a profession, been the subject of a legal verdict or been found guilty of gross misconduct whilst providing a professional service.

is not bankrupt or currently the subject of bankruptcy proceeding, compulsory liquidation, compulsory management arrangement or accord. The bidder also confirms that they have not cancelled payments or been made the subject of a trading ban or any other similar arrangement

does not feature on the list of EU restrictive measures, which is published on the following website: www.sanctionsmap.eu.

has not been engaged in wrongful conduct such as fraud, corruption, money laundering, child labour, trafficking, etc.

The bidder also confirms that the company has the financial capacity, as well as the technical, quality assurance, research and development capacities and abilities for the assignment/fulfilment of the bidder’s contractual obligations

Certificates and other proof as stated above may be requested by the GWPO where appropriate. Note that certificates should only be supplied upon separate request from GWPO. Bidders failing to produce proof if requested by GWPO will be disqualified.

To verify that the exclusion and qualification criteria are fulfilled, GWPO may acquire information from a credit-reporting bureau.

2.3.1 Closing Date for Submission of Tender
Final date for receipt of tenders is 15 November. GWPO may extend the final date for submission of tenders for any reason including requests from invited bidders to do so.

Tender received after the final date of receipt of tenders will be disregarded.

2.3.2 Cost of Tender
Costs for the preparation of tenders will not be reimbursed.

2.3.3 Period of Validity of Tender
The offer outlined in the tender is to be valid for a minimum period of 90 calendar days after the closing date. If necessary, GWPO may ask for the bidder’s agreement to an extension of the period of validity.
2.3.4 Withdrawal of Tender
A bidder may withdraw its tender at any time prior to the closing date, if notice of the withdrawal is received by GWPO prior to the closing date. Notice of withdrawal is to be signed by an authorised representative and sent to procurement@gwp.org.

2.3.5 Opening of Tenders
GWPO will open the tenders on the day following the closing date. Bidders will not be allowed to participate in the opening of the tenders. The names of the tenders will be kept confidential until the contract with the successful bidder has been signed.

2.3.6 Communications during the procurement procedure
If the bidder has any questions regarding the invitation to tender, please contact GWPO via email procurement@gwp.org. GWPO will respond via email to any request for clarification of the tender invitation that it receives prior to the closing date of the tender.

GWPO’s response to all questions (including an explanation of the query but without identifying the source of enquiry) will be sent to all shortlisted bidders.

2.4 Tender Evaluation
The evaluation of tenders will be carried out in two steps.

2.4.1 Exclusion and Qualification Criteria
GWPO will examine the tenders to determine whether they are complete, the documents have been properly signed, and the requirements have been addressed. A tender may be rejected if the tender is incomplete, not signed or fails to address the requirements.

2.4.2 Evaluation Criteria
The second stage consists of an evaluation of the tenders according to the evaluation criteria listed below.

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Relative Importance</th>
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<tbody>
<tr>
<td>Ability and capacity to meet the Requirements</td>
<td>30 %</td>
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<tr>
<td>Cost</td>
<td>30 %</td>
</tr>
<tr>
<td>Previous proven experience of Pillar Assessment</td>
<td>40 %</td>
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GWPO may in writing ask any bidder for clarification of any part of its proposal to assist in the examination and evaluation. GWPO may also invite any number of bidders to present or otherwise confirm the services, or parts thereof, followed by a question and answer session. The presentation will be held in Stockholm, Sweden or by videoconference.
2.4.3 Award of assignment

GWPO will enter detailed discussions with the bidder rated as having submitted the most advantageous bidder to arrive at a contract for the assignment. The draft contract including commercial conditions for the services is attached. If such discussions are unsuccessful, GWPO may invite the second rated bidder for discussions.

Please note that GWPO is not bound to select any of the tender offers submitted.

Stockholm 15 October 2021
Terms of Reference – See separate Annex

Annex A

Annex 1 Engagement context – Key information for a pillar assessment

Annex 2 Assessment questionnaire and criteria

Annex 2a Assessment questionnaire

Annex 3 Assessment procedures

Annex 4 Pillar Assessment report