



GGF Technical Assistance Facility

PROCUREMENT PROCEDURES

This document aims to clearly explain to bidders the procurement procedures governing all Technical Assistance (TA) projects funded under the GGF Technical Assistance Facility (GGF TAF). It is based on the Policy & Procedures endorsed by the GGF Technical Assistance Facility Committee (TAC), and is in line with best practice.

Below you will find an overview of the procurement procedures depending on project size, the selection process for consultants/service providers, the tender process, and a sample evaluation grid.

These general guidelines are designed to accompany the relevant Request for Proposals for the specific project, which bidders will receive by email, and which will include:

- Conditions of tender and conditions of contract
- Terms of reference (TOR)
- Deadline for submission and for requests for clarification
- Format requirements.

For all projects, bidders may download the CV and budget template [here](#).

1. GGF TAF Procurement Requirements & Guidelines per budget threshold

Open tendering	
Short description	Projects are awarded through a public, competitive tendering process allowing all interested parties to submit tenders. Open procurement procedures involve the requirement for international notification, through publication in the official Journal of the European Union (EU).
Budget limits	> EUR 200,000 - for the award of service contracts targeting Financial Institutions (restricted tendering can also be used, please see below) > EUR 400,000 - for the award of service contracts targeting entities operating in the energy sector (restricted tendering can also be used, please see below)
Procurement	Publication of a Request for Proposals (RfP) in the official Journal of the EU, on the GGF website and other relevant platforms (e.g. Devex)

Restricted tendering	
Short description	Projects are awarded through an abbreviated tendering process. TAF Manager chooses consultants ¹ from a short list, prepared through a pre-qualification exercise following international call for expressions of interest in the Official Journal of the EU and the Fund's website.
Budget limits	> EUR 200,000 - for the award of service contracts targeting Financial Institutions > EUR 400,000 - for the award of service contracts targeting entities operating in the energy sector
Procurement	<ul style="list-style-type: none"> • Publication of a request of Expression of Interest (Eol) in the official Journal of the EU, on the GGF website and other relevant platforms (e.g. Devex). Received Eols are evaluated according to: <ul style="list-style-type: none"> - Institutional capacity and expertise to successfully carry out similar assignments (50%) - Experience in the required area of expertise (50%) • Establishment of a shortlist of candidates based on the Eols' evaluation result • Approval of shortlist by the GGF TAF • Submission of RfP to shortlisted candidates

Selective tendering	
Short description	Projects are awarded through an abbreviated tendering process. The TA Facility Manager draws up a shortlist of at least 3 (for projects < EUR 100,000) or 5 (for projects > EUR 100,000) service providers with a Request for Proposals (RfP).
Budget limits	For the award of service contracts targeting Financial Institutions: EUR 50,000 - EUR 200,000 For the award of service contracts targeting entities operating in the energy sector: EUR 50,000 - EUR 400,000
Procurement	<ul style="list-style-type: none"> • Establishment of a shortlist of candidates based on the TAF Manager's consultant database • Approval of shortlist by the GGF TAC in the project proposal • Submission of Requests for Proposals (RfP) to shortlisted candidates <p>Exception</p>

¹ The term ,Consultant' refers to both individual consultants and consulting companies.



	Fast-track procedure: upon approval of the GGF TAC, the GGF TAF Manager may contact fewer or - for projects below EUR 50,000 - only one candidate for the reasons mentioned further below under “Fast Track Procedure”
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Single sourcing	
Short description	The GGF TAF Manager contracts activities directly to the service providers. The criteria match the given project requirements in terms of professional expertise, specific technical abilities, regional experience and languages among others.
Budget limits	< EUR 50,000
Procurement	<p>Direct award: the GGF TAC presents a candidate of the Manager’s choice in the project proposal for endorsement.</p> <p>With shortlist:</p> <ul style="list-style-type: none"> • Establishment of a shortlist of candidates based on TAF Manager’s consultant database • Approval of shortlist by the GGF TAF in the project proposal • Submission of RfP to shortlisted candidates

Exceptions:

Fast-Track Procedure	
Short description	<p>Applicable in exceptional cases and upon prior approval of the GGF TAC, when:</p> <ul style="list-style-type: none"> • Few specialists in the particular field of expertise that is required • A fully adjusted degree of urgency • Confidentiality concerns are paramount • Previous tender failed to yield results • A consultant has been or is involved in the early project stages, continuity is necessary and no advantage would be gained via competitive bidding.

2. TENDER PROCEDURE

2.1. Presentation of Tender

Bidders must submit tenders in electronic form (pdf file) via e-mail, with the **technical and the financial proposals** to be sent **in two separate e-mails respectively labeled** “Customer identification data and Technical Proposal” and “Financial Proposal” in the subject line. The financial proposal has to be **password-protected**. No information related to the financial proposal shall be contained in the technical proposal. The GGF TAF Manager will only request the password for the financial proposal if the respective technical proposal obtains the required minimum of evaluation points (see chapter 4 ‘TENDER EVALUATION’).

If **single sourcing** procurement procedure is applied, both the technical and the financial proposal must be submitted in a single e-mail with the financial proposal **not** password-protected.

The deadline for the receipt of proposals is defined in the letter of invitation. All proposals received after that deadline will be rejected automatically without evaluation.

2.2. Language of Tender

The technical and the financial proposals as well as all communication related to the present tender shall be prepared in English language.

2.3. Submission of Tender

The GGF TAF Manager will handle the tender process. Bidders should address the e-mails containing the tender documents and any communication regarding the tender process to the GGF TAF Project Manager at the email address, which is defined in the invitation.

2.4. Contracting Authority

The contracting authority is the GGF TAF. A specific contract will be concluded between the GGF TAF and the consulting company – in some cases also a tripartite contract with the beneficiary – for the performance of the assignment.

2.5. Validity Period of Tenders

The period of validity of tenders is 120 days from the deadline for receipt of tenders indicated in the invitation letter.

2.6. Request for Additional Information

Any question, communication or request for additional information concerning the call for tenders is only permitted in writing (via email) to the GGF TAF Manager. Such requests should be sent no later than 5 (five) working days before the deadline provided in the letter of invitation. If any clarification of the call for tenders is necessary, the answers will be communicated simultaneously in writing (via email or, if applicable, on the GGF website).

2.7. Confidentiality

All documents shared with the shortlisted bidders in the framework of the tender process are to be treated as strictly confidential and may not be shared with third parties without prior approval of the GGF TAF.

2.8. Cancellation

The GGF TAF reserves the right to cancel the tender process at any time if it deems so appropriate. Bidders participate in the tendering process with the understanding that they would not be entitled to any form of compensation should the GGF TAF decide to interrupt the tender process before the contract is signed.

2.9. Exclusion

Bidders, who fail to adhere to the requirements described in this chapter or to the deadline for submission of proposals, will be excluded from the tender.

3. CONTENT OF TENDER

3.1 Customer identification data

The bidder is requested to provide in writing all the information necessary for its identification, according to the customer identification form, which can be downloaded on the GGF TAF website / [tender documents](#). Please make sure to return the Customer Identification Form as an excel file.

3.2 Technical proposal

The technical proposal should address the requirements of the project specific Terms of Reference (TOR) and comprise the following:

- I. A relevant company / consortium profile
 - a. Declaration by the company / consortium, indicating the total annual turnover in Euro for the last 3 (three) years – as annex;
 - b. An overview of the company's relevant experience (by topic, sector and/or region) aligned with the objectives of the project.
 - c. References of previously carried out and **relevant** projects by the Consultant (reflecting technical and regional expertise) shall be submitted in an annex to the proposal and shall be limited to one page each.
- II. Critical analysis of the TOR

The bidder is invited to critically analyze the following sections of the TOR: 'Tasks to be realized' and 'Deliverables', pointing out any omissions or short-comings and/or suggesting his/her solutions and ideas, which can enhance the quality of the assignments and their outputs.

- III. Proposed concept
 - a. Methodological approach and implementation concept²
 - b. Work plan including time and staffing schedule³
 - c. Overview of project organisation

IV. Team composition

- a. Description of the team: the proposed team members should comply with the requirements of the ToR. The response should demonstrate **why** their expertise and previous experience is relevant for the project and **how** it will be used to the benefit of the project.

² Bidders should not simply quote the TOR but should demonstrate how their approach will address the requirements of the TOR and the critical analysis made on the TOR.

³ Including a quantitative appreciation of the workload required (in expert-days) for each of the specified sub-tasks for each of the team members and/or per each type of Energy Assessment, if this service is required in the ToR.

- b. Description of the tasks to be performed by each team member (including backstopping staff).
- c. CVs of the proposed staff – in the format provided [here](#).

The technical proposal (excluding annexes) shall be concise and not exceed 10 (ten) pages in total. CVs should not exceed 4 (four) pages each.

3.3 Financial proposal

The financial proposal shall be structured using the budget template, which can be downloaded [here](#). The bidder shall prepare the offer under the assumption that no taxes apply.

However, the bidder will verify the applicability of taxes on its own account and in the event taxes are applicable, the bidder should list them separately. Please note the GGF tax number: LU 23693416.

All expenses shall be expressed in Euro (EUR).

4. TENDER EVALUATION

The evaluation of the tenders received will follow a four-step approach:

Step 1: Evaluation of the technical proposal

Only the technical proposal will be opened on the submission date. The quality of each technical proposal will be evaluated according to the award criteria listed under chapter 5 'AWARD CRITERIA' of this document.

If **single sourcing** procurement procedure is applied, both the technical and the financial proposals are evaluated at the same time. Thus, step 1 and 3 will be merged.

Step 2: If applicable, interviews with the consultant

After the evaluation of the technical proposals, the TAF Manager may conduct telephone interviews with the lead consultant and/or some key consultants. The results of the telephone interview will be included in the tender evaluation.

Step 3: Evaluation of the financial proposal

For bidders obtaining a minimum of 55 points (of maximum 80 points) on their technical proposal and proposed staff (including interviews), the financial proposals will be opened.

The financial proposal with the lowest budget will receive the maximum score (20). The points of higher proposed budgets will be calculated by dividing the lowest proposed budget by the budget under consideration and multiplying the result by the maximum number of points.

Step 4: Selection of the winning bidder and contract negotiations

The bidder with the highest total number of points (technical proposal + financial proposal) will be considered the winning tender by the GGF TAF Manager. The TAF Manager will then submit the proposed consultant offer for endorsement by the GGF TAC. Following this, contract negotiations can begin. In case no agreement can be reached with 1st place consultant, GGF TAF will proceed to negotiation with 2nd place consultant.

Step 5: Notification of other bidders once the contract has been signed

The TAF Manager notifies the remaining bidders by email.

5. AWARD CRITERIA

The GGF TAF will select the most economically advantageous tender, applying the approach to evaluation as set out in the previous chapter 'TENDER EVALUATION', using the award criteria and weightings in the 'Tender Evaluation Grid' provided below.

Tender Evaluation Grid

	Criterion	Max points
A	Quality of the technical proposal	35
A-1	Analysis of the Terms of Reference	10
A-2	Proposed approach	25
B	Qualification and composition of the team	45
B-1	Specific professional skills and expertise of suggested experts that are relevant to implement the ToR	20
B-2	Appropriate team composition to enhance the delivery of consultancy services	15
B-3	Regional expertise that can ensure in-depth knowledge of the local environment	10
C	Financial proposal	20
C-1	Financial proposal <i>As set out in section 4 (Step 3)</i>	20
TOTAL		100

6. MONITORING AND EVALUATION

The GGF TAF will be required to prepare a brief internal evaluation report on the Consultant's performance. Information, which is tracking the performance, will be maintained at the GGF TAF. Any specific problems with acceptance of deliverables will have to be resolved by the Consultant before invoices are approved and payments are made.

7. REMUNERATION

Subject to the contract negotiations, the Consultant shall be paid at the rates set out in its financial offer. Payments shall be subject to prior acceptance of the deliverables as defined in the ToR. Depending on the project type and in line with the contract, the Consultant shall submit invoices in accordance with the following provisions:

Option 1

Pre-financing: The Consultant will be entitled to a pre-financing payment of at least 15 % of the total value of the TA assignment.

Interim Payment(s): [an] interim payment[s] shall be paid after completion of certain project stages, against presentation of an invoice. Payments shall be subject to prior acceptance of the deliverables and the Consultant's reports by the GGF TAF.

Final Payment: The final payment is subject to approval of all deliverables and the Final Report by the GGF TAF.

Option 2 – applies for energy assessment services

Quarterly Payments: The Consultant shall submit an invoice at the beginning of each quarter, which shall cover the services provided during the preceding quarter. The Consultant will be paid only for the services conducted and support given, which can be lower than estimated.