



Date: 2017 – 02 - 21

AWEN

(Albanian Women Empowerment Network)

Invites tenders regarding *Auditing of the project*

*“Protection and Promotion of women rights in Albania” 2016 - 2018
supported by Sida- Swedish International Development Cooperation
Agency*

We look forward to receiving your tender.

Ines Leskaj
Executive Director

Appendixes

Appendix 1
Appendix 2

Information on the Procurement process
Terms of Reference (ToR)

Table of Contents

1	Administrative conditions	2
2	General Information	2
3	Specification of the assignment/service	3
4	Time-plan	3
5	Fees and costs	3
6	Qualification	3
7	Evaluation – Technical and Price criteria	3
8	Decision regarding contract award	4

1 Administrative conditions

Contracting authority:	Albanian Women Empowerment Network
Contact person:	Ines Leskaj
Last date to tender:	2017-03-04
Last date for questions:	2017-02-28
Send the submitted Tender and questions to e-mail:	info@awenetwork.org
Evaluation method:	The economically most advantageous tender.

2 General Information

Late or unresponsive applications will not be considered.
Applicants will be officially notified on the results of the process.

Please see enclosed ToR (Appendix 2) and informative document (Appendix 1).

3 Specification of the assignment/service

Please see enclosed ToR (Appendix 2).

4 Time-plan

Please see enclosed ToR (Appendix 2).

5 Fees and costs

The tender must indicate the total cost of the project, specified as fee per day. Reimbursable costs must be listed separately. Other costs should be included in the fee.

6 Qualification

The call-off response must include following:

1. Suggested personnel (auditor) for the assignment, and short explanation of suggested persons suitability for the assignment (CV must be enclosed)
2. Resume of the auditing company
3. Short description of how the assignment will be designed and implemented (Method),
4. Time-line (number of working days)
5. Fees and costs for the assignment

7 Evaluation – Technical and Price criteria

The Evaluation Committee consists off following AWEN technical staff:

- 1) AWEN Project Director
- 2) AWEN Finance manager
- 3) AWEN Project Manager

7.1. Technical criteria

Criteria		Max point/criteria
1.	Suggested personnel's suitability	30
2.	The company's suitability	15
3.	Appropriate method	15
4.	Appropriate Time-line	10
Total max point technical criteria		70

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

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).	Poor ¹	0 %
	Not entirely satisfactory ²	40 %
	Satisfactory ³	60 %
	Good ⁴	80 %
	Very Good ⁵	100 %
Minimum score to proceed to price-evaluation	The call-off response must achieve a minimum of 45 points as a condition for further price evaluation	

7.2. Price criteria

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
5.	Total cost of the assignment	30
Total max point price criterion		30

7.3. Evaluation summary

Finally, AWEN will summarize the evaluation points each tenderer receives for both the technical criteria and for the price criterion. The winning tenderer is the one who obtains the highest total score.

8 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.

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