

# Projet : 250354 - Regional Cultural Programme Horn of Africa Inception phase: 01.07.2023 – 31.12.2023 (6 months) Implementation phase 1: 01.01.24 - 31.12.2027 (48 months)

No d'annonce 1310325 | OB01 | Regional Cultural Programme Horn of Africa - 01.07.2023 - 31.12.2027

Statut: Created

## Invitation to tender

### Form heading

**Doc id:** 1310325

**Dok Type:** OB01

**User:** 408712

**Your file reference:** Regional Cultural Programme Horn of Africa - 01.07.2023 - 31.12.2027

**Type of order:** Order for services

**Scope of international treaties:** No

**Type of procedure:** Open procedure

**Desired date of publication in SIMAP:** 01.03.2023

**Competent authority of procurement:** Personal responsibility

**Institution (Office):** Generalsekretariat EDA

**Email address of the validation office:** without indications

### 1. Contracting authority

#### 1.1 Official name and address of the contracting authority

**Contracting authority/Authority of assignment:** Federal Department of Foreign Affairs FDFA Swiss Agency for Development and Cooperation SDC

**Procurement authority/Organizer:** Swiss Agency for Development and Cooperation SDC

Regional Director of International Cooperation, Horn of Africa

Embassy of Switzerland in Kenya

**Attn:** Martina Durrer

**Address:** Rosslyn Green Drive, off Red Hill Rd, P.O.Box 2600

**Postal code/town:** 00621 Nairobi

**Country:** Kenya

**Telephone:** without indications

**Fax:** without indications

**E-mail:** nairobi@eda.admin.ch

**URL:** without indications

#### 1.2 Offers should be sent to the following address

**Name:** PLEASE DO NOT OPEN - BID

Regional Director of International Cooperation Horn of Africa

Embassy of Switzerland in Kenya

**Attn:** Martina Durrer

**Address:** Rosslyn Green Dr., off Red Hill Road, P.O.Box 2600

**Postal code/town:** 00621 Nairobi

**Country:** Kenya

**Telephone:** without indications

**Fax:** without indications

**E-mail:** nairobi@eda.admin.ch

#### 1.3 Desired deadline for questions in written form

10.03.2023

**Remarks:** No individual information is given to the tenderers. Any questions must be submitted by 10.03.2023 (23:59 Swiss time) on the forum space at [www.simap.ch](http://www.simap.ch) in anonymised form (i.e. without disclosing any information that could reveal the identity of the questioner). Questions submitted late cannot be answered. The answers will be published on SIMAP by 16.03.2023.

Tenderers are themselves responsible for downloading the answers from SIMAP and for taking them into consideration in the preparation of their bids.

#### 1.4 Deadline for submitting offers

**Date:** 26.04.2023

**Specific deadlines and formal requirements:** Bids should include all the documents stipulated in section 5 and submitted in a sealed envelope as follows:

a. one original signed hard copy labelled 'Original'

b. one signed copy labelled 'Signed copy'

c. one data storage device (e.g. CD, DVD or memory stick) with all requested documents.

OR

d. Alternative for submission of offers due to situation of Covid-19: Due to the exceptional situation of Covid-19, the tenderers can by way of exception submit the bid by email exclusively. In this case, the bid (format pdf) must be sent to [nairobi@eda.admin.ch](mailto:nairobi@eda.admin.ch) by 26.04.2023, 23:00 (Swiss time) at the latest.

The email must mention 'Cultural Programme Tender' in the reference line. It is possible to submit a bid in more than one email in clearly labelled batches. The maximum size of the email should be around 10 MB. If it is not possible to send all information in one email, more than one email may be sent. If so, bidders should add the information "email 1 of x, 2 of x..." in the reference line, with each email having a maximum of 10MB.

Tenderers must confirm in the email the binding force of the bid. The receipt of the bids submitted via email will be acknowledged via email at the latest until 28.04.2023.

In all cases the tenderer must retain proof of the timely submission of the bid.  
Bids submitted late cannot be taken into consideration. They will be returned to the tenderer.  
Language for bids: English

## 1.5 Date of the opening of bids

**Date:** 03.05.2023

**Remarks:** The bids are not opened publicly. In accordance with Art. 11 let. e PPA, the contracting authority safeguards the confidential character of all information provided by the tenderer.

## 1.6 Type of contracting authority

Confederation (Central federal administration)

## 2. Objects of procurement

### 2.1 Service category CPC:

[27] Other services

### 2.2 Project title of the acquisition

Regional Cultural Programme Horn of Africa  
Inception Phase 01.07.2023 – 31.12.2023 (6 months) and  
Implementation Phase 1: 01.01.2024 – 31.12.2027 (48 months)

### 2.3 Reference / project no.

7F-10950

### 2.4 Division into lots?

Yes

Offers are possible for all lots

**Lot no.:** 1

**Common Procurement Vocabulary CPV:** 98300000 - Miscellaneous services

**Short description:** Mapping exercise of tangible and intangible cultural heritage including Somalia language

**Duration of the contract, framework agreement or dynamic purchasing system:** Start: 01.07.2023, End: 31.12.2027

**This contract is subject to renewal:** Yes

**Description of renewals:** The contracting authority reserves the right to award subsequent contracts to the successful tenderer of the present invitation to tender if a change of tenderer for services to replace, supplement or extend services already provided is not possible for economic or technical reasons or would entail considerable difficulties or substantial additional costs for the contracting authority.

**Options:** No

**Award criteria:**

AC1: Qualification and experience of nominated team: Weighting 30%

AC2: Understanding of the project and general approach: Weighting 30%

AC3: Procedure and project organisation: Weighting 20%

AC4: Financial proposal: Weighting 20%

Comments: Bids are possible for (a) One Lot (Lot 1 or Lot 2) or (b) Both Lots (Lot 1 and Lot 2).

In any case a separate bid must be submitted for each Lot.

**Lot no.:** 2

**Common Procurement Vocabulary CPV:** 98300000 - Miscellaneous services

**Short description:** In-depth market systems development (MSD) assessment on culture and art forums and associations

**Duration of the contract, framework agreement or dynamic purchasing system:** Start: 01.07.2023, End: 31.12.2027

**This contract is subject to renewal:** Yes

**Description of renewals:** The contracting authority reserves the right to award subsequent contracts to the successful tenderer of the present invitation to tender if a change of tenderer for services to replace, supplement or extend services already provided is not possible for economic or technical reasons or would entail considerable difficulties or substantial additional costs for the contracting authority.

**Options:** No

**Award criteria:**

AC1: Qualification and experience of nominated team: Weighting 30%

AC2: Understanding of the project and general approach: Weighting 30%

AC3: Procedure and project organisation: Weighting 20%

AC4: Financial proposal: Weighting 20%

Comments: Bids are possible for (a) One Lot (Lot 1 or Lot 2) or (b) Both Lots (Lot 1 and Lot 2).

In any case a separate bid must be submitted for each Lot.

## 2.5 Common Procurement Vocabulary

**CPV:** 98300000 - Miscellaneous services

## 2.6 Subject and scope of the contract

Swiss Agency for Development Cooperation (SDC) Culture and Development Policy considers culture a component of development and a catalyst for social transformation. In line with this, SDC is committed to allocate one percent of the operational budget of the Cooperation Office to culture activities, providing Country Offices with long-term visibility on cultural funding.

This programme will not only go a long way in preserving tangible and intangible culture in the target areas of Somalia (including Somaliland), North Eastern Kenya and South Eastern Ethiopia, but also trigger dialogue, opportunities for development, by not only creating jobs for the youth, women and marginalised groups in the culture sector, but also opening up new investment opportunities within the sector.

## 2.7 Location where service is to be delivered

Lot 1: Somalia (including Somaliland), North Eastern Kenya and South Eastern Ethiopia

Lot 2: Somalia (including Somaliland) and North Eastern Kenya

**2.11 Will variants be accepted?**

No

**2.12 Are partial offers permitted?**

Yes

**Remarks:** Partial bids are permitted. The minimum offer must comprise of one lot.**2.13 Implementation date**

without indications

**3. Conditions****3.1 General conditions of participation**

When submitting the tender, the tenderer must prove that the mandatory participation conditions set out in annex EC are met in full and without restriction or modification. Otherwise, the tender will not be considered.

**3.2 Deposits/guarantees**

none

**3.3 Conditions of payment**

none

**3.4 Costs to be included**

none

**3.5 Consortium of bidders**

Consortia of tenderers are not permitted

**3.6 Subcontractor**

Subcontractors are permitted, subject to approval by the contracting authority. If the bidder uses subcontractors for the performance of the service, it shall assume overall responsibility. It shall list all subcontractors involved with the roles assigned to them.

If the commissioned party subcontracts the whole or parts of the present contract, this requires the prior written consent of the contracting authority. Subcontractors and their personnel must comply with all the conditions laid down in the contract and its annexes. The principal shall be liable only to the agent. If the commissionee subcontracts all or part of the contract, he alone shall be liable for the acts of the subcontractor. The characteristic performance shall in principle be provided by the main bidder.

**3.7 Eligibility criteria**

Based on the criteria given in the documentation

**3.8 Evidence required**

Based on the evidence required in the documentation

**3.9 Conditions for obtaining the tendering documentation****Application to receive the tendering documentation desired by :** without indications

Costs: none

**Conditions of payment:** without indications**3.10 Languages****Languages for offers:** English**Language of the procedure:** English**3.11 Validity of offers**

180 days after deadline for receipt of offers

**3.12 Supplying source of the tendering documentation**at [www.simap.ch](http://www.simap.ch)**Documents of the invitation to tender are available from:** 01.03.2023**until:** 26.04.2023**Languages of documents:** English

**Further information for obtaining the tendering documentation:** The documentation on the public call to tender for the project mentioned can be downloaded from the platform [www.simap.ch](http://www.simap.ch) under Running procedures, Confederation, Invitations to tender. In order to do so, you first have to register in the mentioned project. You will then be able to log in, using the password that you will have been sent by email, and download the documentation required.

**3.13 Conduct of dialogue**

No

**4. Other information****4.1 Conditions for tenderers from Non-Member States of the WTO Agreement on Government Procurement**

none

**4.2 Terms of business**

For inception phase: General Terms and Conditions for FDFA Mandates Type A and B – Version May 2021 and General Conditions of the FDFA for local mandates – Version May 2021.

For implementation phase 1: General Conditions of Business (GCB) for Project Implementation Mandates – Version May 2021.

For These General Conditions of Business (GCB) shall be deemed to have been accepted by the contractor on submission of the bid.

**4.3 On-site visit**

remain reserved

**4.4 Essential requirements**

The contracting authority may only award public contracts for the supply of goods, work and services in Switzerland to tenderers that ensure compliance with the workplace health and safety regulations and the terms and conditions of employment applicable at the place of performance, the notification and authorisation duties under the Federal Act of 17 June 2005 on Measures to Combat Illegal Employment (IEA) and the provisions on the equal treatment of men and women in terms of equal pay (see Art. 12 para. 1 PPA).

For goods, work or services to be supplied abroad, the tenderer must, as a minimum, ensure compliance with the Core Conventions of the International Labour Organization as set out in Annex 6 PPA (see Art. 12 para. 2 PPA).

Accordingly, the contracting authority may only award a public contract to tenderers that, as a minimum, comply with the legal

provisions on the protection of the environment and the conservation of natural resources applicable at the place of performance (see Art. 12 para. 3 PPA in conjunction with Annex 2 PPA).

Any subcontractors that are permitted must meet the requirements set out in Article 12 paras. 1–3 PPA. These obligations must be incorporated into the agreements between tenderers and subcontractors.

#### **4.5 Already involved tenderers permitted to take part in the procedure**

based on the information given in the tender document

#### **4.6 Additional information**

The contracting authority reserves the right to award subsequent mandates to the successful tenderer of this tender procedure if a change of tenderer for goods, work or services to replace, supplement or extend supplies already provided is not possible for economic or technical reasons, would cause considerable difficulties or would entail substantial additional costs.

#### **4.7 Official organ of publication**

[www.simap.ch](http://www.simap.ch)

#### **4.8 Procedures for appeal**

This is a public contract under Annex 5 no. 1 let. d PPA. There is no right of appeal.

---