

Request for Proposal



REPRESENTATION OF DANISH REFUGEE COUNCIL IN UKRAINE
17/52 B. Khmelnytsky Street, 3rd floor, Kyiv, 01054, Ukraine
December the 17th, 2024

Request for Proposal: RFP-UKR-004151 **EXTENSION**

Provision of business consultancy services for conflict-affected micro, small, and medium-sized enterprises (MSMEs) located in Mykolaiv, Kherson, Dnipropetrovsk, Zaporizhzhia, Kharkiv, Chernihiv, and Sumy Oblasts

Dear Sir/Madam,

REPRESENTATION OF DANISH REFUGEE COUNCIL IN UKRAINE (DRC), with funding from Donors invites suppliers to participate in the tender for procurement of business consultancy services for conflict-affected micro, small, and medium-sized enterprises (MSMEs) located in Mykolaiv, Kherson, Dnipropetrovsk, Zaporizhzhia, Kharkiv, Chernihiv, and Sumy Oblasts. Therefore, the DRC requests you to submit price bid for the supply of the services listed in the attached Annex A.1 Terms of Reference.

I. TENDER DETAILS

The Tender details are as follows:

#	Item	Time, date
1	RFP published	December the 17th, 2024
2	Pre-bid technical meeting date (if requested) - online conference for Bidders	December 27, 2024 at 11:00 AM UTC 01:00 PM (Kyiv time) (interested suppliers need to confirm participation in technical meeting via email: ukr-procurement@drc.ngo before 26-12-2024 CoB)
3	Closing date for clarifications	January 02, 2025 at 03:00 PM UTC 05:00 PM (Kyiv time)
4	Closing date and time for receipt of bids/proposals	Extended January 13, 2025 at 08:00 AM UTC 10:00 AM (Kyiv time)

5		For the on-site bid opening: will be done on the specified DRC address above. For the online bid opening: link to be provided for the suppliers who present interest to attend for the bid opening. Details can be checked in Section XVI.
6	Tender Opening Date and time	January 13, 2025 at 09:00 AM UTC 11:00 AM (Kyiv time)
7	Tender e-mail address	tender.ukr@drc.ngo

PLEASE NOTE: NO BIDS WILL BE ACCEPTED AFTER THE ABOVE CLOSING TIME AND DATE

II. IMPORTANT INFORMATION REGARDING THIS RFP:

- This RFP is launched for the purpose of establishing a Consultancy Contract for the procurement of business consultancy services for conflict-affected micro, small, and medium-sized enterprises (MSMEs) located in Mykolaiv, Kherson, Dnipropetrovsk, Zaporizhzhia, Kharkiv, Chernihiv, and Sumy Oblasts, with the details specified in Annex A.1 Terms of Reference to this letter.
- DRC may choose to cancel the contract if deemed necessary.
- The prices for services should be fixed during the whole term of the contract. DRC may terminate the contract if the contractor cannot provide services under the terms of the contract.
- The consultant shall be prepared to complete the assignment no later than **August 31, 2025**.
- Payment will be provided in tranches as stated in Annex A.1 Terms of References. No advance payment will be paid to the awarded supplier. The awarded supplier is expected to mobilize its own resources to deliver the agreed services.
- This tender is conducted within the framework of the international technical assistance project in Ukraine in accordance with the specified Procedure for attracting, using and monitoring international technical assistance, approved by the Resolution of the Cabinet of Ministers of Ukraine No. 153 (153-2002-p) "On the creation of a unified system for attracting, using and monitoring international technical assistance" of February 15, 2002, the cost of such goods, works and services is exempt from value added tax (VAT) and paragraph 197.11 of the Tax Code of Ukraine, transactions are exempt from taxation. The list of goods and services to be supplied corresponds to the category (type) of goods and services specified in the procurement plans and cards of the international technical assistance project. Therefore, the prices indicated in the proposal should not include VAT.
- If DRC does not have a project registration card and procurement plan at the time of signing the Contract, the prices in the Contract will be inclusive of 20% VAT.

- If a bidder is selected by the committee to be awarded a Contract, DRC will require an identification document that provides information about the supplier's key individuals (those with a controlling interest of more than 50%). The document must include at a minimum the name, surname, gender, and date of birth of the relevant person(s).

III. SELECTION AND AWARD CRITERIA

The criteria for awarding contracts resulting from this Tender is based on 'best value for money'. For the purpose of all tenders DRC defines best value for money as:

Best value for money should not be equated with the lowest initial bid option. It requires an integrated assessment of technical, organizational and pricing factors in light of their relative importance (i.e., reliability, quality, experiences, and reputation, past performance, cost/fee realism, delivery time, reasonableness, need for standardization, and other criteria depending on the item to be procured).

For all bids deemed technically compliant as per the specification stipulated in Annex A.1 – Terms of Reference, DRC will give a weighted combined technical and financial score. The weighted score will determine the contract award.

A. Administrative Evaluation

A bid shall pass the administrative evaluation stage before being considered for technical and financial evaluation. Bids that are deemed administratively non-compliant may be rejected. Documents listed below shall be submitted with the bid.

#	Annex #	Document	Instructions
1	A.1	Terms of Reference	Sign, stamp and submit
2	A.2	Bid Form (Financial)	Complete ALL sections in full, sign, stamp and submit
3	B	Tender and Contract Award Acknowledgement Certificate	Complete ALL sections in full, sign, stamp and submit
4	C	Supplier Profile and Registration Form	Complete ALL sections in full, sign, stamp and submit
5	D	Supplier Code of Conduct	Sign, stamp and submit
6	E	General Conditions of Contract	Sign, stamp and submit
7	F	Consultant Declaration form	Read, understand, sign and submit

8	G	Clarifications on the legal basis of VAT exemption	Sign, stamp and submit
9	H	Technical Proposal should describe <ul style="list-style-type: none"> - Brief overview of the bidder's experience and qualifications relevant to providing business consultancy services for conflict-affected micro, small, and medium-sized enterprises (MSMEs) - Approach to Providing Business Consultancy Services According to Terms of Reference-Annex A.1 - Methodology - Work Plan and Timeline - Project Progress Monitoring - Reporting Mechanisms - Communication with DRC - Procedures for sharing updates, seeking approvals, and addressing any concerns or feedback from the DRC 	Complete ALL sections in full, sign, stamp and submit
10	#	Business registration documents	Submit copies
11	#	Company profile, including its: <ul style="list-style-type: none"> - history, indicating the number of years of providing business consultancy services, particularly for conflict-affected micro- and small-scale businesses; - description of experience in providing business consultancy services, particularly for conflict-affected micro- and small-scale businesses (including oblasts where services have been provided) - examples of previous service provision that demonstrate an in-depth understanding of (agri-) business operations, expansion, and revenue sources - relevant certificates or accreditations (if any) 	Submit (Applicant template will be acceptable)

12	#	<p>The team composition, including CVs of the members who will provide business consultancy services with descriptions of their qualifications, relevant experience, and copies of diplomas and certificates (if available). Please also indicate their proficiency in Ukrainian, Russian, and English, as well as the areas of consultancy they will cover as outlined in the ToR (areas like foreign trade and export, taxation management, supply chain rehabilitation and development, material sourcing, business law, marketing, human resources, finance management, improvement of current business plan, and support in identifying additional revenue sources, etc.)</p>	Submit (Applicant template will be acceptable)
13	#	<p>At least three letters of recommendation from organizations or clients who have previously engaged the tender participant for business consultancy services, particularly for conflict-affected micro- and small-scale businesses, or provide past performance records (contracts) from similar previous consultancy projects. Please include contact information for the individuals or organizations providing the recommendation.</p>	Submit copies

A.1 Bidder qualification criteria

Submitted offers will be reviewed on “Pass” or “Fail” basis. Failure to comply with the Qualification criteria will result with the disqualification.

#	Requirements
1	Written and spoken fluency in Ukrainian by Consultants.
2	Bidder must have minimum 3 years relevant experience and qualifications in providing business consultancy services, particularly for conflict-affected micro- and small-scale businesses.

B. Technical Evaluation

To be technically acceptable, the bid shall meet or exceed the stipulated requirements and specifications in the RFP. A Bid is deemed to meet the criteria if it confirms that it meets all mandatory conditions, procedures and ToR in the RFP without substantially departing from restrictions or attaching with them. If a Bid does not technically comply with the RFP, it will be rejected.

For all bids deemed technically compliant as per the specification stipulated in Annex A.1 – Terms of Reference, DRC will give a weighted combined technical and financial score. The weighted score will determine the contract award.

The technical criteria for this RFP and their weighting in the technical evaluation are:

Technical criteria #	Technical criteria	Weighting in technical evaluation [Total 100%]
1	Bidder's Experience and Capacity	30%
1.a	<p>Bidder's (organization) experience in the field of delivering consulting services for the works specified in the Terms of Reference (ToR) by bidders.</p> <p>Solid understanding of the economic context and opportunities for business growth in conflict-affected areas in Ukraine; preferably in oblasts as per ToR: of Mykolaiv, Kherson, Dnipropetrovsk, Zaporizhzhia, Chernihiv, Sumy, and Kharkiv Oblasts, including areas close to the front line.</p> <p>Demonstration of strong technical knowledge and in-depth understanding of (agro-)business operations, expansion and revenue sources, examples of previous provision of relevant consulting services.</p> <p>Previous work with INGOs in providing services specified in ToR will be an advantage</p>	1 to 10 points
1.b	<p>Expertise and qualifications of the consultants proposed by the Bidder in key business skills in demand by MSMEs, considering their education and experience in areas like foreign trade and export, taxation management, supply chain rehabilitation and development, material sourcing, business law, marketing, human resources, finance management, improvement of current business plan, and support in identifying additional revenue sources.</p> <p>Consultants' Master's or higher degree in Business Administration or Management, Accountancy, Economics, Human Resource Management, Supply Chain Management or other related field – desirable (will be an advantage).</p>	1 to 10 points
1.c	<p>Bidder's capacity to deploy multiple consultants with diverse expertise in areas like foreign trade and export, taxation management, supply chain rehabilitation and development, material sourcing, business law, marketing, human resources, finance management, improvement of current business plan, and support in identifying additional revenue sources - to serve the identified MSMEs in the target oblasts</p> <p>(minimum 1 consultant per each area)</p>	1 to 10 points

2	Methodology and Approach	50%
2.a	Proposed methodology is detailed and in line with the ToR for delivering the consultation services including comprehensive project progress monitoring, reporting mechanisms, communication with DRC	1 to 10 points
2.b	Proposed work plan and timeline is line with ToR and targeted for achieving the desired outcomes, ensuring alignment with the objectives and timeline of the consultancy	1 to 10 points
2.c	Proposed approach to delivering business consultancy services, specifically tailored for conflict-affected micro- and small-scale businesses, addressing unique challenges and needs of MSMEs in conflict-affected areas.	1 to 10 points
3	Track record and references	20%
3.a	Minimum three relevant positive references or past performance records from similar previous consultancy projects	1 to 10 points

Please note that bids shall respond to all criteria, or their bid may be disqualified.

A technically compliant proposal will a proposal that scores at least 5 points in the factor analysis based on the set of technical indicators.

C. Financial Evaluation

All bids that pass the Technical Evaluation will proceed to the Financial Evaluation. Bids that are deemed technically non-compliant will not be financially evaluated.

Any discrepancy between the unit price and the total price shall be re-computed by DRC, and the unit price shall prevail, and the total price shall be corrected. If the bidder does not accept the final price based on DRC's re-computation and correction of errors, its Bid will be rejected.

IV. TENDER PROCESS

The following processes will be applied to this Tender:

- Tender Period
- Tender Closing
- Tender Opening
- Administrative Evaluation
- Technical Evaluation
- Financial Evaluation
- Contract Award
- Notification of Contract Award

V. SUBMISSION OF BIDS