



Common Market for Eastern
and Southern Africa

COMESA COMPETITION COMMISSION

REQUEST FOR TECHNICAL AND FINANCIAL PROPOSALS

**CONSULTANCY SERVICES TO REVIEW THE ESWATINI
COMPETITION ACT OF 2007 AND THE FAIR-TRADING ACT OF 2001
AND DRAFTING OF COMPREHENSIVE BILLS, REGULATIONS,
DEVELOPMENT OF STANDARD OPERATING PROCEDURE MANUALS
AND CAPACITY BUILDING AND TECHNICAL SUPPORT TO THE
OFFICE OF THE CHIEF EXECUTIVE OFFICER**

RFP : CCC/RFP/02/01/2024

FEBRUARY 2024

I. BACKGROUND

1. The COMESA Competition Commission ("the Commission") is a regional body corporate established under Article 6 of the COMESA Competition Regulations 2004 ("the Regulations") promulgated under Article 55 of the Treaty Establishing the Common Market for Eastern and Southern Africa ("COMESA"). The Commission has the legal capacity required for the performance of its functions under the Regulations in the territory of each COMESA Member State.
2. The Commission's core mandate is to promote and encourage competition by preventing restrictive business practices and other restrictions that deter the efficient operation of markets, thereby enhancing the welfare of the consumers in the Common Market, and to protect consumers against offensive conduct by market actors. The Regulations apply to all economic activities whether conducted by private or public persons within or having an effect within the Common Market. Such conduct includes anti-competitive business practices, agreements, mergers & acquisitions, and consumer protection violations which have an appreciable effect on trade between Member States and which restrict competition in the Common Market. The Regulations also specifically prohibit all agreements between undertakings, decisions by associations of undertakings and concerted practices as incompatible with the Common Market in so far as they may affect trade between Member States and have as their object or effect the prevention, restriction and distortion of competition within the Common Market.
3. The Commission's mandate as provided under Article 7 of the Regulations amongst others include:
 - 3.1. Help Member States promote national competition laws and institutions, with the objective of harmonisation of those national laws with the regional Regulations to achieve uniformity of interpretation and application of competition law and policy within the Common Market;
 - 3.2. Co-operate with competition authorities in Member States;
 - 3.3. Co-operate and assist Member States in the implementation of its decisions; and
 - 3.4. Provide support to Member States in promoting and protecting consumer welfare.
4. Eswatini Competition Commission (ESCC) was established by the Competition Act of 2007 (the 'Act') to provide for the encouragement of competition in Eswatini's economy by controlling anti-competitive trade practices, mergers and acquisitions, protecting consumer welfare and providing for an institutional mechanism for the implementation of the competition and consumer protections laws in Eswatini. The ESCC is mandated to enforce the Act and the Fair-Trading Act of 2001 (the 'FTA').
5. Since the enactment of the Act and FTA in 2007 and 2001 respectively, the two laws have never been subjected to amendments, the closest seen was the Competition Bill of 2020 and the Fair Trading and Consumer Protection Bill which did not become law. Additionally, the country is in the process of developing the National Competition Policy and therefore there is a need to amend the existing Act to align with the National Competition Policy. This is important in ensuring the effective enforcement of competition law at national level.

6. As a COMESA Member State, Eswatini, appreciates that the main objective for the regulation of competition and consumer protection by competition and consumer authorities at national and regional level is to promote and ensure competitive markets and protect consumers. Coupled with trade liberalization, promotion of competition is a sure way of promoting cross-boarder trading by preventing restrictive business practices that deter the efficient operation of markets. It also encourages foreign direct investment in the region and different Member States hence promoting economic integration. However, to achieve sustained and effective economic integration, there is a need for a deliberate movement towards the harmonisation of national and regional regulations. It is also within this framework that the Eswatini national competition and consumer protection laws need to be reviewed and amended.
7. Premised on the foregoing, the Commission is seeking to engage a Consultant to assist Eswatini in the review of the Act and FTA and its Regulations as well as drafting comprehensive bills, Regulations; developing standard operating manuals and capacity building and technical support of the Chief Executive Officer.

II. OBJECTIVES OF CONSULTANCY SERVICES

8. The main objectives of the Consultancy services are as follows:
 - i. To review the Act and FTA and its supporting Regulations as well as to draft comprehensive bills and Regulations.
 - ii. To develop Standard Operating Procedures (SOPs) with the aim of achieving efficiency, quality output and uniformity of workflow processes and procedures throughout the institution.
 - iii. Provide capacity building and technical support to the office of the CEO.

III. SCOPE OF THE CONSULTANCY SERVICES

9. To fulfil the purpose and objectives of the Consultancy Services, the Consultant is expected to perform the following non-exhaustive undertakings:

REVIEW AND AMENDMENT OF THE COMPETITION AND CONSUMER PROTECTION LAWS

- 9.1. Review the current competition and consumer protection laws and Regulations and recommend the necessary amendments;
- 9.2. Draft the Competition Draft Bill and its Regulations and the Fair Trading and Consumer Protection Draft Bill and its Regulations.
- 9.3. Harmonise and modernise the legal provisions on competition and consumer protection at the national and regional levels;
- 9.4. Recognise and expressly give legal effect to the COMESA Competition Regulations in Eswatini;
- 9.5. Hold consultative meeting(s) (whether in-person or virtually) with the stakeholders and, where deemed relevant, with the Commission and ESCC and specified

stakeholders in order to gather their preliminary views on the national competition and consumer protection policy, law review process and amendment;

- 9.6. Hold a validation workshop for the adoption of the recommended amendments to the review of the law.

DEVELOPMENT OF THE STANDARD OPERATING PROCEDURE MANUALS

- 9.7. Review the current workflow processes and procedures with regard to the enforcement of competition and consumer protection laws by ESCC.
- 9.8. Conduct interviews with staff and any other relevant stakeholders to ascertain the challenges faced with the current workflow processes and procedures.
- 9.9. Develop SOPs for ESCC for the collaboration and coordination among internal and external stakeholders.
- 9.10. Develop a responsibility assignment matrix, (responsible, accountable, consulted, and informed) or RACI Matrix, clearly defining how departments interact or collaborate with each other on investigations, research studies and merger assessments, together with collaboration with other business operations i.e. CEOs Office, Legal Office, Advocacy as well as Finance and Corporate Services.

CAPACITY BUILDING AND TECHNICAL SUPPORT TO THE OFFICE OF THE CEO

- 9.11. Be attached to ESCC for 20 working days to provide hands-on capacity building and technical support to the office of the CEO. The capacity building and technical support will include the following:
 - i. Development of business processes and procedures for the interface between technical departments and the office of the CEO.
 - ii. Provide advice on the development of the National Competition Policy and Amendments of competition law and consumer protection legislation.
 - iii. Review of terms of reference for the Board and development of Work Plans
 - iv. Training in Communication and Advocacy Techniques including:
 - Monitoring and evaluation; and
 - Guidance on the implementation of the Public Relations Strategy as a tool to achieve strategic objectives.
 - v. Anything incidental or connected to the foregoing.

IV. EXPECTED RESULTS

10. To attain the objectives, the Consultant, under the supervision of the Commission and ESCC is expected to come up with the following results:

REVIEW AND AMENDMENT OF THE COMPETITION AND CONSUMER PROTECTION LAWS

- 10.1. The national legislations on competition and consumer protection reviewed, and the necessary amendments drafted for the laws and Regulations;
- 10.2. The relevant stakeholders consulted for their views and input into the amendments to the laws;
- 10.3. The national competition and consumer protection legislation updated and harmonised with the COMESA Competition Regulations to ensure consistency.
- 10.4. The COMESA Competition law recognised and given legal effect in Eswatini.
- 10.5. The necessary draft of national competition and consumer protection Bills including Regulations, prepared.

DEVELOPMENT OF THE STANDARD OPERATING PROCEDURE MANUALS

- 10.6. The current workflow processes and procedures with regards to the enforcement of competition and consumer protection laws by ESCC reviewed.
- 10.7. Interviews conducted with staff and any other relevant stakeholders to ascertain the challenges faced with the current workflow processes and procedures.
- 10.8. SOPs developed for ESCC for the collaboration and coordination among internal and external stakeholders.
- 10.9. Responsibility assignment matrix, (responsible, accountable, consulted, and informed) or RACI Matrix developed, clearly defining how departments interact or collaborate with each other on investigations, research studies and merger assessments, together with collaboration with other business operations i.e. CEOs Office, Legal Office, Advocacy as well as Finance and Corporate Services.

CAPACITY BUILDING AND TECHNICAL SUPPORT TO THE OFFICE OF THE CEO

- 10.10. Capacity building and technical support provided to the office of the CEO in the following focus areas:
 - i. Development of business processes and procedures for the interface between technical departments and the office of the CEO.
 - ii. Provide advice on the development of the National Competition Policy and Amendments of competition law and consumer protection legislation.
 - iii. Review of terms of reference for the Board and development of Work Plans
 - iv. Training in Communication and Advocacy Techniques including:
 - Monitoring and evaluation; and

- Guidance on the implementation of the Public Relations Strategy as a tool to achieve strategic objectives.

vi. Anything incidental or connected to the foregoing.

v. DELIVERABLES

11. The following are the expected deliverables for the Consultant:

REVIEW AND AMENDMENT OF THE COMPETITION AND CONSUMER PROTECTION LAWS

- 11.1. Submit an Inception Report to the Commission and ESCC including the conclusions of the consultative meetings, inventory of the areas in the national competition and consumer laws identified for review, the justifications for the review and the proposed draft amendments to the national competition and consumer protection law.
- 11.2. Prepare the Second draft Report highlighting the comprehensive draft amendments of the national competition and consumer protection law, in line with the objectives, scope of work and expected results, following the consultative meetings and submit this Second draft Report to the Commission and ESCC for their comments, ensuring that the comments and the views of the Commission and the ESCC well addressed in the report.
- 11.3. Prepare the final report which should include the proposed draft amendments (Bill) to the national competition and consumer protection law and their respective Regulations.

DEVELOPMENT OF THE STANDARD OPERATING PROCEDURE MANUALS

- 11.4. Submit an inception report to the Commission and ESCC on the review of the existing workflow processes and procedures and the meetings with the members of staff and/or any relevant stakeholders.
- 11.5. Prepare and submit the draft SOPs manuals to the Commission and ESCC for input.
- 11.6. Prepare and submit the final SOPs manuals to the Commission and ESCC taking into account their input.
- 11.7. Develop RACI Matrix, clearly defining how departments interact or collaborate with each other on investigations, research studies and merger assessments, together with collaboration with other business operations i.e. CEOs Office, Legal Office, Advocacy as well as Finance and Corporate Services.

CAPACITY BUILDING AND TECHNICAL SUPPORT TO THE CEO'S OFFICE

- 11.8. Submit to the Commission and ESCC a report at the end of the 20 working days on the capacity building provided to the CEO.

12. The reporting requirements and time schedule for the deliverables are projected to follow the ensuing timeline:

Deliverables	Time of submission to The Commission and ESCC	Review Period by The Commission and ESCC
<i>REVIEW AND AMENDMENT OF THE COMPETITION AND CONSUMER PROTECTION LAWS</i>		
<p>Submitting an Inception Report to the Commission and ESCC including the conclusions of the consultative meetings, inventory of the areas in the national competition and consumer laws identified for review, the justifications for the review and the proposed draft amendments to the national competition and consumer protection laws.</p> <ol style="list-style-type: none"> 1) The conclusions of the consultative meetings; 2) Inventory of the areas in the national competition and consumer protection laws identified for review; 3) The justifications for the review and the proposed draft amendments to the national competition and consumer protection laws. 	<p>No later than 6 weeks starting from the date of signing the Contract.</p>	<p>2 weeks from date of receipt from the Consultant.</p>
<p>Submitting the Second draft of the report including:</p> <ol style="list-style-type: none"> 1) The proposed draft amendments to the national competition and consumer protection laws. 	<p>10 weeks starting from the date of submitting the inception Report</p>	<p>2 weeks</p>

<p>2) Ensuring that the comments and the views of the Commission and ESCC are well addressed in the report.</p>		
<p>Submitting the final draft Report including;</p> <p>1) The proposed draft amendments (Bill) to the national competition and consumer protection law; and</p> <p>2) Holding the validation workshop.</p>	<p>8 weeks starting from the date of submitting the second draft of the Report</p>	<p>4 weeks</p>
<p><i>DEVELOPMENT OF THE STANDARD OPERATING PROCEDURE MANUALS</i></p>		
<p>Submit an inception report to the Commission and ESCC on the review of the existing workflow processes and procedures including the conclusions on the consultative meetings undertaken.</p>	<p>No later than 8 weeks starting from the date of signing the Contract.</p>	<p>2 weeks from date of receipt from the Consultant.</p>
<p>Prepare and submit the draft SOPs manual to the Commission and ESCC for input.</p>	<p>12 weeks starting from the date of submitting the inception Report</p>	<p>2 weeks</p>
<p>Prepare and submit the final SOPs manual and RACI matrix to the Commission and ESCC taking into account their input.</p>	<p>10 weeks starting from the date of submitting the second draft of the Report</p>	<p>3 weeks</p>
<p><i>CAPACITY BUILDING AND TECHNICAL SUPPORT TO THE OFFICE OF THE CEO</i></p>		
<p>Submit to the Commission and ESCC a report at the end of the 20 working days on the capacity building and</p>	<p>Every two weeks from the date of starting the capacity building and technical support</p>	<p>5 days</p>

technical support provided to the office of the CEO.		
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NB: These activities will be undertaken concurrently hence the total period for the project would be 6 months.

vi. SUPERVISION

13. The Consultant shall report to the Commission and ESCC.

vii. EXPERIENCE AND QUALIFICATIONS

14. The Commission wishes to obtain the services of an international firm or individual Consultant with the requisite legal and economics experience in competition and consumer protection laws to assist with the review and amendment of the national competition and consumer protection laws in Eswatini, development of SOPs manuals and to provide capacity building and technical support to the office of the CEO. Proof of having undertaken similar assignments is critical. Further, the Consultant is expected to have the following qualifications and experience:

14.1. The Consultant should have a minimum Master’s degree in relevant social sciences such as Law, Economics, Business/Public Administration/Management/. Qualifications in competition law shall be an added advantage;

14.2. The Consultant should have at least 15 years practical experience in competition and/or consumer protection law; and

14.3. The Consultant should be fluent in English.

viii. APPLICATIONS

15. Responses to this request for technical and financial proposal shall include copies of the following:

15.1. A proposal for the consultancy services;

15.2. A brief cover letter indicating relevant experience and suitability for assignment;

15.3. Copy of the firm’s profile/ for individual consultants, the C.V suffices;

15.4. Valid and current tax compliance certificate for firms; and

15.5. Costs (in USD): The service providers should identify their rates which should be valid for the entire length of the assignment.

ix. PAYMENT PERIOD

16. The period for payment shall be 30 days from certification of invoices, payment phases shall be in accordance with Paragraph 22 of the TORs.

x. PRICING

- 17. All prices MUST be indicated in United States Dollars.
- 18. There will be a no price variation contract after signing of contract except upon a mutual written agreement between the Commission and the successful bidder.
- 19. The price quoted shall be considered to be for all the services required by the Commission as contained in this Request for Proposal.
- 20. Prices must be exclusive of all taxes within the Common Market, with particular emphasis to Eswatini.

xi. CRITERIA FOR EVALUTION OF BIDS

- 21. Bidders must provide both Technical and Financial proposals. The evaluation shall be based on the following attributes:
 - 21.1. The overall responsiveness (including completion of bid submission requirements outlined in Paragraph 29 and 30 below);
 - 21.2. Technical ability of the proposer to perform the required services;
 - 21.3. The experience and reputation of the proposer as represented in the response and the quality of references; and
 - 21.4. Cost of services. Fees and expenses will be particularly important factors when all other evaluation criteria are relatively equal.
- 22. The technical proposal will be assigned a weight of 80% and the financial proposal will be weighted at 20%.

Evaluation Attribute	Percentage Points
Consultant's understanding of the Commission's requirements	15
Approach and methodology	30
Specific Experience in carrying out similar assignments. Evidence in the form of for example reference letters, offer letters, orders or copies of contracts, or any other evidence of working in competition and consumer law matters in a very influential position should be presented	30
Qualifications and Experience of proposed Consultant(s) :	25
Total	100

- 23. The proposal shall be considered unsuitable and shall be rejected at the technical stage if it does not respond to important aspects of the Terms of Reference and fails to achieve a minimum technical score of 70%.

xii. FINANCIAL PROPOSAL _ STANDARD BIDDING FORM

24. Bidders are advised to use the standard tender Form below as a sample format and modify it to cover all relevant costs or charges.

25. There will be no price variation tender.

26. Bidders are advised to disclose any other relevant information on a separate sheet of paper.

xiii. VALIDITY OF THE BID

27. The Bid shall be valid for a period of six months after the closing date of this tender.

xiv. AMENDMENTS OF PROPOSAL DOCUMENTS

28. At any time prior to the deadline for submission of Bids, the Commission may, for any reason, modify the Proposal Documents by issuing an addendum.

xv. BID SUBMISSION

29. Bidders are advised to include in their bids the following standard tender Forms attached to this tender document and marked Annexes 1-6:

29.1. Bid Submission Sheet;

29.2. Bidder's references;

29.3. Comments and suggestions on the Scope of Work;

29.4. Description of the methodology for performing the assignment;

29.5. Team Composition and Tasks assignment. (This does not apply to individual consultants); and

29.6. Proposed fees;

30. The proposals must be submitted with a covering letter containing a confirmation and a description of how you have understood the Terms of Reference for the assignment. Bidders should provide copies of documentation, evidence and confirmation, as applicable that:

30.1. They have the legal capacity to enter into the contract; (for firms, provide a copy of certificate of incorporation or registration of the company as per the applicable laws of their country)

30.2. For firms, that they are not insolvent, in receivership, bankrupt or being wound up. Their business activities have not been suspended, and they are not the subject of legal proceedings for any of the foregoing; (provide copies of the last three (3) preceding years financial audited accounts);

30.3. For firms, that they have fulfilled their obligations to pay taxes and social security contributions, and for that purpose, documentary evidence to be provided by the relevant authorities to demonstrate that the bidders have met their obligations (provide copy of valid and current tax compliance certificate);

30.4. They have not offered any inducement to any employees of the Commission (complete confirmation form in line with Annex 1).

31. Bidders who do not submit their proposal using the Annexes 1-6 and respond to the required documents under paragraph 29 and 30, shall be disqualified.

xvi. COST OF TENDER

32. The Bidder shall bear all costs associated with the preparation and submission of the bid. The Commission will in no case be responsible or liable for those costs, regardless of the conduct and outcome of the tender.

xvii. CANCELLATION OF THE TENDER

33. In the event of cancellation of the tender, bidders will be notified in writing of the cancellation by the Commission.

xviii. OWNERSHIP OF TENDERS

34. The Commission retains ownership of all tenders received under this Request for Proposals. Consequently, bidders have no right to have their tenders returned to them.

xix. COMMUNICATION OF THE OUTCOME OF THE BID

35. The Commission shall communicate to all the bidders the outcome of their submitted bid. However, the Commission is not obliged to provide and justify grounds for rejection.

xx. NEGOTIATION AND FINALISATION

36. After the selection of the best bid and notification to the selected party, the Commission will commence negotiations with that party for purposes of concluding an agreement.

xxi. AWARD OF CONTRACT

37. Prior to expiration of the period of bid validity, the Procurement Committee will award the contract to the qualified Bidder whose Bid after being evaluated is considered to be the most responsive to the needs of the organization and activity concerned.

38. The Commission reserves the right to wholly or partially reject or award the contract to any bidder and has no obligation to award this tender to the highest ranked bidder.

39. The Commission also reserves the right to annul the Bid process and reject all Bids at any time prior to award of contract, without thereby incurring any liability to the affected Bidder(s).

xxii. SIGNING OF CONTRACT

40. Within 14 days of receipt of the contract the successful Bidder shall sign and date the contract and return it to the Commission.

xxiii. PERIOD OF EXECUTION

41. The period of execution of the contract starts from the date of the signing of the contract and is dependent on accomplishment of the deliverables provided under Section V, Paragraph 11.

xxiv. CONFIDENTIALITY

42. Information relating to evaluation of bids and recommendations concerning awards, shall NOT be disclosed to the Bidders who submitted the bids or to other persons not officially concerned with the process, until the winning consultant has been notified that it has been awarded the contract.

xxv. CORRUPT AND FRAUDULENT PRACTICES

43. The Commission requires that Bidders observe the highest standard of ethics during the procurement and executions of contracts. For the purposes of this provision, COMESA defines the terms set forth below as follows:

43.1. "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution: and

43.2. "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the COMESA and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive COMESA of the benefits of free and open competition.

xxvi. DEADLINE AND SUBMISSION OF BIDS

44. The proposal shall be submitted on or before the Deadline either by (i) e-mail and/or (ii) hand delivery, registered mail or courier service.

45. The Deadline for the submission of the Request for proposals at the address and email address indicated below is Tuesday, 19 March 2024 at 13:00 hours Malawi Local Time. Consultants are invited to attend the opening of the bids scheduled to be held on Tuesday, 19 March 2024 at 15:00 hours Malawi Local Time.

COMESA Competition Commission
Procurement Unit
Kang'ombe House, Floor 5

P O Box 30742
Lilongwe
Malawi
E-mail: procurement@comesacompetition.org

46. This deadline applies to both electronic submission (e-mail) and/or hand delivered, registered mail or courier service. Any of the two modes of submission i.e. hand delivered or electronic submission that is made first shall be considered to be the submission date. Proposals received after the deadline shall automatically be rejected, and there shall be no exception on this.
47. Electronic submission of proposals shall be submitted by the closing date, in a PDF password protected format which you will have to provide the password during the tender opening scheduled for Tuesday, 19 March 2024 at 15:00 hours Malawi Local Time to the following email address: procurement@comesacompetition.org.
48. Bidders shall submit one original technical proposal and one original financial proposal. Each proposal shall be in a separate envelope indicating original or copy, as appropriate. All technical proposals shall be placed in an envelope clearly marked "Technical Proposal," and the financial proposals in one marked "Financial Proposal." The envelope containing the financial proposal shall also bear a warning "**DO NOT OPEN WITH THE TECHNICAL PROPOSAL**". These two envelopes, in turn, shall be sealed in an outer envelope bearing the address and information indicated in paragraph 45 above. The envelope shall be clearly marked: "**DO NOT OPEN, EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE.**"
49. The Commission does not bind itself to accept any bid and reserves the right to accept the whole or part of any of the submitted bids.
50. Any proposal received by the Commission after the deadline for submission of proposals shall be rejected. There shall be no exception to this requirement.

xxvii. TECHNICAL QUERIES

51. Additional requests for information and clarifications can be made in writing until 7 working days prior to deadline to the address indicated in paragraph 45 above that is on Tuesday, 12 March 2024 at 15:00 Hours Malawi Local Time. Contacting any staff member of the Commission in any manner whatsoever on the subject of this tender other than the stated channel shall be considered inappropriate and may result in the disqualification of the bidder.

ANNEX 1: BID SUBMISSION SHEET

[This Bid Submission Sheet should be on the letterhead of the Bidder and should be signed by a person with the proper authority to sign documents that are binding on the Bidder.]

Date: [insert date (as day, month and year) of bid submission]

Reference No: [insert Reference number]

To: The Chairperson of the Procurement Committee

- a) I/We, the undersigned, declare that:
- b) I/We have examined and have no reservations to the Bidding Document;
- c) I/We offer to provide the services in conformity with the Bidding Document for the [insert a brief description of the Services];
- d) I/We hereby submit our bid which includes the following (to state the documents included);
- e) The bid shall be valid for a period of six months from the date fixed for the bid submission deadline in accordance with the Bidding Document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- f) I/We are not participating, as Bidders, in more than one bid in this bidding process;
- g) I/We did not offer any inducement to any employees of the Commission;
- h) I/We do not have any conflict of interest and have not participated in the preparation of the project document for the COMESA Competition Commission;
- i) My/Our Proposal is binding upon us, subject to modifications agreed during any contract negotiations, and we undertake to negotiate on the basis of the staff proposed in our Bid;
- j) I/We understand that this Bid, together with your written acceptance thereof included in your Letter of Bid Acceptance, shall NOT constitute a binding contract between us, until a formal letter of engagement is prepared and executed; and
- k) I/We understand that you are not bound to accept the lowest bid or any other bid that you may receive.

Name: [insert complete name of person signing the Bid]

In the capacity of [insert legal capacity of person signing the bid]

Signed: [signature of person whose name and capacity are shown above]

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on _____ day of _____, _____ [insert date of signing]

ANNEX 2: BIDDER'S REFERENCES
Relevant Services Carried Out that Best Illustrate Experience

Using the format below, provide information on each assignment for which the Bidder, either individually or as a corporate entity or as one of the major firms within an association, was legally contracted.

Bidder's Name:

Assignment Name:		Country:
Location within Country:		Professional Staff Provided by Bidder (profiles):
Name of Client:		Nº of Staff:
Address:		Nº of Staff-Months; Duration of Assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (in Current US\$):
Name of Associated Consultants, If Any:		Nº of Months of Professional Staff Provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:		
Narrative Description of Project:		
Description of Actual Services Provided by the Staff:		

ANNEX 3: COMMENTS AND SUGGESTIONS ON THE SCOPE OF WORK

The bidder is required to give his comments and suggestions on the scope of work as follows:

Scope of work	Comments and Suggestions

ANNEX 4: DESCRIPTION OF THE METHODOLOGY FOR PERFORMING THE ASSIGNMENT

Scope of work	Methodology for performing the Assignment

ANNEX 5: TEAM COMPOSITION AND TASK ASSIGNMENTS (Applicable only where the worked will be undertaken by a group of people and not an individual)

1. Technical/Managerial Staff		
Name	Position	Task(s)

ANNEX 6: PROPOSED FEES (TO BE SUBMITTED SEPARATELY FROM THE TECHNICAL PROPOSAL.

The bidder is required to state his proposed fees for the various financial statements to be audited as follows:

Level of Service	Rate Per hour	Estimated Hours	Amount
Expert 1			
Expert 2			
Expert 3 etc			