



Information on tender procedure

Assignment: Preparing and managing trade facilitation impact evaluations

Submission of bid

If you are interested in implementing the assignment, please submit an electronic bid - comprising the technical offer and the price offer, by 31.03.2018 to Andres Galeota (andres.galeota@weforum.org).

Price offer

The price offer must be submitted *in USD*. The template format for the price offer can be downloaded from the webpage. Please see the attached Terms of Reference for details of the quantities required.

Procedural questions

Please address any commercial, technical and procedural questions at an early stage. Questions will be answered if they are received at the latest seven working days before the closing of the tender. Questions have to be raised *email only* to Andres Galeota (andres.galeota@weforum.org).

Evaluation of Offer

The evaluation of offers will be based on a technical evaluation and the evaluation of the price offer. As part of the technical evaluation bidders might be asked to participate in a skype interview. After the final technical evaluation, only the price offers of bids with more than 500 points will be evaluated. Technical offers below 500 points will be considered as technically not acceptable. The technical offer has a weighting of T: 70%, the price offer F: 30%. The following formula will be used:

$$\frac{\text{technical evaluation of bid} \times 70}{\text{technical evaluation of best bid}} + \frac{\text{most economical bid} \times 30}{\text{price of bid}}$$

The final result is an overall ranking, headed by the most cost-effective bid. Contract negotiations will be initiated on the basis of this overall ranking.

Date of decision to award contract

Evaluation of submitted bids is expected to be completed by 6 April 2018.

Commencement of work

Work is scheduled to start in the second half of April 2018.