

**GLOBAL ALLIANCE FOR TRADE FACILITATION**  
**REQUEST FOR QUALIFICATION (RFQ)**  
**FOR PROJECT IMPLEMENTERS**

**V2 / 09 September 2020**

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## GLOSSARY OF TERMS

Terms	Definitions
Alliance	Global Alliance for Trade Facilitation
Alliance Secretariat	Employees, consultants and advisors of the Forum, ICC, CIPE and GIZ
Alliance Management	Alliance Director and Deputy Directors
BAP	Business Action Project
CIPE	Center for International Private Enterprise
Forum	World Economic Forum
GIZ	Die Deutsche Gesellschaft für Internationale Zusammenarbeit
ICC	International Chamber of Commerce
Project Implementer	RFP Bidder contracted by the Alliance to implement an Alliance project
RFP	Request for Proposal
RFQ	Request for Qualification
TFA	World Trade Organization's Trade Facilitation Agreement

## 1. INTRODUCTION

- 1.1 As it expands the footprint of its operations, the Global Alliance for Trade Facilitation is pleased to present this opportunity to pre-qualify for the procurement of services related to the implementation of Alliance trade facilitation projects.
- 1.2 The purpose of this RFQ is to pre-qualify eligible parties with appropriate qualifications to provide such services. Pre-qualified parties will then be given the opportunity from time to time to submit project proposals on a project-by-project basis and become an Alliance Project Implementer.

## 2. BACKGROUND INFORMATION

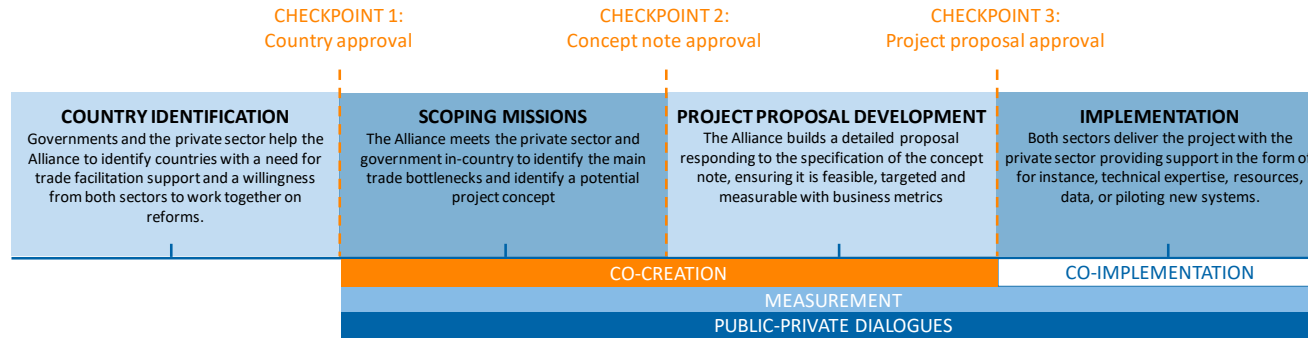
### 2.1. The Global Alliance for Trade Facilitation

- 2.1.1 The Alliance is a collaboration of international organisations, governments and businesses. It is led by a consortium comprised of the World Economic Forum (the “Forum”), the International Chamber of Commerce (ICC) and the Center for International Private Enterprise (CIPE), in cooperation with Gesellschaft für Internationale Zusammenarbeit (GIZ). Any reference to the Alliance in this RFQ should be construed as a reference to each member of this consortium.
- 2.1.2 The Alliance is funded by the governments of the United States, Canada, Germany, Denmark, the United Kingdom and Australia.
- 2.1.3 The Alliance works to help governments in developing and least developed countries implement the TFA. It does so by bringing together governments and businesses as equal partners to identify opportunities to address customs delays and unnecessary red-tape at borders and design and deploy targeted reforms that deliver both a development benefit to the beneficiary country and commercially quantifiable results for the private sector.

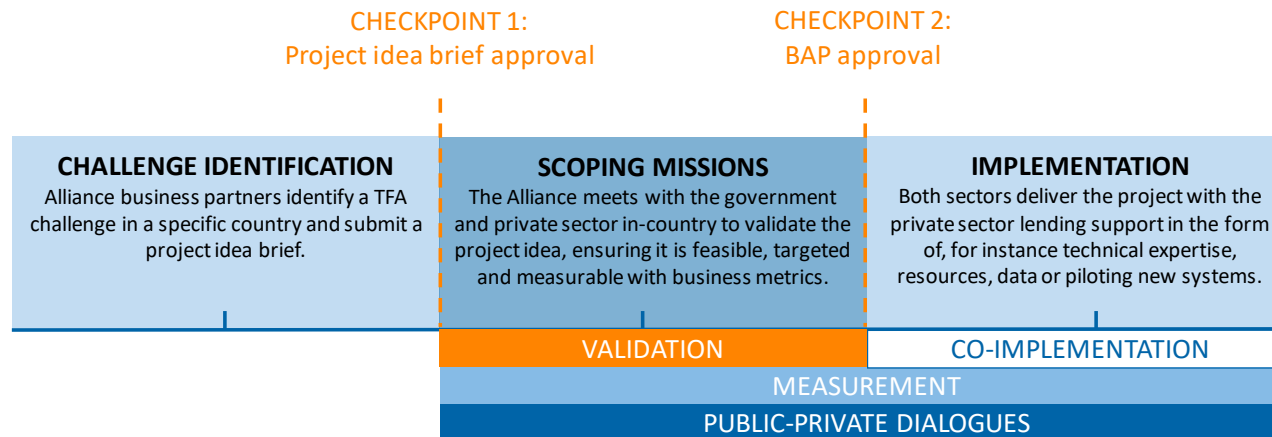
### 2.2. Alliance project development

The Alliance develops trade facilitation projects in two ways:

## 2.2.1 Co-creation



## 2.2.2 Business Action Projects (BAP)



### **3. REQUIRED SERVICES AND TIMEFRAME**

#### 3.1 Project Implementers will be expected to:

- provide the human resources required to implement the project in-country. In most cases, local presence will be required throughout the project.
- coordinate key activities with the Alliance Secretariat to ensure full inclusive collaboration of all relevant parties. Alliance projects cannot and should not be implemented in isolation.
- follow the project plan set out in the project proposal and advise Alliance Management when diversions occur in order to ensure full visibility on project progression and put in place appropriate mitigating actions and risk management strategies as may be necessary
- manage Measurement & Evaluation (M&E) baseline work using the Alliance's methodologies or as otherwise directed by the Alliance
- organise public-private dialogues and facilitate multi-stakeholder discussions in order to obtain consensus
- carry out capacity building of government officials for the purpose of ensuring the project's sustainability, as may be described in the project proposal
- if required by the project, manage procurement of IT solutions or other technical solutions
- manage in-country communications in line with Alliance procedures
- provide progress reports in bi-weekly operation calls and monthly/quarterly/annual reporting
- track and report private sector in-kind contributions in accordance with Alliance procedures
- conduct the project evaluation process (if not done independently) and report to the Alliance Management with a project completion report
- follow approved Alliance procedures and work in close coordination and collaboration with Alliance Management at all times

#### 3.2 The timeframe for provision of services will vary from project to project. The minimum period will be 3 months and the maximum 36 months.

### **4. FRAMEWORK FOR DELIVERY OF SERVICES**

4.1 The Project Implementer will be expected to collaborate closely with the Alliance Secretariat. The project implementer will be given training on the Alliance's processes before commencing work.

4.2 The Project Implementer may be supported by independent experts. Sub-contracting will not relieve the Project Implementer of any of its obligations, and the Project Implementer will remain responsible for its sub-contractors and their performance.

### **5. PROCUREMENT PROCESS OVERVIEW**

- 5.1 The procurement process for Alliance trade facilitation projects involves two phases:
- (i) Phase I consists of this RFQ to be responded to with a RFQ submission , and
  - (ii) Phase II consists of RFPs inviting formal proposals relating to a specific project
- 5.2 RFQ submissions are accepted on a continuous basis through the Alliance’s platform (cf. Section 7.4).
- 5.3 Phase I is a mandatory requirement for continued participation in the process and only those qualified parties that have been qualified prior to release of a RFP may submit a project proposal for such a RFP. Please see Section 7.5 for information on the first RFQ submission deadline.
- 5.4 The timetable for each RFP will be published at the time of its release. In general, RFPs will be issued:
- (i) in the case of projects developed in accordance with Section 2.2.1, after checkpoint two (concept note approval), and
  - (ii) in the case of projects developed in accordance with Section 2.2.2, after checkpoint two (BAP approval).
- 5.5 Qualified Bidders will be notified when RFPs are published. The decision to submit a proposal or to continue in this procurement process is in the sole discretion of the Qualified Bidder.
- 5.6 By qualifying Bidders as a result of this RFQ, the Alliance only commits to consider a proposal by such Bidder in the context of an RFP. The Alliance does not commit to award any specific future business to the qualified Bidder.

## 6. QUALIFICATION CRITERIA

- 6.1 This RFQ and subsequent RFPs are open to both for-profit and not-for-profit organisations.
- 6.2 Applicants will be selected based on their project management expertise and their experience in developing and or least developed countries.
- 6.3 Each RFQ Bidder must be a duly incorporated entity in good standing and show that it meets the following requirements:

N°	Subject	Criteria
1	Constitution	Each RFQ Bidder must submit proof that it was incorporated and <b>in existence for a minimum of three years.</b>
2	Project Management Capability	Each RFQ Bidder must demonstrate project management experience of a <b>minimum of three successfully completed donor-funded projects</b> in a developing or least developed country within the last five years, with a focus on (i) ease of doing business or trade facilitation and (ii) public-private partnerships, each with a value of at least USD 50,000, preferably as part of or on behalf of a consortium.
3.	Personnel	The bidder must have <b>at least three permanent staff members</b> who each have at least five years of relevant experience.

## 7. INSTRUCTIONS TO BIDDERS

- 7.1 **Language.** RFQ submissions must be in English.
- 7.2 **Clarifications.** Any questions in relation to this RFQ may be made by email to [info@tradefacilitation.org](mailto:info@tradefacilitation.org)
- 7.3 **Required information.** RFQ submissions must include the information set out in **Annex 1.**
- 7.4 **Response platform.** RFQ submissions should be uploaded to the Alliance’s platform ([https://weforum.eu.qualtrics.com/jfe/form/SV\\_8wiBemHADJ5TJ65](https://weforum.eu.qualtrics.com/jfe/form/SV_8wiBemHADJ5TJ65)).
- 7.5 **Deadline for responses.** RFQ submissions may be made on an ongoing basis. The Alliance expects to publish its first round of RFPs for Project Implementers from the 3rd quarter of 2020. To qualify for these first RFPs, submissions must be received no later than 31 May 2020, 11:59pm (CET).
- 7.6 **Confidentiality.** All RFQ submissions received will be treated confidentially by the Alliance, but they may be subject to disclosure under applicable law. Please also note that information may be shared with the Alliance Secretariat.

## 8. REVIEW AND EVALUATION OF RFQ SUBMISSIONS

### 8.1. RFQ submission evaluation

- 8.1.1 RFQ submissions will be evaluated in accordance with the criteria set out in Section 6 above.

- 8.1.2 RFQ Bidders will be notified if they have been qualified or not within 20 calendar days after the date of their submission. Qualifications will be valid for 24 months from the date of notification.
- 8.1.3 Meeting the criteria set out in Section 6 of this RFQ is an ongoing requirement that will continue after RFQ submissions have been submitted and evaluated. RFP Bidders will be required to include an acknowledgement with their RFP submissions that they continue to meet the RFQ evaluation criteria. Further details on the ongoing nature of the evaluation criteria will be set out in the RFP.
- 8.1.4 RFQ Bidders who have been notified by the Alliance that they do not meet the requirements of this RFQ may not seek to qualify within 90 calendar days following the date of such notification.

## **8.2. Clarifications**

- 8.2.1 During the evaluation of RFQ submissions, the Alliance may request that any RFQ Bidder provide further clarification on any part of its RFQ submission.

## **9. OTHER MATTERS**

### **9.1. Cost and expenses of RFQ Bidders**

- 9.1.1 All costs and expenses incurred by an RFQ Bidder in the preparation and delivery of its RFQ submission or in providing any additional information necessary for the evaluation of its RFQ submission will be borne solely by the RFQ Bidder.

### **9.2. Rights of the Alliance**

- 9.2.1 Notwithstanding anything else in this RFQ, the Alliance has the right to change the dates, annex, deadlines and requirements described in this RFQ, to reject any or all RFQ submissions, to disqualify any RFQ Bidder, to change the limits and scope of the procurement process, to cancel this RFQ or the procurement process or to elect not to proceed with the procurement process and/or projects for any reason whatsoever, without incurring any liability for costs and damages incurred by any RFQ Bidder.

### **9.3. No collusion**

- 9.3.1 At all times, each RFQ Bidder will be responsible to ensure that its participation in this RFQ process is conducted fairly and without collusion or fraud. The Alliance may disqualify any RFQ Bidder and/or reject any RFQ submission where it finds any evidence that an RFQ Bidder has taken part in collusive or fraudulent behaviour.

### **9.4. Data privacy**

- 9.4.1 By participating in this RFQ, RFQ Bidders acknowledge that they:
  - (i) lawfully collected and processed any personal data shared with the Alliance for the purpose of this RFQ within the meaning of and in compliance with the General Data Protection Regulation (EU) 2016/679 and/or Swiss Federal Act



on Data Protection of 19 June 1992, Status as of 1 January 2014) to the extent applicable; and

- (ii) read and understand the Alliance's privacy policy and/or in case they are submitting personal data on behalf of third parties that they have shared the Alliance privacy policy with such third parties. (available at <https://www.tradefacilitation.org/alliance-privacy-policy/>).

#### **9.5. Right to verify**

9.5.1 The Alliance may independently verify any information in any RFQ submission. The Alliance will disqualify any RFQ Bidder and/or reject the RFQ submission of any RFQ Bidder if their RFQ submission contains any inaccurate or misleading information. The Alliance will also disqualify any RFQ Bidder and/or reject the RFQ submission of any RFQ Bidder, who, in the Alliance's discretion, has failed to disclose any information that would, if disclosed, materially adversely affect the evaluation of the relevant RFQ Bidder's RFQ submission.

#### **9.6. Failure to comply**

9.6.1 Failure to comply with any requirement of this RFQ may result in disqualification of the RFQ Bidder and/or the rejection of its RFQ submission.

#### **9.7. Errors**

9.7.1 Each recipient should notify the Alliance of any error or discrepancy found in this document. Notification should be made to [procurement@tradefacilitation.org](mailto:procurement@tradefacilitation.org).

## Annex 1

### RFQ Submission Details

Theme	Question/Request
<b>RFQ Bidder point of contact</b>	First name
	Surname
	Position
	Email
<b>RFQ Bidder profile</b>  <u>Qualification criteria:</u> <i>Each RFQ Bidder must submit proof that it was incorporated and <b>in existence for a minimum of three years</b></i>	Name of the RFQ Bidder
	Main address
	Country of incorporation
	Form of incorporation
	For-profit or not-for-profit
	Ultimate beneficial owner
	Number of permanent staff (full-time equivalent)
	Website
	List all contracts entered into with WEF, ICC, CIPE or GIZ in the last five years (parties, date, and subject matter)
	Provide a certificate of incorporation or extract from the commercial registry issued within 90 days preceding submission
	Provide a copy of the RFQ Bidder's Articles of Association
	Provide a capability statement (maximum three pages) or a corporate brochure
	<b>Project management capability</b>  <u>Qualification criteria:</u> <i>a <b>minimum of three successfully completed donor funded projects</b> in a developing or least developed country within the last five years, with a focus on (i) ease of doing business or trade facilitation and (ii) public-private partnerships, each with a value of at least USD 50,000</i>  <i>No more than 10 project descriptions should be submitted in response to this RFQ. Additional projects will not be reviewed or evaluated</i>
Start date	
End date	
Client name	
Client address	
Client contact first name and surname	
Client contact position	
Client contact e-mail	
Brief description of the project	
Contract amount	
Country of implementation	
In or on behalf of a consortium (yes or no)	
Project impact	
1. Proof of contracting: Relevant pages of the contracts indicated above or other suitable evidence (e.g., listed on donor website)	
2. Proof of project completion: (i) Notification from the client; or (ii) Official press release or other public statement by the client/donor attesting project completion	

Theme	Question/Request
<p><b>Key personnel</b></p> <p><i>Qualification criteria: the bidder must have <b>at least three permanent staff members</b> who each have at least five years of relevant experience</i></p> <p><i>No more than five people should be presented in response to this RFQ.</i></p>	First name
	Surname
	Position
	Years of experience in managing donor funded projects
	Language(s) spoken (ability to conduct business)
	CVs must be presented (maximum two pages per individual)