

GESCI Procurement Guidelines

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1. Introduction

GESCI is a donor funded organisation and as such a high standard of administration and reporting is essential to the sustainability of the organisation. It is important that GESCI follows a clear, well defined and competitive procurement process in order to maintain transparency and value for money. This will give assurance to the Board, to the Donors, staff, beneficiaries and to the wider public that the organisation's financial resources are being used effectively and prudently.

An effective procurement process ensures that quality goods and services are delivered and secured in an efficient and cost effective way. The implementation of an effective procurement policy can help an organisation to reduce costs and better manage cash flow. This is a very important outcome for GESCI as a small organisation.

This document sets out the specific rules and procedures for procurement of goods and services with procurement being defined as the cost-effective acquisition of goods and services. It includes the purchase of routine goods, consumables, technology, administrative services and consulting services.

A Procurement Officer's work involves planning and implementing procedures for the acquisition of goods and services. Duties include supervising, reviewing and authorizing requests to purchase goods and services from items of common use to technical or scientific supplies and equipment which GESCI may require from time to time, and will include the supervision of bid invitations and awarding of contracts. The role may also include the preparation of tender documents.

GESCI is a very small organisation with defined self-funded projects and initiatives under the direction and management of a project/programme manager with the general manager of GESCI being responsible for all programmes/projects. Consequently, the roles and duties associated with procurement are distributed across programmes/projects – the project manager is responsible for carrying out the procurement process under the supervision and oversight of the general manager of GESCI. Advice and support in relation to technical specifications, technology configurations, maintenance contracts are provided by the ICT officer.

2. Procurement Key Principles

While the specific rules and procedures to be applied will depend on the particular circumstances, the following principles will be adhered to:

- Procurement is aimed at obtaining the highest quality goods or services with economy and efficiency
- The procurement process must be followed honestly, fairly and with the objective to secure the best value for GESCI money.
- Specifications for goods and services must be drawn up so as not to discriminate against any potential supplier or to be exclusive in any way
- All procurement will be through open competitive tendering except under exceptional circumstances when single sourcing or direct contracting may be justified and permissible

- Selection of contractors must be objective and transparent
- All procurement should adhere to Green Procurement recommendations
- All GESCI employees need to understand these guidelines, comply with the procedures and complete the relevant Procurement documents.

3. Ethics, transparency and anti-corruption practice

- 3.1 It is essential that all procurement activities in GESCI are carried out with complete impartiality, transparency in procedure and without any preferential treatment. Contractors must be allowed to compete for GESCI business on a fair basis.
- 3.2 A request for proposal (RFP) should reach all potential suppliers at the same time to avoid any competitive advantage to one or other supplier/contractor. Any additional information, detail or clarification, sought by one or more potential suppliers should, if valid, be provided to all.
- 3.3 After the submission of tenders and until the award is notified, no information relating to the examination, clarification and evaluation of tenders, nor to the recommendation concerning awards, should be communicated to any one tenderer at the expense of others or to any person not officially concerned with procurement process.
- 3.4 All enquiries regarding the procurement must only be directed to the relevant programme/project manager and/or Finance department.
- 3.5 All contractors' price information is proprietary and should be held in confidence by GESCI staff, and should be disclosed only to those individuals involved in the procurement process.
- 3.6 Staff must not accept any gift, favour, gratuity or promise of future employment from any contractor.
- 3.7 Staff with any financial interests in any supplier, or close relatives employed by contractors responding to tenders, shall be prohibited from the entire procurement process, including drafting specifications, providing advice or engaging in decisions, approval or recommendations.
- 3.8 The onus is on staff members to forewarn or bring any potential breach of 3.6 or 3.7 to the attention of management

4. Collusive Tendering and Criminal Convictions

- 4.1 Staff managing the procurement process should notify the management if they become aware of suspected collusion in tendering.
- 4.2 Tenderers who have been convicted of organised crime, fraud, corruption or money laundering must be excluded from the tendering process.
- 4.3 Methods and selection criteria should be objective, transparent and documented. It should be made clear if responses are to an advertisement or a direct invitation.

Decisions on selection of purchases under **€500** should be also be recorded.

5. Procurement Planning

- 5.1 The procurement process commences by identifying a business need(s) and defining business objectives and requirements.
- 5.2 A requisition to purchase goods or services is then submitted to the Chief Executive Officer (CEO) and /or to a senior manager, indicating why goods and services are required.
- 5.3 Upon approval to requisition, the staff member should write either a specification or terms of reference (ToR).

5.3.1 Specifications

Specifications are normally used for procuring goods. The specifications will detail the design requirements, dimensions, materials, function, technical specifications, quality and performance of the goods. Brand names should not be used in specifications, however, where this is unavoidable, the term “or equal” should be used.

5.3.2 Terms of Reference

Terms of reference (ToR) are used for procuring services including consulting services. The ToR details the work required of the contractor such as; tasks that the contractor must perform, the time it will take to perform the tasks and the deliverables expected of the contractor.

Evaluation criteria should be specified within the terms of reference. These can be developed in consultation with the relevant /programme manager. (See section 9 for full instruction on developing evaluation criteria).

- 5.4 After the specifications and ToR are prepared, a budget or cost of the goods and services should be estimated or defined
- 5.5 Agree on procurement method with the relevant programme/project manager and/or Finance Department
- 5.6 Develop a shortlist of firms or service providers if necessary
- 5.7 Depending on the estimated cost of the goods and/or services, specifications or ToRs, budgets and procurement methods may need to be approved by the CEO and/or the senior manager before proceeding.

5.7.1 For services or goods under **€500**, 3 written quotes should be obtained, and then a description of the chosen good(s) along with the total price should be recorded on a Purchase Order Form (See appendix A) and signed by the Finance Department and/ or senior manager. Only once the staff member has received an approval should the goods be purchased.

For purchases not exceeding **€100**, a written email confirmation of the negotiated price from one supplier.

5.7.2 For services or goods between **€500 - €5,000** a written specifications or ToR should be written and sent to the CEO or Senior manager for approval. Approval should be in the form of a dated signature on the written specification or ToR.

5.7.3 For services or goods above **€5,000** all specifications and ToR should be approved by both the senior manager and CEO. Approval should be in the form of a dated signature on the written specification or ToR.

5.8 Once approval of the specifications or ToRs is obtained, the staff member who requires the goods and services should forward the approved specifications or ToRs, along with documented approval to the senior manager and /or Finance department who will proceed to initiate acquisition of the goods using the most appropriate procurement method.

6. Procurement Methods

Once the specifications or ToR for the service or goods has been approved, the relevant programme/project manager should choose a method of procurement:

6.1 *Informal Quotation*

For purchases not exceeding **€100**, a written email confirmation of the negotiated price from one supplier

For purchases below **€500** it is acceptable to obtain an informal quote (via email). Such quotes however should be recorded on a Purchase Order Form

6.2 *Request for Quotation*

For purchases below **€5,000** a Request for Quotation (RFQ) is written and calls for written quotations. The RFQ should include all the specifications of the goods or services and give clear guidelines on the evaluation criteria. (see Appendix B: Request for Quotation). RFQ should be time bound.

6.3 *Request for Tenders (RFT)*

An RFT is prepared for goods in which specifications are largely known and above **€5,000**. The RFT should include details regarding: Background, purpose and description of services required, duration of contract, and conditions of participation, evaluation process, award criteria, marks allocation, tender validity deadlines and examples of draft agreements or contracts.

6.4 *Request for Proposal (RFP)*

An RFP is prepared mainly for services including consulting services or goods with a numerous associated services, or for complex goods (i.e. IT systems), and above **€5,000**. An RFP is used when precise specifications of the good or services are not defined in advance. (see Appendix C: Example Request for Proposal)

6.5 *Negotiated Procurement*

This is a very exceptional procedure and as negotiated tendering should only be carried out; when it is objectively impossible to define the needs of the project, when the nature of the project does not permit overall pricing; where it is impossible to specify requirements with enough precision for tenderers to respond with prices; where open or restricted tendering

has not attracted acceptable tenders. In this situation GESCI should advertise and negotiate the terms of contract with at least three candidates, pre-qualified as per restricted tendering.

6.6 *Direct Contracting*

Direct contracting (single sourcing) involves contracting without competition. This form of contracting should take place when: standardisation is important and goods or services must be procured from the original supplier or from a supplier of identical goods; when the services or goods are only obtainable from one supplier; when engaging with the same supplier can clearly be shown to be more economical and ensures compatibility of work quality; in exceptional cases such as in response to a natural disaster.

When a list is used for direct invitation to a tenderer, the list should be a representative sample of all potential goods providers in the market and should be updated every quarter to include newly established firms. **At least 3 firms should be invited to submit tenders.** Selection from this list can be made according to specified criteria, randomly, by rotation or by combination of all three. Selection may be based on suitability to the project based on experience, technical competence and/or financial standing.

7. Procurement Supplier Selection

GESCI follows the principle that all procurement should be subjected to competition and suppliers should be selected on a competitive basis.

7.1 *Informal Quotes and Request for Quotation*

For purchases below **€5,000** suppliers or service providers should be selected from a defined list. This selection should be a representative sample of all potential goods providers in the market. The list should be updated every quarter to include newly established firms. In information quotations and requests for quotations, suppliers may be from only one country.

7.2 *Restricted International Tendering*

For purchases between **€5,000 - €50,000**. Only those parties who meet minimum requirements in regard to professional or technical capability, experience and expertise and financial capacity to carry out a project are invited to tender. In restricted international tendering a number of methods can be used for objective selection of suppliers: issuing an Invitation of Expression of Interest (EoI) document; pre-qualification; selection from a supplier database.

7.3 *Open International Tendering*

For purchases over **€50,000**. Any interested parties may submit their tenders. Information regarding tenderer's capacity and expertise are required and only those who meet the minimum levels of technical and financial capacity and expertise are evaluated. It is important that all minimum requirements are listed on the EoI and Request for Tenders (RFT) to avoid unqualified tenderer's incurring the expense of preparing submitting tenders. In open procurement, EoI and RFT may be distributed to suppliers in more than one country.

8. Advertising

Using the appropriate form of advertising is an essential element of the procurement process, as it attracts the maximum number of qualified tenderers. Advertisements should be published for the appropriate amount of time, in order to give fair opportunity to all tenderers to submit proposals, and to maximize selection between competitive tenderers. Methods of advertising include:

- 8.1 For services or goods between **€5000 - €50,000**, Limited Open Tendering advertisements for Invitations of Expressions of Interest (EoI) can be placed on the *etenders* website. The website meets national advertising and publicity requirements and significantly reduced expenditure on advertising. Advertisements can be placed by registering online. The adverts will summarize the tender and direct interested parties to the GESCI website for further detail. (See Appendix D for example Invitation of Expression of Interest, in advert and website form)
- 8.2 Depending on the nature of the service or goods, advertising on the *etenders* website can be supplemented with other forms of advertising such as trade publications and other websites.
- 8.3 Alternatively for services or goods under **€50,000**, direct invitation to tender may be used. Invitations are extended to firms who are suitable for a particular project.
- 8.4 For services or goods above **€50,000**, International Open Tendering, advertisements can be published in a broadsheet/newspaper or magazine with circulation in more than one country or two or more publications in two or more countries. The advert will summarize the tender and direct interested parties to the GESCI website for further detail.

9. Evaluation

- 9.1 Before commencement of the evaluation, all tenders should be checked to ensure that they respond to the tendering requirements i.e. complete all requirements; accompanied by requested documents; submitted within the deadline and have been signed and dated. If a tender does not meet the tendering requirements then it should not be considered for evaluation.
- 9.2 Depending on the nature of the goods, evaluation of quotes under **€5,000** should generally be made on the basis of the lowest price. However, if a longer lead time, inferior known quality, servicing costs downstream or any other factors lead to additional expenses for the organisation, then this should be taken into consideration when calculating the total cost of the purchase.
- 9.3 For Projects above **€5,000** there are two evaluation options:
 - Option 1. Where price is the sole criteria, the contract is awarded to the tenderer with the lowest priced tender having regard to comparative technical and operational specifications

- Option 2. Where value for money is the criteria, the most economically advantageous Tender (MEAT) is used for evaluation. In this case the contract is awarded to the tender that meets all of the relevant criteria.
- 9.4 The evaluation will be carried out by an evaluation committee. The programme manager, project manager will form part of the evaluation committee and other staff members depending on the knowledge and expertise required to evaluate tenders and proposals for the goods or services in question. Working from prepared evaluation criteria, the evaluation committee members will follow three evaluation steps:
- 9.4.1 Step 1: Members will undertake individual evaluation the tenders based on the evaluation criteria, awarding each criteria a score, based on sound judgement and the relevant expertise.
- 9.4.2 Step 2: Convene as a group to compare results and harmonize scores.
- 9.4.3 Step 3: Programme /Project manager to prepare an evaluation report and present report to CEO for approval.
- 9.5 A weighting system will be assigned to the criteria, and during evaluation these will be recorded on a scoring sheet. An objective and transparent comparison of tenders is best achieved by a clear scoring system. (see Appendix E: Example Scoring Sheet – needs updating – this one is for services. We need an example of a score sheet for a product/ piece of equipment
- 9.6 The evaluation criteria used will depend of on the nature of the good or service.
- 9.6.1 The criteria used to evaluate goods might include: running costs, servicing costs, after sales service, warranty, and technical assistance, quality of goods, technical quality, green procurement guidelines and lead times.
- 9.6.2 The criteria used to evaluate services might include: Adequacy of proposal or proposed methodology; level of detail provided; specific experience of organisation or consultant; ability to meet expected time frame.
- 9.7 The criteria and weighting and score system used for evaluation will depend solely on the nature and complexity of the project. The scoring of the evaluation criteria for some projects may be weighted heavily on the final cost of the project, in other projects such as consultancy contracts evaluation might only be on the basis of technical capabilities. The procurement committee should consult with the person(s) responsible for developing the ToR and technical specifications in order to determine the evaluation criteria and relevant weighting and scoring system.
- 9.8 All criteria and the relative weighting given to each of those criteria used for evaluation must be made clear in the ToR of the project.
- 9.9 Depending on the nature of the project, it may be necessary to separate financial and technical evaluation in order to not avoid bias or influence the final decision of the procurement committee. In these cases only tenders that pass the technical evaluation will be evaluated based on their financial tender.

10. Procurement management/separation of duties

10.1 Functions within the procurement cycle in GESCI should be separate, therefore persons responsible for ordering goods and services will not be involved in payments of goods and services and vice-versa. Receipt of goods, should in the first instance, be by a staff member (receptionist/front of office person), not associated with the Procurement, who will check the delivery against the delivery docket of the service provider

10.2 Tenders will be received at reception and signed with the date and time of submission. Tenders should be opened only after the deadline for receipt of tenders and no tenders should be accepted or opened after the date and time specified. Times should also include reference to relevant time zones.

10.2 Authorisation

10.2.1 For purchases under **€500** and between **€500 - €5,000** a purchase order form should be filled out detailing the goods and total cost and then signed by the person intending to place the order (see appendix A). The form is then presented to the CEO and/or Senior manager for approval. The order can only be placed once a signature is obtained from the management team.

10.2.2 For purchases between **€5,000 and €50,000** and over **€50,000** the evaluation of the tender documents will be carried out by 3-4 GESCI evaluation representatives separately. They will complete score sheets, based on predetermined selection criteria, which will then be compiled into one sheet by the procurement representative. The final score sheet will then be signed by the two GESCI evaluation representatives and by the procurement representative. Once the tender with the highest score has been selected, a purchase order form should be compiled by the project manager detailing the nature of the goods and total cost. This form should then be signed by the senior manager and CEO before the order is placed.

11. Tenders

11.1 *Submission for tenders:* Depending on the nature and complexity of the project sufficient time should be given to tenderers to allow for preparation and submission of tenders. The Submission deadline, including exact date and time should be made clear on the RFT.

11.2 *Cost of Preparing a Tender / Quotation:* It must be made clear to all contractors on the RFT or RFQ that GESCI are not responsible for any of the costs related to the preparation of said documents.

11.3 Receipt and Opening of Tenders

11.3.1 For tenders of over **€5,000** a procurement committee comprising the procurement officer and at least 3-4 members of the GESCI staff should be present to open, register and evaluate the tenders. The committee should present the results of the submitted tenders in an evaluation report,

signed by all three members, to the CEO. It will be the overall responsibility of the CEO to verify that the procurement process, evaluation according to prepared criteria and selection is in line with GESCI policy.

- 11.4 *Tender Results:* Results of tender processes over **€5,000** should be publicly announced on the GESCI website.
- 11.5 *Debriefing of unsuccessful quotes or tenders:* In order to encourage continued supplier participation and more competitive tenders for the future, the GESCI procurement officer/project manager should give constructive feedback to unsuccessful tenderers. For quotes under **€500** telephone debriefing is sufficient. For tenders between **€500 and €50,000** the debriefing should be in writing. For tenders over **€50,000**, the tenderers should be offered the opportunity of a debriefing meeting. Debriefing is constructive and effective if clear criteria and evaluation of tenders have been respected and applied objectively.

Under no circumstance during debriefing should GESCI reveal the identity of other tenderers, pricing strategies, or any other information that compromising the intellectual property rights of others.

- 11.6 *Cancellation of Tenders:* GESCI can cancel tenders at any time and are under no obligation to provide contractors with a reason or cause. Cancellation of tenders must be communicated in writing to the contractors at least 3 days before the deadline for Submission
- 11.7 *Clarification of Tenders:* The procurement committee may seek clarifications to tenders after the submission deadline. However modifications to tenders after the submission deadline are not permitted.
- 11.8 *Query Handling:* For tender processes over **€5,000** queries should be made by email to Procurement Officer/Project manager and must be received at least 3 working days before the closing date receipt of tenders. To uphold GESCI's standards of transparency, details of queries and answers will be distributed to all prospective tenderers where possible and appropriate. Responses to requests for information, requests for tender documents and all other supporting documents must be issued within 5 working days of the request.

12. Procurement Documentation

GESCI staff should maintain records of each of the steps taken during the procurement process. There should be a complete record of documents such as:

- Copy of the advertisement
- Tender documents and addenda
- Tender evaluation results including summary rating sheets
- Evaluation report
- Correspondence exchange with tenderers/contractors/consultants during the tendering and contract administration period

Appendix A: Purchase Order Form

Purchase Order

Programme				
Programme Manager				
Approval requested by:				
Date:				
Activity – Reason for expenditure				
Is this activity and expenditure in your workplan and budget?				
If YES, please provide workplan reference and explanation				
If NO, please explain the expenditure and confirm that the change in the workplan has been agreed with management.				
Details of expenditure				
Proposed supplier				
Amount requested:	Local currency:	KES		
	Euro equivalent:	Euro		
	VAT/Other charges:	N/A		
	Total euro amount:	Euro		
Purchasing terms / Evaluation of quotations <ul style="list-style-type: none"> • Less than €100 (direct purchase & claim of cost) • 101-500 	Evaluation of Quotations:			
	Items	Company 1	Company 3	Company 3

<ul style="list-style-type: none"> • €100-€500 (ask 2-3 quotation, then administrator to purchase) • €500 -€5000 (written price comparison of three quotation, then administrator to purchase and Senior Manager to authorize the payment) • €5000 -€15000 (written price comparison of at least three formal quotation, then administrator to purchase and CEO to authorize the payment) • Above €15000 for services and above €2,500 for goods (Competitive bidding process) 	<table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td></td> <td></td> <td></td> </tr> </table> <p>Recommendation:</p>									Total			
Total													
<p>Approved by</p>													

Appendix B: Request for Quotation



Global e-Schools and Communities Initiatives
 P.O Box 66380 -00800 Tel: 254-20- 374 6845
 Unga House 9th floor, Muthithi Road

NAIROBI, KENYA

Address of the supplier

Re: Invitation to Quote for xxxxx

You are invited to submit your price quotation for the supply and delivery ofas per the specification given below:

Item Description		Unit Price	Total price
Description			
Other Desired requirements •	Indicate other features		
Warranty	Indicate warranty		
Software	Indicate software		
Cost			
<u>N/B:</u> Our terms are 30 days net after supply			

Please stamp your quote and return it to GeSCI Office; 9th Floor Unga House or email admin@gesci.org as soon as possible

Sincerely

Global e-Schools and Communities Initiatives (GeSCI)

Appendix C: Request for Proposals

REQUEST FOR PROPOSALS

Evaluation of Global e-Schools and Communities Initiative Activities in Namibia

INTRODUCTION

The Global e-Schools and Communities Initiative (GESCI) was originally established in 2004 to help developing country governments achieve the Millennium Development Goals related to universal access to education and multi-stakeholder partnerships. GESCI has been working in Namibia, Ghana, Bolivia and India, and so far has established in-depth and demand-driven partnerships with Ministries of Education and other stakeholders; and approached challenges in ICTs in education with a holistic, coordinated and system-wide approach to support national efforts.

GESCI intends to undertake an independent evaluation of its work and approach in Namibia from 2005-2007. This will provide a critical understanding of GESCI's role and potential impact, and provide lessons learned that can be integrated into GESCI's future work. GESCI is now seeking to identify independent and qualified contractors to undertake the evaluation.

INVITATION FOR PROPOSALS

GESCI invites proposals from individual consultants for the provision of the following services: the evaluation of GESCI's work in Namibia during the period 2005-2007. Details of the services required are provided in the attached Terms of Reference (ToR) below.

In order to qualify to bid for this assignment, consultants are expected to have completed similar assignments in the last five years; have at least 10 years directly relevant experience with monitoring and evaluation of projects and programmes (preferably national or sector-wide programmes in education); have a good understanding of the Namibian or similar education system, and have experience of policy development and/or strategic planning.

The proposal should be written in English and MUST cover the following areas:

- a) A detailed description of the methodology and work plan with detailed activities for performing the assignment.
- b) A description of any similar types of assignments carried out in the previous five years. For each assignment, please provide information on the contracting/ client organisation, the total amount of the contract, the duration of the assignment, a description of the actual services provided, whether the consultant was part of a group or firm and the specific role of the consultant within the group/ firm, and a contact at the client organisation who may be contacted for reference.
- c) Any comments or suggestions on the ToRs.
- d) Time schedule including total professional time required for the assignment
- e) An activity or work schedule
- f) A detailed Curriculum Vitae (CV)
- g) Costs for carrying out the assignment including any travel and logistical costs.

EVALUATION OF PROPOSALS AND SELECTION OF CONSULTANT

The evaluation of the proposals and selection of the consultant will be based on a combination of technical and cost -factors as follows:

Technical factors- 50 points

Cost factors- 50 points

Proposals will first be evaluated against the technical factors (technical evaluation). Only proposals that score at least 35 points in the technical evaluation will be considered for cost evaluation. For those proposals that pass the technical evaluation,

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the lowest costed proposal will be awarded 50 points and the others awarded pro-rated points based on the proposal price in relation to the lowest costed proposal.

The technical factors and the scoring weights are:

- a) Adequacy of proposed methodology and work plan (20 points)
- b) Specific experience of the consultant related to the assignment including prior experience undertaking similar assignments (10 points)
- c) Qualification and competence of the consultant for the assignment (15 points)
- d) Experience with the Namibian or similar education system and experience in the region (5 points)
- e) Whether the consultant proposes to undertake the work in or close to the expected time frame (5 points)

SUBMISSION OF PROPOSALS

Proposals may be submitted electronically, or hand delivered or mailed to the address below. Electronically submitted proposals should be sent as email attachments in Microsoft Word or PDF format to procurement@gesci.org. The email's title should be "Proposal to provide evaluation services for GESCI Namibia".

The deadline for submission of proposals is August 31, 2007.

Appendix D: Invitation of Expression of Interest

Invitation for Expression of Interest For Advert

Invitation for Expression of Interest

- Objective: The Global E-Schools and Communities Initiative (GESCI) invites written Expressions of Interest (EoI) from consulting firms, consultants and other organisations for the provision of the following services: **Baseline Study of Schools supported under the Rajasthan Education Initiative (REI).**
- Deadline for submission of EoI: July 30th 2007 at 12:00 noon GMT
- Location of study: Rajasthan, India.
- Period of study: **September-December 2007.**
- Additional information: can be found at <http://www.GESCI.org/XXXX>
- Submission: Interested firms should submit a written EoI along with documentary evidence by email to XXXXX. Deadline for submission of EoI is ZZZZ at 12:00 noon GMT.

Submission information and pre-qualification criteria

The EoI will be used to draw up a short-list of firms that will be invited in August to tender for the provision of services specified. Firms and organisations that express interest must meet the following criteria to qualify for short-listing:

- a) Must have carried out at least one similar study within the last five years.
- b) Must have at least 10 years relevant experience with monitoring and evaluation of projects and programmes, preferably national, state-wide or sector-wide programmes in education,
- c) Must have a good understanding of the Indian, or similar education system.

Submitted EoI should include documentary evidence that proves that the firm/organisation meets the above criteria.

Interested firms can find additional information at <http://www.GESCI.org/XXXX>.

Invitation for Expression of Interest - For Website

Invitation for Expression of Interest

Background

The Global E-Schools and Communities Initiative (GESCI) is a non-for-profit Irish based organisation that provides strategic advice to Ministries of Education in developing countries on the effective use of Information and Communication Technologies (ICTs) for education and community development.

GESCI is a core partner of the Ministry of Education in Rajasthan on the Rajasthan Education Initiative (REI). Launched in 2005, the REI is a public-private partnership programme, involving innovative global and local multi-stakeholder partnerships from the private sector, NGOs, foundations and charitable organisations who act in support of Rajasthan's educational objectives. More information about the REI can be found at XXXXXXXX. Vision document attached herewith for ready reference.

Since the inception of the REI the Ministry of Education of the Government of Rajasthan and partners of the REI have undertaken a range of activities. In order to fully understand and monitor the impact of these activities on the education system, the Ministry of Education proposes to establish a Monitoring and Evaluation Plan for the REI. The Ministry further proposes that the first step in developing the plan is to undertake a baseline assessment of the basic educational indicators, activities underway, and the monitoring and evaluation frameworks already in place with specific partners.

GESCI, as one of the core partners, will oversee and fund the Baseline study on behalf of the Ministry of Education.

Services Required

A consultancy firm or other organisation qualified to carry out monitoring and evaluation assignments will be contracted to undertake a Baseline Study involving a representative sample of schools in the State of Rajasthan involved in the REI. The sample size will represent both the schools under ICT and those Non-ICT tracks. It will also consider an appropriate number of schools outside the purview of REI for comparative study.

The main objective of the study will be to assess the current status of ICT and non ICT interventions in the selected schools. The baseline study will thus provide a starting point against which future progress and achievements of the REI will be measured.

In addition, one of the REI partners will soon complete a pilot project covering over 50 schools in two districts of Rajasthan. The consultancy firm/ organisation will be expected to carry out an evaluation of this project to assess the impact and feasibility of expanding the programme.

Pre-qualification

The invitation for proposals will follow a short-list stage. Only firms that are short-listed will be invited to submit proposals to undertake the baseline study. Firms/ organisations will be short-listed if they can demonstrate that they have:

- a) Carried out at least one similar study within the last five years.
- b) At least 10 years relevant experience with monitoring and evaluation of projects and programmes, preferably national or state-wide or sector-wide programmes in education.
- c) A good understanding of the Indian or similar education system.

Interested firms are required to submit written Expressions of Interest (EoI) with documentary evidence to demonstrate that they meet the pre-qualification criteria above.

In addition, the EoI should provide full information regarding the registration/ legal status of the firm/ organisation and detailed contact information.

Evaluation for pre-qualification

In order to be short-listed, firms will be evaluated against the pre-qualification criteria above on the basis of PASS/FAIL where PASS means that the firm/organisation fully meets the criterion. Firms must meet all three criteria to be considered eligible for short-listing.

Joint Ventures and Individual Consultants

Joint ventures will be allowed provided the firm/ organisation that submits the EoI is to undertake more than 60% of the work.

A group of individual consultants acting as one entity may be acceptable if the individual skills, qualifications and experience meet the outlined criteria.

Invitation for proposals

Only firms that meet the pre-qualification criteria will be short-listed and invited to submit proposals. It is expected that the invitation for proposals along with detailed Terms of Reference (ToR) will be issued to short-listed firms/ organisations no more than 30 days after submission of the EoI.

Deadline for submission of EoI

Interested firms may submit their EoI and information to show their qualifications and suitability for this assignment not later than July 30 2007 at 12:00 noon GMT. Any EoI received after July 30 at 12:00 noon GMT will be rejected.

Language of EoI

The EoI and any other documentary evidence should be in English.

Costs of preparing EoI

Interested firms/ organisations shall bear all costs associated with the preparation and submission of their EoI and GESCI will in no case be responsible or liable for those costs.

Cancellation or rejection of EoI

GESCI reserves the right to accept or reject any EoI, and to cancel the pre-qualification process at any time, without thereby incurring any liability to the affected firms/ organisations that submit EoIs.

Requests for Clarifications

Interested firms/ organisations requiring clarification on the request for, or other information necessary for, proposal preparation may notify GESCI in writing by email at info@gesci.org. GESCI will respond to any request for clarification received up to three days prior to deadline for submission of EOIs.

Appendix E: Example Scoring Sheet

Award Criteria	Quality of proposal for providing service detailed at Section 2 of RFT	Management and service structure proposed	Expertise and skills of personnel assigned to this project	Timeframe for delivery	Proposed Cost of providing service	Total marks awarded
Total Marks Available	70	30	30	20	50	200
Company A	60	24	22	12	30	148
Company B	60	30	27	15	45	177
Company C	45	15	12	15	50	137
Company D	55	22	25	14	40	156
Company E	50	25	16	15	35	141

Appendix F Step by Step Guide to GeSCI Procurement

Contracts or purchases below €500

- Step 1: For purchases not exceeding **€100**, a written email confirmation of the negotiated price from one supplier.
- Step 2: Obtain 3 quotes from suppliers or service providers via email or fax
- Step 2: Suppliers or service providers should be selected from a defined list. This selection should be a representative sample of all potential goods providers in the market. The list should be updated every quarter to include newly established firms
- Step 3: Selection from the list can be made randomly, by rotation or overall suitability to the project
- Step 4: Select the Most Economically Advantageous price .
- Step 5. Write the purchase order and obtain approval from the senior manager and/ CEO

Contracts or purchases between €500 - €5000:

- Step 1: Send specifications via email or fax to at least three suppliers or service providers.
- Step 2: Suppliers or service providers should be selected from a defined list. This selection should be a representative sample of all potential goods providers in the market. The list should be updated every quarter to include newly established firms.
- Step 3: Selection from the list can be made randomly, by rotation or overall suitability to the project.
- Step 4: Quotations received should be by email, fax, postal or physical delivery
- Step 5: Select the Most Economically Advantageous price
- Step 6: Complete and sign a purchase order form. Request Authorisation
- Step 7: Notify unsuccessful suppliers or service providers and, if requested, provide a debrief

Contracts or purchases between €5,000 - €50,000. Limited open bidding:

- Step 1: Identify needs for the goods.
- Step 2: Write ToR and consult with any GeSCI employees that are involved or could be affected by the goods in order to ensure that the ToR includes all its objectives. The nature and extent of consultation will depend largely on the subject matter of the goods.
- Step 3: Request authorisation on ToR from senior manager and/or CEO.
- Step 4: Advertise as part of a formal tendering process. Write an EoI and follow the restricted or direct invitation process. In EoI provide information on the scope of the goods, ask for specific information from tenderers and give an application deadline. The specific information required from tenderers will vary from project to project but will include: company information, financial information, technical information and references.
- Step 5: Choose 5 of the most suitable tenderers based on the information provided. The selection will depend on the subject matter of the goods
- Step 6: Issue of RFT to 5 tenderers. The tender package will include: Invitation to Tender, Instructions to Tenderers, Selection Criteria, Terms and Conditions of Contract, Background Information, Terms of Reference, Tender Schedule, Confirmation of Receipt, Deadline
- Step 7: Focus of examining how the tenderers will deliver the service (quality) and the cost of the service (price). GeSCI will usually award the contract on the basis of the **most economically advantageous tender**. The balance between quality and price will depend on the particular goods.
- Step 8. Choose a preferred tenderer based on the predetermined selection criteria as specified in the tender documentation and clarify all issues relating to service / equipment delivery prior to writing the purchase order
- Step 9 Provide feedback to unsuccessful tenderers and if, requested, provide a debrief.
- Step 10: Monitor and Evaluate contracts. Ensure that during and after the contracting period that contractors have delivered the services as defined in the tender documents.

Contracts or purchases over €50,000. International open bidding:

- Step 1: Identify needs for the goods
- Step 2: Write ToR and consult with any GeSCI employees that are involved or could be affected by the goods in order to ensure that the ToR includes all its objectives. The nature and extent of consultation will depend largely on the subject matter of the goods.

- Step 3: Request authorisation on ToR from senior manager and/or CEO..
- Step 4: Advertise as part of a formal tendering process. Write EoI and follow the open procurement process. Provide information on the scope of the goods, ask for specific information from tenderers and give an application deadline. The specific information required from tenderers will vary from project to project but will include: company information, financial information, technical information and references.
- Step 5: Suppliers or service providers can be selected from more than one country.
- Step 6: Choose 5 of the most suitable tenderers based on the information provided. The selection will depend on the subject matter of the goods
- Step 7: Issue of RFT to 5 tenderers. The tender package will include: Invitation to Tender, Instructions to Tenderers, Selection Criteria, Terms and Conditions of Contract, Background Information, Terms of Reference, Tender Schedule, Confirmation of Receipt, Deadlines
- Step 8: Focus of examining how the tenderers will deliver the service (quality) and the cost of the service (price). GeSCI will usually award the contract on the basis of the **most economically advantageous tender**. The balance between quality and price will depend on the particular goods.
- Step 9. Choose a preferred tenderer based on the predetermined selection criteria as specified in the tender documentation and clarify all issues relating to service /equipment delivery prior to writing the purchase order
- Step 10: Provide feedback to unsuccessful tenderers and, if requested, provide a debrief.
- Step 11: Monitor and Evaluate the contract as it is being implemented. Ensure that during and after the contracting period that contractors have delivered the services as defined in the tender documents.