

Kampala

Tender Document

Open Procurement procedure

Framework agreement Audit Services for

The Embassy of Sweden in Kampala 2025-2027

Reference File Number: UM2024/18840/KAMP

**IMPORTANT INFORMATION**

The tender and all associated attachments **shall** be submitted electronically via procurement.kampala@gov.se to Embassy of Sweden; Uganda no later than **09-May-2025 at 13.00 hours**. A hard copy shall also be delivered to Embassy of Sweden; 24, Lumumba Avenue; Nakasero, Kampala, Uganda no later than the above deadline for electronical submission. The hard copy will NOT have precedence over the electronically submitted tender.

The Embassy of Sweden in Kampala recommends that the tenderer, as soon as possible after receipt of this invitation, take note of the requirements in this dossier. Some of the requested documentation must be obtained from designated authorities, which can result in certain time for handling. The tenderer is advised to have all requested documentation at hand, because it shall be possible to provide information, including section 3. “Requirement for tenderers”, without delay.

Note that requirements defined as **“must”** or **“shall”** needs to be part of the tender for it to qualify for evaluation. Please submit Appendix L “Checklist must criteria” to show how some of the must/shall requirements have been handled in the tender, i.e., in which section and what page.

Please note that should the tenderer choose to reuse a previously completed ESPD document, **the tenderer is obliged to ensure that all requirements in the section “Exclusion grounds” and the section “Qualification requirements” have been answered in the attached ESPD “Self-declaration by tenderers”.**

Requests for clarification or additions to the procurement document shall be submitted in writing via procurement.kampala@gov.se and marked with UM2024/18840/KAMP. The deadline for submitting questions is: **29-April-2025.**

Response (QA) to questions submitted to the Embassy will be posted in English on the website of the Embassy at: <https://www.swedenabroad.se/en/embassies/uganda-kampala/about-us/procurement/> no later than six (6) days before the tender submission deadline.

Contents

[1. General orientation 4](#_Toc194646702)

[1.1. Overall description of the procurement 4](#_Toc194646703)

[1.2. Information on the contracting authority 4](#_Toc194646704)

[1.3. Purpose and background of the procurement 4](#_Toc194646705)

[1.4. Description of services to be procured. 4](#_Toc194646706)

[1.5. Framework agreement period 5](#_Toc194646707)

[1.6. Volumes 5](#_Toc194646708)

[1.7. The opportunity to submit a tender on all or part of the procurement 5](#_Toc194646709)

[1.8. Reasons relating to the decision not to divide the framework agreement 5](#_Toc194646710)

[1.9. Appendices 6](#_Toc194646711)

[2. Administrative terms and conditions 7](#_Toc194646712)

[2.1. Procurement procedure 7](#_Toc194646713)

[2.2. Prerequisites for tender submission 7](#_Toc194646714)

[2.2.1. Submission of the tender 7](#_Toc194646715)

[2.2.2. The form of the tender 8](#_Toc194646716)

[2.2.3. The language of the tender 8](#_Toc194646717)

[2.2.4. Tender submission deadline 8](#_Toc194646718)

[2.2.5. Period of validity of the tender 8](#_Toc194646719)

[2.2.6. Variant tenders or alternative tenders 8](#_Toc194646720)

[2.3. Clarification, additions, or questions on the procurement document 8](#_Toc194646721)

[2.4. Correction of errors, clarification, and additional information of the tender 9](#_Toc194646722)

[2.5. Notification of award decision 9](#_Toc194646723)

[2.6. Confidentiality 9](#_Toc194646724)

[2.7. Examination and evaluation 10](#_Toc194646725)

[2.8. Call-off procedure 10](#_Toc194646726)

[2.9. Contract terms and conditions 11](#_Toc194646727)

[2.10. Personal Data Processing 11](#_Toc194646728)

[3. Exclusion grounds 12](#_Toc194646729)

[3.1. Self-declaration by tenderers 12](#_Toc194646730)

[3.2 Evidence of grounds for exclusion 12](#_Toc194646731)

[3.3. Exclusion grounds 13](#_Toc194646732)

[4.Requirements for tenderers 23](#_Toc194646733)

[4.1 Reliance on the capacity of other companies 23](#_Toc194646734)

[4.2 Consortia 23](#_Toc194646735)

[4.3. Consultant conflicts of interest 24](#_Toc194646736)

[4.4 Enrolment in a trade register 24](#_Toc194646737)

[4.5 Economic and financial standing 24](#_Toc194646738)

[4.6 Technical and professional ability 25](#_Toc194646739)

[5. Requirements for services 27](#_Toc194646740)

[5.1. Subcontractors for the implementation of the assignment 27](#_Toc194646741)

[5.2. Terms of reference 27](#_Toc194646742)

[5.3. Method for implementing the assignment. 28](#_Toc194646743)

[5.4. Organisation of call-off assignments for framework agreements 28](#_Toc194646744)

[5.5. Quality assurance routines 28](#_Toc194646745)

[5.6. Qualifications and competence 29](#_Toc194646746)

[5.6.1 Personnel for the Performance of the Services 29](#_Toc194646747)

[5.6.2 Engagement leader of the framework agreement 31](#_Toc194646748)

[5.6.3. Support Arrangements 31](#_Toc194646749)

[5.6.4. Measures to limit travel for framework agreements and in the event that the implementation of the call-off order entails travel. 31](#_Toc194646750)

[5.6.5. Statistics 31](#_Toc194646751)

[6. Evaluation criteria 33](#_Toc194646752)

[6.1 Method for implementing the assignment (total 25p) 33](#_Toc194646753)

[6.2 Organization and availability (total 25p) 33](#_Toc194646754)

[6.3 Qualifications and competence (in the form of important or essential areas of expertise, total 50p) 33](#_Toc194646755)

[6.3.1 Consultant Level 1 – Engagement Leader (10p) 34](#_Toc194646756)

[6.3.2 The proposed Consultant Level 1 should (20p): 34](#_Toc194646757)

[6.3.3 The proposed Consultant Level 2 should (20p): 34](#_Toc194646758)

[7. Offer prices 35](#_Toc194646759)

[7.1. Abnormally low tenders 35](#_Toc194646760)

[8. Evaluation of tenders 36](#_Toc194646761)

[8.1. Evaluation method 36](#_Toc194646762)

# 1. General orientation

## 1.1. Overall description of the procurement

The Embassy of Sweden in Kampala has decided to procure Certified Public Accountants-CPAs (hereinafter called the Auditor) to provide Audit Services on a framework basis. The Embassy of Sweden in Kampala intends to enter contract with not more than three (3) auditing companies to assist the Embassy of Sweden in Kampala with services further detailed in the sections below.

## 1.2. Information on the contracting authority

Embassy of Sweden in Kampala

P.O. Box 22669

Kampala, Uganda

Visiting address: 24, Lumumba Avenue, Nakasero, Kampala, Uganda

TIN Number 1000365729

The Embassy of Sweden in Kampala has a broad mandate to promote Swedish-Ugandan relations through political dialogue, development cooperation, trade and investment, cultural exchange between Sweden and through service to Swedish and foreign citizens with issues related to Swedish authorities.

For more information, please see the Terms of References Appendix C and our website <http://www.swedenabroad.com/kampala>

## 1.3. Purpose and background of the procurement

The Embassy of Sweden in Kampala works through its development cooperation with reducing poverty in Uganda. Our budget is approximately 300 MSEK per year, which is invested in various projects to strengthen respect for human rights and freedom from violence in Uganda; enhancing the local population's opportunities to make a living amongst others through enhancing productive employment opportunities and obtain improved health.

Our portfolio comprises of approximately 25 projects in areas described above.

The Embassy of Sweden in Kampala has a continuous need to make internal control assessments of partners before entering into agreements, as well as spot checks, expenditure verifications, investigative and/or forensic audits where irregularities are suspected, assurance audits etc. during the project monitoring phase. In addition, the Embassy of Sweden in Kampala is also working with capacity strengthening of partners etc. in financial management/audit matters. For this reason, the Embassy of Sweden in Kampala has decided to procure an audit framework agreement.

For more information, see Terms of Reference (ToR) Appendix C.

## 1.4. Description of services to be procured.

The audit services will mainly cover the following areas.

1. to assist the Embassy of Sweden in Kampala undertake different types of audit and related services including financial assurance audits, non-assurance audits as in accordance with agreed upon procedures, internal control assessments, spot checks, expenditure verifications, value for money audits, procurement audits, investigative audits, performance, and compliance audits etc.
2. to assist in building internal capacity relating to internal control, management & finance related activities for the partner institutions, authorities and organizations implementing Sweden funded projects.
3. to assist on an ad-hoc basis in providing less complicated audit advice that can be given by telephone or e-mail within a day.
4. to carry out forensic audits.

For more information, see Terms, of Reference (ToR) Appendix C.

## 1.5. Framework agreement period

The framework agreement period runs for 24 calendar months. The Embassy of Sweden is entitled (though not obligated) to extend the framework agreement twice by 12 calendar months, with unaltered terms and conditions. The total framework agreement period will not exceed 48 calendar months.

The framework agreement tentative start date is: 2025-07-01.

## 1.6. Volumes

During the framework agreement period the estimated total volume is 15 MSEK, excl. VAT, for 2 years + 1 year + 1 year.

The maximum value of the framework agreement is in total 15 MSEK excluding VAT. Therefore, if this maximum budget is reached, the framework agreement will come to an end.

No guarantee of obtaining the mentioned volumes is provided and there is no guarantee that the framework agreement will be extended.

## [1.7. The opportunity to submit a tender on all or part of the procurement](https://www.kommersupphandling.se/elite/Journal/Procurement/ProcurementMaterial/MainCriteria/EditCriterion.aspx?JournalId=9204&CriterionId=362895)

Tenders shall be submitted for all parts of the procurement. The tender will be evaluated as a whole and not individually to each service area. A tender not targeting all service areas are to be disqualified.

## 1.8. Reasons relating to the decision not to divide the framework agreement

The Embassy wants the tenderer to submit a tender covering all assignments. The reason on not to divide into lots, is that the Embassy expect the tenderer to be able to perform all assignments under the scope of the Framework Agreement and that a combination of assignments may be needed.

## 1.9. Appendices

The procurement document includes the following appendices:

* Framework Agreement (draft) with the following appendices:
* Appendix A: Sida’s General Conditions for Framework Agreements and Contracts 2022.1
* Appendix B: Personal data processing agreement.
* Appendix C: Terms of Reference for Audit framework (ToR).
* Appendix D: Call off Renewed Competitive
* Appendix E: Call off Ranked.
* Appendix F: Self Declaration for subcontractors on which the tenderer relies and consortium parties.
* Appendix G: Declaration of honour
* Appendix H: Language level definition
* Appendix I: Consultants
* Appendix J: CV of Consultants including Reference project.
* Appendix K: Price basket
* Appendix L: Must criteria checklist

# 2. Administrative terms and conditions

## 2.1. Procurement procedure

The procurement is carried out through an open procedure, in accordance with the Swedish Public Procurement Act (2016:1145), also known as LOU. The procedure does not allow negotiation. Therefore, it is important that the best possible terms and conditions are submitted in the tender.

## 2.2. Prerequisites for tender submission

### **2.2.1. Submission of the tender**

The tender and all associated attachments **shall** be submitted electronically via procurement.kampala@gov.se to Embassy of Sweden; Uganda no later than **09-May-2025 at 16.00 hours**. A hard copy shall also be delivered to Embassy of Sweden; 24, Lumumba Avenue; Nakasero, Kampala, Uganda no later than the above deadline for electronical submission. . The hard copy will NOT have precedence over the electronically submitted tender.

Note that the text needs to be searchable, i.e., not scanned, to facilitate the evaluation process. A tender that is not searchable is to be considered disqualified. If the tender version submitted as a physical copy differs from the electronic copy, the electronic copy will take precedence over the physical copy.

Mark the tender with the reference UM2024/18840/KAMP and it **shall** clearly indicate a contact person, address, phone number and email for any potential communication.

The tenderer is not entitled to claim compensation for work or other costs associated with participating in the procurement.

The tender **shall** include below documents, filled in as described and guided in this Invitation to Tender document:

* Tenderers bid document.
* Sections 2.9 - Contract terms and conditions, Section 2.10 - Personal Data Processing, Section 3 - Requirements for tenderers (*select the appropriate checkboxes)*
* Sections 4.1. Subcontractors for the implementation of the assignment, 4.5. Quality assurance routines (*select the appropriate checkboxes)*
* Appendix F: Self Declaration for subcontractors on which the tenderer relies and consortium parties (*where applicable*)
* Appendix G: Declaration of honour (*only upon awarding the successful tender*)
* Appendix I: Consultants (level 1 and level 2)
* Appendix J: CV of Consultants including Reference assignment.
* Appendix K: Price basket
* Appendix L: Must criteria checklist

Appendix L lists some of the tender must/shall criteria – please describe in this checklist where and/or how the listed must/shall criteria have been adhered to and where they can be found in the tender documents. Please note that the must/shall criteria in the tender docs in addition to the checklist also needs to be responded to in order to qualify for further evaluation.

### **2.2.2. The form of the tender**

All electronic documents in the tender are to be saved in a commonly used format, such as .doc, .docx, .xls, .xlsx, .ppt, .pptx, .pdf, .txt, .jpg and .tif. Use the file format .zip if it is necessary to send the documents in a compressed form.

No part of the tender shall be locked by password or such. This will result in the whole tender being disqualified.

References to information in the form of links to web pages and unsolicited attachments will not be considered to constitute part of the tender and will not be considered in the review and evaluation of the tender.

To facilitate examination and evaluation of the tender, it is the Embassy’s strong desire that the submitted tender be formatted in accordance with the procurement document’s headings/disposition, that any templates belonging to the procurement document be used and filled in, and that references to any attachments be presented in a clear manner.

### **2.2.3. The language of the tender**

The tender **shall** be written in English.

### **2.2.4. Tender submission deadline**

The deadline within which the tenders **shall** be submitted is **09-May-2025** at **13.00 hrs**.

### **2.2.5. Period of validity of the tender**

The tender **shall** be valid for six months after the submission date of tender.

### **2.2.6. Variant tenders or alternative tenders**

Variant tenders or alternative tenders are not permitted. If the tenderer submits provisions or reservations pertaining to the conditions in the procurement document, the tender may be rejected. The tenderer is therefore asked to avoid providing information and attachments that have not been requested.

## 2.3. Clarification, additions, or questions on the procurement document

If the procurement document is unclear, or if some of the requirements set forth are unreasonable, abnormally costly, or restrictive of competition in any respect, it is important that the Embassy of Sweden in Kampala be contacted as soon as possible so that misunderstandings can be avoided.

Questions, requests for clarification or additions to the procurement document are to be submitted in writing via procurement.kampala@gov.se with the subject as procurement UM2024/18840/KAMP

The deadline for submitting questions is: 29-April-2025. i.e., ten (10) days prior to the closing date 09-May-2025. Questions received later than this day will not be answered.

Answers to questions will be published no later than six (6) days before the tender submission deadline). i.e., 02-May-2025.

Responses to questions will be posted on the Embassy’s website at: <https://www.swedenabroad.se/en/embassies/uganda-kampala/about-us/procurement/>

Published questions and answers, as well as any clarifications and additions submitted during the tender period, constitute part of the procurement document. It is the tenderer's responsibility to keep themselves up to date.

## 2.4. Correction of errors, clarification, and additional information of the tender

The Embassy is under no obligation to request additions or clarifications by the tenderers. However, the authority may allow or request that a tenderer correct a typing error, miscalculation, or any other error in a submitted document, or clarify or complement such an act, as long as it complies with the principles of equal treatment and transparency.

It is therefore important that the tenderer ensure that all requested information and documents are provided in the tender.

## 2.5. Notification of award decision

Notification of award decisions will be sent out to the Tenderers contact person’s address stated in the tender.

Information on award decisions will also be published on the Embassy of Sweden in Kampala’s webpage under <https://www.swedenabroad.se/en/embassies/uganda-kampala/about-us/procurement/>

The reception of a notification regarding the award decision does not mean that a binding framework agreement has been signed between the Embassy of Sweden in Kampala and the winning tenderer. A framework agreement only becomes legally binding when it has been signed by both parties.

Framework agreements will be signed no sooner than ten (10) days after the date on which the notification of the award decision is sent to the tenderers.

The Embassy can cancel the procurement if there are objective reasons, such as lack of competition, unforeseen events, or too high prices. If the procurement is annulled a decision will be notified to all tenderers.

## 2.6. Confidentiality

As soon as the award decision has been sent to all tenderers, all documents relating to the procurement, including tenders, become subject to the principle of public access to official documents. If a tenderer considers that it may suffer damages if information provided in the tender becomes public, the tenderer is advised to submit a written request for confidentiality containing **a)** the information to which the request for confidentiality pertains and **b)** what economic damages the tenderer would be suffered if the information should be disclosed.

Upon request for disclosure of tender documents, the Embassy of Sweden in Kampala will in each case review any request for confidentiality submitted by a tenderer. The Embassy’s assessment regarding confidentiality may be appealed to the administrative court. The Embassy can therefore not guarantee that the information in the tender will not be disclosed to the public.

## 2.7. Examination and evaluation

The framework agreements will be awarded to the most economically advantageous tender, as determined according to the following basis:

Best price-quality ratio**.**

The examination and evaluation of submitted tenders will be carried out in steps (described below), based on the information provided by the tenderer in its tender, together with the supplementary documents.

#### Step 1 – Examination of tenders

In the first step, the Embassy will examine whether the submitted tender is complete and whether the requirements outlined in the section “Administrative terms and conditions” and in the section “Requirements for tenderers” have been met. The tenders that meet these requirements advance to Step 2; all other tenders will be rejected.

#### Step 2 – Examination of the object of the procurement

In Step 2, the Embassy will examine whether the tender meets the requirements associated with the objectives of the procurement, which are outlined in the section “Requirements for services.” The tenders that meet these requirements advance to Step 3; all other tenders will be rejected.

#### Step 3 – Evaluation

In Step 3, the tender is evaluated in accordance with the evaluation methodology, as set forth in the section “Evaluation of tenders.”

#### Step 4 – Qualification of tenderers

Prior to offering to sign the framework agreements, the Embassy will verify whether the requirements set forth in the section “Requirements of tenderers” are fulfilled by requesting information or evidence according to section “Qualification of tenderers”.

## 2.8. Call-off procedure

Call-off orders for assignments are implemented through a combination of a fixed ranking system and renewed competitive tendering depending of the estimated hours the assignment needs.

Call-off through ranking

Call-off orders for assignments equal to or below 180 hours is implemented through a ranking system. When calling-off, the top-ranked framework agreement supplier (in the ranking system) will be selected. The request is based on the template in Appendix E (Call-off Ranked) stating background of assignment, its objective, consultant qualifications sought, timetable.

The top-ranked supplier is obliged to respond to the call-off enquiry within 2 business days and confirm whether they can take on the assignment. The supplier should always promptly inform the Embassy if they do not have the possibility to offer the requested service.

If the supplier declines or fails to respond to the call-off inquiry, then the contracting authority has the right to issue the call-off inquiry to the next supplier in the ranking system, i.e., the framework supplier that was ranked second, and so on.

Call-off through renewed competitive tendering

Call-off orders for assignments above 180 hours are implemented through renewed competitive tendering. The call-off process can be viewed as a “mini procurement” where the Embassy will send a call-off request to all tenderers under the framework agreement.

The request is based on the template in Appendix D (Call-off Renewed Competitive Tendering) stating background of assignment, its objective, consultant qualifications sought, timetable and the evaluation criteria. The supplier undertakes to answer the request within the time limits specified in the request.

The Embassy then awards the assignment to the tender that the most advantageous as in accordance with the specified criteria.

## 2.9. Contract terms and conditions

The tenderer **shall** accept the attached framework agreement draft and Sida’s Standard Conditions for Framework Agreements and Contracts.

**Answer:**

YES **[ ]** NO **[ ]**

## 2.10. Personal Data Processing

The tenderer **shall** accept the personal data processing agreement in Appendix - B.

**Answer:**

YES **[ ]** NO **[ ]**

# 3. Exclusion grounds

## 3.1. Self-declaration by tenderers

The tenderer shall respond to all requirements in the section “Requirements of tenderers” in this procurement document. Alternatively, it may reuse a previously completed ESPD.

If the tenderer chooses to reuse the ESPD document, the tenderer is obliged to ensure that all requirements in the section “Exclusion grounds” and the section “Qualification requirements” in this procurement document have been answered in the attached ESPD.

## 3.2 Evidence of grounds for exclusion

The Embassy may request the information/evidence listed below to verify compliance with the requirements for section "Exclusion grounds" for the tenderer to whom the Embassy intends to award a [framework agreement/contract].

1. Evidence that the tenderer and any companies whose capacity is invoked or consortium parties (or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein) are not to be excluded according to Chapter 13, section 1 of the Swedish Public Procurement Act (2016:1145) (LOU). The evidence can primarily consist of an “extract from a criminal records database,” secondly an equivalent document issued by a competent government authority and thirdly a declaration of honour.
2. Evidence that the tenderer and any companies whose capacity is invoked, or consortium parties are not to be excluded according to Chapter 13, section 2 of LOU. The evidence can primarily consist of a documentation issued by a competent government authority attesting to compliance with respect to the payment of taxes and social security contributions in the home country.
3. Evidence that the tenderer and any companies whose capacity is invoked, or consortium parties are not to be excluded according to Chapter 13, section 3 of LOU. The evidence can primarily consist of a issued by a competent government authority in the country in question, supporting the claim that supplier is not bankrupt, in company reconstruction, in liquidation or equivalent. If this documentation cannot be provided, a declaration of honour may be submitted.
4. Evidence that the tenderer and any companies whose capacity is invoked, or consortium parties are not to be excluded according to Chapter 13, section 3 of the LOU. The evidence can consist of a declaration of honour as proof that the supplier has not entered into a voluntary arrangement with creditors, that their assets are not being administered by a liquidator or a court, or that they have not suspended their business activities.
5. A declaration of honor as evidence that the tenderer and any companies whose capacity are invoked, and consortium parties are not covered by the sanctions against Russia and Belarus.

Examples of such a statement can be found in Appendix G- Declaration of honour.

## 3.3. Exclusion grounds

#### A. GROUNDS RELATING TO CRIMINAL CONVICTIONS

Article 57(1) of Directive 2014/24/EU sets out the following reasons for exclusion.

#### A.1. Participation in a criminal organization

Has the economic operator itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction by final judgment for participation in a criminal organisation, by a conviction rendered at the most five years ago or in which an exclusion period set out directly in the conviction continues to be applicable? As defined in Article 2 of Council Framework Decision 2008/841/JHA of 24 October 2008 on the fight against organised crime (OJ L 300, 11.11.2008, p. 42).

Only *if the answer is not "No (Fulfilled)" the tenderer is to complete the comment field with the following information:*

*a) Date for conviction*

*b) Reason*

*c) Who has been convicted?*

*d) Length of the period of exclusion*

*e) Have you taken measures to demonstrate your reliability ("Self-Cleaning") (Yes/No)? If "Yes" Please describe them*

*f) Is this information available electronically? If "Yes" provide URL, Reference/Code, and Issuer*

**Answer:**

YES **[ ]** NO **[ ]**

*Possible comments:*

#### A.2. Corruption

Has the economic operator itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction by final judgment for corruption, by a conviction rendered at the most five years ago or in which an exclusion period set out directly in the conviction continues to be applicable? As defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, OJ C 195, 25.6.1997, p. 1, and in Article 2(1) of Council Framework Decision 2003/568/JHA of 22 July 2003 on combating corruption in the private sector (OJ L 192, 31.7.2003, p. 54). This exclusion ground also includes corruption as defined in the national law of the contracting authority (contracting entity) or the economic operator.

*Only if the answer is not "No (Fulfilled)" the tenderer is to complete the comment field with the following information:*

*a) Date for conviction*

*b) Reason*

*c) Who has been convicted?*

*d) Length of the period of exclusion*

*e) Have you taken measures to demonstrate your reliability ("Self-Cleaning") (Yes/No)? If "Yes" Please describe them*

*f) Is this information available electronically? If "Yes" provide URL, Reference/Code, and Issuer*

**Answer:**

YES **[ ]** NO **[ ]**

*Possible comments:*

#### A.3. Fraud

Has the economic operator itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction by final judgment for fraud, by a conviction rendered at the most five years ago or in which an exclusion period set out directly in the conviction continues to be applicable? Within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests (OJ C 316, 27.11.1995, p. 48).

*Only if the answer is not "No (Fulfilled)" the tenderer is to complete the comment field with the following information:*

*a) Date for conviction*

*b) Reason*

*c) Who has been convicted?*

*d) Length of the period of exclusion*

*e) Have you taken measures to demonstrate your reliability ("Self-Cleaning") (Yes/No)? If "Yes" Please describe them*

*f) Is this information available electronically? If "Yes" provide URL, Reference/Code, and Issuer*

**Answer:**

YES **[ ]** NO **[ ]**

*Possible comments:*

#### A.4. Terrorist offences or offences linked to terrorist activities.

Has the economic operator itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction by final judgment for terrorist offences or offences linked to terrorist activities, by a conviction rendered at the most five years ago or in which an exclusion period set out directly in the conviction continues to be applicable? As defined in Articles 1 and 3 of Council Framework Decision of 13 June 2002 on combating terrorism (OJ L 164, 22.6.2002, p. 3). This exclusion ground also includes inciting or aiding or abetting or attempting to commit an offence, as referred to in Article 4 of that Framework Decision.

*Only if the answer is not "No (Fulfilled)" the tenderer is to complete the comment field with the following information:*

*a) Date for conviction*

*b) Reason*

*c) Who has been convicted?*

*d) Length of the period of exclusion*

*e) Have you taken measures to demonstrate your reliability ("Self-Cleaning") (Yes/No)? If "Yes" Please describe them*

*f) Is this information available electronically? If "Yes" provide URL, Reference/Code, and Issuer*

**Answer:**

YES **[ ]** NO **[ ]**

*Possible comments:*

#### A.5. Money laundering or terrorist financing

Has the economic operator itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction by final judgment for money laundering or terrorist financing, by a conviction rendered at the most five years ago or in which an exclusion period set out directly in the conviction continues to be applicable? As defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council of 26 October 2005 on the prevention of the use of the financial system for the purpose of money laundering and terrorist financing (OJ L 309, 25.11.2005, p. 15).

*Only if the answer is not "No (Fulfilled)" the tenderer is to complete the comment field with the following information:*

*a) Date for conviction*

*b) Reason*

*c) Who has been convicted?*

*d) Length of the period of exclusion*

*e) Have you taken measures to demonstrate your reliability ("Self-Cleaning") (Yes/No)? If "Yes" Please describe them*

*f) Is this information available electronically? If "Yes" provide URL, Reference/Code, and Issuer*

**Answer:**

YES **[ ]** NO **[ ]**

*Possible comments:*

#### A.6. Child labour and other forms of trafficking in human beings

Has the economic operator itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction by final judgment for child labour and other forms of trafficking in human beings, by a conviction rendered at the most five years ago or in which an exclusion period set out directly in the conviction continues to be applicable? As defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council of 5 April 2011 on preventing and combating trafficking in human beings and protecting its victims and replacing Council Framework Decision 2002/629/JHA (OJ L 101,15.4.2011, p. 1).

*Only if the answer is not "No (Fulfilled)" the tenderer is to complete the comment field with the following information:*

*a) Date for conviction*

*b) Reason*

*c) Who has been convicted?*

*d) Length of the period of exclusion*

*e) Have you taken measures to demonstrate your reliability ("Self-Cleaning") (Yes/No)? If "Yes" Please describe them*

*f) Is this information available electronically? If "Yes" provide URL, Reference/Code, and Issuer*

**Answer:**

YES **[ ]** NO **[ ]**

*Possible comments:*

#### B. GROUNDS RELATING TO THE PAYMENT OF TAXES OR SOCIAL SECURITY CONTRIBUTIONS

#### B.1. Payment of taxes

Has the economic operator breached its obligations relating to the payment of taxes, both in the country in which it is established and in Member State of the contracting authority or contracting entity if other than the country of establishment?

*Only if the answer is not "No (Fulfilled)" the tenderer is to complete the comment field with the following information:*

*a) Country or Member State concerned*

*b) Amount concerned and currency*

*c) Has this breach of obligations been established by means other than a judicial or administrative decision? (Yes/No). If "Yes", Please describe which means were used.*

*d) Has the economic operator fulfilled its obligations by paying or entering into a binding arrangement with a view to paying the*

*taxes or social security contributions due, including, where applicable, any interest accrued or fines? (Yes/No)). If "Yes", Please describe them.*

*e) Is this information available electronically? If "Yes" provide URL, Reference/Code, and Issuer*

**Answer:**

YES **[ ]** NO **[ ]**

*Possible comments:*

#### B.2. Payment of social security

Has the economic operator breached its obligations relating to the payment social security contributions, both in the country in which it is established and in Member State of the contracting authority or contracting entity if other than the country of establishment?

*Only if the answer is not "No (Fulfilled)" the tenderer is to complete the comment field with the following information:*

*a) Country or Member State concerned*

*b) Amount concerned and currency*

*c) Has this breach of obligations been established by means other than a judicial or administrative decision? (Yes/No). If "Yes" Please describe which means were used*

*d) Has the economic operator fulfilled its obligations by paying or entering into a binding arrangement with a view to paying the taxes or social security contributions due, including, where applicable, any interest accrued or fines? (Yes/No)). If "Yes", Please describe them.*

*e) Is this information available electronically? If "Yes" provide URL, Reference/Code, and Issuer*

**Answer:**

YES **[ ]** NO **[ ]**

*Possible comments:*

#### C. GROUNDS RELATING TO INSOLVENCY, CONFLICTS OF INTERESTS OR PROFESSIONAL MISCONDUCT

#### C.1. Breaching of obligations in the field of environmental law

Has the economic operator, to its knowledge, breached its obligations in the field of environmental law? As referred to for the purposes of this procurement in national law, in the relevant notice or the procurement documents or in Article 18(2) of Directive 2014/24/EU.

*Only if the answer is not "No (Fulfilled)" the tenderer is to complete the comment field with the following information:*

*a) Please describe them*

*b) Have you taken measures to demonstrate your reliability ("Self-Cleaning")? If "Yes", Please describe them.*

**Answer:**

YES **[ ]** NO **[ ]**

*Possible comments:*

#### C.2. Breaching of obligations in the field of social law

Has the economic operator, to its knowledge, breached its obligations in the field of social law? As referred to for the purposes of this procurement in national law, in the relevant notice or the procurement documents or in Article 18(2) of Directive 2014/24/EU.

*Only if the answer is not "No (Fulfilled)" the tenderer is to complete the comment field with the following information:*

*a) Please describe them*

*b) Have you taken measures to demonstrate your reliability ("Self-Cleaning")? If "Yes", Please describe them.*

**Answer:**

YES **[ ]** NO **[ ]**

*Possible comments:*

#### C.3. Breaching of obligations in the fields of labour law

Has the economic operator, to its knowledge, breached its obligations in the field of labour law? As referred to for the purposes of this procurement in national law, in the relevant notice or the procurement documents or in Article 18(2) of Directive 2014/24/EU.

*Only if the answer is not "No (Fulfilled)" the tenderer is to complete the comment field with the following information:*

*a) Please describe them*

*b) Have you taken measures to demonstrate your reliability ("Self-Cleaning")? If "Yes", Please describe them.*

**Answer:**

YES **[ ]** NO **[ ]**

*Possible comments:*

#### C.4. Bankruptcy

Is the economic operator bankrupt? This information needs not be given if exclusion of economic operators in this case has been made mandatory under the applicable national law without any possibility of derogation where the economic operator is nevertheless able to perform the contract.

*Only if the answer is not "No (Fulfilled)" the tenderer is to complete the comment field with the following information:*

*a) Please describe them*

*b) Indicate reasons for being able nevertheless to perform the contract*

*c) Is this information available electronically? If "Yes" provide URL, Reference/Code, and Issuer*

**Answer:**

YES **[ ]** NO **[ ]**

*Possible comments:*

#### C.5. Insolvency

Is the economic operator the subject of insolvency or winding-up? This information needs not be given if exclusion of economic operators in this case has been made mandatory under the applicable national law without any possibility of derogation where the economic operator is nevertheless able to perform the contract.

*Only if the answer is not "No (Fulfilled)" the tenderer is to complete the comment field with the following information:*

*a) Please describe them*

*b) Indicate reasons for being able nevertheless to perform the contract*

*c) Is this information available electronically? If "Yes" provide URL, Reference/Code, and Issuer*

**Answer:**

YES **[ ]** NO **[ ]**

*Possible comments:*

#### C.6. Arrangement with creditors

Is the economic operator in arrangement with creditors? This information needs not be given if exclusion of economic operators in this case has been made mandatory under the applicable national law without any possibility of derogation where the economic operator is nevertheless able to perform the contract.

*Only if the answer is not "No (Fulfilled)" the tenderer is to complete the comment field with the following information:*

*a) Please describe them*

*b) Indicate reasons for being able nevertheless to perform the contract*

*c) Is this information available electronically? If "Yes" provide URL, Reference/Code, and Issuer*

**Answer:**

YES **[ ]** NO **[ ]**

*Possible comments:*

#### C.7. Analogous situation like bankruptcy under national law

Is the economic operator in in any analogous situation like bankruptcy arising from a similar procedure under national laws and regulations? This information needs not be given if exclusion of economic operators in this case has been made mandatory under the applicable national law without any possibility of derogation where the economic operator is nevertheless able to perform the contract.

*Only if the answer is not "No (Fulfilled)" the tenderer is to complete the comment field with the following information:*

*a) Please describe them*

*b) Indicate reasons for being able nevertheless to perform the contract*

*c) Is this information available electronically? If "Yes" provide URL, Reference/Code, and Issuer*

**Answer:**

YES **[ ]** NO **[ ]**

*Possible comments:*

#### C.8. Assets being administered by liquidator.

Are the assets of the economic operator being administered by a liquidator or by the court? This information needs not be given if exclusion of economic operators in this case has been made mandatory under the applicable national law without any possibility of derogation where the economic operator is nevertheless able to perform the contract.

*Only if the answer is not "No (Fulfilled)" the tenderer is to complete the comment field with the following information:*

*a) Please describe them*

*b) Indicate reasons for being able nevertheless to perform the contract*

*c) Is this information available electronically? If "Yes" provide URL, Reference/Code, and Issuer*

**Answer:**

YES **[ ]** NO **[ ]**

*Possible comments:*

#### C.9. Business activities are suspended.

Are the business activities of the economic operator suspended? This information needs not be given if exclusion of economic operators in this case has been made mandatory under the applicable national law without any possibility of derogation where the economic operator is nevertheless able to perform the contract.

*Only if the answer is not "No (Fulfilled)" the tenderer is to complete the comment field with the following information:*

*a) Please describe them*

*b) Indicate reasons for being able nevertheless to perform the contract*

*c) Is this information available electronically? If "Yes" provide URL, Reference/Code, and Issuer*

**Answer:**

YES **[ ]** NO **[ ]**

*Possible comments:*

#### C.10. Agreements with other economic operators aimed at distorting competition.

Has the economic operator entered into agreements with other economic operators aimed at distorting competition?

*Only if the answer is not "No (Fulfilled)" the tenderer is to complete the comment field with the following information:*

*a) Please describe them*

*b) Have you taken measures to demonstrate your reliability ("Self-Cleaning") (Yes/No)? If "Yes", Please describe them.*

**Answer:**

YES **[ ]** NO **[ ]**

*Possible comments:*

#### C.11. Guilty of grave professional misconduct

Is the economic operator guilty of grave professional misconduct? Where applicable, see definitions in national law, the relevant notice, or the procurement documents.

*Only if the answer is not "No (Fulfilled)" the tenderer is to complete the comment field with the following information:*

*a) Please describe them*

*b) Have you taken measures to demonstrate your reliability ("Self-Cleaning") (Yes/No)? If "Yes", Please describe them.*

**Answer:**

YES **[ ]** NO **[ ]**

*Possible comments:*

#### C.12. Conflict of interest due to its participation in the procurement procedure

Is the economic operator aware of any conflict of interest, as indicated in national law, the relevant notice, or the procurement documents due to its participation in the procurement procedure?

*Only if the answer is not "No (Fulfilled)" the tenderer is to complete the comment field with the following information:*

*a) Please describe them*

**Answer:**

YES **[ ]** NO **[ ]**

*Possible comments:*

#### C.13. Direct or indirect involvement in the preparation of this procurement procedure

Has the economic operator or an undertaking related to it advised the contracting authority or contracting entity or otherwise been involved in the preparation of the procurement procedure?

*Only if the answer is not "No (Fulfilled)" the tenderer is to complete the comment field with the following information:*

*a) Please describe them*

**Answer:**

YES **[ ]** NO **[ ]**

*Possible comments:*

#### C.14. Early termination, damages, or other comparable sanctions

Has the economic operator experienced that a prior public contract, a prior contract with a contracting entity or a prior concession contract was terminated early, or that damages or other comparable sanctions were imposed in connection with that prior contract?

*Only if the answer is not "No (Fulfilled)" the tenderer is to complete the comment field with the following information:*

*a) Please describe them*

*b) Have you taken measures to demonstrate your reliability ("Self-Cleaning") (Yes/No)? If "Yes", Please describe them.*

**Answer:**

YES **[ ]** NO **[ ]**

*Possible comments:*

#### C.15. Guilty of misinterpretation, withheld information, unable to provide required documents and obtained confidential information of this procedure.

Can the economic operator confirm that:

a) It has been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria,

b) It has withheld such information,

c) It has not been able, without delay, to submit the supporting documents required by a contracting authority or contracting entity, and

d) It has undertaken to unduly influence the decision-making process of the contracting authority or contracting entity, to obtain confidential information that may confer upon it undue advantages in the procurement procedure or to negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection, or award?

*Only if the answer is not "No (Fulfilled)" the tenderer is to complete the comment field with a description of the circumstances.*

**Answer:**

YES **[ ]** NO **[ ]**

*Possible comments:*

**3.4 Sanctions against Russia and Belarus**

The EU has decided on sanctions against Russia and Belarus as a result of Russia's aggression against Ukraine. These sanctions affect procuring organizations and public procurement in several different ways:

1. There is a ban on making payments etc. to certain listed persons and organizations (freezing of assets).

2. There is a ban on importing, buying and transporting certain listed goods (import ban).

3. There is a ban on awarding and fulfilling public contracts with Russian actors.

The procuring organization may also not award contracts to or in relation to a supplier belonging to any of the following categories:

a) Russian citizens or natural or legal persons established in Russia b) legal persons, entities or bodies whose ownership rights to more than 50% are directly or indirectly owned by someone referred to in a) c) natural or legal persons, entities or bodies acting for, or on behalf of, an entity referred to in a) or b).

This also applies if any such actor is a subcontractor, consortium partner or company whose capacity is invoked in the procurement and accounts for more than 10% of the value of the contract in question.

Further information on the sanctions can be found on the Kommerskollegium's website: Kommerskollegium. There is also information about the importance of sanctions in procurements on the Procurement Authority's website: the Procurement Authority

# 4.Requirements for tenderers

## 4.1 Reliance on the capacity of other companies

A tenderer may invoke the capacity of others to meet the requirements relating to economic and financial standing under point 3.7.2 or technical and professional capacity under point 3.7.3. Other companies refer to natural or legal persons such as subsidiaries or sister companies within a group or a partner.

A tenderer who invokes the capacity of other companies **must** in the tender provide a special declaration regarding all the requirements set out in the section "Exclusion grounds" in this procurement document for each of the companies whose capacity is invoked. *Use Appendix F - Self-declaration for subcontractors on which the tenderer relies and consortium parties.*

A tenderer who wishes to exercise this right must, at the request of the Embassy, state the function that the company is to fulfil and submit a commitment from the company in question or otherwise demonstrate that the tenderer will have the necessary resources when the contract is to be fulfilled. The proof can consist of a parent company guarantee, cooperation agreement or such a document.

The tenderer must without delay and on request submit documentation in accordance with the section "Qualification of tenderers" in this procurement document which proves that the above requirement is met.

NOTE, subcontractor (s) to be used for the performance of requested services (i.e., the object of the procurement) are not to be considered as invoked companies.

**Is the tenderer invoking the capacity of others?**

**Answer:**

YES[ ] NO[ ]

If yes, refer to the relevant appendix in the tender

## 4.2 Consortia

Joint bidding refers to the situation that the tenderer is not an individual legal or natural person who invokes the capacity of other companies, but that several legal or natural persons within the framework of a so-called consortium submit a tender. It is permitted to submit tenders through a consortium in this procurement.

Tenderers who intend to submit tenders in a consortium must submit in the tender a special declaration regarding all the requirements set out in the section “Exclusion grounds" in this procurement document for each of the companies participating in the consortium. The qualification requirements must be met in full by the consortium. *Use Appendix F - Self-declaration for subcontractors on which the tenderer relies and consortium parties.*

The tenderer who submits a tender in a consortium will, at the request of the Embassy, submit a copy of the consortium agreement signed by all consortium parties.

The tenderer must without delay and on request submit documentation in accordance with the section "Qualification of tenderers" in this procurement document which proves that the above requirement is met.

**Is the tender submitted as a consortium?**

**Answer:**

YES[ ] NO[ ]

If yes, refer to the relevant appendix in the tender

## 4.3. Consultant conflicts of interest

If the Embassy is using an external consultant for the formulation of this procurement document (or for other preparatory work prior to this procurement) and the consultant also plans to submit a tender in the procurement, improper competitive advantages may arise. A consultant who has been engaged for the formulation of this procurement document or other preparatory work may therefore be excluded from submitting a tender in this part of the procurement. It is irrelevant if the consultant was hired by the Embassy or if the consultant participated as a subconsultant.

## 4.4 Enrolment in a trade register

The tenderer shall be registered in a company, trade or association register or a corresponding register used by the company in which the tenderer’s business is located.

Swedish tenderers shall be registered for VAT (if not exempt from the payment of value added tax) and possess an F-tax card. Non-Swedish tenderers shall be registered for VAT (if not exempt from the payment of value added tax) and possess a Tax Identification Number (TIN).

The tenderer must, upon request and without delay, submit documentation proving registration in a register corresponding to a limited company or trade register or similar register.

Does the tenderer fulfil the requirement?

Answer:

YES NO

Possible comments:

## 4.5 Economic and financial standing

#### Key financial ratios

The tenderer shall have such an economic position that it can maintain a long-term agreement.

Extracts from the Creditsafe information database will serve as the basis for evaluation of the tenderers’ financial standing and financial stability. The tenderer shall have a rating of at least 60 (Low risk) in Creditsafe 's register.

If the tenderer **does not have a rating** in Creditsafe's register, it shall submit an adopted annual report that discloses key ratios in which liquidity amounts to [at least 1 and an equity/assets ratio of at least 15]. The key ratios that were recorded at the end of the last completed fiscal year constitute the basis for these calculations. At the request of the Embassy, the tenderer shall submit its last completed and adopted annual report in order to prove that the requirement is met.

The calculation of key ratios is carried out as follows:
Liquidity = Short-term solvency (Current assets / Current liabilities)
Financial strength = long-term solvency (Equity + 0.7 x Untaxed reserves) / Total assets

If according to Creditsafe’s register, a **lower** risk classification than “Low risk” is demonstrated, or if lower key ratios than at least 1 and an equity/assets ratio of at least 15% are detected, then the tenderer shall be deemed to satisfy the requirement, provided that a) or b) below are fulfilled.

1. At the request of the Embassy, the tenderer submits an explanation that is considered to make clear that the tenderer possesses equivalent financial stability.
2. At the request of the Embassy, the tenderer submits (a) guarantee(s) by the parent company or other guarantor regarding the tenderer’s financial stability. Such certificates shall be signed by the parent company or guarantor, or by the guarantor’s authorised signatory. In such cases, the demanded risk classification, as well as the requirements above shall be similarly reported and fulfilled by the parent company or the guarantor. The parent company or guarantor shall possess a minimum score of “Low risk” according to Creditsafe's register or shall report key ratios where liquidity amounts to at least 1 and an equity/assets ratio of at least 15% by providing a copy of its last adopted annual report.

At the request of the Embassy, any company that **is not obliged to prepare annual reports** shall demonstrate that the company has a stable financial foundation by providing income or balance sheets for the previous two years, or by submitting the Swedish Tax Agency's form “Inkomst av näringsverksamhet” (“Business Income”) for the previous two years.

At the request of the Embassy, any **new company** shall demonstrate that the company has a stable financial foundation by reporting its share capital or the equivalent, any income or balance sheets, its customer base, and references for its bank or financier.

The tenderer shall, on request and without delay, provide documentation in accordance with the section “Qualification of tenderers" in this tender document. Such documentation must support the claim that the above-mentioned requirements are fulfilled.

**Does the tenderer fulfil the requirement?**

**Answer:**

YES **[ ]** NO **[ ]**

*Possible comments:*

## 4.6 Technical and professional ability

#### Reference assignments

At the request of the Embassy, the tenderer shall submit at least two reference assignments carried out in the past two years, and which correspond to the nature and scope of this procurement for each service area. The reference should demonstrate/confirm that the tenderer has carried out assignments that correspond to the nature and scope of the procurement in question.

At the request of the Embassy, the tenderer shall submit a description that contains information regarding the following:

* The scope of the assignment, a short description of the assignment that includes e.g., the contract value and the number of people involved.
* The implementation date, whether the assignment has been completed or is ongoing (incl. the date on which the assignment was completed, if applicable).
* Results or “output” of the assignment.
* Contact information for the reference person (the company/organisation, contact person, telephone number, e-mail address).

The Embassy will verify that the reference assignment corresponds to the nature and scope of this procurement. The Embassy also reserves the right to contact the reference persons to verify the submitted information.

**Does the tenderer fulfil the requirement?**

**Answer:**

YES **[ ]** NO **[ ]**

*Possible comments:*

# 5. Requirements for services

## [**5.1. Subcontractors**](https://www.kommersupphandling.se/elite/Journal/Procurement/ProcurementMaterial/MainCriteria/EditCriterion.aspx?JournalId=9204&CriterionId=360955) **for the implementation of the assignment**

The tenderer has the opportunity to hire a subcontractor (s) to carry out the assignment. A subcontractor is a supplier who assists the tenderer with the services covered by this procurement, and which are not invoked to ensure economic, technical, and professional capacity. Such suppliers who supply various goods and services to the tenderer are not either to be considered as subcontractors.

If a subcontractor(s) will be engaged for the execution of the assignment, the following information must be stated about the subcontractor(s) in the tender:

* Name
* Organization number
* Tasks that subcontractor(s) will perform.

At the request of the Embassy, a tenderer who hires a subcontractor(s) to carry out the assignment, by means of a certificate or copy of a signed cooperation agreement, must demonstrate a cooperation relationship with the subcontractor(s) that is valid throughout the framework agreement period including any extensions.

The tenderer is responsible for the subcontractor's work as for his own work. The tenderer is also responsible for the subcontractor complying with requirements, criteria, and conditions in the framework agreement.

If subcontractor(s) will be engaged for the execution of the assignment, please note that the sanctions against Russia and Belarus, according to the section "Sanctions against Russia and Belarus", also apply to subcontractors if they account for more than 10% of the value of the framework agreement.

Addition, replacement or removal of hired subcontractors can only take place after written approval by the Embassy. The application to add, change or remove a contracted subcontractor must be submitted in writing to the Embassy well in advance of the planned date for the change.

**NOTE:** The subcontractor(s) to be used for the performance of the requested services (i.e., the object of the procurement) are not to be considered as invoked companies in terms of financial, technical, and professional capacity. See further under point 3.2.

**Will the tenderer engage subcontractor(s) to carry out the assignment?**

**Answer:**

YES **[ ]** NO **[ ]**

If yes, state the requested information above

## 5.2. Terms of reference

The terms of reference define the conditions for the implementation of the assignment. See Appendix C – Terms of Reference.

The tenderer **shall** accept the prerequisites for the implementation of the assignment, which are presented in Appendix C – Terms of Reference.

## 5.3. Method for implementing the assignment.

The tenderer **shall**, based on the terms of reference, provide a description of the methodology that the tenderer intends to use in implementing the assignment. The description must include the following:

* Method for implementing the assignment.
* The tenderer's role and duties while carrying out the assignment.
* Distribution of work between home offices and workplaces in partner countries, as well as the distribution between international and local consultants.
* Alternative measures to limit the number of trips, especially air travel, in implementing the assignment. Examples of such alternative measures may include that the tenderer hires local consultants and uses resources in the immediate area, for example by travelling to a neighbouring country, using ICT resources, or similar measures.

## 5.4. Organisation of call-off assignments for framework agreements

The tenderer **shall** submit a description of staffing for future call-off assignments. The description must include the following:

* Process of staffing for future call-off assignments.
* The interface between the client and the Consultants should, on the Consultants side, consist of as few contact persons as possible and the distribution of responsibilities between different categories of consultants should be as clear and transparent as possible.
* The tenderer's network and co-operations (for example in Sweden and internationally) that will facilitate the implementation of future assignments.

The submitted description shall demonstrate that the tenderer has the capacity to simultaneously implement multiple call-off orders by using its existing resources.

## 5.5. Quality assurance routines

Tenderers **shall** have routines in place to regulate the quality of the services that are requested in this procurement.

**The tenderer has quality assurance routines to manage deviations and ensure that assignments are delivered according to the agreed-upon levels of quality?**

* **Answer:**

YES **[ ]** NO **[ ]**

*Possible comments:*

Tenderers shall provide a description of quality assurance routines that demonstrates how the quality of the service that is requested in this procurement will be quality assured. The description must include the following:

\* How the assignment(s) will be quality assured.

\* How the tenderer shall prevent and manage any deviations from the agreed-upon level of quality.

## 5.6. Qualifications and competence

### 5.6.1 Personnel for the Performance of the Services

The tenderer is to provide consultants with relevant experience who safeguard the fulfilment of the purpose and scope of the framework agreement.

Tenderers **shall** offer two different levels of consultants: Level 1 and Level 2.

The tenderer **shall** offer a minimum of three (3) consultants (individual) and a maximum of five (5) consultants (individuals) per level. If a tenderer offers more than five consultants (individuals), only the first five (5) listed will be considered.

The tenderer **shall** provide names of the consultants. The names are to be filled in Appendix I for all service areas and attached to the tender.

The proposed consultancy team **shall** consist of members who have very good knowledge of English (written and spoken), minimum equal to level 2 in Appendix H.

These two consultant levels are described below.

**Level 1 Consultants**

The consultants who fulfil the requirements below will be listed as “approved consultants” – see Appendix I, that can be used within this framework. Additional consultants that the organization wants to engage for assignments in specific call-offs will fulfil requirements as specified below.

The person(s) responsible for the performance of each specific audit assignment will have a very high level of competence within his/her area and have extensive professional experience relevant to the sub-division that they are tendering for.

The Senior consultant(s) should also be capable of working as a team-leader.

A very high level of competence is defined as the consultant (individual) meeting all the requirements below:

* Must have a degree from a college/university with relevance to performing assignments in the auditing sector or alternatively equivalent substantiated knowledge acquired through fifteen years of working experience.
* Must have experience of taking part in four (4) assignments in forensic services
* Must have at least seven years relevant working experience in a senior position on assignments in the auditing sector.
* Must have been responsible for and carried out at least five assignments in the last three years related to donor funded programmes by Sida and/or other development aid agencies working in East Africa. The assignments should be related to the services being tendered for.

**Level 2 Consultants**

The consultants who fulfil the requirements below will be listed as “approved consultants” – see Appendix I, that are allowed to be used within this framework. Additional consultants that the organization wants to engage for assignments in specific call-offs must fulfil requirements as specified below.

The Level 2 Consultant must have a good level of competence within his/her area and be able to work independently. A good level of competence is defined as the consultant (individual) meeting all the requirements below:

* Must have a degree from a college/university with relevance to performing assignments in the auditing sector or alternatively equivalent substantiated knowledge acquired through three years of working experience.
* Must have experience of taking part in two (2) assignments in forensic services
* Must have at least three years relevant working experience on assignments in the auditing sector.
* Must have participated in at least three assignments in the last three years related to donor funded programmes by Sida and/or other development aid agencies working in East Africa. The assignments should be related to the services being tendered for

**Documents that must be enclosed for Level 1 consultants and Level 2 consultants.**

1. The tender **shall** include the CVs of the proposed Level 1 and Level 2 consultants (Appendix J relating to all service areas. Each CV must include the following:
	* the consultant’s first name and surname,
	* education plus relevant certifications
	* language skills
	* demonstrated professional experience, and
	* theoretical competence.
2. The CVs **shall** include information on five relevant assignments that meet the requirements of the level in question that each consultant has performed in the last three years. Out of the five mentioned assignments, each consultant should provide a brief description on two reference assignments for verification, including information on the scope of work done, performance period, main deliverables etc. The template in Appendix J has additional guidance and should be used for providing this information.
3. The reference assignments must have been performed within the relevant service areas that is being tendered for and must have been completed within no more than three years from the invitation to tender date. The reference assignments shall include the following:
	* a short description of the reference assignment that is within a relevant sector,
	* the implementation time, and
	* contact information for the reference (the company/organisation, contact person’s first name and surname, telephone number, e-mail address.

The Embassy may verify information given in the tender by contacting the contact persons of previously performed assignments. If more than two assignments are included per consultant only the first two assignments will be considered for the evaluation.

1. The names of the consultants **shall** be listed in Appendix I.

### 5.6.2 Engagement leader of the framework agreement

The tenderer **must** indicate which Level 1 consultant who will oversee the framework agreement and the Embassy of Kampala’s primary contact for all matters relating to this agreement.

### 5.6.3. Support Arrangements

When carrying out an assignment, the loss of an individual consultant should not affect the tenderer’s ability to supply the agreed competence or resources. The tenderers internal support systems should be able to ensure persons with similar competence and experience are available to carry out the assignment.

This requirement will be evaluated and scored according to the section “Evaluation of tenders.”

The tenderer should be able to support the Embassy as and when needed through giving less complicated advice by telephone or e-mail within a day on matters related to **services 1-3**.

### 5.6.4. Measures to limit travel for framework agreements and in the event that the implementation of the call-off order entails travel.

Tenderers **shall** provide a description regarding the measures that will be taken to limit the number of trips (especially air travel) while implementing future call-off orders. The description must include the following:

* Alternative measures to limit the number of trips, especially air travel, in implementing the assignment. Examples of such alternative measures may include that the tenderer hires local consultants and uses resources in the immediate area, for example by travelling to a neighbouring country, using ICT resources, or similar measures.

### 5.6.5. Statistics

The tenderer shall, at the request of the Embassy, provide statistics regarding the use of the Framework Agreement.

The statistics shall be reported once (1) year.

The statistics shall contain (but not limited to) the following:

- Total amount of call-offs

- Total number of call-off requests and information on yes / no answers

It shall be possible to report the following headings in the statistics from the start of the agreement until the request:

Example:

- Client / authority

- Specification of assignment

- Specification of the team (consultant levels) that performed the assignment

- Number of hours

- Price per hour and assignment

- Place for execution

- Reimbursable costs

The tenderer shall deliver requested statistics in digital form that is readable in publicly available cell-based calculation software, such as Excel or equivalent.

# 6. Evaluation criteria

The tenderer’s proposal based on the requirements in this document will be assessed in accordance with the evaluation criteria and method stated below. The proposal might be requested to be presented to an evaluation group at the Embassy of Sweden in Kampala. If so, the relevant evaluation criteria will partly be assessed through the presentation.

## 6.1 Method for implementing the assignment (total 25p)

Based on the requirements, in the ToR, the tender **shall** present the methodology that they intend to use for carrying out the assignment and specify how they will comply with the requested objectives. The presentation should show that the tenderer is able to conduct the audit services according to the ToR and cover the following:

* the understanding of the services – the tenderer should demonstrate and give relevant experiences/examples that show that they have a good grasp of the assignments, their roles, and tasks. (12.5p).
* the tenderer should describe suitable and feasible methods used to carry out the different types of assignments for each sub-division being tendered for (12.5p).

## 6.2 Organization and availability (total 25p)

The organisation and availability will be evaluated in accordance with the criteria as stated below.

The tenderer **shall** specify the organizational set up for the performance of the services. It is meritable if the presentation includes information on how many consultants the tenderer has available for each competence level needed to deliver the respective sub-division that is tendered for. The specification should meet the requirements set up in the ToR and cover below topics:

* the organization structure should be clear, transparent, and well suited to the purpose and objectives of the services. The organization should be organised in a way that ensures that personnel with adequate qualifications and experience are readily available for the designated services and turnover of any one of the approved consultants will easily be managed (10p).
* the composition of the audit teams for specific assignments and the rationale should be clear and transparent for all service areas (10p)
* the mix of internationally based consultants and consultants locally based in East Africa should be clear and transparent. (5p)

## 6.3 Qualifications and competence (in the form of important or essential areas of expertise, total 50p)

The tender **shall** include information on qualifications or experience, and competence of the proposed personnel see section “Qualification and competence” under 4 “Requirement for services”. The tenderer should provide consultants with relevant experience who safeguard the fulfilment of the purpose and scope of the framework agreement.

The information will be evaluated and compared to the following requirements:

### 6.3.1 Consultant Level 1 – Engagement Leader (10p)

Apart from criteria as specified under 4.6.1 the engagement leader will be evaluated against the following criteria:

1. demonstrated experience managing similar framework agreements (10p)

### 6.3.2 The proposed Consultant Level 1 should (20p):

Apart from criteria as specified under 4.6.1 each Consultants Level 1 will be evaluated against the following criteria:

1. substantiated experience in accounting, financial and management reporting rules, procedures, and practices in Uganda or another East African country with comparable setup (5 p)
2. substantiated experience in procurement procedures applied by the different sectors in Uganda or other East African countries with comparable setup (5p)
3. substantiated experience in carrying out investigations and/or spot-checks in donor funded projects (5p)
4. substantiated experience in facilitating trainings/capacity building activities (5p) – for services 1-3.
5. industry-recognised certifications in the provision of forensic services (5p) – for service 4 only.

### 6.3.3 The proposed Consultant Level 2 should (20p):

Apart from criteria as specified under 4.6.1 each Consultant Level 2 will be evaluated against the following criteria.

1. substantiated experience in accounting, financial and management reporting rules, procedures, and practices in Uganda or another East African country with comparable setup (5 p)
2. substantiated experience in procurement procedures applied by the different sectors in Uganda or other East African countries with comparable setup (5p)
3. substantiated experience in carrying out investigations and/or spot-checks in donor funded projects (5p)
4. substantiated experience in facilitating trainings/capacity building activities (5p) – for services 1-3 only.
5. industry-recognised certifications in the provision of forensic services (5p) – for service 4only.

# 7. Offer prices

The tender **shall** specify the fee/hour for each of the two categories (level) of proposed personnel in the tender according to Appendix K, Price Basket. **Only one fee may be specified for each category**.

All fees and costs in tender must be stated in SEK exclusive of VAT and must include all other taxes and levies. All other currency use will result in the tender being disqualified

* The financial evaluation will be performed based on the tender price hourly fee according to the enclosed form “Price Basket”, see Appendix K.

The hourly fee must include any costs for travel to and from place of delivery, i.e., in normal circumstances prevailing in Kampala.

The Consultant will be entitled to reimbursement for business travel outside place of delivery unless otherwise stated in the call-off invitation to tender. The Firm can only be entitled to reimbursement for the least expensive means of travel and reasonable accommodation costs unless otherwise agreed in the call-off.

## 7.1. Abnormally low tenders

If a tender appears to be abnormally low, The Embassy is obligated to request that the tenderer explain the low price or cost. If the tenderer has failed to explain the low price or cost in a satisfactory manner, The Embassy will reject the tender.

# 8. Evaluation of tenders

The evaluation of tenders will be carried out on the following basis:

Best price-quality ratio.

## 8.1. Evaluation method

**Percentage**

The evaluation will be conducted based on the below award criteria:

|  |  |
| --- | --- |
| Award criteria | Maximum score |
| Implementation & methods | 25 |
| Organization and availability | 25 |
| Qualifications and competence | 50 |
| Total points | 100 |

The assessment and scoring of the award criteria will be carried out according to the following scoring scale:

|  |  |  |
| --- | --- | --- |
| The score for each criterion generates a weighted score. For example, a criterion score of 20 points that is deemed to be “Good” is assigned 0.8 x 20 = 16 points. (In the evaluation, the levels (in %) will be fixed. This means that no intermediate levels will be used.) | RejectedInadequateAcceptableGoodVery good | 0 %40 %60 %80 %100 % |

The tender must receive at least 60 points to be eligible for further evaluation.

Definition of the scoring scale:

Rejected = The description or equivalent element is missing or has major shortcomings.

Inadequate = The description or equivalent element is included but has certain shortcomings.

Acceptable = The description or equivalent element is sufficiently good but lacks substantial benefits or is of uneven quality.

Good = The description or equivalent element is adequate and well suited for the purpose.

Very good = The description or equivalent element provides added value and is of high quality overall.

The quality score is used to reward provided quality by awarding tenders a percentage mark-up on the price, wherein the mark-up is a function of how much lower the quality of the tender is judged to be in relation to the maximum quality. This method makes it possible to determine a comparative value for each tender. The winning tender is the one with the lowest comparative figure.

#### The following formula is used:

Comparison value = Tendered price x (1 + Percentage mark-up)

Percentage mark-up = ((maximum quality score - the obtained quality score) / maximum quality score) x weighting factor.

Weighting factor reflects the impact the quality offered should get alongside the price offered in an evaluation. The higher the weighting factor is, the greater the importance accorded to qualitative criteria in relation to the price. For this procurement, the weighting factor is set at **3.**

#### Evaluation example:

The weighting factor is set at [2.5].

Tender A: Price of 480,000 SEK; the total quality score obtained is 90 out of 100 points.

Tender B: Price of 400,000 SEK; the total quality score obtained is 75 out of 100 points.

##### Evaluation, Tender A

Percentage mark-up = (100 – 90) / 100 x 2,5; Percentage mark-up = 0.25.

Comparative figure = 480,000 x (1 + 0.25); Comparative figure = 600,000.

##### Evaluation, Tender B

Percentage mark-up = (100 – 75) / 100 x 2,5; Percentage mark-up = 0.625.

Comparative figure = 400,000 x (1 + 0.625); Comparative figure = 650,000.

The winning tender is A since it has the lowest comparison value.