

TENDER NOTICE

'PROVISION OF BASIC BIOSAFETY AND BIOSECURITY TRAINING TO VARIOUS GROUPS OF LAW ENFORCEMENT / EMERGENCY RESPONSE STAFF'

This is a notification that the ISTC is looking to contract a Biosafety/Biosecurity Consultant to provide Training Support in the context of the ongoing COVID-19 crisis to experts from the ISTC Member Countries (Armenia, Georgia, Kazakhstan, Kyrgyzstan, Tajikistan) specifically for law enforcement and emergency response entities.

1. Instructions to bidders:

When submitting their bids, bidders must follow all instructions, forms, terms of reference, contract provisions and specifications contained in this tender notice and additional information and documents posted on the ISTC website. Failure to submit a complete bid within the specified deadline may lead to the rejection of the bid.

2. Time line:

Tender start date:	16 December 2020
Deadline for Clarification Questions:	23 December 2020
ISTC clarifications:	30 December 2020
On line submission deadline:	22 January 2021
Bid interviews and evaluation:	24 – 29 January 2021
Contract notification:	5 February 2021
Contract start:	day after last party signs

3. Relevant tender documents

This Tender Notice and the following documents on the ISTC website (www.istc.int)

- a) Terms of Reference (TOR), see *TOR LawEnforcement BioSafety Training.doc*
- b) General Terms and Conditions, see *General Terms and Conditions of the ISTC.doc*

4. Content of Bid Package

All correspondence and documents related to the tender must be submitted in English. The Bidder can only submit a single Bid Package that must comprise:

- (1) Cover Sheet (see Section 4.1)
- (2) Full Technical Proposal (see Section 4.2)
- (3) Full Financial Proposal (see Section 4.3)
- (4) Team of Experts Information (see Section 4.4)
- (5) Legal Requirements (see Section 4.5)

4.1 Cover Sheet

Provide a Cover Sheet which lists the Bidder, all sub-contractors, point of contact and a list of all documents in the full Bid Package.

4.2 Technical Proposal

Submit a full technical proposal in accordance with Terms of Reference (TOR). This should include

- (a) the implementation approach of the all activities and deliverables, as described in the Terms of Reference
- (b) information on human resources, management and workloads

- (c) Project Management Plan (PMP), including Implementation Schedule (IP).
- (d) Payment Schedule

4.3 Financial Proposal

The full financial proposal should be submitted in accordance with the TOR in US Dollars. It should contain a breakdown of cost per deliverable, further broken down into fees for the experts (for “team of experts”) and the other costs:

Financial proposal should be based on the participation of 4 countries. However, the proposal should also include the costs for adding additional countries.

4.4 Team of Experts Information

The Team of Experts will be evaluated and selected based on Competency, Expertise and Experience. Please provide the following:

- (a) information on the proposed Team of Experts: qualifications, CV’s, operational team structure, references
- (b) describe the expertise and experience the Team has for implementing the activities as described in the TOR, see also Annex A of the TOR, the expertise and experiences the Team has to fulfil and are beneficial
- (c) provide any additional information that supports the bidder’s expertise, competency, and capability, or, that would otherwise improve the overall objectives.

4.5 Legal Requirements

The bidder must provide relevant documents demonstrating that all participating parties are legal entities in their countries of origin, including company number and full banking details. The bidder must provide an official headed document stating that the person who signs on behalf of the organization is duly authorized to do so, such as, but, not limited to, statutes, power of attorney, notary statement, etc.

5. Limitations on Bidders

The bidder incurs full costs for the submitted bid. Bidders are bound by their bids for 90 days after the submission deadline.

6. Bid Submission Process

The bidder can contact the ISTC to request further information via the dedicated ISTC e-mail (tenderquestions@istc.int) and must contain “COVID-19 Training for Law Enforcement” in the e-mail header. The deadline for submission of questions is December 23th, 2020 (see Section 2). Clarifications will be posted on the dedicated link on the ISTC website (www.istc.int).

Complete Bids should be submitted electronically via the dedicated ISTC e-mail (tender@istc.int) and must contain “COVID-19 Training for Law Enforcement” in the e-mail header.

All Bids must be received by January 13th, 2021 (See Section 2). The bidder is fully responsible for the submission of a complete bid. Bids can be withdrawn at any time until the deadline.

7. Process of Bid Evaluation

7.1 Confidentiality

The ISTC evaluation procedure is confidential. Information will only be shared with the International Security and Non-proliferation Office of Cooperative Threat Reduction (ISN/CTR), US Department of State (DoS), DoS auditors, and the ISTC’s auditors.

7.2 Bid Evaluation

Received bids will be evaluated according to the Tender Selection Criteria described in **Annex A**.

7.3 Interviews

Bid evaluation will include telephone or Zoom interviews with Coordinators and Key Experts.

8. Bid Ethics

The bidder shall not be affected by any conflict of interest, attempt to obtain confidential information, enter into unlawful agreements with competitors, or seek to influence the Bid Evaluation Committee or the ISTC during the evaluation process. Such activities will lead to bid rejection and exclusion from future tenders.

The ISTC reserves the right to suspend or cancel the contract if substantial errors, irregularities or corrupt practices of any kind are discovered at any stage. For the purpose of clarity, 'corrupt practices' includes a bribe, gift, gratuity, commission or unusual commercial expenses relating to the award or execution of the ISTC contract. Such activities will be immediately reported to the International Security and Non-proliferation Office of Cooperative Threat Reduction (ISN/CTR), US Department of State (DoS), DoS auditors, and the ISTC's auditors.

9. Signing of Contract

9.1 Notification of Award

The successful bidder will be informed in writing that its tender has been accepted. They shall then confirm availability of the successful Bidding Team (Coordinator and Key Experts) within 5 working days.

9.2 Signature of the Contract

The successful bidder will sign, date and return the Contract within 30 days of receipt. Pending agreement, unsuccessful bidders will be informed electronically thereafter.

10. Cancellation Procedure

The publication of a procurement notice does not commit the ISTC to implement the announced project. The ISTC reserves the right to cancel the tender process at any time and will notify bidders accordingly. The ISTC shall not be liable for any costs associated with cancellation.

Tender Selection Criteria

To identify best bidder

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Weightings of Criteria in the Final Evaluation of Bidders' Proposal Package

A.	Technical Expertise/Experience of Team of Experts	30%
B.	Technical Proposal	30%
C.	Cost proposal	40%

If bidder does not fulfil the requirements stated below they will be removed from the tender

1. Bidder and all sub-contractors are legal entities
2. Bidder has proven experience in providing technical expert support
3. Bidder and all sub-contractors do not have a conflict of interest
4. Bidder and all sub-contractors are not under bankruptcy or other legal procedures

A. Evaluation Criteria for Team of Experts Competency.

Acceptability of Team of Experts, i.e. are all required technical skills covered:

Yes or No (if no, bidder will be removed from tender)

Criteria on Team of Experts evaluation

Evaluation Criteria	Relative weight, %%
1. Essential skills, expertise and experiences covered within the Team of Experts, is there redundancy build into team	10
2. Proven past experience with law enforcement / emergency response setting	5
3. Proven past experience with providing biosafety training / infection control expertise	5
4. Proven experience with provision of online training activities, and reach-back support	10
Total:	30

B. Evaluation Criteria for Full Technical Proposal

Technical acceptability of Proposal:

Yes or No (if no, bidder will be removed from tender)

Criteria on Technical Proposal Evaluation

Criterion	Relative weight, %%
1. Description of (planned) training approach, including the online teaching approach	10
2. Description of (planned) training material	10
3. Description of reach-back support planned	5
4. Schedule	5
Total:	30

C Evaluation Criteria for Financial Proposal

Acceptability of Financial Proposal, have all parts been submitted (detailed breakdown per deliverable):

Yes or No (if no, bidder will be removed from tender)