



REQUEST FOR OFFER

**Ministry Finance and Economic
Development**
Bairiki, Tarawa
P.O.Box 67
Republic of Kiribati

To Whom It May Concern,

The **Ministry** invites Offers from Suppliers to provide the services described in this Request for Offers (RFO) as below.

Procurement No: RFO-MFED-2021-003
Issue Date: 04-May-2021
RFO Closing Date: 10-May-2021 – 17h00 UTC+12 (Tarawa Time)*
Project Title: Request for Offers (RFO) for recruitment of the KDP TA to peer review the draft KDP 2020-2023

This RFO consists of the following descriptions:

- **Instructions on how to submit the quotation**
- **KDP TA is responsible to peer review the draft KDP 2020 - 2023**
- **Competence Requirements:**
 - **Education:** University qualification – Masters in any field
 - **Professional Experience:** More than 10 years work experience locally, and 5 years work experience at the regional and international level.
- **Terms and Conditions**

A Supplier will be selected based on the competitive procurement procedure described in this RFO.

Sincerely,

Koin Uriam
OIC MFED
Official email address: procurement@mfep.gov.ki

** Please note that late submissions will not be considered*



SPECIFICATION OF SERVICES TO BE PROVIDED

Pos.	Description	Offered Price
1.	Peer review the draft KDP 2020 – 2023	

EVALUATION CRITERIA AND METHOD

A Contract will be awarded to the Offer with the lowest price, which fulfils the following mandatory requirements:

- Education Background: University qualification – Masters in any field
- Professional Experience: More than 10 years work experience locally, and 5 years work experience regionally and internationally.
- Delivery time: immediately, or shortest offered

INSTRUCTIONS ON HOW TO SUBMIT THE QUOTATION

The Offer must be submitted in electronic version via email to the official email address procurement@mfep.gov.ki, no later than 30th April 2023 as stated on the first page, with the following noted in the subject line: **Tenderers name – RFO Number – Offer**

TIME SCHEDULE FOR THE RFO



TERMS AND CONDITIONS

ENTIRE AGREEMENT

This Contract, including these general terms and conditions, and any special conditions, specifications, drawing and other documents herein constitute the entire agreement between the parties.

ACKNOWLEDGEMENT AND ACCEPTANCE

The Service Provider signifies acceptance of the Contract and of the terms and conditions governing the Contract unless the Service Provider promptly notifies the Procuring Entity of non-acceptance or modification and thereby has entered into and executed the contract for the Services stated.

PRICE AND PAYMENT

The price of the Services stated in the Contract shall constitute the full compensation to the Service Provider for the Services, and shall include, unless otherwise stated, all costs, fees and other charges of any kind incurred by the Service Provider related to the Services prior to delivery of the Services to the Procuring Entity. Payment will be made in accordance with the applicable provisions of the Contract

TERMINATION

The Procuring Entity may at any time for any reason, including curtailment or termination of funding applicable to this agreement, terminate this Contract, in whole or in part, by giving written notice thereof to the Service Provider. In the event of such termination, the amount due under the Contract shall be subject to an equitable adjustment, provided only that the Procuring Entity shall not be required to pay the Service Provider for Services ordered, but not delivered.

DELAY

Time is of the essence. Failure by the Service Provider to deliver the Services within the time specified in the Contract or within a reasonable period of time if no time is specified shall, at the option of the Procuring Entity, relieve the Procuring Entity of its obligations to accept and pay for the Services. Where delays in delivery are due to causes beyond the Service Provider's reasonable control (such as act of nature, act of government, fire, general strike, flood, epidemic, war, riot or civil commotion), delivery shall be subject to an extension of the time for performance, provided the Service Provider has given the Procuring Entity written notice of delay within three (3) days of its commencement. The extent of any extension to the performance period shall be equal to the time actually lost by the Service Provider as a result of the delay.

LIQUIDATED DAMAGES

In case the Service Provider fails to deliver any or all of the Services within the time specified in the Contract, the Procuring Entity may, without prejudice to any other remedy it may have under the order, deduct from the order value, as compensation for liquidated damages, a sum equivalent to two-tenths of one percent (0.2%) of the contract value for each day of delay in delivery subject to a maximum amount of ten percent (10%) of the order value.

WARRANTY

The Service Provider warrants that the Services shall be free from defect in design, material, workmanship and title; shall conform in all respects with the terms of the Contract; and shall be of the best quality if no quality is specified. If any such defect of the Services becomes evident within one year of operation, and the Procuring Entity so notifies the Service Provider within a reasonable period of time after discovery of the defect, the Service Provider shall thereupon promptly correct the defect at its expense.

If the Service Provider does not correct the Services as notified to the Service Provider as being defective within a period of time reasonable in the circumstances, the Procuring Entity shall have the right to remedy the said defect at the Service Provider's risk, cost and expense.

ASSIGNMENT/SUBCONTRACTING

The Service Provider shall not assign or subcontract this agreement or any part thereof to third parties unless the Service Provider has obtained prior approval in writing from the Procuring Entity after informing the Procuring Entity of its own procurement plan and procedures.



RFA-MFED-2021-003

**REQUEST FOR APPLICATION
TERMS OF REFERENCE FOR CONSULTING SERVICES
PROCURING ENTITY REQUIREMENTS**

Procurement No:

RFA-MFED-2021-003

2021-04-23

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A. About the Ministry

NEPO, MFED is the division responsible to assist with the formulation of the 4-year national development plan (KDP); and led by an international TA. The formulation of the current KDP 2020-2023 is special due to Covid pandemic resulting in a TA to leave the country, half way during the formulation stages. Locals through a taskforce (represented by all Ministries and departments) took on from where it was left off – and took it to its final stages. The next step required now is the peer review of the whole document, from a local consultation - different from the taskforce; and the hence for a local technical advisor (TA). Given the available number of TAs in the country, the procurement process is therefore needed to comply to.

B. Project Background and Objectives

The consistency of the language used and writing in the document. Currently, there are a number of co-authors to the documents and thus different writing styles and languages used. It is essential that the plan is set at one tone and consistent from the beginning to the end of the Chapter.

The taskforce has done a lot including the alignment and grammatical checks; but would need an independent view from someone with experience and skills – to improvise and add further where needing improvements.

C. Service Requirements (TOR)

- *The KDP TA is responsible to peer review the draft KDP 2020 – 2023.*

Competence requirements and allocation

Education: *University qualification – Degree in any field.*

Professional Experience: *More than 10 years' experience locally; and 5 years work experience at the regional and international level.*

Environmental and Social considerations

The analysis and derived outputs produced in the context of this consultancy shall consider environmental and social requirements and how they will be addressed. Please, refer to the Certificate of Compliance Form included in this RFA.

To be specified by the Tenderer in the 'Terms of Reference Narrative' Template included in this RFA



D. Timetable and Reporting Arrangements

Submission of Deliverables

No specific date; but counts a duration of 10 working days effective from the time NEPO, MFED handed over the draft document to the local TA.

Reporting Arrangements

Duration of the project is two weeks. First being the familiarization period and the second; for the overall peer review.

At the end of the 2nd week (effective from the date document is handed over to the selected local TA).