

REPUBLIC OF SOUTH SUDAN

PUBLIC PROCUREMENT AND DISPOSAL OF ASSETS AUTHORITY



Guidelines for Preparing Responsive Proposals for Consultancy Services

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Further Information may be obtained on www.ppdAA.gov.ss

1.0 INTRODUCTION

When Procuring Entities advertise Consultancy assignments, they aim at obtaining maximum competition from the invited Firms. This can only be achieved if the Firms submit commercially, technically and financially responsive proposals, so that eventually they are compared on their financial proposals.

Normally the evaluation of proposals for consultancy services is conducted as follows:

1.1 Technical Proposal

- 1.1.1 Examination of administrative and technical conformity of the proposals, in particular, compliance with the conditions laid down in the Request for Proposal (RFP), to the draft contract and the Terms of Reference
- 1.1.2 Proposals that survive examination under para (a) above are then subjected to detailed technical evaluation and awarded scores in accordance with the criterion stipulated in the RFP document.
- 1.1.3 To avoid collusion, the evaluation of technical proposal is done by an evaluation committee of not less than three members who are required to work independently to evaluate the proposals by applying the criteria and sub-criteria stipulated in the RFP.

1.2 Financial Proposal

The financial proposals of the firms evaluated under 1.1.2 above, and scoring above the minimum score indicated in the RFP document will be opened and evaluated as follows

- 1.2.1 The financial proposals are again examined as per para 1.1.1 above.
- 1.2.2 Examination of financial proposals conformity to technical proposal in terms of the main inputs of the services to be provided.
- 1.2.3 Proposals that survive examination under para 1.2.1 and 1.2.2 are then subjected to detailed financial evaluation and awarded scores (in the case of Quality and Cost Based Selection Method) in accordance with the criterion stipulated in the RFP document.
- 1.2.4 Finally the technical and financial scores are combined in accordance with the proportion

stipulated in the RFP document in the case of Quality and Cost Based Selection.

Experience shows that few firms make it to the last stage of financial comparison. In most proposals more than 50% of firms are dropped in the first and the second stage of evaluation of technical proposal thus defeating the whole process of competition in bidding.

This guideline is intended to assist firms to prepare Responsive Proposals in conformity with the RFP documents.

In the bid process for Consultancy Services, we normally use the Standard Request for Proposals Document (SRFP's) which aims at:-

- increasing predictability and uniformity in the bid process,
- increasing efficiency of the bid process and reduce costs,
- reducing unresponsive proposals and thus increasing competition; and
- reducing preparation and review time of Request for Proposals Documents

For the Consultancy Services, it is recommended that Procuring Entities use the Standard Request for Proposals for Selection of Consultants issued by the Public Procurement and Disposal of Assets Authority (PPDAA).

It is unfortunate that many firms do not spend enough time to acquaint themselves with the content of the RFP documents. In particular the firms are required to understand all contents of the Information to Consultants (ITC) and the Proposal Data Sheet (PDS). These sections of the RFP document are important since they narrate to the firms on how to prepare their proposals; the list of documents to be submitted; how to seek clarifications during the preparation of the proposal; how, when and where to submit proposals and how the proposals will be evaluated.

Other important sections in the RFP document are the Standard Form of Contract (SFC) and Special Conditions of contract (SCC). These documents explain terms of execution of the contract. Some of the provisions in these documents have a cost implication to the firm, so it is important that the firm understands them and their effect on their costs.

Most Firms spend a lot of time on the Terms of Reference Section since this is where they can see the nature and scope of the services to be executed. However, in some occasions they fail to comprehend and appreciate the Clients' scoping, technical, reporting, and completion requirements, thus ending in submitting proposals that are non-responsive, thus leading to rejection.

The RFP documents also provide sample forms for submitting various information in the proposal. The firms should ensure that these forms are properly filled, signed and stamped as appropriate.

In addition firms are required to read and understand the Public Procurement and Disposal of Assets Act, 2018 and the Regulations 2024.

2.0 CHECKLIST FOR SUBMISSION OF A RESPONSIVE PROPOSAL

The following is a checklist aimed at assisting firms to prepare a responsive proposal in accordance with the Standard Request for Proposals for Selection of Consultants Document issued by the PPDA. The document is available in PPDA Web Site www.ppdaa.gov.ss

- 2.1 Ensure that you have read and understood the contents of the RFP document and decide whether you are able to submit a responsive and a compliant proposal. This stage is important to enable you to save cost and money for preparing a proposal which you are aware that you cannot meet its tendering and execution requirements. To tender or not to tender is one of the most important decisions that a firm must make before starting the process of preparing a proposal.
- 2.2 Further to para. 2.1, list down all issues that you need to seek clarifications from the Client. Use the procedure shown in ITC Clause 13.
- 2.3 Ensure that your proposal is complete, properly filled, and properly signed in accordance with ITC Clause 17.
- 2.4 Make sure that you submit all the documents required in the proposal as per ITC Clause 15 and 16.
- 2.5 Check that all documents, interlineations, erasures or over writing are initialed as per ITC Clause 17

- 2.6 Ensure that the proposal is submitted in the language of the proposal as per ITC Clause 9.
- 2.7 Make sure that you meet not have conflict of interest under all circumstances mentioned in ITC Clause 3.
- 2.8 Remember to attach documents to prove technical and financial ability to perform the contract.
- 2.9 Make sure that your financial proposal is in accordance with ITC Clause 16.
- 2.10 Ensure that you are in agreement with the provided period of validity of proposals as per ITC Clause 12.
- 2.11 Ensure that you are in agreement with the proposed completion period.
- 2.12 Ensure that you are aware of the criteria to be used for the evaluation of proposal as per ITC Clauses 21 to 27 and ensure compliance.
- 2.13 Ensure that you are aware of the contents of the SFC and SCC and their cost implication during the execution of the contract.
- 2.14 Ensure that your proposal is properly addressed and sealed in accordance with ITC Clause 27.
- 2.15 Ensure that your proposal is submitted at the right time and at the correct address as per ITC Clause 17.
- 2.16 Ensure that you are not engaged in corrupt, fraudulent, collusive and coercive practices in accordance with ITC Clause 5.
- 2.17 Remember that if you are not satisfied with the procurement process, you can submit a complaint in accordance with ITB Clause 31.

3.0 CONCLUSION

It should be appreciated that this guideline is an attempt to bring to the attention of firms, important provisions in the RFP documents. It should not be taken as a replacement of the RFP documents. Firms still have the responsibility of reading carefully the RFP documents for each particular proposal and to ensure that their proposals comply with the provisions of such documents. However, it is our expectation that by reading this guideline, firms will find it easy to understand the relevant proposal documents for specific proposals in which they are participating.