

## **Additional information about the Contract Notice**

**INTPA/ACC/2021/EA-OP/0067**

### **Supply of IT Hardware, Training Equipment, E-Learning Platforms and Audit Management Information System for PFM Oversight Institutions in Ghana**

**Location - Accra/Ghana**

#### **1. Nature of contract**

Unit price

#### **2. Programme title**

Support Programme to Public Finance Management & the Stepping Stone Economic Partnership Agreement (EPA)

#### **3. Financing**

FED/2017/39770

#### **4. Eligibility and rules of origin**

Participation in tendering is open on equal terms to all natural and legal persons (participating either individually or in a grouping – consortium – of candidates/tenderers) which are established in one of the Member States of the European Union, ACP States or in a country or territory authorised by the ACP-EC Partnership Agreement under which the contract is financed (see also heading ‘Legal basis’ below). Participation is also open to international organisations.

All supplies under this contract may originate from any country.

For UK candidates or tenderers: Please be aware that following the entry into force of the EU-UK Withdrawal Agreement\* on 1 February 2020 and in particular Articles 127(6), 137 and 138, the references to natural or legal persons residing or established in a Member State of the European Union and to goods originating from an eligible country, as defined under Regulation (EU) No 236/2014\*\* and Annex IV of the ACP-EU Partnership Agreement\*\*\*, are to be understood as including natural or legal persons residing or established in, and to goods originating from, the United Kingdom \*\*\*\*. Those persons and goods are therefore eligible under this call.

\* Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community.

\*\* Regulation (EU) No 236/2014 of the European Parliament and of the Council of 11 March 2014 laying down common rules and procedures for the implementation of the Union's instruments for financing external action.

\*\*\* Annex IV to the ACP-EU Partnership Agreement, as revised by Decision 1/2014 of the ACP-EU Council of Ministers (OJ L196/40, 3.7.2014)

\*\*\*\* including the Overseas Countries and Territories having special relations with the United Kingdom, as laid down in Part Four and Annex II of the TFEU.

#### **5. Candidature**

All eligible natural and legal persons (as per item 4 above) or groupings of such persons (consortia) may apply.

A consortium may be a permanent, legally-established grouping or a grouping which has been constituted informally for a specific tender procedure. All partners of a consortium (i.e., the leader and all other partners) are jointly and severally liable to the contracting authority.

The participation of an ineligible natural or legal person will result in the automatic exclusion of that person. In particular, if that ineligible person belongs to a consortium, the whole consortium will be excluded.

#### **6. Number of applications or tenders**

No more than one application or tender can be submitted by a natural or legal person whatever the form of participation (as an individual legal entity or as leader or partner of a consortium submitting an application/tender). In the event that a natural or legal person submits more than one application or tender, all applications or tenders in which that person has participated will be excluded.

In case of lots, the candidates or tenderers may submit only one application or tender per lot. Contracts will be awarded lot by lot and each lot will form a separate contract.

Tenders for parts of a lot will not be considered. Tenderers may not submit a tender for a variant solution in addition to their tender for the works or supplies required in the tender dossier.

Any tenderer may state in its tender that it would offer a discount in the event that its tender is accepted for more than one lot.

#### **7. Tender guarantee**

Tenderers must provide a tender guarantee of **EUR 15,000 for Lot 1, EUR 10,000 for Lot 2 and EUR 2,500 for Lot 3** when submitting their tender. This guarantee will be released to unsuccessful tenderers once the tender procedure has been completed and to the successful tenderer[s] upon signature of the contract by all parties. This guarantee will be called upon if the tenderer does not fulfil all obligations stated in its tender.

#### **8. Performance guarantee**

The successful tenderer will be asked to provide a performance guarantee of 10% of the amount of the contract at the signing of the contract. This guarantee must be provided together with the return of the countersigned contract no later than 30 days after the tenderer receives the contract signed by the contracting authority. If the selected tenderer fails to provide such a guarantee within this period, the contract will be void and a new contract may be drawn up and sent to the tenderer which has submitted the next cheapest compliant tender.

#### **9. Information meeting and/or site visit**

No information meeting is planned.

#### **10. Tender validity**

Tenders must remain valid for a period of 3 months after the deadline for submission of tenders. In exceptional circumstances, the contracting authority may, before the validity period expires, request that tenderers extend the validity of tenders for a specific period.

#### **11. Grounds for exclusion**

Candidates or tenderers must submit a signed declaration, included in the application form or tender form, to the effect that they are not in any of the situations listed in Section 2.6.10.1 of the **practical guide (PRAG)**. Where the candidate or tenderer intends to rely on capacity providing entities or subcontractor(s), he/she must provide the same declaration signed by this/these entity(ies).

Candidates or tenderers included in the lists of EU restrictive measures (see Section 2.4. of the PRAG) at the moment of the award decision cannot be awarded the contract.

#### **12. Sub-contracting**

Sub-contracting is allowed.

#### **13. Provisional date of invitation to tender**

September 2021

#### **14. Provisional commencement date of the contract**

February 2022

## 15. Period of implementation of tasks

The implementation period of tasks shall run from the date communicated to the contractor by administrative order from contract signature.

---

## SELECTION AND AWARD CRITERIA

### 16. Selection criteria

The following selection criteria will be applied to candidates. In the case of applications submitted by a consortium, these selection criteria will be applied to the consortium as a whole if not specified otherwise. The selection criteria will not be applied to natural persons and single-member companies when they are sub-contractors.

The selection criteria for each tenderer are as follows:

#### Lot 1:

The selection criteria for tenderers to Lot n° 1 are as follows:

**1) Economic and financial capacity** (based on item 3 of supply tender form). In case of candidate being a public body, equivalent information should be provided. The reference period which will be taken into account will be the last three years for which accounts have been closed.

1.1 The average annual turnover of the tenderer for 2018, 2019, and 2020 must exceed **EUR 1,000,000** each year; and

1.2 The current ratio (current assets/current liabilities) in the last year for which accounts have been closed must be at least 1. In case of a consortium, this criterion must be fulfilled by each member.

**2) Professional capacity** (based on items 4 and 5 of the tender form for supply contracts). The reference period which will be taken into account will be the last three years preceding the submission deadline.

2.1 At least **five (5) permanent staff** currently working for the tenderer (i.e. the consortium as a whole in the case of an application from a consortium) including administrative/support staff;

2.2 At least **three (3) permanent staff** with experience in the **supply, delivery, installation, commissioning and training of information technology hardware**.

**3) Technical capacity** (based on items 5 and 6 of the tender form for supply contracts). The reference period which will be taken into account will be the last three years from submission deadline.

3.1 Successful implementation over the last three (3) years of at least two (2) contracts for **supply, delivery, installation, commissioning and training of information technology hardware**;

3.2 Each project must have a budget of at least **EUR 800,000 in Information technology supply, delivery, installation, commissioning and training**;

3.3 Experience in establishing **in-country support** for similar assignment in a **developing country**.

This means that the contract the tenderer refers to could have been started or completed at any time during the indicated period, but it does not necessarily have to be started and completed during that period, nor implemented during the entire period. Candidates are allowed to refer either to projects completed within the reference period (although started earlier) or to projects not yet completed.

In the first case the project will be considered in its whole if proper evidence of performance is provided (**completion certificate signed by the beneficial entities**). In case of projects still ongoing only the portion satisfactorily completed during the reference period will be taken into consideration. This portion will have to be supported by documentary evidence (statement or certificate from the entity which awarded the contract, proof of payment) also detailing its value. If a candidate has implemented the project in a consortium, the percentage that the candidate has successfully completed must be clear from the documentary evidence, together with a description of the nature of the services provided if the selection criteria relating to the pertinence of the experience have been used.

Previous experience which caused breach of contract and termination by a contracting authority shall not be used as reference.

## **Lot 2:**

The selection criteria for tenderers to Lot n° 2 are as follows:

1. **Economic and financial capacity** (based on item 3 of supply tender form). In case of tenderer being a public body, equivalent information should be provided. The reference period which will be taken into account will be the last three financial years for which accounts have been closed.

1.1 The average annual turnover of the tenderer for **2018, 2019, and 2020** must exceed **EUR 500,000** each year; and

1.2 The current ratio (current assets/current liabilities) in the last year for which accounts have been closed must be at least 1. In case of a consortium, this criterion must be fulfilled by each member.

2. **Professional capacity** (based on items 4 and 5 of the tender form for supply contracts). The reference period which will be taken into account will be the last three years preceding the submission deadline.

2.1 At least **five (5) permanent staff** currently working for the tenderer (i.e. the consortium in the case of an application from a consortium) including administrative/support staff; and

2.2 At least **three (3) permanent staff with specialist skills** as follows: **Solution Architect, Internal Audit Functional Specialist/Business Analyst, Trainer and other support staff.**

3. **Technical capacity** (based on items 5 and 6 of the tender form for a supply contract). The reference period which will be taken into account will be the last three years preceding the submission deadline.

3.1 Successful implementation over the last five (5) years of at least one (1) Internal Audit Management Information Systems developed in the Public Sector based on the **International Professional Practice Framework (IPPF)** (2017);

3.2 Projects undertaken during the period **2018-2020** with a budget of at least **EUR 500,000 in analysis, application design, software configuration, training, testing and full system roll outs;**

3.3 Experience in establishing **in-country support** for similar assignment in a **developing country**. This should include experience providing user support and/or management for at least one (1) organization.

This means that the contract the tenderer refers to could have been started or completed at any time during the indicated period, but it does not necessarily have to be started and completed during that period, nor implemented during the entire period. Candidates are allowed to refer either to projects completed within the reference period (although started earlier) or to projects not yet completed.

In the first case the project will be considered in its whole if proper evidence of performance is provided (**completion certificate signed by the beneficial entities**). In case of projects still ongoing only the portion satisfactorily completed during the reference period will be taken into

consideration. This portion will have to be supported by documentary evidence (statement or certificate from the entity which awarded the contract, proof of payment) also detailing its value. If a candidate has implemented the project in a consortium, the percentage that the candidate has successfully completed must be clear from the documentary evidence, together with a description of the nature of the services provided if the selection criteria relating to the pertinence of the experience have been used.

Previous experience which caused breach of contract and termination by a contracting authority shall not be used as reference.

### **Lot 3:**

The selection criteria for tenderers to Lot n° 3 are as follows:

**1. Economic and financial capacity** (based on item 3 of supply tender form). In case of tenderer being a public body, equivalent information should be provided. The reference period which will be taken into account will be the last three financial years for which accounts have been closed.

1.1 The average annual turnover of the tenderer for 2018, 2019, and 2020 must exceed **EUR 100,000** each year; and

1.2 The current ratio (current assets/current liabilities) in the last year for which accounts have been closed must be at least 1. In case of a consortium, this criterion must be fulfilled by each member.

**2. Professional capacity** (based on items 4 and 5 of the tender form for supply contracts). The reference period which will be taken into account will be the last three years preceding the submission deadline.

2.1 At least **three (3) permanent staff** currently working for the tenderer (i.e. the consortium in the case of an application from a consortium) including administrative/support staff; and

2.2 At least **three (3) permanent staff with specialist skills as follows: Solution Architect, Content Developer and a Trainer**

**3. Technical capacity** (based on items 5 and 6 of the tender form for a supply contract). The reference period which will be taken into account will be the last three years preceding the submission deadline.

3.1 Successful implementation over the last three (3) years of at least two (2) Web Based E-Learning System;

3.2 Each project undertaken during the period **2018-2020** must have a budget of at least **EUR 100,000 in analysis, application design, software configuration, training, testing and full system roll outs;**

3.3 Experience in establishing **in-country support** for similar assignment in a **developing country**. This should include experience providing user support and/or management.

This means that the contract the tenderer refers to could have been started or completed at any time during the indicated period, but it does not necessarily have to be started and completed during that period, nor implemented during the entire period. Candidates are allowed to refer either to projects completed within the reference period (although started earlier) or to projects not yet completed.

In the first case the project will be considered in its whole if proper evidence of performance is provided (**completion certificate signed by the beneficial entities**). In case of projects still ongoing only the portion satisfactorily completed during the reference period will be taken into consideration. This portion will have to be supported by documentary evidence (statement or certificate from the entity which awarded the contract, proof of payment) also detailing its value. If a candidate has implemented the project in a consortium, the percentage that the candidate has successfully completed must be clear from the documentary evidence, together with a description

of the nature of the services provided if the selection criteria relating to the pertinence of the experience have been used.

Previous experience which caused breach of contract and termination by a contracting authority shall not be used as reference.

### **Capacity-providing entities**

An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. If the economic operator relies on other entities it must in that case prove to the contracting authority that it will have at its disposal the resources necessary for performance of the contract by producing a commitment by those entities to place those resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility and notably that of nationality as the economic operator relying on them and must comply with the selection criteria for which the economic operator relies on them. Furthermore, the data for this third entity for the relevant selection criterion should be included in a separate document. Proof of the capacity will also have to be provided when requested by the contracting authority.

With regard to technical and professional criteria, an economic operator may only rely on the capacities of other entities where the latter will perform the tasks for which these capacities are required.

With regard to economic and financial criteria, the entities upon whose capacity the economic operator relies, become jointly and severally liable for the performance of the contract.

## **17. Award criteria**

Price

---

## **APPLICATION AND TENDERING**

### **18. How to obtain the tender dossier**

The tender dossier is available from the TED E-Tendering platform at the Internet address provided in the Contract Notice under section I.3) Communication, <https://etendering.ted.europa.eu/cft/cft-display.html?cftId=8938>

The tender dossier is also available from the Contracting Authority at the following internet address: <https://mofep.gov.gh/index.php/news-and-events/adverts>.

Tenders must be submitted using the standard tender form included in the tender dossier, whose format and instructions must be strictly observed.

Any request for additional information must be made in writing through the TED eTendering website accessible from the F&T portal at <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>. Registration on TED eTendering is required to be able to create and submit a question. Additional information can be requested by clicking “Create a question” in the Questions&Answers tab at least 21 days before the deadline for submission of tenders given in item ‘**Deadline for submission of applications or tenders**’. The questions and answers will be published on TED eTendering and <https://mofep.gov.gh/index.php/news-and-events/adverts> at the latest 11 days before the submission deadline. The website will be updated regularly and it is the tenderer’s responsibility to check for updates and modifications during the submission period.

### **19. Tender opening session**

Tenders will be opened on 27 September 2021 at 10:00 am Ghana time. The venue of the tender opening is:

**Office of the National Authorising Officer, Ministry of Finance  
Finance Drive, Accra.**

**P. O. Box M40, Accra – Ghana  
Annex A, Room F23**

## **20. How applications may be submitted**

Applications must be submitted in English exclusively to the contracting authority in a sealed envelope.

- Either by post or by courier service, in which case the evidence shall be constituted by the postmark or the date of the deposit slip, to:

*Office of the National Authorizing Officer,  
Ministry of Finance  
P.O. Box MB 40  
Accra – Ghana*

*Attn: Mr. Ebenezer Nortey– Head of EU/Europe/Americas Unit/Room G13/Annex A*

- OR hand delivered by the participant in person or by an agent directly to the premises of the contracting authority in return for a signed and dated receipt, in which case the evidence shall be constituted by this acknowledgement of receipt, to:

*Office of the National Authorizing Officer,  
Ministry of Finance  
P.O. Box MB 40  
Accra – Ghana*

*Attn: Mr. Ebenezer Nortey– Head of EU/Europe/Americas Unit/Room G13/Annex A*

## **Opening hours: Monday to Friday 9:00am – 4:00pm Ghana time**

The contract title and publication reference (see contract notice) must be clearly marked on the envelope containing the application and must always be mentioned in all subsequent correspondence with the contracting authority.

Applications submitted by any other means will not be considered.

By submitting an application candidates accept to receive notification of the outcome of the procedure by electronic means. Such notification shall be deemed to have been received on the date upon which the contracting authority sends it to the electronic address referred to in the application form.

## **21. Deadline for submission of applications**

The candidate's attention is drawn to the fact that there are two different systems for sending applications: one is by post or private mail service, the other is by hand delivery.

In the first case, the application must be sent before the date and time limit for submission, as evidenced by the postmark or deposit slip<sup>1</sup>, but in the second case it is the acknowledgment of receipt given at the time of the delivery of the application that will serve as proof.

**The deadline for submission of applications can be found in the Contract Notice under IV.2.2.**

Any application sent to the contracting authority after this deadline will not be considered.

The contracting authority may, for reasons of administrative efficiency, reject any application submitted on time but received, for any reason beyond the contracting authority's control, after the effective date of approval of the short-list report, if accepting applications that were submitted on time but arrived late would considerably delay the evaluation procedure or jeopardise decisions already taken and notified.

## **22. Clarifications on the contract notice**

Any request for additional information must be made in writing through the TED eTendering website accessible from the F&T portal at <https://ec.europa.eu/info/funding->

---

<sup>1</sup> It is recommended to use registered mail in case the postmark would not be readable.

[tenders/opportunities/portal/screen/home](#). Registration on TED eTendering is required to be able to create and submit a question. Additional information can be requested by clicking “Create a question” in the Questions&Answers tab at the latest 21 days before the deadline for submission of applications stated at section **IV.2.2) of the contract notice**.

Clarifications will be published on TED eTendering website and <https://mofep.gov.gh/index.php/news-and-events/adverts> at the latest 11 days before the deadline for the submission of applications. The TED eTendering website will be updated regularly and it is the applicants responsibility to check for updates and modifications during the submission period.

### **23. Alteration or withdrawal of applications**

Applicants may alter or withdraw their applications by written notification prior to the deadline for submission of applications. No applications may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with precedent item. The outer envelope (and the relevant inner envelope if used) must be marked ‘Alteration’ or ‘Withdrawal’ as appropriate.

### **24. Language of the procedure**

All written communications for this tender procedure and contract must be in English.

### **28. Legal basis**

Annex IV to the Partnership Agreement between the members of the African, Caribbean and Pacific Group of States of the one part, and the European Community and its Member States, of the other part, signed in Cotonou on 23 June 2000 as amended in Luxembourg on 25 June 2005 and in Ouagadougou on 22 June 2010. Reference is made to Annex IV as revised by Decision 1/2014 of the ACP-EU Council of Ministers of 20 June 2014.

### **29. Additional information**

Financial data to be provided by the candidate in the standard application form or the tenderer in the tender form must be expressed in EUR:-