



Embassy of Sweden

La Paz

Request for Proposal of Consultancy service

Contracting authority:	Embassy of Sweden in La Paz Av. Arce # 2631 Edificio Multicine, piso 11
Reference title:	Environmental Platform Coordination Assignment
Contact person:	Fredrik Ugglå
Last day to notify interest in submitting proposal:	2023-09-19
Last day to submit questions:	2023-09-22
Last date to submit proposal:	2023-09-29
Send the proposals to:	fredrik.uggla@gov.se
The tender shall be valid until:	90 days from the last date to tender.
Evaluation method	For evaluation criteria see below.

General information

Provided in the ToR.

In addition, the proposal should be submitted in English, while the cover letter should be presented in Spanish.

Specification of the assignment/Service

Specified in ToR.

Time-plan

Specified in ToR.

Evaluation criteria and weighing

The proposal shall include the following:

1. Suggested personnel for the assignment, and explanation of suggested persons suitability for the assignment

In addition to the requirements formulated in ToR, the suggested personnel must have full proficiency in Spanish and English.

2. Description of how the assignment will be designed and implemented (Method)
3. Time-plan and costs for the assignment.

The Embassy of Sweden will use the following criteria for choosing the best proposal.

Evaluation criteria for this call-off are:

Criteria		Max point/criteria
1.	The suitability of the personnel	30
2.	Appropriate method	20
3.	Organisation of the assignment and appropriate time plan	20
4.	Price	30
Total max point technical-economic criteria		100

Technical criteria (criteria 1-3):

The scale of grades that will be used when assessing the criteria (except price evaluation) are:

The number of points that can be awarded under each of the technical evaluation criteria. For example, if a maximum of 20 points can be awarded for a given criterion, "Good" will mean $0.8 \times 20 = 16$ points. (In the evaluation, the levels (in %) will have fixed values, which means that there will be no intermediate values).	Poor ¹	0 %
	Not entirely satisfactory ²	40 %
	Satisfactory ³	60 %
	Good ⁴	80 %
	Very Good ⁵	100 %
Minimum score to proceed to price-evaluation	The technical proposal (i.e. criteria 1-3) must achieve a minimum of 48 points as a condition for further price evaluation	

¹ Not addressed or not sufficient

² Sufficient in some aspects but not as a whole

³ Sufficient but lacks substantial advantages or has uneven quality

⁴ Adequate and well suited to the purpose

⁵ Gives added value and shows high quality on the whole

Price-Evaluation (criterion 4)

Price will be assessed according to the following model:

The proposal that submitted the lowest price achieves maximal price points. The other submitted proposals achieve points according to percentage difference between the individual price and the submitted proposal with the lowest price.

Price point = (Lowest price / Individual price) * Max point price criterion

DECISION regarding contract award

All consultants that have submitted a proposal will be informed of the decision regarding the contract awarded by email.

Enclosure 1: Terms of reference