



**THE INTERGOVERNMENTAL AUTHORITY ON DEVELOPMENT (IGAD)
PEACE AND SECURITY DIVISION (CEWARN) 4TH FLOOR TENSAAE
BUILDING, CAPE VERDE STREET, BOLE ROAD, OFF AFRICA AVENUE,
ADDIS ABABA, ETHIOPIA;**



LETTER OF INVITATION

Our ref: IPPSHAR 6545-01/2017- 6.6.3 C-01-2020

Date: 02/02/2021

Dear sir/madam,

**Re: Invitation to Tender for Provision of Short-term Procurement Assistance
(Procurement Assistant)**

I am pleased to inform you that you are invited to take part in the simplified procedure for the above contract. The complete tender dossier is attached to this letter. It includes:

A. Information for the tenderer

1. Information on submission of tender
2. Technical information
3. Financial information
4. Selection criteria

B. Format of offer to be provided by the tenderer

C. Draft contract Agreement and Forms

For full details of the tendering procedures, please see the practical guide and its annexes, which may be downloaded from the following website: <http://ec.europa.eu/europeaid/prag/document.do>

We look forward to receiving your tender which has to be sent no later than the deadline set in the Instructions to Tenderers. Please send it to the address and with the requirements.

By submitting a tender, you accept to receive notification of the outcome of the procedure by electronic means. If you decide not to submit a tender, we would be grateful if you could inform us in writing, indicating the reasons for your decision.

Yours sincerely,

Joshua Turinawe

When submitting their tenders, tenderers must follow all instructions, forms, terms of reference, contract provisions and specifications contained in this tender dossier. Failure to submit a tender containing all the required information and documentation within the deadline specified may lead to the rejection of the tender.

These instructions set out the rules for submitting, selecting and implementing contracts financed under this call for tenders, in conformity with the Practical Guide, (available on the internet at this address: <http://ec.europa.eu/europeaid/prag/document.do>).

1. INFORMATION ON SUBMISSION OF TENDERS

Subject of the contract:

Tender for Provision of Short-term Procurement Assistance (Procurement Assistant)

Deadline for submission of the tenders:

The deadline for submission of tender is **19th February 2021 at 12:00hrs**. Any tender received after this deadline will be automatically rejected.

Address and methods for submission of the tender:

The tender should be **submitted by e-mail**. In this case, the base e-mail message will clearly indicate:

- Title of the tender (in the subject of e-mail);
- Reference number (in the subject of e-mail);
- Name and address of the tenderer (in the e-mail text)

The tender submission form and any supporting documentation will be provided as attachment to the e-mail.

The tenderer(s) will be submitted by e-mail to the following address:

Attention;

To Mr. Joshua Turinawe

PSD-Procurement Officer

Intergovernmental Authority on Development (IGAD) Peace and Security Division,

P.O. Box 1924 Addis Ababa, Ethiopia

5th floor Tensae Building, Cape Verde street, Bole road, off Africa Avenue,

Addis Ababa, Ethiopia.

Email: ippshar@igad.int

The tenderer is reminded that in order to be eligible, the tender need to be received by the contracting authority by the deadline indicated above.

1. TECHNICAL INFORMATION

The tenderer is required to provide services as indicated below. In the tenderer's technical offer, the tenderer will indicate more details on the deliveries, referring back to the below table.

See attached Annex B: II

No	Title of service	Description	Required time frame	Required inputs if applicable
	Tender for Provision of Short-term Procurement Assistance (Procurement Assistant)	Full time service for 10 months		

2. FINANCIAL INFORMATION

The tenderers are reminded that the maximum available value of the contract is **EURO 20,000**.

3. THE SELECTION CRITERIA SHALL BE: Best value for money.

- weighting 80% technical quality,
- 20% price

The unsuccessful/successful tenderers will be informed of the results of the evaluation procedure in writing. The estimated time of response to the **tenderers is Seven (7) days** from the deadline for submission of tenders.

PART B: FORMAT OF OFFER TO BE PROVIDED BY THE TENDERER

1. TENDERER'S INFORMATION

Submitted by

	Name(s) and address(es) of legal entity or entities submitting this tender
Tenderer	

Contact person:

Name	
Address	
Telephone	
Email	

1. TENDERER'S STATEMENT

I undersigned hereby confirm that the services / supplies / works offered in this tender are in full conformity with the specifications submitted to us by the contracting authority. The detailed description of the offered services / supplies / works by us is provided in the next point.

In addition to that we confirm that our organization/company is fully eligible for providing services under a contract financed by the EU funds. We confirm that we are not in any of the situations that would exclude us from competing in the EU financed tenders as indicated in 2.3.3 in the EU PRAG version 2016.0 – 15 January 2016.

Furthermore, we agree to abide by the ethics clauses in Section 2.4.14 of the EU PRAG version 2016.0 – 15 January 2016 and have no conflict of interests or any equivalent relation with other short-listed candidates or other parties in the tender procedure at the time of submitting this tender

2. TECHNICAL OFFER

The tenderer(s) is required to provide technical offer, based on the requirements indicated by the contracting authority in the Part A: Information for the tenderer, Point 2: Technical information.

The tenderers are encouraged to provide details on the planned services

See attached Annex B: II

No	Title of service	Technical offer • The services provided by the tenderer on the basis of IGAD PSD inquiry in Part A, Point 2	Tenderers proposed time frame	Proposed inputs by the tenderer e.g qualifications of the experts
1				
2				

3. FINANCIAL OFFER

**The offered total price for the services indicated in the previous point is: EUR
(Please attach a breakdown)**

The offered price includes implementation/delivery of described items as well as all accompanying costs, for example transport, logistics, material costs, when required.

Name	
Signature	
Date	

PART C: CONTRACT BETWEEN THE CONTRACTOR AND THE CONTRACTING AUTHORITY

CONTRACT TITLE: Tender for Provision of Short-term Procurement Assistance (Procurement Assistant)

REF: IPPSHAR 6545-01/2017-6.6.3 C-01-2020

Concluded between:

Title
Address of the contracting authority
Represented by:
(Contracting Authority)

AND

Title
Address of the contractor
Represented by:
(Contractor)

Article 1: Subject of the contract

Tender for Provision of Short-term Procurement Assistance (Procurement Assistant)

Article 2: Contract value

The total contract value for implementation of services / delivery of supplies / execution of works indicated in the Article 1 is: EUR.

Article 3: Contracting documents

This documents which form the part of this contract are (by the order of precedence):

- Contract agreement
- Contractor's offer as provided in the tendering phase – ‘Part B’
- Any other supporting documentation if applicable (in case of asking for registration of company or other information)

Article 4: Deliveries and payments

The contractor will deliver without reservation the services / supplies / works indicated in the contractor’s offer “Part B”. The deliveries will be implemented within the indicated dates.

The contracting authority will pay to the contractor the services / supplies / works in the amount indicated in the Article 2 of this contract document. The payments will be issued by the following time schedule.

Payment schedule (if applicable)

Payments shall be made on a presentation of a monthly invoice for the agreed global fee supported by approved timesheets.

The contractor will provide contracting authority with the progress reports as specified in the terms of reference.

Article 5: Duration of the contract

The duration of the contract is 10 months.

Article 6: Cancellation of the contract

The contract can be suspended by the Contractor due to one of the following reasons:

- Contracting Authority not fulfilling payment and other obligations

The contract can be terminated by the Contracting Authority due to one of the following reasons:

- The Contractor is in serious breach of the contract, failing to meet contractual obligations
- The Contractor is bankrupted or being wound up, is having its affairs administrated by courts, has entered into arrangements with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situations arising from a similar situation provided for in national legislation or regulations.

Article 7: Resolving of disputes

Any disputes arising out of or relating to this Contract which cannot be settled otherwise shall be referred to the exclusive jurisdiction of Djibouti in accordance with the national legislation of the state of the Contracting Authority.

For: The Contracting Authority

For: The Contractor

Name:

Name:

Title:

Title:

Signature:

Signature:

Date:

Date

ANNEX B I: GENERAL CONDITIONS FOR SERVICE CONTRACTS FOR EXTERNAL ACTIONS FINANCED BY THE EUROPEAN UNION

<http://ec.europa.eu/europeaid/prag/document.do?isAnnexes=true>

ANNEX B II: TERMS OF REFERENCE

1. Background

With the objective of strengthening the efficiency and effectiveness of the PSD procurement unit, the procurement assistant will work under the supervision of the PSD-Procurement Officer.

Under this context, IGAD and ADA; the IPPSHAR grant management Agent of the EU, have agreed to fund the deployment of a short-term procurement assistant to support the implementation of the IPPSHAR by the various units, to accelerate and increase effectiveness of the PSD Procurement unit.

The procurement unit is entrusted with handling of various assignments; supporting all implementing Units of IPPSHAR programme. These units are; CEWARN, ISSP, MSU RESGAS and PSD. These Units are located on several floors; 4th, 5th, 6th, and 7th, and yet needs to be supported by the procurement unit.

Thus, the procurement assistant will need to constantly move documents for approval by the relevant programme directors as the case may be/required as provided for by the PIPAPOM; the user manual for IPPSHAR.

The following are the key requirements and tasks that the procurement assistant will be handling assignments from day to day and as assigned/instructed by the PSDPO;

1. Handle simple procurement requests; such as booking of conference venues, local transport requirements and any other minor assignment by the PSDPO.
2. Procurement Assistant, shall be required to handle and track and retrieve procurement file.
3. Shall handle filling of procurement documents.
4. Check the completeness of the existing and new files.
5. Open new file for new procurement requirements.
6. Enabling the movement of files from office to office as and when needed.
7. Prepare and Update procurement requisition (RfP) register.
8. And execute any other task as and when assigned by the PSDPO.
9. This contract shall be executed at a total contract value of EUR 20,000 payable at every end of the month upon submission of demand notice, time sheet as justification for executed tasks and invoice.

Objectives

The overall objective of the procurement assistant will be to provide assistance to the procurement unit to constantly move documents for approval by the relevant programme directors as the case may be/required, handle filing of documents, among others as may be assigned by the PSD-Procurement Officer.



INTERGOVERNMENTAL AUTHORITY ON DEVELOPMENT (IGAD)

RE-INVITATION

Invitation to Tender for Provision of Short-term Procurement Assistance (Procurement Assistant)

Job title:	Procurement Assistant
Job Group:	Short term (10-Months)
No of Vacancies	1 (One)
Job Training Requirement:	Minimum of Bachelor Degree in Supply Chain/Procurement/IT/Business Admin, B.com
Reporting to:	PSD-PROCUREMENT OFFICER
Division/Department	PSD
Program / Project Number	EUTF-IPPSHAR
Location of assignment	Addis Ababa- Ethiopia
Nationalities eligible to apply	Appropriately qualified applicants from; Residents/Citizens of Federal Democratic Republic of Ethiopia, are eligible to apply.
Expected Start Date	1 st March, 2021
Duration of the Assignment	The contract is for a non-renewable period of ten (10 months).

How to apply

Only candidates who meet the profile of the minimum qualifications, experience and core competences stated above need to apply. Submitted applications should be accompanied by the candidate's detailed CV, copies of both academic and professional certificates and testimonials, names and addresses of three reputable referees and the candidate's contact details (E-mail address and telephone numbers).

The applications should be addressed to:
Procurement Officer of Peace & Security Division of IGAD
Addis Ababa, Ethiopia

Sent by email:

E-mail to the following e-mail address: ippshar@igad.int

bearing the subject line: **Tender for Provision of Short-term Procurement Assistance (Procurement Assistant)**

Deadline for submission of applications

Must be received at the PSD Procurement Officer, through email, Not later than;

FEBRUARY 19, 2021.

IGAD is an equal opportunities employer. Female candidates are encouraged to apply.

FIND DETAILS IN THE ATTACHMENT

**ANNEX B VI: FINANCIAL
IDENTIFICATION**

PRIVACY STATEMENT

http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm#en

Please use CAPITAL LETTERS and LATIN CHARACTERS when filling in the form.

BANKING DETAILS ①

ACCOUNT NAME ②	<input type="text"/>		
IBAN/ACCOUNT NUMBER ③	<input type="text"/>		
CURRENCY	<input type="text"/>		
BIC/SWIFT CODE	<input type="text"/>	BRANCH CODE ④	<input type="text"/>
BANK NAME	<input type="text"/>		

ADDRESS OF BANK BRANCH

STREET & NUMBER	<input type="text"/>	<input type="text"/>	
	<input type="text"/>	<input type="text"/>	
TOWN/CITY	<input type="text"/>	POSTCODE	<input type="text"/>
COUNTRY	<input type="text"/>		

ACCOUNT HOLDER'S DATA

AS DECLARED TO THE BANK

ACCOUNT HOLDER	<input type="text"/>		
STREET & NUMBER	<input type="text"/>	<input type="text"/>	
	<input type="text"/>	<input type="text"/>	
TOWN/CITY	<input type="text"/>	POSTCODE	<input type="text"/>
COUNTRY	<input type="text"/>		

REMARK

<input type="text"/>

BANK STAMP + SIGNATURE OF BANK REPRESENTATIVE ⑤

<input type="text"/>

DATE (Obligatory)

<input type="text"/>

SIGNATURE OF ACCOUNT HOLDER (Obligatory)

<input type="text"/>

① Enter the final bank data and not the data of the intermediary bank.

- ② This does not refer to the type of account. The account name is usually the one of the account holder. However, the account holder may have chosen to give a different name to its bank account.
- ③ Fill in the IBAN Code (International Bank Account Number) if it exists in the country where your bank is established

- ④ Only applicable for US (ABA code), for AU/NZ (BSB code) and for CA (Transit code). Does not apply for other countries.

- ⑤ It is preferable to attach a copy of RECENT bank statement. Please note that the bank statement has to confirm all the information listed above under 'ACCOUNT NAME', 'ACCOUNT NUMBER/IBAN' and 'BANK NAME'. With an attached statement, the stamp of the bank and the signature of the bank's representative are not required. The signature of the account-holder and the date are ALWAYS mandatory.

PLEASE COMPLETE AND SIGN THIS FORM AND ATTACH COPIES OF OFFICIAL SUPPORTING DOCUMENTS (REGISTER(S) OF COMPANIES, OFFICIAL GAZETTE, VAT REGISTRATION, ETC.)

THIS "LEGAL ENTITY" SHEET MUST BE COMPLETED AND SIGNED, AND SUBMITTED TOGETHER WITH A LEGIBLE PHOTOCOPY OF THE IDENTITY DOCUMENT

ANNEX B VI: LEGAL ENTITY

PRIVACY STATEMENT

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm#en

Please use CAPITAL LETTERS and LATIN CHARACTERS when filling in the form.

NATURAL PERSON

I. PERSONAL DATA

FAMILY NAME(S) ①

FIRST NAME(S) ①

DATE OF BIRTH

<input type="text"/>	<input type="text"/>	<input type="text"/>
DD	MM	YYYY

PLACE OF BIRTH
(CITY, VILLAGE)

COUNTRY OF BIRTH

TYPE OF IDENTITY DOCUMENT

IDENTITY CARD

PASSPORT

DRIVING LICENCE ②

OTHER ③

ISSUING COUNTRY

IDENTITY DOCUMENT NUMBER

PERSONAL IDENTIFICATION NUMBER ④

PERMANENT

PRIVATE ADDRESS

POSTCODE

P.O. BOX

CITY

REGION ⑤

COUNTRY

PRIVATE PHONE

PRIVATE E-MAIL

II. BUSINESS DATA

If YES, please provide business data and attach copies of official supporting documents

Do you run your own business without a separate legal personality (e.g. sole traders, self-employed etc.) and you provide as such services to the Commission, other Institutions, Agencies and EU-Bodies?

YES

NO

BUSINESS NAME

(if applicable)

VAT NUMBER

REGISTRATION NUMBER

PLACE OF REGISTRATION: CITY

|| COUNTRY

DATE

SIGNATURE
