

Lisbon, 05 April 2023

Subject: Invitation to submit a proposal

Tender reference: NRF – ISA 2023-01

Title: Call for a Research Organisation for contextualisation of drivers of persistence of undernutrition in Sahelian settings

Dear prospective tenderer,

You are invited to submit a proposal for the above subject to the Nutrition Research Facility (NRF), established within the Knowledge and Research for Nutrition EC funded project.

Details of the request are provided hereunder and in the enclosed *Annex 1 – Terms of Reference* and *Annex 2 – Supporting Research Fiche*

Your offer, **written in English, must include the following elements**, completed, dated and signed:

- The Technical proposal, using the *Technical Proposal Template* (Annex 3)
- The Financial proposal

Tender selection criteria:

Technical criteria: 70/100 points

- Understanding of the ToR and quality/ technical merit of proposals (35/70 points)
- Qualifications of organisation & team CVs (20/70 points)
- Past relevant experiences (15/70 points)

Financial criteria: 30/100 points

Price determination:

This is a global price contract - a contract under which the services are performed for an all-inclusive fixed price for a **maximum value of 56,600.00 EUR (excl. tax)**.

The contractor is considered to include in unit prices as well as in global prices all costs, measurements and performances that are inherent in the execution of the contract, in particular:

- Administration and secretarial services (copies, ...)
- Travel, transport and insurance
- Software licences
- Data and data collection costs
- The documentation relating to the services
- The delivery of documents or records inherent in the performance
- Venues and costs related with organisation of meetings and events

- The training necessary for use
- Where applicable, the measures imposed by the laws on the safety and health of workers in the performance of their work
- This list is not exhaustive.

Negotiations: ISA reserves the right to negotiate or not to negotiate. If negotiations are used, they may take place, in writing or orally (in English), with the candidate organization, after the initial offer has been analysed. The tenderer will be informed after the first analysis of the tender.

The elements of negotiation will be determined on the basis of the bidder's offer. They may cover the entire content of the offer (price and/or technical proposal) and the Contract, except for the minimum requirements mentioned in the ToR and the award criteria defined above. The following are also considered substantial and non-negotiable: the subject matter, the form of the consultation, the duration of the contract and the form of the prices. No compensation will be paid to tenderer for these negotiations. At the end of the negotiations, the tenderer will then submit its final offer within the maximum time limit indicated during the exchanges. If no new offer is submitted, the tenderer admitted to negotiate will be deemed to confirm the terms of its last offer for the analysis after negotiations of the final offer.

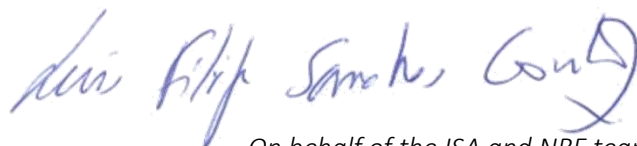
Tenderer's attention is drawn to the fact that any tender that is incomplete, does not comply with the legislation in force or exceeds the budgetary appropriations allocated to the contract may be rectified during the negotiations, provided that it is not abnormally low.

Submission of tenders: Please return your tender by 3rd of May at **18:00** (Lisbon time) via email to goulao@isa.ulisboa.pt and mmatos@isa.ulisboa.pt (Cc: nrf@agrinnatura-eu.eu)

The period of validity of the tender is fixed at **30 days** from the deadline for receipt of tender. For any further information you may require, please contact us at the following e-mail address: goulao@isa.ulisboa.pt and mmatos@isa.ulisboa.pt (Cc: nrf@agrinnatura-eu.eu)

If you do not find our consultation interesting, kindly inform us as soon as possible by e-mail.

We are looking forward to receiving your proposal.
Sincerely,



On behalf of the ISA and NRF team
Luís Goulão, Researcher, WP leader

Attachments:

- Annex 1: *Terms of Reference*
- Annex 2: *Supporting Research Fiche*
- Annex 3: *Technical Proposal Template*