

Procurement Notice

Assignment name: Consultancy Service for preparation and implementation of a one-day Local Workshop

Activity number: BACID 1/2021

1 Preparation of CVs and supporting documentation

1.1 Language of application

- The CVs (maximum 3 pages, Ariel 11) and supporting documentation shall be prepared in English.

1.2 The CVs should provide information on the qualifications and competencies of the applicant,

- her/his general track record and previous specific experience in similar assignments, as required by the Terms of Reference. The applicants should particularly state in their CVs:
 - General professional experience;
 - Specific professional experience, in line with ToR.

1.3 The required qualifications and skills: as per Terms of Reference Section

2. Submission of CVs and supporting documentation

2.1 The interested candidates are invited to submit a proposal consisting of the following documentation:

- Proposal: explaining their experience related to the subject and how they intend to respond to the assignment;
- Personal CV including past experience in similar activities and particularly issues referred to under point 1.2 of this Procurement Notice;
- At least three contacts for references (name and position of referee, email address and phone number) which may be contacted by KDZ.
(NOTE: There is no need to submit reference letters;

2.2 The required documentation should be submitted in electronic format by e-mail to the following address:

- prorok@kdz.or.at by 18 January 2021, before 1 PM CET.
- Late submissions will not be considered for evaluation.
- The application should contain in the e-mail title the following reference:
Consultancy Service for preparation and implementation of a one-day Local Workshop; Activity number: BACID 1/2021

3. Evaluation of offers

3.1 The offer will be evaluated against the required qualifications, experience, skills, competencies and financial proposal as defined in the Terms of Reference.

3.2 The applicant securing the highest final ranking will be invited to negotiate the contract.

If negotiations are successful, the selected candidate will be awarded the contract. Should the negotiations fail; the next ranked candidate will be invited to negotiations.

4. Final Considerations

5.1 The payment will be done in one installment, as explained in the Terms of Reference, following the submission and approval of the deliverables.

5.2 The following document is attached to this Procurement Notice:

- Terms of Reference

5.3 KDZ reserves the right to cancel this procurement procedure at any moment without any compensation to the applicants. The cost of preparing a proposal and negotiating a contract, including any related travel, cannot be reimbursed by KDZ under any circumstances nor can KDZ be held liable for it, regardless the outcome of the procurement procedure.

5.4 Should you need any further clarifications with respect to this procurement notice, please contact: Mr Thomas Prorok via e-mail: prorok@kdz.or.at, by 13 January 2021 (1 PM, CET), the latest.

KDZ will post the response, including an explanation of the query without identifying the source of inquiry, at the website (www.bacid.eu) by 15 January 2021.