KfW Procurement Procedures





Successful tendering in KfW -financed projects



Project References related to the contractual scope (sector- / regional- / country-specific)

Available Personnel and Human Resource Capacity: (sector- / regional- / country-specific, with adequate language skills)

Local cooperation partners (usually as local subconsultants)

Read the tender documents carefully and stick to the provisions required

KfW-Procurement Guidelines & Standard Bidding Documents

Richtlinien und Verträge

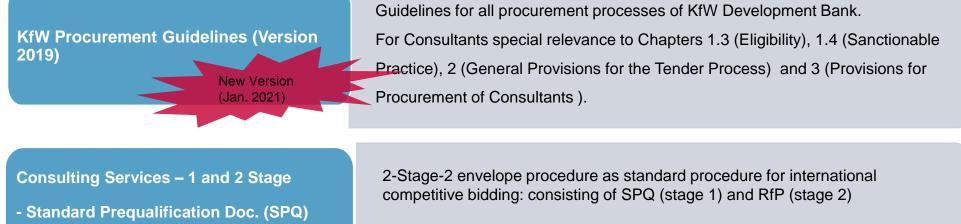


KfW Procurement Guidelines and Standard Bidding Documents Consulting

https://www.kfw-entwicklungsbank.de/Internationale-Finanzierung/KfW-Entwicklungsbank/Publikationen-Videos/Publikationsreihen/Richtlinien-und-Vertraege/

+ Finanzprodukte





- Request for Proposal (RfP)

1-Stage-2 envelope procedure as standard procedure for tenders below EUthreshold consisting of RfP (in some cases with post-qualification)

Consulting Standard – contract template

New Version (Jan. 2021)

- > 200 kEUR contract amount
- < 200 kEUR contract amount
- Will be signed by Contractor and Project Executing Agency (only in few cases directly by KfW).

KFW Vergaben in der FZ - BW - 20.01.2021

>>> Standard Bidding Documents

Structure and Design – SPQ and RFP

Standard Prequalification Document

List of Content

PREFACE

SECTION I - GENERAL PROVISIONS (GP)

SECTION II - SPECIAL PROVISIONS (SP)

SECTION III - APPLICATION FORMS

SECTION IV - ELIGIBILITY CRITERIA

SECTION V – KFW POLICY – SANCTIONABLE PRACTICE – SOCIAL AND ENVIRONMENTAL RESPONSIBILITY

Basic structure:

- Pre-defined and fixed chapters

 Project-related chapters to be customized (with instructions in *italic*)

Standard Request for Proposals for the Selection of Consultants

LETTER OF INVITATION			
PART 1 – TENDERING PROCEDURE S			
SECTION I. IN STRUCTIONS TO CONSULTANTS			
SECTION II. DATA SHEET			
SECTION III. TECHNICAL PROPOSAL – STANDARD FORMS			
SECTION IV. FINANCIAL PROPOSAL - STANDARD FORMS			
SECTION V. ELIGIBILITY CRITERIA			
SECTION VI. KFW POLICY - SANCTIONABLE PRACTICE - SOCIAL AND I			
RESPON SIBILITY			
PART 2 – TERMS OF REFERENCE			
SECTION VII. TERMS OF REFERENCE			
PART 3 – CONTRACT FORM			
SECTION VIII. CONTRACT FOR CONSULTING SERVICES			

Successful tendering – Avoiding mistakes –

Avoiding mistakes!

Major mistakes - reasons for disqualification

- 1. GP 2.2 and 2.4 / ITC 10 and 17: Reasons for disqualification
 - Late submission
 - Wrong address(es)
 - Wrong packaging
 - Missing original (with original signature)
- 2. Existing grounds of exclusion
 - Guidelines 1.3.1 Rules of Nationality and Origin (embargo)
 - Guidelines 1.3.2 Grounds for Exclusion (bankruptcy, criminal offenses, contract termination, WB debarment etc.
 - Guidelines 1.3.3 Conflict of Interest

Avoiding mistakes!

Major mistakes during PQ – Reasons for disqualification

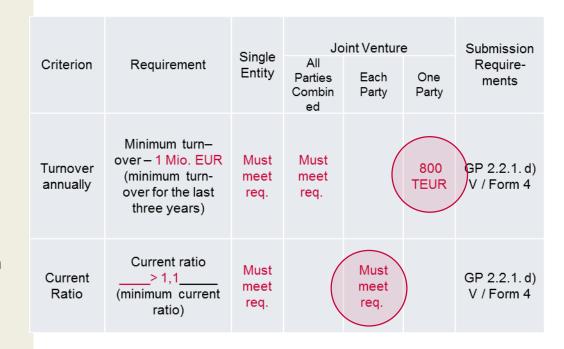
- 3. Provisions with potential mistakes in PQ
- 1. GP 2.2 Documents comprising the application
 - (b) Power of Attorney if applicable
 - (d) Statements and Declarations:
 - I. Declaration of Undertaking
 - II. Declaration on Conflict of Interest

III. JV Agreement/Declaration of Association – if applicable

- V. *Financial Capacity Statement* If the Applicant is a JV, separate statements shall be provided by each member of the JV.
- (e) Any other documentation required in the SP

e.g. ISO certificate.

Example – Financial Capacity



Potential Mistakes: Liquidity Ration has to be met by all JV-members!

Successful tendering Avoiding mistakes!

Mistakes causing reduction of scoring

4. Provisions with potential mistakes in PQ	Example
1. GP 2.2 Documents comprising the application	SP 2.2.1(d) (VI) Project References: max. 15 over 5 years
VI. List of project references	4.2. Evaluation:
number and timing requirements \rightarrow SP 2.1.1	1.1. Experience in implementing similar projects (aiming at similar scope with similar contract amount)
required experience → SP 4.2.2	1.2. Experience with working-conditions in developing
VII. List of Available Expertise and Human	and/or transition countries
Resource Capacity required expertise → SP 1.6.1 and 4.2.2	1.3. Experience with working-conditions in [indicate countries or regions].

Major mistakes:

- References are not within the requested time frame → Reference will not be considered for evaluation (In most
 of the cases: Relevant project reference was completed during the requested time frame; Reference has at
 least to be started within the requested time frame (Reduction of scoring)
- References are not comparable to the scope requested (0 Points) / only by far (reduction of scoring) comparable (other scope of contract / major difference in contractual amount)

Successful tendering Avoiding mistakes!

Major mistakes causing exclusion

5. Provisions may cause exclusion in Proposal

ITC 10 - Documents comprising the Proposal

- 10.1. Power of Attorney if applicable
- 10.2. Declaration of Undertaking as per TECH-2

ITC 11 - only one proposal: sub-consultants, key experts

11.2. - A Sub-consultant whose qualification was taken into account during the prequalification phase11.3. - Key Experts not in more than one Proposal unless stated in the Data Sheet.

ITC 12 - Bid validity (and key experts)

12.2 replacement of Key Experts in the initial Proposal validity period only if beyond the control of the bidder

Provisions may cause exclusion in Proposal

12.6 replacement of Key Experts during extended validity period acceptable in case of an equally or better qualified substitute

DS 14.1.5 – Bei Angabe eines Maximalbudgets:

Proposals exceeding the total available budget will be rejected

ITC 15 - The Technical Proposal shall not include financial information

ITC 27 - continued Eligibility and Qualification

ITC 29 - Negotiations

29.3 confirmation of availability of key experts

Examples

ITC 11.3. Same key experts are provided in multiple offers; bidders are not able to prove exclusivity of key experts ITC 15: Provision of expected financial allocation to JV-Partners in absolute figures

Successful tendering

Mistakes causing reduction of scoring

6. Specific mistakes- technical Proposal		Tips
DS 21.1. Evaluation		
Concept and methodology		
Clarity and completeness of the tender	5	Tip All chapters, sub-chapters and paragraphs shall be designed the same way and sequence
Critical analysis of the project objectives and the Terms of Reference (TOR)	10	
Proposed concepts and methods	20	
Qualifications of proposed staff		Tip Submission of convincing CVs for key experts according to chapter 7 of ToR according to the template provided; Make sure that all requested minimum criteria are complied with and reflected in CVs as well.
Team leader / project manager	30	
Other Key staff to be employed on the project	30	
Personnel in the home office who will monitor and control the team, and provide back-up services	5	



Check, if all project references meet the requirements provided in the tender documents

Check, if the capacity of experts meets the requirements provided in the tender documents

Check, if the local sub-consultant / JV-partner meets the requirements provided in the tender documents

Check and read carefully KfW's Guidelines and specific tender documents; take a closer look on potential reasons for mistakes and corresponding loss in scoring and grounds for exclusion / disqualification! Take your time for an intense quality check before submission of your offer!

>>> In that sense...







