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|  | Ministerstvo zahraničních věcí  České republiky | Ministry of Foreign Affairs  of the Czech Republic |

**MINISTRY OF fOREIGN aFFAIRS OF THE cZECH REPULIC**

**CALLs for tenders**

FOR A SMALL-SCALE public CONTRACT

with the title

**EVALUATION OF Two PROJECTS of the bilateral Czech development cooperation in SECTOR WATER – Sanitation in cambodia**

And Invites Tendereres

information ABOUT the CONTRACTING AUTHORITY

Name: Ministry of Foreign Affairs of the Czech Republic

ID: 45769851

Tax ID: CZ45769851

Registered seat: Loretánské náměstí 101/5, Prague 1, 118 00, Czech Republic

The Contracting Authority´s representative competent to decide on matters of substance related to the contract and contractual matters:

Petr Gandalovič, Director, Development Cooperation and Humanitarian Aid Department, MFA

The officer responsible for the contract awarding procedure:

Lucie Božková, Administrator of Evaluations, Development Cooperation and Humanitarian Aid Department, MFA

e-mail: [lucie.bozkova@mzv.gov.cz](mailto:lucie.bozkova@mzv.gov.cz) / [ors@mzv.cz](mailto:ors@mzv.cz)

tel.: +420 224 182 157 / +420 224 182 366

**Description of the public contract (NIPEZ 79998000-6 Services of Professional Advisors)**

This public tender is aimed at the implementation of an independent evaluation of two projects:

1. “Improvement in WASH sector in Kampong Chhnang Province, Cambodia” and
2. “Implementation of nature-based wastewater treatment technologies and their subsequent use in agricultural areas of Cambodia”

,which are part of the Czech Foreign Development Cooperation (FDC), coordinated by the Czech Development Agency (CzDA), within the priority sector Sustainable management of natural resources - water and sanitation (SDG -6)

Projects and programmes ‘evaluations done by the Czech Development Cooperation (CzDC) are carried out in accordance with: the Act No 151/2010 Coll. about the Development Cooperation and Humanitarian Aid, the Development Cooperation Strategy of the Czech Republic 2018–2030, relevant provisions of the Methodology of Development Cooperation, and in this case also in accordance with the Bilateral Development Cooperation Programme of the Czech Republic and **Cambodia** 2018–2023.

The evaluation will be conducted according to the internationally recognized OECD – DAC criteria and other defined criteria (external presentation and fulfilling of the crosscutting principles of the Czech Development Cooperation).

The conclusions and recommendations should be relevant for future development cooperation planning and financing in this sector in this country and sector.

The project evaluation will take place since **April** till **November 2024** in the Czech Republic and in **Cambodia.**

**PROJECT IMPROVING THE SECTOR WASH IN KAMPONG CHHNANG PROVINCE, CAMBODIA AND PROJECT B2B**

|  |  |
| --- | --- |
| Coordinator of the programme: | Czech Development Agency |
| Geographic and thematic focus: | **Cambodia** - priority country for bilateral foreign development cooperation of the Czech Republic  **Sector:** Sustainable management of natural resources - water and sanitation.  **Projects:**  1) “*Improvement in WASH sector in Kampong Chhnang Province, Cambodia*”  2) B2B – “*Implementation of nature-based wastewater treatment technologies and their subsequent use in agricultural areas of Cambodia, Kampong Tralach*” |
| Evaluated period: | 2020-2023 |
| Implementers: | Ad 1) Diaconia of the Evangelical Church of Czech Brethren (DECCB) – Centre for Humanitarian and Development Cooperation  Ad 2) DEKONTA, a.s. |
| Form of implementation: | Ad 1) Subsidy Ad 2) Subsidy de minimis |
| Total amount of funds spent on the CzDC project in the evaluated period: | In total amount **20 525 131 C**ZK  In detail **20 037 131 CZK**  2020: 4 000 000 CZK  2021: 5 537 131 CZK  2022: 4 500 000 CZK  2023: 6 000 000 CZK  **Ad 2) 488 000 Kč**  (Total budget B2B 990 000 CZK = actual amount of subsidy CZK, own resources CZK 502 000) |

Principal stakeholders

**Ministry of Foreign Affairs of the Czech Republic** (MFA) is responsible for conceptual management of the development cooperation, including programming of its bilateral part and assessing results (evaluations). This agenda is administered by the **Development Cooperation and Humanitarian Aid Department** of the MFA (DCD), which cooperates with relevant territorial departments of the MFA, with Embassies of the Czech Republic abroad and with the Czech Development Agency (CzDA).

**Czech Development Agency (CzDA)** has been since 1st January 2008 an implementing agency of the CzDC, responsible for managing bilateral development projects and their preparation, implementation, and monitoring. Selection and implementation of projects and shaping of grant programs is based on partner countries requests and upon agreements with the MFA.

**Embassy of the Czech Republic in Phnomphen** represents the Czech Republic in Cambodia, including the development cooperation agenda. Designated diplomatic staff member is authorised to coordinate and monitor the development cooperation tasks.

**Implementers of the evaluated projects**

Ad 1) Diaconia of the Evangelical Church of Czech Brethren (DECCB) – Centre for Humanitarian and Development Cooperation

Ad 2) DEKONTA, a.s.

**Reference group**

The evaluation process will be supervised by an **expert reference group** consisting of following representatives: the **CZ MFA – Development Cooperation Department (ORS), Asia and Pacific Department (ASIE), Economic and Science Diplomacy Department (OED), Czech Embassy in Phnomphen, CzDA and an independent specialist registered in the Czech Evaluation Society.**

An authorized representative of the Development Cooperation Department will facilitate communication between the reference group and the contractor. The members of the expert reference group have the right, while preserving the independence, to comment on the reports submitted by the contractor.

**Further information about the evaluated projects**

Within the priority sector, the main objective is the sustainable management of natural resources - water and sanitation, as well as the development of partnerships for the private sector. Specifically:

* Expanding wastewater treatment capacity and contributing to improving groundwater and surface water quality and environmental health;
* elimination of health risks related to the infectious nature of wastewater and subsequent contamination of groundwater and surface water;
* protection of drinking water sources;
* support for private sector development.

**Management of natural resources**: In many areas of Cambodia there is a severe shortage of drinking water resources. Thus, the protection of surface and groundwater has a direct impact on the health of the population, the quality of life and the overall development of the country. There is also a lack of access to wastewater management. In the absence of wastewater treatment, there is a risk of, among other things, secondary contamination of groundwater resources and coastal flora and fauna, which is becoming a very serious problem (example - coral die-off and significant water pollution).

**Private sector**: due to its geographical anchorage (subtropical region), Cambodia offers suitable climatic and vegetation conditions for the use of root-type wastewater treatment plants (RWWTPs). RWWWTPs represent an economically and technologically attractive alternative to standard mechanical-biological wastewater treatment plants, particularly suitable for smaller settlements, industrial and recreational facilities.

**Ad 1) Improvement in WASH sector in Kampong Chhnang Province, Cambodia**

**Implementer:** Diaconia of the Evangelical Church of Czech Brethren (DECCB) – Centre for Humanitarian and Development Cooperation

**Place of implementation**: Kampong Chhnang Province, Cambodia

**Implementation period:** 05/2020 - 07/2023

**Partner organizations:**

1. Life With Dignity
2. Czech University of Agriculture, Faculty of Technology
3. G-servis Praha, s.r.o.

For the WASH project, the main objective is to improve the health of the population of Sameakki Mean Chey and Tuek Phos districts in Kampong Chhnang province through WASH sector interventions and to support the socio-economic situation of these populations.

**Ad 2) B2B - Implementation of nature-based wastewater treatment technologies and their subsequent use in agricultural areas of Cambodia**

**Implementer:** DEKONTA, a.s. (www.dekonta.cz)

**Global Green Growth Institute;** **Ministry of Environment** Tonle Bassac, Phnom Penh**; Department of Public Works and Transport**, Siem Reap; **IPR Aqua, s.r.o.,** Volutová 2523, Prague 5

**Place of performance**: Sihamoni Technical High School in Kampong Tralach Municipality

**Implementation period:** 1/2021 - 11/2021

**Program Phase:** Preparation - Feasibility Study

The objective of the project was to identify suitable sites for an inventory of wastewater management systems and to propose low-cost, environmentally friendly, and long-term sustainable solutions for one selected site involving wastewater treatment and potential reuse in agriculture. This system is often referred to as an 'artificial wetland', which is known in the country as a root treatment plant.

Sihamoni Technical School in Kampong Chhnang Province was selected to design the system in detail or to carry out a feasibility study. This school does not currently have any wastewater treatment system (except for a flow-through septic tank) and the wastewater is freely discharged into the surrounding agricultural fields.

**The project output** - a feasibility study to partner for the downstream implementation phase.

**The goal of the evaluation is:**

**The main objective of the evaluation is to map and formulate opportunities for bilateral and possibly delegated involvement of the Czech Republic in the sector based on the implementation so far. In addition, specifically:**

* to obtain independent, objectively based and consistent **findings, conclusions and recommendations** for use in decision-making by the MFA in cooperation with the CzDA and other actors on the future focus and the way of CzDC implementation with taking into account the Agenda 2030 for Sustainable Development within the assessed sector - Sustainable management of natural resources - water and sanitation (SDG -6)
* Obtain recommendations for possible **replication** of the type of project or sub-activities evaluated in other developing countries or locations, including verification of the results, impacts and sustainability of the intervention.
* obtain broader recommendations on the **involvement** and added value of different types of implementers (company, university) in the sector.

The evaluation shall be performed in accordance with the internationally recognised OECD-DAC criteria,[[1]](#footnote-1) i.e., **relevance**, **coherence** (incl. coordination and integrated approach), **efficiency**, **effectiveness**, **impact,** and **sustainability** (and replication). The main focus will be on sustainability of effectiveness and sustainability and on the identification of good practices that can be used for the further direction of development cooperation between the Czech Republic and the **Cambodia** in the sector, with an emphasis on the follow up of commercial opportunities.

**Principal evaluation questions:**

* **Can good practice be identified within the interventions evaluated for further replication in bilateral cooperation or in delegated cooperation with the EU?**
* **What is the level of coordination and coherence in the WASH sector in Cambodia and the resulting opportunities for the CzDC?**
* **To what extent/how have the evaluated interventions contributed to creating opportunities for long-term commercial cooperation?**

**Additional evaluation criteria**

**project’s visibility** (i.e., public presentation of the activities and outcomes of the project);

**CzDC crosscutting themes** application defined in the Development Cooperation Strategy of the Czech Republic 2018–2030:[[2]](#footnote-2) **good (democratic) governance; protection of environment and climate; human rights of beneficiaries (including gender equality).**

During this independent evaluation, the preparer will proceed according to the **Formal Evaluation Standards of the Czech Evaluation Society**, with emphasis on **professional quality, specificity of processing and feasibility of the submitted evaluation proposal, and in accordance with Section 6 of Act No. 134/2016 Coll., on Public Procurement, as amended -** i.e. in particular while maintaining the principles of socially and environmentally responsible procurement and innovative approach.

**Recommendations based on the evaluation findings and conclusions:**

* **added value** (recommendation of specific changes in the identification, formulation or implementation of a given type of activity; recommendation of follow-up measures to increase sustainability);
* indicating the **degree of seriousness;**
* **assigning** to the MFA, the CzDA or other involved actors (not more than two.);
* backing with **specific findings and conclusions** (sorting according to the main addressee or degree of seriousness, proposed measures, etc.);
* linking to the purpose (formative, summative), **processor** (internal, external, mixed), **programme phase** (ex-ante, ad hoc, ongoing, mid-term, final, ex-post) and **nature** (strategic, operational/process, thematic, impact/result, self-evaluation).

**Required outputs of the evaluation and deadlines**

* **Input report**

A. **Structure** according to the attached outline, evaluation **methodology**, **schedule of works** (including the evaluation mission and planning of meetings, interviews, target groups, observations, surveys, questionnaires, etc.);

B. **Draft version** of the input report submitted for **comments** to the reference group by **June 4, 2024;**

C. After **incorporating the comments**, the input report is submitted to the Contracting Authority **in electronic form** (no later than five days before departure for the evaluation mission abroad);

* **Final Report**

A. **Structure** according to the attached outline, length of 4 standard pages of A4 management summary max. and 25 pages of A4 text max., summary of **basic information** about the evaluated project, evaluation **methodology** (1200 characters max.), summary of the **main findings** from the project evaluation, reflection of the **main evaluation questions**, presenting **independent findings, conclusions and resulting recommendations;**

B. **Annexes**: more detailed information on the project or individual projects, documents for evaluation findings and additional information, quantitative data, samples and results of questionnaires, etc. As for the processing of sources of verifiable findings, the Contracting Authority will comply with the Code of Ethics of the evaluator of the Czech Evaluation Society and in accordance with the law No. 110/2019 Coll., Personal Data Processing Act, as amended, to **respect the right to protect respondents' privacy** and to anonymize the sources of their findings;

C. Processing in the **Czech language** (with an English summary) or in the **English language** (with a Czech summary). The choice of language will be contractually confirmed and must be followed for both the initial and final report. Annexes to the evaluation report may be retained in the original language of the processing;

D. **The draft of the final report** in edited form and with all the details according to the binding outline and submitted for comments to the reference group by **October 16, 2024.** The Contracting Authority will collect comments from the expert reference group and the main actors involved in the implementation of the given project and forward these comments to the processor, who is obliged to deal with content comments in writing (i.e., incorporate them into the text of the report, or reject them with reasons, in any case in writing);

E. After **incorporating the comments**, the final report **publicly presented** to the reference group, possibly to the wider professional public, any essential additional knowledge arising from the discussion incorporated in the form of a separate annex, the date and form of the presentation determined by mutual agreement in sufficient time in advance, the visual outline of the presentation (PowerPoint) at least 2 working days before the presentation;

F. **The final version of the final report w**ill be submitted to the Contracting Authority in **machine-readable electronic form** by **November 20, 2024**, the Contracting Authority will ensure publication on the MFA website.

**Further instructions for trenders**

* At the beginning, the **initial meeting of the evaluation team with the Contracting Authority and the reference group** will be held. At the meeting, the overall timeline and process of evaluation will be specified and available sources and contacts of stakeholders will be shared.
* In the course of the evaluation, the team will conduct **interviews** with representatives of the MFA, CzDA, the CZ Embassy in **Phnomphen**, implementers of projects, and possibly, with representatives of beneficiaries and partner organizations (and other respondents if needed).
* During the evaluation, the contractor can ask for a **briefing with the expert reference group** for discussing the preliminary findings, conclusions, and recommendations. A presentation from this briefing will be also added to the annexes of the final report.

**Call for tenders and submission of tenders** This open call for tenders is publicly announced on the website of the Ministry of Foreign Affairs of the Czech Republic on the **15th March 2024.**

Tenders will be prepared based on the information contained in the specifications.

**The deadline for receipt of tenders is April 17, 2024 @ 14:00 CET.**

Tenders must be submitted by:

1. **Data Box** or
2. **delivered personally in paper form** in a single copy and **in electronic form** in a single copy on a data carrier (CD/DVD/USB)

Tenders must be sent in good time by registered mail, electronically (by Data Box) or in person to the following address:

**Ministry of Foreign Affairs of the Czech Republic**

**Department of Development Cooperation and Humanitarian Aid**

**Loretánské náměstí 101/5, 118 00 Prague 1, Czech Republic**

**Data Box ID: e4xaaxh**

Tenders submitted in **paper form** must be submitted in a sealed, tamper-proof envelope marked as follows:

* tenderer´s full name (or business name) and address;
* note:

NEOTEVÍRAT! ihned předat ORS – veřejná zakázka - 1) IMPROVEMENT IN WASH SECTOR IN KAMPONG CHHNANG PROVINCE, CAMBODIA AND 2) B2B“– NEOTEVÍRAT!

Tenders submitted through other channels (e.g., via -mail); tenders delivered to another address and/or tenders submitted after the deadline **will be rejected.**

Tender is considered as **submitted by recorded delivery mail** according to the date and time registered by the mailroom of the Contracting Authority – Ministry of Foreign Affairs of the Czech Republic (MFA).

Tender may be **submitted personally** on working days from Monday to Friday from 08:00 to 16:00 (CET) at the reception of the MFA building(see address above). Tender is considered as **submitted** at the moment of its physical takeover by responsible employee of the Contracting Authority.

Tenders may be submitted in Czech, Slovak or English language. Tenders submitted in other languages will not be accepted.

**The MFA reserves the right to reject tenders that do not completely meet all the requirements set out in this Call for Tender.**

**Tenderers are not entitled to any compensation for costs associated with participation in this Call for Tender.** Any **issuance costs** associated with the submission of tenders shall be **borne fully by the tenderers at their expense.** With the exception of tenders submitted after the deadline, the tenders will not be returned and will remain with the Contracting Authority as a part of the tender documentation for this public contract.

**Requests for additional information concerning this public contract procedure** must be delivered to e-mail contact: [lucie.bozkova@mzv.gov.cz](mailto:lucie.bozkova@mzv.gov.cz) and in copy to e-mail: [ors@mzv.cz](mailto:ors@mzv.cz) **no later than April 8, 2023, 23:59 CET.**

**Evaluation team**

* **a team of independent experts** (one of them being the team leader responsible for all provided services to the Contracting Authority) or by a **legal entity** with the appropriate team of experts (one of them being the team responsible for communication with the Contracting Authority);
* an optimal evaluation team to be composed of 2–4 experts: **the main evaluator** (an expert on evaluation methods, with overall responsibility for entire evaluation process and reporting); **expert(s) with expertise in the subject matter of the projects being evaluated (water and sanitation);** a **local expert, junior member/s** (recommended); **others** (e.g., survey´s interviewers, administrators, experts involved in the evaluation or control of data, etc.).

**Tenders must include the following:**

* **Proposal of procedure of the evaluation,** taking into account the evaluation questions; description of proposed evaluation methods(detailed description of a methodology specifically designed for the evaluation of the CzDC projects); timeline of evaluation work, including schedule of the evaluation mission to **Cambodia**;
* **Draft of evaluation matrix** containing the questions contained in the ToR (Terms of Reference) and any additional questions proposed by the evaluation team, including sources of information, methods for data collection to enable triangulation and preliminary identification of the range and sample of respondents;
* **Composition of the evaluation team**, i.e., names, contacts (e-mail, cellphone number) and field of expertise, definition of each team member’s role and time dedication, participation in the mission to Cambodia and planned role in the evaluation reports elaboration;
* **Structured CVs of the evaluation team experts**, with clear and specific information on their education, expertise and experience relevant to this evaluation;
* **Declaration of qualification requirements** signed by authorized representative or all members of the evaluation team; prior to signing the contract, the tenderer must be able to demonstrate fulfilment with applicable documents/certificates; in the case of foreign evaluation team the fulfilment can be proved by analogous foreign education and experience/enclosed CV;
* **Declaration of independence s**igned by all members of the evaluation team (see annexes). All persons, or members of a legal entity, must meet all conditions of independence, simultaneously and unequivocally, and must sign the statutory declaration of independence;
* **Tender price stated both excluding and including VAT** (non-VAT payers must quote the price without the VAT and state that they are non-VAT payers). The anticipated total cost of this public contract is within an indicative range of **CZK 450,000–500,000 excl. VAT;[[3]](#footnote-3)**
* The completed **Evaluation budget table** (see annexes). **Tenderers** should note that before paying the cost of this public contract, the MFA will request a statement of the costs actually incurred, broken down by the items of the total evaluation budget. In justified cases, and after prior approval from the MFA, the evaluation team may be allowed to transfer funds between budget items to a maximum level of 10 per cent of the total evaluation budget whilst maintaining the total tender price unchanged. If the total expenditure is in reality less than that budgeted in the tender submitted to the tender, the MFA will reduce the final sum payable by this difference. If on the other hand the actual costs are higher than those budgeted in the tender , such additional amount will not be paid by the Contracting Authority;
* **Extract from the Commercial Register** or, where applicable, Extract from the Trade Register if the tenderer (entity submitting the offer) is registered, or an extract from another similar register proving legal status and specialization. The extract will be presented in a plain copy and should not be older than 90 days;
* **Declaration of Truth** about the information stated in the tender (see annexes).

**Qualification requirements for Evaluation Team Experts**

* Completed **higher education** – all evaluation team experts;
* **Knowledge of English** (min. B2 **or interpreter at disposal in the field**);
* At least **4 years of professional experience** in the area of evaluation – all evaluation team experts, except for junior members;
* **Evaluation experience** - completed participation in at least one evaluation (in the sense of a comprehensive evaluation of the results) of a project, programme or similar intervention - for all expert members of the evaluation team except local and junior members.
* Completed at least one training or university course on **evaluation**, or on **project cycle management** or **results-based management**; or **completed an evaluation as part** of a **thesis or dissertation during university studies** that was successfully defended and positively evaluated - for all expert members of the evaluation team except local and junior members;
* Qualification requirements may also be proved by the **references of the legal entity** submitting the offer or by the **references of individuals** who will implement the subject of performance.

**Conditions of Independence of Evaluation Team Members**

* None of the evaluation team members has been **involved** in the implementation of the evaluated project or preparation and realization of parallel proposals at any stage, nor **will they participate** in the year of evaluation or the following year.
* None of the evaluation team members is an **employee or external associate** of the project´s gestor, or **had been** during the period of the preparation and implementation of the evaluated project.
* None of the evaluation team members is an **employee or external associate** of the projects´ implementers or had been during the period of the preparation and implementation of the evaluated projects.
* None of the members of the evaluation team **participated in the preparation** of this tender call.

**Tender selection criteria (from 0 to 100 scoring scale)**

The Contracting Authority will select the **economic advantage of tenders** according to the following criteria:

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| --- | --- | --- |
| Order no. | Criterion name | Weight of the criteria |
| 1. | **Tender price** without VAT in CZK | 30 % |
| 2. | Quality of the design for the implementation of the subject of the public contract | 70 % |

1. **Lowest Tender Price** (excluding the VAT): **0–30 points;**

The Contracting Authority will evaluate the offer price excluding VAT in CZK, which the participant will indicate in the offer. The tender with the lowest tender price will receive 30 points. Other tenders will be awarded points according to the following formula: value of the lowest tender price excluding VAT : (divided by) the value of the tender price excluding VAT of the tenderer x (times) 30 = (equal to) the number of points for the tenderers tender .

**Quality of the design for the implementation of the subject of the public contract**

The Contracting Authority will evaluate the quality of the proposed method of implementation of the evaluation on the basis of the information and annexes contained in the tender. Sub-criteria include:

* overall evaluation design
* characteristics and justification of the proposed evaluation methods
* the proposed triangulation methods (methods, sources of information, adequate sample)
* assumptions and risks identified, adequate procedures to mitigate risks and uncertainties
* the overall evaluation experience of the evaluation team
* thematic experience of the evaluation team
* geographical experience of the evaluation team

Each of these sub-criteria is scored on a scale of 0-10; the maximum possible score is 70 points. No tender may achieve the maximum score. The points shall be awarded by an evaluation committee set up by the awarding authority on the basis of an assessment of the degree of fulfilment of the criterion.

The most economically advantageous tender shall be submitted by the tenderer who obtains the highest score in the aggregate of the two criteria, while meeting all the requirements set out by the awarding authority in the tender documentation.

**The tender evaluation**

The tenders received by the Contracting Authority within the deadline will be opened by the formalities **checking committee**, which will check them formally for compliance with the tender specifications. Successful tenders will be submitted to the evaluation committee, which will assess them and, on the basis of the evaluation criteria, recommend the most advantageous tender in accordance with the applicable Statute and Rules of Procedure of the Evaluation Committee for the selection of projects submitted under the MFA's tenders for foreign development cooperation and humanitarian aid.

Once the selection of the most advantageous tender has been approved, the Contracting Authority shall send a notification of the selection of the most advantageous tenders to all tenderers without undue delay.

The minutes (protocol) of the meetings of the two committees will also be published on the MFA website.

**Contract**

Following the result of the selection of the best tender, the MFA will enter with the selected tenderer into a Contract of Mandate for evaluation. The Contract will be concluded based on Section 2430 of Act No. 89/2012, the Civil Code, as amended. It will include a clause in which the parties agree that the information contained in the Contract of Mandate and any amendments thereto will not be regarded by the parties as a business secret in terms of Section 504 of Act No. 89/2012, the Civil Code as amended, and that the parties give their unconditional consent to the disclosure and/or publication of such information namely in accordance with Act No. 106/1999 concerning free access to information as amended. Checklist of the requirements related to this public contract must be included in an annex to the contract.

**Final provisions**

The MFA will not return any documentation of the tenders received on the basis of this announcement, except the tenders received after the stipulated deadline. The MFA reserves the right to change the tender terms and conditions at any time or to cancel the tender without giving any reason[[4]](#footnote-4).

**Annexes:**

Declaration of Independence sample (mandatory part of a tender)

Declaration of Truth sample (mandatory part of a tender)

Evaluation Budget Table sample (mandatory part of a tender)

Outline of Input Evaluation Report

Outline of Final Evaluation Report

1. For more info on the OECD-DAC criteria see [www.oecd.org/development/evaluation](http://www.oecd.org/development/evaluation) [↑](#footnote-ref-1)
2. For more info see [www.mzv.cz/aid](http://www.mzv.cz/aid) [↑](#footnote-ref-2)
3. This tender is announced pursuant to Act No. 134/2016 Coll. about Public Procurements as a **small-scale public procurement with an estimated value up to 500 000 CZK, excl. VAT**. The Contracting Authority, however, does not intend this indicative range to serve as a strict definition of either a minimum or a maximum price. The tender price must cover all of the evaluation team’s costs, i.e. the time spent working in the office (document analysis, report writing, the incorporation of comments), the cost of the evaluation mission to the partner country (the remuneration of team members, local transportation, accommodation, meals), the remuneration of team members for time spent on the final presentation, etc. [↑](#footnote-ref-3)
4. See Act No. 89/2012, the Civil Code (Part 6 – Public tender and selection of the best tender). [↑](#footnote-ref-4)