



MILLENNIUM  
CHALLENGE CORPORATION  
Reducing Poverty Through Growth

# DESIGN OF MAIN ROAD PERIODIC MAINTENANCE PLUS OPTION FOR SUPERVISION REF#: MMD 3014

MMD -MALAWI PRE-PROPOSAL CONFERENCE:

07 August 2023

[www.charleskendall.com](http://www.charleskendall.com)



# AGENDA

1. SPECIFIC PROCUREMENT NOTICE (SPN)
2. THIS RFP
3. EVALUATION PROCESS
4. SUBMISSION PROCESS

# SPECIFIC PROCUREMENT NOTICE (SPN)

## READ CAREFULLY, AND IN PARTICULAR NOTE

- Publication:- July 21, 2023, Edition (Nation Paper & Daily Times) and; Online at MMD website ([www.mmd-malawi.org](http://www.mmd-malawi.org)), dgMarket and UNDB Online.

Access the RFP documents,

- ❑ Dropbox link:

<https://www.dropbox.com/sh/ci1ur460n6jx05v/AADyGwXiS7SIM9mTtfGz2UROa?dl=0>.

- ❑ MMD Website: <https://www.mmd-malawi.org> to obtain the documents.

- To register send email as: "**D&S-DRM\_RFP\_Company name**" ) to; Procurement Agent at [PAMalawi@charleskendall.com](mailto:PAMalawi@charleskendall.com) with copy to: MMD Interim Procurement Director at [thenford.mchenga@mmd.gov.mw](mailto:thenford.mchenga@mmd.gov.mw)
- In email provide, full contact for updates regarding the RFP.

# PREAMBLE

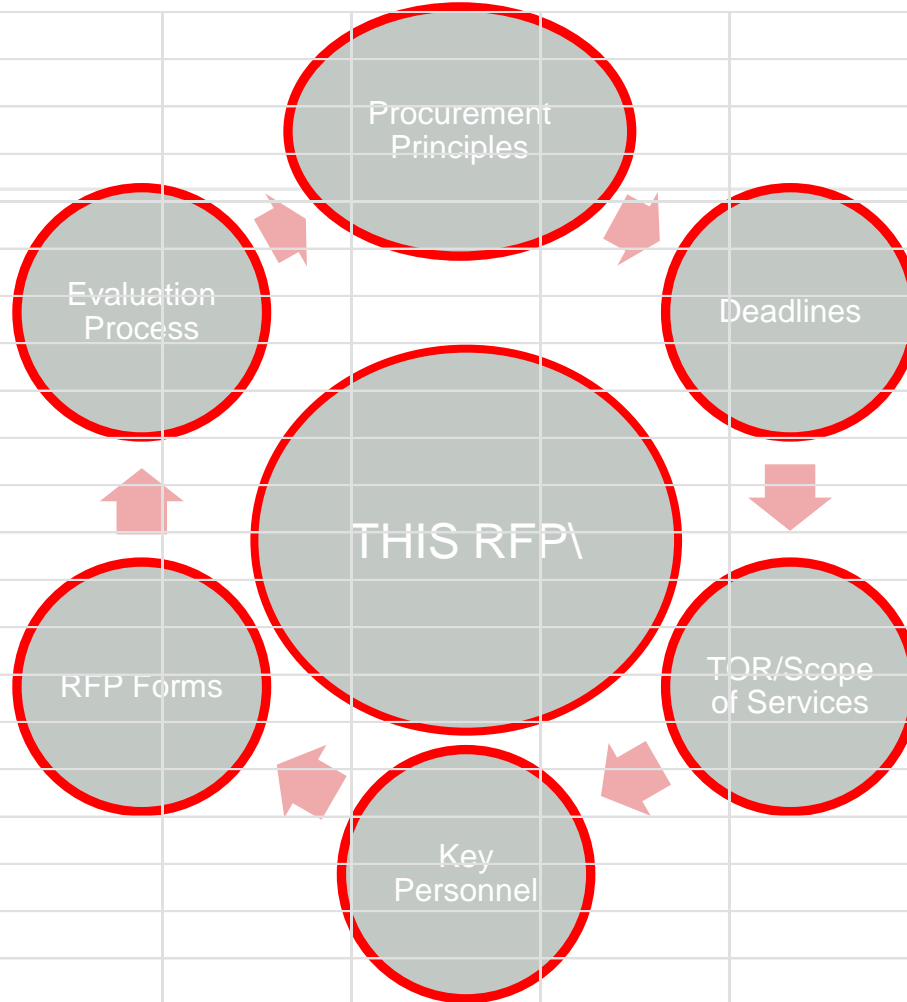
THIS IS MCC STANDARD REQUEST FOR PROPOSALS (RFP)  
DOCUMENT (2021 VERSION)

(SIMILAR TO IDA/WORLD BANK STANDARD DOCUMENT BUT WITH  
SIGNIFICANT DEPARTURES).

HAVE 8 SECTIONS:

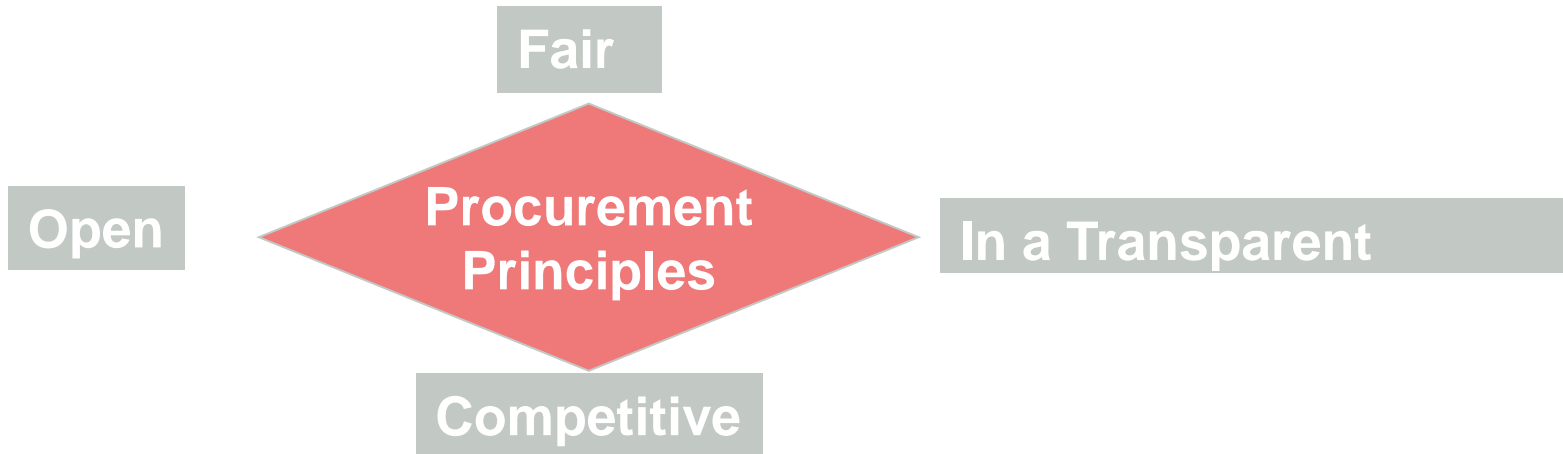
SECTION I-ITC, II-PDS, III-EVALUATION CRITERIA, IV-PROPOSAL  
FORMS, V-TOR, VI-GCC, VII-SCC & VIII-CONTRACT FORMS &  
ANNEXES

READ EACH SECTION CAREFULLY



# PROCUREMENT PRINCIPLES

GOVERNED BY MCC PROGRAM PROCUREMENT  
GUIDELINES (PPG)  
([www.mcc.gov/ppg](http://www.mcc.gov/ppg))



REMEMBER THIS IS UNTIED AID AND COMPETITION IS OPEN WORLDWIDE

# DEADLINES

RFP Launch 20 Jul 23



Pre-Proposal Conference  
7 Aug 23 **3:00 PM (2.00 PM GMT)**



Clarification Request Deadline  
10 Aug 23 **5:00 PM (4.00 PM GMT)**



Proposal Submission Deadline  
29 Aug 23 - **3:00 PM (2.00 PM GMT)**



Clarification Response Deadline  
16 Aug 23 **5:00 PM (4.00 PM GMT)**

# TERMS OF REFERENCE (TOR)/ SCOPE OF SERVICES

Proposals are driven by the TOR– Consultants should read these carefully at Section V as it provides, among others, details of the:

- scope of the assignment
- durations
- levels of effort, and
- key and any non-key Personnel requirements and
- And the TECH & FIN Forms should respond to the TOR



# TERMS OF REFERENCE (TOR)/ SCOPE OF SERVICES

## **Part A: Preparation of Detailed Designs and Bidding Documents**

- Design studies, designs, project (special ) specifications, drawings, bills of quantities, engineer's cost estimate and economic analysis.
- Assist in the procurement process (NB: will not prepare Bidding Documents)

## **Part B: Supervision of Construction**

- If the Bid Price for Option 1 exceeds the available budget, then the Client will proceed with Option 2. The Consultant shall propose alternatives for combination of Options
- Consultant shall supervise works of selected Option (s) to end of DNP
- Reporting (Progress, Technical and Completion Reports)

# KEY PERSONNEL

- Design Phase

Key staff	Approx. Input (Months)
Principal Road Design Engineer (Project Manager)	3
Pavement/Materials Engineer	1
Environmental Specialist	1
Transport Economist	0.5
Road Safety Auditor	0.5
<b>TOTAL</b>	<b>6</b>

- Duration: approx. 24 Weeks

# KEY PERSONNEL

- Supervision Phase -approx. Inputs

Position	No.	Stage I	Stage II	Stage III	Leave	Total
Resident Engineer	1	1	13	1	-1	14
Contracts Expert	0.5	-	0.5	-	-	0.5
Materials and Pavement Engineer	1	-	4	-	-	4
GSI and Community Liaison Specialist	1	-	5	-	-	5
Environmental Specialist	1	-	2	0.5	-	2.5
Road Safety Auditor	1	-	0.5	-	-	0.5
Senior Laboratory Technician	1	-	11	-	-1	10
Laboratory Technician	1	-	11	-	-1	10
Site Inspectors	2	-	22	-	-2	20
Total		1	69	1.5	-5	66.5

- The Consultant may propose additional staff to attain the necessary program of the works, but these will not be evaluated. The costs of such staff will be assumed to be included in the financial proposal submitted
- Duration: 32 Months

# RFP FORMS

RFP Forms can be found at Section IV of the RFP – Core to the Proposals

## 1) TECH FORMS

- TECH-1 TO TECH-12 – ALL MUST BE COMPLETED
- TECH –Forms must NOT contain Financial Information – (ITC 12.6)

## 2) FIN FORMS

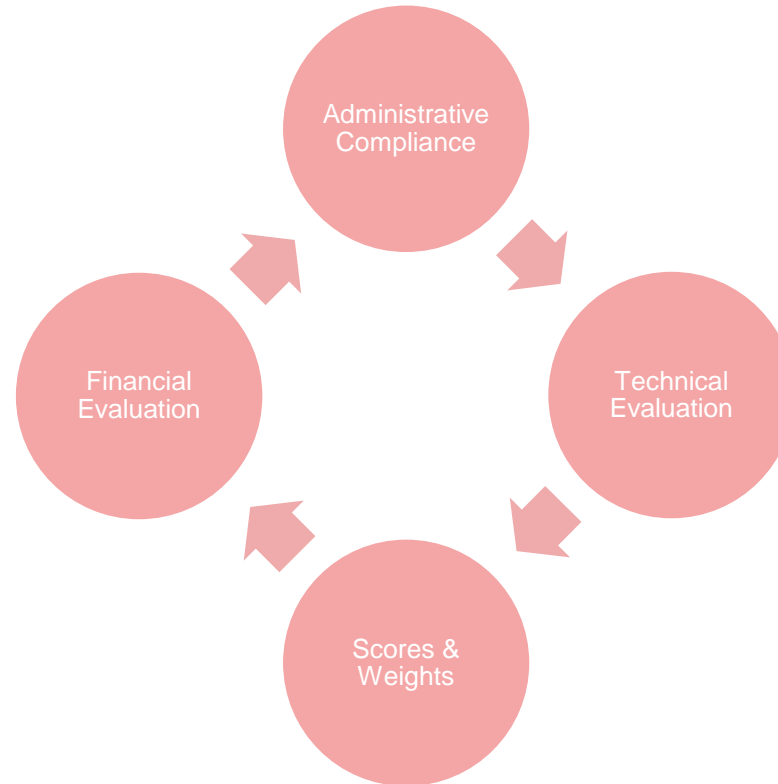
- FIN-1 TO FIN- 4 – ALL MUST BE COMPLETED
- FIN FORMS MAY BE PASSWORD PROTECTED (ITC 17.3)

## 3) ONE COPY EACH OF TECH FORMS & FIN FORMS; FIN FORMS IN DIFFERENT FOLDER (ITC 12.1)

# EVALUATION PROCESS

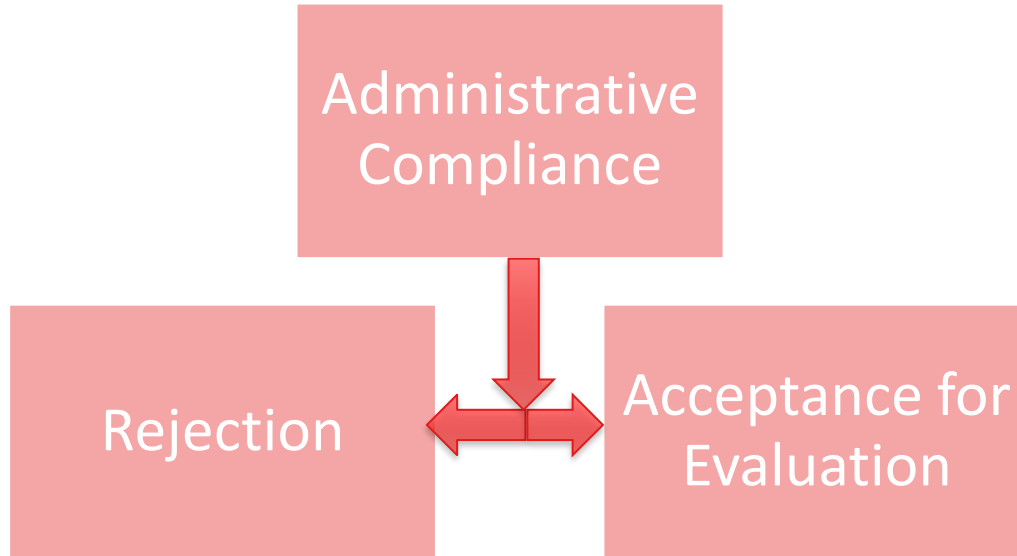
- Facilitated by Procurement Agent, Interim Procurement Director & a Representative of MMD
- Undertaken by Independent Technical Evaluation Panel (TEP) of 3 to 5 members
- Confidentiality & Impartiality

# EVALUATION CRITERIA – SECTION III OF RFP



# EVALUATION PROCESS

## Administrative Compliance Review



# EVALUATION PROCESS

## Administrative Compliance Review

- Conducted by the PA or Auxiliary TEP ( if necessary)
- Compliance Method ( Pass/Fail)
- Legal eligibility
- Conflict of Interest or Non-Participation - MCC, MMD+GOG employees
- Eligibility Checks – 8 sites
- References – CPPRS, Corporate & Individuals (CVs) – at least 3 Referees each reference



## Administrative Compliance Review

- Technical Submission Form 1 signed
- Power of Attorney
- CVs signed
- JVs or letter of intent executed
- Substantially Responsive?
- Clarifications (when necessary)

# Rejection at Admin Review (Non-Responsive & Disqualification)

## Additional Reasons

- Failure to access or provide all the info and docs required
- Not Substantially Responsive
- Fraud and corruption – ITC 24
- Any attempt or effort to influence the examination, evaluation, and ranking of Proposals or Contract award decisions – ITC 22
- Negative past performance / references responses
- Failed verification checks & ineligibility
- Financial information in Technical Forms

## Technical Evaluation

- Conducted by the Independent TEP
- Technical Proposal vs Criteria
- Use of Merit Point System (use of integers in this case)
- Financial Capacity of Firm ( liquidity, solvency & profitability)
- Clarifications (when necessary)

# EVALUATION PROCESS

## Technical - Scores & Weights

Applying Criteria and Weights – Section III. 3.4.2

### **PART A: Detailed Design & Procurement support**

Criteria, sub-criteria, and point system for the evaluation of Technical Proposals.		
ITC 24.1	Criteria, sub-criteria	Points
1.0	Organizational Capability and Experience of the Consultant	25.0
2.0	Approach, Methodology and Workplan	15.0
3.0	Key Professional Personnel	60.0
	Total Points for All Criteria	100
	The minimum technical score $St_A$ required to pass is	80

# EVALUATION PROCESS

## Technical - Scores & Weights

Applying Criteria and Weights – Section III. 3.4.2

### **PART B Supervision of Construction**

Criteria, sub-criteria, and point system for the evaluation of Technical Proposals.		
ITC 24.1	Criteria, sub-criteria	Points
1.0	Organizational Capability and Experience of the Consultant	25.0
2.0	Approach, Methodology and Workplan	15.0
3.0	Key Professional Personnel	60.0
	Total Points for All Criteria	100
	The minimum technical score $St_B$ required to pass is	80
	Overall Technical Score ( $St$ ) for Part A & B = $(St_A + St_B)/2$	
	The minimum overall technical score $St$ required to pass is	80

## Technical Evaluation

- Scores – Scoring Methodology – Section III. 3.6

////	=	Not meeting the requirements	=0% of the points
2	=	Significant deviation from the requirements	=40% of the points
3	=	Marginal deviation from the requirements	=60% of the points
4	=	Meeting the requirements	=80% of the points
4.5	=	Marginally exceeding the requirements	=90% of the points
5	=	Significantly exceeding the requirements	=100% of the points

- The points will then be weighted as per the weights and sub-weights provided in the table 3.4.2 and Scores computed
- Technical Evaluation is completed with Final Scores in TER

# EVALUATION PROCESS

## Financial Evaluation

- After Tech Eval, Reporting and Approval
- No focus on technical evaluation
- Public Opening of Financial Proposals –Check link in ITC 21.1 to jin
- Proposal Analysis and Arithmetic Checks
- Calculations, Ranking & Price Reasonableness Analysis
- Approval & Contract Award
- Bid Challenge System (<https://bit.ly/MMD-IBCS-220107>) and Debriefings

# SUBMISSION PROCESS – SECTIONS I & II

**ELECTRONIC SUBMISSIONS ONLY – ITC 17.3**

**ALL SUBMISSIONS TO THE FOLLOWING FILE REQUEST LINK (FRL):**

<https://www.dropbox.com/request/L6Wjhp8o4rMbxtOP7CPj>

**LATE SUBMISSIONS WILL BE REJECTED.**



# Submission of Proposals

- Submission is by FRL only, and will be time, day and date stamped.
- Consultants should not submit proposals physically or to any staff
- Email Submissions are not acceptable
- Poor labelling, formatting and protection of Proposals can result in Proposals being inaccessible, misplaced, or prematurely opened.
- Any mishap will lead to the Proposals being rejected. Consultants to check ITC 17
- Compressed files or folders are discouraged
- All Submissions in pdf or word format

# COMMON PITFALLS

- ❖ Clarification questions not asked by due date and time.
- ❖ Proposals submitted by email or physically.
- ❖ Proposals format cannot be opened or accessed or partially damaged.
- ❖ Proposal submission form/letter (TECH-1) not signed.
- ❖ Power of Attorney not provided for the person given authority to sign the Proposal and/or negotiate and/or sign the resulting Contract.
- ❖ JV or Association documents not provided.
- ❖ Financial Information incomplete or not provided.
- ❖ Firms respond to TORs stating they will do **what** the TOR requires but not explaining **how** they will carry out the assignment
- ❖ References not provided for Bidder and/or Key Personnel.
- ❖ Incorrect, or no, email addresses provided for Referees.
- ❖ CV not in correct format and/or not signed.
- ❖ CV to clearly state the years of experience for your Key Personnel.

Contact



**Thank You.**  
**Q&A?**

Charles Kendall & Partners Ltd.

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[thenford.mchenga@mmd.gov.mw](mailto:thenford.mchenga@mmd.gov.mw)