

Ghana-West Africa Program to Combat AIDS and STI (WAPCAS)

The Global Fund NFM II Project

Guide for Procurement of a Consultant (Firm) for FSW IBSS

NO	DESCRIPTION	DATE	REMARKS
1	Document to guide the process		Public Procurement Act, 2003 and the Public Procurement (Amendment) Act, 2016 (ACT 914 (Adopted))
2.	Type of Tender		International Competitive Tender
3.	Request for Proposal(RFP)	01/10/2018	<ol style="list-style-type: none"> 1. RFP will be English 2. Advert will be publicized in 2 National newspapers namely; Daily Graphic and Ghanaian Times and 1 International Media 3. Consultants/firm will be given 6 weeks to respond 4. RFP will be uploaded on WAPCAS and GAC website and/or hard copies will be available at WAPCAS Head office for collections
4.	Close of bid/ Opening of RFP	9/11/2018 5:00pm GMT	<ol style="list-style-type: none"> 1. Representatives of all bidders and interested parties can be available to observe the process. 2. Technical Proposal Submission Form will include; <ul style="list-style-type: none"> • Consultants/firm References. • Comments and Suggestions of Consultants on the Terms of Reference and on Data. • Services, and Facilities to be provided by the Consultants/firm. • Description of the Methodology and Implementation strategy to perform the Assignment. • Team Composition and Task Assignments. • Format of Curriculum Vitae (CV) for proposed Professional Staff. • Time Schedule for Professional Personnel. • Activity (Work) Schedule/plan. 3. Financial Proposal Submission

			<p>Form will include</p> <ul style="list-style-type: none"> • Summary of Costs. • Breakdown of Price per Activity. • Breakdown of Remuneration per Activity. • Reimbursable per Activity. • Miscellaneous Expenses.
5.	Evaluation	12/11/2018 – 14/11/2018	<ol style="list-style-type: none"> 1. Evaluation panel will be representatives from; <ul style="list-style-type: none"> • WAPCAS 2 • CDC 1 • GAC 1 • Academia 1 2. Method of Selection - Quality Cost Based Selection (QCBS)
6.	Evaluation report will be submitted to WAPCAS Board for approval	23/11/2018	
7.	Award contract	30/11/2018	<ol style="list-style-type: none"> 1. Disbursement will be 20% after contract signing, 50% after submission of inception report, and 20% after submission of draft report and 10% for final report.