



Procurement of recruitment support: Invitation to tender

Background

Emerging infectious diseases pose a growing threat to global health security in a world of higher population density, increased mobility, and ecological change. But they are costly and complex to develop.

CEPI is an international alliance that finances and coordinates the development of new vaccines to prevent and contain infectious disease epidemics.

We do this by identifying relevant diseases and finance vaccine development. To handle these processes, CEPI currently consists of about 45 employees and several consultants. CEPI plans to increase the number of employees to 66 within this year. About half of the current employees are working in CEPI's headquarter in Oslo, Norway. CEPI also has offices in London, UK and Washington, DC.

Please see www.cepi.net for further information about the organization and mission.

Purpose of scope and framework agreement

CEPI is seeking to enter into a framework agreement with one or two suppliers on the delivery of recruitment support for vacant roles in CEPI. The framework contract will primarily provide recruitment services for the Oslo office. If the chosen supplier also is able to provide recruitment services for our London office, call-offs will be considered on a case-by-case basis.

The framework agreement has a duration of 2 years with the option to extend by a year at a time, totalling 4 years maximum. The total contract value is estimated to around NOK 1 500 000. The number of recruitments may vary according to needs. CEPI is not obliged to make any minimum purchase under the agreement.

Areas of recruitment

Areas of recruitment are primarily within finance and strategy, but additional areas may be covered by the options referred to below.

Examples of financial positions are within the areas of accounting, controlling, financial analysis, procurement, contract management, supplier management, governance, risk and compliance etc.

Examples of strategic positions are within the areas of business strategy, policy-making, resource mobilization, investor relations, legal services and management positions etc. Since we will often be seeking specialized competence, CEPI expects that candidates for these positions can be recruited internationally.

As an option, we are also interested in receiving offers for any other areas of recruitment that supports CEPI's organization and business, such as scientific competence.

Tender instructions

Based on the current and future need as described above, we invite relevant suppliers to submit an offer for their services. All applicants are asked to provide separate offers for the financial and strategic areas. If relevant, an offer for options may also be submitted.

Contact information

The contact person for the tender is:

Kristina Maria Holm (Operations and Procurement Manager)
Mobile +47 416 20 520
E-mail kristina.maria.holm@cepi.net

How to apply

The offer shall be written in English, and shall be sent by e-mail to tenders@cepi.net and be received by CEPI by February 7th, 16:00 CET. Offers received after this time will be excluded from the competition.

All documents in the offer shall use the reference number 201904-NO.

Questions to the tender shall be sent to tenders@cepi.net by January 30th 12:00 CET. Replies will be sent as quickly as possible to all tenderers registered on Doffin.

Offers

The tenderer may submit an offer on each of both of the two main areas; finance and strategy. In addition, the tenderer may submit an option for recruitment of any other relevant areas of expertise.

The offer shall include a completed price matrix. The tenderer may choose to offer a fixed price per position, hourly rates or both. If hourly rates are offered, the tenderer shall also list the expected number of hours per position.

If the tenderer proposes an hourly rate, a maximum number of hours shall be listed. This will be the maximum number of billable hours for completing the recruitment process.

The services included in the price shall be the same services as described in the processes in the chapter "Award Criteria". Any services not covered by the price shall explicitly be listed as options to the process, both in the process description and the price matrix.

Mandatory documentation requirements

- Tax certificate: Certificate for tax and value-added tax issued by the tax office - not older than six months from the date of the offer
- Organizational and legal entity: Company certificate
- Financial strength: Credit rating report not older than six months
- Implementation capacity: Brief description of how the supplier is organized for the execution of the contract
- Completed appendixes:
 - Competence and experience Template
 - CV Template
 - Price Template
 - Supplier Details form
 - Tenderer Information Form

All mandatory requirements must be met for the offer to be evaluated.

All mandatory documentation can be found on www.cepi.net/tenders under the filter 'Supporting Documents'.

Tentative timetable

Tender published 23.1.19

Question deadline 30.1.19

Offer deadline 07.2.19 @16.00

Evaluation finished 14.2.19

Meetings with finalists finished 21.2.19

Contract signed 22.2.19

Awarding contract

Award criteria

1: Competence, experience and ability to execute (weight 70%)

The consultant(s) must:

- a) have a good command of both Norwegian and English language, written and spoken
- b) describe the proposed process for finding and attracting applicants
- c) describe the proposed process of evaluating and selecting the candidates. Please provide examples of a long list, a short list and candidate reports
- d) describe the process of quality checks of CVs and diplomas
- e) timeline
- f) document good knowledge and experience from the relevant industries
- g) document specific expertise, network and reference cases within the finance area
- h) document specific expertise, network and reference cases within the strategic area
- i) document specific expertise, network and reference cases within any optional areas offered

2: Price (weight 30%)

The supplier must complete the attached price form. The recruitment fee shall be stated in NOK excl. VAT separately for each category.

The workplace is the Customer's offices at Marcus Thranes gate 2, Oslo.

Travel time or cost from the supplier's offices to CEPI's address is not billable.

All costs not explicitly listed in the tender is considered a part of the hourly fees.

Evaluation

For each of the two categories (competence and price) each offer will be given a score between 0 and 10 points. The best answer in each category will get 10 points, and the rest will get a relative score compared to how they compare to the best score. There can be instances where several offers get the same scores.

Scores will then be weighted according to this table

Criteria	Weighting
Competence and experience	70 %
Price	30 %

The scores awarded for the consultants will be calculated from the average of the up to four best consultants.

In assessing competence and experience, the emphasis is placed on how well the consultant's expertise and experience reflect CEPI's outlined needs.

The winners will be the offers with the highest total weighted score.

Choosing a winner

The contract will be awarded to one or two suppliers depending on the overall portfolio of the highest ranking offers. CEPI may award only one or both of the two main areas to a tenderer.

CEPI will ensure that both main areas are covered by the contracts awarded. CEPI *may* prefer a tenderer that provides the widest range of relevant services.

Calling off the contract

During the contract period, call-offs may be done by CEPI's HR Director.

The call-offs will initially be offered to the highest-ranking supplier, with the highest ranking in the respective area of recruitment. In case of lack of capacity or inability to deliver, the call off will then be offered to the second highest ranking supplier. In cases where one supplier specializes in a specific area needed, the call-off may be awarded directly to that supplier.

CEPI shall in the call-off and in cooperation with the highest-ranking supplier describe the goal of the work, with the responsibilities of, and expectations to both parties.

The supplier shall accept the tasks and responsibilities listed in the call-off.