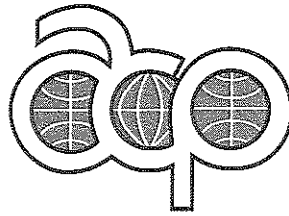


Groupe des Etats d'Afrique  
des Caraïbes et du Pacifique  
(Groupe ACP)



African, Caribbean and  
Pacific Group of States  
(ACP Group)

Avenue Georges Henri 451  
1200 Bruxelles

Téléphone : +32-2-743 06 00  
Fax : +32-2-735 55 73 - +32-2-732 94 70  
E-mail : [info@acp.int](mailto:info@acp.int)  
Website : [www.acp.int](http://www.acp.int)

**TECHNICAL ASSISTANCE FOR THE FEASIBILITY OF  
INTRODUCING A PENSION SCHEME FOR THE MEMBERS OF  
STAFF OF THE ACP SECRETARIAT**

**REFERENCE 4/1/15(8)11**

**CONTENT:**

**1. INSTRUCTION TO TENDERERS**

**2. SERVICE TENDER SUBMISSION FORM, INCLUDING:**

- **DECLARATION FORM**
- **STATEMENT OF EXCLUSIVITY AND AVAILABILITY**
- **LEGAL IDENTIFICATION FORM**
- **FINANCIAL IDENTIFICATION FORM**

**3. SPECIFIC TERMS OF REFERENCE**

## **INSTRUCTIONS TO TENDERERS**

### **TECHNICAL ASSISTANCE FOR THE FEASIBILITY OF INTRODUCING A PENSION SCHEME FOR THE MEMBERS OF STAFF OF THE ACP SECRETARIAT**

**REFERENCE 4/1/15(8)11**

#### **Services to be provided**

1. The services required by the Contracting Authority are detailed in the Specific Terms of Reference of the Technical Assistance for the Feasibility of Introducing a Pension Scheme for the Members of Staff of the ACP Secretariat (Reference 4/1/15(8)11).

Participation in tendering is open on equal terms to natural and legal persons from ACP States and Member States of the European Union.

#### **2. Timetable**

- (a) Deadline for request for any clarifications from the Contracting Authority – **Wednesday, 30 November 2011.**
- (b) Last date for providing clarifications – **Wednesday, 7 December 2011.**
- (c) Deadline for submission of tenders – **Friday, 16 December, 2011.**
- (d) Notification of result to short-listed candidates – **before Friday, 30 December 2011.**  
(The entities may be invited to make additional submissions or presentations).

#### **3. Content of tenders**

The offers, all correspondence and documents related to the tender exchanged by the tenderer and the Contracting Authority must be written in English and translated into French.

The following documents should be submitted:

- (a) One original, clearly marked "**Original**", and three (3) copies, each marked "**Copy**". Failure to respect the requirements of this clause will constitute a formal error and may result in the rejection of the tender. This tender should contain the technical aspects as well as cost for the service to be offered. The cost should be denominated in Euro and indicate the breakdown of the fees and the time allocated to the various areas of work to be undertaken.
- (b) Statements, signed by each Expert, regarding their availability to carry out the work during the prescribed period.
- (c) Certified copies of the tenderer's legal identity.
- (d) Legal proof that the person who signs on behalf of the Tendered, if it is a company, is duly authorised to do so.
- (e) Curriculum vitae of key experts, accompanied by certified copies of the academic credentials stated in the curriculum vitae.

- (f) A draft contract to for the services to be provided.
  - (g) A CD-ROM containing the electronic version of the tender offer must be included in the same envelope as the tender. In the event of disparity between the electronic and paper versions, the paper version will be deemed to be the valid version.
4. **Currency of Tenders** – Tenderers' submissions will be binding to them for 90 calendar days after the deadline for the submission of tenders.
5. **Additional information before the deadline for submission of tenders**

Tenderers may submit questions by e-mail to the following addresses: [stella@acp.int](mailto:stella@acp.int) and [pat@acp.int](mailto:pat@acp.int), until close of business on **Wednesday, 30 November 2011**, specifying the tender reference in the subject line.

Clarifications will be communicated by email no later than **Wednesday, 7<sup>th</sup> December 2011**.

6. **Submission of tenders**

The deadline for submission of Tenders is **17h00, Brussels time, on Friday, 16 December 2011** and must be submitted exclusively to the Contracting Authority as follows:

- **either** by registered mail to :  

**Registry Office**  
**ACP Secretariat, Avenue Georges Henri 451**  
**1200 Brussels, Belgium**
- **OR** hand delivered (including courier services) directly to the Contracting Authority in return for a signed and dated receipt to the above address.

Tenders submitted by any other means will not be considered.

All tenders must be submitted with the attached (1) legal and (2) financial identification form, duly completed.

Furthermore, proof documents regarding the key experts (copy of the diplomas mentioned in their CVs, a copy of the employer's certificates or references proving their professional experience indicated in their CV) must also be submitted.

The envelope should contain the following information:

- a) the address for submission of tenders indicated above;
- b) specifying the reference and the contract title of the tender;
- c) the words "**Not to be opened before the tender-opening session**" should be written on the envelope.

7. **Costs for preparing tenders**

All costs incurred during the tender preparation and submission process are for the account of the Tenderer.

## **8. Ownership of tenders**

The Contracting Authority retains ownership of all tenders received under this tendering procedure. Consequently, tenderers have no right to have their tenders returned to them.

## **9. Presentations**

The selection process may include a request for presentations by Tenderers. The cost of participating in these presentations will be borne by the Tenderer. Tenderers will be notified of the date and time of these presentations at least 10 days in advance.

## **10. Interviews**

The selection process may include interviews of the key experts. These may be by telephone, by physical presence or through skype. The cost of participating in these presentations will be borne by the Tenderer. Tenderers will be notified of the date and time of these presentations at least 10 days in advance.

## **11. Notification of award**

The successful tenderer will be informed in writing that its tender has been accepted. If the successful tenderer is found to have provided false information, the award will be considered null and void.

The successful tenderer must provide copies of original registration documents required under the law of the country in which the company is established, certified by a Commissioner of Oaths or Notary Public.

## **12. Signature of the contract**

Within 5 working days of receipt of the contract already signed by the Contracting Authority, the selected tenderer shall sign and date the contract and return it to the Contracting Authority.

Failure of the selected tenderer to comply with this requirement may constitute grounds for the annulment of the decision to award the contract. In such a case, the Contracting Authority may award the tender to another tenderer or cancel the tender procedure.

The other tenderers will be informed in writing that their tenders were not accepted.

**Please note that the launching of a tender does not commit the Contracting Authority to implement the programme or project announced. In no event shall the Contracting Authority be liable for any damages whatsoever and without limitation, connected with the cancellation of this tender procedure.**

# SERVICE TENDER SUBMISSION FORM

REFERENCE 4/1/15(8)11

## TECHNICAL ASSISTANCE FOR THE FEASIBILITY OF INTRODUCING A PENSION SCHEME FOR THE MEMBERS OF STAFF OF THE ACP SECRETARIAT

### DECLARATION

As part of its tender, each legal entity must submit a signed declaration using the attached format.

### STATEMENT

I, the undersigned, being the authorised signatory of the above tenderer hereby declare that we have examined and accept without reserve or restriction the entire contents of the tender dossier. We offer to provide the services requested in the tender dossier on the basis of the following documents, which comprise our offer and costs, which is submitted in a sealed envelope:

- ☐ Contract offer
- ☐ Key experts (comprising a list of the key experts and their CVs)
- ☐ Tenderer's declaration
- ☐ Statements of exclusivity and availability signed by each key expert
- ☐ Duly authorised signature: an official document (statutes, power of attorney, notary statement, etc.) proving that the person who signs on behalf of the company is duly authorised to do so.

This tender is subject to acceptance within the validity period stipulated in the Instructions to tenderers.

Signed on behalf of the tenderer:

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	

## FORMAT OF THE DECLARATION REFERRED TO IN TENDER SUBMISSION FORM

**To be submitted on the headed notepaper of the legal entity concerned**

<Date>

<Name and address of the Contracting Authority - see point 6 of the Instruction to tenderers >

**Your ref: < reference >**

Dear Sir/Madam

### **TENDERER'S DECLARATION**

In response to your invitation to tender for the above contract, we <Name(s) of legal entity > hereby declare that we:

- are submitting this tender led by < name of the leader > for this contract;
- are not in any of the situations that would exclude us from participating in ACP Secretariat contracts which are listed below:
  - a) are bankrupt or being wound up, are having our affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
  - b) have been convicted of an offence concerning professional conduct by a judgment which has the force of *res judicata*; (i.e. against which no appeal is possible);
  - c) have been guilty of grave professional misconduct;
  - d) have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the Contracting Authority or those of the country where the contract is to be performed;
  - e) have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the ACP Group's financial interests;
- agree to the following ethics clauses:
  - a) not to obtain confidential information, enter into an unlawful agreement with competitors or influence the Contracting Authority during the process of examining, clarifying, evaluating and comparing tenders and applications; and in particular, have no conflict of interests or equivalent relation in that respect with other tenderers in the tender procedure at the time of the submission of this tender;
  - b) the contractor and its staff are bound to maintain professional secrecy for the entire duration of the contract and after its completion. All reports and documents drawn up or received by the contractor during the performance of the contract are confidential. The contract governs the contracting parties' use of all reports and documents drawn up, received or presented by them during the performance of the contract.

- take note that failure to comply with the above ethics clauses may result in the exclusion of the tenderer from other ACP contracts.
- are aware that at all times, the ACP Secretariat as Contracting Authority shall ensure that the procurement procedure is concluded in a transparent manner, based on objective criteria and disregarding any possible external influences.
- will inform the Contracting Authority immediately if there is any change in the above circumstances at any stage during the tender procedure or during the implementation of the tasks;
- are aware that for the purposes of safeguarding the financial interests of the ACP Secretariat, our personal data may be transferred to internal audit services and the ACP Financial Control Office;
- are aware that our key experts may have signed Statements of Exclusivity and Availability for other tender procedures and that the expert will notify us and the Contracting Authority should he/she receive a confirmed engagement in another tender, according to the Statement of Exclusivity and Availability, and the consequence is that our tender will be rejected in this tender procedure.

We also understand that if we fail to provide this proof within 15 calendar days after receiving the notification of award, or if the information provided is proved false, the award may be considered null and void.

Yours faithfully,

<Signature of authorised representative of the legal entity >

< Name and position of authorised representative of the legal entity >

**STATEMENT OF EXCLUSIVITY AND AVAILABILITY  
REFERRED TO IN TENDER SUBMISSION FORM**

**Ref:** \_\_\_\_\_

I, the undersigned, hereby declare that I agree to participate exclusively with the tenderer < tenderer name > in the above-mentioned service tender procedure. I further declare that I am able and willing to work for the period(s) foreseen for the position for which my CV has been included in the event that this tender is successful.

I confirm that I do not have a confirmed engagement as key expert in another ACP funded project or any other professional activity incompatible in terms of capacity and timing with the above.

By making this declaration, I understand that I am not allowed to present myself as an expert to any other tenderer submitting a tender to this tender procedure. I am fully aware that if I do so, I will be excluded from this tender procedure, the tenders will be rejected, and I may also be subject to exclusion from other tender procedures and contracts funded by the ACP.

Furthermore, should this tender be successful, I am fully aware that if I am not available at the expected start date of my services for reasons other than ill-health or force majeure, the notification of award of contract to the tenderer may be rendered null and void.

Additionally I declare that I am not in a situation of conflict of interest and commit to inform the Contracting Authority as well as the tenderer of any change in my situation.

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	





## LEGAL ENTITIES

**NAME:**

**FIRST NAME:**

**NAME 2:**

**NAME 3:**

**OFFICIAL ADDRESS:**

*(OFFICIAL Address is your PERMANENT address; generally the one which is registered on your identity card)*

**POSTCODE:**

**P.O. BOX**

**TOWN CITY:**

**COUNTRY:**

**\*\*VAT NR:**

**IDENTITY CARD NUMBER ☐**

**OR**

**PASSPORT NUMBER ☐**

**DATE OF BIRTH:**  DD -  MM -  YYYY

**PLACE OF BIRTH:**

**COUNTRY OF BIRTH:**

**PHONE:**

**FAX:**

**E-MAIL:**

**THIS "LEGAL ENTITY" SHEET MUST BE COMPLETED AND SIGNED, AND SUBMITTED TOGETHER WITH A LEGIBLE PHOTOCOPY OF THE IDENTITY CARD OR PASSPORT**

**\*\* IF THIS FIELD IS FILLED IN, PLEASE ATTACH AN OFFICIAL 'VAT' DOCUMENT.**

**DATE AND SIGNATURE:**



## FINANCIAL IDENTIFICATION

### ACCOUNT NAME (3)

ACCOUNT NAME (1):	
ADDRESS:	
TOWN CITY:	POSTCODE:
COUNTRY:	

(1) The name or title under which the account has been opened and not the name of the authorised agent.

CONTACT:	
TELEPHONE:	FAX:
E-MAIL:	

### BANK

BANK NAME:	
BRANCH ADDRESS:	
TOWN / CITY:	POSTCODE:
COUNTRY:	
ACCOUNT NUMBER:	
IBAN (2):	

(2) If the IBAN Code (International Bank Account Number) is applied in the country where your bank is situated.

REMARKS:

BANK STAMP + SIGNATURE OF BANK REPRESENTATIVE: (Not Obligatory) (3)	DATE + SIGNATURE OF ACCOUNT HOLDER: (Obligatory)

(3) It is preferred that you attach a copy of your recent bank statement which must provide all the information listed above under 'ACCOUNT NAME' and 'BANK'. In this case, the stamp of the bank and the signature of the bank's representative are not required, however, the signature of the account-holder is obligatory.

## **SPECIFIC TERMS OF REFERENCE**

**Technical Assistance for the Feasibility of Introducing a  
Pension Scheme for the Members of Staff of the ACP Secretariat**

**Reference 4/1/15(8)11**

## **BACKGROUND INFORMATION**

### **1.1 Beneficiary Institution**

The Secretariat of the African, Caribbean and Pacific (ACP) Group of States, based in Brussels, Belgium.

### **1.2 Contracting Authority**

The ACP Secretariat

### **1.3 Current Status**

The ACP Secretariat has a staff complement of 92 posts of which 28 are filled by staff members who have served for 20 years or more. 16% of the members of staff are scheduled to retire over the next five years. Currently, the ACP Secretariat has a Provident Fund administered by third parties. The investment management of the provident fund is also contracted out. The feasibility, cost-benefit analysis and financial implication of establishing a pension fund are required.

### **1.4 Objective**

The objective of the service contract is to carry out a study to determine if it is feasible to introduce an economical and advantageous Pension Scheme for the members of staff of the ACP Secretariat on long-term contracts. This Scheme should provide the members of staff with the safeguards that go with a Pension Scheme found in social security systems in the Public Sector and would not render them worse off given what provisions exist in the Provident Fund. This study should determine the pros and cons of introducing a Pension Scheme and provide specific recommendations.

### **1.5 Requested services**

The Expert will provide the Secretariat with following services:

1. Examine the various Pension Schemes that other international organisations have and determine which if any can be introduced at the ACP Secretariat. In the process of making this determination the Consultant will carryout the following:
  - a) Assess the strength and weaknesses of the Provident Fund currently in place.
  - b) Determine whether a Pension Scheme could be introduced at the ACP Secretariat.
  - c) Determine the capital outlay required to introduce the Scheme.
  - d) Outline the modalities for its introduction bearing in mind the fact that most of the ACP Secretariat Staff subscribe to the Provident Fund.
  - e) Detail the envisaged: i) administration costs ii) System costs iii) actuarial costs iv) investment management fees.
  - f) Governing structures and requisite expertise: i) Trustees ii) Investment Committee.
  - g) Fiduciary duties of Trustees and/or Management to be detailed.
  - h) Assess whether a Defined Contribution or Defined Benefit Pension Scheme would be best and recommendations based on pros and cons of each.
  - i) Reporting requirements and data integrity.

- j) Asset allocation; parameters and associated pros and cons of asset classes.
- k) Why most international organisations cluster into one pension fund.
- l) Cost of outsourcing administration and investment management.
- m) Implications for staff retiring outside Belgium.
- n) Legislation that would govern an ACP Secretariat pension fund.

2. Prepare and submit a written report in English and translated into French to the Project Director and Expert for Human Resources of the activities and outcomes of the work done in point 1 above.

The Consultant will work under the direct supervision of the Expert for Human Resources of the ACP Secretariat but will consult broadly with the members of staff and members of the Management Committee.

### **1.6 Expert Profile**

The Consultant will have extensive experience in finance, accounting as well as certification as a Pension Consultant or at least 7 years of experience as a Principal Officer of a pension fund or a Pension Consultant for institutional clients.

The Consultant should be fluent in English, both oral and written, and at least orally in French.

The Consultant will have excellent communication and interpersonal skills to be able to interact with staff at all levels.

The Consultant will be able to work in a multicultural environment.

The Consultant will have good computer skills.

The Consultant will have extensive professional experience in designing and administering Pension Schemes. Objective evidence of the acceptance and practical implementation of his/her work with Pension Schemes in similar organisations/institutions will be required. The Consultant must provide references and contact details and a list of previous clients in the pension framework.

### **1.7 Starting period**

It is anticipated that the assignment will start on or before 1st February 2012.

### **1.8 Duration**

The assignment should be completed by 28th February 2012.

### **1.9 Location**

The project location is the Head Office of the ACP Secretariat in Brussels, at Avenue George Henri 451. Work may be carried out elsewhere only under explicit authorisation of the Project Director.

## **REPORTING**

The Consultant will submit a plan of action for the duration of the assignment and provide a draft report of the outcome of the study and his/her concrete recommendations as stipulated in **1.5** and present the report to the Project Director and the Expert for Human Resources, the Management and Staff of the ACP Secretariat and as well as a presentation to the Governing Organs of the ACP Secretariat for consideration. Following the consideration of the draft a final report will be submitted to the Expert – Human Resources.

## **KEY CONTACTS**

Project Director: Mrs. N. Phillips

Expert – Human Resources: Ms. L. Maunga