

## CCM0021-P01: Request for Proposal - “Permanent CPA Secretariat”

Dear Sir or Madame,

We are planning to award a contract as part of the project “Permanent CPA Secretariat” for works and/or services described in the Terms of Reference.

If you are interested in performing the contract, we kindly request your quotation based on the specifications made in the Terms of Reference and adelphi’s General Terms and Conditions.

### **I. Terms and conditions of the quotation**

- a. Questions referring to the award must be addressed to [niembro@adelphi.de](mailto:niembro@adelphi.de) until 05/03/25 and refer to the internal processing number “CCM0021-P01”. Responses, including any additional or corrective information, will be shared with all bidders.
- b. The proposal must contain following parts:
  - i. Technical offer: The applicant must provide the following:
    1. Three reference letters.
    2. A motivation statement explaining how their profile aligns with the qualifications and activities outlined in this ToR.
    3. An up-to-date CV in the format provided with this ToR.
    4. If shortlisted, you may be invited for an interview to discuss their technical proposal.
  - ii. The financial offer should contain a daily rate quotation and an estimate of the total number of days required to complete the outlined activities (not exceeding 50 days).
- c. The quotation must be submitted in via mail to [niembro@adelphi.de](mailto:niembro@adelphi.de) and [ortizrivera@adelphi.de](mailto:ortizrivera@adelphi.de) until 11/03/25 and refer to the internal processing number “CCM0021-P01”.
- d. Quotations based on the bidder's General Terms and Conditions will not be considered. By submitting a quotation, the bidder accepts adelphi’s General Terms and Conditions as binding in the event that the contract is awarded.

### **II. Timeline**

- |    |            |                                                                             |
|----|------------|-----------------------------------------------------------------------------|
| a. | 28/02/2025 | Requests for quotation                                                      |
| b. | 05/03/2025 | Deadline for submission of questions                                        |
| c. | 11/03/2025 | Deadline for Submission of quotations                                       |
| d. | 17/03/2025 | Deadline for communication with shortlisted candidates to set up interviews |
| e. | 21/03/2025 | Deadline for Evaluation of quotations                                       |
| f. | 28/03/2025 | Award of the contract                                                       |

### **III. Attachments**

- a. Terms of Reference
- b. adelphi’s General Terms and Conditions
- c. adelphi’s CV template

We are looking forward to your quotation in case you are interested in the tender.

Yours sincerely,  
Santiago Ramírez Niembro  
Consultant at adelphi,  
CPA Secretariat