

**REQUEST FOR TECHNICAL PROPOSALS FOR CONSULTANCY TO DEVELOP A PRIORITIZED FRAMEWORK OF COOPERATION THAT INCORPORATES A REGIONAL ACTION PLAN WITH AN ELABORATE MONITORING AND EVALUATION FRAMEWORK AND AN EXIT STRATEGY\_ RE-ADVERTISED**

**FOR**

**ENHANCEMENT OF GOVERNANCE AND ENABLING ENVIRONMENT IN THE ICT SECTOR (EGEE-ICT) PROGRAMME**

**Tender Ref: CS/ EGEE/29/07/22/ KJ**

**Closing Date: 29TH SEPTEMBER 2022**

 



1. **INTRODUCTION**
   1. **Background of EGEE– ICT Programme**

The Common Market for Eastern and Southern Africa (COMESA) Secretariat and the European Union (EU) have signed a Grant contribution agreement for the Enhancement of Governance and Enabling Environment in the ICT sector (EGEE-ICT) in the Eastern Africa, Southern Africa, and the Indian Ocean region (EA-SA-IO).

The EGEE-ICT is a four (4) year programme that aims at supporting the effective review and/or development of various regional policy and regulatory framework in a harmonized manner that will contribute to enhancing competition, improved access to cost effective and secure ICT services.

COMESA as the lead REC will implement the programme on behalf of other Partner Regional Economic Communities (RECs) in the EA-SA-IO region namely Southern African Development Community (SADC), East African Community (EAC), Intergovernmental Authority on Development (IGAD) and the Indian Ocean Commission (IOC).

The primary beneficiaries of the EGEE-ICT programme will be member states of EA-SA-IO region, through their respective ICT Ministries and Regulators as they will use this programme to support the development and implementation of policies and regulatory frameworks that will provide a conducive environment for the effective development of the ICT sector. Others are Regional Associations of Regulators that play a great role in the development of policy guidelines and regulations and in the harmonisation process namely the Communication Regulators’ Association of Southern Africa (CRASA), East African Communications Organisation (EACO) and Association of Regulators for Information and Communication for Eastern and Southern Africa (ARICEA).

* 1. **Programme Objectives**

The overall objective of the programme is to deepen regional integration and growth of the ICT sector in EA-SA-IO region. The Programme specific objectives are to have:

i) Regionally coordinated public and private sector ICT policy development;

ii) Enhanced policy and regulatory environment for competitive markets and gender sensitive ICT markets; and

iii) Improved infrastructure connectivity and access to ICT.

* 1. **Result Areas of the Programme**

The programme integrates three key result areas which will be implemented through the following sub result areas:

Result 1: Regionally coordinated public and private sector ICT policy

development.

i) Sub Result 1.1: Mechanism for consensus building in policy development among public and private sectors developed;

ii) Sub Result 1.2: Capacity of existing regional ICT associations enhanced.

iii) Sub Result 1.3: Accountability systems in policy formulation; and implementation strengthened between public and private ICT sector actors. Seven years after adoption of the instrument, there is a need to assess its use and impact to understand how the COMESA Model has been helpful to Member States or not and the reasons. The above assessed status will therefore inform on the way forward.

Result 2: Enhanced policy and regulatory environment for competitive markets and

gender sensitive ICT markets.

1. Sub result 2.1: Regional model policy and regulatory frameworks for e-commerce developed;
2. Sub result 2.2: Gender responsive rights-based policy and regulatory frameworks for universal access and licensing strengthened; and
3. Sub result 2.3: Policy and regulatory frameworks to harmonise mobile roaming and termination tariffs and transit internet charges developed.

Result 3: Improved Policies, infrastructure connectivity and access to ICT.

1. Sub result 3.1: Policies to promote private sector investment in ICT infrastructure developed; and
2. Sub result 3.2: Policies and regulatory frameworks for open access and infrastructure sharing developed.
   1. **Assignment Background**

This assignment falls under Result Area 1 that aims to achieve Regionally coordinated public and private sector ICT policy development. The assignment specifically falls under sub result 1.1 that seeks to have a mechanism for consensus building in policy development among public and private sectors developed and under sub result 1.3 that seeks for accountability systems in policy formulation and implementation strengthened between public and private ICT sector actors.

The assignment related activities are as follows:

1. Activity 1.1.2 developing a prioritized framework of cooperation for all key stakeholders to effectively implement the programme and ICT for Development in the region using a multi-stakeholder approach. The Framework is intended to determine a mechanism by which the identified stakeholders can collaborate.
2. Activity 1.3.1 developing a Regional Action Plan with an elaborate Monitoring and Evaluation (M&E) framework to effectively monitor programme implementation and determine effectiveness of the programme; and
3. Activity 1.3.2 to develop an Exit Strategy of the EU support to ensure continuity of the actions supported by the programme. This will enable sustainability of the synergies created during the program and enable continuity after the programme.
4. **RATIONALE OF THE ASSIGNMENT**
   1. **Introduction**

Information and Communication Technologies (ICTs) is a crucial element in socio -economic development in general and in the process of regional economic integration. ICTs promote development and generate socio economic benefits, in that it reduces information costs which inturn lowers the cost of economic and social transactions for ﬁrms, individuals, and governments.

The EA-SA-IO region like the rest of Africa region has recorded rapid increase in subscription for ICT services in the last two decades, thanks to market reforms and technological

development. Mobile subscription per 100 inhabitants stood at 83 percent (up by 6.7 percent from previous estimates) in Africa compared to world average of 110 percent in 2021. Liberalisation of the ICT sector opened up private sector investments required to expand ICT networks and services while the emergence of mobile telephony enabled an easier, rapid and cost-effective way of delivering ICT services across large geographical areas. Many countries in the region have opened their ICT markets for Competition and have created regulatory institution.

Despite growing connections, digital benefits are not spreading rapidly enough. Indeed, nearly 67 percent of the Africa’s people is still offline and can’t fully participate in the digital economy. There are also persistent digital divides across gender, geography, age, and income dimensions within each country. Many countries in the region are aware of the potential of ICTs in improving great socio-economic benefits and the need to bridge the existing digital divide.

In order to ensure that ICT benefits the region, there is a need for strong leadership with appropriate governance mechanisms. Better coordination of ICT interventions is needed to ensure that efforts are not duplicated and that limited resources are optimally utilised. At a regional level, there is opportunity for member states to cooperate and coordinate on implementation of policy and regulatory reform by sharing experiences, practices and lessons learnt. These should include providing a platform for Partners’ Dialogues and Collaborative Planning, Resource Mobilization and enhanced capacity through Knowledge Sharing

Today, digital transformation is paramount for economic development and poverty reduction in Africa and for enhancement of any sectors with advances in e-health, e- government, e- education etc. The growth and advancements of the ICT industry has created the need for various stakeholders to collaborate and create opportunities for partnerships. Stakeholder management is therefore of utmost importance in the ICT industry to maximize involvement, engagement, and participation to obtain high positive impact of ongoing and upcoming initiatives and programmes such as the EGEE-ICT.

A stakeholder framework of cooperation provides a mechanism on how different stakeholders and entities can work in partnership to ensure that common objectives and interests are supported. Several stakeholder frameworks of cooperation have been set in place to provide guidance on stakeholder engagement. The COMESA, EAC and SADC Tripartite is an example of a framework of cooperation, whereby the three RECs agreed to work together to accelerate economic integration in the Eastern and Southern Africa region. The International Telecommunications Union has also established several Frameworks of cooperation to enhance global ICT connectivity. One example is the ITU Framework for cooperation in Emergencies This framework of cooperation was established to primarily deliver and deploy telecommunications/information and communication resources to countries, humanitarian actors, and victims of disasters in a timely manner whenever and wherever disasters may occur using transportable, easy to deploy and reliable systems that are non-exclusive.

Action plans provide detailed steps and activities to achieve a programme. In 2005, Swedish International Development Cooperation Agency (SIDA) issued a Strategy and Action Plan for ICT in Development Cooperation given that ICT had the potential to achieve economic development and broad poverty reduction. This particular action plan was an instrument that would enable SIDA in its operation to use ICT as a development tool. A regional action plan will ensure its effectiveness in the ICT development in the EA-SA-IO region. The Regional Action will be incorporated with an elaborate M&E framework. A Monitoring process involves the tracking of key elements of a programme performance on a regular basis and usually involves periodic reporting, on outputs, activities, and the use of resources. Evaluation on the other hand appraise data and information from the monitoring process that inform strategic decisions on relevance, effectiveness, efficiency impact and sustainability. Monitoring and Evaluation enables the tracking the progress and effectiveness on achieving a programme objectives and mandate. Therefore, an M&E framework will provide for a clear approach on reporting and track the results and progress achieved from ICT development initiatives in the region in line with the initiatives and activities in the Regional Action plan.

Usually at the end of a given programme, the support both technical and financial comes to an end or diminishes. And yet there are aspects of the progamme that may need continuity. For example, the EU support for the EGEE-ICT is expected to end in November 2024 and yet the impact of the program would not be fully realized and would need to be determined. Therefore, Sustenance of any programme is prerequisite long after the support from the donor or development partner has come an end. Therefore, an Exit strategy will provide guidance on how regional ICT development programmes can be sustained and followed up after the support has ended.

Finally, to enhance regional cooperation there is a need to incorporate digital tools or a digital portal that makes it easy to communicate, create, disseminate, store, and manage information for ICT development initiatives for the region. This assignment therefore seeks to develop a Regional ICT Digital Portal. The Portal will provide content on the following but not limited to: bulletins, ICT projects, events, M&E, ICT statistics, dashboard, reports, information sharing, et cetera.

**1.2. Objectives of the Assignment**

The overall objective of the assignment is to develop consensus building in policy development among key stakeholder (public and private actors) to achieve regional ICT integration in the EA-SA-IO region.

The specific objectives of the assignment are:-

i. Develop a prioritized framework of cooperation using multistakeholder approach to guide the collaboration of stakeholders which should include a regional action plan that incorporated with a monitoring and evaluation framework, and an Exit strategy.

ii. Design, develop and implement a Regional ICT Digital Portal

1. **SCOPE OF THE WORK FOR THE CONSULTANCY**
   1. **Develop Framework of Cooperation**

The consulting firm will develop a Framework of Cooperation by undertaking the following tasks:

* + 1. **Review of Programme Documentation and Literature review**

The consulting firm will be required to review the existing programme documentation and relevant documentation and literature. Clear appreciation and consideration of relevant existing documentation will provide coherence on the subject matter and feed into the subsequent activities of the assignment.

Under this section the consultant will therefore undertake the following tasks:

1. Review relevant programme documents;
2. Review and compare similar regional frameworks of cooperation documentation at continental and regional level;
3. Review documents on action plans, M&E systems related to similar programs developed by partners such as EU, ITU, World Bank (WB), etc.
   * 1. **Framework of Cooperation**

Under this section the consultant will undertake the following tasks specific to determine a Framework of cooperation as follows:

1. Study the report on the outcomes of the Stakeholder Mapping and Baseline Study and review the updated log frame document
2. Obtain the list of stakeholders and identify responsibilities of each stakeholder and determine the interest and contribution of the different stakeholders to the programme with reference to the stakeholder mapping and baseline report; and
3. Building on recommendation from the stakeholder mapping and baseline study, develop a mechanism for engagement of the stakeholders including:
4. Information sharing methodology;
5. Areas of cooperation;
6. Approaches through identifying areas and activities of collaboration for the stakeholders for ICT regional development;
7. Incorporate means through which the newly developed ICT policy and regulations are discussed and deliberated upon by the stakeholders;
8. Incorporate means of bi-lateral or multi-lateral agreements that can be developed and achieved. Provide terms and modalities for such agreements and templates for signed agreements where applicable; and
9. The developed mechanism should include provision of enforcement of agreements, cost implication, rules of procedure, legal obligations among others.
   * 1. **Regional Action Plan**
10. **Monitoring**

Under this section the consultant will undertake the following tasks specific to Monitoring:

1. Review monitoring indicators based on the updated log frame document and provide indicators that are for monitoring regional ICT development;
2. Propose means of reviewing and monitoring ICT development activities in the region;
3. Determine how the data collection process will be accomplished and indicate the sources of data;
4. Develop a template for data collection; and
5. Develop a monitoring work plan which should include but not limited to: detailed methodology, mode and frequency of obtaining the data, responsibility matrix, cost among others.
6. **Evaluation**

Under this section the consultant will undertake the following tasks specific to evaluation process:

1. Propose different methods and approaches of carrying out evaluations and recommend the best approaches;
2. Define and develop a methodology for analysing data; and
3. Develop an evaluation work plan which should include but not limited to frequency of evaluation, mode of presenting the findings, cost implications, responsibility matrix etc.
4. **Regional Action plan**

Develop a Regional Action Plan that addresses the challenges facing the ICT space in the EA-SA-IO region and promotes ICT digital transformation in the region. The Regional action plan should contain relevant regional initiatives, related activities and timelines. The Regional Action Plan should incorporate an M&E framework.

* + 1. **Exit Strategy**

Develop an Exit Strategy that should incorporate a sustainability plan for the ICT development programmes after the support of the programme comes to an end.

The strategy should include: funding options, collaboration and partnership plan, detailed domestication plan, planned and detailed activities that should be undertaken after the funded programme comes to an end.

* + 1. **Framework of Cooperation Document**

Develop the Framework of incorporation document that includes a Regional Action Plan with elaborate M&E framework and Exit strategy. The document should describe and elaborate the linkage of the framework of cooperation, the Regional action plan and the exit strategy.

The consulting firm will provide framework of cooperation document that integrates the tasks **3*.1.1-3.1.4***

* 1. **Design and Develop Regional ICT Digital Portal**

The consulting firm will design and develop a Regional ICT Digital Portal by undertaking the following tasks:

1. Design a web- based digital ICT portal;
2. The portal should incorporate the following content but not limited to: bulletins, ICT projects, Events, M&E, ICT statistics, dashboard, reports, information sharing etc.
3. Detail the specifications for the software and hardware requirements;
4. Specify roles and responsibilities (the mode of operation) for the platform i.e. user rights, security permissions etc.
5. Provide detailed cost break down for the operation of the platform;
6. Prepare and incorporate reporting templates that will be an output of the platform;
7. Prepare the prototype for the platform for approval before final implementation;
8. Provide different options for hosting and recommend the appropriate approach;
9. Implement the final product following approval of the prototype; and
10. Provide governance documentation and user guide for the platform.
11. **DELIVERABLES**

The deliverables for this assignment will be the following:

1. Inception report
2. Draft Report and Protype of Regional ICT Digital Portal
3. Final Regional ICT Digital Portal
4. Final report
   1. **Inception Report**

The consultant will be expected to prepare an inception report outlining the approach and methodology and work plan to fulfil the Terms of Reference for the assignment. These will include a breakdown of work, timelines, risks.

An electronic version of the Inception Report shall be submitted to COMESA within thirty (30) days after commencement of the assignment. The Inception Report shall be discussed and approved by COMESA as the Lead REC for the EGEE-ICT Programme. COMESA will share the Inception Report with other RECs for their input and contributions.

* 1. **Draft Report and Prototype of the Regional ICT Digital Portal**

The consultant shall submit a Draft report and prototype of the Regional ICT Digital Portal within ninety days (90) days after the Inception Report.

The draft report should incorporate the methodology used, findings, consultations, analysis and recommendations for each of the items in the scope. The draft report should incorporate the following:

1. Framework of Cooperation that incorporates Regional Action Plan, an elaborate M&E framework and an exit strategy in line with the scope described above.
2. Design aspects of the Regional ICT Digital Portal

The Consulting firm will be expected to share their draft report with COMESA in an agreed format for preliminary review and validation. Furthermore, the consultant is expected to participate and present the findings and recommendations at agreed technical and policy platforms to discuss and validate the report.

The Consulting firm will also provide the prototype for the Digital ICT Portal

* 1. **Final Regional ICT Digital Portal**

Deliver the final Regional ICT Digital Portal with improvements based on comments from the prototype review.

Provide required documentation and manuals for the digital portal.

The final Regional ICT Digital Portal shall be submitted within forty-five (45) days after receipt of the prototype version.

* 1. **Final Report**

The Consultant will produce a final report. An electronic version in word format shall be submitted to COMESA after incorporating the feedback and suggestions from the Stakeholders from the validation workshop. The consultant will be expected to facilitate a validation workshop and provide validation workshop report before delivering the final report.

The final report shall be submitted within forty-five (45) days after receipt of the Draft Report.

1. **TIMELINES** 
   1. **Commencement Date and Period of Implementation**

The assignment shall be completed within a period of one hundred sixty-five (165) calendar days, commencing from the date of signing the contract.

* 1. **Table of Deliverables**

The timing of the deliverables for the assignment are as indicated in the table below. The Inception, draft final reports final report shall be submitted electronically.

|  |  |
| --- | --- |
| **Deliverables** | **Timeline** |
| Inception Report including Detailed Work plan and prototype of the digital platform | 30 days from signing contract |
| Draft Report and Digital Platform | 90 days after receiving inception report |
| Final report and final digital Platform | 45 days after draft report |

1. **QUALIFICATION AND EXPERIENCE OF THE CONSULTANT**

COMESA is seeking applications from a firm. The successful firm should have a team with the following minimum qualifications and experience:

* 1. **Lead consultant**

**Qualifications:**

A minimum of a Master’s Degree in Telecommunications Engineering, Electrical Engineering, Computer Science, Information Technology, Economics, Engineering Management, MBA or related field.

**Professional Experience:**

1. A Minimum of 15 years in the ICT Industry
2. Proven working knowledge in international/regional ICT development policy, regulatory and/or legislative reforms and their implementation
3. Management experience as project team leader or manager
4. African Experience – having worked on similar projects on the continent
5. Has a proven track record of leading multi – disciplinary teams
6. Excellent communication and report writing skills
   1. **Monitoring & Evaluation/Planning Expert**

**Qualifications:**

A minimum of a Master’s Degree in Economics, Statistics, Finance, Demography or related field.

**Professional Experience:**

1. A Minimum of 10 years in the ICT Industry
2. Proven working knowledge in international/regional ICT policy and regulatory
3. Strong knowledge and understanding of monitoring and evaluation concepts with the ability to explain them with clarify
4. African Experience – having worked on similar project on the continent
5. Knowledge and experience in Programme Planning and Development
   1. **Software Development Expert**

**Qualifications:**

A minimum of a Master’s Degree in Computer Science, Software Engineering, IT, or related field.

**Professional Experience:**

* 1. A minimum of 10 years in software designing and programming
  2. Experience in regional ICT policy, regulatory framework/harmonization
  3. Knowledge and experience with software design and development
  4. Proven experience in programming languages and web design
  5. Professional Certifications in ICT
  6. African experience-having worked on similar projects on the African continent
  7. Excellent communication skills

1. **PLACE OF ASSIGNMENT**

Flexible, provided that online calls and video conferencing are possible with at least one travel mission to each of the RECs i.e: COMESA, EAC, IGAD, IOC and SADC.

1. **SUPERVISION AND REPORTING**

It is expected that the consultant will work in very close coordination with the COMESA Secretariat, providing regular updates, and responding promptly and flexibly to the needs and demands of COMESA and the corresponding timelines. Overall reporting will be to Director of Infrastructure and Logistics. All reports shall be in electronic format in MS Word, Excel, or PowerPoint as required.

1. **DURATION**

The tasks will be carried out within 165 calendar days from date of signing the contract.

1. **INSTRUCTIONS TO BIDDERS**
2. **Eligibility to Tender**

This tender is open to all competent companies that have demonstrated and has the capacity, competence in the subject matter, Company should have at least 10 years of proven experience performing in similar capacity upon inception.

1. **Cost of Tender**

The Bidder shall bear all costs associated with the preparation and submission of the bid. COMESA will, in no case, be responsible or liable for those costs, regardless of the conduct and outcome of the tender.

1. **Bid Currencies/Bid Prices**

All prices shall be quoted in Euros (.

1. **Tender Prices**

The tenderer shall indicate on the appropriate price schedule the unit prices and total tender price of the services it proposes to provide under the contract.

Prices indicated on the price schedule shall be the cost of the services quoted exclusive of all taxes in Zambia.

1. **Price Variation**

Prices quoted by the tenderer shall be fixed during the term of the contract. Quoted rates should include all overheads and profits. The rate should be firm for the entire contract period. There will be no price variation after signing of contract. Currency exchange fluctuations will be a non-factor.

1. **Period of validity of Bids**

The Bids shall remain valid for ninety (90) days after the closing date of tender submission.

In exceptional circumstances and prior to the expiry of the original tender validity period, the contracting authority may solicit the tenderers’ consent to an extension of the period of validity.

The request and the responses thereto shall be made in writing.

1. **AMENDMENTS OF BID DOCUMENTS**

At any time prior to the deadline for submission of Bids, COMESA, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the Bidding Documents by issuing an addendum.

All addenda shall be posted on the COMESA website <http://www.comesa.int>. All bidders wishing to be notified of any addenda should provide to COMESA the bidders name and email address.

In order to afford prospective Bidders reasonable time in which to take the amendments into account in preparing their offers, COMESA may, at its discretion, extend the deadline for the submission of bids.

1. **FORMAT AND SELLING OF BIDS**

The Bidder shall prepare copies of the Technical bid and Financial bid in two separate emails, clearly marking one as “Technical Proposal " and the other as "Financial Proposal” with a password for the financial proposal, we shall only request for the password to the financial Proposal if the bidders technical proposal scores 70 and above.

The tenders should be emailed to [procurement@comesa.int](mailto:procurement@comesa.int) and [tenders@comesa.int](mailto:tenders@comesa.int) not later than **29th September 2022** at 15.00 hrs Lusaka time and should be marked “**CONSULTANCY TO DEVELOP A PRIORITIZED FRAMEWORK OF COOPERATION THAT INCORPORATES A REGIONAL ACTION PLAN WITH AN ELABORATE MONITORING AND EVALUATION FRAMEWORK AND AN EXIT STRATEGY\_RE-ADVERTISED”** DO NOT OPEN BEFORE **29th September 2022** at 15.00 hrs Lusaka time.

1. **METHODOLOGY**

The methodology, schedule and design should be stated and presented clearly

Each Proposal shall be evaluated by a selection committee utilizing a number of criteria, as specified in the table below:

**Table 1: Criteria for Overall Technical Evaluation**

| Criteria | | % |
| --- | --- | --- |
| T1 | Understanding of the Terms of Reference | 10 |
| T2 | Relevant experience of the firm in similar assignments | 30 |
| T3 | Proposed methodology, approach and implementation plan | 20 |
| T4 | Qualifications and professional experience of key experts | 40 |
|  | **Total** | **100** |

However, this will be subject to the bidder attaining a pass score 70% of the obtainable score of 100 points in the evaluation of the technical proposals.

The weighting of quality and price will be applied as follows:

Score for Proposal ***=*** ({Lowest price } x20)+ ({Total quality score of Proposal} x80%)

Price of Tender 100

The bidder who will have the highest ranked combined proposal will be selected.

Note that the deadline for submitting questions is 22nd September 2022 at 12hrs Lusaka Time.

1. **OWNERSHIP OF TENDERS**

COMESA retains ownership of all tenders received under this invitation to tender.

1. **NEGOTIATION AND FINALIZATION**

After the selection of the best bid and notificatoin to the selected company, COMESA will commence negotiations with the company for purposes of concluding an agreement for the provision of the services.

1. **AWARD OF CONTRACT**

Prior to expiration of the period of bid validity, the Procurement Committee will award the contract to the qualified Bidder whose Bid has been evaluated to be the most responsive to the needs of the organization and activity concerned.

COMESA reserves the right to wholly or partially reject or award these contracts to any bidder and has no obligation to award this tender to the highest ranked bidder.

COMESA also reserves the right to annul the Bid process and reject all Bids at any time prior to award of contract, without thereby incurring any liability to the affected Bidder(s).

1. **CANCELLATION OF THE TENDER**

In the event of cancellation of the tender, bidders will be notified in writing of the cancellation by the contracting Authority and informed of the reasons for cancellation.

If the tender is cancelled before the outer envelope of any bid has been opened, the

unopened and sealed envelopes will be returned to the bidders.

1. **SIGNING OF THE CONTRACT**

Within 14 days of receipt of the contract the successful Bidder shall sign and date the contract and return it to the COMESA Secretariat.

1. **PERIOD OF EXECUTION**

The period of execution of the contract starts from the date of the signing of the contract and will be for duration of one hundred sixty-five (165) days.

1. **ETHICAL CONDUCT AND FRAUDULENT PRACTICES**

COMESA requires that Tenderers observe the highest standard of ethics during the selection and execution of such contracts. For this provision, the Purchaser defines the terms set forth below as follows:

1. “Corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of an officer of the Purchaser in the tendering process; and
2. “Fraudulent practice” means a misrepresentation of facts to influence the tendering process to the detriment of the Purchaser.
3. COMESA will reject a proposal for award if it determines that a Tenderer has engaged in corrupt or fraudulent activities in competing for the contract in question.
4. **CONFIDENTIALITY**

Information relating to evaluation of bids and recommendations concerning awards, shall NOT be disclosed to the Bidders who submitted the bids or to other persons not officially concerned with the process, until the winning firm has been notified that it has been awarded the contract.

**22.TECHNICAL QUERIES**

For any technical queries related to terms of reference, kindly contact the Procurement Unit on the following email: [procurement@comesa.int](mailto:procurement@comesa.int) and copy [kjumbe@comesa.int](mailto:kjumbe@comesa.int) & [smwesigwa@comesa.int](mailto:smwesigwa@comesa.int) not later than **22nd September 2022** at 12hrs Lusaka time