

**THE STATE OF ISRAEL – THE MINISTRY OF FINANCE
THE GOVERNMENT PROCUREMENT ADMINISTRATION
PUBLIC FRAMEWORK TENDER NO. 23-2015 FOR THE PLANNING AND PERFORMANCE OF
SHARING PROCESSES IN GOVERNMENT MINISTRIES WORK**

DATES OF THE TENDER	
ACTIVITY	DATES
DATE OF PUBLICATION OF TENDER	12.03.2015
SUPPLIERS' CONVENTION (PARTICIPATION IS NOT COMPULSORY), 10:00-12:00 AT THE OFFICES OF THE CIVIL SERVICE COMMISSION, TEL AVIV GOVERNMENT COMPOUND ADVANCE REGISTRATION VIA THE TENDER CONTACT PERSON BY E-MAIL: shituf@mof.gov.il	20.04.2015
LATEST DATE FOR SUPPLIERS TO SEND QUESTIONS FOR CLARIFICATION	14.05.2015
LATEST DATE FOR BIDDERS TO SUBMIT BIDS IN THE TENDERS BOX – AT THE TENDERS BOX AT THE GOVERNMENT PROCUREMENT ADMINISTRATION OFFICES, 1 NETHANEL LORCH STREET JERUSALEM	10.06.2015 AT 13:00

Questions and clarifications in connection with this tender may be sent to the tender contact person by e-mail: shituf@mof.gov.il

The tender documents and the bid booklet may be downloaded from the Government Procurement Administration's website - WWW.Mr.gov.il, under the tab: "Government Procurement Administration Tenders".

THE TENDER DOCUMENTS PREVAIL OVER WHATEVER APPEARS IN THIS NOTICE

THE TENDER THRESHOLD CONDITIONS

1. A corporation or an individual, operating pursuant to the Public Bodies Transactions Law, 5736-1976, and who complies with all the following threshold conditions and who has attached all the documents required as specified in the bid booklet attached in a separate file to the tender documents may submit a bid in the tender.
Proof of the bidder's compliance with the following threshold conditions shall be according to the list of documents and confirmations specified in the bid booklet attached to the tender in a separate file, and that constitutes an inseparable part of the tender documents.
2. The bidder may submit a bid in the tender that includes cooperation with sub-contractors. In its bid the bidder shall expressly note in what fields it will operate sub-contractors who operate pursuant to the Public Bodies Transactions Law, 5736-1976, and it must provide all the confirmations and documents required to prove their compliance with the threshold conditions appearing below in the following Sections: 3, 6, 7, 8.
3. **THE BIDDER'S LEGAL STATUS**
As at the date of submitting the bid the bidder must be: a corporation or individual duly registered in Israel.
In the event that the bidder is a company:
 - A. It does not owe any debt in respect of the annual fee to the relevant registry for the years preceding 2015.
 - B. It is not registered as an infringing company.
4. **BOND FOR SUBMITTING BID**
A bidder shall attach to its bid an unrestricted autonomous bond in the sum of **25,000₪** (twenty five thousand new shekels), to the order of the Ministry of Finance.
5. **ANNUAL FINANCIAL TURNOVER**
The bidder has an annual financial turnover that arises from its business activity on an average scale of at least 3 million ₪ + V.A.T. during each one of the years 2011, 2012, 2013.
6. **FINANCIAL STRENGTH**
The bidder is not in liquidation proceedings, bankruptcy and no liquidator has been appointed for it.
7. **PROFESSIONAL EXPERIENCE**
 - 7.1 **FIELDS OF SERVICES**
For the purpose of proving the bidder's professional experience, proof of experience in part of the services specified in Part 4 of the tender is required.
The following are the services for which proof of experience is required:
 - A. Planning sharing processes.

- B. Administration of sharing processes.
- C. Arranging sharing meetings.
- D. Conducting sharing meetings.
- E. Performance of online sharing processes.

The bidder is required to prove experience in the provision of services at the very least in relation to the fields of activity enumerated in Sections A and B above, and in at least one additional field out of the fields of activity enumerated in Sections C to E above.

In relation to the other fields of activity – the bidder may show professional experience as aforesaid, of itself or of the sub-contractors the bidder mentions in its bid.

For the avoidance of doubt: the bidder by itself or together with the sub-contractors on its behalf is obliged to prove experience in the provision of services in all the fields of activity enumerated in Sections A – E above.

7.2 SPECIFICATION OF THE REQUIRED EXPERIENCE

Subsequent to the aforesaid in Section 7.1 the bidder must prove that it has supplied services as aforesaid, during the course of the 36 months preceding the submission of the bid, to at least one client in every field (i.e. a total of at least 3 clients during each period), on a financial scale of at least 100 thousand ₪ + V.A.T. for each client.

It should be clarified that:

It is possible that the services to be offered by the bidder may commence 36 months **before** the bid is submitted, provided that they have been entirely completed during the course of the 36 months prior to the submission of the bid.

8. THE EMPLOYEES PROPOSED BY THE BIDDER

- A. In its bid the bidder shall show a team of four employees ("the Core Team"), that shall be retained **directly by it** (and not via any other party of any kind whatsoever) and shall perform the required services on its behalf during the course of the engagement period.
- B. For every proposed employee a resume shall be attached testifying as to experience and certificates testifying as to education.

#	FIELD OF ACTIVITY	EXPERIENCE OF AT LEAST 1 YEAR WITH EFFECT FROM 01.01.2012 AND UNTIL THE DATE OF SUBMITTING THE BID	THE EDUCATION REQUIRED
1	Client Manager	<u>MANAGEMENT OF PROJECTS IN THE FIELDS OF PUBLIC SHARING</u> with at least 3 different clients, in one of the fields specified in Section 7.1 above.	Master's Degree
2	Operations Manager	<u>MANAGEMENT OF OPERATIONS AND LOGISTICS</u> for at least 3 different clients. For this purpose: "Management of Operations and Logistics" – organization of all the means, resources and procedures required for the complete and proper performance of the projects from the initiative stage until the delivery stage.	Bachelor's Degree
3	Round Table Manager	Management of a round table with at least 10 participants, for at least 2 different clients in relation to two different issues in total (for both clients). For this purpose: "Management of a Round Table" – see Section 4.2.6 of the tender. "Issue" – a matter discussed by the Round Table	Bachelor's Degree
4	Online Consultation Manager	Conducting a virtual dialogue for at least 2 different clients in two different issues in total (for both clients). For this purpose: "Virtual Dialogue" - see Section 4.2.7 of the tender. "Issue" – a matter discussed by the online consultation.	Bachelor's Degree

