



ITALIAN TRADE AGENCY

Office Addis Abeba

Addis Abeba, 11/01/2023

Ref. N. 0003018/23

**MINUTES ON PUBLIC SESSION AIMED AT VERIFYING THE REGULARITY OF THE ADMINISTRATIVE DOCUMENTATION AND ECONOMIC OFFER**

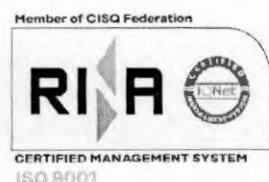
<b>TOPIC</b>	<b>STAFF OUTSOURCING AND PAYROLL MANAGEMENT IN KENYA, UGANDA, TANZANIA &amp; RWANDA FOR THE YEAR 2023</b>
<b>DATE</b>	11/01/2023
<b>TIME</b>	From 02:30 pm to 04:30 pm
<b>LOCATION</b>	Italian Embassy Addis Abeba/ICE-Addis Abeba Office
<b>WRITTEN BY</b>	Tsedenya Mengesha
<b>ATTENDEES</b>	1. President: Dr. Riccardo Zuccuni (Responsible for Addis Ababa ICE Office) 2. Effective member: Dr.ssa. Tsedenya Mengesha ( Administrative Officer) 3. Effective member: Dr.ssa Marta Tesfaye (Trade Analyst)
<b>SENT TO</b>	Flexi Personnel Limited

**INVITED COMPANIES FOR THE SERVICE**

<b>S/N</b>	<b>Invited Companies</b>	<b>Status</b>
1	Q-Sourcing Servtec Tanzania	Not Submitted
2	Unfiltered Pathways	Not Submitted
3	Flexi Personnel Limited	Submitted
4	Radar Ltd Payroll	Not Submitted
5	Africa Management Solutions Limited	Not Submitted
6	Africa HR Solutions	Not Submitted

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Certificate N. 38152/19/S  
ISO 9001 / UNI EN ISO 9001:2015



**AWARD CRITERIA**

The tender will be awarded based on Administrative Documentation and Economic offer according to the following criteria

- A) Technical Evaluation – 30%
- B) Financial Evaluation – 70%

**A) Technical Evaluation**

The technical offer (30%) will be evaluated as follows

Evaluation Criteria	Weight	Score
Experience	10	
Proven Track Record	10	
Scope of Service	10	
<b>TOTAL=</b>	<b>30</b>	

**B) Financial Evaluation**

Price must be on the budget or below the estimated contract amount expressed for consideration in this tender valuation process.

Evaluation Criteria	Weight	Score
Lowest price	70	
<b>TOTAL=</b>	<b>70</b>	

**OPENING OF TENDER**

It is to be recalled that Invitation to Tender, dated **21/12/2022** with protocol number **0148987/22**, for the service of Staff Outsourcing and Payroll Management for the year 2023 has been launched on our website with a submission deadline date of **04/01/2023**: <https://www.ice.it/it/mercati/etiopia/avvisi-pubblici-bandi-di-gara>

However, due to a continuous request from bidders for extension of tender submission date as a result of the holiday season and an internal evaluation we came to a decision to extend the tender submission date for **12 p.m of the 11th January 2023 on 23/12/2022**, signifying that all other things remain the same.

Today, wednesday **11/01/2023** at **11:30 am** we received an envelope from one of the invited bidders, Flexi Personnel Limited.

Thus, the opening started at **2:30 pm** with envelopes received from Flexi Personnel Limited.



**FLEXI PERSONNEL LIMITED**

**ENVELOPE A: ADMINISTRATIVE DOCUMENTATION**

**OBSERVATION AND EVALUATION**

The documents received were respecting the procedure of this tender, and the envelopes were properly sealed and stamped. And there was no confusion on documents presentations.

- Post-employment clause was properly signed and stamped and returned by Mrs. Alice Muigai, Managing Director representing Flexi Personnel Limited;
- Single Document of requirements for Negotiated procedures for the European Community threshold was properly signed and stamped and returned by Mrs. Alice Muigai, Managing Director representing Flexi Personnel Limited.

**Technical Evaluation**

Evaluation Criteria	Weight	Score
Expreience	10	9
Proven Track Record	10	9
Scope of Service	10	10
<b>TOTAL=</b>	<b>30</b>	<b>28</b>

**ENVELOPE B: ECONOMIC OFFER**

**OBSERVATION AND EVALUATION**

The price offered was found to be with the estimated amount stated on the tender.

**Financial Evaluation**

Evaluation Criteria	Weight	Score
Lowest price	70	70
<b>TOTAL=</b>	<b>70</b>	<b>70</b>

**FINAL CONCLUSION**

Both Administrative Documentation and Economic Offer were prepared as per the requirements and criteria of the invitation to tender. Thus, the company is given a **Grand Total Score of : 98/100**

1. President: **Dr. Riccardo Zuccuni (Responsible for Addis Ababa ICE Office)**
2. Effective member: **Dr.ssa. Tsedenya Mengesha ( Administrative Officer)**
3. Effective member: **Dr.ssa Marta Tesfaye (Trade Analyst)**



A handwritten signature in blue ink is written over a circular blue stamp. The stamp contains the text "ITALIAN TRADE AGENCY", "ITA", and "Addis Ababa, Ethiopia".