

Invitation to Express Interest to Tender

Due Diligence function

AmplifyChange wishes to tender for the provision of Due Diligence services. The tender process consists of two stages:

1. Expression of Interest
2. Request for Proposal

I am pleased to invite you to submit an Expression of Interest for this procurement.

I enclose the following procurement documents:

1. This invitation letter
2. Terms of Reference
3. Supply details
4. Stage 1: Expression of Interest - Screening Questions
5. Stage 2: Proposal Evaluation Criteria
6. AmplifyChange Organisation Profile

More information on AmplifyChange and our grants portfolio is included in annex 6.

All information provided by AmplifyChange is given in good faith. It is the responsibility of the potential supplier to verify all information provided, if needed for the purpose of making and submitting a proposal. The preparation and submission of proposals shall be entirely at the tenderers' cost.

Tender Timetable

Stage	Description	Date
1	AmplifyChange issues invitation to express interest to tender	10 th July 2024
2	Deadline to submit questions for clarification by potential suppliers to AmplifyChange	15 th July 2024
3	Closing date for Stage 1: Expression of Interest - Screening Questions	23 rd July 2024
4	AmplifyChange to issue Request for Proposal to shortlisted applicants and inform unsuccessful applicants	29 th July 2024
5	Opportunity for individual Discovery Calls with shortlisted suppliers (upon request)	5 – 9 August 2024
6	Deadline for shortlisted applicants to submit proposal to AmplifyChange	14 th August 2024
7	Presentation of proposal to AmplifyChange	19-23 August 2024
8	Notification of winning bidder	16 th September 2024

Stage 1: Expression of Interest - Screening Questions

Responses to all Stage 1: Completed Screening Questions should be returned no later than **CoB on 23rd July 2024** and sent via email to procurement@amplifychange.org.

Responses should also include the following attachments as detailed in the questions:

1. A minimum of 2 years of audited financial accounts
2. Specific costs of additional Due Diligence undertaken based on day rates for each role/team member

Interested parties may send questions for clarification to procurement@amplifychange.org by the deadline of **15th July 2024**. Responses to clarification questions will be anonymised and sent to all tenderers.

Stage 2: Proposal Submission

AmplifyChange will invite shortlisted applicants to submit a proposal on the **29th of July 2024** based upon a detailed Request for Proposals. If invited to Stage 2, proposals should be submitted no later than **CoB on 14th August 2024** and sent via email to procurement@amplifychange.org.

Please refer to the Terms of Reference, Supply Details and Evaluation Criteria in the attached documents.

AmplifyChange will be available for individual discovery calls between the **5th and 9th of August** where applicants can discuss AmplifyChange's requirements further.

Stage 3: Proposal Review

AmplifyChange will invite a maximum of 3 shortlisted applicants to present their proposal to AmplifyChange's procurement committee between **19th and 23rd of August**.

Contact

You should only contact AmplifyChange through procurement@amplifychange.org in respect of this tender.

We reserve the right to disqualify and reject proposals from tenderers who do not comply with these guidelines or fail to declare any conflict of interest.

We look forward to receiving your response and thank you, in advance for your interest in this opportunity and the work of AmplifyChange.

With kind regards,



The AmplifyChange Team

Contactable at: procurement@amplifychange.org