

**OTCA**

Organização do Tratado
de Cooperação Amazônica
SP - Secretaria Permanente

Organización del Tratado
de Cooperación Amazónica
SP - Secretaría Permanente

Amazon Cooperation
Treaty Organization
SP - Permanent Secretariat

De Organisatie van de Overeenkomst
voor Amazonische Samenwerking
SP - Permanent Secretariaat

PUBLIC BID ANNOUNCEMENT No. 003-2026

PROJECT TO SUPPORT THE DEVELOPMENT AND IMPLEMENTATION OF THE STRATEGIC AGENDA FOR AMAZONIAN COOPERATION (AECA)

The Amazon Cooperation Treaty Organization (ACTO), an international organization headquartered in Asa Norte, Brasília-DF, Brazil, Postal Code: 70.750-521, publishes this Call for Bids, for which the award criterion will be “Best Technical Proposal and Lowest Price.” The bidding process is governed by the ACTO Contracting Procedure, in its current version, and, additionally, by analogy, with reference to the Administrative and Financial Instrument (IAF), as well as the other conditions and specifications contained in this Call for Bids and its annexes.

Bid Details

- Opening Date: April 10, 2026
- Time: 10:00 a.m. (Brasília time)
- Type: Public Tender, Lump Sum

1. GENERAL INSTRUCTIONS FOR BIDDERS

1.1. Purpose of the Tender

The purpose of this Call for Bids is to contract specialized consulting services for: (i) Support for the process of updating the Strategic Agenda for Amazon Cooperation (AECA); (ii) Provide technical support for the preparation, facilitation, and systematization of a workshop of the ACTO South-South Cooperation Focal Points Group; and (iii) Develop a Guide to South-South and Triangular Cooperation in the Amazon, and draft operational guidelines or a set of rules for the functioning of the South-South Cooperation Focal Points Group, in accordance with the Terms of Reference included in this Call for Proposals.

1.2. Eligibility Requirements

Legal entities or individuals with experience compatible with the activities described in this Call for Proposals may participate. The proposer must demonstrate technical experience and operational capacity relevant to the subject matter, in accordance with Sections 2 and 7 of this Call for Proposals.

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1.3. Submission of Proposals

Proposals must be submitted via email to compras@otca.org in three separate digital files: (a) Qualification Documents; (b) Technical Proposal; (c) Price Proposal. The email subject line must be: **“TDR AECA AND CSS GROUP – Name of the legal entity or individual.”**

Submission Extended deadline: May 08, 2026 (by 6:00 p.m. – Brasília time). Proposals received after this deadline will not be considered.

1.4. Validity of Bids

Bids must be valid for a minimum of 90 (ninety) days, starting from the day following the submission deadline.

1.5. Request for Additional Information

Questions and requests for clarification must be sent to the email address compras@otca.org.

2. CONTENTS OF PROPOSALS

2.1 Qualification Documents.

Copies of documents proving legal and tax compliance (for legal entities) or registration compliance (for individuals), as well as documents proving the technical qualifications and experience required in Section 5. The cover letter must be signed by the legal representative or attorney-in-fact (where applicable).

2.2 Technical Proposal.

The technical proposal must clearly and objectively present: (i) an understanding of the scope and institutional context; (ii) a detailed methodology for updating the AECA (targets and indicators), drafting the South-South Cooperation Guide, and supporting the workshop; (iii) a preliminary work plan, including milestones and deliverables; (iv) an indicative schedule of activities and deliverables; (v) the proposed technical team, including qualifications, experience, and roles; (vi) assumptions and conditions for implementation; (vii) a strategy for coordination with PS/ACTO, ABC/MRE, the AECA Working Group, and the Group of Focal Points for South-South Cooperation.

2.3 Price Proposal.

It must include the total cost of the consultancy, covering all direct and indirect expenses necessary for the execution of the project, including taxes. The proposal must include: (a) work plan with pricing per product/stage; (b) price schedule by phase/delivery; (c) payment terms in accordance with Section 6.

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3. EXECUTION PERIOD AND TIMELINE

The total execution period shall be up to 6 (six) months, counted from the signing of the contract, including periods for analysis and approval of the deliverables. At least two virtual meetings with ACTO must take place (kickoff and closing).

4. PROPOSAL EVALUATION CRITERIA

The evaluation will take place in two stages: technical review and price proposal review. Only technical proposals with a minimum score of 70 (seventy) points will be eligible for the financial stage.

4.1 Technical Criteria (Total: 100 points):

- Understanding of the scope of the consultancy and the institutional context – 20 points;
- Quality and consistency of the proposed methodology – 25 points;
- Work plan and implementation schedule – 15 points;
- The bidder's institutional experience in similar projects – 20 points;
- Qualifications and experience of the proposed technical team – 20 points.

4.2 Price Proposal:

Points will be awarded proportionally to the lowest price among the qualified proposals.

4.3 Final Ranking:

Weighted sum – Technical Evaluation (70%) + Price Proposal (30%). The proposal with the highest final score will be selected.

5. REQUIRED QUALIFICATIONS

Academic Qualifications: Bachelor's degree in International Relations, Political Science, Economics, Engineering, Public Administration, Sustainable Development, or related fields; a Master's degree in international cooperation, public policy, sustainable development, strategic planning, or related fields is desirable.

Professional Experience: a minimum of 5 years of experience in international development cooperation (preferably in South-South Cooperation and/or regional cooperation); experience in strategic planning, setting goals and indicators, and/or monitoring and evaluation; Experience with international organizations, intergovernmental mechanisms, or public institutions in the Amazon region is desirable; experience in facilitation and multinational participatory processes is desirable.

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Desirable Skills: knowledge of the Amazonian context and the sustainable development agenda; ability to conduct technical analysis and draft strategic documents; institutional coordination and working in multicultural environments; proficiency in planning, monitoring, and evaluation tools.

6. PAYMENT TERMS

Payments will be made per deliverable, following delivery and approval by ACTO (the designated authority), via bank transfer in local currency (Brazilian reais). The proposal must include all costs necessary for execution (fees, materials, travel, lodging, taxes, and charges).

7. GENERAL PROVISIONS

All deliverables must be submitted in an editable format (Word) and, where applicable, in Portuguese, Spanish, and English versions. SP/OTCA and ABC/MRE may request technical adjustments to the submitted deliverables. OTCA may, at its discretion, cancel the bidding process or not award the contract, without any right to compensation for the bidders. ACTO and ABC/MRE will have up to 10 (ten) business days for technical review and submission of comments or requests for adjustments following the delivery of each product. The procedural provisions of this call for bids (type, cancellation/no bids, etc.) are derived from ACTO's Contracting Procedure and supplement the TDR.

8. CANCELLATION OF THE BIDDING PROCESS

The bidding process may be declared void when:

- a. Fewer than 3 (three) bids have been received;
- b. No bidder has been qualified;
- c. There is evidence of a "fee" offered well below market rates or "discounts" well above market rates.

In the event of cancellation of the process, PS/ACTO will notify the bidders without stating the reasons. In this case, the bidders will not be entitled to any compensation.

In the event of termination of the corresponding contract, the contractor will receive payment only for the services actually rendered to PS/ACTO.

9. ANNEXES

The Terms of Reference and the templates contained therein (Attachments 1–5) form an integral part of this Notice, namely:



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Annex 1 – Terms of Reference

Annex 2 – Letter of offer;

Annex 3 – Identification of the proposal;

Annex 4 – Specific Experience in Providing Consulting Services;

Annex 5 – Experience of Proposed Staff.