

Call for Tender

to serve as

Executive Committee Secretary

**for the Implementing Agreement for a Programme
of Research, Development and Demonstration**

on Advanced Fuel Cells

Issued by the Executive Committee

Submission of Bids:

Electronically via e-mail only, to tenderafctcp@fz-juelich.de

Prof. Detlef Stolten

ExCo Chairman, AFC TCP

Closing Time and Date:

30 October 2016 14:00 hrs local time CET

List of Acronyms

AFC IA	Implementing Agreement for a Programme of Research, Development and Demonstration on Advanced Fuel Cells
AFC TCP	Technology Collaboration Programme on Advanced Fuel Cells, formally organized under the auspices of an “Implementing Agreement”
Bidder	Individual or organisation responding to this Call for Tender
CP	TCP participants that represent governments of OECD member or non-member countries, the European Union, or intergovernmental organisations. Contracting parties may be also an entity, including national agencies and private corporations that have been designated by a government to participate in a TCP.
CT	Call for Tender
ExCo	Executive Committee. The decision making body of the TCP which supervises the programme activities. It is comprised of at least one representative from each of the TCP participants.
IA	Implementing Agreement. Each TCP is formally organised under the mechanism of an “Implementing Agreement”, which is also commonly used to describe the legal text of the TCP.
IEA	International Energy Agency
IEA Framework	The IEA Framework for International Energy Technology Co-operation (IEA Framework) are the rules applicable to all Technology Collaboration Programmes.
RD&D	Research, Development and Demonstration
Secretary	The person who provides the secretariat services.
TCP	Technology Collaboration Programme. TCPs are collaborative programmes under the IEA Framework.

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1. Introduction

The **IEA Technology Collaboration Programmes (TCPs)** are international groups of experts that enable governments and industries from around the world to lead programmes and projects on a wide range of energy technologies and related issues, from building pilot plants to providing policy guidance in support of energy security, economic growth and environmental protection. TCPs are governed by a flexible and effective framework and organised through an Implementing Agreement. TCP activities and programmes are managed and financed by the participants.

The Technology Collaboration Programme on Advanced Fuel Cells (AFC TCP) is formally organized under “The Implementing Agreement (IA) for a Programme of Research, Development and Demonstration (RD&D) on Advanced Fuel Cells”. Both terms AFC Implementing Agreement (IA) and AFC Technology Collaboration Programme (TCP) refer to the same programme, the IA being commonly used to describe the legal text of the TCP. The activities of the AFC TCP are coordinated by the IEA’s Working Party on Energy End-use Technologies (EUWP).

The AFC TCP’s aim is to advance the state of understanding of all members in the field of advanced fuel cells, to make the knowledge on fuel cells available and to collect and process information on fuel cells on an international scale. The focus of AFC TCP’s work is the eight active Annexes (groups), members of which meet regularly to share technology and policy developments in their countries, companies and research institutions, for the benefit of involved parties.

The Technology Collaboration Programme on Advanced Fuel Cells is overseen by the Executive Committee (ExCo), who meets twice a year to oversee the collaboration, to share the results generated within the Annexes, as well as to share and learn about developments in all member countries and companies.

The Executive Committee Secretary’s scope of work will focus on supporting the AFC ExCo in achieving its goals. The secretariat work includes on-going liaison with the Chair and Vice Chair, coordination of ExCo meetings, production of outputs and reports mentioned in the upcoming sections, maintenance of the website, liaison with IEA, support the process of new members joining the AFC TCP, support the work of Annexes, maintain the procedural guidelines and templates and support the outreach projects.

The following call for tender defines, in broad terms, the work associated with providing secretariat services for the AFC TCP, but does not detail in any pre-determined way the method by which the responsibilities of the Secretary should be carried out.

The bidders are encouraged to suggest innovative ways to further the mission of the AFC TCP by taking advantage of new information systems, management techniques or through other proactive approaches.

2. Statement of Work

The Technology Collaboration Programme on Advanced Fuel Cells, acting through its Executive Committee, invites suitably qualified organisations to submit a bid to serve as Executive Committee Secretary for the AFC TCP.

2.1 Reference Documents

Available documents are the Internal Procedures for the Implementing Agreement for a Programme of Research, Development and Demonstration on Advanced Fuel Cells.

This text is included as pdf with this call; further relevant information can be found in the following websites: www.iea.org/tcp and www.ieafuelcell.com

This call encompasses the regulations of the IEA Framework for International Energy Technology Co-operation.

2.2 Scope of the AFC TCP

The AFC TCP's aim is to advance the state of understanding of all members in the field of advanced fuel cells, to make the knowledge on fuel cells available and to collect and process information on fuel cells on an international scale. Over time the expectations on the work of the IEA TCPs grew from pure information exchange to producing enhanced information from the international data collected and activities mutually carried out.

The primary purpose of Programme Support is to provide the ExCo, its Chair and to a certain extent the Annexes with a range of administrative services to enhance the operational efficiency of the ExCo and the entire AFC TCP. The Secretary in person is expected to be proficient in organization and communication as well as fluent in oral communication, writing and proof-reading documents in English, the official language of the AFC TCP. The main areas to be covered by the Secretary are outlined below. Because of its importance the ExCo meeting support and Communication and Coordination are listed separately after key points of the general support of the programme.

2.2.1 General Support of the Programme

- General support to the ExCo and the Chair in advancing the AFC TCP
- Support the AFC TCP in planning and conducting ExCo and Annex meetings and its Communication
- Support in planning and conducting outreach events
- Keep track of deliverables - like reports, presentations and the format thereof etc. – of persons working within the AFC TCP
- Support the Chair in acquiring new members to the AFC TCP, be it countries, Governmental agencies or private sector enterprises as members
- Support the Operating Agents of Annexes to the AFC TCP in creating documents on the activities of the Annexes for reports, publication and outreach in general
- Develop new formats of creating results within the AFC TCP together with the Chair and Vice Chairs
- Develop new formats for outreach together with the Chair and Vice Chairs

- Support continuous improvement of the work flow and results
- Produce statistics on the output and effect of the work of the AFC TCP and present those to the Chair, Vice chairs, ExCo and Operating Agents
- Represent the AFC TCP on meetings at the IEA or elsewhere as representative of the ExCo

2.2.2 ExCo Meeting Support

This service is critical to the efficient flow of work during ExCo meetings (two per year), by ensuring timely information dissemination to delegates and making adequate pre-meeting preparations. Specific services include:

- Assistance to host country with arrangements and participant communications
- Gathering and distribution of documents to participants
- Assistance to Chairman during meetings
- Preparation of minutes, key decisions/actions list, follow-up actions
- Preparation of name badges, printed material such as agenda and other necessary documentation for the meetings
- Handling of duties according to the Internal Procedures of the Technology Collaboration Programme on Advanced Fuel Cells

The meetings are regularly hosted by the participating countries worldwide. Only in exceptional cases, the meetings may take place at a non-member country.

2.2.3 Communication and Coordination

- Ongoing, preferably weekly communication with the Chair
- As an initial point of contact for the AFC TCP
- Between the ExCo and IEA Secretariat (annual, end-of-term report, etc.)
- Between the ExCo Chairman and delegates (questionnaires, voting between meetings, etc.)
- Between the AFC TCP and related Programmes, e. g. other related Implementing Agreements such as Hydrogen Implementing Agreement
- Between the ExCo and the Operating Agents of the Annexes
- Support of the communication of the Chairs to CERT, EUWP and other relevant IEA bodies and/or panels
- Identification of new members and support to new members on the way to joining the AFC TCP in close cooperation with the Chair and Vice Chair
- Coordination of press releases and interviews with a Journalist
- Other duties as assigned.

2.2.4 Current vital deliverables are summarized below

- The AFC TCP Annual Report, the final version to be released before the end of June for the previous year (see www.ieafuelcell.com for examples)

- Two newsletters per year, each newsletter to be sent out within 3 months after each ExCo meeting (see www.ieafuelcell.com for examples)
- Website maintenance (www.ieafuelcell.com), including addition of reports, links and meeting papers as received, on-going update of contact information, meeting dates, annex information
- Agenda development for ExCo meetings, beginning immediately after the previous meeting, including draft Agenda sent to Chairman and Vice Chair, outline agenda and travel information circulated to ExCo in the preparation stage, at least two months before the ExCo meeting
- Release of Secretary's report, financial statement and proposal for secretariat services in the following year at least four weeks before Autumn ExCo meeting,
- Attendance at ExCo meetings; production of minutes and actions' list immediately after meeting
- Annual Report to the EUWP (2 page summary of the ExCo minutes)
- Update of the internal procedures in case of changes
- Relevant information requested by the Chair or Vice Chair of the ExCo, or by the IEA Secretariat
- Documentation in the event of a request for extension of the AFC TCP term.

2.2.5 Internet Support

- The Secretary is responsible for the Internet work including the hosting, enhancement and maintenance of a user-friendly up-to-date website that meets today's need for rapid information exchange and fast news service.
- The AFC TCP website (www.ieafuelcell.com) is used for information exchange and internal communication purposes. A password-protected section provides ExCo delegates access to restricted information. The website should be hosted and regularly updated by the Secretary. The website is to be transferred from the external host to the successful bidder.

2.2.6 AFC TCP Documentation Support

The Secretary provides stewardship of the historical library of documents and reports from the AFC TCP. These archives are conserved and maintained at the Secretary's offices and distributed on request by the ExCo.

2.3 Budget

The ExCo does not want to set any fixed budget limit for the activities described above. Ideally one person would work full-time as a Secretary. Additional effort should be limited to areas where specific knowledge, like programming the website for example, is required. The tender shall include cost for hosting the web-site on a server of the bidder or on any other trustworthy third party server. The latter finally requires the consent of the ExCo.

The volume of activities will depend on the number of member countries, as will the budget over the different years of the term. The budget available will be agreed upon at the fall meeting of the AFC TCP.

2.4 Duration and Legal Term of Appointment

The successful bidder will be appointed initially for a one-year period from 01 January 2017 to 31 December 2017. After the first year the appointment is unlimited, yet may be terminated by either the Secretary or the ExCo by the end of each year, i. e. 31 December, by written notification complying with a six months' period of notice. The appointment gets naturally terminated if the AFC TCP is discontinued. It should be noted that the successful bidder will be bound by the relevant provisions of the AFC TCP.

It is desired to have the Secretary in place by 1 January 2017 and operational by 1 March 2017.

2.5 Payment, Management of Expenditure and Accounts

In accordance with the agreement with the AFC TCP ExCo, the Secretary of the AFC TCP is responsible for invoicing CPs and performs its duties with the funds drawn from the invoiced revenues. In collecting contribution from member countries the Secretary serves as a "bank", since some financial reserves and cash flow flexibility are necessary to accommodate variations in payment schedules due to different fiscal year and budgeting arrangements from one country to another.

The Secretary is then responsible to the ExCo for providing secretariat services to the AFC TCP, and the decisions of the ExCo. It shall account for all property and funds coming into its custody or possession in connection with AFC TCP operation, and keep a running account of all related costs and charges, which may be monitored by the ExCo at any time during the period of the appointment.

The AFC TCP Secretary is the only legal authority for and on behalf to the ExCo so they have the capacity to sign documents (i. e. contracts for services, payments), to open and manage the bank account on behalf of the ExCo and to receive and disburse payments for and on behalf of the ExCo.

The appointed Secretary shall audit its accounts annually, and allow auditing according to an ExCo decision by:

- A Contracting Party
- An independent auditor according to the specifications made by the ExCo for each Operating Year

2.6 Request for Further Information by the Bidder

Questions by bidders should be directed to the ExCo Chairman via the contact e-mail address for this bid (E-mail: tenderafctcp@fz-juelich.de). These questions and their answers will be provided to all bidders.

3. Proposed Content

The tender proposal should indicate a budget breakdown (labour, direct costs, overhead, etc.) for each relevant heading described in the Scope of Work. Any Value Added Taxes that may be applicable and any local taxes should be shown separately.

Firm bid prices in EUR should be quoted for the whole service period, 1 January 2017 – 31 December 2017.

The minimum tender requirements below should be addressed by bidders.

3.1 Proposed Approach to Provide Secretariat Services to the AFC TCP

An introductory letter describing the motive and background for submitting the proposal to be the Secretary for the AFC TCP is appreciated. The description should include the bidder's interpretation of the goals and objectives of the AFC TCP, the general approach to providing secretariat services to the AFC TCP and innovative approaches that offer the prospect of enhanced value for member countries. A timetable for 2017 including the ramp up of the activities in early 2017 should be provided.

3.2 Information on the Organisation

- Full legal name
- Legal status
- Legal address
- Actual location, and all appropriate contact information
- Total number of staff and approximate categories (e. g. scientists, engineers, etc.)
- Annual turnover of staff
- Quality certification status
- Budget and accounting principles and procedures
- Procedures and principles in relation to inflation and currency rates

3.3 Organisational Capabilities

- Relevant organisational experience
- Current projects which are closely related to the AFC TCP activities
- Experience in international, multi-client projects
- Experience in international information programme work
- Experience demonstrating established relationships with relevant industry sectors
- Available facilities for computers, communications equipment, office materials, administrative, and information technology support

3.4 Task Oriented Information

- Projected staffing level to carry out the specified duties (above) for AFC TCP operation, and the proposed approach to staffing: staff fully dedicated to AFC TCP tasks, staff partly shared with other programmes (specify which), or staff drawn from a flexible pool as required. For each staff person, identify the percentage of time dedicated to AFC TCP tasks and the key responsible person shall be named. Fully dedicated staff is preferred.
- Relevant experience of key staff and qualifications (please provide a short CV for each proposed staff member), including English language capabilities.
- Liaison and management system in relation to AFC TCP ExCo and Contracting Parties
- Procedures for reporting to the AFC TCP ExCo

3.5 Cost Information

- Cost information for secretariat activities for the year 2017
- Pricing should specify the breakdown between personnel costs, direct costs, overheads, travel and subsistence, any other charges related to operation of the AFC TCP and potential added value tax applicable
- Financial arrangements and procedures for invoicing, payments, etc.

4. Selection Criteria

Proposals will be assessed according to a series of criteria of which the principal ones are outlined below. Accordingly, bidders are encouraged to address the following issues:

- Technical knowledge and familiarity with fuel cell and/or hydrogen technology
- Previous performance in comparable international information exchange and energy related RD&D projects
- Demonstrated experience, qualifications and skills of personnel to be responsible for the project planning and control
- Value for money
- Innovative approaches that propose new operational strategies, optimization of current activities, or that take advantage of new information systems or management techniques
- Potential synergism with projects or programmes dealing with closely related topics (e. g. energy technology programmes, European Community programmes or any other comparable international programmes)
- Established relationships with industry
- Secretariat is preferably located in an AFC TCP member country.

5. Terms and Conditions

5.1 Tender Participation

The Tender is open to legal entities preferably in those IEA member countries that are currently participating in the AFC TCP. The lists of the IEA member countries, current AFC TCP participants, and ExCo delegates are available on the web site <http://www.ieafuelcell.com/contact.php>.

The Secretariat cannot be provided by the same organisation the ExCo delegate to the AFC TCP is from.

5.2 Valid Period of Bids

Bids must be valid until 31 December 2016.

5.3 Disclaimer

This Call for Tender does not in any way commit or otherwise oblige the AFC TCP ExCo or any Contracting Party to the AFC TCP to proceed with all or any part of this tendering procedure.

5.4 Tender Submission

5.4.1 Deadline for Submission of Bids

30 October 2016, 14:00 hours local time CET

5.4.2 Recipient of Bids

Prof. Detlef Stolten

ExCo Chairman, AFC TCP

tenderafctcp@fz-juelich.de

Subject: AFC Tender in Confidence

This e-mail is for tender submission and related correspondence only. A receipt e-mail will be sent on successful submission. A protocol will be set up and signed by two ExCo members to testify whether the tenders meet the formal requirements or not.

5.4.3 Delivery Method

The bid is to be delivered electronically in one file as a pdf format. The file name shall start with the name of the bidding company. The bids shall be delivered to tenderafctcp@fz-juelich.de

5.4.4 Format and Language of Bids

Bids must be submitted in English, with electronic files in READ ONLY PDF format. The content should not exceed 30 pages, excluding any appendices. The bid shall include an introductory letter expressing the interest for running the Secretariat, describing the resources and the experience on which this will be based.

The AFC TCP ExCo or any duly authorized representative thereof may copy and/or distribute the received tender documents as required for the purposes of this Call for Tender.

5.5 Communication with Bidders

The AFC TCP ExCo Chair reserves the right to engage in any discussions with, or seek clarification on any matter from, any bidder at any stage.

The ExCo reserves the right to short-list bidders and seek further information from them. In the event of a short-list being compiled by the ExCo or any duly authorized representative thereof, bidders excluded from the short-list shall be advised thereof as soon as practicable.

5.6 Ownership of Tender Documents

All tender documents submitted by bidders will become the sole property of the AFC TCP represented by the AFC TCP ExCo.

The ExCo or any duly authorised representative thereof will not disclose any confidential information included in any tender documents, unless this information is already in the public domain, or disclosure is required by law, or agreement is given for its release by the bidder.

5.7 No Contract

The AFC TCP ExCo or any duly authorized representative thereof shall not be bound contractually, or in any other way, to any bidder to this Call for Tender.

The ExCo or any duly authorized representative thereof shall not be liable for any costs or compensation in relation with this Call for Tender whether or not the ExCo or any duly authorised representative thereof terminates, varies or suspends the Call for Tender procedure or takes any other action affecting the Tender procedure.

5.8 Execution of Formal Agreement

Nothing in the Call for Tender or in the bid shall constitute a contract with the AFC TCP ExCo. The ExCo or any duly authorised representative thereof reserves the right to amend the final terms and conditions of its agreement with the AFC TCP Secretary, if these new provisions are mutually acceptable to all parties.

5.9 Tender Bids

5.9.1 Consortium Bidders

A Consortium may submit a bid on the basis that a prime Contractor will solely take full responsibility as Secretary. The bid must provide full details of proposed prime Contractor and Sub-contractor. A split of the core duties of the Secretary is not appreciated. Technical activities like the web-site hosting and/or management may be subcontracted. Subcontracting shall be limited and specific.

5.9.2 Subcontracts

Bidders are advised that the Secretary is not authorized to subcontract any part of its obligations as Secretary but may, with the prior consent of the AFC TCP ExCo or any duly authorized representative thereof, subcontract clearly specified parts of its obligations.

In the case where subcontracting is envisaged, bidders must provide names and addresses (and all other relevant information) of proposed Subcontractors and details of their involvement in the work for the provision of secretariat services including cost statements.

5.9.3 Preparation of Bids

Bids are made on the basis that each bidder acknowledges that:

- The bidders have examined the Call for Tender
- The bidders will comply with the requirements of this Call for Tender
- The bidders recognize that the Call for Tender specifies the rights of the AFC TCP ExCo or any duly authorized representative thereof in respect of the tender procedure
- The bidders have sought and examined all necessary information available by making reasonable enquiries to the AFC TCP ExCo or any duly authorized representative thereof
- The bidders satisfy themselves as to the correctness and sufficiency of their bid
- The bidders are responsible for all expenses relating to their involvement in the Call for Tender

Should a bidder find any discrepancy, error or omission in the tender documents, the AFC TCP ExCo or any duly authorised representative thereof should be notified in writing thereof, on or before the date and time of closing of tenders.

5.9.4 Conflict of Interest

A bidder must state in its bid, any circumstances or relationships which constitute or may constitute a conflict or potential conflict of interest in respect to this Call for Tender, or in respect to the resulting Secretary's contract.

5.9.5 Confidentiality

Information forming part of a bid submitted in response to this Call for Tender shall be treated as confidential information to the extent requested explicitly by the bidder, and thus protected from disclosure as provided for in the Call for Tender.

Bidders should be aware that all tender materials received from a bidder will be distributed to all Contracting Parties to the AFC TCP, to the IEA Secretariat, and possibly to any hired consultant duly authorised by the AFC TCP ExCo to represent or assist it.

See also above “Ownership of Tender Documents”.

5.10 Assessment of Bids

5.10.1 Evaluation and Selection

Bidders are advised to provide detailed responses against each element contained in Section 3 hereof. Bids will be assessed based on the corresponding selection criteria, including but not limited to best value for money. The AFC TCP ExCo is not obliged to accept the lowest-priced proposal.

The AFC TCP ExCo reserves the right to set priorities for the weighting of the assessment criteria, and vary those priorities at its absolute discretion.

The AFC TCP ExCo reserves the right to make available, for evaluation purposes only, a copy of any bidder's submission or parts thereof to any consultants or third parties.

The AFC TCP ExCo, or any duly authorised representative thereof, may conduct inspections of the short listed bidders’ facilities during the Tender evaluation phase, or prior to appointment of the preferred bidder or shortlist of bidders.

Additionally, the AFC TCP ExCo, or any duly authorized representative thereof, may interview key personnel of the proposed Secretary and clients for whom the bidder has previously carried out work, to assess the similarity of that work to that proposed as the AFC TCP Secretary.

The AFC TCP ExCo may accept all, or part of a bid, or may accept none of the bids.

5.10.2 Clarification of Bids

During evaluation of the bids, the AFC TCP ExCo, or any duly authorised representative thereof, reserves the right to seek clarification from and to enter into discussions with any or all of the bidders in relation to their proposals, and may require a bidder to submit additional information to allow further consideration.

5.10.3 Right to Conduct Security, Probity and Financial Checks

The AFC TCP ExCo, or any duly authorised representative thereof, in its absolute discretion reserves the right to conduct such security, probity and financial checks, on bidders for the purpose of evaluating responses to this Call for Tender or at any other stage of the tendering procedure, as it deems necessary.

5.10.4 Probity Obligations

If a bidder is found to have made false or misleading claims or statements, the AFC TCP ExCo reserves the right to reject at any time any bid lodged by or on behalf of the bidder.

Each bidder and its officers, employees, agents and consultants must not engage in any collusive tendering, anti-competitive conduct or other similar conduct affecting the tender procedure.

5.11 Acceptance of Bids

5.11.1 Notification of the Winning Bidder

A winning bid will not be deemed to have been accepted until notice in writing is given to the successful bidder by the AFC TCP ExCo Chair. Final acceptance of a bid is subject to approval by the AFC TCP ExCo and the formal acceptance by the Secretary of the rights and obligations of a Secretary as provided for in the AFC TCP.

5.11.2 Disclosure of Information

No bidder shall furnish any information, make any statement or issue any other written or printed materials concerning the acceptance or refusal of any bid for publication in any of the media without the prior written approval of the AFC TCP ExCo.

5.11.3 Advice to Unsuccessful Bidders

The AFC TCP ExCo, or any duly authorised representative thereof, will notify each unsuccessful bidder of the results of the tender no later than a week after unanimous approval by the ExCo is reached.

5.11.4 Debriefing for Unsuccessful Bidders

Unsuccessful bidders will be offered the opportunity for a debriefing at their request directed to the AFC TCP ExCo, or any duly authorised representative thereof.