

PRIORITY ACTIONS PROGRAMME REGIONAL ACTIVITY CENTRE

SPLIT, KRAJ SV. IVANA 11

# INVITATION TO TENDER

**PROCUREMENT SUBJECT: Report on the main legal, policy and**

**institutional barriers and opportunities for implementing adaptation solutions in Boka Kotorska Bay**

in the frame of the GEF MedProgramme’s SCCF project

SIMPLE PROCUREMENT

Reference number 11/GEF/2023

Split, December 2023

**1. GENERAL INFORMATION**

**1.1. Client information:**

**Name: Priority Actions Programme Regional Activity Centre – PAP/RAC** (hereinafter: the Client)

**Registered office – address: 21000 Split, Kraj Sv. Ivana 11**

**Personal identification number (PIN): 27788012253**

**Telephone: + 385 21 340470**

**1.2. Contact person:** Questions concerning the tender contents and format can be sent to the person in charge of communicating with Tenderers, Ivan Sekovski, e-mail: ivan.sekovski@paprac.org.

* 1. **Procurement type:** Simple procurement
	2. **Estimated procurement value:** Procurement value is estimated at **6 000 USD** without VAT.

**2. INFORMATION ON THE PROCUREMENT SUBJECT MATTER**

**2.1. Introduction**

The Mediterranean Sea Programme: Enhancing Environmental Security (MedProgramme) is a 43 million USD assortment of seven child projects funded by the Global Environment Facility (GEF) over the 2021-2025 period. It aims to kick start the implementation of priority actions to reduce the major transboundary environmental stresses affecting the Mediterranean Sea and its coastal areas, while strengthening climate resilience and water security and improving the health and livelihoods of coastal populations. This invitation for tenderer to prepare the report on the main legal, policy and institutional barriers and opportunities for implementing adaptation solutions in Boka Kotorska Bay, is an activity under the GEF MEDProgramme - GEF child project“Enhancing regional climate change adaptation in the Mediterranean Marine and Coastal Areas” (i.e. the SCCF project - GEF ID 9670), more precisely the Activity 2.2. Main findings of the report will be mainstreamed into the Coastal Management Plan (CMP) for Boka Kotorska Bay which is being developed under the GEF MEDprogramme’s Child Project 2.1.

PAP/RAC is an executing partner the SCCF project together with Plan Blue/RAC, GWP-Med, Ministry of Ecology, Spatial Planning and Urbanism of Montenegro, with UNEP/MAP as the lead executing agency). The beneficiary countries of the SCCF project are Albania, Algeria, Libya, Montenegro, Morocco and Tunisia.

**2.2. Description of the procurement subject matter**

Tasks and activities that are a subject of this procurement consist of the following key components:

* Preparation of the report on the main legal, policy and institutional barriers and opportunities for implementing adaptation solutions in Boka Kotorska Bay.

Adaptation solutions were proposed and discussed by expert team engaged in the preparation of the CMP for the Boka Kotorska Bay, as well as by local and national stakeholders during meeetings prepared and organized with support of Plan Bleu/RAC during the SCCF project. Adaptation solutions relate to sectors of Spatial development and transportation, Water management and wastewater, Waste management, Sustainable Tourism, and Marine environment. All these revelant materials will be provided to the Tenderer by PAP/RAC.

Main findings of the report will be mainstreamed by PAP/RAC into the Coastal Management Plan (CMP) for Boka Kotorska Bay, developed around the priority themes/sectors mentioned in the previous paragraph.

The Tenderer is encouraged to communicate with all relevant local and national experts and stakeholders, institutions, gender expert, and other relevant stakeholders, for purpose of information collection and elaboration, relevant for the tasks of this Tender.

The Project is being implemented based on the Project Cooperation Agreement PCA/2021/Ecosystems Division/4272 between UNEP/MAP and PAP/RAC. The implementation of the activities within this Tender will be funded by the GEF ID 9670. PAP/RAC will guide and supervise the quality of desired outputs of this task.

**2.3. Deliverables and deadlines**

The deliverables and tentative deadlines related to the activities/tasks defined in 2.2 are as follows:

|  |  |
| --- | --- |
| **Deliverables** | **Deadlines** |
| 1. Report on the main legal, policy andinstitutional barriers and opportunities for implementing adaptation solutions in Boka Kotorska Bay | 22 April 2024 (draft) 13 May 2024 (final |

The deliverable should be written **in Montenegrin** and submitted in an electronic form (Word form for Windows).

**3. ELIGIBILITY OF ECONOMIC OPERATORS (SELECTION CRITERIA)**

**3.1. Technical and professional capacity**

The Tenderer shall prove it has the following qualifications:

* University degree in social and/or natural sciences,
* At least 5 years of professional experience in development of strategic documents, public policies and regulations, related to sustainable development policies and resilience to climate change.
* Written and oral fluency in Montenegrin and English.

**For the purpose of establishing the grounds set out in item 3.1. of the Invitation to Tender the Tenderer shall submit the following in his Tender:**

* The Tenderer’s curriculum vitae (CV), clearly highlighting among others, required technical and professional qualifications.

**4. INFORMATION ON THE TENDER**

**4.1. Tender contents and format**

The Tender proposal should contain the following elements:

* **Tender sheet** signed andfilled in according to this Invitation to Tender (Annex 1);
* **Curriculum vitae** of the Tenderer,proving required technical and professional capacity;
* **List of projects verifying expertise (see chapter 5) of the Tenderer**(Annex 2);
* **Cost statement** signed andfilled in according to this Invitation to Tender (Annex 3).

**4.2. Tender format and submission**

Tender offers need to be drafted according to the requirements laid out in the Invitation to Tender.

Offers shall be sent electronically to the following e-mail addresses: ivan.sekovski@paprac.org and paprac@paprac.org with “Barriers and opportunities for implementing adaptation solutions” as the e-mail subject.

**4.3. Date, time and place of tender submission**

Tender offers must be received **by ~~8 January 2024, 11:00 CEST~~ (EXTENDED TO 20 January 2024, 11:00 CEST)**

All offers received after the bid opening deadline will be marked as late and excluded from the procedure.

* + **The Tenderer may amend or withdraw his Tender before the Tender submission deadline.** The amended Tender shall be submitted in the same manner as the original and clearly marked as amended. The Tenderer may withdraw his Tender by submitting a written statement before the Tender submission deadline. The written statement shall be submitted in the same manner as the original Tender and clearly marked as a statement of Tender withdrawal. Alternative Tenders are not permitted.
	+ **Tender currency: US Dollars (USD).**

The Contractor shall express the price in USD, and the payment can be made in USD. However, payment can be made in other currency using the exchange rate of conversion of the Client’s bank ([OTP bank](https://www.otpbanka.hr/)), valid on the date of the payment.

* + **Language and script:** The Tender shall be drafted in English language, using the Latin script.
	+ **Period of validity:** 15 days from the tender submission deadline.
	+ **Price setting method**

The Tender price shall be expressed in USD. The tender price cannot be altered.

The tender price consists of Pre-Vat price, VAT and total price.

* **Pre-VAT** price includes all costs related to the performance of the services. For natural persons it includes all relevant taxes and contributions in accordance with the Croatian legislation.
* **VAT** needs to be indicated:

-Tenderers registered in Croatia express VAT: 0% if they are not in VAT system and 25 % if they are in VAT system.

- Tenderers outside Croatia (natural persons and companies, in or out of VAT system) do not express VAT, but indicate “reverse charge” (see Annex 1, 3.).

* **Total price** is the sum of pre-VAT price and VAT.

When evaluating the tenders, the Client will take into account the total price.

**5. AWARD CRITERIA**

The Tender will be awarded according to the **most economically advantageous tender (MEAT) criteria**.

The following table sets out the criteria, units of measure, labels and their relative importance. They will be applied to Tenderers who satisfy technical and professional capacity criteria set in chapter 3.1.

The MEAT award criteria are the following:

* proposed price (Annex 3);
* expertise of the Tenderer (Annex 2).

Determining the MEAT according to the above criteria for selecting the MEAT will be done as follows: after the Client has determined the score value by individual criteria for each Tenderer, the points awarded to Tenderer according to each of the criteria will be summed in order to obtain the total number of points for each Tenderer. The most favourable Tenderer will be the one who has earned the highest total score according to all the above criteria.

At that, the MEAT is equal to the highest total score resulting from the ranking of the Tenderers; the total maximum number of points is 100.00 with the total points being calculated in two decimal places. In case that two or more Tenderers achieve equal number of points, the one received earlier will be chosen. As a proof, data will be used on the order in which tenders have been received.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Criteria**  | **Criteria label** | **Description and measuring unit** | **Methodology** | **Number of points** | **Maximum** |
| Price | P | The Tender price, i.e. the financial Tender amount in USD including VAT, if applicable  | C = (lowest bid price/bid price being evaluated) x 50 | 50 | 50 |
| Expertise | E | Number of studies in Montenegro on which the expert was working on, related to ICZM and sustainable development, which includes policy/institutional assessment  | 1  | 5 | 20 |
| 2 - 3 | 10 |
| 4 - 5 | 15 |
| 6 or more | 20 |
| Expertise | E | Number of studies in Montenegro on which the expert was working on, related to climate mitigation/adaptation policies | 1 | 10 | 30 |
| 2 - 3 | 20 |
| 4 or more | 30 |

Selection of the most economically advantageous Tenders (MEAT) will determine the basis for evaluating the criteria for each individual Tender according to the delivery of the requested Tenderer's documentation, in the appropriate form: **MEAT = P + E**.

**For the purposes of establishing the grounds set out in item 5. of the Invitation to Tender the Tenderer shall submit the following in his/her Tender:**

* ***List of projects verifying expertise of the Tenderer*** (Annex 2)*;*

**6. DUE DATE, CONTRACT AND TERMS OF PAYMENT**

The Contract will be made in USD currency. As indicated in ch.4.3. the payment can be made in other currency using the exchange rate of conversion of the Client’s bank ([OTP bank](https://www.otpbanka.hr/)), valid on the date of the payment.

The Client shall make the payment to the Tenderer in a single instalment i.e. 100% upon submission and clearance by PAP/RAC of the Deliverable 1.

All legal person (in or our VAT system) and natural person which are in VAT system are required to issue invoice/s.

An advance payment by the Client is not permitted. Envisaged duration of the Contract is 6 months.

**Annex 1**

**Tender sheet**

**Tender date:**

**Contracting Authority**: Priority Actions Programme Regional Activity Centre (PAP/RAC), Kraj Sv. Ivana 11, 21000 Split, Croatia

**Subject of procurement** Tenderer to prepare the Report on the main legal, policy and institutional barriers and opportunities for implementing adaptation solutions in Boka Kotorska Bay

**Tenderer information:**

|  |  |
| --- | --- |
| **Tenderer’s name and registered seat**  |  |
| **PIN[[1]](#footnote-1)** |  |
| **Bank name** |  |
| **IBAN** |  |
| **SWIFT** |  |
| **The economic operator is VAT registered (select)** |  YES NO |
| **Name, family name and position of a person / persons authorised to sign the public procurement contract** |  |
| **Name and title of the contact person:** |  |
| **Mail address:** |  |
| **E-mail address:** |  |
| **Telephone number:** |  |

**Tender price:**

|  |  |
| --- | --- |
| Total pre-VAT price in USD |  |
| VAT (25%)[[2]](#footnote-2) |  |
| Total price with VAT in USD |  |

**Bid validity date:** (at least 15 days after the bid submission deadline)

 **For Tenderer:**

# (Signature of the legal representative)

**Annex 2**

**Practical experience verifying expertise of the Tenderer**

Relevant experience of the tenderer- consultant (*Name and Surname*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, relevant to the main activity fields of this project and in the project area, in which the Tenderer was involved as an expert /coordinator:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No[[3]](#footnote-3). | Experience (studies in Montenegro on which the expert was working on, related to ICZM and sustainable development, which includes policy/institutional assessment) | Role of the expert | Name of the client | Year (start-end) |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| 6. |  |  |  |  |
| 7. |  |  |  |  |
|  |  |  |  |  |

In\_\_\_\_\_\_, \_\_\_\_\_\_\_ 2022

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Full name of the applicant or legal representative)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature of the applicant or legal representative)

**Practical experience verifying expertise of the Tenderer**

Relevant experience of the tenderer- consultant (*Name and Surname*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, relevant to the main activity fields of this project and in the project area, in which the Tenderer was involved as the expert /coordinator:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No[[4]](#footnote-4). | Experience (studies in Montenegro on which the expert was working on, related to climate mitigation/adaptation policies) | Role of the expert | Name of the client | Year (start-end) |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| 6. |  |  |  |  |
| 7. |  |  |  |  |
|  |  |  |  |  |

In\_\_\_\_\_\_, \_\_\_\_\_\_\_ 2022

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Full name of the applicant or legal representative)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature of the applicant or legal representative)

**Annex 3**

**Cost statement**

|  |
| --- |
| ***Technical description and cost statement for the Tenderer to prepare the Report on the main legal, policy and institutional barriers and opportunities for implementing adaptation solutions in Boka Kotorska Bay*** |
| **No.** | **Deliverable description** | **Unit**  | **Number of units** | **Unit price in USD (without VAT** | **Total item price in USD (without VAT)** |
| 1. | Report on the main legal, policy and institutional barriers and opportunities for implementing adaptation solutions in Boka Kotorska Bay | Expert days |  |  |  |
| ***Total pre-VAT price in USD***  |  |
| ***VAT amount in USD (25%)*** |  |
| ***Total price with VAT in USD*** |  |

In\_\_\_\_\_\_, \_\_\_\_\_\_\_ 2022

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Full name of the legal representative)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature of the legal representative)

1. Or national identification number according to the economic operator’s country of establishment, if applicable [↑](#footnote-ref-1)
2. Economic operators registered in Croatia that are not in VAT system put 0. Economic operators registered outside the Republic of Croatia (natural persons and companies) in or out of VAT system, in the place of VAT put note “reverse charge”. [↑](#footnote-ref-2)
3. Add rows, as necessary [↑](#footnote-ref-3)
4. Add rows, as necessary [↑](#footnote-ref-4)