
# INVITATION TO TENDER

# PROCUREMENT SUBJECT: Video and written storytelling in the frame of the GEF Adriatic Project

SIMPLE PROCUREMENT

Split, August 2020

**1. GENERAL INFORMATION**

**1.1. Client information:**

**Name:** UNEP/MAP – PAP/RAC (hereinafter: the Client)

**Personal identification number (PIN)**: 62469940848

**Telephone number:** +385 (21) 340470

**Website:** [www.paprac.org](http://www.paprac.org)

1. **Contact person:** Questions concerning the Tender contents and format can be sent to the person in charge of communicating with Tenderers, Veronique Evers, e-mail: veronique.evers@paprac.org
2. **Procurement type:** Simple procurement
3. **Estimated procurement value:** Procurement value is estimated at USD 2,500.00 gross.

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

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

**Background**

The Adriatic Sea is at a crossroads. The region’s marine resources and ecosystems are at risk, facing growing ecological threats and under increasing strain from all sectors of the blue economy. A coordinated approach – across borders and between industries, fishers, businesses, citizen users and governments – is required to ensure the most appropriate uses of the sea, reduce related pressures, and achieve Good Environmental Status for the whole of the Adriatic. By taking an ecosystem approach to marine spatial planning (MSP), we can build a sustainable long-term future for the region – and that’s where the Global Environment Facility (GEF) Adriatic project comes in. The GEF Adriatic project has identified both the most valuable and fragile marine zones in the Adriatic, surveying their capacity to support the further growth of key economic sectors including:

● Commercial fishing
● Nautical tourism (including anchoring)
● Aquaculture
● Marine traffic

The project has also identified the areas most heavily threatened by pollution, as well as areas which face the highest potential impacts of rising sea levels as the climate crisis unfolds. This information is vital for authorities, helping them plan both mitigation and adaptation actions. Visions and strategies, legal and institutional frameworks, data collection and structuring, guidelines, methodologies – these all need to be developed, agreed and shared.

**Objective of the collaboration**

The GEF Adriatic project is bringing governments, businesses, local communities and academia together to build marine spatial planning based on the ecosystem approach in the region. It is also working with civil society and decision-makers in the region as well as international organisations from inside and outside the EU.
In this framework and with a goal to raise awareness and engage as many citizens and decision-making policy levels on the importance of having a #CleanerHealthierSafer #Adriatic, a series of events will take place during the summer in Albania, tentatively on the following dates:

* **25 August**One day camping with children/teens

Place: Buna-Velipoje Protected Landscape
Education activities on collecting data, exhibition of works done, boat activities, snorkelling, etc.

* **28 August**
Sailing race

Place: Saranda bay

The activity will be organized in collaboration with the Minister of Tourism and Environment and the Municipality of Saranda.

* **11 September**Place: Divjaka National Park
Environmental education classes on knowledge about sea animals, especially turtles
* **25 September (the most important event)**
Coast Day and World Tourism Day (27 September)
Place: Palase (Himara), Green Coast resort
It will be a combination of workshops and public events
* **16 October**

Promotion of new marine protected area

Place: Lalzi Bay, Rodoni Cape

Meeting with Protected Area managers and other stakeholders

During these events, participants will get the opportunity to learn about:
- the threats which Albania is currently facing on its coast and sea
- the solutions that can be implemented
- the role they can play

These events will also be an occasion to:
- remind the importance to plan the use Adriatic marine resources on science, supported by regular data collection and monitoring;
- call for the creation of a national research centre that would facilitate this;
- potentially create a community of supporters for a cleaner, safer and healthier Adriatic.

**Tasks of the Tenderer**
The tenderer will be in charge of providing contents that will support the communication of the GEF Adriatic project in the next months. In order to do so, the Tenderer will follow all the above mentioned events and write article(s) (in English) on their implementation. It will also provide pictures and videos from the event. Besides, the Tenderer will organize interviews with project stakeholders identified as the most relevant for the video production (to be decided together with PAP/RAC’s communication team). Wherever possible, interviews should be in English, otherwise the provider will need to provide translation.

Finally, the Tenderer will provide a review article including pictures which will be submitted to National Geographic for a possible collaboration or to another newspaper.

Travel expenses related to the missions/meetings will be covered by the CLIENT, as an additional expense.

**2.2. Deliverables and deadlines**

The deliverables and tentative deadlines related to the activities/tasks defined in 2.1 are given in the table below:

|  |  |
| --- | --- |
| **Deliverable**  | **Tentative deadline[[1]](#footnote-1)** |
| 1. High quality photographies of the 1st workshop  | 25 August 2020 |
| 2. Short mission report from the 1st workshop; video coverage; video interviews | 27 August 2020 |
| 3. High quality photographies of the 2nd workshop  | 29 August 2020  |
| 4. Short mission report from the 2nd workshop; video coverage; video interviews | 04 September 2020  |
| 5. High quality photographies of the 3rd workshop | 12 September |
| 6. Short mission report from the 3rd workshop; video coverage; video interviews | 18 September 2020 |
| 7. High quality photographies of the 4th workshop | 26 September 2020 |
| 8. Short mission report from the 4th workshop; video coverage; video interviews | 02 October 2020 |
| 9. High quality photographies of the 5th workshop | 17 October 2020 |
| 10. Short mission report from the 5th workshop; video coverage; video interviews | 23 October 2020 |
| 11. Review article(s) on the impacts of the GEF Adriatic project in Albania | 15 November 2020 |

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

**3.1. Technical and professional capacity**

The tenderer shall prove that has:

* At least 5 years of professional working experience in covering public events in Albania;
* Experience in communications activities in the field of environmental protection;
* Very good command of Albanian language.

**4. INFORMATION ON THE TENDER**

**4.1. Tender contents and format**

The Tender proposal shall contain the following elements:

1. **Tender sheet** filled and signed in according to this Invitation to Tender (Annex 1);
2. **CV(s) of the expert(s)**,proving required technical and professional capacity;
3. **List of projects** verifying experience of the expert(s) (Annex 2);
4. **Cost statement** (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: **veronique.evers@paprac.org** and **paprac@paprac.org,** as a reply to the invitation.

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

Tender offers must be received by **23 August 2020 at the latest.**

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

**4.4. 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.

**4.5. Tender currency:** US dollars (USD).

The Contractor shall express the price in USD, and the payment will be made in USD.

**4.6. Language and script:** The Tender shall be drafted in English language, using the Latin script.

**4.7. Period of validity:** 15 days from the Tender submission deadline.

**4.8. Price setting method**

The Tender price includes all taxes, pay-related social insurance contributions and all other contribution or payments, statutory or otherwise, including VAT, arising by virtue of performance of the services (i.e. gross amount).

Transport fees and per diem expenses related to the Tender (if any) are not included and will be covered by the Client as an additional expense.

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

**5. DUE DATE, MANNER AND TERMS OF PAYMENT**

The Client shall make the payments to the Tenderer, based on invoices drawn up by the Tenderer. The invoices shall be issued in the following manner:

* First invoice is issued upon finalisation of Deliverables 1 to 8 listed in Chapter 2.2 of this Tender and clearance by the Client;
* Second invoice is issued upon finalisation of Deliverables 9 to 11 listed in Chapter 2.2 of this Tender and clearance by the Client.

The Client shall pay the issued invoices, pursuant to the prices set out in the selected Tender, within 30 days of the invoice receipt.

An advance payment by the Client is not permitted.

Envisaged duration of the contract is 3 months.

# Annex 1

# Tender sheet

**Tender date**:

**Contracting Authority**: UNEP/MAP – PAP/RAC

**Subject of procurement:** Video and written storytelling in the frame of the GEF Adriatic Project

**Tender price:**

|  |  |
| --- | --- |
| Tender price, gross |  |
| Currency  | USD |

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

**Tenderer/ key expert information:**

|  |  |
| --- | --- |
| **Name and address**  |  |
| **National identification number** |  |
| **Bank name and address** |  |
| **IBAN** |  |
| **SWIFT** |  |
| **Name, family name and position of a person / persons responsible for signing the contract** |  |
| **Contact details (telephone, e-mail)** |  |
|  |
| **Procurement information**  |
| **Description of deliverables** | **Procurement value (gross)** | **Percentage of the total Tender price** |
| 1. High quality photographies of the 1st workshop |  |  |
| 2. Short mission report from the 1st workshop; video coverage; video interviews |  |  |
| 3. High quality photographies of the 2nd workshop |  |  |
| 4. Short mission report from the 2nd workshop; video coverage; video interviews |  |  |
| 5. High quality photographies of the 3rd workshop |  |  |
| 6. Short mission report from the 3rd workshop; video coverage; video interviews |  |  |
| 7. High quality photographies of the 4th workshop |  |  |
| 8. Short mission report from the 4th workshop; video coverage; video interviews |  |  |
| 9. High quality photographies of the 5th workshop |  |  |
| 10. Short mission report from the 5th workshop; video coverage; video interviews |  |  |
| 11. Review article(s) on the impacts of the GEF Adriatic project in Albania |  |  |
| TOTAL |  |  |

 **For Tenderer:**

 (Signature of a legal representative)

# Annex 2

# List of articles to which the expert(s) participated verifying the experience relevant for the invitation to tender

Relevant references of the expert(s) (*Name and Surname*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in Albania, relevant to the Tender, in which the expert was involved:

|  |  |  |  |
| --- | --- | --- | --- |
| No[[2]](#footnote-2). | Name of the article  | Tasks of the expert, relevant to the Tender  | Date of publication |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |

In \_\_\_\_\_\_\_\_\_\_\_\_, (DATE)

(Full name of the legal representative)

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

(Signature of the legal representative)

# Annex 3

# Cost statement

|  |
| --- |
| ***TECHNICAL DESCRIPTION AND COST STATEMENT[[3]](#footnote-3)*** |
| No. | Description of deliverables | Unit  | Approx. amount | Unit price in USD (gross) | Total USD (gross) |
| 1 | High quality photographies of the 1st event |  |  |  |  |
| 2 | Short mission report from the 1st workshop; video coverage; video interviews |  |  |  |  |
| 3 | High quality photographies of the 2nd event |  |  |  |  |
| 4 | Short mission report from the 2nd workshop; video coverage; video interviews |  |  |  |  |
| 5 | High quality photographies of the 3rd workshop |  |  |  |  |
| 6 | Short mission report from the 3rd workshop; video coverage; video interviews |  |  |  |  |
| 7 | High quality photographies of the 4th workshop |  |  |  |  |
| 8 | Short mission report from the 4th workshop; video coverage; video interviews |  |  |  |  |
| 9 | High quality photographies of the 5th workshop |  |  |  |  |
| 10 | Short mission report from the 5th workshop; video coverage; video interviews |  |  |  |  |
| 11 | Review article(s) on the impacts of the GEF Adriatic project in Albania |  |  |  |  |
|  | ***Tender price (gross) in USD*** |  |

In\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2020

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

(Full name of the legal representative)

(Signature of the legal representative)

1. Shall the date of the workshop be postponed, the deadline shall be postponed accordingly in order to be 1 week after the workshop. In case if cancellation, the time planned will be committed to other stories to prepare for the project. [↑](#footnote-ref-1)
2. Add rows, as necessary [↑](#footnote-ref-2)
3. Add rows, as necessary [↑](#footnote-ref-3)