UNEP/MAP - PRIORITY ACTIONS PROGRAMME REGIONAL ACTIVITY CENTRE

SPLIT, KRAJ SV. IVANA 11

# **INVITATION TO TENDER**

**PROCUREMENT SUBJECT:** **Providing expert services related to Data Management in the frame of the Transboundary CAMP Otranto Project**

Simple procurement 17/2023

Split, July 2023

**1. GENERAL INFORMATION**

**1.1. Client information**

**Name:** Priority Actions Programme Regional Activity Centre (hereinafter: the Client)

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

**PIN 27788012253**

**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, Marina Marković, e-mail: [marina.markovic@paprac.org](mailto:marina.markovic@paprac.org)
2. **Procurement type:** Simple procurement
3. **Estimated procurement value:** Procurement value is estimated at EUR 6,500.00 without VAT.
4. **CPV:** 72322000-8
5. **INFORMATION ON THE PROCUREMENT SUBJECT MATTER**

**2.1. Background information on CAMP Otranto project**

The proposal of a transboundary CAMP Project for the Otranto Strait area (hereinafter referred to as: CAMP Otranto or Project) was launched as a part of the Coastal Areas Management Programme (CAMP) launched in 1989, which falls into the Mediterranean Sea protection activities undertaken by the Contracting Parties (CPs) to the Convention for the Protection of the Marine Environment and the Coastal Region of the Mediterranean (so called Barcelona Convention). The CAMP, coordinated by the Priority Actions Programme Regional Activity Centre (PAP/RAC) under the supervision of the United Nations Environment Programme/Mediterranean Action Plan (UNEP/MAP), focuses on the implementation of coastal management projects in pilot areas located across the Mediterranean.

The Feasibility Study (FS) for the transboundary CAMP project for the Otranto Strait area, prepared in 2019 allowed to identify the priorities and the main strategic objectives and activities of the CAMP Otranto. These were confirmed both by the national authorities of the two Countries and the representatives of the Contracting Parties (CPs) at the 21st Ordinary Meeting of the Contracting Parties of the Barcelona Convention (Naples, Italy, 2-5 December 2019). That allowed to proceed to the next step towards the implementation of the CAMP Otranto i.e., the preparation of the CAMP Agreement signed in March 2021.

The design of the CAMP Otranto project recognizes and incorporates the following fundamental considerations:

* The CAMP Otranto is designed to respond to regional (Mediterranean), national and local priorities, and will operate according to the experiences and realities of the host-countries’ legal, administrative and cultural institutions, and will benefit from the available national and local expertise. UNEP/MAP technical assistance will be targeted to general coordination and to issues in which national expertise and resources require support and supplementary inputs.
* The CAMP Otranto project is based on an integrated approach to coastal and marine environment and development problems. This means that the project activities will cut across protection and development problems, harmonize public sector priorities and private sector pressures, and provide an integrated strategy for the common goal of achieving development in the region within a sustainable management policy framework.
* Consequently, the CAMP Otranto project, far from compromising development objectives, aims to incorporate the principles of sustainable development and integrated coastal management in the development process to better articulate resource protection and development objectives.

Within the general objective of testing the transboundary integrated management of coastal zones, by implementing both the ICZM Protocol and the Marine Spatial Planning (MSP), the CAMP Otranto actions aim to:

* reduce **pollution**, with particular attention to marine litter, on which the project should concentrate the efforts on developing best practices shared among Italy and Albania;
* improve sustainability of the **tourism** sector, in particular through the evaluation of selected tourism activities;
* preserve, protect and restore the health and integrity of **coastal and marine ecosystems**, in particular in the **existing and potential sites of the Natura 2000 Network**, through examining different Area Based Management Tools (ABMTs) and Other Effective Area-Based Conservation Measures (OECMs), within and beyond national jurisdiction (AWNJ and ABNJ).

The Project will contribute to the implementation of various decisions of the CPs related to ICZM, MSP, biodiversity, pollution, as well as to other international obligations such as the UN Sustainable Development Goals (SDGs), EU Strategy for the Adriatic-Ionian Region (EUSAIR) and alike.

* 1. **Data Management**

Scientific data are useful to improving knowledge on the state, development and impacts on marine and coastal environment. In order to use and exchange information and activities of common interest, it is important that project builds upon the existing data management standards and processes, relevant for coastal and marine management, such as (but not limited to) those existing under Integrated Monitoring and Assessment Programme (IMAP).

Information about coastal zones is available from many different sources, ranging from those focusing on small scale features (e.g. cadastral maps), usually managed by local Administrations, to those focusing on large or global scale thematic layers (e.g. human impacts to marine ecosystems), that are usually freely available online. Unfortunately, information is often outdated, while different data sources are updated at different times, making synoptic data analyses very difficult.

Therefore, the CAMP Otranto project will support collection and management of data, relevant for the implementation of the project activities and the identified data gaps - in particular for the project area that falls within the Albanian Vlora region - that will be adequately addressed.

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

This Assignment reflects the importance of the preparation of a document that should as a basis for the management of data, relevant for the implementation of the project activities, in particular those related to reduction of (marine) pollution and restoring the health and integrity of coastal and marine ecosystems, in harmonised and coordinated manner, ensuring interoperability of data.

To complete this Assignment, the Tenderer will have to work with the national authorities, especially in the Albanian side to retrieve all the national data available and see how they fit with the reporting requirements and with the needs from the other activities.

As part of this initiative, the selected Tenderer will need to perform the following **tasks**:

* Update metadata list (available as information document). Include information on new marine litter data;
* Where necessary, transform analogue data and information into vector files;
* Support collection of relevant data for the local testing and application of the individual/transboundary activities
* Where relevant, support building national/local data base with collected data;
* Support preparing data management training, by proposing the agenda and participants list. Together with NPC for Albania, prepare training report;
* Prepare set of recommendations for data management in a transboundary Otranto area.

During the initial project team meeting, the Tenderer will present an activity workflow and methodology which will be used to complete the Assignment.

The Assignment will be undertaken in close coordination with and under the supervision of the National project coordinators (NPCs) from both countries involved and PAP/RAC, as well as in close co-operation with project partners.

The Tenderer is required to participate on regular coordination meetings regarding the Assignment, and on other project meetings which are relevant for the implementation of the Assignment.

* 1. **Deliverables and deadlines**

The deliverables and tentative deadlines related to the activities/tasks defined in 2.3 are as follows:

|  |  |  |
| --- | --- | --- |
| No. | Deliverables | Deadlines |
| 1 | Draft updated metadata list, with the set of new data transformed in the required format (where relevant) | 30 October 2023 |
| 2 | Final metadata list with recommendations | 20 December 2023 |

The deliverables shall be written in English, with the final Recommendations also in Albanian, in an electronic form (MS Word / PDF format) and all relevant data appendix shall be provided in the required format.

**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 environmental science, information system, spatial planning or other relevant field;
* At least 5 years of experience in data management;
* Very good command of both written and spoken English and Albanian. Knowledge of Italian language is an asset.

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

1. **CV of the expert.**

**4. INFORMATION ON THE TENDER**

**4.1. Tender contents and format**

The Tender proposal should contain the following elements:

1. **Tender sheet** signed andfilled in according to this Invitation to Tender (Annex 1);
2. **CV**, in English;
3. **Cost statement** signed andfilled in according to this Invitation to Tender (Annex 2).

**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: [marina.markovic@paprac.org](mailto:marina.markovic@paprac.org) and [paprac@paprac.org](mailto:paprac@paprac.org) indicating “**Data management Expert Albania -** **CAMP Otranto**”.

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

Tender offers must be received **by 21 August 2023, 23:59 am CET.**

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

* 1. **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.

* 1. **Tender currency:** Euro.

Tender currency shall be expressed in EUR.

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

If the Tenderer is registered in Croatia and is not in the VAT system, the same amount in “Tender price with VAT” and “Tender price without VAT” fields shall be given (in Annexes 1 and 2).

The “VAT” field (in Annexes 1 and 2) shall be left blank.

For Tenderers who are not registered in the Republic of Croatia, the “VAT” field (in Annexes 1 and 2) shall be left blank. The same amounts in “Tender price with VAT” and “Tender price without VAT” fields shall be given (in Annexes 1 and 2).

However, when evaluating the Tenders, the Client will take into account the total price (with value added tax, as indicated in Annexes 1 and 2). In this case, the VAT will be paid by the Client.

The tender price net of VAT shall include all costs (including taxes up to 34% according to the Croatian Act on income tax, for individual experts) and discounts.

Transport fees and accommodation expenses related to the Tender (if any) are not included and will be covered by the Client as an additional expense. Additional expenses, such as daily substance allowances (DSA) (if any) related to the Tender, need to be included in the Tender price.

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

**5. AWARD CRITERIA**

The Tender will be awarded according to the **best price criteria**.

**For the purposes of establishing the grounds set out in item 6. of the Invitation to Tender the Tenderer shall submit the following in his Tender:**

1. ***Cost statement*** *(Annex 2);*

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

The contract will be in Euro currency.

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 deliverable 1 listed in chapter 2.4 of this Tender and clearance by the Client;
* Second invoice is issued upon finalisation of all deliverables listed in chapter 2.4 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.

All legal persons and natural persons which are in VAT system conducting financial transactions with the Client are required to issue electronic invoices. The invoices shall be issued as e-invoice through FINA e-invoice service or through PEPPOL Network.

An advance by the Client is not permitted.

**Due date:** Envisaged duration of the Contract is till the end of **December 2023.**

# 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:** Providing expert services related to Data Management for the needs of the Transboundary CAMP Otranto Project

**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:**

|  |  |
| --- | --- |
| Tender price, excluding VAT (EUR) |  |
| VAT (25%)[[2]](#footnote-2) |  |
| Total price with VAT (EUR) |  |

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

**For Tenderer:**

(Signature of a legal representative)

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# Annex 2

# Cost statement

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Providing expert services related to Data Management for the needs of the Transboundary CAMP Otranto Project | | | | | |
| No. | Task description | Unit | Approx. amount | Unit price in EUR (without VAT) | Total EUR (without VAT) |
| 1. | Draft updated metadata list, with the set of new data transformed in the required format (where relevant) | set | 1 |  |  |
| 2. | Final metadata list with recommendations | piece | 1 |  |  |
| ***Tender price in EUR without VAT (total item amount)*** | | | | |  |
| ***VAT amount (25%)[[3]](#footnote-3)*** | | | | |  |
| ***Tender price with VAT in EUR*** | | | | |  |

In\_\_\_\_\_\_, \_\_.\_\_ 2023

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

(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 and economic operators registered outside the Republic of Croatia do not fill the column”. [↑](#footnote-ref-2)
3. Economic operators registered in Croatia that are not in VAT system and economic operators registered outside the Republic of Croatia do not fill the column [↑](#footnote-ref-3)