



Athens, 2 March 2015

Global Water Partnership – Mediterranean (GWP – Med)

**Legally and lawfully represented by the non-profit society
MEDITERRANEAN INFORMATION OFFICE FOR ENVIRONMENT,
CULTURE AND SUSTAINABLE DEVELOPMENT – MIO ECSDE**

**Scoping report of the Awali Basin and Coastal Area and ToRs for their
integrated Management Plan**

REQUEST FOR OFFERS

SUBMISSION OF OFFERS BY: 12 March 2015 at 12:00 am Greek Time

BUDGET CEILING: 28,500 (USD)

ASSESSMENT CRITERION: The most advantageous offer

GENERAL INFORMATION

CONTRACTING AUTHORITY	Global Water Partnership – Mediterranean (GWP – Med), legally and lawfully represented by the civil non-profit Society the MEDITERRANEAN INFORMATION OFFICE FOR ENVIRONMENT, CULTURE AND SUSTAINABLE DEVELOPMENT – MIO ECSDE
TITLE OF THE PROJECT UNDER PROCUREMENT	Scoping report of the Awali Basin and Coastal Area and ToRs for their integrated Management Plan
PLACE OF PROJECT	Lebanon
TYPE OF PROCEDURE	Request of offers the awarding criterion for which being the most advantageous offer
BUDGET	28.500 USD
FINANCING OF THE PROJECT UNDER PROCUREMENT	GEF MedPartnership
DATE OF SUBMISSION OF OFFERS	12 March 2015
TENDER NOTICE UPLOADING WITH MIO-ECSDE OFFICIAL WEBSITE	www.mio-ecsde.org
COMMENCEMENT OF WORK	Immediately after award of the tender
CLARIFICATION	Name of contact persons : Ms. Bessie Mantzara and Mr. Dimitris Faloutsos
LANGUAGE OF, OFFERS AND CONTRACT	The official language of this request and contract to follow is English. All communication documents with Bidders and bids shall be submitted in English. All the required supporting documents of the tender shall be submitted in English. All the required supporting documents of the contract shall be submitted in English. Documents in any other language shall be translated in English

PROJECT SCOPE - DESCRIPTION

In the context of the GEF MedPartnership program activities, GWP-Med intends to conduct an offer-request for the realization of a “**Scoping report of the Awali Basin and Coastal Area and ToRs for their integrated Management Plan**”. This project will be performed by a consultant and/ or a consulting company, which will be selected under the present procedure. The details of the project are defined in the terms of the present document.

I. GENERAL INFORMATION

Project budget amounts to the maximum sum of **28.500 USD (twenty eight thousand five hundred USD)**. This amount includes all costs, taxes and any other amount payable or cost that may be required for the completion of such procurement. All sums will be payable in USD.

This Project is funded by the GEF MedPartnership Project.

In case the Contract is terminated on any grounds before the fulfillment of the said total budget, the Contractor shall be forfeited from any right over the remaining amount.

The tenderers shall bear all costs associated with the preparation and submission of their offer. The Contracting Authority will in no case be responsible or liable for such costs, whatever the conduct or outcome of the procedure. The Contracting Authority will neither be responsible for, nor cover, any expenses or losses incurred by the tenderer through site visits and inspections or any other aspect of his offer.

By submitting their offer, tenderers are accepting that this procedure and the contract to be signed are regulated by Greek Law, except for the technical execution of the project, which is regulated by the laws, acts and regulations of Tunisia. Particular attention is drawn to the conditions concerning the employment of labour in Tunisia and the obligation to comply with all regulations, rules or instructions concerning the conditions of employment of any class of employee.

II. PLACE & TIME OF SUBMISSION OF OFFERS

Interested Parties shall submit their offers on their own responsibility, either in person or through a specially authorized representative, or by sending it by registered prepaid post with delivery receipt, at the premises of

GWP-Med office in Athens
Address : 12, Kyristou str., 105 56 Athens, Greece

on the condition that offers shall reach GWP-Med office’s premises by 12 March 2015 at 12.00.

The external envelope must bear the following statement:

Offer for the Project : “Scoping report of the Awali Basin and Coastal Area and ToRs for their integrated Management Plan.”

Offers submitted after the specified date and time or offers that have been duly posted but have not reached the designated place in good time, shall not be taken into consideration and shall be returned as inadmissible, without being unsealed.

GWP-Med as represented by MIO ECSDE bears no liability whatsoever for any late delivery of bids or for the contents of its accompanying folders.

III.ELIGIBILITY CONDITIONS

Participation in the tender procedure called hereby is open, on equal terms, to all parties who meet the legal, financial and technical conditions laid down in this Call where they possess adequate professional experience and capacity.

Offers which are in compliance with all the terms, conditions and specifications of this Tender Notice shall be accepted. Offers which deviate from the technical specifications of this Tender Notice shall be rejected.

Tenders must be submitted for the entire project. Tenders will not be accepted for part of the project.

Offers which are vague and incapable of assessment or offers containing terms that are contrary to those of this call and/or conditional offers shall be classified as ‘unacceptable’ and shall be rejected.

IV. DISQUALIFICATION

The following parties shall be disqualified from this Tender procedure:

(a) if they have been sentenced under a *res judicata* court judgment for:

- i. Participation in a criminal organization
- ii. Bribery
- iii. Fraud
- iv. Money laundering
- v. misappropriation, swindling, extortion, forgery, perjury, bribery and fraudulent bankruptcy.

(b) if they are bankrupt or if they are the subject of proceedings for a declaration of bankruptcy (save for legal persons operating under public law, local government organizations and public organizations).

(c) if they are under liquidation or they are the subject for a declaration of liquidation (only for legal persons) or they are under any other analogous situation, for non domestic Bidders.

(d) if they have not fulfilled their obligations relating to the payment of social security contributions according to the laws of their country of establishment.

(e) if they have not fulfilled their obligations relating to the payment of taxes and dues according to their country of establishment.

(f) for domestic, non domestic natural or legal persons, if they have committed the same or similar actions or omissions, if they have committed the same or similar offences, if they have been imposed with sanctions similar to the above, according to the legislative and regulatory provisions applicable per case, or if they are under liquidation, if they are under any other analogous situation or if they are the subject for a declaration of liquidation according to the above regulations or any other analogous situation.

(g) in case of groups, if at least one group member fulfills the disqualification conditions as detailed above.

V. MINIMUM PARTICIPATION REQUIREMENTS

Each participant shall have relevant experience in execution of similar projects, in terms of nature and value, over the past 5 years. The participants shall produce relative evidence from the respective contracting authority, which shall be included in Folder A.

In so listing the end clients, the tenderer is giving his consent to the Evaluation Committee, so that the latter may, if it deems necessary, contact the relevant clients, with a view to obtain from them an opinion on the works provided to them, by the tenderer.

In case of groups, at least one group member must fulfill the said minimum requirements.

All participants shall be registered each in their appropriate professional organization.

VI. PREPARATION – SUBMISSION OF OFFERS

CONTENTS OF OFFERS

Offers shall be submitted in English. All supporting documents, technical terms and manuals shall be also issued in English.

FOLDER A «PARTICIPATION DOCUMENTS» to be submitted by each Participant, shall include:

A. Extract from the Criminal Records, issued, the latest, within three months before the announcement of this notice, certifying that they have not been convicted under an irrevocable judgment for any of the following crimes:

- a. Participation in a criminal organization,
- b. Bribery.
- c. Fraud.
- d. Money laundering.

In case an extract from the Criminal Records is not being issued in the country of origin / registration of the Participant, it can be replaced by a solemn statement from the persons liable to produce an extract of their criminal record, before a competent court or an administrative authority or a notary public of the country where the supplier is established, expressly stating the above.

The following persons shall be liable to produce an extract of their criminal record:

- Natural persons
- The administrators of personal companies (general and limited partnerships)
- The administrators of limited liability companies (Ltds)
- The Chairman and the Managing Director (or CEO) of Societes Anonymes (SAs)

For all other legal persons, their legal representative(s).

B. Offer Form (in the form attached hereto)

C. Valid registration certificate proving their registration in their appropriate professional organization.

CONTENTS OF FOLDER B «TECHNICAL OFFER»

The «**TECHNICAL OFFER**» to be submitted by Participants shall be in conformity to the Project Description in the TOR (**Annex 4**) of the present Tender Notice and shall include the following documents:

- The references of tenderer in the field
- CV of experts who will effectively participate in this Project presenting their qualifications and experiences. The composition of the team shall take into account the need for the Project to be carried out by a variety of specialists.
- A time schedule of the various steps to achieve in the form of a timetable.
- A schedule of the distribution of tasks and activities of each one of the experts involved, with the number of days each one of the experts will be working, in the form of a table
- Confirmation of the start date of the Project.

CONTENTS OF FOLDER C «FINANCIAL OFFER»

1. Folder C «FINANCIAL OFFER», to be submitted by Participants shall contain the Participant's Financial Offer, established on the sheet designed for (see annexe 3), not exceeding the budget set in this Call for Offers, exclusive of VAT but inclusive bank costs and any other expenses. The Contractor shall be deemed to have satisfied himself before submitting his offer as to the correctness and sufficiency of the tender. His offer shall cover all his obligations under the contract.

2. Prices shall be necessarily indicated in **EUROS, for comparison reasons**, and shall involve any quoted rates are to take into consideration all double handling of material as well as compliance with relevant standards, legal notices and health and safety procedures. Prices shall be indicated both in numbers and in words.
3. Any offers determining a cost that falls over the said budget set in this Tender Notice for the whole Project shall be disqualified.
4. Offers that do not indicate their prices in Euros or offers that indicate an equivalency between Euro and foreign currencies shall be rejected as inadmissible.
5. Indicating of prices in Euros may be effected with two or more decimals (with no limitation), if used in interim calculations. The total price shall be rounded up in two decimals, upwards if the third decimal is equal to or higher than five and downwards if it is lower than five.
6. Products or services that are offered for free shall be indicated in the Financial Offers under the title “NO COST”».
7. If the offered price is not clearly and expressly mentioned, the offer shall be rejected as inadmissible.
8. Any costs or expenses not expressly mentioned in the offer is regarded as being offered for free.
9. Prices shall be indicated exclusive of VAT whereas the VAT rate prevailing for the specific procurement shall be indicated (%). In case an erroneous VAT has been indicated, this shall be corrected. Bids conditional upon price readjustment shall be rejected as inadmissible.
10. Offer prices shall remain unchanged throughout the offer validity period. In case an extension of offer validity period is requested, Participants shall not be entitled, when giving their consent for such an extension, to submit new or amended price lists.
11. The Contractor’s invoices for his fees shall be expressed in Euro. Payment of the Contractor’s fees shall be effected in Euro.
12. The Contracting Authority shall reserve the right to request that Participants submit any information required for the documentation of the prices offered, and Participants shall be obliged to provide the same.

VALIDITY OF OFFERS

Offers shall be valid and binding on Participants for **2 months (60 days)** from the day after the last date for their submission. An offer stating a shorter validity period shall be rejected as inadmissible.

The validity of an offer may be extended if so requested by the Contracting Authority before it expires, for a further period of **2 months**.

ALTERNATIVE OFFERS

No alternative offers shall be made accepted and they shall be rejected as inadmissible.

If any alternative offers are submitted, they shall not be taken into account. Any Participant, who submits such kind of offers, shall not be entitled on any grounds to protest or to invoke grounds for appeal against such a rejection.

VII. EVALUATION OF OFFERS

Offers will be evaluated as follows:

Technical Evaluation of offers:

Name of Firm / Consultant:			
(1) Criterion	(2) weighting	(3) points, max 10	(4) technical Note = (2) x (3)
Experience of the company in the area concerned by the consultation	25%		
Time schedule of the various steps	15%		
Technical experience, training and qualifications of the proposed expert(s)	60%		
Results	100%		

For the overall score which will determine the ranking of offers, technical evaluation will be weighted with 70%, financial offer with 30%.

The final listing of the most advantageous offers will be made on the basis of the following formula:

$$\Lambda_i = 0,7 * (B_i / B_{max}) + 0,3 * (K_{min} / K_i).$$

Where:

B_{max}: the max score received by the best of the technical offers received

B_i: the score of the technical offer

K_{min}: The cost of the financial offer with the minimum price offered.

K_i: The cost of the financial offer

The most advantageous offers is the one with the greater value of Λ .

In case of equality of overall scores, the retained proposal is the one whose corresponding technical proposal received the highest rating.

Offers will be classified by rank. The company placed at rank 1 will be invited for submission of its bid and the proposed team and contract negotiation. In cases where

the offer submitted will not be validated by the presentation, or if negotiations fail, the second ranked will be invited.

Annex :

- 1. Submission Letter**
- 2. Offer Form**
- 3. Table for the financial offer**
- 4. Terms of Reference**

CHAIRMAN

Prof. MICHAEL SCOULLOS

ANNEXES

1. LETTER OF SUBMISSION

To the GWP-Med

I, the undersigned ⁽¹⁾

.....
(first name, name, profession)

Address for service.....

.....
And acting as.....

.....
Of company which head office is in.....

.....
(type of company: Anonymous, partnership, limited liability, etc ...)

Registered in the Commercial Register

of.....at.....

under number.....

After having read all the extras or items mentioned in tender documents, in order to carry out the mission for the realization of the study: **Study for the evaluation of water vulnerability to climate change in Tunisia and support for project preparation and financing**

1. I submit and agree to perform the services object of this mission, in accordance with the rules of the art and tender documents upon the fixed amount that I set myself.
2. I undertake, if my bid is accepted, to execute the contract upon its entry into force and complete the mission within the time fixed by the contract.
3. I agree to remain bound by my submission for a period of one sixty (60) calendar days from the date fixed for the receipt of the proposals.
4. I swear, under penalty of termination of right of consultation or setting governed my wrongs exclusive (or exclusive fault of the Company for which I intervene) that I do not fall (or the said Company not fall) within the scope of legal prohibitions enacted in Tunisia, or in the state where my company headquarters, or of the present tender document.
5. I noted that the GWP-Med
 - May not respond to the consultation
 - May not justify its choice, and I cannot therefore elevate any complaint.
 - Will not support any costs incurred by my company for the establishment of this Offer and document.
 - This offer shall become the property of GWP-Med upon submission.

Done at, on

Read and accepted by the bidder

⁽¹⁾ : Indicate precisely the organism that has delegated powers.

2. OFFER FORM

PROJECT “Scoping report of the Awali Basin and Coastal Area and ToRs for their integrated Management Plan”

A. OFFER SUBMITTED BY

	Name(s) of tenderer(s)	Nationality	Proportion of Responsibilities ²
Leader 1			
Partner 1			
Etc ...			

1. Add/delete additional lines for partners considered to be a partner for the purposes of this tender procedure. If this tender is being submitted by an individual tenderer, the name of the tenderer should be entered as 'leader' (and all other lines should be deleted)

2. Proposed proportion of responsibilities between members of the team (in %) with indication of the part of the study to be executed by each partner

Work intended to be sub-contracted	Name and details of sub-contractors	Value of sub-contracting as percentage of the total cost ³	Experience in similar works (details to be specified)
1			
2			
(.)			

B. CONTACT PERSON (for this OFFER)

<i>Name</i>		<i>Surname</i>	
<i>Telephone</i>	_____	<i>Fax</i>	(_____)
<i>Address</i>		
<i>E-mail</i>			

C. EXPERIENCE AS CONTRACTOR

List of contracts of similar nature and extent performed during the past five (5) years:

Name of Project/Area of expertise	Total value of project	Period of Contract	Starting Date	Client/Contracting Authority and place	Final Acceptance Issued? · Yes · Not Yet(current contract) · No

Date:

Signature:.....

To be completed and signed by the tenderer (including each partner in a consortium/group).

3. Price Table

Expertise			
	Number of days	Daily fees in USD	Total in USD
Expertise Expert 1 Expert 2 Expert 3 Expert 4 Etc. (add or delete no of experts as needed)			
Total expertise :			
National travel expenses (if applicable)			
Communication and management costs (if applicable)			
Total amount of offer :			

4. TERMS OF REFERENCE

See Attached document