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| C:\Users\vlachogianni\Documents\My Dropbox\mio-brand\brand-soft-update\logomark\PNG\110DPI\cmyk\mio-ecsde-modernized.png | Mediterranean Information Office**for Environment, Culture & Sustainable Development****The Mediterranean NGO Federation for Environment and development** | 12, Kyrristou str. 105 56, Athens, Greece**T**: +30210-3247490 | 0030-210-3247267 **F**: 0030-210-3317127**E**: info@mio-ecsde.org**W**: www.mio-ecsde.org |

Athens 26 September 2018

**MEDITERRANEAN INFORMATION OFFICE FOR ENVIRONMENT,**

**CULTURE AND SUSTAINABLE DEVELOPMENT (MIO ECSDE)**

**“Monitoring marine litter on beaches in the Mediterranean”**

|  |
| --- |
| **CALL FOR OFFERS** |

**SUBMISSION OF OFFERS BY: 4 October 2018 at 17:00 am Greek Time**

**BUDGET CEILING: 14.000 EUROS divided by 7: 2.000 (EUROS) per activity for 2 surveys per country** The amount includes all other costs, income taxes and any other amount payable or cost that may be required for the completion of the work/service.

**ASSESSMENT CRITERION:** The most advantageous offer (1 per country)

**Description of Service**

In the context of the Annual Programme of MIO-ECSDE, supported by the LIFE+ Operating Grant for NGOs, MIO-ECSDE is conducting an offer-request for the realization of **2 surveys for** **“Monitoring marine litter on beaches in the Mediterranean” in each of the following seven EU countries: Croatia, Cyprus, France, Greece, Italy, Malta and Spain**. This activity will be performed by different consultants or organizations in each country, which will be selected under the present procedure.

The details of the activity are defined in the terms of the present document and its Annexes.

**Procurement procedure**

The procurement will proceed having regard to:

* General principles of EU law on procurements.
* Internal Rules and Regulations of MIO-ECSDE.
* The present CALL FOR OFFERS**.**

**Awarding Criterion – Evaluation**

Best score as per the Evaluation Criteria in the Terms of Reference and the Call for Offers.

The evaluation of qualified offers will be made as follows:

|  |  |
| --- | --- |
| **Evaluation Criteria**  | **Points (max)** |
| Experience in the area concerned (marine litter monitoring activities)  | 25 points |
| Qualifications of the expert(s) in charge | 75 points |
| **Total:** | **100 points** |

The score of each one of the offers received will be calculated with the following simple formula: Sx=Cx/Ex, where:

* Cx is the amount of the Financial Offer
* Ex is the total sum of the evaluation criteria points
* Sx is the final score round it up to the first digit.

The selected offer will be the one with the smaller Sx.

**Offer Submission**

Participation in this Call for Offers is open, on equal terms, to all organisations or consultants who meet the conditions laid down in this Call where they possess adequate professional experience and capacity. Interested Parties should submit an offer including the following:

* List of implemented and ongoing projects - references.
* CVs of the team members / expert(s).
* Financial Offer in a separately closed envelope.
* Official registration certificate, VAT number registration and legal status form and representation where applicable.

**Deadline for submission of offers**

SUBMISSION OF OFFERS UNTIL: 4th October, 2018 at 17:00 Athens Time

The successful candidates will be informed within 4 working days following the submission deadline**.**

**Qualification and Requirements and Criteria**

1. Failure to provide the following is considered a ground for disqualification.
* The successful candidate must be either a registered NGO in the country or an individual expert or team of experts where they possess adequate professional experience and capacity. The successful candidate must have relevant experience in execution of at least 2 similar activities, in terms of nature and value, over the past 5 years.
1. The qualified offers will be evaluated based on the following:
* Number of projects implemented and ongoing - references: A record of successfully implemented projects of this kind in the last 5 years and ongoing.
* Expertise and Experience (years) of the expert(s): The scope of work requires an at least one skilled professional with previous experience in marine litter surveys.

**Place & Time of Offers Submission**

Interested Parties are invited to submit their offers on their own responsibility, either in person or through a specially authorized representative, or by sending it by registered prepaid postwith delivery receipt, at the premises of:

**MIO-ECSDE office in Athens**

**Address:** 12, Kyrristou str., 105 56 Athens, Greece

on the condition that offers shall reach MIO-ECSDE office’s premises by 4 October 2018 at 17.00 am.

**The external envelope** must bear the following statement:

**Offer for the Project: “Monitoring marine litter on beaches in the Mediterranean”**

**The Financial Offered should be included in a separately sealed envelope bearing the title: Financial Offer – do not open**

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

MIO ECSDE bears no liability whatsoever for any late delivery of the offers or for the contents of its accompanying folders.

The present call for offers is posted on the website of MIO-ECSDE ([www.mio-ecsde.org](http://www.mio-ecsde.org) ).

**The Chairman of MIO-ECSDE**

**Prof. Michael J. Scoullos**

**Annexes:**

* 1. **Offer Form**
	2. **Table for the financial offer**
	3. **Terms of Reference**

**Annex 1: OFFER FORM**

**PROJECT: conducting 2 surveys for “Monitoring marine litter on beaches in the Mediterranean” in (*name of country*)**

**A OFFER SUBMITTED BY**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name of Organisation/Expert**  | **Nationality**  | **Proportion of Responsibilities**  |
| **Partner/Expert 1**  |  |  |  |
| **Partner/Expert 2**  |  |  |  |
| Etc (if applicable otherwise delete) |  |  |  |

**B CONTACT PERSON (for this OFFER)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name**  |  | **Surname** |  |
| **Telephone**  |  | **Fax**  |  |
| **Address**  | .................................................................................................................................................................................................................................................................................................................. |
| **E-mail**  |  |

**C EXPERIENCE**

List of projects or activities of similar nature performed during the past five (5) years:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of Project/Activity**  | **Total value**  | **Period of Contract**  | **Starting Date**  | **Client/Contracting Authority and place**  | **Current status****(completed, on-going, stalled, etc.)** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**ATTACH THE CVs OF THE MAIN EXPERTS THAT WILL UNDERTAKE THE SURVEYS.**

Date: ....................................................................

Signature: ……………………………………………..
To be completed and signed by Organisation/Expert

**Annex 2 Table for the Financial Offer**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Number of days** | **Daily fees** | **Total** | **Own contribution** |
| ***Expert fees*****Expert 1****Expert 2**(add/delete as appropriate) |  |  |  |  |
| **Total expertise** |  |  |
| ***Other survey costs* *(transportation, equipment, etc.)*** |  |  |
| **Total amount (max EUR 2.000)** |  |  |

**Annex 3 Terms of Reference**

See Attached document