



Athens, 4 May 2023

**The MEDITERRANEAN INFORMATION OFFICE FOR ENVIRONMENT, CULTURE AND SUSTAINABLE DEVELOPMENT, MIO-ECSDE or The Contracting Authority**

**ANNOUNCES THE PRESENT CALL FOR OFFERS  
CALL 2-2023/MIO-ECSDE**

*For services for the realization of the activities:*

*i. "Development of a Waste Management Policy Toolkit"*

*ii. "Mainstreaming Potentialities Study on Waste Management"*

**Deadline for SUBMISSION OF OFFERS: 22 May 2023, at 17:00 Athens Time**

**MAX AVAILABLE BUDGET: EUR 25.000€ including VAT.**

This amount includes all other costs, income taxes, VAT and any other amount payable or cost that may be required for the completion of the work/service, including travel-related costs and corresponds to:

**A max of 10.000 € for the development of a Waste Management Policy Toolkit.**

**A max of 15.000 € for conducting a Mainstreaming Potentialities Study.**

**AWARDING CRITERION:** The Most Economically Advantageous Offer based on quality/price ratio criteria.

#### **Description of the Requested Services**

Med4Waste (<https://www.enicbcmed.eu/projects/med4waste>), project is a 2-year-long capitalisation project funded by the ENI CBC MED programme on the priority of waste management. The Union for the Mediterranean (UfM) supports the development and implementation of this project within the 2030GreenerMed Agenda. The objective of the Med4Waste project is to facilitate new governance models for integrated and efficient urban waste management policies across the Mediterranean region, with particular emphasis on organic waste and circular economy through adapting waste management plans, policies and other management actions and regulatory drivers. Med4Waste focuses on the identification of successful and efficient waste management practices developed by 5 other ENI CBC MED projects, and their dissemination and mainstreaming into public policies and plans carried out by the relevant public or private stakeholders.

In the context of the Med4Waste project, MIO-ECSDE is announcing the present Call for Offers for external services for the realization of the following **tasks**:

**i. "Development of a Waste Management Policy Toolkit"**

The required services include:

- Review of the existing rough draft of the Policy Toolkit and propose improvements in its structure and content.
- Based on the agreed new List of Content or Outline of the Policy Toolkit, finalise the document (layout not included but the Med4Waste template will be provided). Indicative number of pages 30-40 p.

ii. **“Conducting a Mainstreaming Potentialities Study on Waste Management”**

The required services include:

- Review and enrichment of the performed mapping of policies and strategies on solid waste management with a focus on municipal waste and circular economy policies and strategies and identify required data and information and related sources. The mapping of policies has already been conducted for the project partner countries (Jordan, Italy, Spain, Tunisia, Lebanon, Greece) as well as for Algeria, Egypt, Israel, Morocco and Palestine.
- Contribution to the sections of the mapping exercise on the identification of gaps and opportunities for each country. Analysis of the qualitative and quantitative potentialities of the Med4Waste recommendations on municipal waste management to be integrated into public policies at Mediterranean level, as formulated in the Policy Toolkit in the form of a Mainstreaming Potentialities Study based on an agreed list of Contents (layout not required but a Med4Waste template will be provided). Include an analysis on opportunities, risks and governance values to enhance the awareness of local, regional and national decision and policy makers.

The overall duration of this assignment is for a maximum of 3 months after contract signature. The realization of both activities has to be successfully completed by the **4<sup>th</sup> of September 2023**. Further details for the tasks and services required are given in the Terms of Reference in Annex IV.

### Procurement procedure

The procurement process will proceed having regard to:

- ✓ General principles of EU law on procurements.
- ✓ Internal Rules and Regulations of MIO-ECSDE which can be found at <https://mio-ecsde.org/about-us/our-accountability>.
- ✓ The present CALL FOR OFFERS and its supporting documents.
- ✓ Any related provision of the ENI CBC Med Programme.

### Submission of Offers

Interested Parties should submit an offer **for both tasks**.

**Offers for only one of the tasks shall not be taken into consideration.**

Interested Parties shall submit their offer electronically by sending an email to [procurement@mio-ecsde.org](mailto:procurement@mio-ecsde.org) before the submission deadline, indicating in the e-mail subject line: “Call for Offers 2-2023/MIO-ECSDE”,

The e-mail must contain as attachments two folders:

1. A compressed folder (.zip or .rar) named **Folder 1- (name of submitting Party)** containing:  
**The Simplified Solemn Self Declaration** (available in Annex I)  
**Proof for the selection and award criteria**  
**The Offer Form** (Template provided in Annex II)
2. **A password-protected file or compressed folder (.zip or .rar) Folder 2 – (name of submitting Party)** containing **only The Financial offer** (template provided in Annex III). The password for opening the password protected **Folder 2** should be sent to the same email address **ONLY at**

**the request of the Contracting Authority** which will send this follow up email to all participants whose offers have passed the technical evaluation.

**In case the password is sent together with the offer submission or before it is requested by the Contracting Authority the offer will be rejected.**

Offers submitted after the specified date shall not be taken into consideration.

The Contracting Authority bears no liability whatsoever for any late delivery of offers or for the contents of its accompanying folders.

The Participants shall bear all costs associated with the preparation and submission of their offer. MIO-ECSDE as the Contracting Authority will in no case:

- be responsible or liable for such costs, whatever the conduct or outcome of the procedure,
- be responsible for, nor cover, any expenses or losses incurred by the participants for any site visits and inspections or any other aspect of their offer.

The language of this procedure, the tender documents and the offers is English. Any documentation (certificates, etc.) submitted in any other language should be accompanied by a translation in English.

#### **Deadline for submission of offers**

The **deadline** for submission of offers is the **22nd of May 2023 at 17:00 h Athens Time**.

The successful tenderer will be informed within 10 working days following the submission deadline.

#### **Clarifications**

Requests for clarifications should be submitted by email, the latest, seven (7) days before the closing date of this call for offers to Mr. Haris Paliogiannis, e-mail: [paliogiannis@mio-ecsde.org](mailto:paliogiannis@mio-ecsde.org).

The answers / additional information will be published on the MIO-ECSDE website four (4) days before the closing date of this call for offers.

#### **Eligibility Conditions – Participation Requirements**

Participation in the present call for offers is open, on equal terms, to any natural or legal person or entity who meet the legal, financial and technical conditions laid down in this Call where they possess adequate professional experience and capacity.

#### **Grounds for exclusion – disqualification (ON/OFF)**

Participants should verify by submitting a **solemn declaration** (annexed to the present Call) that they are not bankrupt or subject of proceeding for a declaration of bankruptcy, that they are in good standing, operate under no legal restrictions, are not under any liquidation procedure or the subject of proceedings for declaration of liquidation or any similar situation and that they have not been convicted for any one of the following legal offences: participation in a criminal organization, corruption, bribery, fraud, money laundering, terrorist, child labour and human trafficking.

Please refer to the **Solemn Self-Declaration Statement in Annex 1 which should be filled in and signed as indicated. Failure to comply with the requirements included in the Self Declaration is considered ground for exclusion.**

## Selection Criteria (Pass/Fail)

Successful participant (Natural or Legal Person or Entity):

- Must have a record of minimum 1 successfully implemented similar project in terms of waste management in the last 5 years and ongoing.
- Must be enrolled in one of the official professional or trade registries kept in their country of registration.

The proposed Expert or Team Leader (in case of a group of experts) must have:

- Post graduate diploma (at least MSc or equivalent) in a field relevant to the Assignment (e.g. Waste management, Natural resources management, Environmental Policy/Management, Environmental engineering, etc.)

**Failure to provide the minimum required selection criteria is considered ground for disqualification.**

## Qualification and Experience

Participants in the call are required to have solid experience in developing and managing complex projects in the field related to the tasks described in the ToR. This needs to be demonstrated in the **Offer Form** to be submitted as part of the application. A template for the Offer Form is given in Annex II.

The required and desired qualifications are presented below. **Failure to provide the minimum required qualifications is considered ground for disqualification.** Qualifications additional to the minimum requested per category will receive additional score under the evaluation process as described in the section “Awarding Criterion and Evaluation Process”.

**In the case of a team of experts / company, the required qualifications apply only for the Team Leader, whereas the desired qualifications apply cumulatively.**

Work experience -Team Leader (Required):

- Minimum 10 years of professional experience in the field of integrated waste management
- Proven experience to perform reports in English relevant to the topics of the assignment.

Work experience (Desired) (Cumulatively in the case of more than one Experts):

- Minimum one (1) assignment/project relevant to waste management policies in the Mediterranean context.
- Knowledge of Arabic and/or French.

## Awarding Criterion and Evaluation process

The Award criterion is the most economically advantageous offer on the basis of best price / quality ratio.

Offers qualified in terms of exclusion grounds and selection criteria will be further evaluated on the basis of the requirements presented under section “Qualification and Experience”

The evaluation of qualified offers will be made as follows:

| <b>Qualifications and Experience</b>  | <b>Points awarded</b>  |
|---|--|
| Minimum 10 years of professional experience in the field of integrated waste management (required)          | 20 points (min)<br>30 points (max)<br><i>(2 points plus for each additional year with max 10 points plus)</i>    |
| Proven experience to perform reports in English relevant to the topics of the assignment (required)         | 10 points (min)  |
| Minimum one assignment/project relevant to waste management policies in the Mediterranean context (desired) | 20 points (min)<br>30 points (max)<br><i>(2 points plus for each additional project with max 10 points plus)</i> |
| Knowledge of Arabic and/or French (desired)   | 10 points (min)  |
| <b>Total:</b>   | <b>60 points (min)</b><br><b>80 points (max)</b>   |

The score of each one of the offers received will be calculated with the following simple formula:  $S_x = C_x / E_x$ , where:

- $C_x$  is the amount of the Financial Offer
- $E_x$  is the total sum of the evaluation criteria points
- $S_x$  is the final score rounded up to the first digit

The selected offer will be the one with the smaller  $S_x$ .

#### **Termination / cancelation / repetition / reformulation of the procurement procedure**

1. MIO-ECSDE may, by a reasoned decision, and after the opinion of the competent body, cancel the procurement procedure by annulling the respective Call, either due to failure to submit a tender or the rejection of all tenders or the exclusion of all bidders in accordance with the terms and conditions of the Call.

2. Cancellation of the procurement procedure may take place by a reasoned decision of MIO-ECSDE, in the following cases:

- i. due to the irregularity of the procurement procedure
- ii. if the financial and technical parameters related to the award process have changed substantially and the execution of the contractual object is no longer of interest to MIO-ECSDE
- iii. if due to force majeure, the contract cannot be properly executed
- iv. if the tender selected is deemed not economically advantageous
- v. in case of expiry of the bids
- vi. in case the needs of MIO-ECSDE and / or of the beneficiary (-ies) of the project have changed
- vii. in case the circumstances have changed resulting in the inability to deliver the contract / project (eg local community reactions, inability to fund, etc.).
- viii. in case of other imperative reasons of public interest such as for purposes of public health or environmental protection.

3. If errors or omissions are found at any stage of the award procedure, MIO-ECSDE may, after the opinion of the competent body, either cancel the proceedings partially or reshape the outcome accordingly or decide to repeat the procedure from the point where the error occurred. or omission.

4. MIO-ECSDE also reserves the right, after the opinion of the competent body, to decide, in addition to the cancellation of the procurement procedure or the annulment of the Call, the repetition of any phase of the concluding procedure, as well, with or without modifying its terms or recourse to the negotiation process, provided it is in conformity with the Internal Rules and Regulations of MIO-ECSDE.

5. Under no circumstances shall MIO-ECSDE be obliged to pay to Bidders / Participants any compensation for expenses or other positive or consequential damages that may have been incurred by their participation in the proceedings.

## **Objections**

Objections against any act of the Contracting Authority can be submitted within five (5) days from the notification of the Contracting Authority's act.

An objection to the call for offers can be submitted within a period that extends up to half the period from the publication of the call in the Contracting Authority's website and the final date of submission of offers. For the calculation of this period's deadline, the dates of the publication of the call and the submission of the offers are considered. Objections are submitted in written, by courier, or by email.

Objections are submitted to the Contracting Authority, which shall decide within ten (10) days from the notification of the objection. In the event of an objection to the call for offers, the Contracting Authority shall decide in any case before the closing date for the submission of offers. In case the Contracting Authority has not answered within the above deadline, the rejection of the objection is presumed.

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

The Chairman of MIO-ECSDE

Prof. Michael J. Scoullos