

PAP/RAC

Invitation to Tender

PROCUREMENT SUBJECT: Providing Expert Services
Related to Developing and Testing Integrated Resilience
Tools for the Adriadapt Project

SIMPLE PROCUREMENT

1. GENERAL INFORMATION

1.1. Client information:

Name: Priority Actions Programme Regional Activity Centre – PAP/RAC (hereinafter: the Client)

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

Personal identification number (PIN): 27788012253

Telephone number: +385 (21) 340470

Website: www.paprac.org

1.2. Contact person: Questions concerning the Tender contents and format can be sent to the person in charge of communicating with Tenderers, Daria Povh Škugor, e-mail: daria.povh@paprac.org

1.3. Procurement type: Simple procurement

1.4. Estimated procurement value: Procurement value is estimated at HRK 155,000.00 (explained in detail in chapter 4.8).

1.5. Common Procurement Vocabulary (CPV) code: 71350000-6

2. INFORMATION ON THE PROCUREMENT SUBJECT MATTER

2.1. Description of the procurement subject matter

Scope of the assignment

This ToR refers to the tasks related to developing and testing integrated resilience tools for the Adriadapt to be used by local and regional authorities of Croatia and Italy needed to identify suitable climate adaptation options and to supplement the Adriadapt Resilience Platform. The assignment is undertaken in the framework of the PAP/RAC activities within the Interreg Italy-Croatia CBC Adriadapt project. The preparation of the integrated resilience tools will follow the project workplan envisaged in the project. The task will be accomplished in line with the key UNEP/MAP and EU legal requirements, such as the ICZM Protocol for the Mediterranean, the Regional Climate Change Adaptation Framework and the EU Strategy on Adaptation to Climate Change. In addition, the task will take into consideration the national strategies on climate change adaptation of Italy and Croatia.

Duration of the assignment

The assignment will be carried out in the period from mid-March 2020 to the end of October 2020.

Background information

The Adriadapt project aims at promoting local and regional resilience by developing the knowledge base required to identify suitable climate adaptation and planning options. In this way, the project will enable local authorities to respond to policy needs related to climate action in urban and coastal zones of the project area.

The project goal will be supported by four actions:

1. Harmonize and improve available climate-related knowledge generated by existing national and European monitoring and data collection networks, and produce new information to be used in the decision-making process;
2. Create a climate information system or knowledge platform for the Adriatic region (Adriadapt Resilience Platform) containing best practices, guidance documents, legal frameworks and climate and vulnerability studies, to foster the design of multi-scale adaptation and resilience plans and measures, which will support safe and sustainable socio-ecological systems, linking natural, social and economic dynamics that cross transversally from the inland, coastal and marine areas in the two partner countries;
3. Test and integrate the knowledge platform in selected Italian and Croatian pilot areas which will transect the hinterland to sea to provide diverse solutions for a range of habitats.
4. Maintain and disseminate the information contained in the knowledge platform as a region-specific repository for climate policy and plans, which provides support and locally relevant information aiming at climate resilience planning. In addition, PAP/RAC will secure transfer of relevant knowledge to other Mediterranean coastal stakeholders.

PAP/RAC's activities are related to the actions 2 and 4, and are structured in the working packages 4 and 5. Information to be provided is to be user-friendly, primarily targeted to the local and regional authorities of the two countries.

Nature and Objective of the Assignment

The Tenderer is expected to provide methodological framework for integrating climate considerations into marine spatial planning (MSP) and to secure testing and training of this tool. Testing of tool will be performed for the local partner in Croatia under the Working Package 5, therefore the Tenderer may be requested to provide some advising related to the relevant Croatian pilot case.

The Tenderer is also required to assist with securing harmonization of different inputs from the partners producing the knowledge for the Adriadapt Resilience Platform. Namely, there are three strategic documents among the envisaged outputs of this project:

1. Guidelines for mainstreaming climate change adaptation into coastal management
2. Handbook on Adriatic coastal resilience
3. Strategic guidelines for Adriatic cities

The Tenderer shall assist in the contributing to the finalization of the Strategic guidelines for Adriatic cities, in particular by assisting in securing harmonization of the three strategic outputs of the Adriadapt project. Three strategic documents listed above serve to define and to guide the process of the preparation of the adaptation plans in coastal and other areas and as such they should be harmonized and aligned. The first document leads the practitioners through the process of preparing a plan, identifies all steps of the planning process and provides a more detailed understanding of different aspects of climate variability and change. This document is drafted and under translation. It should serve as a basis for the process-based toolkit for the Adriadapt Resilience Platform. These strategic documents will represent the backbone of the future Adriadapt platform and the recommended process of preparation of the adaptation plans. The Tenderer is expected to assist in securing this key objective of the project.

Besides assistance with the strategic outputs and the process based toolkit for the platform, the Tenderer is expected to assist in building two more components of the Adriadapt Resilience Platform: adaptation options and case studies - business cases with special attention to blue and green infrastructure.

Key tasks and their description

The key tasks envisaged under this ToR are the following:

1. Methodological framework for integrating climate change mitigation and adaptation into MSP.

A short methodological report (10-20 pages) aiming to assist pilot case in integrating climate action considerations into future MSP for this region. In annex to this report adaptation options related to marine activities are to be presented.

2. Training material on methodological framework for integrating climate change mitigation and adaptation into MSP prepared and delivered.

Output developed within the task 1 is to be prepared in a form of training material (format to be agreed with the Client) and delivered at the training course. If decision will be taken to implement an on-line training course Tenderer will adapt to this decision and deliver the on-line training material as it will be indicated by the Client.

3. Assist in aligning findings of the three strategic documents and extracting the contents for the Adriadapt Resilience Platform.

Mainstreaming findings of the “Guidelines for mainstreaming climate change adaptation into coastal management” and “Handbook on Adriatic coastal resilience”, into the “Strategic guidelines for Adriatic cities” and assistance in extracting a process-based toolkit for the Adriadapt Resilience Platform out of these three key strategic documents.

4. Adaptation options

The Tenderer is expected to contribute with the delivery of adaptation options for the Adriadapt Resilience Platform. A particular emphasis is to be placed on the integrated aspects of the options, meaning adaptation option that may enable mitigation as well.

5. Case studies - business cases, with special attention to blue and green infrastructure

The Tenderer is expected to contribute to the preparation of the case studies for the Adriadapt Resilience Platform.

2.2. Deliverables and deadlines

The deliverables and tentative deadlines related to the activities/tasks defined in 2.1 (sub-chapter Key tasks) are given in the table below:

Deliverable	Deadline
1. Training execution with training materials delivered	April 2020
2. Methodological framework for integrating climate change mitigation and adaptation into MSP	End June 2020
3. Adaptation options	End July 2020
4. Harmonizing three strategic documents and extracting ICZM/CCA process-based toolkit	End October 2020
5. Case studies - business cases with special attention to blue and green infrastructure described	End October 2019

The outputs shall be delivered in English, including graphical presentations, Annexes and References.

3. ELIGIBILITY OF ECONOMIC OPERATORS (SELECTION CRITERIA)

3.1. Technical and professional capacity

The Tenderer shall prove it has at his disposal the Key expert for the provision of services indicated as the subject matter of the procurement.

The key expert shall have:

- Senior professional level with a minimum of five years of experience in environmental sciences and adaptation to climate change.
- Recognised degree (MSc or PhD) in any of the project-relevant environmental, social or technical sciences;
- Ability to analyse issues and information and prepare briefs and summaries on key ideas and issues;
- Strong research skills, combined with superior communication and interpersonal skills;
- Fluency (spoken, written) in English.

The Tenderer shall submit the following in his Tender:

- i) The qualified **curriculum vitae (CV) of the key expert**, clearly highlighting, among others, **required technical and professional capacity**;*
- ii) If relevant, company profile (not obligatory).*

4. INFORMATION ON THE TENDER

4.1. Tender contents and format

The Tender proposal shall contain the following elements:

- i. **Tender sheet** filled in according to this Invitation to Tender, signed by the authorised representative of the Tenderer (Annex 1);
- ii. **Curriculum vitae** of the Key expert, proving required technical and professional capacity in line with 3.1;
- iii. **List of projects verifying expertise (see Chapter 5) in the target area** (Annex 2);
- iv. **Cost statement** filled in according to this Invitation to Tender, signed by the single authorised representative of a Tenderer (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 address: **daria.povh@paprac.org** with “**Integrated resilience tools _ Adriadapt Resilience Platform**” as the e-mail subject.

4.3. Date, time and place of Tender submission

Tender offers must be received by **27 March 2020; 16:00**.

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: Croatian kuna (HRK).

Tender currency shall be expressed in HRK. However, payment can be made in other currency (in case the Tenderer is based outside Croatia) using the exchange rate of the Client's bank ([OTP bank](#)), valid on the date of the payment.

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

4.7. Period of validity: 30 days from the Tender submission deadline.

4.8. Price setting method

The Tender price consists of Pre-Vat price, VAT and total price. If the Tenderer is in VAT system Expressed VAT shall be 25%. If the Tenderer is out of VAT system Expressed VAT shall be 0%

The Tender price shall be expressed in HRK and written in numbers. The bid price cannot be altered.

Total price for this tender is of HRK 155.000,00. VAT is of HRK 31.000 and the Pre-Vat price is of HRK 124.000,00.

NOTE: The Pre-VAT price for natural person includes all taxes, pay-related social insurance contributions and all other contribution or payments, statutory or otherwise, arising by virtue of performance of the services.

5. AWARD CRITERIA

The Tender will be awarded according to the **most economically advantageous tender (MEAT) criteria**.

The following table sets out the criteria, units of measure, labels and their relative importance. They will be applied to Tenderers who satisfy technical and professional capacity criteria set in Ch 4.1. The MEAT award criteria are the following:

- proposed price (Annex 3); and
- expertise of the key expert in the target area (Annex 2).

Determining the MEAT according to the above criteria for selecting the MEAT will be done as follows: after the Client has determined the score value by individual criteria for each Tenderer, the points awarded to Tenderer according to each of the criteria will be summed in order to obtain the total number of points for each Tenderer. The most favourable Tenderer will be the one who has earned the highest total score according to all the above criteria.

At that, the MEAT is equal to the highest total score resulting from the ranking of the Tenders; the total maximum number of points is 100.00 with the total points being calculated in two decimal places. In case that two or more Tenders achieve equal number of points, the one received earlier will be chosen. As a proof, data will be used on the order in which Tenders have been received.

Criteria	Criteria label	Description and measuring unit	Methodology	Number of points	Maximum
Price	P	The Tender price, i.e. the financial Tender amount in HRK including VAT if applicable	$C = (\text{Lowest Tender price/price of the Tender}) \times 30.00$	30	30
Expertise	E	Number of projects in the target area, i.e. integrating climate change impacts, adaptation and mitigation into MSP and ICZM; climate change adaptation, MSP; in which the tenderer/key expert was involved as an expert or team leader.	0	0	50
			Up to 2	20	
			3 - 5	40	
			More than 5	50	
Highly relevant expertise	H	Experience with climate change adaptation platforms			20

Selection of the **most economically advantageous tenders (MEAT)** will determine the basis for evaluating the criteria for each individual Tender according to the delivery of the requested Tenderer's documentation, in the appropriate form: $MEAT = P + E + H$.

The Tenderer shall submit the following in his Tender:

- List of projects verifying expertise of the tenderer/key expert in the target area (Annex 2); and*
- Cost statement (Annex 3)*

6. 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:

- 1st instalment (50%), upon submitting of the deliverables 1, 2 and 3 and the clearance by PAP/RAC
- Final payment (50%), upon submitting of the deliverables 4 and 5 and the clearance by PAP/RAC

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 included.

Annex 1

Tender sheet

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 testing integrated resilience tools for the Adriadapt Resilience Platform

Tender price:

Tender price, excluding VAT	
VAT (25%) ¹	
Total Tender price	
Currency (HRK)	

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)	

For Tenderer:

(Signature of a legal representative)

¹ Economic operators that are not in VAT system, put 0 in this field.

Annex 2

List of projects verifying expertise of the Tenderer/Key expert in the target area

Relevant references of the Key expert (*Name and Surname*) _____, for work related to testing integrated resilience tools for the Adriadapt Resilience Platform, relevant to the Tender (i.e. to the Expertise as defined in Chapter 5), in which the expert had a role of an expert or team leader:

No ² .	Name of the project	Tasks of the Tenderer/Key expert, relevant to the Tender	Beginning and end date of the project
1.			
2.			
3.			
4.			
5.			
6.			

² Add rows as necessary

Annex 3

Cost statement

TECHNICAL DESCRIPTION AND COST STATEMENT FOR PROVIDING EXPERT SERVICES RELATED TO TESTING INTEGRATED RESILIENCE TOOLS FOR THE ADRIADAPT RESILIENCE PLATFORM					
No.	Deliverable description	Unit	Approx. amount	Unit price in HRK (without VAT)	Total HRK (without VAT)
1.	Methodological framework for integrating climate change mitigation and adaptation into MSP	1			
2.	Training execution with training materials delivered	1			
3.	Harmonizing three strategic documents and extracting ICZM/CCA process-based toolkit	1			
4.	Adaptation options	1			
5.	Case studies - business cases with special attention to blue and green infrastructure described	1			
	<i>Tender price in HRK without VAT (total item amount)</i>				
	<i>VAT amount (25%)</i>				
	<i>Tender price with VAT in HRK</i>				

In _____ 2020

(Full name of the legal representative)

(Signature of the legal representative)