UNEP/MAP - PRIORITY ACTIONS PROGRAMME REGIONAL ACTIVITY CENTRE

SPLIT, KRAJ SV. IVANA 11

# INVITATION TO TENDER

PROCUREMENT SUBJECT: Realisation of an authorial photographic essay and a book, in the framework of the Transboundary CAMP Otranto Project

Simple procurement 13/2023

Split, June 2023

**1. GENERAL INFORMATION**

**1.1. Client information:**

**Name:** UNEP/MAP **-** Priority Actions Programme Regional Activity Centre (hereinafter: the Client)

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

**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
2. **Procurement type:** Simple procurement
3. **Estimated procurement value:** Procurement value is estimated at EUR 20,000.00 without VAT.
4. **CPV:** 79961100-9

**2. INFORMATION ON THE PROCUREMENT SUBJECT MATTER**

**2.1. Background information**

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) of the Barcelona Convention. The project is being coordinated by Ministry of Tourism and Environment (Albania), Ministry of Environment and Energy Security (Italy) and PAP/RAC (of the UNEP/MAP).

Within the general objective of testing the transboundary integrated management of coastal zones, by implementing both the Protocol on ICZM (Integrated Coastal Zone Management) 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 Contracting Parties to the Barcelona Convention and its Protocols 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.

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

The objective of the procurement is to create an authorial photographic essay and a book to document the places touched by the transboundary CAMP Otranto Project, between Albania and Italy. The work is aimed to build a narrative through a series of images: a narrative journey through the

places where the project and its actions are involved.

The places affected by the photographic activity will be those most involved in the themes of the CAMP Otranto project. Places, people and activities photographed will represent the richness and impact of the project itself, with reference to the following main themes:

* Pollution and marine litter;
* Sustainable tourism practice;
* Preservation of natural habitats and biodiversity, in particular in protected areas;
* Fisheries closures areas and other areas of interest;
* People and human activities involved in the project;
* Participative processes and capacity building activities, including the training courses;
* Other subjects and places that can be agreed with the project coordinators.

As part of this activity, the selected Tenderer will need to implement the following tasks:

1. Total of about 80 photographs in high resolution RGB jpeg format. The images shall to be ready for printing or for other uses.
2. Short essay accompanying each photograph.
3. Photographic book with the following characteristics: book size 13x19 cm, 144 pages, matt coated paper gr. 150, printed in full colour, cover printed in four-color process, on one-side coated paper gr. 240, thread binding. The visual of the book should be in line with the overall CAMP Otranto project visual, as far as possible and in accordance with the project coordinators.
4. Printing of 500 copies of the book.

**2.3. Ownership and use of the material**

The printed copies of the book will be the property of the client. An appropriate number of free copies will be agreed for the author.

The delivered photographs may be used by the client in all its work, with no commercial purposes. The author's name will always be mentioned.

The photographs are the property of the author.

**2.4. Deliverables and deadlines**

The deliverables and tentative deadlines related to the activities/tasks defined in 2.2 are as follows:

|  |  |
| --- | --- |
| **Deliverables** | **Deadlines** |
| 1. A work plan | Within 7 working days after signing the contract  |
| 2. First results with selected pictures and a short text abstract of the work in progress | 10 October 2023 |
| 3. Final delivery of the pictures and 500 copies of the book | 15 November 2023 |

**3. ELIGIBILITY OF ECONOMIC OPERATORS (SELECTION CRITERIA)**

**3.1. Technical and professional capacity**

**The Tenderer shall prove it has the following qualifications:**

* University degree;
* At least ten years of experience in book production (including photograph production, design, layout and printing);
* Good command of both written and spoken English.

**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. The company profile of the Tenderer demonstrating the required technical and professional capacity. **The profile needs to be prepared in English**.

**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. **The company profile**, in English;
3. **Detailed specification of costs,** addressing all the interventions from 2.2 (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: paprac@paprac.org and marina.markovic@paprac.org.

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

Tender offers must be received **by 3 July 2pm 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.
	2. **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) and discounts.

All travel expenses (including transportation, accommodation and DSA) shall be included in the tender.

**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 whose experts satisfy technical and professional capacity criteria set in ch 3.The MEAT award criteria are the following:

* proposed price (Annex 3);
* expertise of the Tenderer’s qualified expert (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 = (Lowest Tender price/price of the tender) x 50.00 | 50 | 50 |
| Expertise | E | Number of relevant projects (in the last 10 years) in which the expert was involved as a photographer  | 0 | 0 | 50 |
| 1 - 2 | 20 |
| 3-4 | 30 |
| 5-6 | 40 |
| More then 6 | 50 |

Selection of the most economically advantageous Tenders (ENP) 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: **ENP = P + E**.

**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. ***List of projects verifying expertise of the qualified expert*** *(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 deliverables 1 listed in chapter 2.4 of this Tender and clearance by the Client;
* Second invoice is issued upon finalisation of deliverables 1 and 2 listed in chapter 2.4 of this Tender and clearance by the Client;
* Third invoice is issued upon finalisation of deliverable 3 listed in chapter 2.4 of this Tender and clearance by the Client.

**~~All travel and accommodation expenses for the shooting are included.~~**

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.

**Due date:** Envisaged duration of the Contract is till **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:** Realisation of an authorial photographic essay and a book, in the framework 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)

# Annex 2

# List of projects verifying expertise of the Tenderer’s expert

Relevant references of the expert (*Name and Surname*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, in projects (in the last 10 years) in which the expert had a role of books developer for projects or institutions:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No[[3]](#footnote-3). | Name of the project | Role of the expert, relevant to the Tender  | Online sources of the work of book developer in which the expert was involved  | Beginning and end year of the project |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| 6. |  |  |  |  |
| 7. |  |  |  |  |

# Annex 3

# Cost statement

|  |
| --- |
| Realisation of an authorial photographic essay and a book, in the framework of the Transboundary CAMP Otranto Project |
| No. | Task description | Unit[[4]](#footnote-4)  | Approx. amount | Unit price in EUR (without VAT)[[5]](#footnote-5) | Total price in EUR (without VAT) |
| 1. | Work plan | Working day |  |  |  |
| 2.  | First results with selected pictures and a short text abstract of the work in progress | Working day |  |  |  |
| 3.  | Final delivery of the pictures and 500 copies of the book | Working day |  |  |  |
| ***Tender price in EUR without VAT (total item amount)*** |  |
| ***VAT amount (25%)*** |  |
| ***Tender price with VAT in EUR*** |  |

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

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

(Full name 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. Add rows, as necessary [↑](#footnote-ref-3)
4. Please add as relevant [↑](#footnote-ref-4)
5. Travel expenses need to be included [↑](#footnote-ref-5)