

PRIORITY ACTIONS PROGRAMME REGIONAL ACTIVITY CENTRE – UNEP/MAP

SPLIT, KRAJ SV. IVANA 11

# INVITATION TO TENDER

PROCUREMENT SUBJECT: Providing graphic design services in the framework of the CAMP Israel Project

SIMPLE PROCUREMENT

Split, May 2023

**1. GENERAL INFORMATION**

**1.1. Client information:**

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

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

**OIB: 27788012253**

**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, Tea Marasović, e-mail: [tea.marasovic@paprac.org](mailto:marina.markovic@paprac.org)
2. **Procurement type:** Simple procurement
3. **Estimated procurement value:** 15.000 Euro without VAT,covering 20 working days over a 7-month period.

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

**2.1. Background information**

The activities of the CAMP Israel Project are aimed at promoting integrated coastal zone management consistent with the ICZM Protocol, through the development of capacities and awareness-raising activities, development of ICZM tools with good practices for sustainable development of coastal areas (adaptation to CC, beach management, sustainable rural tourism, Land-Sea Interactions), establishment of a coordination mechanism for ICZM, and support to the implementation of IMAP – the UNEP/MAP Integrated Monitoring and Assessment Programme. The Project's results will assist to establish a joint multi-stakeholder mechanism to advance and integrate ICZM throughout the coastal area. They will stimulate local governance for ICZM through capacity building, multi-stakeholder processes and implementation of good practices.

The Project will also contribute to the implementation of various decisions of the BC related to ICZM, pollution, biodiversity and contingency planning, as well as to other international obligations such as to UN Sustainable Development Goals, and alike.

The design of this Project recognises and incorporates the following fundamental considerations:

* It is a project with a strong international component, designed primarily to respond to national and local priorities but also to support cooperation between the countries of the Mediterranean Region on issues of common interest. It will operate according to the experiences and realities of the country’s legal, administrative, environmental and cultural context, and will utilise the available expertise at all levels. The UNEP/MAP technical assistance will be targeted to issues in which the national expertise and resources require support and supplementary inputs.
* The Project is based on an integrated approach to marine, coastal and river basin environment and development problems, which means that activities will cut across protection and development problems, harmonise public sector priorities and private sector pressures, and provide for an integrated strategy with a common goal to reinforce the development of the coastal region within a sustainable management policy framework.
* Consequently, the aim of the Project, far from compromising development objectives, is to support the implementation of the ICZM Protocol and its Common Regional Framework (CRF) by incorporating the principles of sustainable development and integrated coastal management in the development process to better articulate resource protection and development objectives in the national context.

The Project area encompasses all Israeli Mediterranean Coastal Local Authorities, from the Mate Asher Regional Authority in the north, all the way to the Hof Ashkelon Regional Authority in the south. Altogether, the Israeli Mediterranean coastline is home to nearly two million residents divided into 21 local authorities (7 Regional Councils, 13 Cities and 1 Local Council). The coastal authorities encompass an area that stretches 195 kilometres from north to south, and 15 km at its widest point.

The main goals of the Project are:

* to create necessary mechanisms that can help achieve sustainable development of the coastal area;
* to promote integrated and participatory planning and management in the coastal area;
* to build national and local capacities for ICZM and raise awareness of the importance of the coastal area, the complexity and fragility of its ecosystems and the need for integrated approaches in managing them;
* to facilitate the transfer of knowledge on ICZM tools and approaches.

The Project is designed to encompass two major components with a set of activities (i.e., horizontal and individual activities) as presented below:

**A. Horizontal activities**

* Overall Project coordination, integration and dissemination of results
* Capacity-building
* Awareness-raising

**B. Individual activities**

* Coordination mechanism for ICZM
* ICZM Tool Box of Thematic Guidelines
* Monitoring of the marine and coastal environment

The project is carried out during 2022/2023.

The Project will be implemented based on the biannual UNEP/MAP Programme of Work (PoW) and Budget, as approved by the meetings of the Contracting Parties to the Barcelona Convention (COPs). The implementation of the activities within this Tender is funded by the UNEP, as approved by 2022/2023 UNEP/MAP PoW and Budget.

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

The aim of this Tender is to engage a communication and design expert to support the ongoing activities of the Project.

The selected Tenderer will be contracted to perform the following specific tasks:

1. Develop the project design language. Creating a design language for the project, including the visual identity, advertising pages, correspondence pages, training materials, document templates (including PowerPoint presentation), and any products needed for the project.

2. Development and maintenance of the project’s website. Setting up the CAMP Israel website to display key project information and outputs, including local success stories and good practices, events and alike. The CAMP site will be set up as an independent landing site, possibly as part of the Israel Coastal Authorities Forum.

3. Preparation of the quarterly national newsletter. Establishing a distribution list of all relevant stakeholders, creating and sending out a national newsletter with updates on the project activities and relevant stories.

4. Graphic layout of project deliverables, including three thematic guidance documents, assessment of coastal land-cover change and final project report (Hebrew and English versions). Simple graphic design should be developed for meeting report documents (Mid-term conference, Final conference).

**2.3. Deliverables and deadlines**

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

|  |  |
| --- | --- |
| **Deliverables** | **Deadline** |
| 1. Project design language and website visual layout | 30 June 2023 |
| 2. Establishment and maintenance of the project website | Established by September 30, 2023  Maintenance throughout the project |
| 3. Quarterly national newsletter | Throughout the project |
| 4. Graphic layout of project deliverables | Throughout the project |

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

**3.1. Technical and professional capacity**

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

* At least 2 years of experience in graphic design;
* Experience in developing at least 2 professional websites;
* Working knowledge of Hebrew and English, both oral and written.

**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 Tenderer’s* ***curriculum vitae (CV),*** *clearly highlighting,**among others,* ***the required technical and professional qualifications*** *(including links to referenced websites).*

**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. **Curriculum vitae** of the Tenderer,proving required technical and professional capacity;
3. **Cost statement** signed andfilled in according to this Invitation to Tender (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: [tea.marasovic@paprac.org](mailto:marina.markovic@paprac.org) preferably with “"CAMP Israel – graphic design services” as the e-mail subject.

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

Tender offers must be received **by ~~1 June 2023, 16:00 CET~~. (EXTENDED TO 2 JUNE 16:00 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.

**4.5. Tender currency:** Euro (€).

The Tender price shall be expressed in Euro and written in numbers.

* 1. **Language and script:** The Tender shall be drafted in the 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%, for individual consultants only, according to the Croatian Act on income tax) and discounts.

Transport and accommodation expenses related to the Tender (if any) are not included and will be covered by the Client as an additional expense. Additional expenses, such as daily substance allowances (DSA) (if any) related to the Tender, need to be included in the Tender price.

**5. AWARD CRITERIA**

The Tender will be awarded according to the **best price criteria**.

**For the purposes of establishing the grounds set out in item 5. of the Invitation to Tender the Tenderer shall submit the following in his Tender:**

1. ***Cost statement*** (Annex 2)*;*

**6. DUE DATE, CONTRACTING AND TERMS OF PAYMENT**

The Contract will be made in Euro. Payments will be made in Euro.

The Client shall make payments to the Tenderer, based on invoices drawn up by the Tenderer, upon the submission of the deliverables, in three instalments as follows:

* First instalment - 30% upon submission of deliverable 1 and clearance by the Client;
* Second instalment - 50% upon submission of deliverable 2 and at least one quarterly newsletter and clearance by the Client:
* Third instalment - 20% upon submission of all deliverables and clearance by the Client 2.

Advance payment by the Client is not permitted.

Due date: The envisaged duration of the Contract is till the end of **December 2023.**

# Annex 1

# Tender sheet

**Tender date**:

**Contracting Authority**: Priority Actions Programme Regional Activity Centre (PAP/RAC) – UNEP/MAP, Kraj Sv. Ivana 11, 21000 Split, Croatia

**Subject of procurement:** Providing graphic design services for the CAMP Israel Project

**Tenderer information:**

|  |  |
| --- | --- |
| **Tenderer’s name and registered seat** |  |
| **PIN[[1]](#footnote-1)** |  |
| **Bank name** |  |
| **IBAN** |  |
| **SWIFT** |  |
| **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 the Tenderer:**

(Signature of a legal representative)

# Annex 2

# Cost statement

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Technical description and cost statement for p***roviding graphic design services for the CAMP Israel Project | | | | | |
| No. | Task description | Unit[[3]](#footnote-3) | Approx. amount | Unit price in EUR (without VAT) | Total EUR (without VAT) |
| 1. | Graphic design services | Working day | 20 |  |  |
| ***Tender price in EUR without VAT (total item amount)*** | | | | |  |
| ***VAT amount (25%)[[4]](#footnote-4)*** | | | | |  |
| ***Tender price with VAT in EUR*** | | | | |  |

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

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

(Full name of the legal representative)

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

(Signature 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. Please add as relevant [↑](#footnote-ref-3)
4. 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-4)