

PRIORITY ACTIONS PROGRAMME REGIONAL ACTIVITY CENTRE

SPLIT, KRAJ SVETOG IVANA 11

# INVITATION TO OFFER

# PROCUREMENT SUBJECT: Providing expert services related to the development of assessment criteria and the Guiding document for application of assessment criteria for the

# IMAP Common Indicator 16

SIMPLE PROCUREMENT

Reference number 18/2021

Split, 23 March 2021

**1. GENERAL INFORMATION**

**1.1. Contracting authority information:**

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

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

**Personal identification number (PIN)**: 27788012253

**Telephone number:** +385 (21) 340470

**Website:** [www.paprac.org](http://www.paprac.org)

**Contact person:** Questions concerning the Offer contents and format can be sent to the person in charge of communicating with the Offerer, i.e. to Mr Marko Prem, e-mail: [marko.prem@paprac.org](mailto:marko.prem@paprac.org)

**1.2. Procurement type:** Simple procurement

**1.3.** **Estimated procurement value:** Procurement value is estimated at HRK 85.500,00 without VAT.

**1.4. Common Procurement Vocabulary (CPV) code:** 90711300-7

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

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

The subject matter is providing expert services related to the development of assessment criteria and the Guiding document for the application of the assessment criteria regarding the IMAP Common Indicator 16 (“*Length of coastline subject to physical disturbance due to the influence of human-made structures”*). Development of such criteria will assist countries in implementing the monitoring of CI16, especially in terms of estimation of good environmental status (GES) regarding this indicator, and will allow preparing a guiding document on their application for the assessment of changes between sets of data reported for this indicator.

The procurement is carried out as part of the support to the national implementation of Coast and Hydrography Cluster of UNEP/MAP’s Integrated Monitoring Assessment (IMAP) and is in close relation with the project *“Support to Efficient Implementation of the Ecosystem Approach-based Integrated Monitoring and Assessment of the Mediterranean Sea and Coasts and to delivery of data-based 2023 Quality Status Report in synergy with the EU MSFD”,* i.e. the EU-funded EcAp MED III project. The EcAp MED III project will support the implementation of IMAP and data-based 2023 Quality Status Report in line with 2023 MED QSR Roadmap milestones at national, sub-regional and regional level, with a focus on southern Mediterranean countries, namely: Algeria, Egypt, Israel, Lebanon, Libya, Morocco, Tunisia. The procurement subject matter is closely related to EcAp MED III specific activities 2.1.2.1 “Update/upgrade and develop assessment criteria using trend and threshold approach as appropriate for CIs already included in the IMAP Info System” and 2.1.2.2 “Develop guiding documents for the application of assessment criteria, thresholds and baseline values for all IMAP clusters at the national level”.

*Tasks for this offer:*

In coordination and interaction with PAP/RAC, the Offerer shall prepare an output on the assessment criteria for GES assessment regarding the IMAP Common Indicator 16. The establishment of such assessment criteria will assist countries in future assessment of GES regarding the IMAP Common Indicator 16 in a way that specific considerations of what needs to be taken into account when performing such assessment will be detailed in mentioned output. In brief, with the help of this output each country will define as objectively as possible the GES for Common Indicator 16, using trend and threshold approach. The assessment of GES for this indicator will strongly rely on the trend of share of artificialized coastline (i.e. 6-year monitoring cycles as set in the Indicator Guidance Fact Sheets for this indicator – UNEP/MED WG.467/6, to be provided by the Contracting authority). Some examples of baseline data sets, i.e. national reports, will also be provided by the Contracting authority.

The criteria should reflect on, among others:

(i) geographical setting (that would potentially influence certain baseline/trends/, and also size of the county and country’s coastal area, population, geostrategic location, geomorphology, natural processes such as coastal erosion and alike);

(ii) historical and cultural connotations (i.e. whether a county already had strong historic development in coastal area, country’s spatial development culture);

(iii) socio-economic context (developed/developing country etc.);

(iv) international (regional) policies and directives to be taken into account (such as the ICZM Protocol of the Barcelona Convention, Convention on Biological Diversity - CBD, Ramsar Convention, some EU directives for the EU Member States such as Bird/Habitat, Natura 2000);

(v) national policies regarding spatial development (spatial development strategy/policy, landscape policies, other relevant sectoral policies) ;

(vi) national environmental policies;

The consultant should add relevant criteria (if any).

These criteria should be elaborated and justified, and some examples given. On the basis of these criteria countries would be able to specify GES for their coastline once the first set of monitoring data is provided. The GES in the Guidance Fact Sheet has been defined in descriptive manner (“Physical disturbance to coastal areas induced by human activities should be minimized“, whereas the proposed target reads as „Negative impacts of human activities on coastal areas are minimized through appropriate management measures“), however a more objective definition should be proposed which is country specific.

The Guiding document should be developed as a step-by-step tool that will allow first, to define GES and second, to prepare an assessment report based on the application of assessment criteria once future series of data sets for this indicator will be reported. The Guiding document should be user-friendly, should allow for transparency and be instructive.

The baseline set will allow for the specification of the GES and its justification based on the assessment criteria. All future sets of monitoring data (6–year cycle) will allow for the assessment, i.e. whether the coastline has been further developed or it has stayed within GES. For the areas where human made structures on the coastline have been developed at a rate that is no longer within the GES definition, countries will during the assessment stage justify such situations by using the above criteria. The results of assessment will be used for the preparation of the Quality Status Report (QSR) of the Mediterranean Sea and its coastal areas. Also, targets and country specific measures to maintain/achieve GES will be defined based on the assessment results.

The Guiding document will be tested in EcAp MED III project eligible countries.

**2.2. Deliverables and deadlines**

The deliverables and tentative deadlines related to the activities/tasks defined in 2.1 are given in the table below:

|  |  |
| --- | --- |
| **Deliverable** | **Tentative deadline** |
| Annotated concept and structure of the assessment criteria and the Guiding document | 14 May 2021 |
| Assessment criteria and draft Guiding document for the application of assessment criteria regarding the IMAP Common Indicator 16 on coastline | 18 June 2021 |
| Final Guiding document for the application of assessment criteria regarding the IMAP Common Indicator 16 on coastline | 27 August 2021 |

*\*containing elements detailed in Tasks (2.1)*

The Assessment criteria and the draft Guiding document will be presented at the CORMON meeting (to take place tentatively between 15 and 30 July 2021) for comments and suggestions. The consultant will participate to the meeting and present the draft document.

The above-listed deliverables shall be written in English language.

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

**3.1. Technical and professional capacity**

The Offerer shall prove that it has on disposal the key expert for carrying out the tasks outlined in Chapter 2.1, with following qualifications:

* Advanced university degree in a field related to the spatial analysis: geography; (landscape) architecture; urban planning; other relevant technical sciences that include spatial analysis;
* At least 5 years of professional working experience in work related to spatial assessments in the Mediterranean;
* Very good command of both written and spoken English.

**The Offerer shall therefore submit the following in his Offer:**

1. *The* ***curriculum vitae (CV) of the key expert,*** *clearly highlighting,**among others,* ***required technical and professional capacity****(outlined in Chapter 3.1).*

**4. INFORMATION ON THE OFFER**

**4.1. Offer contents and format**

The Offer proposal shall contain the following elements:

1. **Offer sheet** filled and signed in according to this Invitation to Offer (Annex 1);
2. **Curriculum vitae** of the Key expert,proving required technical and professional capacity in line with 3.1;
3. **List of projects verifying expertise (see chapter 5) of the key expert**(Annex 2);
4. **Cost statement** filled and signed according to this Invitation to Offer (Annex 3);

**4.2. Offer format and submission**

Offer offers need to be drafted according to the requirements laid out in the Invitation to Offer.

Offers shall be sent electronically to the following e-mail addresses: **marko.prem@paprac.org,** as a reply to the invitation.

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

Offer offers must be received by **9 April 2021 (14:00 o’clock) at the latest.**

All offers received after the bid opening deadline will be marked as late and excluded from the procedure.

**4.4. The Offerer may amend or withdraw his Offer before the Offer submission deadline.** The amended Offer shall be submitted in the same manner as the original and clearly marked as amended. The Offerer may withdraw his Offer by submitting a written statement before the Offer submission deadline. The written statement shall be submitted in the same manner as the original offer and clearly marked as a statement of Offer withdrawal. Alternative Offers are not permitted.

**4.5. Offer currency:** Croatian kuna (HRK) or Euro (EUR).

When reviewing and evaluating Offers, in the case an Offer price is expressed in EUR, the contracting authority shall convert the euro into HRK using the middle exchange rate of the Croatian National Bank, valid on the day of the opening of Offers.

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

**4.7. Period of validity:** 15 days from the Offer submission deadline.

**4.8. Price setting method**

The Offer price consists of Pre-Vat price, VAT and total price.

Offerers that are registered in Croatia:

* if in VAT system, expressed VAT shall be 25%;
* if out of VAT system, expressed VAT shall be 0%.

Offerers registered outside the Republic of Croatia (in /or out of VAT system) do not express VAT, but indicate “reverse charge” (see Annex 1, 2). This means that VAT is transferred to the contracting authority that pays VAT (25% in Croatia). When evaluating the offers, the contracting authority will take into account the above indicated VAT.

Transport fees (airplane ticket) and accommodation expenses related to the Offer (if any) are not included and will be covered by the contracting authority as an additional expense.

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 Offer 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 Offerers whose key expert satisfy technical and professional capacity criteria set in Chapter 3.1. The MEAT award criteria are the following:

* proposed price (*Annex 1*); and
* expertise of the Offerer 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 Contracting authority has determined the score value by individual criteria for each Offerer, the points awarded to Offerer according to each of the criteria will be summed in order to obtain the total number of points for each Offerer. The most favorable Offerer 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 Offers; 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 Offers achieve equal number of points, the one received earlier will be chosen. As a proof, data will be used on the order in which Offers have been received.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Criteria** | **Criteria label** | **Description and measuring unit** | **Methodology** | **Number of points** | **Maximum** |
| Price | P | The Offer price, i.e. the financial Offer amount in HRK including VAT if applicable | C = (Lowest Offer price/price of the Offer) x 25.00 | 25 | 25 |
| Expertise | E | Number of projects relevant to the subject of the offer in the Mediterranean region, in which the offerer’s key expert was/were involved | 0 | 0 | 75 |
| Up to 3 | 25 |
| 4 or 5 | 50 |
| More than 5 | 75 |

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

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

The contracting authority shall make the payments to the selected Offerer, based on invoices drawn up by the selected Offerer. The invoices shall be issued:

* upon finalisation of Deliverables listed in Chapter 2.2 of this Offer and clearance by the Contracting authority

The contracting authority shall pay the issued invoice, pursuant to the price set out in the selected Offer, within 30 days of the invoice receipt.

All legal persons (in or out of VAT system) and natural persons which are in VAT system conducting financial transactions with the Contracting authority are required to issue electronic invoices. The invoices shall be issued as e-invoice through FINA e-invoice service or through PEPPOL Network.

For selected Offerer registered outside the Republic of Croatia, the contract will be made in Croatian currency (HRK). In case the Offerer expressed their offer in EUR, the middle exchange rate of the Croatian National Bank valid on the day of the opening of Offers will be applied for contracting. The payment shall be made in EUR equivalent using the exchange rate of the OTP Bank d.d. relevant on the day of payment.

For selected Offerer registered in the Republic of Croatia, contracting and payments shall be made in the Croatian currency (HRK).

An advance payment by the contracting authority is not permitted.

Envisaged duration of the contract is 4,5 months.

**ANNEX 1 – OFFER SHEET**

**Offer date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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 the development of assessment criteria for GES assessment regarding the IMAP Common Indicator 16, in the frame of the EcAp MED III Project

**Bid validity date:** at least 15 days after the bid submission deadline.

**Offerer information:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Offerer’s name and registered seat | | |  | |
| PIN1 |  | | IBAN |  |
|  |  | | SWIFT |  |
|  |  | | Bank name |  |
| The economic operator is VAT registered (select) | | | YES NO | |
| Mail address | | |  | |
| E-mail address | | |  | |
| Name and title of the person(s) authorised to sign the public procurement contract | | |  | |
| Name and title of the contact person | | |  | |
| Telephone number | |  | Fax |  |

Offerer price:

|  |  |
| --- | --- |
| Offer price, excluding VAT (HRK or EUR) |  |
| Amount of the value-added tax (VAT)2 |  |
| Total price with VAT (HRK or EUR) |  |

Period of validity: (at least 30 days after the Offer submission deadline)

**On behalf of the Offerer:**

(Signature of a legal representative)

Or national identification number according to the economic operator’s country of establishment, if applicable

2 Economic operators that are not in VAT system, do not fill in the column (or put 0). Economic operators registered outside the Republic of Croatia in or out of VAT system, in the place of VAT have to put note “reverse charge”.

**ANNEX 2 - LIST OF PROJECTS VERIFYING EXPERTISE OF THE OFFERER/KEY EXPERT IN THE TARGET AREA**

Relevant references of the Key expert (*Name and Surname*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, for work relevant for the development of assessment criteria for GES assessment regarding the IMAP Common Indicator 16 i.e. relevant to the Offer (i.e. to the Expertise as defined in Chapter 5):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No[[1]](#footnote-1) | Name of the expert | Name of the project | Tasks of the Offerer/Key expert, relevant to the Offer | Beginning and end date of the project |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| 6. |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**ANNEX 3 – COST STATEMENT**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***TECHNICAL DESCRIPTION AND COST STATEMENT FOR PROVIDING EXPERT SERVICES RELATED TO THE DEVELOPMENT OF ASSESSMENT CRITERIA FOR GES ASSESSMENT REGARDING THE IMAP COMMON INDICATOR 16*** | | | | | |
| No. | Deliverable description | Unit | Approx. amount | Unit price in HRK/EUR[[2]](#footnote-2) (without VAT) | Total HRK/EUR[[3]](#footnote-3) (without VAT) |
| 1. | Final document on the assessment criteria for GES assessment regarding the IMAP Common Indicator 16 | Piece |  |  |  |
|  | ***Offer price in HRK/EUR[[4]](#footnote-4) without VAT (total item amount)*** | | | |  |
|  | ***VAT amount [[5]](#footnote-5)*** | | | |  |
|  | ***Offer price with VAT in HRK/EUR[[6]](#footnote-6)*** | | | |  |

In \_\_\_\_,\_\_\_\_2021.

(Full name of the legal representative)

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

(Signature of the legal representative)

1. Add rows as necessary [↑](#footnote-ref-1)
2. Select the appropriate [↑](#footnote-ref-2)
3. ibid [↑](#footnote-ref-3)
4. ibid [↑](#footnote-ref-4)
5. Economic operators that are not in VAT system, do not fill in the column (or put 0). Economic operators registered outside the Republic of Croatia in or out of VAT system, in the place of VAT have to put note “reverse charge”. [↑](#footnote-ref-5)
6. ibid [↑](#footnote-ref-6)