PRIORITY ACTIONS PROGRAMME REGIONAL ACTIVITYCENTRE

SPLIT, KRAJ SVETOG IVANA 11

# INVITATION TO TENDER

# PROCUREMENT SUBJECT: Providing expert services related to the capacity building on good environmental status, in the GEF Adriatic Project

SIMPLE PROCUREMENT

17/21

Split, March 2021

**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](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 HRK 25,000.00 without VAT.
4. **Common Procurement Vocabulary (CPV) code:** 80521000-2

**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 capacity building on good environmental status. The procurement is carried out as part of the project **“Implementation of ecosystem approach in the Adriatic Sea through marine spatial planning” (GEF Adriatic)** co-financed by the Global Environment Facility (GEF), directly related to Outputs 1.1 (*Updated assessment of the characteristics of a Good Environmental Status (GES) in the Adriatic Sea*), and 1.2 (*Proposal of the measures to achieve a Good Environmental Status*) of the Project.

The tasks for this Tender are to:

* Prepare relevant material that can be used for the training/capacity building on good environmental status. The material shall be based on the findings from the GES assessments for the Albania and Montenegro;
* Participate in the (on-line) training(s) for the relevant institutions in Albania and Montenegro organised by the project unit. It is envisaged to have either one joint training or 2 national trainings, during April/May;
* Prepare relevant training report;
* Provide inputs to the GES training material to be used for the video infographics;
* Participate in consultations with the project unit and the other involved experts.

**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** |
| 1. Training report, including all the materials prepared
 | May 2021 |

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

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

**3.1. Technical and professional capacity**

The Tenderer shall prove it has:

* University degree in a field related to the coastal environment, such as environmental sciences; chemical, physical and/or biological oceanography;
* At least 5 years of professional working experience in the environmental field, relevant to the tender subject;
* Experience in work related to the MSFD/IMAP in the Adriatic region, preferably in Albania and Montenegro;
* Knowledge of the Barcelona Convention system;
* Very good command of both written and spoken English.

**The Tenderer shall submit the following in his Tender:**

1. *The* ***curriculum vitae (CV),*** *clearly highlighting, among others,* ***required technical and professional capacity****;*

**4. INFORMATION ON THE TENDER**

**4.1. Tender contents and format**

The Tender proposal shall contain the following elements:

1. **Tender sheet** filled in according to this Invitation to Tender and signed by the Tenderer (Annex 1);
2. **Curriculum vitae**, proving required technical and professional capacity in line with 3.1;
3. **Cost statement** filled in according to this Invitation to Tender and signed by Tenderer (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: marina.markovic@paprac.org and paprac@paprac.org.

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

Tender offers must be received by **11 March 2021, 3pm.**

**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](https://www.otpbanka.hr/)), 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:** 15 days from the Tender submission deadline.

**4.8. Price and billing setting method**

-Tenderers that are **registered in Croatia:**

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

-Tenderers **registered outside the Republic of Croatia** (in /or out of VAT system) do not express VAT amounts, but indicate “reverse charge” (see Annex 1, 2). This means that VAT (25% in Croatia), although not expressed, will be charged and paid by the Client, on top of the indicated price by the Tenderer. When evaluating the tenders, the contractor will take into account the above indicated VAT amount.

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

**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, MANNER AND TERMS OF PAYMENT**

The Client shall make the payment to the Tenderer, based on invoice drawn up by the Tenderer, upon finalisation of all the deliverables listed in Chapter 2.2 of this Tender and clearance by the Client.

An advance by the Client is not included.

Envisaged duration of the contract is 3 months.

# 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:** Providing expert services related to the capacity building on good environmental status

**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 |
| 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  |  |

Tenderer price:

|  |  |
| --- | --- |
| Tender price, excluding VAT (HRK) |  |
| Amount of the value-added tax (VAT)[[2]](#footnote-2) |  |
| Total price with VAT (HRK) |  |

Period of validity: (at least 15 days after the tender submission deadline)

**On behalf of the tenderer:**

 (Signature of a legal representative)

# Annex 2

# Cost statement

|  |
| --- |
| **Technical description and cost statement forproviding expert services related to the capacity building on good environmental status** |
| No. | Deliverable description | Unit  | Approx. amount | Unit price in HRK (without VAT) | Total HRK (without VAT) |
| 1. | Training report, including all the materials prepared |  |  |  |  |
|  | ***Tender price in HRK without VAT (total item amount)*** |  |
|  | ***VAT amount (25%)[[3]](#footnote-3)*** |  |
|  | ***Tender price with VAT in HRK*** |  |

In\_\_\_\_\_\_\_\_\_\_\_, 2021

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

(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 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-2)
3. Economic operators (in Croatia) 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-3)