PRIORITY ACTIONS PROGRAMME REGIONAL ACTIVITY CENTRE

SPLIT, KRAJ SV. IVANA 11

# **INVITATION TO TENDER**

**PROCUREMENT SUBJECT: Updating Data Management tool in the framework of the Transboundary CAMP Otranto project**

Simple Procurement 11/2023

Split, September 2023

**1. GENERAL INFORMATION**

**1.1. Client information**

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

**OIB:** 27788012253

**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](mailto:marina.markovic@paprac.org)
2. **Procurement type:** Simple procurement
3. **Estimated procurement value:** Procurement value is estimated at EUR 9,000.00 excluding VAT
4. **CPV:** 72212610-8
5. **INFORMATION ON THE PROCUREMENT SUBJECT MATTER**

**2.1. Background information on the CAMP Otranto project**

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) launched in 1989, which falls into the Mediterranean Sea protection activities undertaken by the Contracting Parties (CPs) to the Convention for the Protection of the Marine Environment and the Coastal Region of the Mediterranean (so-called Barcelona Convention).   
The CAMP, coordinated by the Priority Actions Programme Regional Activity Centre (PAP/RAC) under the supervision of the United Nations Environment Programme/Mediterranean Action Plan (UNEP/MAP), focuses on the implementation of coastal management projects in pilot areas located across the Mediterranean.

The Feasibility Study (FS) for the transboundary CAMP project for the Otranto Strait area, prepared in 2019 allowed us to identify the priorities and the main strategic objectives and activities of the CAMP Otranto. These were confirmed both by the national authorities of the two countries and the representatives of the Contracting Parties (CPs) at the 21st Ordinary Meeting of the Contracting Parties of the Barcelona Convention (Naples, Italy, 2-5 December 2019). That allowed us to proceed to the next step towards the implementation of the CAMP Otranto i.e., the preparation of the CAMP Agreement signed in March 2021.

The design of the CAMP Otranto project recognizes and incorporates the following fundamental considerations:

* The CAMP Otranto is designed to respond to regional (Mediterranean), national and local priorities, and will operate according to the experiences and realities of the host countries’ legal, administrative and cultural institutions, and will benefit from the available national and local expertise. UNEP/MAP technical assistance will be targeted to general coordination and to issues in which national expertise and resources require support and supplementary inputs.
* The CAMP Otranto project is based on an integrated approach to the coastal and marine environment and development problems. This means that the project activities will cut across protection and development problems, harmonize public sector priorities and private sector pressures, and provide an integrated strategy for the common goal of achieving development in the region within a sustainable management policy framework.
* Consequently, the CAMP Otranto project, far from compromising development objectives, aims to incorporate the principles of sustainable development and integrated coastal management in the development process to better articulate resource protection and development objectives.

Within the general objective of testing the transboundary integrated management of coastal zones, by implementing both the ICZM Protocol 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 the sustainability of the **tourism** sector, particularly 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.

The Project will contribute to the implementation of various decisions of the CPs related to ICZM, MSP, biodiversity and 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.  
   
**The geographical scope of the project:** *the Strait of Otranto, along the coastal zones of Puglia Region (Italy) and Vlora County (Albania), as a single complex project area.*

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

Under the supervision of the Client, the Contractor will collaborate with the national project coordinators for Albania and Italy (NPCs) and other project partners to upgrade the local database in alignment with the [IMAP INFO system](http://www.info-rac.org/en/infomap-system/imap-pilot-platform). This upgrade will facilitate the exchange of experience and know-how between Albania and Italy.

The Contractor is expected to coordinate all the activities related to the procured service, which includes the following tasks:

* conducting a thorough assessment of the current [data management tool (database) in Albania](https://89.201.160.62/ords/natal/)[[1]](#footnote-1) to identify areas that require improvement and alignment with the [IMAP INFO system](http://imapinfosystem.info-rac.org/app/#/);
* update an online data management tool within the project area to adhere to IMAP standards, with a specific focus on the Vlora region (Albania);
* together with data management expert of the project, ensuring the database is updated with officially available and relevant data within the designated project area, using all the collected data from the project;
* ensuring that the upgraded database functions effectively and efficiently, addressing any issues that might arise during the upgrade;
* ensure easy maintenance of the database and efficient report generation;
* ensure transfer of database to relevant national entity, upon securing appropriate infrastructure (server with static IP address, Linux OS and at least 50GB disc space) and based on agreement with the project partners;
* provide training to relevant institutions in effectively utilizing the data management tool;
* prepare report on all implemented tasks, including undertaken changes within the database.

By fulfilling these tasks, the Contractor will successfully deliver an updated data management tool that meets the requirements of the project and can be used by the Client and project partners and stakeholders in supporting future activities related to the Transboundary CAMP Otranto project.

* 1. **Deliverables and Deadlines**

The deliverables and tentative deadlines related to the activities/tasks defined in 2.3 are as follows:

|  |  |  |
| --- | --- | --- |
| No. | Deliverables | Deadlines |
| 1 | **Technical update of the online data management tool** | 1 November 2023 |
| 2 | **Final online data management tool, updated with data provided by project partners** | 20 December 2023 |

**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 qualified for the provision of services indicated as the subject matter of the procurement, which has the required technical and professional capacity as stated below:**

* University degree in geography, urban planning, computer engineering, or a closely related field;
* Experience in developing expert databases related to the IMAP INFO system;
* Very 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:**

* **The qualified key expert’s curriculum vitae (CV) in English,** clearly highlighting, among others, the required technical and professional qualifications.   
  The Tenderer can submit more than two CVs in case more experts will be involved, indicating the one Key expert.

**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. **CV/ company profile**, in English;
3. **Cost statement,** signed andfilled in according to this Invitation to Tender (Annex 2);
4. **List of projects verifying the expertise of the 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 addresses: [procurement@paprac.org](mailto:procurement@paprac.org) and [marina.markovic@paprac.org](mailto:marina.markovic@paprac.org) indicating “**Data Management Tool - CAMP Otranto**”.

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

Tender offers must be received **by 12 September 2023, 23:59 am 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.

* 1. **Tender currency:** Euro.

Tender currency shall be expressed in EUR. However, payment can be made in other currencies using the exchange rate of the Client’s bank ([OTP bank](https://www.otpbanka.hr/)), valid on the payment date.

* 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 the “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 the “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 consider 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 **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;**
* **expertise of the Tenderer’s qualified Key Expert.**

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 EUR including VAT, if applicable | P = (Lowest Tender price/price of the tender) x 50.00 | 50 | **50** |
| Expertise in Integrated Coastal Zone Management | E | Number of relevant projects in developing expert databases related to the IMAP INFO system, in which the proposed expert had the role of Key Expert | E = (No. of projects/ Highest no. of projects) x 50.00 | 50 | **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 5. of the Invitation to Tender the Tenderer shall submit the following in his Tender:**

* **Cost statement filled in according to this invitation to Tender**, signed by the single authorised representative of the Tenderer (Annex 2);
* **List of projects verifying the expertise of the qualified Key Expert** (Annex 3);

**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:

* 1st instalment – 50% upon submission of deliverable 1 listed in chapter 2.4 of this Tender and clearance by the Client;
* 2nd instalment – 50% upon submission of deliverable 2 listed in chapter 2.4 of this Tender and clearance by the Client.

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 who are in the VAT system conducting financial transactions with the Client are required to issue electronic invoices. The invoices shall be issued as e-invoices through the FINA e-invoice service or through PEPPOL Network.

An advance by the Client is not permitted.

**Due date:**   
Envisaged duration of the Contract - end of **December 2023.**

# Annex 1

# Tender sheet

**Contracting Authority**:

Priority Actions Programme Regional Activity Centre (PAP/RAC), Kraj Sv. Ivana 11, 21000 Split, Croatia

**Procurement subject:**

Updating Data Management tool in the framework of the Transboundary CAMP Otranto project

**Tenderer information:**

|  |  |
| --- | --- |
| **Tenderer’s name and registered seat** |  |
| **PIN[[2]](#footnote-2)** |  |
| **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%)[[3]](#footnote-3)** |  |
| **Total price with VAT (EUR)** |  |

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

|  |  |  |
| --- | --- | --- |
| **Date:** |  | **For the Tenderer:** |
|  |  |  |
|  |  | Signature of a legal representative |

# Annex 2

# Cost statement

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Updating Data Management tool in the framework of the Transboundary CAMP Otranto project | | | | | |
| No. | Task description | Unit | Approx. amount | Unit price in EUR (without VAT) | Total EUR (without VAT) |
| 1. | **Online data management tool in accordance with the conditions and requirements from the Invitation to tender** | piece | 1 |  |  |
| *Tender price in EUR without VAT (total item amount)* | | | | |  |
| *VAT amount (25%)[[4]](#footnote-4)* | | | | |  |
| *Tender price with VAT in EUR* | | | | |  |

|  |  |
| --- | --- |
| **Place:** |  |
| **Date:** |  |

|  |
| --- |
|  |
| Full name of the legal representative |
|  |
|  |
| Signature of the legal representative |

# Annex 3

List of projects verifying expertise of the Tenderer’s Key Expert

Relevant references of the Key Expert **Name and Surname** in developing expert databases related to the IMAP INFO system, in the role of Key expert:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No[[5]](#footnote-5). | Name of the project | Specific roles of the expert (provide details) | Online source (URL) | Year |  |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. |  |  |  |  |  |
| 6. |  |  |  |  |  |

**For the Tenderer:**

|  |
| --- |
|  |
| Signature of a legal representative |

1. Access codes available upon request [↑](#footnote-ref-1)
2. Or national identification number according to the economic operator’s country of establishment, if applicable. [↑](#footnote-ref-2)
3. Economic operators registered in Croatia that are not in the VAT system and economic operators registered outside the Republic of Croatia do not fill the column. [↑](#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)
5. Add rows, as necessary [↑](#footnote-ref-5)