UNEP/MAP - PRIORITY ACTIONS PROGRAMME REGIONAL ACTIVITY CENTRE

SPLIT, KRAJ SV. IVANA 11

# INVITATION TO TENDER

PROCUREMENT SUBJECT: Field survey and data collection related to reduction of (marine) pollution in Albania, in the framework of the Transboundary CAMP Otranto Project

Simple procurement 16/2023

Split, July 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](mailto:marina.markovic@paprac.org)
2. **Procurement type:** Simple procurement
3. **Estimated procurement value:** Procurement value is estimated at EUR 20.000 without VAT.
4. **CPV:** 73112000-0

**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**

Scientific data are useful to improving knowledge on the state, development and impacts on marine environment. In order to use and exchange information and activities of common interest, it is important that project builds upon the existing data management standards and processes, relevant for coastal and marine management, such as (but not limited to) those existing under Integrated Monitoring and Assessment Programme (IMAP).

Information about coastal zones is available from many different sources, ranging from those focusing on small scale features (e.g. cadastral maps), usually managed by local Administrations, to those focusing on large or global scale thematic layers (e.g. human impacts to marine ecosystems), that are usually freely available online. Unfortunately, information is often outdated, while different data sources are updated at different times, making synoptic data analyses very difficult,

Therefore, the CAMP Otranto project will support collection of data related to the pollution (focused specifically on marine litter data) that are relevant for the project area and produced to support the project activities. Also these data, including the one already existing that will be led by the data management expert, will be needed to upgrade local data bases, and converted in formats to be in line with IMAP INFO system.

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

This Assignment reflects the importance of the preparation of a report that should serve as a basis for the future collection of data on marine litter in the area and also to support the collection of the data on the national basis in compliance with the national legislation and the IMAP requirements, ensuring interoperability of data.

To complete this Assignment, the Tenderer will have to work with the national and local authorities, especially in the Albanian side to enable the proper collection of the data as per the existing IMAP standards.

As part of this initiative, the selected Tenderer will need to perform the following **tasks**:

* Collect and report marine litter data (*Common indicator 22: Trends in the amount of litter washed ashore and/or deposited on coastlines (including analysis of its composition, spatial distribution and, where possible, source*)) in compliance with [IMAP standards](http://imapinfosystem.info-rac.org/app/#/standard). Common indicator 22 information standard and the factsheet are enclosed to this tender as information documents. Based on the list of identified beaches of the Vlora region (included in the Decision of Council of Ministers No. 171 of 27.3.2019), there should be **at least 4 beaches** that should be assessed: (i) two beaches in the northern part of Vlora region coast (from mouth of Vjosa river down to Orikum); (ii) one beach in the central part of the Vlora region coast (from Livadhi beach down to Borshi area); and one beach in the southern part of Vlora region coast (from Saranda down to Pema e Thatë area).;
* Increase the capacities of local authorities in collecting the data according to the required standards;
* Prepare a manual for the collection of data, based on IMAP standards and [Integrated Monitoring Programme for Albania](https://www.adriatic.eco/wp-content/uploads/2021/07/Integrated-Monitoring-Programme-Albania-ALB.pdf);
* Support organising a workshop/training on the exchange of experience among project Partners (tentative, beginning of December);
* Provide photo documentation of the sites, samples and methodology/techniques applied.

During the initial project team meeting, the Tenderer will present an activity workflow and methodology which will be used to complete the Assignment.

The Assignment will be undertaken in close coordination with and under the supervision of the National project coordinators (NPCs) from both countries involved and PAP/RAC, as well as in close co-operation with project partners.

The Tenderer is required to participate on regular coordination meetings regarding the Assignment, and on other project meetings which are relevant for the implementation of the Assignment.

**2.4. Deliverables and deadlines**

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

|  |  |  |
| --- | --- | --- |
| No. | Deliverables | Deadlines |
| **1** | Manual for data collection | 10 September 2023 |
| **2** | Survey report | 1 December 2023 |
| **3** | Collected data presented in IMAP INFO system standards | 15 December |
| **4** | High resolution survey photographs | 15 December 2023 |

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

**3.1. Technical and professional capacity**

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

* At least five years of experience in working on environmental issues and environmental data;
* Experience in projects related to data collection and data processing in Albania. Experience in Vlora region is an asset;
* Good knowledge of English and Albanian language.

**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. **Cost statement** signed and filled 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: [paprac@paprac.org](mailto:paprac@paprac.org) and [marina.markovic@paprac.org](mailto:marina.markovic@paprac.org) indicating “**Data Collection** **in Albania**”.

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

Tender offers must be received **by 21 August 2023, 23:59 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).

Transport fees 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.

When evaluating the tenders, the Client will take into account the total 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/her Tender:**

* **Cost statement** (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 deliverable 1 listed in chapter 2.4 of this Tender and clearance by the Client;
* Second invoice is issued upon finalisation of all deliverables 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 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.

An advance by the Client is not permitted.

**Due date:** 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), Kraj Sv. Ivana 11, 21000 Split, Croatia

**Subject of procurement:** Field survey and data collection related to reduction of (marine) pollution in Albania, 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

# Cost statement

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Field survey and data collection related to reduction of (marine) pollution in Albania, 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. | Manual for data collection | piece | 1 |  |  |
| 2. | Survey report | piece | 1 |  |  |
| 3. | Collected data presented in IMAP INFO system standards | set | 1 |  |  |
| 4. | High resolution survey photographs | set | 1 |  |  |
| ***Tender price in EUR without VAT (total item amount)*** | | | | |  |
| ***VAT amount (25%)[[3]](#footnote-3)*** | | | | |  |
| ***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. 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-3)