PRIORITY ACTIONS PROGRAMME REGIONAL ACTIVITY CENTRE

SPLIT, KRAJ SVETOG IVANA 11

# INVITATION TO TENDER

# PROCUREMENT SUBJECT: Undertaking maritime risk assessment in Montenegro, in the frame of the GEF Adriatic Project

SIMPLE PROCUREMENT

Reference number 23/2020

Split, April 2020

**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 120,000.00 without VAT.
4. **Common Procurement Vocabulary (CPV) code:** 90711100-5

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

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

The subject matter is undertaking maritime risk assessment in Montenegro. The procurement is carried out as part of the project **“Implementation of ecosystem approach in the Adriatic Sea through marine spatial planning” (GEF Adriatic)**, Outputs 3.1 (*Marine Spatial Plan in selected sub-regional area*), co-financed by the Global Environment Facility (GEF).

The tasks for this Tender are to:

1. Describe characteristics of the area, mainly related to the
* Basic meteorological and oceanographic characteristics,
* Navigation;
1. Analyse the maritime traffic density;
2. Assess navigation safety and risks, including
* Evaluation of safety of navigation at anchorages,
* Analyses and simulations of critical parts of maritime waterways (such as in Boka Kotorska),
* Analysis of safety of navigation and maneuvering in and around port areas (for selected port areas);
1. Provide proposals for optimization of maritime transport, in particular regarding maritime waterways, approaching waterways and anchorage (and mooring) areas;
2. Ensure relevant cartographic inputs;
3. Regularly communicate with the national team of experts;
4. Were necessary, undertake field assessment and participate in relevant meetings.

The overall objective for the implementation of the above listed tasks is to focus on those aspects that are directly related to the marine spatial planning and preparation of sea-use map.

In case the Tenderer is a legal person (i.e. a company), the Tenderer shall nominate a key expert to carry out the tasks. In case the Tenderer is a natural person, he/she is considered as a key expert.

Travel and accommodation expenses related to the missions to the target country (up to 3 missions/6 days, i.e. 2 days per mission) will be covered by the CLIENT, as an additional expense. Daily fees during the mission are included in the procurement value estimated in this document.

**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. Draft maritime study with risk assessment for the marine area of Montenegro | Mid May 2020 |
| 4. Final maritime study with risk assessment for the marine area of Montenegro | Mid June 2020  |

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

**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 for the provision of services indicated as the subject matter of the procurement.**

The key expert shall prove that has:

* Advanced University degree in a field related to the maritime transport;
* At least 5 years of professional working experience related to assessment of the maritime transport;
* Very good command of both written and spoken English; and
* Very good command of Montenegrin (or Croatian/Serbian/Slovenian) language.

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

1. *The qualified* ***curriculum vitae (CV) of the key expert,*** *clearly highlighting,**among others,* ***required technical and professional capacity****;*
2. *If relevant, company profile (not obligatory).*

**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, signed by the authorised representative of the Tenderer (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) in the target area** (Annex 2);
4. **Cost statement** filled in according to this Invitation to Tender, signed by the single authorised representative of a 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 address: **marina.markovic@paprac.org** with “**Maritime risk assessment**” as the e-mail subject.

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

Tender offers must be received by **13 April 2020.**

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

**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 setting method**

The Tender price consists of Pre-Vat price, VAT and total price. If the Tenderer is in VAT system Expressed VAT shall be 25%. If the Tenderer is out of VAT system Expressed VAT shall be 0%

The Tender price shall be expressed in HRK and written in numbers. The bid price cannot be altered.

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 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 who satisfy technical and professional capacity criteria set in Ch 4.1.The MEAT award criteria are the following:

* proposed price (Annex 3); and
* expertise of the key expert 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 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 HRK including VAT if applicable  | C = (Lowest Tender price/price of the Tender) x 40.00 | 40 | 40 |
| Expertise | E | Number of studies undertaken related to the maritime risk assessment in the target area, i.e. the Adriatic, in which the Tenderer has been involved as key expert | 0 | 0 | 60 |
| Up to 2 | 20 |
| 3 - 5 | 40 |
| More then 5 | 60 |

Selection of the **most economically advantageous tenders** (MEAT) 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: MEAT = P +E.

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

***List of projects verifying expertise of the tenderer/key expert in the target area*** *(Annex 2); and*

***Cost statement*** *(Annex 3)*

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

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 2.2 of this Tender and clearance by the Client;
* Second invoice is issued upon finalisation of Deliverable 2 listed in Chapter 2.2 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 payment by the Client is not permitted.

# 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: U**ndertaking maritime risk assessment in Montenegro, in the frame of GEF Adriatic Project

**Tender price:**

|  |  |
| --- | --- |
| Tender price, excluding VAT |  |
| VAT (25%)[[1]](#footnote-1) |  |
| Total Tender price |  |
| Currency  | HRK |

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

**Tenderer/ key expert information:**

|  |  |
| --- | --- |
| **Name and address**  |  |
| **National identification number** |  |
| **Bank name and address** |  |
| **IBAN** |  |
| **SWIFT** |  |
| **Name, family name and position of a person / persons responsible for signing the contract** |  |
| **Contact details (telephone, e-mail)** |  |
|  |
| **Procurement information**  |
| **Description of deliverables** | **Procurement value (gross)** | **Percentage of the total Tender price** |
| 1. Draft maritime study with risk assessment for the marine area of Montenegro |  |  |
| 2. Final maritime study with risk assessment for the marine area of Montenegro |  |  |
| TOTAL |  |  |

 **For Tenderer:**

 (Signature of a legal representative)

# Annex 2

# List of projects verifying expertise of the Tenderer/Key expert in the target area

Relevant references of the Key expert (*Name and Surname*) \_\_\_\_\_\_\_\_\_\_\_, for work related to maritime risk assessment in the target area, i.e. the Adriatic, in which the Tenderer has been involved as key expert/author:

|  |  |  |  |
| --- | --- | --- | --- |
| No[[2]](#footnote-2). | Name of the study | Role of the Tenderer/Key expert, relevant to the Tender  | Date of the study |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
|  |  |  |  |

# Annex 3

# Cost statement

|  |
| --- |
| ***TECHNICAL DESCRIPTION AND COST STATEMENT FOR UNDERTAKING MARITIME RISK ASSESSMENT IN MONTENEGRO*** |
| No. | Deliverable description | Unit  | Approx. amount | Unit price in HRK (without VAT) | Total HRK (without VAT) |
| 1. | Draft maritime study with risk assessment for the marine area of Montenegro | Piece | 1 |  |  |
| 2.  | Final maritime study with risk assessment for the marine area of Montenegro | Piece | 1 |  |  |
|  | ***Tender price in HRK without VAT (total item amount)*** |  |
|  | ***VAT amount (25%)*** |  |
|  | ***Tender price with VAT in HRK*** |  |

In \_\_\_\_\_\_\_\_\_\_\_\_, (DATE)

(Full name of the legal representative)

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

(Signature of the legal representative)

1. Economic operators that are not in VAT system, put 0 in this field. [↑](#footnote-ref-1)
2. Add rows as necessary [↑](#footnote-ref-2)