



Mediterranean
Action Plan
Barcelona
Convention



PRIORITY ACTIONS PROGRAMME REGIONAL ACTIVITY CENTRE – UNEP/MAP

SPLIT, KRAJ SV. IVANA 11

INVITATION TO TENDER

PROCUREMENT SUBJECT: Baseline Status Report including the definition of the Good Environmental Status (GES) for the IMAP Common Indicator 16 on the coastline for Türkiye

SIMPLE PROCUREMENT

Split, 18 September 2023

1. GENERAL INFORMATION

1.1. Client information:

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

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

Telephone number: +385 (21) 340470

Website: www.paprac.org

1.2. Contact person: Questions concerning the tender contents and format can be sent to the person in charge of communicating with Tenderers, Marko Prem, e-mail: marko.prem@paprac.org

1.3. Procurement type: Simple procurement

1.4. Estimated procurement value: 4.000 USD **without VAT.**

1.5. **Estimated duration:** Expected contract duration is 3 months.

2. INFORMATION ON THE PROCUREMENT SUBJECT MATTER

2.1. Background information

The Guiding document for application of assessment criteria for the IMAP Common Indicator 16 has been prepared in the frame of the EcAp MED III project. It has been approved by the CORMON meetings (November 2021, March 2023) and finally by the EcAp Coordination Group meeting (11 September 2023) in Istanbul. The document first elaborates on the assessment criteria and second on the guidance for the application of these criteria regarding the Integrated Monitoring and Assessment Programme (IMAP) Common Indicator (CI) 16 "Length of coastline subject to physical disturbance due to the influence of human-made structures". The assessment criteria assist countries in implementing the monitoring of the CI 16, especially in terms of the definition of Good Environmental Status (GES) regarding this indicator, and in preparing the assessment of changes between the sets of data reported for this indicator.

This project is related to the preparation of the Baseline Status Report as envisaged in the Chapter 3 of the Guiding document that includes the definition of GES for this indicator (Annex 1A)).

The main goals of the Project are:

The main goal of the Project is to prepare the Baseline Status Report including specification of Good Environmental Status (GES) for CI 16 in Türkiye.

The Baseline status report of the coastline can be established once the first set of monitoring data has been provided. This information is already available and is attached as Annex 1B to this tender. The focus of the baseline status report should be on the application of the assessment criteria elaborated in the previous chapter (i.e. Chapter 2 of the Guidance document) that would enable to determine GES, the related operational objective and proposed target(s). The report should comprise the chapters as presented in Chapter 3 of the Guidance document.

The Project will be implemented based on the biannual UNEP/MAP Programmes of Works (PoWs) and Budgets, as approved by the meetings of the Contracting Parties to the Barcelona Convention (COPs).

2.2. Description of the procurement subject matter

The aim of this Tender is to prepare the Baseline Status Report as envisaged in the Chapter 3 of the Guiding document for the CI 16. The Guiding document is annexed to this Invitation to Tender as part of the ToR.

2.3. Deliverables and deadlines

The deliverables and tentative deadlines related to the activities/tasks defined in 2.2 are as follows:

Deliverables	Deadline
1. Draft Baseline Status Report for CI 16 in Türkiye	24 November 2023
2. Final Baseline Status Report for CI 16 in Türkiye	20 December 2023

After the submission of the draft Baseline Status report, the PAP/RAC Focal Point for Türkiye and PAP/RAC will provide comments.

The deliverables shall be written in English in an electronic form (Word for Windows).

3. ELIGIBILITY OF ECONOMIC OPERATORS (SELECTION CRITERIA)

3.1. Technical and professional capacity

The Tenderer shall prove it has the following qualifications:

- Recognised degree in one of the following fields: spatial planning, environmental sciences, coastal zone management;
- Minimum of 5 years of experience in working on projects relevant to the Tender.
- Good knowledge of the English 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:

j) The Tenderer's curriculum vitae (CV), clearly highlighting, among others, required technical and professional qualifications.

4. INFORMATION ON THE TENDER

4.1. Tender contents and format

The Tender proposal should contain the following elements:

- Tender sheet** signed and filled in according to this Invitation to Tender (Annex 2);
- Curriculum vitae** of the Tenderer, proving required technical and professional capacity;
- List of projects verifying expertise (see Ch. 5) of the Tenderer** (Annex 3);
- Cost statement** signed and filled in according to this Invitation to Tender (Annex 4).

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: marko.prem@paprac.org preferably with GES for CI 16 Türkiye as the e-mail subject.

4.3. Date, time and place of tender submission

Tender offers must be received **by 4 October 2023, 14.00 hours. (CET)**

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: US Dollars (USD).

The Contractor shall express the price in USD, and the payment will be made in USD.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by PAP/RAC after it has received the Proposal.

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

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 who satisfy technical and professional capacity criteria set in Ch 3.1. The MEAT award criteria are the following:

- proposed price (Annex 4);
- expertise of the Tenderer (Annex 3); and

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 USD including VAT, if applicable	$C = (\text{Lowest Tender price}/\text{price of the tender}) \times 60.00$	60	60
Expertise	E	Number of projects related to spatial planning/ land use analysis, state of environment (including spatial) reports, land development trends analysis in which the tenderer was involved as the expert	1	10	40
			2	20	
			3	30	
			More than 4	40	

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:

- i. *List of projects verifying expertise of the Tenderer* (Annex 3);

6. DUE DATE, CONTRACTING AND TERMS OF PAYMENT

The Contract will be made in US dollars.

If selected contractor is resident of the Republic of Croatia, payments shall be made in EUR currency, using the exchange rate of conversion of the OTP Bank d.o.o. valid on the date of payment.

The Client shall make payment/s to the Tenderer upon the submission of the deliverable/s and its validation by PAP/RAC.

- The First instalment - (50 %) upon submission of the deliverable 1 (specified in Ch. 2.3)
- The Final instalment - (50 %) upon submission of the deliverables 2 (specified in Ch. 2.3)

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 invoices.

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) – UNEP/MAP, Kraj Sv. Ivana 11, 21000 Split, Croatia

Subject of procurement: Baseline Status Report including the definition of the Good Environmental Status (GES) for the IMAP Common Indicator 16 on the coastline in Türkiye

Tenderer information:

Tenderer's name and registered seat	
PIN¹	
Bank name	
IBAN	
SWIFT	
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 (USD)	
VAT (25%)²	
Total price with VAT (USD)	

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

Date:

For the Tenderer:

Signature of a legal representative

¹ Or national identification number according to the economic operator's country of establishment, if applicable

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.

Annex 2

Cost statement

Technical description and cost statement Baseline Status Report including the definition of the Good Environmental Status (GES) for the IMAP Common Indicator 16 on the coastline in Türkiye					
No.	Deliverable description	Unit	Quantity	Unit price in USD (without VAT)	Total USD (without VAT)
1.	Draft Baseline Status Report for CI 16 in Türkiye	piece	1		
2.	Final Baseline Status Report for CI 16 in Türkiye	piece	1		
Tender price in USD without VAT (total item amount)					
VAT amount (25%)³					
Tender price with VAT in USD					

Full name of the legal representative

Signature of the legal representative

Place: _____

Date: _____

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.

Annex 3

List of practical verifying the expertise of the Tenderer

Relevant references of the tenderer- expert (*Name and Surname*) _____,
Number of projects related to spatial planning/ land use analysis, state of environment (including spatial) reports, land development trends analysis in Türkiye in which the tenderer was involved as the expert:

No ⁴ .	Experience (name of the project or other type of engagement)	Role of the expert	Year
1.			
2.			
3.			
4.			
5.			
6.			

For the Tenderer:

Signature of a legal representative

⁴ Add rows, as necessary

