

Athens, 9 February 2022

Global Water Partnership – Mediterranean (GWP – Med)
Legally and lawfully represented by the non-profit society
MEDITERRANEAN INFORMATION OFFICE FOR ENVIRONMENT, CULTURE AND SUSTAINABLE
DEVELOPMENT – MIO ECSDE

ANNOUNCES THE PRESENT CALL 05/2022/ADA FOR OFFERS
For the

***Development of a Project Document for an intervention on sustainable
forest management practices and modern biomass production in two
pilot areas in the Drin River Basin***

SUBMISSION OF OFFERS BY: 22 February 2022, at 17:00h CET

MAX AVAILABLE BUDGET: EUR 50.000€ including VAT.

This amount includes all other costs, income taxes, VAT and any other amount payable or cost that may be required for the completion of the work/service, including travel-related costs.

Description of the Assignment

GWP-Med is announcing the present Call for Offers for the Development of a Project Document for an intervention on sustainable forest management practices and modern biomass production in two pilot areas in the Drin River Basin, in the framework of the SEE Nexus Project (“Promoting the Sustainable Management of Natural Resources in South-eastern Europe, through the use of the Nexus approach”), funded by the Austrian Development Agency (ADA).

The overall objective of the SEE Nexus Project is to introduce the Nexus approach in South-East Europe (SEE) and catalyse action for its adoption and implementation.

The aim of the Assignment under the Call is to prepare a Project Document -as described in detail in the ToR- for the development of sustainable forest management practices and small biomass plants to produce processed biomass products, in 2 pilot areas in the Drin Basin. Viable opportunities for financing will also be identified. One pilot area will be in North Macedonia and one in Montenegro; the exact locations will be selected at the onset of the Inception Phase in coordination with national authorities and stakeholders.

For a detailed description of the Assignment, please refer to the respective ToR.

Procurement

The procurement will proceed having regard to:

- ✓ General principles of EU law on procurements.
- ✓ Internal Rules and Regulations of MIO-ECSDE/GWP-MED which can be found at <https://mio-ecsde.org/about-us/our-accountability> and at <https://www.gwp.org/en/About/who/Governance-Funding/>.
- ✓ The present CALL FOR OFFERS and its supporting documents.

Offer Submission

Interested participants should submit an offer including the following:

1. **Technical Offer form** (Attached)
2. **Solemn Self Declaration** (Attached)
3. **Financial offer form** (Attached)

Please read carefully the section “Place & Time of Offers Submission” of the present call, on how exactly you are required to submit your offer

Offers must be submitted for the entire Assignment. Offers for part of the Assignment will not be accepted.

The Participants shall bear all costs associated with the preparation and submission of their offer. The Contracting Authority will in no case be responsible or liable for such costs, whatever the conduct or outcome of the procedure. The Contracting Authority will neither be responsible for, nor cover, any expenses or losses incurred by the participants for any site visits and inspections or any other aspect of their offer.

Deadline for submission of offers

The **deadline** for submission of offers is set to be **22 February 2022, at 17:00h CET**.

The successful participant will be informed within 10 working days following the submission deadline.

The results of the present call for offers will be published at the GWP-Med Website www.gwpmed.org

Clarifications

Requests for clarifications should be submitted by email, the latest, seven (7) days before the closing date of this call for offers.

The answers / additional information will be published on the website of GWP-Med four (4) days before the closing date of this call for offers.

Eligibility Conditions – Participation Requirements

Participation in the present call for offers is open, on equal terms, to any natural or legal person or entity who meet the legal, financial and technical conditions laid down in this Call where they possess adequate professional experience and capacity.

Grounds for exclusion – disqualification (ON/OFF)

Participants should verify by submitting a **solemn declaration** (annexed to the present Call) that they are not bankrupt or subject of proceeding for a declaration of bankruptcy, that they are in good standing, operate under no legal restrictions, are not under any liquidation procedure or the subject of proceedings for declaration of liquidation or any similar situation and that they have not been convicted for any one of the following legal offences: participation in a criminal organization, corruption, bribery, fraud, money laundering, terrorist, child labour and human trafficking.

Please refer to the **Solemn Self-Declaration Statement in Annex 1 which should be filled in and signed as indicated. Failure to comply with the requirements included in the Self Declaration is considered ground for exclusion.**

Selection Criteria (Pass/Fail)

Successful participant (Natural or Legal Person or Entity):

- Must have a record of minimum 4 projects over the last 10 years of comparable, nature and degree of complexity related to the assessment or implementation of sustainable forest management practices.
- Must have a record of minimum 1 project in the last 5 years related to the production and use of modern processed biomass products (e.g. pellets, woodchips, briquettes)
- Must be enrolled in one of the official professional or trade Registries kept in their country of registration.
- Their average annual turnover for the last three financial years must be equivalent to the maximum amount of this call.

Failure to provide the minimum required criteria is considered ground for disqualification

Qualification and Experience

Participants in the call are required to have solid experience in developing and managing complex projects in the field related to the tasks described in the ToR. This needs to be demonstrated in the **Technical Offer** to be submitted as part of the application. A template for the Technical Offer form is available in the Call for Offers.

The Technical Offer Form consists of the following sections:

- Section 1: Expertise and work experience
- Section 2: Approach and Methodology

The required and desired qualifications are presented below. **Failure to provide the minimum required qualifications is considered ground for disqualification.** Qualifications additional to the minimum requested per category will receive additional score under the evaluation process as described in the section “Awarding Criterion and Evaluation Process”. In the case of a team of experts / company, the required qualifications apply only for the Team Leader, whereas the desired qualifications apply cumulatively.

Table 1 – Required and desired qualifications for the Team of Experts

Expert #	Qualifications
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1. Team Leader	<ul style="list-style-type: none"> ○ At least University diploma (MSc or equivalent) in a field relevant to the Assignment (e.g. Land Management or Forest Policy or Natural Resources Management or any other directly related subject) (Required) ○ Minimum 10 years of professional experience and 4 assignments / projects related to sustainable forest management and/or modern biomass production and use. (Required)
2. Expert 1	<ul style="list-style-type: none"> ○ At least University degree in a field relevant to the Assignment (e.g. Land Management or Forest Policy or Natural Resources Management or any other directly related subject) (Required) ○ Minimum 7 years of professional experience related to sustainable forest management and/or modern biomass production and use. (Required) ○ Related experience in Montenegro (Desired)
3. Expert 3	<ul style="list-style-type: none"> ○ At least University degree in a field relevant to the Assignment (e.g. Land Management or Forest Policy or Natural Resources Management or any other directly related subject) (Required) ○ Minimum 7 years of professional experience related to sustainable forest management and/or modern biomass production and use. (Required) ○ Related experience in North Macedonia (Desired)

Awarding Criterion and Evaluation process

The Award criterion is the most economically advantageous tender on the basis of best price / quality ratio.

Offers qualified in terms of exclusion grounds and selection criteria will be further evaluated on the basis of the requirements presented under section “Qualification and Experience”, as follows:

(1) Criterion	(2) Weighting (w)	(3) Points of criterion (c)	(4) Score = (2) x (3)
Section 1: Expertise and work experience	65% total		
Team Leader			
(Required) At least University diploma (MSc or equivalent) in a field relevant to the Assignment (e.g. Land Management or Forest Policy or Natural Resources Management or any other directly related subject).	5		
(Required) Minimum 10 years of professional experience and 4 assignments / projects related to sustainable forest management and/or modern biomass production and use.	20		
Expert 1			
(Required) At least University degree in a field relevant to the Assignment (e.g. Land Management or Forest Policy or Natural Resources Management or any other directly related subject)	5		
(Required) Minimum 7 years of professional experience related to sustainable forest management and/or modern biomass production and use	10		
(Desired) Minimum 2 projects in Montenegro directly relevant to this Assignment	5		

Expert 2			
(Required) At least University degree in a field relevant to the Assignment (e.g. Land Management or Forest Policy or Natural Resources Management or any other directly related subject)	5		
(Required) Minimum 7 years of professional experience related to sustainable forest management and/or modern biomass production and use	10		
(Desired) Minimum 2 projects in North Macedonia directly relevant to this Assignment	5		
Section 2: Approach and Methodology	35% total		
Approach to the requested Assignment: detailed description of the methodology how the Participant will achieve all objectives and tasks and deliver all outputs as described in the Terms of Reference of the assignment, keeping in mind the appropriateness to local conditions.	25%		
Risks / Mitigation Measures: description of the potential risks for the implementation of this assignment that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks.	10%		

Failure to provide the minimum required qualifications is considered ground for disqualification.

Scoring for each evaluated section will be made as following:

Section 1 – Expertise and work experience: For Section 1 score starts at 100 points (when minimum requirements are met) and can reach 150 points depending on the description of the participant and the number of projects implemented in excess of those required as a minimum. (100p Base +10p for extra criteria over base up to 50 additional points)

Section 2 – Approach and Methodology: For Section 2, score starts at 100 points and can reach 150 points depending on the length, detail, depth, and structure of the information provided.

Each Section/evaluation criterion is evaluated autonomously. The final scoring of each evaluation criterion is the outcome of its scoring multiplied by the corresponding weighting factor. The overall score of the technical offer is the sum of the final scoring of all the Sections/evaluation criteria.

The overall score of the technical offer is calculated on the basis of the following formula:

$$B_i = w_1 \times c_1 + w_2 \times c_2 + \dots$$

For the overall score which will determine the ranking of offers, technical evaluation will be weighted with 80%, and the financial offer with 20%.

The final listing of the most advantageous offers will be made on the basis of the following formula:

$$\Lambda_i = 0.8 * (B_i/B_{max}) + 0.2 * (K_{min}/K_i).$$

Where:

- Bmax: the max score received by the best of the technical offers received
- Bi: the score of the technical offer
- Kmin: The cost of the financial offer with the minimum price offered.
- Ki: The cost of the financial offer

The most advantageous offers is the one with the greater value of Λ .

In case of equality of overall scores, the winning proposal is the one whose corresponding technical proposal received the highest rating.

Duration of the Contract

The overall duration of the contract will be maximum 5 months.

Contract Price, Deliverables and Schedule of Payment

The maximum fee for this assignment is 50.000 EUR. This amount includes all other costs, income taxes and any other amount payable or cost that may be required for the completion of the work/service, including VAT.

For a detailed description of Tasks, please refer to the ToR. Deadlines to be possibly adapted based on the actual dates that the workshops will take place.

Schedule of payments:

Tasks	Deliverables	Deadline	Payment Schedule
1. Desk studies and identification of stakeholders – Inception Report	D1. Inception Report (See under “4. Methodology and tasks” for details)	1 month after contract signature	Tranche 1: 20%
2. Consultations and formulation of a concept note	D2. Concept Note, including reports of consultations (See under “4. Methodology and tasks” for details)	2 months after contract signature	Tranche 2: 30%
3. Development of the full Project Document and of a Note on Potential financing and partnership mobilisation	D3. Draft Project Document and Techno-economic Notes	3 months after contract signature	Tranche 3: 50%
	D4. Note on Potential financing and partnership mobilisation	3 months after contract signature	
	D5. Final Project Document and Techno-economic Notes	5 months after contract signature	

GWP-Med may order additional services from the successful candidate to complement the task described in the ToR if specific needs arise that cannot be anticipated at this moment. In any case the value of any additional service requested cannot exceed 50% of the amount of the present call.

Termination / cancelation / repetition / reformulation of the procurement procedure

Termination of a procurement procedure, partial cancellation and repetition of a procedure, reformulation of procedure results.

1. GWP-Med/MIO-ECSDE may, by a reasoned decision, and after the opinion of the competent body, cancel the procurement procedure by annulling the respective Call, either due to failure to submit a tender or the rejection of all tenders or the exclusion of all Participants in accordance with the terms and conditions of the Call.
2. Cancellation of the procurement procedure may take place by a reasoned decision of the GWP-Med/MIO-ECSDE, in the following cases:
 - i. due to the irregularity of the procurement procedure
 - ii. if the financial and technical parameters related to the award process have changed substantially and the execution of the contractual object is no longer of interest to GWP-Med/MIO-ECSDE
 - iii. if due to force majeure, the contract cannot be properly executed
 - iv. if the tender selected is deemed not economically advantageous
 - v. in case of expiry of the bids
 - vi. in case the needs of GWP-Med/MIO-ECSDE and / or of the beneficiary (-ies) of the project have changed
 - vii. in case the circumstances have changed resulting in the inability to deliver the contract / project (eg local community reactions, inability to fund, etc.).
 - viii. in case of other imperative reasons of public interest such as for purposes of public health or environmental protection.
3. If errors or omissions are found at any stage of the award procedure, the GWP-Med/MIO-ECSDE may, after the opinion of the competent body, either cancel the proceedings partially or reshape the outcome accordingly or decide to repeat the procedure from the point where the error occurred. or omission.
4. GWP-Med/MIO-ECSDE also reserves the right, after the opinion of the competent body, to decide, in addition to the cancellation of the procurement procedure or the annulment of the Call, the repetition of any phase of the concluding procedure, as well, with or without modifying its terms or recourse to the negotiation process, provided it is in conformity with the Internal Rules and Regulations of GWP-Med / MIO-ECSDE.
5. Under no circumstances shall GWP-Med / MIO-ECSDE be obliged to pay to Participants any compensation for expenses or other positive or consequential damages that may have been incurred by their participation in the proceedings.

Objections

Objections against any act of the Contracting Authority can be submitted within five (5) days from the notification of the Contracting Authority's act.

An objection to the call for offers can be submitted within a period that extends up to half the period from the publication of the call in the Contracting Authority's website and the final date of submission of offers. For the calculation of this period's deadline, the dates of the publication of the call and the submission of the offers are considered. Objections are submitted in written, by courier, by fax or by email.

Objections are submitted to the Contracting Authority, which shall decide within ten (10) days from the notification of the objection. In the event of an objection to the call for offers, the Contracting Authority shall decide in any case before the closing date for the submission of offers. In case the Contracting Authority has not answered within the above deadline, the rejection of the objection is presumed.

Place & Time of Offers Submission

Exceptionally and due to the restrictive measures in force due to the coronavirus pandemic, the submission of offers can be done via e-mail.

Therefore, you are kindly requested to prepare and send to procurement@gwpmed.org writing in the email subject line: Call for Offers 05/2022/ADA, Project Document for an intervention on sustainable forest management practices and modern biomass production in two pilot areas in the Drin River Basin, before the above-mentioned closing date for submission of offers the following two folders:

1. A compressed folder (.zip or .rar) containing the Technical offer and the Solemn Declaration and any other supporting documents
2. **A password-protected compressed folder (.zip or .rar)** containing only your financial offer. The password for opening the password protected folder with your financial offer should be sent to the same email address ONLY at the request of the contracting Authority which will send a follow up email to all participants that their technical offer has passed the technical evaluation.

In case the password is sent together with the offer file, the offer will be rejected.

Offers submitted after the specified date shall not be taken into consideration.

The Contracting Authority bears no liability whatsoever for any late delivery of offers or for the contents of its accompanying folders.

For any clarifications on the present call for offers please contact:

Mr. Tassos Krommydas, Senior Programme Officer at GWP-Med

Email: tassos@gwpmed.org

The present call for quotations is posted on the website of GWP-Med (www.gwpmed.org).

The Chairman of GWP-Med/MIO-ECSDE

Prof. Michael J. Scoullas