

Athens 07/04/2020

Global Water Partnership – Mediterranean (GWP – Med)
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MEDITERRANEAN INFORMATION OFFICE FOR ENVIRONMENT, CULTURE AND SUSTAINABLE DEVELOPMENT
– MIO ECSDE

ANNOUNCES THE PRESENT CALL FOR OFFERS

For the

3 x Whiteboard Animations for GEF Drin Project

SUBMISSION OF OFFERS BY: 22nd April 2020 at 17:00 h Athens Time

MAX AVAILABLE BUDGET: 20.000 EURO including VAT.

The amount includes all other costs, income taxes, the 20% Greek tax when non-double taxation is applicable and any other amount payable or cost that may be required for the completion of the work/service apart from travel costs.

Description of Service

GWP-Med is announcing the present Call for Offers **3 x Whiteboard Animations** in the framework of the GEF supported Project “Enabling transboundary cooperation and integrated water resources management in the extended Drin River Basin” (**GEF Drin Project**).

The objective of the project is to *promote joint management of the shared water resources of the transboundary Drin River Basin, including coordination mechanisms among the various sub-basin joint commissions and committees*. Albania, Kosovo, Montenegro and North Macedonia are the Project beneficiaries.

The GEF Drin Project is structured around five components:

Component 1: Consolidating a common knowledge base

Component 2: Building the foundation for multi-country cooperation

Component 3: Institutional strengthening for Integrated River Basin Management (IRBM)

Component 4: Demonstration of technologies and practices for IWRM and ecosystem management

Component 5: Stakeholder Involvement, Gender Mainstreaming and Communication Strategies

The Project is implemented by the UNDP and executed by the Global Water Partnership (GWP) through GWP-Mediterranean (GWP-Med) in cooperation with the United Nations Economic Commission for Europe (UNECE); GWP-Med is responsible for the realization of the Project. The Drin Core Group is the Steering Committee (SC) of the Project.

Procurement

The procurement will proceed having regard to:

- ✓ General principles of EU law on procurements.
- ✓ Internal Rules and Regulations of MIO-ECSDE/GWP-MED.
- ✓ The present CALL FOR OFFERS.

Eligibility Conditions

Participation in the present call for offers is open, on equal terms, to any natural or legal person or entity who meets the legal conditions as well as the qualifications and experience required by this Call.

Qualifications and Experience

The Tenderer is required to have solid experience in delivering 2D animations. This includes:

Requirements (ON/OFF) (if not met, proposal will be rejected with no further evaluation)

1. Minimum 3 years of experience in animation design and production.
2. Fluency in English.

Qualification and Experience

1. A minimum of three 2D animations (of minimum length 30 seconds each) already produced.
2. A minimum of three illustrations for corporate presentations and/or infographics already produced.
3. High quality Portfolio:
 - High degree of customization of drawings
 - Full range of colour palette
 - Strong storytelling techniques
 - High inspirational power
 - Attractive and visually appealing artistic approach
4. High quality approach, methodology and project management.

Failure to meet the minimum criteria is considered grounds for disqualification.

Deadline for submission of offers

The **deadline** for submission of offers is **22nd April 2020 at 17:00 h Athens Time**

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

Evaluation of offers

Evaluation Criteria

Criteria - min. 100 points, max 150 points per Criterion

1. Number of 2D animations (of minimum length 30 seconds each). A minimum of three 2D animations (of minimum length 30 seconds each) already produced is required.
2. Number of illustrations for corporate presentations and/or infographics. A minimum of three illustrations for corporate presentations and/or infographics already produced is required.
3. Quality of Portfolio assessment:
 - High degree of customization of drawings
 - Full range of colour palette
 - Strong storytelling techniques
 - High inspirational power.
 - Attractive and visually appealing artistic approach.
4. Quality of approach, methodology and project management proposed.

Explanatory Notes:

- For Criterion 4 – Approach and Methodology the max score can be 150 points depending on the length, detail and structure of the information provided.
- **Failure to meet the minimum criteria is considered grounds for disqualification.**

Award criterion

The Award criterion is the most economically advantageous offer on the basis of best price / quality ratio. Offers shall be evaluated as follows:

In case of equality of overall scores, the retained offer is the one whose corresponding technical Offer received the highest rating.

Evaluation of Technical Offers

Each evaluation criterion is evaluated autonomously, according to the respective technical offer submitted. The relative scoring of each evaluation criteria is the outcome of its scoring multiplied by its weighting. The overall score of the technical offer is the sum of the relative scoring of all the evaluation criteria.

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

$$\text{UTO} = w(i) \times c(i) + w(ii) \times c(ii) + \dots$$

where $w(i) + w(ii) + \dots = 100$

For the overall score which will determine the ranking of offers, technical evaluation will be weighted with 70%.

Evaluation of the Financial Offer

Each financial offer is evaluated on the basis of the following formula:

$$\text{UFO} = 100 \times \text{max amount} / \text{financial offer}$$

For the overall score which will determine the ranking of offers, financial evaluation will be weighted with 30%.

Offers which have been rejected as inadmissible or as not meeting the minimum requirements shall not be evaluated.

Identification of the most economically advantageous offer on the basis of best price / quality ratio

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

$$U = \text{UTO} \times 70\% + \text{UFO} \times 30\%$$

Where U is the total scoring of each offer. The most economically advantageous offer is the one with the greater value of U.

Duration of the Contract

This assignment runs from April 2020 – October 2020 (7 months)

Contract Price, Deliverables and Schedule of Payment

The amount includes all other costs, income taxes, the 20% Greek tax when non-double taxation is applicable and any other amount payable or cost that may be required for the completion of the work/service apart from travel costs.

All payments except the payment upon signing of contract shall be upon receipt and acceptance/ verification of the deliverables, as laid out in the table below. Claims for payment will be made through an Invoice accompanied by proof of delivery.

Task	Deliverable	Payment	Scheduled
Contract signing	-	30%	April 2020
Whiteboards Editing v.1	Whiteboards x 3 Draft v.1	40%	June 2020
Whiteboards Editing Final	Whiteboards x 3 Final Drafts	30%	Oct 2020

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 bidders 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.).

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 Bidders / Participants any compensation for expenses or other positive or consequential damages that may have been incurred by their participation in the proceedings.

Offer Submission

- Interested Parties should submit the following **BY EMAIL** to frances@gwpmed.org to demonstrate how you meet the required **Qualifications and Experience**, as set out in the Terms of Reference:
 1. A cover letter explaining how each of the ‘Qualifications and Experience’ are met;
 2. A detailed CV of the person who will be leading/executing the project (2 pages max);
 3. Short biographies (1 paragraph-long) of other experts to be involved in the project (if any);
 4. A detailed proposal describing the approach, methodology and project management;
 5. A portfolio of work showing examples to meet the requirements.

SEND BY POST

Financial offer in a separate sealed envelope with the indication “**3 x Whiteboard Animations for GEF Drin Project**”, on their own responsibility, either in person or through a specially authorized representative, or by sending it by registered prepaid post with delivery receipt, at the premises of GWP-Med/MIO-ECSDE Address: 12 Kyrristou str, 10556 Athens, Greece (Tel: +30-2103247267, -3247490) on the condition that offers shall reach GWP-Med/MIO-ECSDE’s premises by the indicated submission deadline – **22nd April 2020 at 17:00 h Athens Time.**

Please notify Frances Dixon by email at frances@gwpmed.org when the financial offer has been posted.

The Chairman of GWP-Med/MIO-ECSDE

Prof. Michael J. Scoullou