



Athens, 31.07.2017

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

Title of Call:

CALL FOR OFFERS
for a Pilot Project
Lake Ohrid Watershed Management

SUBMISSION OF OFFERS BY: September 25, 2017

BUDGET CEILING: USD 200.000 inclusive of all taxes

ASSESSMENT CRITERION: The most advantageous offer

GENERAL INFORMATION

| | |
|--|--|
| CONTRACTING AUTHORITY | Global Water Partnership – Mediterranean (GWP – Med), legally and lawfully represented by the civil non-profit Society the MEDITERRANEAN INFORMATION OFFICE FOR ENVIRONMENT, CULTURE AND SUSTAINABLE DEVELOPMENT – MIO ECSDE |
| TITLE OF THE PROJECT UNDER PROCUREMENT | Pilot Project Lake Ohrid Watershed Management Plan |
| PLACE OF PROJECT | Ohrid Lake Watershed |
| TYPE OF PROCEDURE | CALL for OFFERS- awarding criterion the most advantageous offer |
| BUDGET | US \$ 200.000 inclusive of all taxes |
| FINANCING OF THE PROJECT UNDER PROCUREMENT | GEF – UNDP Albania |
| DATE OF SUBMISSION OF OFFERS | September 25 th , 2017 |
| TENDER NOTICE UPLOADING WITH MIO-ECSDE/GWP MED OFFICIAL WEBSITE | link |
| COMMENCEMENT OF WORK | October 15 th , 2017 |
| FOR CLARIFICATION | Mr. Dimitris Faloutsos or Mr. Vladimir Stavric Tel: +30-210-3247267, -2103247490 e-mail: dimitris@gwpmed.org and vladimir.stavric@gwpmed.org . |
| LANGUAGE OF, OFFERS AND CONTRACT | English |

PROJECT SCOPE - DESCRIPTION

In the context of GEF/UNDP/GWP-Med Project “Enabling Transboundary Cooperation and Integrated Water Resources Management in the Extended Drin River Basin” program activities, GWP-Med intends to conduct an open call for offers for the realization of a Pilot Project “Lake Ohrid Watershed Management Plan”. This project will be performed by a consultant and/ or a consulting company, which will be selected under the present procedure. The details of the project are defined in the present document and the attached TORs

I. GENERAL INFORMATION

Project budget amounts to the maximum sum of **USD 200.000, inclusive of all taxes**. This amount includes all costs, taxes and any other amount payable or cost that may be required for the completion of such procurement. All sums will be payable in USD.

This Project is funded by Global Environment Facility - GEF, through United Nations Development Programme - UNDP Albania.

In case the Contract is terminated on any grounds before the fulfillment of the said total budget, the Contractor shall be forfeited from any right over the remaining amount.

The tenderers 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 tenderer through site visits and inspections or any other aspect of their offer.

By submitting their offer, tenderers are accepting that this procedure and the contract to be signed are regulated by Greek Law, except for the technical execution of the project, which is regulated by the laws, acts and regulations of the resident country of the Consultant. Particular attention, is drawn to the conditions concerning the employment of labour in Albania and/or Former Yugoslav Republic of Macedonia and the obligation to comply with all regulations, rules or instructions concerning the conditions of employment of any class of employee.

II. PLACE & TIME OF SUBMISSION OF OFFERS

Interested Parties shall submit their offers 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 Secreariat
Address : 12, Kyrristou str., 105 56 Athens, Greece

on the condition that offers shall reach GWP-Med office’s premises **by: September 25th, 2017**

The external envelope must bear the following statement:

Offer for the realization of "Lake Ohrid Watershed Management Plan"

Offers submitted after the specified date or offers that have been duly posted but have not reached the designated place in good time, shall not be taken into consideration and shall be returned as inadmissible, without being unsealed.

Attention: The envelope should contain the financial offer in a separately sealed envelope.

GWP-Med as represented by MIO ECSDE bears no liability whatsoever for any late delivery of offers or for the contents of its accompanying folders.

III. ELIGIBILITY CONDITIONS

Participation in the tender procedure called hereby is open, on equal terms, to all parties who meet the legal, financial and technical conditions laid down in this Call where they possess adequate professional experience and capacity.

Offers which are in compliance with all the terms, conditions and specifications of this Call for Offers shall be accepted. Offers which deviate from the technical specifications or participation requirements of this Call shall be rejected.

Tenders must be submitted for the entire project. Tenders will not be accepted for part of the project.

Offers which are vague and incapable of assessment or offers containing terms that are contrary to those of this call and/or conditional offers shall be classified as 'unacceptable' and shall be rejected.

IV. DISQUALIFICATION

The following parties shall be disqualified from this Tender procedure:

(a) if they have been sentenced under a *res judicata* court judgment for:

- i. Participation in a criminal organization
- ii. Bribery
- iii. Fraud
- iv. Money laundering
- v. misappropriation, swindling, extortion, forgery, perjury, bribery and fraudulent bankruptcy.

(b) if they are bankrupt or if they are the subject of proceedings for a declaration of bankruptcy (save for legal persons operating under public law, local government organizations and public organizations).

(c) if they are under liquidation or they are the subject for a declaration of liquidation (only for legal persons) or they are under any other analogous situation, for non-domestic Bidders.

(d) if they have not fulfilled their obligations relating to the payment of social security contributions

according to the laws of their country of establishment.

(e) if they have not fulfilled their obligations relating to the payment of taxes and dues according to their country of establishment.

(f) for domestic, non domestic natural or legal persons, if they have committed the same or similar actions or omissions, if they have committed the same or similar offences, if they have been imposed with sanctions similar to the above, according to the legislative and regulatory provisions applicable per case, or if they are under liquidation, if they are under any other analogous situation or if they are the subject for a declaration of liquidation according to the above regulations or any other analogous situation.

(g) in case of groups, if at least one group member fulfills the disqualification conditions as detailed above.

V. MINIMUM PARTICIPATION REQUIREMENTS

Each participant shall have relevant experience in execution of similar projects, in terms of nature and value, over the past 10 years. The participants shall produce relative evidence from the respective contracting authority, which shall be included in Folder A.

In so listing the end clients, the tenderer is giving his consent to the Contracting Authority, so that the latter may, if it deems necessary, contact the relevant clients, with a view to obtain from them an opinion on the works provided to them, by the tenderer.

In case of Joint Ventures, at least one JV member must fulfill the said minimum requirements.

All participants shall be registered each in their appropriate professional organization.

VI. PREPARATION – SUBMISSION OF OFFERS

CONTENTS OF OFFERS

Offers shall be submitted in English. All supporting documents, technical terms and manuals shall be also issued in English.

FOLDER A «PARTICIPATION DOCUMENTS» to be submitted by each Participant, shall include:

A. Submission Letter (in the form attached hereto in Annex 1)

B. Documents Establishing the Eligibility and Qualifications of the Tenderer, (Annex 2) including

- a. **Tenderer Information Form** – in case of Consortium or Joint Venture, information about all partners
- b. **Extract from the Criminal Records**, issued, the latest, within three months before the announcement of this notice, certifying that they have not been convicted under an irrevocable judgment for any of the following crimes:

- a. Participation in a criminal organization,
- b. Bribery.
- c. Fraud.
- d. Money laundering.

In case an extract from the Criminal Records is not being issued in the country of origin / registration of the Participant, it can be replaced by a solemn statement from the persons liable to produce an extract of their criminal record, before a competent court or an administrative authority or a notary public of the country where the supplier is established, expressly stating the above.

- c. **Valid registration certificate** proving their registration in their appropriate professional organization, official registration certificate, VAT number registration and legal status form.

CONTENTS OF FOLDER B «TECHNICAL OFFER»

The «**TECHNICAL OFFER**» to be submitted by Tenderers shall be in form as required by Technical Offer Form (Annex 3), in conformity to the Project Description in the TOR (**Annex 5**) of the present Call for Offers and shall include the following documents:

1. Approach and Implementation Plan: explaining the approach and methodology to be followed for preparation of the Pilot Project, the composition of the team and the qualifications and experience of the experts in relation to the requested services. The Note should indicate the experts that will be used for each of the tasks listed in the TOR and provide a break-down of planned person-days per task and expert under each task.
2. The references of the tenderer - List of implemented projects along with contact details for reference checking purposes (please indicate the e-mail addresses or fax numbers of contact persons)
3. The references of Tenderer in the field
4. CV of the experts presenting its qualifications and experiences.
5. A time schedule of the various steps to achieve in the form of a timetable.
6. Confirmation of the start date of the Project.
7. Any other technical information related to the project under procurement.

CONTENTS OF FOLDER C «FINANCIAL OFFER»

1. Folder C «FINANCIAL OFFER», to be submitted by the Tenderers shall contain the Tenderers' Financial Offer, established on the format provided in Annex 4, not exceeding the total amount set in this Call for Offers, inclusive of all taxes, bank costs and any other expenses. The Financial Offer shall cover all Tenderers' obligations under the contract. The Financial Offer **SHOULD BE SUBMITTED IN A SEPARATELY SEALED ENVELOPE.**

2. Prices shall be necessarily indicated in **USD, for comparison reasons**, and any quoted rates are to take into consideration all double handling of material as well as compliance with relevant standards, legal notices and health and safety procedures. Prices shall be indicated both in numbers and in words.

3. Offers that do not indicate their prices in USD or offers that indicate an equivalency between USD and foreign currencies shall be rejected as inadmissible.

4. If the offered price is not clearly and expressly mentioned, the offer shall be rejected as inadmissible.

5. Any costs or expenses not expressly mentioned in the offer is regarded as being offered for free.

6. Prices shall be indicated inclusive of all taxes.

7. Offer prices shall remain unchanged throughout the offer validity period. In case an extension of offer validity period is requested, Tenderers shall not be entitled, when giving their consent for such an extension, to submit new or amended price lists.

8. The Contracting Authority shall reserve the right to request that Tenderers submit any information required for the documentation of the prices offered.

VALIDITY OF OFFERS

Offers shall be valid and binding on Tenderers for **5 months (150 days)** from the day after the last date for their submission. An offer stating a shorter validity period shall be rejected as inadmissible.

The validity of an offer may be extended if so requested by the Contracting Authority before it expires, for a further period of **5 months**.

ALTERNATIVE OFFERS

No alternative offers shall be accepted and they shall be rejected as inadmissible.

If any alternative offers are submitted, they shall not be taken into account. Any Tenderer, who submits such kind of offers, shall not be entitled on any grounds to protest or to invoke grounds for appeal against such a rejection.

VII. EVALUATION OF OFFERS

Offers will be evaluated as follows:

Technical Evaluation of offers:

| Name of Firm / Consultant: | | | |
|--|---------------|--------------------|--------------------------------|
| (1) Criterion | (2) weighting | (3) points, max 10 | (4) technical Note = (2) x (3) |
| Approach and Methodology | 30% | | |
| Experience of the Consultant - References | 40% | | |
| Team composition – Expert/professional CVs | 30% | | |
| Score | 100% | | |

For the overall score which will determine the ranking of offers, technical evaluation will be weighted with 70%, financial offer with 30%.

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

$$\Lambda_i = 0,7 * (B_i / B_{max}) + 0,3 * (K_{min} / K_i).$$

Where:

B_{max}: the max score received by the best of the technical offers received

B_i: the score of the technical offer

K_{min}: The cost of the financial offer with the minimum price offered.

K_i: 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 retained offer is the one whose corresponding technical Offer received the highest rating.

Offers will be classified by rank. The company placed at rank 1 will be invited to present their offer and to start contract negotiation. In cases where the offer submitted will not be validated by the presentation, or if negotiations fail, the second ranked will be invited.

VIII. CLARIFICATIONS

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

Mr. Dimitris Faloutsos or Mr. Vladimir Stavric Tel: +30-210-3247267, -2103247490 | e-mail: dimitris@gwpmwed.org and vladimir.stavric@gwpmwed.org.

The present call for quotations is posted on the website of GWP-Med (www.gwp-med.org) in the EU e-tender website, in the UNDP website and in the local press.

Annexes :

- 1. Submission Letter**
- 2. Documents Establishing the Eligibility and Qualifications of the Tenderer**
- 3. Technical Offer Form**
- 4. Financial Offer Form**
- 5. Terms of Reference**

THE CHAIRMAN

Prof. MICHAEL SCULLOS

ANNEXES

Annex 1: Submission Letter

[insert: Location], [insert: Date]

To: GWP-MED, c/o MIO-ECSDE , 12 Kyristou str. 105 56 Athens, Greece

Dear Sir/Madam:

We, the undersigned, hereby offer to provide professional services for [insert: title of services] in accordance with your Call for Offers dated [insert: Date] and our Offers. We are hereby submitting our Offer, which includes the Technical Offer and Financial Offer sealed under a separate envelope.

We hereby declare that:

- a) All the information and statements made in this Offer are true and we accept that any misrepresentation contained in it may lead to our disqualification;
- b) We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
- c) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
- d) We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or GWP-MED.

We confirm that we have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities required of us in this Call for Offers.

We agree to abide by this Offer for [insert: period of validity as indicated in Call for Offers].

We undertake, if our Offer is accepted, to initiate the services not later than the date indicated in the Data Sheet.

We fully understand and recognize that GWP-MED is not bound to accept this Offer, that we shall bear all costs associated with its preparation and submission, and that GWP-MED will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

Yours sincerely,

Authorized Signature [*In full and initials*]:

Name and Title of Signatory: _____

Name of Firm: _____

Contact Details : _____

[please mark this letter with your corporate seal, if available]

Annex 2: Documents Establishing the Eligibility and Qualifications of the Tenderer

Tender Information Form¹

Date: [insert date (as day, month and year) of Offer Submission]

Call for Offers:

Page _____ of _____ pages

| | | |
|--|---------------------------------|---------------------------------------|
| 1. Legal Name [insert Tender's legal name] | | |
| 2. In case of Joint Venture (JV), legal name of each party: <i>[insert legal name of each party in JV]</i> | | |
| 3. Actual or intended Country/ies of Registration/Operation: <i>[insert actual or intended Country of Registration]</i> | | |
| 4. Year of Registration: [insert Tenderer's year of registration] | | |
| 5. Countries of Operation | 6. No. of staff in each Country | 7. Years of Operation in each Country |
| 8. Legal Address/es in Country/ies of Registration/Operation: <i>[insert Tender's legal address in country of registration]</i> | | |
| 9. Value and Description of Top three (3) Biggest Contract for the past five (5) years | | |
| 10. Latest Credit Rating (if any) | | |
| 11. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved. | | |
| 12. Tender's Authorized Representative Information Name: [insert Authorized Representative's name] Address: [insert Authorized Representative's name] Telephone/Fax numbers: [insert Authorized Representative's name] Email Address: [insert Authorized Representative's name] | | |
| 13. Are you in the UNPD List 1267.1989 or UN Ineligibility List ? <input type="checkbox"/> YES or <input type="checkbox"/> NO | | |
| 14. Attached are copies of original documents of: <input type="checkbox"/> All eligibility document requirements listed in the Call for Offers <input type="checkbox"/> If Joint Venture/Consortium – copy of the Memorandum of Understanding/Agreement or Letter of Intent to form a JV/Consortium, or Registration of JV/Consortium, if registered | | |

¹The Tender shall fill in this Form in accordance with the instructions. Apart from providing additional information, no alterations to its format shall be permitted and no substitutions shall be accepted.

To be part of **FOLDER A "PARTICIPATION DOCUMENTS"**.

14. Extract from the Criminal Records, issued, the latest, within three months before the announcement of this notice, certifying that they have not been convicted under an irrevocable judgment for any of the following crimes:

- a. Participation in a criminal organization,
- b. Bribery.
- c. Fraud.
- d. Money laundering.

In case an extract from the Criminal Records is not being issued in the country of origin / registration of the Participant, it can be replaced by a solemn statement from the persons liable to produce an extract of their criminal record, before a competent court or an administrative authority or a notary public of the country where the supplier is established, expressly stating the above.

15. Valid registration certificate proving their registration in their appropriate professional organization, official registration certificate, VAT number registration and legal status form

Joint Venture Partner Information Form (if Registered)²

Date: [insert date (as day, month and year) of Offer Submission]

Page _____ of _____ pages

| | | |
|---|---------------------------------|---------------------------------------|
| 1. Legal Name: [insert Tender’s legal name] | | |
| 2. JV’s Party legal name: [insert JV’s Party legal name] | | |
| 3. JV’s Party Country of Registration: [insert JV’s Party country of registration] | | |
| 4. Year of Registration: [insert Party’s year of registration] | | |
| 5. Countries of Operation | 6. No. of staff in each Country | 7. Years of Operation in each Country |
| 8. Legal Address/es in Country/ies of Registration/Operation: <i>[insert Party’s legal address in country of registration]</i> | | |
| 9. Value and Description of Top three (3) Biggest Contract for the past five (5) years | | |
| 10. Latest Credit Rating (if any) | | |
| 11. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved. | | |

²The Tender shall fill in this Form in accordance with the instructions. Apart from providing additional information, no alterations to its format shall be permitted and no substitutions shall be accepted.

12. JV's Party Authorized Representative Information

Name: [insert name of JV's Party authorized representative]

Address: [insert address of JV's Party authorized representative]

Telephone/Fax numbers: [insert telephone/fax numbers of JV's Party authorized representative]

Email Address: [insert email address of JV's Party authorized representative]

13. Attached are copies of original documents of: [check the box(es) of the attached original documents]

All eligibility document requirements listed in the Data Sheet

Articles of Incorporation or Registration of firm named in 2.

Annex 3: Technical Offer Form

TECHNICAL OFFER FORMAT
 INSERT TITLE OF THE SERVICES

Note: Technical Offers not submitted in this format may be rejected. The financial Offer should be included in separate envelope.

| | |
|--|--|
| Name of Proposing Organization / Firm: | |
| Country of Registration: | |
| Name of Contact Person for this Offer: | |
| Address: | |
| Phone / Fax: | |
| Email: | |

Subcontractors:

| | |
|--|--|
| Name of Subcontractor 1 / Firm: | |
| Country of Registration: | |
| Name of Contact Person for this Offer: | |
| Address: | |
| Phone / Fax: | |
| Email: | |

| | |
|--|--|
| Name of Subcontractor 2 / Firm: | |
| Country of Registration: | |
| Name of Contact Person for this Offer: | |
| Address: | |
| Phone / Fax: | |
| Email: | |

SECTION 1: APPROACH AND IMPLEMENTATION PLAN

This section should demonstrate the Tender's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and

demonstrating how the proposed methodology meets or exceeds the requirements.

1.1. Approach to the Service/Work Required: Please provide a detailed description of the methodology for how the organisation/firm will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment.

1.2. Technical Quality Assurance Review Mechanisms: The methodology shall also include details of the Tenderer's internal technical and quality assurance review mechanisms.

1.3. Implementation Timelines: The Tenderer shall submit a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

1.4. Composition of the team and the qualifications and experience of the experts in relation to the requested services. Indicate the experts that will be used for each of the tasks listed in the ToR and provide a break-down of planned person-days per task and expert under each task.

1.5 Subcontracting: Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team.

1.6. Risks / Mitigation Measures: Please describe the potential risks for the implementation of this project 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.

1.7 Reporting and Monitoring: Please provide a brief description of the mechanisms proposed for this project for reporting to the and partners, including a reporting schedule.

1.8 Anti-Corruption Strategy: Define the anti-corruption strategy that will be applied in this project to prevent the misuse of funds. Describe the financial controls that will be put in place.

1.9 Partnerships: Explain any partnerships with local, international or other organizations that are planned for the implementation of the project. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team. Letters of commitment from partners and an indication of whether some or all have successfully worked together on other previous projects is encouraged.

1.10 Statement of Full Disclosure: This is intended to disclose any potential conflict in accordance with the definition of "conflict" under Section 4 of this document, if any.

1.11 Other: Any other comments or information regarding the project approach and methodology that will be adopted.

SECTION 2 - EXPERTISE OF FIRM/ ORGANISATION

This section should fully explain the Tender’s resources in terms of personnel and facilities necessary for the performance of this requirement. All contents of this section may be modified or expanded depending on the evaluation criteria stated in the Call for Offers.

2.1 Brief Description of Tenderer as an Entity: Provide a brief description of the organization / firm submitting the Offer, its legal mandates/authorized business activities, the year and country of incorporation, types of activities undertaken, and approximate annual budget, etc. Include reference to reputation, or any history of litigation and arbitration in which the organisation / firm has been involved that could adversely affect or impact the performance of services, indicating the status/result of such litigation/arbitration.

2.2 Financial Capacity: Provide the latest Audited Financial Statement (Income Statement and Balance Sheet) duly certified by a Public Accountant, and with authentication of receiving by the Government’s Internal Revenue Authority. Include any indication of credit rating, industry rating, etc.

2.3. Track Record and Experiences: Provide the following information regarding corporate experience within the last five (5) years which are related or relevant to those required for this Contract.

| Name of project | Client | Contract Value | Period of activity | Types of activities undertaken | Status or Date Completed | References Contact Details (Name, Phone, Email) |
|-----------------|--------|----------------|--------------------|--------------------------------|--------------------------|---|
| | | | | | | |
| | | | | | | |

SECTION 3: PERSONNEL

3.1 Management Structure: Describe the overall management approach toward planning and implementing this activity. Include an organization chart for the management of the project describing the relationship of key positions and designations.

3.2 Staff Time Allocation: Provide a spreadsheet to show the activities of each staff member and the time allocated for his/her involvement. (Note: This spreadsheet is crucial and no

substitution of personnel will be tolerated once the contract has been awarded except in extreme circumstances and with the written approval of the GWP-MED. If substitution is unavoidable it will be with a person who, in the opinion of the GWP-MED project manager, is at least as experienced as the person being replaced, and subject to the approval of GWP-MED. No increase in costs will be considered as a result of any substitution.)

3.3 Qualifications of Key Personnel. Provide the CVs for key personnel (Team Leader, Managerial and general staff) that will be provided to support the implementation of this project. CVs should demonstrate qualifications in areas relevant to the Scope of Services. Please use the format below:

| | | |
|---|--|---|
| Name: | | |
| Position for this Contract: | | |
| Nationality: | | |
| Contact information: | | |
| Countries of Work Experience: | | |
| Language Skills: | | |
| Educational and other Qualifications: | | |
| Summary of Experience: Highlight experience in the region and on similar projects. | | |
| Relevant Experience (From most recent): | | |
| Period: From – To | Name of activity/ Project/ funding organisation, if applicable: | Job Title and Activities undertaken/Description of actual role performed: |
| e.g. June 2014-January 2015 | | |
| Etc. | | |
| Etc. | | |
| Referencesno.1 (please list the required number of references as stated in the TOR): | Name Designation Organization Contact Information – Address; Phone; Email; etc. | |
| Reference no.2 | Name Designation Organization Contact Information – Address; Phone; Email; etc. | |
| Reference no.3 | Name Designation Organization Contact Information – Address; Phone; Email; etc. | |

Declaration:

I confirm my intention to serve in the stated position and present availability to serve for the term of the proposed contract. I also understand that any wilful misstatement described above may lead to my disqualification, before or during my engagement.

Signature of the Nominated Team Leader/Member

Date Signed

Date:

Signature:

To be completed and signed by the tenderer (including each partner in a consortium/group).

Annex 4: Financial Offer Form

The Tenderer is required to submit the Financial Offer in an envelope separate from the rest of the offer as indicated in the Instruction to Tenderers.

The Financial Offer must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

Any estimates for cost-reimbursable items, such as travel and out-of-pocket expenses, should be listed separately.

The format shown on the following pages is suggested for use as a guide in preparing the Financial Offer. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

A. Cost Breakdown per Deliverables*

| No. | TASKS / <u>Phases</u> | Main Outputs / <i>Deliverables</i> | Percentage of Total Price | Price USD (Lump Sum, All Inclusive) |
|-----|---|---|---------------------------|--|
| | Contract signature | | 10% | |
| | TASK I: DEVELOPMENT OF THE LAKE OHRID BASIN MANAGEMENT PLAN (LOBMP) | | | |
| | <u>Phase 1. Inception phase</u> | Terms of Reference that would enable the PCU to contract local institutes to implement monitoring expedition(s) to generate data to be used for the preparation of the LOBMP <i>Inception meeting</i> Progress report Inception Report (in English) | 10% | |
| | <u>Phase 2. Data Collection and Analysis of Existing Conditions</u> | <i>Consultation meetings and related reports</i> <i>Data collected & submitted</i> <i>Proposal on Monitoring Programme for the Lake Ohrid sub-basin</i> | 15% | |
| | 2.1 Data collection 2.2 Analysis of existing conditions 2.3 Proposal on monitoring programme for the Lake | | | |

| | | | | |
|--|--|---|------|--|
| | Ohrid sub-basin | <i>Progress Report</i> | | |
| | <u>Phase 3: Summary of river basin characterization including</u> 3.1 Assessment of anthropogenic impacts 3.2 Water utilization and demand 3.3 Location of protected areas 3.4 Mapping existing monitoring networks 3.5 Assessment of water bodies 3.6 Economic analysis 3.7 Environmental objectives | <i>Report : Summary of river basin characterization</i> | 15% | |
| | | <i>Progress Report</i> | | |
| | <u>Phase 4: Development of Programme of Measures</u> | Programme of Measures | 10% | |
| | | <i>Consultation meetings and related reports</i> | | |
| | | <i>Progress Report</i> | | |
| | <u>Phase 5: Formulation of a Draft and Final Lake Ohrid Basin Management Plan</u> | Draft Lake Ohrid Basin Management (in English, extended summary in both country languages) | 15% | |
| | | Final Lake Ohrid Basin Management (in English, and in the two country languages) | 15% | |
| TASK II. PREPARATION OF TERMS OF REFERENCES (TORS) FOR THE PREPARATION OF A BASIN MANAGEMENT PLAN AT THE TRANSBOUNDARY LEVEL | | | | |
| | TASK II. Preparation of Terms of References (ToRs) for the preparation of a Basin Management Plan at the transboundary level | Generic Terms of Reference (ToR) Template for the preparation of a Basin Management Plan at the transboundary level (in English) | 10% | |
| | | Terms of Reference (ToR) for the preparation of the Drin River Basin Management Plan (in English) | | |
| | | TOTAL : | 100% | |

*Basis for payment tranches

B. Cost Breakdown by Cost Component:

The Tenderers are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. GWP-MED shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

| Description of Activity | Remuneration per Unit of Time (e.g., day, month, etc.) | Total Period of Engagement | No. of Personnel | Total Rate for the Period |
|-------------------------------------|--|----------------------------|------------------|---------------------------|
| I. Personnel Services | | | | |
| 1. Services from Home Office | | | | |
| a. Expertise 1 | | | | |
| b. Expertise 2 | | | | |
| 2. Services in the Field | | | | |
| a. Expertise 1 | | | | |
| b. Expertise 2 | | | | |
| | | | | |
| II. Out of Pocket Expenses | | | | |
| 1. Travel Costs | | | | |
| 2. Daily Allowance | | | | |
| 3. Communications | | | | |
| 4. Reproduction | | | | |
| 5. Equipment Lease | | | | |
| 6. Others | | | | |
| III. Other Related Costs | | | | |
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Annex 5: TERMS OF REFERENCE
