



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

[Preparation of a](#)
[Wastewater Management Decision Support Tool](#)

Submission Forms
(in MS Word)

Offer Submission Forms :

- 1. Annex 1: Submission Letter**
- 2. Annex 2: Documents Establishing the Eligibility and Qualifications of the Tenderer**
- 3. Annex 3: Technical Offer Form**
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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 subcontractors. 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.*

<i>Name of project</i>	<i>Client</i>	<i>Contract Value</i>	<i>Period of activity</i>	<i>Types of activities undertaken</i>	<i>Status or Date Completed</i>	<i>References Contact Details (Name, Phone, Email)</i>

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 1. Preparation of an Inception Report	Inception Report (in English)	10%	
		Progress report		
	Task 2. Fieldwork and collection of the necessary data	<i>Progress Report</i>	10%	
	Task 3: Develop the Modelling Tool	A Modelling Tool that will form the basis of the Drin WEMDST	20%	
	Task 4: Test and validate the MT - modelling, assessments and recommendations for the Shkodra city	Report (in English and in Albanian) - results and recommendations on WW Management in the city of Shkodra.	10%	
		Report (in English) of the testing of the MT		

No.	TASKS / <u>Phases</u>	Main Outputs / <i>Deliverables</i>	Percentage of Total Price	Price USD (Lump Sum, All Inclusive)
		Technical stakeholder's consultation meeting in city of Shkodra.	10%	
		Drin WEMDST applied in the Shkodra city and the Skadar/Shkoder Lake and Buna/Bojana River		
	Task 5: Application and dissemination of the Drin WEMDST	Drin WEMDST completed	30%	
		Report (in English) Methodological Aspects and the Replication Potential of the Pilot Project focusing not only on the methodology followed but also on the lessons learned.		
		Drin WEMDST user guide (in English and in Albanian).		
		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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