

Athens, 12/02/2020

**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 FOR OFFERS**

**For the**

***Development of the Drin Information System***

**SUBMISSION OF OFFERS BY: February 28th, 2020 at 17:00 h Athens Time**

**MAX AVAILABLE BUDGET: USD 60.000 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. The apart from travel costs.

### **Description of Service**

GWP-Med is announcing the present Call for Offers for the Development of the Drin Information System 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, North Macedonia, Kosovo and Montenegro 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 and its supporting documents.

## Offer Submission

Interested Parties should submit an offer including the following:

- **List of implemented projects** to be submitted along with contact details for reference checking purposes (please indicate the e-mail addresses of contact persons; See template in the Annexes in the ToR)
- **Qualifications note**
- **CVs of the team members**
- **Solemn Self Declaration**
- **Financial offer** in a separate sealed envelope. The offer should have breakdown with: Labour Cost breakdown per mandays per task etc

Offers must be submitted for the entire project. Offers for part of the project, 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 **February 28th, 2020 at 17:00 h Athens Time**.

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

## Eligibility Conditions – Participation Requirements

### Eligibility Conditions

Participation in the present call for offers is open, on equal terms, to any natural or legal person or entity who meet the legal conditions as well as the qualification and experience requirements laid down in this Call.

### Disqualification

Participants will be disqualified from this call for offers:

(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. Terrorist acts or crimes connected to terrorism
- vi. Misappropriation, swindling, extortion, forgery, perjury, and fraudulent bankruptcy.
- vii. Child labour

(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 entities) or they are under any other analogous situation, for non-domestic participants.

(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 the laws of their country of establishment.

(f) for domestic, non-domestic natural or legal persons or entities, 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) if they have been found guilty of grave professional misconduct, including distortion of competition

(h) if there are sufficiently plausible indications to conclude that they have entered into agreements aimed at distorting competition

(i) where a conflict of interests cannot be effectively remedied by other, less intrusive measures

(j) where a distortion of competition from the prior involvement of the participants in the preparation of the procurement procedure cannot be remedied by other, less intrusive measures

(k) if they have been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds of exclusion or the fulfilment of the selection criteria, have withheld such information or they are not able to submit the supporting documents required in **art. 4** of the present Document.

(l) if they have shown significant or persistent deficiencies in the performance of a public contract or of a contract with an international organization or a contract with the Contracting Authority

(m) if they have undertaken to unduly influence the decision-making process of the Contracting Authority, to obtain confidential information that may confer upon them undue advantages in the procurement procedure

or to negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award

In case one of the situations listed above under (g) – (m) applies, participants may provide evidence that they have taken measures, sufficient to demonstrate their reliability despite the existence of a relevant ground for exclusion. If such evidence is considered as sufficient, the participants concerned shall not be excluded from the procurement procedure.

(n) if they are included in the UNDP List 1267/1989 or the UN Ineligibility List.

## Qualification and Experience

### Qualification Requirements

**The Consultant** shall have:

- experience in developing and managing complex projects preferably in all the following areas, geographical information systems (GIS), web-based information management systems, database design and water resources / watershed management.
- a record of successfully implemented projects of this kind in the last 10 years with minimum 1 GIS portal developed .

An interdisciplinary Team of skilled experts with previous experience in IT and data/information management projects is required to carry out the tasks described above. The team of experts has to demonstrate ability to closely cooperate with GWP-Med; in this regard, the consultant has to demonstrate ability to communicate in English.

**Expertise and Experience of the team of experts:** The areas of expertise and experience that the team of experts is expected to cover to carry out the tasks described above, is listed below: (NOTE: there is no limitation on the number of experts per area of expertise). Failure to provide relevant minimum expertise is considered a ground for disqualification. The minimum experience is considered to be 3 projects /assignments in the respective area of expertise in the last 5 years.

- Working experience in design of spatial information systems, databases and web applications
- Working experience in software and hardware that should be used to carry out the assignment
- Working experience in analyzing spatial data and doing statistical analysis

## Evaluation

### Evaluation criteria

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

- *Number of relevant to the assignment implemented projects over the past 10 years.*  
If the development of a 1GIS portal is not part of the projects implemented, then the proposal will be disqualified. A list of projects shall be submitted, stating the Project, the end clients, the budget of the Project and its duration, along with contact details for reference checking purposes (please indicate the e-mail addresses of contact persons). In so listing the end clients, the Participant is giving his consent to MIO ECSDE, to contact the relevant clients for reference checking purposes.
- *Qualifications note* (five pages maximum).  
The Note will:
  - Explain the synthesis of the team as well as its qualifications and experience in relation to the requested services; the Note should indicate (in a Tasks Table) the experts that will be used

for each of the tasks listed above (point 4.5) and provide a break-down of planned man-days per task and expert under each task. Failure to provide relevant expertise as indicated in the respective section under 4.6 is considered as ground for disqualification.

- Clearly describe the technology chosen by the developer and components to be utilized
- Describe level of compatibility of the technology chosen with the format and type of data already available to be utilized (as described in 1.1)
- Provide list of the software/component to be delivered along with the statement that necessary licenses are perpetual and included in the offer *and* that error control will be performed one year after delivery at no additional costs to the contractor

**Failure to provide any of the above is considered a ground for disqualification**

- *Expertise and Experience of the team (proven through the CVs of experts)*. Failure to provide relevant expertise as indicated in the respective section under 4.6 is considered a ground for disqualification.

### Award Criterion – Evaluation of Offers

#### Award criterion

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

Offers shall be evaluated as follows:

Name of Firm / Participant:			
(1) Criterion	(2) weighting (w)	(3) points of criterion (c), 100-150	(4) Score = (2) x (3)
<i>Qualifications note</i>	20%		
<i>Expertise and Experience of the team</i>	20%		
<i>Number of relevant to the assignment implemented projects</i>	60%		
<b>UTO</b>	100%		

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

Scoring of each evaluation criteria varies within a range from 100 points up to 150 points (the latter awarded to the best qualified bidder for each criterion). Each evaluation criteria 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:

$$\text{UTO} = w_1 \times c_1 + w_2 \times c_2 + \dots$$

where  $w_1 + w_2 + \dots = 100$

**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 if each offer

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

### **Duration of the Contract**

The overall duration of the contract will be maximum 6 months.

### **Contract Price, Deliverables and Schedule of Payment**

The maximum fee for this assignment is 60,000 USD. 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.

All payments except the advance payment shall be upon reception and acceptance/verification of the deliverables, as laid out in the table below.

Task	Deliverables	Deadline	Payments
Contract Signing			10%

Inception	Inception status note	Two weeks from contract signing	
Operating environment requirement	Operating environment requirement specification for hosting	Two months from contract signing	
Design DIS 1.0	A working prototype	Five months from contract signing	
Launch and presentation	A demo at the GWP-Med premises or on Skype	Five months from contract signing	60%
Installation and server configuration	DIS available on the Internet	Six months from contract signing	
Prepare and deliver training	Trained user admin, power users and encoders	One month after installation	
Prepare documentation	<ul style="list-style-type: none"> <li>• Guide for Encoders</li> <li>• DIS Technical Reference</li> </ul>	One month after installation	30%
Error control	Error corrections based on the contractor requests	one year after installation	

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

### Place & Time of Offers Submission

Interested Parties shall submit their – **List of implemented projects, *Qualifications note, CVs of the team members*** by email ( [secretariat@gwpmed.org](mailto:secretariat@gwpmed.org) or [dimitris@gwpmed.org](mailto:dimitris@gwpmed.org)) and **the Financial Offer in a separately sealed envelope**, 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 in the call submission deadline.

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 opened.

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. Dimitris Faloutsos | Tel: +30-210-3247267, -2103247490 |  
e-mail: [dimitris@gwpmed.org](mailto:dimitris@gwpmed.org)

The present call for quotations is posted on the website of GWP-Med ([www.gwp-med.org](http://www.gwp-med.org) ).

The Chairman of GWP-Med/MIO-ECSDE

Prof. Michael J. Scoullou