



Athens 14 June 2013

**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**

**Study for the evaluation of the vulnerability of water  
resources in Tunisia in view of climate change**

**REQUEST FOR OFFERS**

**SUBMISSION OF OFFERS BY: 8 July 2013 at 10:00am Tunisian Time**

**BUDGET CEILING: 50 000 (EUROS) exclusive of VAT**

**ASSESSMENT CRITERION: The most advantageous offer**

## GENERAL INFORMATION

<b>CONTRACTING AUTHORITY</b>	<b>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</b>
<b>TITLE OF THE PROJECT UNDER PROCUREMENT</b>	Study for the evaluation of the vulnerability of water resources in Tunisia in view of climate change
<b>PLACE OF PROJECT</b>	Tunisia
<b>TYPE OF PROCEDURE</b>	Request of offers the awarding criterion for which being the most advantageous offer
<b>BUDGET</b>	<b>50 000 €</b> exclusive of VAT
<b>FINANCING OF THE PROJECT UNDER PROCUREMENT</b>	Austrian Development Agency, UK Department for International Development, the Ministry of Foreign Affairs of Denmark, Danida, and GWPO core donors
<b>DATE OF SUBMISSION OF OFFERS</b>	8 July 2013
<b>TENDER NOTICE UPLOADING WITH MIO-ECSDE OFFICIAL WEBSITE</b>	<a href="http://www.mio-ecsde.org">www.mio-ecsde.org</a>
<b>COMMENCEMENT OF WORK</b>	29 July 2013
<b>CLARIFICATION</b>	Mrs. Sarra Touzi Address : GWP-Med Rue des Entrepreneurs – Immeuble Delta Center Charguia II – 1080 Tunis Cedex Mail : sarra@gwpmmed.org Tel: + <b>216 22 599 391</b>
<b>LANGUAGE OF, OFFERS AND CONTRACT</b>	The official language of this request is French. The official language of the Contract is English. All communication documents with Bidders and bids shall be submitted in French. All the required supporting documents of the tender shall be submitted in French. All the required supporting documents of the contract shall be submitted in English. Documents in any other language shall be translated in French or English

## **PROJECT SCOPE - DESCRIPTION**

In the context of WACDEP program activities, GWP-Med intends to conduct an offer-request for the realization of a «Study on Tunisian water resources vulnerability assessment in view of climate change and establishment of vulnerability maps ». 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 terms of the present document.

### **I. GENERAL INFORMATION**

Project budget amounts to the maximum sum of **50 000 Euros (€ fifty thousands), exclusive of VAT**. 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 Euro.

This Project is funded by the Austrian Development Agency, UK Department for International Development, the Ministry of Foreign Affairs of Denmark, Danida, and GWPO core donors.

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 his 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 Tunisia. Particular attention is drawn to the conditions concerning the employment of labour in Tunisia 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 office in Tunis**

**Address :** Rue des Entrepreneurs – Immeuble Delta Center Charguia II  
1080 Tunis Cedex

on the condition that offers shall reach GWP-Med office's premises by July 8<sup>th</sup> 2013

The external envelope must bear the following statement:

**Offer for the Project : Study on Tunisian water resources vulnerability assessment in view of climate change and establishment of vulnerability maps**

Offers submitted after the specified date and time 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.

GWP-Med as represented by MIO ECSDE bears no liability whatsoever for any late delivery of bids 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 Tender Notice shall be accepted. Offers which deviate from the technical specifications of this Tender Notice 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 5 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 Evaluation Committee, 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 groups, at least one group 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 French.** All supporting documents, technical terms and manuals shall be also issued in French.

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

**A. 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.

The following persons shall be liable to produce an extract of their criminal record:

- Natural persons
- The administrators of personal companies (general and limited partnerships)
- The administrators of limited liability companies (Ltds)
- The Chairman and the Managing Director (or CEO) of Societes Anonymes (SAs)

For all other legal persons, their legal representative(s).

**B. Offer Form** (in the form attached hereto)

**C. Valid registration certificate** proving their registration in their appropriate professional organization.

#### **CONTENTS OF FOLDER B «TECHNICAL OFFER»**

The «**TECHNICAL OFFER**» to be submitted by Participants shall be in conformity to the Project Description in the TOR (**Annex 4**) of the present Tender Notice and shall include the following documents:

- The references of tenderer in the field
- CV of experts who will effectively participate in this Project presenting their qualifications and experiences. The composition of the team shall take into account the need for the Project to be carried out by a variety of specialists,.
- The proposed methodology for the realization of this Project (intervention methodology) on the basis of terms of reference
- A time schedule of the various steps to achieve in the form of a timetable..
- A schedule of the distribution of tasks and activities of each one of the experts involved, with the number of days each one of the experts will be working, in the form of a table
- Presentation (in the form of a CV) of the leader of the group (hydrologist or water resources/climate change expert), describing in detail his professional and organizational skills and his previous expertise as a Project leader.
- Confirmation of the start date of the Project.
- - Any other technical information related to the project under procurement.
- - The list (attached hereto in Annex 2 – Part C) including at least 2 similar projects executed during the last 5 years, indicating for each one, the receiver, either within the public or the private sector, delivery date and project value.

## **CONTENTS OF FOLDER C «FINANCIAL OFFER»**

1. **Folder C «FINANCIAL OFFER»**, to be submitted by Participants shall contain the Participant's Financial Offer, established on the sheet designed for (see annexe 3), not exceeding the budget set in this Call for Offers, exclusive of VAT but inclusive bank costs and any other expenses. The Contractor shall be deemed to have satisfied himself before submitting his offer as to the correctness and sufficiency of the tender. His offer shall cover all his obligations under the contract.
2. Prices shall be necessarily indicated in **EUROS, for comparison reasons**, and shall involve 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. Any offers determining a cost that falls over the said budget set in this Tender Notice for the whole Project shall be disqualified.
4. Offers that do not indicate their prices in Euros or offers that indicate an equivalency between Euro and foreign currencies shall be rejected as inadmissible.
5. Indicating of prices in Euros may be effected with two or more decimals (with no limitation), if used in interim calculations. The total price shall be rounded up in two decimals, upwards if the third decimal is equal to or higher than five and downwards if it is lower than five.
6. Products or services that are offered for free shall be indicated in the Financial Offers under the title "NO COST"».
7. If the offered price is not clearly and expressly mentioned, the offer shall be rejected as inadmissible.
8. Any costs or expenses not expressly mentioned in the offer is regarded as being offered for free.
9. Prices shall be indicated exclusive of VAT whereas the VAT rate prevailing for the specific procurement shall be indicated (%). In case an erroneous VAT has been indicated, this shall be corrected. Bids conditional upon price readjustment shall be rejected as inadmissible.
10. Offer prices shall remain unchanged throughout the offer validity period. In case an extension of offer validity period is requested, Participants shall not be entitled, when giving their consent for such an extension, to submit new or amended price lists.
11. The Contractor's invoices for his fees shall be expressed in Euro. Payment of the Contractor's fees shall be effected in Euro.
12. The Contracting Authority shall reserve the right to request that Participants submit any information required for the documentation of the prices offered, and Participants shall be obliged to provide the same.

## VALIDITY OF OFFERS

Offers shall be valid and binding on Participants 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 made accepted and they shall be rejected as inadmissible.

If any alternative offers are submitted, they shall not be taken into account. Any Participant, 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)
Experience of the company in the area concerned by the consultation	15%		
Technical design and methodology proposed	30%		
Technical experience, training and qualifications of the proposed expert(s)	40%		
Organizational skills, experience and qualifications of the proposed team leader	15%		
<b>Results</b>	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:

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



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

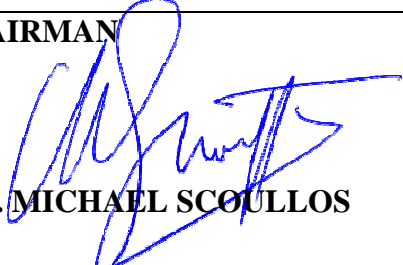
The most advantageous offers is the one with the greater value of  $\Lambda$ .

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

Offers will be classified by rank. The company placed at rank 1 will be invited for submission of its bid and the proposed team and 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.

**Annex :**

- 1. Submission Letter**
- 2. Offer Form**
- 3. Table for the financial offer**
- 4. Terms of Reference**

<p><b>CHAIRMAN</b></p>  <p><b>Prof. MICHAEL SCOULLOS</b></p>
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