

ANNEX 1

Simplified tender dossiers for service - SINGLE TENDER

Name and address of the contracting authority: Association of Albanian Municipalities,
Title of the tender: Tender for Expert for floods and landslides – work group member
Reference number (if applicable): 155 – FLAT/3

PART A: INFORMATION FOR THE TENDERER

1. INFORMATION ON SUBMISSION OF THE TENDERS

Subject of the contract:

The subject of this tender is:

- implementation of **services** as indicated in the technical information in the point 2 of this information;

Deadline for submission of the tenders:

The deadline for submission of tenders is **17th of December at 11:00 hours**. Any tender dossier received after this deadline will be automatically rejected.

Address and methods for submission of the tenders:

The tenderers will submit their tenders using the **standard submission form available in the Part B of the tender dossier**. The tender will be submitted in 1 original. In case of e-mail submission, the tenderer may provide a scanned original of the tender (if required). Any tenders not using the prescribed form might be rejected by the contracting authority.

In addition to the offer the tenderer is required to provide the following supporting documentation (in copies or scanned versions in case of e-mail submission):

- Copy of diplomas
- Copy of document proving work experience – minimum 3 years of experience in field

If delivery by post:

The tenders will be submitted via post/currier, containing the following information:

- Name and address of the tenderer
- Title of the tender: Tender for Expert for floods and landslides – work group member
- Reference number: 155 – FLAT/3



The tenders will be submitted in person, by post or courier service to the following address:

Association of Albanian Municipalities
Rr. 'Skerdilajd Llagami'
Nd.3, H.1, Ap.8.
Tirana-Albania
Contact person: Agron Haxhimali

The tenderers are reminded that in order to be eligible the tenders need to be received by the contracting authority before the deadline indicated above.

The tenders **can also be submitted by e-mail**. In this case the e-mail message will clearly indicate:

- Title of the tender (in the subject of e-mail): Tender for Expert for floods and landslides – work group member
- Reference number (in the subject of e-mail): 155 – FLAT/3
- Name and address of the tenderer (in the e-mail text)

The tender submission form and supporting documentation will be provided as attachment to the e-mail.

The tenderers will be submitted by e-mail to the following address: aam@albmail.com

The tenderers are reminded that in order to be eligible the tenders need to be received by the contracting authority before the deadline indicated above.

2. TECHNICAL INFORMATION

The tenderers are required to provide services as indicated below. In the tenderer's technical offer, the tenderers will indicate more details on the deliveries, referring back to the table below.

No.	Title of item	Description	Required time frame	Required inputs, if applicable
1.1.	Collecting necessary data and preparing document Risk analysis on floods and landslides	Collecting data includes conducting research and gathering information on risks of floods and landslides in cross border area (bordering Montenegro and Italy), which includes 3 Albanian municipalities (Lezhe, Vau Dejes and Shkoder), participating in three meetings of national work group, which will consist of	December 2018 – January 2019	

		national experts from the field and in one joint international work group meeting which will consist experts from the field from Italy, Albania and Montenegro. All work group members will jointly prepare the document. Final document on national level should have at least 30 pages and be used for creating joint document for cross border area of all three countries.		
1.2.	Collecting necessary data and preparing document Recommendations on safeguarding of flood-prone and landslide areas	Collecting data includes conducting research and gathering information necessary for creating Practical guidebook for action in case of floods and landslides in cross border area (bordering Montenegro and Italy), which includes 3 Albanian municipalities (Lezhe, Vau Dejes and Shkoder), participating in three meetings of national work group, which will consist of national experts from the field and in one joint international work group meeting which will consist experts from the field from Italy, Albania and Montenegro. All work group members will jointly prepare the document. Final document on national level should have at least 10 pages and be used for creating joint document for cross border area of all three countries.	February – August 2019	
1.3.	Collecting necessary data and preparing	Collecting data includes conducting research and gathering information	August – September 2019	

	document Practical guidebook for action in case of floods and landslides	necessary for creating Practical guidebook for action in case of floods and landslides in cross border (bordering Montenegro and Italy), which includes 3 Albanian municipalities (Lezhe, Vau Dejes and Shkoder), participating in three meetings of national work group, which will consist of national experts from the field. All work group members will jointly prepare the document. Final document on national level should have at least 10 pages and be used for creating joint document for cross border area of all three countries.		
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***Expert have obligation to attend at all specified meetings of work group (national and international), and all documents have to be prepared in English language. Also, between work group meetings, expert has to maintain communication with other members of work group by e-mail, skype etc., and exchange collected data and information. International work group meetings will be organized in Italy – Brindisi, and in Montenegro – Niksic. Total contract price is in gross amount. All contributions and travel and accommodation costs for participating in specified work group meetings (national and international) are to be covered by the Contractor.**

3. FINANCIAL INFORMATION

The tenderers are reminded that the maximum available value of the contract is 1,620.00 EUR.

4. ADDITIONAL INFORMATION

The selection criteria are:

- Best price (70%)
- Professional capacity (30%)

The unsuccessful/successful tenderers will be informed of the results of the evaluation procedure in written.

The estimated time of response to the tenderers is 15 days from the deadline for submission of tenders.



PART B: FORMAT OF OFFER TO BE PROVIDED BY THE TENDERER

1. TENDERER'S INFORMATION

Submitted by:

	entity or entities submitting this tender
Tenderer	

Contact person:

Name	
Address	
Telephone	
e-mail	

2. TENDERER'S STATEMENT

I undersigned hereby confirm that the services offered in this tender are in full conformity with the specifications submitted to us by the contracting authority. The detailed description of the offered services by us is provided in the next point.

In addition to that we confirm that our organization/company is fully eligible for providing services under a contract financed by the EU funds. We confirm that we are not in any of the situations that would exclude us from competing in the EU financed tenders as indicated in the point 2.3.3. in the PRAG Manual).

Furthermore, we agree to abide by the ethics clauses in Section 2.4.14 of the PRAG Manual and have no conflict of interests or any equivalent relation with other short-listed candidates or other parties in the tender procedure at the time of submitting this tender

3. TECHNICAL OFFER

The tenderers are required to provide technical offer, based on the requirements indicated by the contracting authority in the Part A: Information for the tenderer, Point 2: Technical information.

The tenderers are encouraged to provide details on the planned services, including detailed specifications and/or brand names.

No.	Title of item	Technical offer the services provided by the tenderer on the basis of contracting authority's enquiry in the Part A, Point 2	Tenderer's proposed time frame	Proposed inputs by the tenderer (the tenderers are encouraged to provide detailed information, for example qualifications of the proposed staff)
1.1.				
1.2.				
1.3.				
1.4.				

4. FINANCIAL OFFER

The offered total price for the services indicated in the previous point is:
_____ EUR

The offered price includes implementation/delivery of described items.

Name	
Signature	
Date	