

**SERVICE CONTRACT NOTICE**

**Technical Expertise for preparation of pilot policies evaluation**

**Albania - Tirana**

**Publication reference – LOCAL4GREEN Ref. no. 937 date 28/02/2019**

**Procedure - Single tender**

**Programme title - Interreg Med**

**Financing**

External Expertise and services / WP 3 Testing / Budget line 3.3 Elaboration of tools to transfer local fiscal policies to promote renewable energy sources.

Subsidy Contract (V.1 November 2016) – Acronym of the Project LOCAL4GREEN (1MED15\_2.2\_M2\_203)

**Contracting Authority**

Association of Albanian Municipalities as the Contracting Authority,

Registered with Court Decision 1020, date 10/05/2004

Address: Rr. Skerdilajd Llagami, Kulla 2, Apt 8

Tirana, Albania

**CONTRACT SPECIFICATION - INFORMATION FOR THE TENDERER**

**Nature of contract - Global price**

**Contract description** - The Project LOCAL4GREEN supports local authorities to define and implement local fiscal policies, innovative and intended to promote renewable energy sources in all sectors (public, private, households), mainly in the framework of the SEAPs (Sustainable Energy Action Plans submitted under the 2020 Covenant) and SECAPs (Sustainable Energy and Climate Action Plans to be submitted under the 2030 Covenant) adopted by the signatories of the Covenant of Mayors. The project is being implemented in the rural zones and islands of the MED region, where local fiscal policies play a crucial role in order to raise the share of renewable energy sources.

The project has been implementing a pilot experience in local authorities of 9 countries/regions of the MED area (Spain, Portugal, Italia, Cyprus, Malta, Greece, Slovenia, Albania, Croatia). The pilot includes the participative design, implementation, monitoring and evaluation of local fiscal policies to promote renewable energy sources. The pilot is included in the Work Package 3 "Testing" of the project, led by the MUSOL foundation.

**TECHNICAL INFORMATION**



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The tenderers are required to provide services as indicated below. In the tenderer's technical offer, the tenderers will indicate more details on their qualifications related to the technical services requested.

Expert will have an obligation to attend at all specified meetings of work group (national and international), and all documents have to be prepared in English language. Also the expert has to maintain communication with staff of LOCAL4GREEN project by e-mail, skype etc., and exchange collected data and information.

Each partner has to elaborate evaluation reports for each pilot municipality that will be used during the preparation of a national handbook on green local fiscal policy models. The evaluation report must provide for:

- Description of the national regulations regarding the local fiscal policies and the capacity of the local authorities to put in place fiscal policies to promote renewable energy sources;
- Process Description: Implementation of Local Fiscal Policies to Promote Renewable Energy Sources;
- Evaluation of local fiscal policies to promote renewable energy sources;
- Conclusions and recommendations.

Albanian Association of Municipalities has cooperated with three pilot municipalities of Lezha, Vau Dejes and Kukës. All municipalities have approved local fiscal policies to promote use of renewable sources of energy. 3 evaluation reports must be prepared in total, one per each municipality.

**Number and titles of lots** - One lot only

**Maximum budget** - EURO 3000 (three thousand) gross

### CONDITIONS OF PARTICIPATION

#### Eligibility

Participation is open to all natural and legal persons (participating either individually or in a grouping – consortium – of tenderers) which are established in a Member State of the European Union or in a country or territory of the regions covered and/or authorised by the specific instruments applicable to the programme under which the contract is financed. Participation is also open to international organisations. Participation of natural persons is directly governed by



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the specific instruments applicable to the programme under which the contract is financed.

The participation of an ineligible natural or legal person will result in the automatic exclusion of that person. If that ineligible person belongs to a consortium, the whole consortium will be excluded.

### **Number of applications**

No more than one application can be submitted by a natural or legal person whatever the form of participation (as an individual legal entity or as leader or member of a consortium submitting an application). In the event that a natural or legal person submits more than one application, all applications in which that person has participated will be excluded.

### **Grounds for exclusion**

As part of the application form, candidates must submit a signed declaration, included in the standard application form, to the effect that they are not in any of the exclusion situations listed in Section 2.6.10.1. of the PRAG. Candidates included in the lists of EU restrictive measures (see Section 2.4. of the PRAG) at the moment of the award decision cannot be awarded the contract.

**Sub-contracting** - Subcontracting is allowed.

## **PROVISIONAL TIMETABLE**

**Issue of Contract Notice** – 28/02/2019

**Deadline for receipt of applications** - Local time 16:00, date 10/03/2019

**Provisional commencement date of the contract** - 14/03/2019

**Initial period of implementation of tasks** - 19/03/2019

**Duration of the contract:** - 2 months

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

## **SELECTION AND AWARD CRITERIA**

### **Selection criteria**



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The following selection criteria will be applied to the tenderers. The selection criteria will not be applied to natural persons and single-member companies when they are sub-contractors.

1) Economic and financial capacity of the tenderer.

**Financial criteria for tenderer:**

- The tender must comply with the financial information in this offer.
- No documentary evidence of the financial selection criteria shall be submitted but no pre-financing will be granted.

2) **Professional capacity of the tenderer**

The reference period which will be taken into account will be the last three years from submission deadline.

Professional criteria for tenderer:

- is currently working/has worked during the past 2 years in leading positions in fields of local fiscal systems;
- has excellent knowledge on local fiscal system in Albania;
- be fluent in Albanian and English.

3) **Technical capacity of candidate.** The reference period which will be considered will be the last two years from submission deadline.

Technical criterion for tenderer:

- the tenderer has worked successfully on at least 1 project in fields related to this contract in the past five years.
- Previous experience which would have led to breach of contract and termination by a Contracting Authority shall not be used as reference.

**Award criteria** - Best price-quality ratio.

### APPLICATION

**Deadline for receipt of applications** - Local time 16:00, date 10/03/2019

**Application format and details to be provided**

Applications must be submitted using the standard application form, the format and instructions of which must be strictly observed. The application form is attached to this document. The tender will be submitted 1 (one) copy in 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.



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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):

- Comprehensive CV in English with information on technical and professional competence required in this tender;
- Copy of relevant qualifications.

### How applications may be submitted

Applications must be submitted in English exclusively to the contracting authority: in a sealed envelope:

- by post or by courier service, in which case the evidence shall be constituted by the postmark or the date of the deposit slip, to :
- by hand delivered by the candidate in person or by an agent directly to the premises of the contracting authority in return for a signed and dated receipt, in which case the evidence shall be constituted by this acknowledgement of receipt, to:

Or by email, whose title should indicate title of tender and reference. The tender submission form and supporting documentation will be provided as attachment to the e-mail.

**Agron Haxhimali**  
**Executive Director**  
**Association of Albanian Municipalities**  
**Rr. 'Skerdilajd Llagami' | Nd.3, H.1, Ap.9, Tirana-Albania**  
**aam@albmail.com**

The contract title and the Publication reference must be clearly marked on the envelope containing the application and must always be mentioned in all subsequent correspondence with the contracting authority.

Applications submitted by any other means will not be considered. 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 5 days from the deadline for submission of tenders.

**Operational language** - All written communications for this tender procedure and contract must be in English.

**Legal basis**



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European Commission Decision C (2015) 3756 Final approving the Interreg MED Cooperation Programme and its amendments.

Regulation (EU) No. 231/2014 of the European Parliament and of the Council of 11 March 2014 establishing an Instrument for Pre-accession Assistance (IPA II), and its amendments.

Albanian relevant Legislation.

ANNEX: Format Offer for the Tenderer\_LOCAL4GREEN Evaluation reports.