

SERVICE CONTRACT NOTICE

Technical Expertise for preparation of NATIONAL HANDBOOK ON GREEN LOCAL FISCAL POLICY MODELS

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 4 Transferring / Budget line 4.1 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

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 a national handbook on green local fiscal policy models, that will be used by MUSOL foundation to prepare an international handbook on green local fiscal policy models.

The national handbook on green local fiscal policy models must:

- outline policy models transferrable at a national level, based on pilots' experiences and best practices.
- provide national decision makers with all information (legal, economical, technical, etc.) needed to implement the green local fiscal policy models in other municipalities.
- provide the project with best practices on green local fiscal policies to be included in an international handbook and transferred at international level.

Albanian Association of Municipalities has cooperated with three pilot municipalities of Lezha, Vau Dejes and Kukes. All municipalities have approved local fiscal policies to promote use of renewable sources of energy. The evaluation of approved fiscal policies will be carried out independently of this assignment but will serve in preparing the national handbook.

ToRs for this assignment are attached to this notice.

Number and titles of lots - One lot only

Maximum budget - EURO 9000 (nine 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 14/03/2019

Provisional commencement date of the contract - 19/03/2019

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

Duration of the contract: - 4 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

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.



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1) Economic and financial capacity.

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 3 years in leading positions in fields related to this contract;
- 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 five years from submission deadline.

Technical criterion for tenderer:

- the tenderer has worked successfully on at least 2 projects 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 14/03/2019

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.

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



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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
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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

European Commission Decision C (2015) 3756 Final approving the Interreg MED Cooperation



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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 National Handbook

ANNEX: TOR for National Handbook