



SERVICE CONTRACT NOTICE

Technical Expertise for floods and landslides prevention – IT Data Collection Expert – Team Leader – Online Platform

Albania – Tirana

- 1. Publication reference – FLAT Ref. no. 155 date 15/05/2020**
- 2. Procedure - Single tender**
- 3. Programme title - Interreg IPA CBC Italy – Albania - Montenegro**
- 4. Financing**
External Expertise and services / WP T3 / Budget line: IT Data Collection Expert – Team Leader – Online Platform
- 5. 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

- 6. Nature of contract - Global price**
- 7. Contract description**

Flood and landslide assistance and training (FLAT) is a project that will improve the protection from damage and mitigation of flood-prone and landslide areas. Through this project experts from Italy, as the most developed country, will conduct trainings for Rescue service representatives from Montenegro and Albania, for acting in case of floods or landslides.

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Albanian Association of Municipalities located in Tirana is responsible for hiring the expert – Team Leader, which potentially can be involved providing services and technical advice and implementation activities to support the implementation of the program’s activities.

Team leader will coordinate the working group with experts from Italy and Montenegro, collect data for Albania and lead the process of designing and establishing of the joint rescue service database platform for the project area – cross-border municipalities of Montenegro, Albania and Puglia region from Italy which will contain data from all countries.

TECHNICAL INFORMATION

The tenderer is required to provide services as indicated below. In the tenderer’s technical offer, the tenderer will indicate more details on the deliveries, referring back to ToRs. IT collection data expert – Team Leader will be led supported by Albanian Association of Municipalities.

The Data Collection will be based on:

- (i) Collection and processing of all the project documents from working teams of the project on three countries, such are report, practical guides, photos, videos and all other documents necessarily needed to be involved in the web site;
- (ii) Collection, processing and providing all the region authority contacts dealing with the civil emergency protection;
- (iii) Keeping close cooperation with the Albanian Association of Municipalities and the project offices in the region;
- (iv) Submit the final report with all data collected to the Albanian Association of Municipalities allow them to have access to the IT Data gathered for the project.

8. Number and titles of lots

One lot only.

9. Maximum budget

EURO 5 000 (five thousand) gross.

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.

CONDITIONS OF PARTICIPATION

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10. 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 authorized by the specific instruments applicable to the programme under which the contract is financed. Participation is also open to international organizations. Participation of natural persons is directly governed by 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.

11. Candidature

All eligible natural and legal persons (as per item 10 above) or groupings of such persons (consortia) may apply.

A consortium may be a permanent, legally-established grouping or a grouping which has been constituted informally for a specific tender procedure. All members of a consortium (i.e., the leader and all other members) are jointly and severally liable to the contracting authority.

The participation of an ineligible natural or legal person (as per item 10) will result in the automatic exclusion of that person. In particular, if that ineligible person belongs to a consortium, the whole consortium will be excluded.

12. 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.

13. Shortlist alliances prohibited

Any tenders received from tenderers comprising firms other than those mentioned in the short-listed application forms will be excluded from this restricted tender procedure unless prior approval from the contracting authority has been obtained (see practical guide – PRAG – 2.6.3.). Short-listed candidates may not form alliances or subcontract to each other for the contract in question.



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14. 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.

15. Sub-contracting

Subcontracting is allowed.

PROVISIONAL TIMETABLE

Issue of Contract Notice – 15/05/2020

Deadline for receipt of applications - Local time 16:00, date 10/06/2020

Provisional commencement date of the contract - 20/06/2020

Initial period of implementation of tasks - 20/06/2020

Duration of the contract: - 5 months

The tenderer is 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

21. Selection criteria

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

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.

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Professional criteria for tenderer:

- is currently working/has worked during the past 5 years in leading positions in fields related to this contract;
- has excellent knowledge on developing similar web applications;
- 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:

- A minimum of 5 years' experience as a programmer.
- Experience and evidence in data collection.
- Experience in developing different types of websites and web data insertion;
- Good knowledge and experience in relational databases:
- Good knowledge of English.
- Teamwork skills
- Very good communication and analytical skills
- Previous experience which would have led to breach of contract and termination by a Contracting Authority shall not be used as reference.

22. Award criteria

Best price-quality ratio. (2/8)

APPLICATION

23. Deadline for receipt of applications –

Local time 16:00, date 10/06/2020

24. 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 required in this tender;

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- Copy of relevant qualifications.

25. 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.

26. Alteration or withdrawal of applications

Candidates may alter or withdraw their applications by written notification prior to the deadline for submission of applications. No application may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with Item 25. The outer envelope (and the relevant inner envelope if used) must be marked 'Alteration' or 'Withdrawal' as appropriate.

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27. Operational language

All written communications for this tender procedure and contract must be in English.

29. Legal basis

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.