

ANNEX 1

Simplified tender dossiers for services - SINGLE TENDER

1. INFORMATION ON SUBMISSION OF THE TENDERS

Subject of the contract: **Technical Expertise for floods and landslides prevention – IT Data Collection Expert for Montenegro – Online Platform**

Name and address of the contracting authority: Association of Albanian Municipalities
Title of the tender: Tender for Service of data collection for the territory of Montenegro
Reference number (if applicable): 155/6

PART A: INFORMATION FOR THE TENDERER

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 **12 June 2020 at 16:30 hours**. Any tender 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 ID card;
- Financial identification form – FIF
- Legal entity form – LEF
- Copy of faculty diploma (translated in English);
- CV in English language.



If delivery by courier/post:

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

Name and address of the tenderer

Title of the tender: Technical Expertise for floods and landslides prevention – IT

Data Collection Expert for Montenegro – Online Platform

Reference number (if applicable): 155/6

Name and address of the contracting authority:

Agron Haxhimali

Executive Director

Association of Albanian Municipalities

Rr. 'Skerdilajd Llagami' | Nd.3, H.1, Ap.9, Tirana-Albania

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.

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

- Title of the tender (in the subject of e-mail):
- Reference number (if applicable, in the subject of e-mail):
- Name and address of the tenderer (in the e-mail text)

The tender submission form and any supporting documentation will be provided as attachment to the email.

The tenderers will be submitted by e-mail to the following address:

E-mail address of the contracting authority aam@albmail.com

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

2. TECHNICAL INFORMATION

The tenderers are required to provide supplies 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.	Collection of data for online web platform	Preparation of Glossary of used terms – for all resources; Development of unified Database form and instructions for filling in of the form. The Database will be developed in coordination with project partners and Data collection experts from other two programme countries. Collection of data according to defined Database form. Data is to be collected from Civil protection entities for reaction in case of floods and landslides from the list provided by the contracting authority and project partners. Database needs to contain at least information on available equipment, human resources, buildings, contact information; Close cooperation with Data collection experts from other countries in preparation and filling in of Database form; All deliverables and collected data need to be in English and domestic language; Provision of necessary additional data for web platform, if necessary.	June-October 2020	N/A

3. FINANCIAL INFORMATION

The tenderers are reminded that the maximum available value of the contract is 2400 EUR.

4. ADDITIONAL INFORMATION

Required professional capacity of the tenderer is:

- minimum Bachelor degree;
- at least 3 years of work experience in field of civil protection;
- be fluent in Montenegrin and English.

The selection criteria is:

Lowest price of technically compliant offers.

The successful tenderer will be informed of the results of the evaluation procedure in



written. The estimated time of response to the tenderers is 30 days from the deadline for submission of tenders.



Yours sincerely

Agron Haxhimali
Executive Director

