

SERVICE CONTRACT NOTICE

Public awareness, Preparedness, Participation and Coordination for Civil Protection for All - 4PLUS Tirana, Albania

1. Reference

A2 – 1.4 - 1

2. Procedure

Simplified

3. Programme title

Interreg IPA II Cross-Border Cooperation Programme Greece-Albania 2014-2020

4. Financing

Financing agreement

5. Contracting authority

Association of Albanian Municipalities

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

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

Tirana, Albania

Clarifications may be sought from the contracting authority at the following email address aam@albmail.com at the latest 21 days before the deadline for submission of applications stated at in point 8 of the instruction to tenderers.

CONTRACT SPECIFICATION

6. Nature of contract

Global price

7. Contract description

The purpose of this assignment is to provide technical expertise for the Public awareness, Preparedness, Participation and Coordination for Civil Protection for All - 4PLUS project and to contribute to co-conduct with The Urban Research Institute Albania a Pilot assessment of local preparedness and facilities/services for People with Disabilities and elderly persons in Kolonje, in order to identify key issues and gaps.

In this regard, the following tasks will be provided:

- Co-conduct with The Urban Research Institute (Albania) a Pilot assessment of local preparedness and facilities/services for People with Disabilities and elderly persons in Kolonje, in order to identify key issues and gaps. More specifically, the activity includes:
- collection and expert-based reviewing of local and/or regional plans and foreseen procedures related to disaster management and civil protection
- assessment of infrastructures, systems, information (re)sources, and services related to disaster management and civil protection
- In this respect, the contractor is required to set-up a local team of inspectors, organize the training of the hired inspectors, coordinate the conducting of the field inspections and interviews (with local disaster management teams, and reporting on the findings accordingly.

8. Number and titles of lots

n/a

9. Maximum budget

EUR 6,600 plus VAT

CONDITIONS OF PARTICIPATION

10. Eligibility

Participation is open to all natural persons who are nationals of and legal persons [participating either individually or in a grouping (consortium) of tenderers] which are effectively established in a Member State of the European Union or in a eligible country or territory as defined under the Regulation (EU) No 236/2014 establishing common rules and procedures for the implementation of the Union's instruments for external action (CIR) for the applicable instrument under which the contract is financed (see also heading 22 below). Participation is also open to international organisations.

11. Number of tenders

No more than one tender 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 a tender). In the event that a natural or legal person submits more than one tender, all tenders in which that person has participated will be excluded.

12. Grounds for exclusion

As part of the tender, tenderers must submit a signed declaration, included in the tender form, to the effect that they are not in any of the exclusion situations listed in Section 2.6.10.1. of the practical guide.

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.

13. Sub-contracting

Subcontracting is not allowed.

PROVISIONAL TIMETABLE

14. Provisional commencement date of the contract

July, 2020

15. Implementation period of the tasks

3 months

SELECTION AND AWARD CRITERIA

16. Selection criteria

The following selection criteria will be applied to the tenderers. In the case of tenders submitted by a consortium, these selection criteria will be applied to the consortium as a whole. If not specified otherwise. 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** (based on item 3 of the tender form). In case of tenderer being a public body, equivalent information should be provided. The reference period which will be taken into account will be the last three years for which accounts have been closed.
- 2) Professional capacity of the tenderer** (based on items 4 of the tender form). The reference period which will be taken into account will be the last three years from submission deadline.
- 3) Technical capacity of candidate** (based on items 5 and 6 of the tender form). The reference period which will be taken into account will be the last three years from submission deadline.

Previous experience which would have led to breach of contract and termination by a contracting authority shall not be used as reference. This is also applicable concerning the previous experience of experts required under a fee-based service contract.

An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to the contracting authority that it will have at its disposal the resources necessary for performance of the contract, for example by producing a commitment on the part of those entities to place those resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility - notably that of nationality - and must comply with the selection criteria for which the economic operator relies

on them. With regard to technical and professional criteria, an economic operator may only rely on the capacities of other entities where the latter will perform the works or services for which these capacities are required. With regard to economic and financial criteria, the entities upon whose capacity the tenderer relies, become jointly and severally liable for the performance of the contract.

17. Award criteria

Best price-quality ratio.

TENDERING

18. Deadline for receipt of tenders

The deadline for receipt of tenders is specified in point 8 of the instruction to tenderers.

19. Tender format and details to be provided

Tenders must be submitted using the standard tender form for simplified procedures, the format and instructions of which must be strictly observed. The tender form is available from the following internet address: <http://ec.europa.eu/europeaid/prag/annexes.do?group=B> , under the zip file called Simplified Tender dossier.

The tender must be accompanied by a declaration of honour on exclusion and selection criteria using the template available from the following Internet address:

<http://ec.europa.eu/europeaid/prag/annexes.do?chapterTitleCode=A>

Any additional documentation (brochure, letter, etc.) sent with a tender will not be taken into consideration.

20. How tenders may be submitted

Tenders must be submitted in English exclusively to the contracting authority, using the means specified in point 8 of the instructions to tenderers.

Tenders submitted by any other means will not be considered.

By submitting a tender tenderer accept to receive notification of the outcome of the procedure by post or electronic means.

21. Alteration or withdrawal of tenders

Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders. No tender may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with point 8 of the instructions to tenderers. The outer envelope (and the relevant inner envelope if used) must be marked 'Alteration' or 'Withdrawal' as appropriate.

22. Operational language

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

23. Legal basis

Regulation (EU) No 236/2014 of the European Parliament and of the Council of 11 March 2014 laying down common rules and procedures for the implementation of the Union's instruments for financing external action and IPA II (CIR- Article 10).

24. Additional information

NA