



**SERVICE CONTRACT NOTICE**

**Technical Expertise** for floods and landslides prevention – work group member – Junior Expert 3

**Albania – Tirana**

- 1. Publication reference – FLAT Ref. no. 155 date 17/11/2018**
- 2. Procedure** - Single tender
- 3. Programme title** - Interreg IPA CBC Italy – Albania - Montenegro
- 4. Financing**  
External Expertise and services / WP T3 / Budget line: Working group member – Junior Expert 3
- 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

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**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.

The expert is required to collect the necessary data and prepare the document of risk analyses in floods and landslides, document recommendations in safeguarding of flood-prone and landslide areas, prepare the Practical guidebook for action in case of floods and landslides, prepare input for Web platform for action in case of floods and landslides.

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## TECHNICAL INFORMATION

The tenderers are required to provide services as indicated below. In the tenderer's technical offer, the tenderers will indicate more details on the deliveries, referring back to ToRs.

- Collecting necessary data and preparing document Risk analysis on floods and landslides.
- Collecting necessary data and preparing document Recommendations on safeguarding of flood-prone and landslide areas
- Collecting necessary data and preparing document Practical guidebook for action in case of floods and landslides.

### 8. Number and titles of lots

One lot only.

### 9. Maximum budget

EURO 3090 (three thousand and ninety) 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.

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## CONDITIONS OF PARTICIPATION

### 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 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 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.

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### 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.

### 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.

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## PROVISIONAL TIMETABLE

**Issue of Contract Notice** – 17/11/2018

**Deadline for receipt of applications** - Local time 16:00, date 17/12/2018

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**Provisional commencement date of the contract - 31/12/2018**

**Initial period of implementation of tasks - 31/12/2018**

**Duration of the contract: - 10 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.

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**SELECTION AND AWARD CRITERIA**

**21. 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.

**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 2 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.

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- 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)

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### APPLICATION

### 23. Deadline for receipt of applications –

Local time 16:00, date 17/12/2018

### 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;
- 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.

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**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.

**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.

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