



Biedrība Baltijas krasti
Maskavas iela 127, Rīga, LV-1003
Tel.: +371 67212148
info@baltijaskrasti.com
www.baltijaskrasti.lv

Association Baltic Coasts

Maskavas iela 127

Rīga

LATVIA

Website: www.baltijaskrasti.lv

Email: info@baltijaskrasti.lv

Tel.: +371 29356534

Subject: Invitation to tender for the undertaking of services related to the INTERREG EUROPE project AQUARES (PGI05592)

Rīga, 15th February 2019

Dear Sir or Madam,

Within the scope of the INTERREG EUROPE project **“AQUARES - Water reuse policies advancement for resource efficient European regions”** in which the ASSOCIATION OF BALTIC COASTS participates as a partner, our organisation intends to award a contract for the undertaking of deliverable **“EU-28 input paper for the evaluation of water reuse technologies and practices across different sectors in non-partnership EU countries”**. The deliverable is directly related to Activity A1.3 “Evaluation of water reuse technologies and practices across different sectors and regions”, coordinated by f-IEA (Euro-Mediterranean Water Institute Foundation).

With the present tender, we invite to participate in the previously mentioned call and to submit a tender in line with the specifications described below.

We kindly ask you to submit your tender by **Thursday 28th February 2019** at the latest.

Looking forward to receiving your offer.

Sincerely,

On behalf of the Association of Baltic Coasts

Chairman of the board

Līga Brūnina



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The AQUARES project

The AQUARES project “Water reuse policies advancement for resource efficient European regions” under the Interreg Europe programme, primarily aims to support public authorities to initiate efforts and exchange experiences in order to identify the viable strategies to utilize water reuse and to confront inefficient uses of water. Additionally, the project aims to promote public dialogue to address conflicts of interest among stakeholder groups, with a view to promote resource efficiency in water scarce areas of Europe, and to profit from opportunities in the expanding water market, thereby alleviating pressure on wetlands and littoral areas of Europe.

In this effort, AQUARES brings together 10 different partners from 9 EU countries and focuses on achieving improved water efficient water management via the introduction and improvement of water reuse policies.

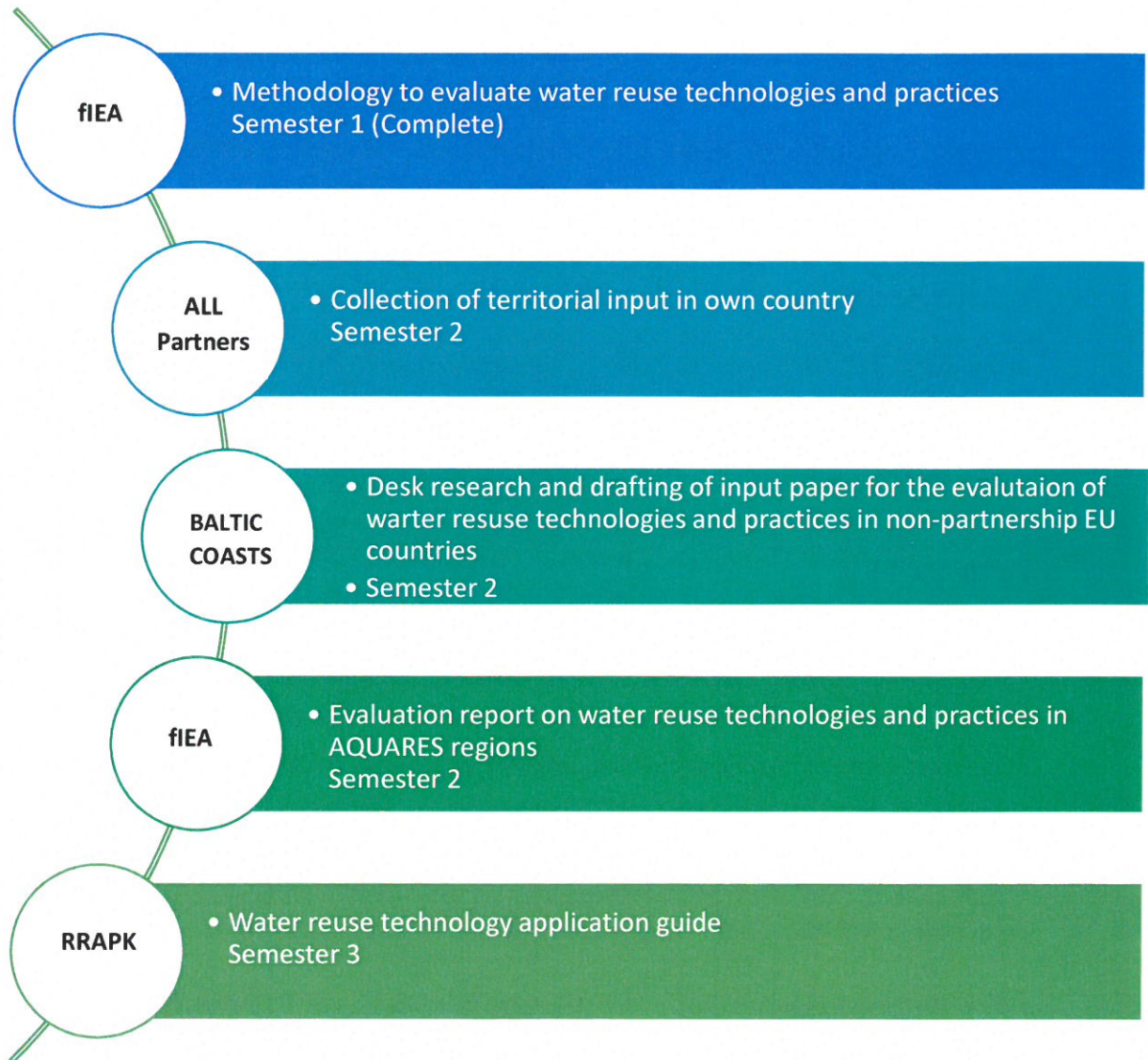
Activity A1.3

AQUARES Activity A1.3 “Evaluation of water reuse technologies and practices across different sectors and regions”, aims to identify and assess the current and future technologies used in water reuse applications in different sectors including agriculture, industry, urban and recreational in the partnership countries and beyond.

The activity consists of a three stage procedure, leading up to the development of a “Water reuse technology application guide” based on the results of Activities A1.2 and A1.3.

fIEA as the leader of this activity, will be responsible for its coordination and develop the evaluation report on water reuse technologies and practices in the AQUARES regions. All partners will gather territorial input and BALTIC COASTS will be examine the EU-cases in the non-partnership countries.

Activity A1.3 Progression tasks



Services to be provided by the successful tenderer

Based on the instructions of A1.3 methodology, the successful tenderer will conduct desk research and data collection in non-partnership EU countries to identify and evaluate technologies and practices across different sectors and regions in non-partnership EU countries.

The final deliverable will consist of the following activities:

- a) desk research in non-partnership EU countries based on the instructions and tools provided in A1.3 methodology
- b) identification and evaluation of water reuse technologies and practices across different sectors and regions in non-partnership EU countries
- c) drafting of the EU-28 input paper for the evaluation of water reuse technologies and practices in non-partnership countries, in line with the guidelines provided by the A1.3 methodology.

The final deliverable will be developed in the partnership's official language which is English. The input paper developed on behalf of the BALTIC COASTS ASSOCIATION will be used as the primary source of input for the development of the water reuse application guide to be developed by RRAPK in Semester 3.

Foreseen deliverable and timeline

Within the context of this contract and the description of services to be provided, the deliverable to be developed by the successful tenderer is entitled as follows:

No.	Deliverable	Delivery date
1.	"EU-28 input paper for the evaluation of water reuse technologies and practices across different sectors and regions"	29 th March 2019

The input paper should be delivered in the English language and should be at least 10 pages in length.

Evaluation criteria

The tenderers must fulfill the following conditions and minimum requirements, in order for their offers to be considered valid and therefore be evaluated:

- Previous experience as an external expert in a related field in EU-funded projects and projects funded by the Interreg Europe programme in particular
- At least 5 years of professional experience in EU-funded projects for the team members / experts involved in the delivery of services
- At least 10 years of professional experience for the team member responsible to supervise the services development.

Provided that the above requirements are fulfilled, the evaluation of offers shall be based on the following criteria:

No.	Criteria	Weighting Factor
1.	Clarity and quality of the deliverable. Integrity, completion and comprehensiveness of services offered.	35%
2.	Contractor's experience in similar European projects or actions of international cooperation and / or in related field with the tender.	15%
3.	Methodology approach for the implementation of services.	20%
4.	Relevance, adequacy and appropriateness of the description of the requested deliverables.	20%
5.	Flexibility and adaptability of the implementation schedule of deliverables according to the phases of Project submission.	10%
	TOTAL	100%

Tenders who will accumulate a total score less than 75% of the maximum score (100%) are excluded from the following stages of the tender and the opening of the financial bid.

The **score (S)** of each tenderer, not excluded under the above criteria, is calculated using the formula:

$$S = \frac{S. T. B.}{\max S. T. B.}$$

Where:

S.T.B. is the Score of the Technical Bid of the tenderer.

The ranking list of the technical bids of tenderers is made according to the Score (S) of all tenderers.

The final ranking list of the tenderers is based on the best bid that would result from the composition of the Score of the Technical Bid (S.T.B.) and the Financial Bid (F.B.) of the tenderers that participate in the final stage of evaluation and opening of financial bid, with a weighting factor of 85% for the technical bid and 15% for the financial bid.

The **Final Score (FS)** of each tenderer is calculated using the formula:

$$FS = (S * 0.85) + (F * 0.15)$$

Where:

$$S = \frac{S. T. B.}{\max S. T. B.}$$

$$F = \frac{\min F. B.}{F. B.}$$

Based on this score the tenderers are ranked in a descending list. This list shows the successful tenderer who is the one with the highest FS.

Financial Offer

All services offered under the current call for tenders shall be quoted in Euro excluding Value Added Tax (VAT) and should not exceed the total amount of **7,000.00€** (including VAT).

Additionally, the tender price shall include all costs of the tenderer and shall not be subject to change for the duration of the contract.

Operational Steps for submission

In order for the tender to be evaluated, it must be prepared in the English language and sent electronically to info@baltijaskrasti.lv in .PDF format. No specific form is required for the tender's submission, tenderers should use their own templates.

The deadline for the receipt of all offers is **Thursday 28th February 2019** and the subject of the email should clearly state **"AQUARES – A1.3 Evaluation of water reuse technologies and practices across different sectors in non-AQUARES-partnership EU countries – EU-28 Input paper – Organisation name"**.

For any further clarifications or enquiries, please contact Mrs. Līga Brūniņa info@baltijaskrasti.lv.

Kind regards,

Association of Baltic Coasts
Chairman of the board
Līga Brūniņa

