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

Rīga, 15<sup>th</sup> of July 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 BALTIC COASTS participates as a partner, our organisation intends to award a contract for the undertaking of Activity **A4.2 “Implementing the sustainability strategy”** and the development of the **“AQUARES sustainability plan”** as part of its role in the project.

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 electronically to [info@baltijaskrasti.lv](mailto:info@baltijaskrasti.lv) by **Monday 29<sup>th</sup> of July 2019** at the latest.

Looking forward to receiving your offer.

Sincerely,

On behalf of the Association of Baltic Coasts

Chairman of the board

Līga Brūniņa



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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 A4.2

The AQUARES Activity A4.2 “Implementing the sustainability strategy”, aims to pursue the long-term impact and the proliferation of water reuse in partners' regions, while ensuring sufficient political support and additional funding (if required).

The sustainability plan will put emphasis on the long-term involvement of stakeholders to implement the action plans produced in phase 1 and sustain their willingness to implement envisaged improvements for each policy instrument during phase 2 and also post-project.

## Services to be provided by the successful tenderer

Using the repositories of stakeholders, prepared by all partners (in Semester 1), BALTIC COASTS will develop a strategy for the project’s sustainability and long- term impact regarding partners’ activities and project’s outcomes towards the proliferation of water reuse.

More specifically, the requested support will at least comprise the following tasks:

- a) Development of the sustainability approach
- b) Identification of most relevant types of stakeholders
- c) Definition of actions and policies to foster the long-term impact of lessons learnt within the project
- d) Definition of the corresponding actions per partner, to peruse the long-term impact of the project and the proliferation of water reuse in partners' regions

- e) Definition of processes and tools to develop regional repositories of stakeholders
- f) Time schedule for partners' actions and ways to transfer lessons learnt beyond the partnership.

## 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	A4.2 - AQUARES Sustainability Plan	21 <sup>st</sup> October 2019

The final deliverable should be delivered in the English language and should be at least 30 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 5 years of professional experience for the team member / expert 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%
<b>TOTAL</b>		<b>100%</b>

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:

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

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:

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

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

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 **9,000.00€** (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](mailto: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 **Monday 29<sup>th</sup> of July 2019** and the subject of the email should clearly state "**AQUARES – A4.2 Sustainability Strategy – *Organisation name***". For any further clarifications or enquiries, please contact **Mrs. Līga Brūniņa** at [info@baltijaskrasti.lv](mailto:info@baltijaskrasti.lv).

Association of Baltic Coasts  
Chairman of the board  
Līga Brūniņa

