

Association Baltic Coasts

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Subject: Invitation to tender for the undertaking of services related to activity A5.1 within the scope of the INTERREG EUROPE project AQUARES (PGI05592)

Rīga, 8th September, 2020

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 **A5.1 “Joint development of action plans”** and the development of the “**Common methodology and peer reviewing tools for the preparation of action plans**” 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 by **Tuesday, 22nd of September 2020** 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 A5.1

The AQUARES Activity A5.1 “Joint development of action plans”, aims to develop action plans that will provide guidelines on how to improve the policy instruments addressed by all partners except F-IEA. Each action plan will define the actions to be implemented, the timetable of actions, the stakeholders to be involved and any costs or funding needed.

In Semester 5 BALTIC COASTS will prepare the common methodology providing guidelines to partners on the development of the action plans. Additionally, MURCIA-GDW will prepare the Roadmap for the preparation of action plans, outlining indicative tested strategies and best practices (based on previous A activities) for the realization of various types of water reuse projects. Based on the methodology and roadmap, in Semester 6 all partners (except F-IEA) will develop their action plans and share them with the consortium. The action plans will provide guidelines on how to improve the policy instrument addressed by each partner, defining the actions to be implemented, the timetable of actions, the stakeholders to be involved and any costs or funding needed. All partners and their stakeholder groups will provide feedback on the developed action plans, suggesting improvements.

Services to be provided by the successful tenderer

The Successful Tenderer will develop on behalf of the Contracting Authority, a common methodology for the preparation of action plans, outlining technical instructions for encapsulating lessons learned into brief but specific action plans. The purpose is to support AQUARES partners develop their own action plans that efficiently address their needs in advancing water reuse.

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

- a) the methodological principles of developing an action plan
- b) technical guidelines for the preparation & drafting of the action plan
- c) tools for efficient peer reviewing of action plans among partners
- d) the time-plan for the conduction of A5.1.

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	Common methodology and peer reviewing tools for the preparation of the action plans (30 pages)	23 rd October 2020

The methodology 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%
	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 **10.000,00€** (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 **Tuesday 22nd of September 2020** and the subject of the email should clearly state **"AQUARES – A5.1 Common methodology for action plans – *Company name*"**. For any further clarifications or enquiries, please contact info@baltijaskrasti.lv.

Kind regards,

Association of Baltic Coasts

Chairman of the board
Līga Brūniņa