

# **Nutrient emission modelling to support the assessments of the 3<sup>rd</sup> Danube River Basin District Management Plan**

## **Instructions to Tenderers**

April 2020



The winner of the open tender for Nutrient emission modelling for the Danube River Basin to support the assessments of the 3<sup>rd</sup> Danube River Basin District Management Plan will be supported by DG ENV LIFE and receive funding from the European Union.

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## 1 Introduction

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By submitting a Tender, the Tenderer accepts all the conditions described in this Tender dossier as the sole basis for the Tender, waiving its own conditions of contract.

Tenderers are expected to carefully examine and respect all instructions, forms, the Terms of Reference and specifications contained in this Tender dossier. Incomplete Tenders not containing all the required information and documentation and Tenders submitted after the specified deadline will generally result in rejection of the Tender.

The Contracting Authority is the ICPDR.

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## 2 Participation

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Only Tenderers from countries being Contracting Parties of the ICPDR and from the EU member states are eligible.

Forming of consortia is permitted. The consortium shall clearly indicate which firm has been appointed by the others as the lead firm (legally responsible Tenderer/Contractor and the contact point for the Contracting Authority) and will present only one joint offer.

Sub-contracting is not permitted.

The Contracting Authority reserves the right to reject any consortia or one or more proposed members of a consortium who do not comply with the rules on eligibility.

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## 3 Conditions for submission of Tenders

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Tenders will be accepted only if they comply with the following conditions:

1. Tenders are to be submitted to the Contracting Authority and to be received at the place and by the time mentioned in the Invitation to Tender. Tenders may be sent by registered

post with advice of reception, express mail or delivered by hand against receipt signed by the Contracting Authority's representative.

2. All Tenders are to be submitted in a sealed envelope bearing only:
  - a) the title of the Tender;
  - b) the name of the Tenderer;
  - c) the indication: "Not to be opened before the Tender opening session".
3. This envelope shall contain two other, separately sealed envelopes ("double envelope system"):
  - a) one sealed envelope containing the technical documentation (one original and 2 copies) as described below (4.1). This envelope shall be marked "Technical documentation" and indicate the Tender title and the name of the Tenderer; and
  - b) one sealed envelope containing the financial proposal (one original and 2 copies) as described below (4.2). This envelope shall be marked "Financial proposal" and indicate the Tender title and the name of the Tenderer.
4. Taking into account the current specific circumstances due to the COVID-19 pandemic, Tenderers shall also submit all documents indicated above in electronic form. The email text shall contain only the items a) – c) under point 2 of this chapter and shall have two separated attachments named "Technical documentation\_Modelling\_*Tenderer's name*" and "Financial proposal\_Modelling\_*Tenderer's name*" and with the content described under point 1 and 2 of chapter 4 (please use compressed folders). The scanned documents shall be sent by email to [secretariat@icpdr.org](mailto:secretariat@icpdr.org).
5. The Tender shall be drawn up in English.

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## 4 Content of Tenders

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The Tender submitted by the Tenderer shall fully comply with the requirements set out in the Tender dossier and shall comprise:

1. A **technical documentation**, consisting of:
  - a) A letter accompanying the Tender, signed by an authorized representative of the Tenderer, giving exact reference of the Tenderer's official name and address, representative and contact person, their position, phone number and e-mail address, confirming the Tenderer's intention to provide the services in conformity

with this Tender dossier and expressing the Tenderer's motivation to accomplish the requested tasks.

- b) Terms of Reference, describing in detail the required services. Tenderers shall carefully read the Terms of Reference document before submitting the Tender and shall attach it without modification indicating agreement with its conditions.
- c) Completed Annex A of the Terms of Reference: a signed List of References. Tenderer shall list the most relevant projects/activities with the Tenderer's involvement related to nutrient emission modelling, including their duration and a short description of the accomplished tasks and activities.

2. **A financial proposal:**

- a) Completed Annex B of the Terms of Reference: signed information on cost breakdown. Tenderer shall provide information on the number of experts to be involved, their position (e.g. expert, assistant), an hourly rate of the involved experts in EUR, their full working time in hours to be assigned to the tasks listed in the Terms of Reference and the total service costs. The hourly rates must be valid during the whole contract period.

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## 5 Variant Solutions

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Variant solutions are not allowed.

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## 6 Interventions or representations

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If necessary, the Evaluation Committee may request Tenderers by e-mail or phone to give further details to clarify the content of their Tenders.

During the evaluation period (i.e. from the Tender closing date until the signature of the contract), any interventions or representations by tendering firms or by others on their behalf or in their favour are not permitted. Should there be any such intervention or representation, this may lead to the exclusion of the Tenderer concerned.

The Contracting Authority reserves the right to bring any interventions or representations to the attention of all participating Tenderers.

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## 7 Final decision on the selection of contractor

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The final decision will be made by the Evaluation Committee based on evaluating the technical competence and financial proposal of the eligible Tenderers submitting a complete Tender.

The result of the selection will be communicated to Tenderers by 31 May 2020 at latest.