**SERVICE CONTRACT NOTICE**

EXPERIMENTAL FOREST FIRE TECHNICAL MAP AIB AND OBSTACLE ON

THE FLY ON SAMPLE AREAS.

**Location – Ministry of Defence, Tirana, Albania**

**1. Reference**

IPA ITMNEAL/TBR-MOD/SRV/03

**2. Procedure**

Open Local Tender

**3. Programme title**

Thematic project TO BE READY - The flOod and Big fire foREst, prediction, forecAst anD emergencY management – 355”, co-financed by the European Union under the Instrument for Pre-Accession Assitance (IPA) Interreg IPA CBC Italy-Albania-Montenegro 2014-2020.

**4. Financing**

TO BE READY Budget dedicated for Albania partner, Ministry of Defence, *Work Package* WP-T2 – T.2.3.1/*External Expertise and Services*

**5. Contracting authority**

Ministry of Defence,

Street of Dibra, Garrison Scanderbeg, no. 3,

Tirana, Albania

**CONTRACT SPECIFICATION**

**6. Nature of contract**

Global price contract

**7. Contract description**

This project will provide results from a field survey and a technical analyze of the targeted area. A Map will be delivered with information useful for the management of forest fire events, the management of flight activities (survey of obstacles to flight) and other relevant data to be used in the future and replicated in other fire-exposed areas.

**8. Number and titles of lots**

N/A

**9. Maximum budget**

The maximum available budget for this contract is EUR 35.000 (tax excluded)

**CONDITIONS OF PARTICIPATION**

**10. Legal basis, eligibility and rules of origin**

The legal basis of this procedure is Regulation (EU) No 236/2014 of the European Parliament and of the Council of 11 March 2014 laying down common rules and procedures for the implementation of the Union's instruments for financing external action and Commission Implementing Regulation (EU) No 447/2014 of 2 May 2014 on the specific rules for implementing Regulation (EU) No 231/2014 of the European Parliament and of the Council establishing an Instrument for Pre-accession assistance (IPA II). See Annex A2 of the practical guide.

Participation is open to all  legal persons (participating either individually or in a grouping – consortium – of candidates/tenderers) which are effectively established in a  Member State of the European Union or in a eligible country or territory as defined under Article 8 of Regulation (EU) No 236/2014 establishing common rules and procedures for the implementation of the Union's instruments for external action (CIR) for the applicable instrument under which the contract is financed.

**11. Number of tenders**

No more than one tender can be submitted by a legal person whatever the form of participation (as an individual legal entity or as leader or member of a consortium submitting a tender). In the event that a legal person submits more than one tender, all tenders in which that person has participated will be excluded.

**12. Grounds for exclusion**

As part of the tender, tenderers must submit a signed declaration, included in the tender form, to the effect that they are not in any of the exclusion situations listed in Section 2.6.10.1. of the practical guide.

Tenderer 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.

**13. Sub-contracting**

Subcontracting is allowed.

**PROVISIONAL TIMETABLE**

**14. Provisional commencement date of the contract**

Second week of the June

**15. Implementation period of the tasks**

2 months from the signing of the contract

**SELECTION AND AWARD CRITERIA**

**16. Selection criteria**

Capacity-providing entities

An economic operator (i.e. candidate or tenderer) may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links it has with them. If the economic operator relies on other entities, it must in that case prove to the contracting authority that it will have at its disposal the resources necessary for the performance of the contract by producing a commitment by those entities to place those resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility and notably that of nationality as the economic operator relying on them and must comply with the selection criteria for which the economic operator relies on them. **Furthermore, the data for this third entity for the relevant selection criterion should be included in a separate document**. Proof of the capacity will also have to be provided when requested by the contracting authority.

With regard to technical and professional criteria, an economic operator may only rely on the capacities of other entities where the latter will perform the tasks for which these capacities are required.

With regard to economic and financial criteria, the entities upon whose capacity the economic operator relies, become jointly and severally liable for the performance of the contract.

The following selection criteria will be applied to the tenderers. In the case of tenders submitted by a consortium, these selection criteria will be applied to the consortium as a whole if not specified otherwise.

The tenderer shall not use previous experience which caused breach of contract and termination by a contracting authority as a reference for selection criteria.

The selection criteria for each tenderer are as follows:

**Professional capacity of the tenderer (**based on items 4 of the tender form).

The reference period which will be taken into account will be the last five years preceding the submission deadline.

Criteria for legal persons:

1- has a professional certificate or other document appropriate to this contract, as an expert of the field

2 - has sufficient ongoing (at least 1) expertise to be able to handle the proposed contract

**Technical capacity of tenderer** (based on items 5 and 6 of the tender form). The reference period

which will be taken into account will be the last 5 years preceding the submission deadline.

This means that the service contract the tenderer refers to could have been started at any time during the indicated period but it does not necessarily have to be completed during that period, nor implemented during the entire period. Tenderers are allowed to refer either to service contracts completed within the reference period (although started earlier) or to service contracts not yet completed. Only the portion satisfactorily completed during the reference period will be taken into consideration. This portion will have to be supported by documentary evidence (-statement or certificate from the entity which awarded the contract, proof of payment) also detailing its value. If a tenderer has implemented the service contract in a consortium, the percentage that the tenderer has successfully completed must be clear from the documentary evidence, together with a description of the nature of the services provided if the selection criteria relating to the pertinence of the experience have been used.

Criteria:

1 - the tenderer has provided services for expertise in the field of forest fires issues for survey and a technical analyses at least 5 years preceding the submission deadline.

Previous experience which would have led to breach of contract and termination by a contracting authority shall not be used as reference. This is also applicable concerning the previous experience of experts required under a fee-based service contract.

Summarising, the following selection criteria will be applied to the tenderers.

* At least 5 years of professional experience in field of forest fires issues for survey and technical analyses for drafting technical documents / Map ;
* Previous experience in the field and similar working experience

**Additional elements/qualifications to be considered as an asset**:

* Professional experience related to the thematic.

**17. Award criteria**

Best price-quality ratio.

**TENDERING**

**18. Deadline for submission of tenders**

The deadline for submission of tenders is specified in point 8 of the instruction to tenderers.

**19. Tender format and details to be provided**

**Tenders must be submitted using the standard tender form** for simplified procedures, the format and instructions of which must be strictly observed. The tender form is available from the following internet address: <http://ec.europa.eu/europeaid/prag/annexes.do?group=B> , under the zip file called Simplified Tender dossier.

The tender must be accompanied by a declaration on honour on exclusion and selection criteria using the template available from the following Internet address:

<http://ec.europa.eu/europeaid/prag/annexes.do?chapterTitleCode=A>

Any additional documentation (brochure, letter, etc.) sent with a tender will not be taken into consideration.

**20. How tenders may be submitted**

Tenders must be submitted in English exclusively to the contracting authority, using the means specified in point 8 of the instructions to tenderers.

**Tenders submitted by any other means will not be considered.**

By submitting a tender tenderers accept to receive notification of the outcome of the procedure by electronic means.

**21. Alteration or withdrawal of tenders**

Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders. No tender may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with point 9 of the instructions to tenderers.

**22. Operational language**

All written communications for this tender procedure and contract must be in English.

**23. Additional information**

Financial data to be provided by the candidate in the standard application form must be expressed in EUR.