**SERVICE CONTRACT NOTICE**

**"Specialist service for the development of a platform within the Project TO BE READY - The flOod and Big firE foREst, prediction, forecAst anD emergencY management”**

**Location – National Civil Protection Agency,** Tirana, Albania

**1. Reference**

***IPA ITMNEAL/TBR-NCPA/MOD/Ser/07(WP-T1, activity “The development of a Platform”)***

**2. Procedure**

## Service contract, Local open tender

**3. Programme title**

**IPA CBC IT-MNE-AL 2014-2020**

**4. Financing**

The project is co-financed by the European Union, in accordance with the rules of the Instrument for Pre-Accession Assistance (IPA II).

**5. Contracting authority**

The contracting authority will be:

the National Agency for Civil Protection (NCPA), in the Ministry of Defence (MoD), in the Republic of Albania.

Street Skenderbej, near the embassy block, building 6/1/1

Tirana, Albania

**CONTRACT SPECIFICATION**

**6. Nature of contract**

Unit - Price

**7. Contract description**

The scope of the contract, that textually states **"Specialist service for the development of a platform within the Project “To Be Ready"**, is dedicated to the Civil Protection service that facilitates the management, verification and coordination of emergencies with a positive impact on national safety.

In particular, the procedure will involve the creation of an independent web platform that, through the use of the API standard, interfaces to third-party systems and with the Civil Protection centre through the analysis and classification of information "captured" on social media, for the scenario constitution in case of an event, as well as the communication with citizens and among operators with classification procedures and tasking. The supply must be provided in SAAS mode.

The system set up by the "To Be Ready" project aims to be part of the "Integrated Civil Protection System"/SIMC which is expected to be developed but is in its conceptual period; with it, the National Civil Protection Agency and the Ministry of Defence have to ensure efficient, sustainable, stability and continuity on its effects.

**8. Number and titles of lots**

One lot only

**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)

Law no. 45/2019, “For civil Protection”, approved by Albanian Parliament on July 18th, 2019;

Law no. 37/2015, “On the ratification of the framework agreement between the Republic of Albania, represented by the Council of Ministers of the Republic of Albania and the European Commission on the rules for the implementation of EU financial assistance to Albania within the Instrument for Pre-Accession Assistance (IPA II);

Law no. 138/2016 "On the ratification of the financing agreement between the Council of Ministers of the Republic of Albania and the European Commission for the Interreg IPA Program of Cross-Border Cooperation Italy - Albania - Montenegro, 2014-2020";

For this contract award procedure, financed by 85% by the IPA CBC Italy- Montenegro- Albania, and 15 % by the state budget dedicated to the National Civil Protection Agency, participation is open without limitations.

Participation is also open to international and local organisations.

**11. Number of tenders**

No more than one tender can be submitted by a natural or 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 natural or 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 not allowed.

**PROVISIONAL TIMETABLE**

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

29.09.2023

**15. Implementation period of the tasks**

30.08.2023- 29.09.2023 (time 10:30 hrs)

**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 selection criteria will not be applied to natural persons and single-member companies when they are sub-contractors.

1. **Economic and financial capacity of the tenderer**. In case of tenderer being a public body, equivalent information should be provided. The reference period which will be taken into account will be the last two financial years for which accounts have been closed.

The selection criteria for each tenderer are as follows:

1. will not be economically dependent on the contracting authority in the event that the contract is awarded to it;
2. has sufficient financial stability to handle the proposed contract.

**Financial criteria are:**

1. The average annual turnover of the tenderer must exceed the annualised maximum budget of the contract; In order to test the financial and economic capacities, economic operators must submit a certificate for the annual turnover for the financial years 2021, 2022.
2. Current ratio (current assets/current liabilities). The Economic Operator must have a positive ratio between the assets and liabilities during the last 2 (two) years 2021, 2022. To verify the fulfillment of this condition, the Economic Operator must submit copies of balance sheets of the last 2 (two) years, submitted to the relevant authority, confirmed by this authority, in which it must result that it has not incurred any loss for at least two consecutive years.
3. The financial situation of the tenderer should not be in deficit, taken into account debts, at the beginning and end of year.
4. Certificate for the payment of taxes provided by the Government for 2021, 2022 should be submitted.
5. Minimum 5 years of experience according to the object of this tender.
6. Payment of Social and Health contribution and taxes, for the financial years 2021,2022.
7. The subject will submit a Bank Guarantee of 5% of the contract value.

The tenderer shall declare/submit proof that:

a) It is registered at the Commercial Register as per the legislation of the country where it operates or according to the specific legislation in case of a non-profit organization; the object of the procurement is part of the operations and has an active status;

b) is not under a process of bankruptcy (active status);

c) is not convicted of any criminal offences;

d) the person (s) acting as a member of the administrative body, director or supervisor, shareholder or partner, or who has a proxy, decision-making or controlling powers within the Economic Operator, is not convicted or has not been convicted by a final court decision for any criminal offenses;

e) has no outstanding payments of taxes and social security contributions;

f) has paid the electricity bills, and meets the requirements arising from the legislation in force.

g) valid rent contract of the premises where the subject has a residence.

**2)** **Professional capacity of the tenderer**

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

The objective of this criterion is to examine whether or not the tenderer (i.e. the consortium as a whole, in the case of a tenderer from a consortium) has sufficient ongoing staff resources and expertise to be able to handle the proposed contract.

**Professional criteria:**

To prove similar previous experience, economic operators must provide the following evidence:

1. For the previous experience realized with the public sector, the economic operator must present similar contracts or certificates issued by a public entity for the successful fulfillment of the contract, where the values, the term of the contract and the sales tax invoices, are completed according to requirements of the legislation in force.
2. for previous experience with the private sector, the economic operator must submit sales tax invoices, completed according to the requirements of applicable law.

**Professional capacity of the tenderer**

The reference period, which will be taken into account, will be the last 5 years preceding the submission deadline.

Criteria for legal and natural persons:

- Copy CV, Engineer IT, or Programmar IT diploma and employment under contract with a minimum 2 years working.

- The company should present the license as a service provider authorized by National License Center. The certificate should be valid in the moment of bidding.

**17. Award criteria**

Price (187.000,00 euro without VAT)

**TENDERING**

**18. Deadline for submission of tenders**

The deadline for submission of tenders is 29 September 2023, time 10:30 hrs.

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

**Tenders must be submitted using the standard tender form.**

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 10 of the instructions to tenderers.

Tenders must be submitted in a sealed envelope:

Either by post or by courier service in which case the evidence shall be constituted by the postmark or the date of the deposit slip, to:

Agjencia Kombëtare e Mbrojtjes Civile, Rruga Skënderbej, pranë bllokut të ambasadave, godina 6/1/1, Tiranë, Shqipëri

Or in English:

National Civil Protection Agency, Street Skenderbej, near the embassy’s block, building 6/1/1 Tirana, Albania

Or hand delivery by the candidate in person or by an agent directly to the premises of the contracting authority in return for a signed and dated receipt, in which case the evidence shall be constituted by this acknowledgment of receipt, to:

Agjencia Kombëtare e Mbrojtjes Civile, Rruga Skënderbej, pranë bllokut të ambasadave, godina 6/1/1, Tiranë, Shqipëri

**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 15 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.