

## SERVICE CONTRACT NOTICE

### National Expert in GIS Capacity Building

#### 1. Reference

MASAR-LB-PCPM-012-SR/2021

#### 2. Procedure

Single Tender for Service (Company/expert)

#### 3. Programme title

MASAR for Local Governments - Maintaining Strength and Resilience for Local Governments in Iraq and Lebanon, EU\_TF-MADAD/2018/T04.136

#### 4. Financing

The project is financed by the European Union, Regional Trust Fund in Response to the Syrian Crisis, the "MADAD Fund", in accordance with the rules of the MASAR programme.

#### 5. Contracting Authority

Polish Centre for International Aid Lebanon

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## CONTRACT SPECIFICATION

#### 6. Nature of contract: Based on price service contract

#### 7. Contract description

The aim of the assignment is to provide training on GIS software and guidance in its implementation to the three Dreib Unions of Municipalities.

The Expert will:

- 1) Review the recommendations of GIS Study regarding capacity building (training and GIS management units organizations) and consult the modality of their implementation with the Unions of Municipalities.
- 2) Elaborate the training programme based on recommendations of the GIS Study and consultations with the Unions;
- 3) Work out an alternative, remote modality of meetings with trainees and Union representatives, ensuring that all activities can be fully implemented in case of a lockdown or road blockages;
- 4) Provide beginner GIS training suited to the municipal context, integrating practical exercises in the training programme;
- 5) Assess the progress of trainees during the training and after its completion;
- 6) Specify the scope of further capacity building or refreshment courses;
- 7) Provide guidance to the Dreib Unions of Municipalities in GIS implementation
- 8) Report the consultancy.

#### 8. Number and titles of lots

One lot only

## 9. Maximum budget

EUR: 16 000; Sixteen thousand EUR (including fee, travel, accommodation costs and any other expenses).

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## CONDITIONS OF PARTICIPATION

### 10. Eligibility

Participation is open to all natural persons who are nationals of and legal persons [participating either individually or in a grouping (consortium) of tenderers] which are effectively established in a Member State of the European Union or in a eligible country or territory as defined under the Regulation (EU) N°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 (see also heading 22 below). Participation is also open to international 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 2.3.3. of the Practical Guide.

### 13. Sub-contracting

Subcontracting is not allowed. In case of subcontracting, PCPM has the right to cancel the contract and procure the service to another contractor..

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## PROVISIONAL TIMETABLE

### 14. Provisional commencement date of the contract

19.04.2021

### 15. Implementation period of the tasks

34 person-days over the period of 12 weeks from the signing of the contract, which includes:

- up to 3 days for the review of the *GIS Study*
- 30 hours of training per 25-30 participants;
- 2 days of individual consultancy per each of the three Unions of Municipalities.

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## SELECTION AND AWARD CRITERIA

### 16. Selection criteria

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 (based on item 3 of the tender form)**

The average annual turnover of the tenderer for the last 3 years for which accounts have been closed must exceed 11 000 EUR (eleven thousand EUR).

Type of documentary evidence: copies of the company's certified statements of account for the previous three years or copies of the executed contracts during a period of no more than the last three financial years

**2) Professional capacity of the tenderer**

The reference period which will be taken into account will be the last 3 years from submission deadline.

- At least one staff currently work for the tenderer in fields related to this contract; type of documentary evidence: an extract from an employment contract or resume with specified list of the projects the employee has been involved in.
- Has a higher education degree (Master's degree) in GIS, geomatics, urban planning or a related field; type of documentary evidence: a copy of the diploma.
- Proficient in English and Arabic; type of documentary evidence: e.g language proficiency certificate.

**3) Technical capacity of candidate (based on item 4 and 5 of the tender form)**

The reference period which will be taken into account will be the last three years from submission deadline. Criteria for legal and natural persons:

- The tenderer has provided services under at least two contracts with a budget at least **11 000 Euro** (eleven thousand Euro) in projects for GIS planning in the municipal context which were implemented at any moment during the following period: three years.

Type of documentary evidence of successful implementation: certificates issued or countersigned by the contracting authority or entity who ordered execution of services.

This means that the project the tenderer refers to could have been started or completed at any time during the indicated period but it does not necessarily have to be started and completed during that period, nor implemented during the entire period.

Candidates/tenderers are allowed to refer either to projects completed within the reference period (although started earlier) or to projects not yet completed. In the first case the project will be considered in its whole if proper evidence of performance is provided (statement or certificate from the entity which awarded the contract, proof of final payment for services). In case of projects still on-going only the portion satisfactorily completed during the reference period although started earlier will be taken into consideration. This portion will have to be supported by documentary evidence (similarly to projects completed) also detailing its value. If a tenderer has implemented the project 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.

Previous experience which would have led to breach of contract and termination by a Contracting Authority shall not be used as reference.

The above mentioned documentary evidences may be requested at any stage of the tender

procedure.

Failure to comply with the above mentioned selection criteria will lead to rejection of the tender.

The requirements of the Term of Reference are leading.

An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. 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 - notably that of nationality - 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 the tender 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 services for which these capacities are required. With regard to economic and financial criteria the entities upon whose capacity the tenderer relies become jointly and severally liable for the performance of the contract.

#### **17. Award criteria**

Best price-quality ratio.

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## **TENDERING**

#### **18. Deadline for receipt of tenders**

The deadline for receipt 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 Single Tender Procedures, the format and instructions of which must be strictly observed. The tender form is available from the following Internet address:

<https://ec.europa.eu/europeaid/prag/previousVersions.do>

(version 2016, Annexes, chapter B, under the zip file called Simplified\_

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

<https://ec.europa.eu/europeaid/prag/previousVersions.do>

(version 2016, Annexes, chapter A, A14 declaration honour)\_

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 8 of the Instructions to Tenderers. The outer envelope (and the relevant inner envelope if used) or in case of sending the offer by e – mail, in the subject of email, must be marked 'Alteration' or 'Withdrawal' as appropriate.

## **22. Operational language**

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

## **23. Legal basis**

Commission Decision C(2014) 9615 of 10.12.2014 on the establishment of a European Union Regional Trust Fund in response to the Syrian crisis, "the MADAD Fund" amended by Commission Decision C(2015) 9691 of 21.12.2015.