

## SERVICE CONTRACT NOTICE

### GIS Database for Dreib Unions of Municipalities, Akkar, Lebanon

#### 1. Reference

MASAR-LB-PCPM-015-SR/2021

#### 2. Procedure

Competitive negotiated

#### 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:

Global Price

#### 7. Contract description

The aim of the assignment is to provide the three Dreib Unions of Municipalities (29 municipalities) with an up-to-date and reliable GIS database suitable for municipal planning and public information purposes. The database should support institutionalization of planning units at the Unions, and therefore the Expert should work in close coordination with their supervisors and staff.

According to GIS Assessment, no cadastral, zoning, decree and planning maps or satellite imagery are available at any of the 29 municipalities. However, elevation, road network and land use maps have already been acquired as a part of the assessment. The Expert will integrate them into the database

#### 8. Number and titles of lots

One lot only

#### 9. Maximum budget

USD 34,000 (USD Thirty Four thousand)

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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 an 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**

16 June 2021

#### **15. Implementation period of the tasks**

45 days from the signature of the contract over the period of 2 months.

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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 Tenderer will not be economically dependent on the Contracting Authority in the event that the contract is awarded to it; and should have sufficient financial stability to handle the proposed contract.

The financial situation of the tenderer should not be in deficit, taken into account debts, at the beginning and end of each of the last 3 years (2020 – 2019 – 2018).

Type of documentary evidence: An appropriate statement from the bank or audited balance sheets.

##### **2) Professional capacity of the tenderer (based on item 4 of the tender form)**

The reference period which will be taken into account will be the last 3 years from submission deadline. Criteria for legal and natural persons:

Criteria for Legal persons:

- The tenderer must have at least one staff currently work 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.

Criteria for Natural Persons:

- The tenderer is currently working or has worked as an expert in any of the fields related to this contract (GIS and CAD software, topography, cartographic modelling, surveying, aerial and satellite imagery, and cadastral planning).

Type of documentary evidence: Extract from an employment contract or an employment certificate from the entity for which he is currently working or has worked for.

### **3) Technical capacity of candidate**

The reference period which will be taken into account will be the last 4 years from submission deadline. Criteria for legal and natural persons:

-Within the 4 years preceding the submission deadline, the tenderer should have successfully completed similar services (through one or several contracts) in the field related to this contract with a total value equal to or exceeding the maximum budget of this contract.

Type of documentary evidence: proper evidence of performance (statement or certificate from the entity, which awarded the contract or proof of final payment for services) with a description of the nature of the services provided the period and its value. If a tenderer has implemented the project in a consortium, the percentage that the tenderer has completed must be clear from the documentary evidence, together with a description of the nature of the services provided, the period of implementation and its value.

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

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

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.

## 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 Competitive Negotiated 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

Regulation (EU) N°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, 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.