

SECTION I: TERMS AND CONDITIONS OF THE CALL FOR TENDERS (CCT)

Article 01: Purpose of the contract

Within the framework of the project "Co-evolution of coastal human activities & Med natural systems for sustainable tourism & Blue Growth in the Mediterranean"- Co-Evolve4BG, the AL MIDAN NGO proposes to launch a Call for Tenders for the selection of a consultancy firm/team which will be in charge of the analysis of the evolution of human activities in relation to the Threats and Enabling Factors (T&EF) to the development of maritime and coastal tourism on national scale and on the scale of Batroun Pilot Area.

Article 02: Financing of services

This service is financed by a grant from the European Union through the Co-financing of the Co-Evolve4BG project within the framework of the ENI CBC MED Program "Mediterranean Sea Basin" 2014-2020.

Article 03: rules of the call for tenders

The appointment of the service provider will be conducted following a national tender with a simplified procedure in accordance with the Lebanese procurement regulations.

Article 04: Conditions of participation

The participation in this invitation to tender is open, on equal terms, to all legal entities capable of undertaking to do so and presenting the guarantees, in particular technical and financial guarantees, and the means in terms of materials and personnel for the proper execution of the obligations that will be made.

Offices, firms/teams or specialized companies may take part in this call for tenders.

Article 05: Consultation and withdrawal of the file of Call for Tenders

Eligible and interested bidders can download in electronic format from OneDrive address: <https://1drv.ms/u/s!AiwI0yY5IchdmAGeR3PQsCzozBTK?e=4e6Hue>

Article 06: Call for Tenders File

The file (C.F.T.) encloses the following documents:

- The Registration Letter (RL), filled out, signed and stamped by the bidder or their duly authorized representative; a scanned soft copy of the RL should be submitted by email on the address: almidanong@gmail.com at the time of retrieval of the CFT file. The hard copy should be submitted along with the other tender documents as an integral part of the Administrative Documents;
 - The submission, which constitutes the deed of commitment, which must be completed and signed by the bidder or by its duly authorized representative;
 - The Conditions of the Call for Tenders (C.C.T.), which must be initialed (signed) on each page and must bear the stamp and signature of the bidder or their duly authorized representative;
 - The Booklet of Specific Administrative Clauses (B.S.A.C), which must be initialed on each page and must bear the stamp and signature of the bidder or their duly authorized representative;
 - The Terms of References (T.O.R.), which must be initialed on each page and must bear the stamp and signature of the bidder or their duly authorized representative;
- In the event of possible discrepancies between the requirements of the above-mentioned documents, the order of priority listed above must be respected, taking into account, where appropriate, any additions, modifications or others.

Article 07: Addendum to the Tender File

In the event that some bidders have additional information to request or doubts as to the exact meaning of certain parts of the Call for tender documents, they should refer to the Administration in writing, by email to almidanong@gmail.com, no later than seven (7) days before the deadline for receipt of bids, in order to obtain the necessary clarifications.

If the questions raised prove to be well founded, they will be the subject of addenda to the Tender documents which will be transmitted to all those who have withdrawn the CFT from AL MIDAN NGO, and added to the Onedrive indicated in article 05, seven (7) days at the latest before the deadline for submission of bids. No answers will be given to verbal questions. These additions will then form part of the tender documents.

Article 08: Knowledge of the premises and working conditions

The tenderer declares that they are aware of the location, nature and difficulties of the services to be provided. They also declare that they have read all the tender documents and have included in their prices all the costs resulting from their

assessment of the nature and difficulty of the services to be provided, all overheads, insurance, profits, and contingencies which are to be borne by the tenderer.

All information relating to local conditions provided in the tender documents is given for information only and does not engage the responsibility of the contracting authority.

Article 09: Denote the Amount of the Offer

The contract is at a global and fixed price, excluding taxes.

9.1. The bidder shall fill in the unit price in the financial offer in words and figures. This amount will be included in the bid and will provide the final amount of the contract.

9.2. The table of price-list and estimated details are mandatory and must be complete.

9.3. The unit prices written in full in the table of price-list and estimated detail shall take precedence over the prices indicated in figures.

Article 10: Mode of presentation of offers

The bidders by the very fact that they are bidding acknowledge that they are able to carry out the mission that is the subject of this call for tenders.

Bids must be submitted in three separate parts and sealed in three envelopes each containing the following documents:

10.1. Outer envelope

The outer envelope contains the administrative documents and the two separate inner envelopes "A" and "B". This envelope must be securely closed and must not bear any indication or innuendo concerning the Bidder, it must mention only:

DO NOT OPEN

Call for tenders No. CoE4BG-LB-ENI-02/2020, Selection of a consultancy firm/team for the elaboration of a study on the analysis of the evolution of human activities in relation with the Threats and Enabling Factors for the development of maritime and coastal tourism on a national scale and on the scale of Batroun pilot area.



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The administrative documents to be inserted in this outer envelope are:

- a) A vowed statement that the bidder has not been an agent of AL MIDAN NGO for at least 3 years. When the tenderer is a legal entity, the declaration on honor must certify that its owner, manager, commercial manager and all persons holding a share equal or superior to 30% of its share capital have not been agents of AL MIDAN NGO or that they have ceased to be agents for at least 3 years;
- b) A declaration of non-influence, specifying the commitment of the tenderer not to have made and not to make by themselves or through an intermediary, promises, gifts or presents in order to influence the different procedures of conclusion of the present contract and the stages of its execution;
- e) An original provisional bank guarantee in an amount equal to Ten Million Lebanese pound (L.L 10,000,000) valid for 120 days;
- f) The specifications' documents (CCT-BSAC-TOR) initialed on all pages, signed, dated and stamped on the last page with the mention "Read and approved";
- g) An extract from the firm _or team leader's_ register at the Ministry of Finance as consultant researcher;
- h) The Registration Form duly signed and stamped.

WARNING: AL MIDAN NGO reserves the right to reject offers that do not include all of the above-mentioned documents after a reminder from AL MIDAN NGO, except the documents related to the RL and the provisional deposit, which leads to the automatic rejection of the offer.

10.2. Envelope "A" Technical Offer: (To be placed in the outer envelope)

Envelope "A" will include the Bidder's technical bid documents:

- An information sheet in the format of Annex IV.
- The list of specific references with supporting documents (Contracts, Invoices or reports of studies).
- The list of names of the team personnel to be hired for the mission.
- Detailed CVs of the personnel assigned to the mission and with copies of diplomas.
- The proposed Work Methodology
- The planning of mission execution.
- The proposed volume of studies and indicators for quality assurance of deliverables.

10.3 Envelope "B" Financial Offer:

The financial documents to be inserted in this inner "B" envelope are:



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(a) The Act of Commitment (submission) as per the template attached to (Annex I) of the BSAC, duly completed and signed by the Bidder with their stamp.

(b) The Price list (Annex II) for the execution of the inquired assignment. Prices shall be given exclusive of VAT (in US Dollars or in Euro).

Article 11: Provisional guarantee

- The amount of the provisional guarantee or the bond replacing it (according to the model in Annex III) is fixed at: Ten million Lebanese pounds (L.L. 10,000,000) valid for 120 days as from the day following the deadline for receipt of bids.

- The provisional guarantee shall be returned to the contract holder within 20 days from the notification of the contract.

The provisional deposit will be automatically paid to the benefit of AL MIDAN NGO, in particular:

- if the winning bidder renounces their bid during the period of its validity;

- if the winning bidder refuses to sign the contract;

and this, as partial compensation notwithstanding any legal recourse, in order to make the contract holder bear all the damages suffered by AL MIDAN NGO (price difference, delay, etc.).

Article 12: Deadline for receipt of bids

Bids can be deposited directly at the AL MIDAN's Co-Evolve 4BG office:

Sinnelfeel Highway, Aariss Bldg., above Al Hallab Sweets, 1st flr., Tel.: 01 491222

in closed envelopes or sent by post to the same address.

All bids received after the deadline of 06/01/2021 at 12h00min will be qualified as non-admissible, the stamp of the AL MIDAN NGO's Registry Office is proof.

Article 13: Bid opening, evaluation of bids

13-1 Opening of Offers

- The project committee meets to open the envelopes containing both technical and financial bids.

- The project committee shall meet on the day following that fixed as the deadline for receipt of bids, to open technical and financial bids.



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13-2 Evaluation of technical and financial offers

In a first stage, in addition to the administrative documents and the provisional guarantee, the validity of the documents constituting the financial offer is checked, any calculation or material errors are corrected if necessary, and all financial offers are ranked in ascending order.

In a second stage, the evaluation committee verifies and examines the bidders' offers and proposes to award them technical and financial scores.

Technical rating:

A bid that does not meet the minimum technical qualification threshold of 70 out of 100 points will be rejected at the end of this stage.

The technical score will be awarded as follows:

Selection criteria	points	Mark Max (Points)
Expertise of the applicant		20
Seniority		
• - With more than five years of seniority (≥ 5)	05	10
• - Having more than ten years of seniority (≥ 10)	10	
Similar bid achievement references		
• - Having less than three similar references (< 3)	05	10
• - Having more than three similar references (≥ 3)	10	
Qualification of the proposed staff		40
Profile of the Head of Mission: Environmental management expertise, Ecologist or Marine/Coastal Ecosystem and Coastal Zones Planning and Management, or Urban development, or related discipline(s)		25
Diploma		
• - Holder of an engineering degree or equivalent (Baccalaureate + 5)	05	10
• - Holder of a Doctorate degree	10	
References		
• - Fewer than five (< 5) similar references as project manager	05	
• - More than five (≥ 5) similar references as project manager	07	15
• - More than a reference (≥ 1) in relation to ICZM [Integrated Coastal Zones Management] and MSP [Maritime Spatial Planning]	08	

Profile of team members		15
<ul style="list-style-type: none"> - Environmental Science Expert OR Marine Science OR Oceanography OR Biology OR Marine Ecology OR Fisheries Science <ul style="list-style-type: none"> - Holder of an engineering degree or equivalent (Bac+5 minimum) - Holder of a Doctorate degree 	03 06	15
<ul style="list-style-type: none"> - Expert in Geography,-Urbanism/Urban planning, Tourism Development, &/or GIS-database processing; <ul style="list-style-type: none"> - Holder of an engineering degree or equivalent (Bac+5 minimum) - Holder of a Doctorate degree 	03 06	
<ul style="list-style-type: none"> - Additional expert in disciplines complementary to those held by the other team members, and required for the studies/deliverables <ul style="list-style-type: none"> - Holder of an engineering degree or equivalent (Bac+5) - Holder of a Doctorate degree 	1.5 03	
Note on the methodology and planning of the proposed activities		20
Proposed Methodology: Clear description of the deliverable that should demonstrate a clear understanding of the expectations of the Co-Evolve4BG project management team.		10
Proposed plan for the implementation of the expertise mission		05
The proposed volume of studies and indicators for quality assurance of deliverables.		05

Financial Rating:

The commission classifies the financial offers in an increasing way. It awards a maximum financial rating (FR) of 100 points to the highest offered price. The other scores will be attributed proportionally to the maximum FR (in application of the rule of three).

$$\text{Financial Offer Score (i)} = \frac{\text{Highest offered price}}{\text{Offer amount (i)}} \times 100$$

(i): represents the offer to be evaluated.

Overall rating:

For the overall score, which will determine the ranking of the offers, the technical evaluation will be weighted with 80%, the financial offer with 20%.

$$\text{Overall Offer Score (i)} = [\text{Technical Offer Score (i)} \times 80\%] + [\text{Financial Offer Score (i)} \times 20\%].$$

The offer having obtained the best overall score, will be considered the most advantageous offer from a technical-financial point of view. In the event of a tie in the overall scores of two or more bids, the bid with the best technical score will be considered the most advantageous bid.

Article 14: Conformity of offers

- The Tender-launching NGO may eliminate bidders whose monitoring sheets contain data that may compromise the professional guarantees necessary for the proper performance of the contract.
- Any bid that does not comply with the conditions and specifications of the tender terms or that contains reservations that have not been lifted, is eliminated.
- A bidder whose bid is not selected may not contest, for any reason whatsoever, the merits of the preference given to a competitor's proposals, nor be compensated as a result.
- AL MIDAN NGO reserves the right not to follow up on the procedure of call for tenders if it has not obtained proposals which appear acceptable to it. In this case, the tender will be declared unsuccessful and the AL MIDAN NGO will notify all the bidders without any of them being able to claim any indemnity whatsoever.

Article 15: Criteria for elimination

- Any bid that does not comply with these tender conditions or that contains reservations, not lifted by the bidder, will be declared null and void. Bidders must not make any changes to the proposed documents.
- Any bid not including the provisional bond will be eliminated.
- Any bid that fails to provide proof of original documents for the corresponding submitted copies, despite the reminder sent by AL MIDAN NGO (AL MIDAN NGO may send a reminder to the bidder to complete the missing administrative documents within a period to be fixed by AL MIDAN NGO at the reminder), failing which the bidder's bid will be rejected.



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Article 16: Contract agreement Procedure

- The provisionally winning bidder will be notified at the official address provided in the submission. Within 20 days, the provisionally successful bidder will be required to complete all formalities related to the procurement process and in particular to submit the duly completed contract signed and registered with AL MIDAN NGO;
- In the event that the winning bidder has not fulfilled their obligations, the choice of the incumbent to perform the services may simply be cancelled without any right of recourse. AL MIDAN NGO will take all the regulatory measures against them;
- The winning bidder will have, after signature of the contract and in accordance with the conditions of this one, to take all necessary measures to be able to ensure the starting of the mission, as of reception of the service order inviting them to start the mission.

Article 17: Validity of offers

- Bidders must keep their offers valid for 120 days from the day after the deadline for receipt of bids.
- Offers cannot be replaced or withdrawn after they have been submitted. Bidders remain bound by their offers for a period of 120 (one hundred and twenty) days from the day following the deadline for receipt of bids.
- AL MIDAN NGO may request an extension of the validity period if it deems necessary. The validity of the bid bond will be extended as much as necessary. During this period, AL MIDAN NGO will not accept any counter-offer and will ignore any reason evoked by the bidder who would have proposed it.

Read and approved by the bidder

Location, Date:,.....

Bidder's signature and stamp