**SERVICE CONTRACT NOTICE**

**Experts for research  
Enez, Edirne, Turkey**

**1. Reference**

PP1-088-Enez-Service 3

**2. Procedure**

Simplified procedure for service

**3. Programme title**

Second Call for proposals under the Interreg-IPA CBC Bulgaria-Turkey Programme 2014-2020, CCI No 2014TC16I5CB005

**4. Financing**

The projects are co-funded by the European Union, through financing agreement under the Interreg-IPA CBC Bulgaria-Turkey Programme 2014-2020, CCI No 2014TC16I5CB005.

Project No: CB005.2.12.88, Subsidy Contract RD -02-29-177/23.07.2019

**5. Contracting authority**

**District Government of Enez**

Milli Egemenlik Caddesi

Hükümet Konağı No:11, 22700

Enez, Edirne, Turkey

**CONTRACT SPECIFICATION**

**6. Nature of contract**

Global price

**7. Contract description**

The project “Joint cross-border initiatives for reduction of marine litter in Aegean and Black Sea (Seas without waste)” with Ref No: CB005.2.12.88, funded in under Interreg-IPA CBC Bulgaria-Turkey 2014-2020,CCI No 2014TC16I5CB005, within the scope of the project, services will be provided within the scope of the works detailed below.

The subject of this contract is to provide professional expertise services for: The Limnologic Characteristics And Management Plan Of Dalyan (Peso), Taşalti And Bücürmene (Üzmene, Işik) (Saros Gulf – Enez, Edirne) Lagoons:

**1) Field Studies:**For the study, a total of 8 workstations will be constructed, one from the stations that will best characterize the lakes (3 in Dalyan Lake, 2 in Taşaltı Lake and 1 in Bucurmene Lake (Işık) and 2 in Meriç River to determine the ecological effect brought by the Meriç River. In every station seasonal sampling (Spring, Summer, Autumn, Winter) will be done. The following samples are targeted to reach the following limnological data:

1. Physical and chemical analyzes: Some environmental parameters (pH, dissolved oxygen, water temperature, conductivity, calcium, magnesium, chlorophyll-a, nutrient salts and some physicochemical parameters such as some heavy metal values) play the most important role in the distribution of fishes will be determined by a seasonal measurement at a sampling station. Some of the parameters are made in the sampling area while the Nansen water intake container and 2 liters of water samples are taken for analysis.

2. Benthic macroleakers: Bentik Sediment samples taken with Ekman Bageri for collection of macro irregulars will be sieved from sieves with different oval ranges and the organisms will be sorted, placed in 250 ml plastic bottles containing 70% ethyl alcohol and labeled and brought to the laboratory

3. Planktons: Zooplankton specimens shall be collected horizontally by simple plankton bushes with a 25 cm mouth diameter, 75 cm length and 55 micron eye spacing, with small hand lobes having a range of 55 microns in areas where plankton grabs can not be drawn. Collected specimens shall be placed in 250 ml plastic bottles containing 4% formaldehyde and labeled and brought to the laboratory. For phytoplankton samples, 2 liters of water samples shall be taken with Nansen water intake container and placed in dark bottles and transported to the laboratory.

4. Fish: In order to identify species of fish on the ground, fish from various fish nets or fishermen from the region will be examined in various sizes and necessary samples will be agreed.

5. Environmental Factors: Environmental factors affecting lakes will be monitored and recorded.

**2) Analysis of the samples:**

1. Physical and chemical analyzes: Some water analyzes (pH, dissolved oxygen, conductivity, salinity, etc.) were performed during sampling with field instruments to determine the physicochemical properties of water.

2. Benthic macroleakers: The analysis of these organisms at the group or species level will determine the abundance in the lakes.

3. Plankton Analysis: The biological abundance in the lakes will be determined while carrying out the analysis of these organisms at the group or species level.

4. Fish: Fish species and economic species living in the lakes will be determined.

5. Other: Fishing hunting, livestock farming, reclamation, sand purchasing, tourism etc. affecting the lake. activities will be observed on site and interviewed with local people.

**3) Evaluation of the data:**

By evaluating all the limnological, ecological and sociological data obtained, the factors threatening the lakes and the opportunities offered by the lakes for the people of the region will be determined while presenting the present condition of the lakes and suggestions for the sustainable use will be made. This data will be prepared in a report. The progress of the work activities will be presented during a workshop in Burgas.

**8. Number and titles of lots**

One lot only

**9. Maximum budget**

**21 800,00 Euro –VAT Excluded**

**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) 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 (see also heading 23 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 2.6.10.1. 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**

Provisional commencement date of the contract: 03.03.2020

**15. Implementation period of the tasks**

12 months after the signing of the contract

**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). 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 three financial years for which accounts have been closed.

* The average annual turnover of the tenderer must exceed the **maximum budget of the contract;**
* Current ratio (current assets/current liabilities) in the last year for which accounts have been closed must be at least 1. In case of a consortium this criterion must be fulfilled by each member or financial situation of the tenderer should not be in deficit, taken into account debts, at the beginning and end of year.

**2)** **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 three years preceding the submission deadline.

• has a professional specialisation appropriate to this contract, such as relating to researches, workshops, conferences, reports, publication, projects or researches in the sphere of ecology, biology, environmental protection, services in ecology or other equivalent areas.

**3) 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 three years preceding the submission deadline.

**3.1. The contractor**

* the tenderer has provided services under at least one contract in the field of researches, workshops, conferences, reports, publication, projects or researches in the sphere of ecology, biology, environmental protection, services in ecology or equivalent which was implemented at any moment during the following period: 21.02.2017-21.02.2020. The tenderer has to provide list with contracts/services included of the following information as a table: Date of Contract/Service, Contracting Authority, Duration of the Contract/Service, Amount of the contract/Service, Scope of the Contract/Service.

This means that the service contract 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. Tenderers are allowed to refer either to service contracts completed within the reference period (although started earlier) or to service contracts not yet completed. In the first case the service contract 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 service contract 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 service contracts completed) 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.

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.

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.

**3.2. The key expert**

The contractor shall provide five CVs of experts with specific profile who shall be engaged with project with following qualification:

* University Master's or Bachelor’s degree in Biology, Ecology, Agriculture, Nature sciences such as Physics, Chemistry, Environment, Social science, Geography, or equivalent qualification.
* Excellent command if accompanied by working experience relevant to the position.
* Minimum 1 year experience in the areas relevant to the assigment (ecology, biology, research or study in environment, regional development, etc.)
* Excellent communication, report, writing, presentation, research and analytical skills
* Total Work Experience – 2 years at least.

Other requirements to all 5 experts: Not have a criminal record and not the recipient of orders that concern the application of preventive measures, civil decisions and measures administrative entered in the judicial record; Not be subjected to criminal or accounting procedures.

All experts must be independent and free from conflicts of interest in the responsibilities they take on.

All required information for key experts - CVs, experience, list of contracts must be filled in: b8h\_annexivexperts\_en.xlsx

**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 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. The outer envelope (and the relevant inner envelope if used) 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

Regulation (EU) No 231/2014 of the European Parliament and of the Council of 11 March 2014 establishing an Instrument for Pre-accession Assistance (IPA II)

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)

Regulation (EU, EURATOM) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, EURATOM) No 1605/2002 (EU Financial Regulation);

Commission Delegated Regulation (EU) No 1268/2012 of 29 October 2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union.

Regulation (EU) No 1299/2013 of the European Parliament and of the Council of 17 December 2013 on specific provisions for the support from the European Regional Development Fund to the European territorial cooperation goal;

Commission Delegated Regulation (EU) No 481/2014 of 4 March 2014 supplementing Regulation (EU) No 1299/2013 of the European Parliament and of the Council with regard to specific rules on eligibility of expenditure for cooperation programmes;

Regulation (EU) No 1303/2013 of the European Parliament and of the Council of 17 December 2013 laying down common provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund, the European Agricultural Fund for Rural Development and the European Maritime and Fisheries Fund and laying down general provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund and the European Maritime and Fisheries Fund and repealing Council Regulation (EC) No 1083/2006;

Financing Agreement between the Republic of Turkey and European Commission for the Programme;

Memorandum on Implementation of Interreg – IPA Cross-Border Cooperation Programme Bulgaria-Turkey CCI Number: 2014TC16I5CB005 between the Government of the Republic of Bulgaria and the Government of the Republic of Turkey;

**24. Additional information**

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

If applicable, where a candidate refers to amounts originally expressed in a different currency, the conversion to EUR shall be made in accordance with the Info Euro exchange rate of February 2020, which can be found at the following address: <http://ec.europa.eu/budget/graphs/inforeuro.html>.

Opening hours of the institutions: 8:30 – 17:30 from Monday to Friday.