



Call for proposal for the provision of technical assistance
for the revision of the PDDs submitted following
the calls for expression of interest for receiving co-financing
for the preparation of Project Design Documents (PDDs)
for identified CDM projects,
published in 2009/2010 under the bilateral cooperation
between
the Italian Ministry for the Environment, Land and Sea and
the Serbian Ministry of Environment and Spatial Planning

CALL FOR PROPOSAL

Procedure and Criteria

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1. BACKGROUND

The Serbian Parliament ratified the Kyoto Protocol on September 24th, 2007 and thereby confirmed the interest of Serbia in its implementation. Following this initial step, the Designated National Authority (DNA) as the national body in charge of the approval of Clean Development Mechanism (CDM) projects has been established and became operational on 21 November 2008.

During previous cooperation between the Ministry of Environment and Spatial Planning of the Republic of Serbia and the Ministry for Environment, Land and Sea of the Republic of Italy, under the Annex VII and the Annex VIII of Memorandum of Understanding on “Environmental Protection Cooperation” and the “Agreement on Donation”, the Ministries have identified several potential CDM projects in Serbia and with the assistance of the Italian Ministry for Environment, Land and Sea supported the preparation of PDDs through co-financing .

Taking into consideration the barriers that might emerge during the monitoring and revision of preparation of the PDDs, the Italian Ministry for Environment, Land and Sea agreed to provide technical assistance to the Ministry for Environment and Spatial Planning for the monitoring and revision of the incoming PDDs in terms of compliance with sustainable development principles, national strategies, CO₂ reductions and form and content of the PDDs.

Therefore and continuing the cooperation under the above mentioned Annex VII, Annex VIII and the “Agreement on Donation”, the Ministry of Environment and Spatial Planning of the Republic of Serbia issues a Call for proposal for the provision of technical assistance for revision of the PDDs submitted following the calls for expression of interest for receiving co-financing for the preparation of Project Design Documents (PDDs) for identified CDM projects, published in 2009/2010.

2. PROCEDURE

The Call for Proposal is issued by the Ministry of Environment and Spatial Planning of the Republic of Serbia and aims at selecting consulting company to provide technical assistance services for the revision of the PDDs submitted following the calls for expression of interest for receiving co-financing for the preparation of Project Design Documents (PDDs) for identified CDM projects, published in 2009/2010. The revision of the submitted PDDs is a required step in the co-financing procedure and is conducted in order to enable to the Ministry of Environment and Spatial Planning to fulfill its obligations towards co-financing of preparation of the PDDs.

Within the Call and in accordance to the Agreement on Donation between the Government of the Republic of Serbia and the Government of the Republic of Italy, precedence shall be given to Italian companies.

The Call is published both in Serbian and Italian daily news-papers on 31.03.2010.

The selection of the companies will be conducted through one phase procurement procedure and in accordance with relevant Serbian legislation. Candidates will be invited to present their technical proposal for providing their technical support services and to respectively justify their administrative, technical and financial capacity. The required documentation should be submitted in time period of 20 days from the day of issuing the Call for Proposal. Any Proposal not being received by this given time will not be considered. The Proposals will have to be submitted as hard copy and as electronic version (CD). All documents will have to be submitted in English language (with the exception of official documents, such as certifications and financial statements, which can be enclosed in the language of origin) to:

Ministry of Environment and Spatial Planning of the Republic of Serbia,
Omladinskin Brigada 1 Str., 11070 Belgrade
Republic of Serbia

With reference: Technical Assistance for revision of PDDs
To the attention of Ms. Danijela Bozanic

After the expiration of the deadline, the Commission nominated by the Steering Committee will examine the documentation submitted by the companies. The Commission, consisting of four members (two from Serbian and two from Italian side), will review the documentation received within 20 days after the deadline. The Steering Committee will receive a written opinion from the Commission and, on its basis, will make the final selection of the consulting company within 30 days.

Once the final decision is reached by the Steering Committee, every company that submitted documents for the Call for Proposal will be informed in written for the positive or negative outcome from the selection process.

The Ministry will not reimburse any cost for the Proposal or any expenses in relation to the submission of the Proposal.

After finishing the evaluation procedure, the selected company will stipulate a contract with the Serbian Ministry for Environment and Spatial Planning in order to allocate the financial assistance for the provision of the technical support services.

The contract budget will be 200.000,00 €

3. DOCUMENTS REQUIRED FOR THE PROPOSAL

Applicants are required to submit the complete documentation listed below. In case an incomplete documentation is submitted, the Steering Committee reserves the right to reject the Proposal.

If the Applicants are applying jointly, the Lead Applicant needs to be clearly identified. In case of participation as a temporary association of companies or as a not yet formally established consortium, the legal representative of each company shall undertake, in case of selection, respectively to grant full power of legal representation to the Lead Applicant to sign the financing contract on behalf of the temporary association, or to establish the consortium.

The Applicants need to submit:

1. Cover letter (Attachment I);
2. General information (Attachment II);
3. Proof of legal existence - recent extract from a Professional or Trade Register, or equivalent documentation (Attachment III);
4. Declaration on exclusion criteria (Attachment IV);
5. Proof of financial capacity: year-end balance sheets and profit and loss accounts for the past 3 financial years (Attachment V);
6. Reference list of key projects carried out by the Applicant (Attachment VI);
7. Resumes (EC format) of the project team members, with summary table (Attachment VII);
8. Technical Proposal in accordance to the Scope of Work outlined in Attachment VIII;

The Steering Committee may request the submission of additional information concerning the submitted documentation for clarification purposes.

4. SELECTION CRITERIA

Applicants will be assessed on the following criteria:

4.1 Exclusion criteria

Ineligibility

Any Applicant will be excluded from participation if he:

- a) is bankrupt or is being wound up, whose affairs are being administered by the court, who has entered into an arrangement with creditors, who has suspended business activities or who is in any analogous situation arising from a similar procedure under national laws and regulations;
- b) is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding-up or administration by the court or for an arrangement with creditors or of any other similar proceedings under national laws or regulations;
- c) has been convicted of an offence concerning his professional conduct by a judgment which has the force of res judicata;
- d) has been guilty of grave professional misconduct proven by any means which the contracting authorities can justify;
- e) has not fulfilled obligations relating to the payment of social security contributions in accordance with the Italian legislation or legal provisions of the country in which he is established;
- f) has not fulfilled obligations relating to the payment of taxes in accordance with the Italian legislation or with the legal provisions of the country where he is established;
- g) is guilty of serious misrepresentation in supplying or failing to supply the information that may be required under this Call for Proposal on the criteria for qualitative selection.

Financial and Technical Capacity

The following selection criteria will be applied to candidates.

1) Economic and financial capacity of candidate.

- a) the average annual turnover of the Candidate (the firm or the Leader of the consortium) for the last three years for which accounts have been closed shall amount at least to 2,000,000 Euro. The candidate must specify the years in question.
- b) the Candidate (or the Leader in case of a consortium) should have been operational for the last five years.

2) Eligibility and Professional capacity of candidate

Under this Call and in accordance to the Agreement on Donation between the Government of the Republic of Serbia and the Government of the Republic of Italy, precedence shall be given to Italian companies. The Candidate shall be a consulting company, with at least 10 permanent staff members currently working in areas related to this contract.

3) Technical capacity of candidate

- a) The Candidate has a previous experience in the sector of CDM projects and in technical assistance to the Designated National Authorities in the Western Balkans countries (Montenegro, Albania, Macedonia). The value of services carried out by the Candidate under this project shall amount to at least 200,000.00 EUR.
- b) The Candidate has completed successfully during the last three years (ending on the day of opening of the Call) at least one project covering the fields of specialization as follows:
 - i. Technical assistance or consulting services within the framework of Bilateral Cooperation Programs for environmental protection and sustainable development;
 - ii. Technical support services to National Authorities responsible for evaluating PDD and managing the CDM projects review process;
 - iii. Development of CDM projects (CDM feasibility studies and/or PDDs);

The total cumulative value of services carried out by the Candidate under such project(s) shall amount to at least 400,000.00 EUR. One project may cover one or more of these fields, but all fields have to be covered by such projects.

For the purposes of this tender, a project is considered “completed” if the Final report is approved or if equivalent evidence of completion of project activities is available, e.g. proof of final invoice issued by the day of opening of the current Call.

In order to summarize the major relevant projects related to this contract and carried out in the course of the past 3 years by the legal entity or entities making this application, the applicant shall complete a table using the format enclosed as Attachment VI. The number of references to be provided must not exceed 6 for the entire application.

4) Required personnel and facilities

For the implementation of the services a highly qualified team is required. In particular, the following professional figures, fluent in English, are requested to be part of the team:

- Project Manager, with a proven international experience and having at least 6 years experience in the field of Kyoto Protocol, CDM projects and assistance to DNAs;
- Senior Engineer, with minimum 6 years experience in carbon mitigation projects (energy savings, energy efficiency, renewable energy, etc.)
- Senior Engineer, with minimum 5 years experience in the Sustainable Development field;
- Carbon Market and Policies Expert, with a minimum of 5 years experience in analysis of global climate change and energy policy models;
- Two Engineers, with minimum 3 years experience in the analysis and review of PDDs and in developing CDM related documents.

Other experts shall be included in the proposed team in order to complete and integrate the multidisciplinary qualifications and experience of the proposed project team.

The resume of the project team members shall be completed using the format enclosed as Attachment VII. Curricula Vitae in EC format is required.

4.2 Qualitative criteria

Registration

In order to participate in the Call, Italian companies must prove enrolment in a professional or trade register. Relevant professional and trade registers or declarations or certificates in the Republic of Italy are the “Registro della Camera di commercio, industria, agricoltura e artigianato”, the “Registro delle commissioni provinciali per l’artigianato” or the “Consiglio nazionale degli ordini professionali”. Recent extract from such a register should therefore be submitted.

Technical and professional capacity

The Applicant should possess proven technical and professional capacity in developing similar projects.

The technical capacity of the Applicant will be assessed by using indicators such as:

- Specific Experience:
 - Key expertise/core business of the Applicant/s, years of operations, permanent technical staff;
 - Previous experience of the Applicant/s in similar projects;
 - Professional experience of the Applicant/s in the Balkan countries;
- Qualifications of proposed project team (training, professional qualifications, regional experience, years in the business).

Technical Proposal

The Applicant should prepare a technical proposal illustrating the understanding of the assignment, the methodology to be used and the tasks to be developed.

The technical proposal shall comply with the Scope of Work presented in Attachment VIII and will be evaluated based on the quality of the key sections of the document (understanding of the context, methodological approach, description of the services; expected results of the assignment).

Financial and economic standing

The financial and economic standing of the Applicant will be assessed based on the information included in Attachment V, and mainly on the year-end complete financial statements for the past 3 financial years.

4.3 Criteria for the Selection of the best Tender:

The following evaluation criteria will be applied for the selection of the best Proposal:

1)	Registration in a professional or trade register in the Republic of Italy	score	max 20/100 points
2)	Technical Proposal	score	max 25/100 points
3)	Specific Experience (relevant projects)	score	max 30/100 points
4)	Qualifications of the Team	score	max 25/100 points

The timeframe of the technical support services will be 12 months. Reduction of the timeframe will not represent an evaluation criterion. Any Proposal not being received by the Steering Committee by the given time within the Call for Proposal will not be considered.

5. COMMUNICATION AND INFORMATION SESSION

All communications concerning this Call shall be forwarded in written form and in English to the:

Ministry of Environment and Spatial Planning
Omladinskih brigada 1 Str, 11000 Belgrade
Republic of Serbia
Ref.: Technical Assistance for revision of PDDs
To the attention of Ms. Danijela Bozanic
Head of Climate Change Unit
Tel: 011 2603736
Fax: 011 3131355
Email: danijela.bozanic@ekoplan.gov.rs

Additional information can be obtained from:

Mr. Daniele Roscino
Program Manager
Republic of Italy - Ministry for the Environment, Land and Sea
Task Force for Central and Eastern Europe
Kneza Milosa 56
11000 Beograd, Serbia
tel/fax +381 11 3629 227
e-mail: Roscino.Daniele@minambiente.it