

Call for tenders for the preparation of a study on governance in the field of sustainable and integrated water management in the Alpine Region

Innsbruck, 15 January 2018

**The Permanent Secretariat of the Alpine Convention
announces the present CALL FOR TENDERS for developing a**

**"Study on governance in the field of
sustainable and integrated water management
in the Alpine Region"**

SUBMISSION OF TENDERS BY: 23 February 2018

MAX AVAILABLE BUDGET: 8.000 Euro including VAT

The amount includes all costs, income taxes and any other amount payable or cost that may be required for the completion of the service.

Description of service

In the framework of the Alpine Space project "AlpGov – Implementing Alpine Governance Mechanisms of the European Strategy for the Alpine Region" aiming at supporting effective and efficient EUSALP¹ implementation in a systematic transnational approach the Permanent Secretariat of the Alpine Convention is announcing the present call for tenders for the preparation of a study on governance in the field of sustainable and integrated water management in the Alpine Region.

The study shall analyze the current situation of governance mechanisms in the field mentioned above by taking stock of existing structures and their interaction, describing best practice examples and identifying bottlenecks. In particular the study shall explore the strategic potential for improving specific governance aspects, such

¹ EUSALP is the acronym for the EU Strategy for the Alpine Region.

as transversal cooperation, conflict management, involvement of emerging relevant actors etc. The study shall be written in English.

The background of the required service and the details regarding the duties are provided in the Terms of Reference annexed to the present document.

Procurement procedure

The procurement procedure will be based on the following sources:

1. Internal Rules and Regulations of the Permanent Secretariat of the Alpine Convention,
2. General principles of EU procurement law,
3. The present call for offers.

Components of tenders

Interested parties should submit a tender including the following components:

- **Note** (three pages maximum) explaining the methodology the tenderer intends to apply as well as a synthesis of the qualifications and experience of the tenderer in relation to the requested service. Furthermore the note should indicate a schedule for the study implementation and it should be duly signed.
- **CVs of the expert/s designated to elaborate the study**
- **Written evidence of relevant projects/studies/articles implemented/prepared by the tenderer with references.** Please provide summaries, links etc. that illustrate the tenderer's expertise in the field of the study, as well as contact details of persons listed as references (e-mail addresses and telephone numbers).
- **Financial offer** in a separate sealed envelope.
- Information on legal status and VAT number registration of the tenderer

Qualification requirements

- Failure to provide the following is considered a ground for disqualification:
 - **The tenderer must be an institution/company/group of experts** with extensive experience in the analysis and evaluation of governance structures and mechanisms in the field of sustainable and integrated water management in the EUSALP area. **Offers from individual experts will also be accepted**, provided that they are registered as free-lancers in their country of residence.
 - **Adequate drafting skills to perform the service.** The expert/s designated to elaborate the study need/s to demonstrate excellent drafting skills in English.

Award criteria

The evaluation of tenders will be made on the basis of the “best value for money” principle as follows:

Technical criteria	Points (max)
Appropriateness and relevance of the methodology, suitability of schedule for study implementation	20 points
Quality of projects/studies/articles successfully implemented/written by the tenderer in the field of the study in the last five years	40 points
CVs of the expert/s (academic qualification and experience in similar tasks)	40 points
Total:	100 points

The formula applied to calculate the score of tender X will be

Score for tender X = cheapest price/price of tender X + total score (out of 100) for all technical criteria of tender X/100.

This formula gives a mark out of 100. The tender with the highest mark will be selected.

Submission of tenders

The **deadline** for submission of tenders is set to be **23 February 2018**.

Interested parties shall submit their tenders in English within the submission deadline indicated above either by registered prepaid post or by courier. The evidence of the date of dispatch shall be constituted by the postmark or the date of the deposit slip.

Tenders must be placed in a sealed envelope, **containing a separately sealed envelope with the financial offer** to the following address:

Permanent Secretariat of the Alpine Convention
Herzog-Friedrich-Straße 15
6020 Innsbruck, Austria

The envelope must contain the following statement: CALL FOR OFFERS for the "Study on governance in the field of sustainable and integrated water management in the Alpine Region".

The components of the tender excluding the financial offer part should be submitted as well in electronic form within the submission deadline indicated above to the e-mail address AG6.EUSALP@alpconv.org.

Tenders submitted after the specified deadline or tenders that have been duly posted but have not reached the designated place in good time will not be taken into consideration and will be returned as inadmissible, without being opened. Incomplete tenders will not be taken into consideration and will be considered as inadmissible.

All tenderers will receive reasoned information about the result of this procurement procedure within 14 working days following the submission deadline.

The Permanent Secretariat of the Alpine Convention plans to conclude a written contract with the successful tenderer on the provision of the requested services, whose main elements are defined in this call for tenders.

Submission of a tender implies acceptance of all terms and conditions set out in this call for tenders and its Terms of Reference and waiver of the tenderer's own general or specific terms and conditions.

This invitation to tender is in no way binding on the Permanent Secretariat of the Alpine Convention. The Permanent Secretariat of the Alpine Convention's contractual obligation commences only upon signature of the contract with the successful tenderer.

Up to the point of signature, the Permanent Secretariat of the Alpine Convention may either abandon the procurement or cancel the award procedure, without the candidates or tenderers being entitled to claim any compensation. This decision must be substantiated and the candidates or tenderers notified.

For any clarification on the present call for tenders please contact AG6.EUSALP@alpconv.org. Requests for clarification received less than five working days before the closing date for submission of tenders will not be processed. The Permanent Secretariat of the Alpine Convention may, on its own initiative, inform interested parties of any error, inaccuracy, omission or any other clerical error in the text of the call for tenders and its Terms of Reference. Any additional information including that referred to above will be sent simultaneously to all candidates invited to tender.

The Secretary General of the Alpine Convention
Ambassador Markus Reiterer