

CALL FOR TENDERS
Ref. code PAPAF.09/2020

TERMS OF REFERENCE
for
**SELECTION OF SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDERS TO SUPPLY
CERTIFIED PLANTS FOR CO₂ STORAGE IN VJOSA-NARTA PROTECTED LANDSCAPE**

1. Scope of the Contract

NGO “CELIM” in partnership with NAPA (National Agency for the Protected Areas) and Carbonsink are responsible for the implementation of *ACAP Project Community Actions of Protected Areas*, in accordance to the main objective of the project for the infrastructural, managerial and technical empowerment of the Regional Agencies for the Protected Areas. The project is financed by Italian Agency for Development Cooperation AICS (ref.AID - 011521) and the intention of CELIM NGO through this call is to conclude a contract for the supply of at least 10.800 plants for carbon capture and storage for the forest landscape restoration.

2. Plants Requirements

The intervention with artificial afforestation will be done not on the whole surface, but in parts of the plots where the forest trees have been burned or fell by the wind and where the sprouting is missing. Regional Agencies for the Protected Areas will indicate the exact position in the Vjosa-Narta Protected Area.

The planting scheme will be for the coastal pine and soft pine type 2 x 2 m.
Planting scheme for white poplar and bay tree will be 3 x 1 m.

- No. 6.500 seedlings of coastal pine (*Pinus halepensis*)
- No. 2.000 seedlings of soft pine (*Pinus pinea*)
- No. 1.000 seedlings of white poplar (*Populus alba*)
- No. 1.300 seedlings of bay tree (*Laurus nobilis*)

Seedlings must be certified and in bags with earthen bread.
The age of the seedling is profiled 2-3 years.
Plants delivery: 15th January 2021

3. Tender procedure

All the financial offers submitted will be considered and evaluated carefully by the members of an Evaluation Commission established by the Contracting Authority and one technical member from Carbonsink and their pre-selection will be based on the qualification and technical criteria listed below.

4. Minimum requirements for the tenderers

- The company must be specialized in supplying and planting of various types of plants;
- The company have to be certified;
- The company must ensure the insurance for the plants and provide a complete guide to the correct plant maintenance;

The selected Company will be responsible to:

- Be responsible for the transport of the plants to the specified areas that Regional Agencies for the Protected Areas will indicate in the Vjosa-Narta Protected Area;
- The company must deliver the plants in three to five parts within three months or less after signing the contract, best before mid-January 2021;
- Have a good understanding of the project and communicate it correctly to the Contracting Authority.

5. Tender Documents

The interested tenderers have to submit the following documentation in English and/or Albanian:

5.1 Eligibility criteria:

1. Tenderers shall complete the attached Declaration of honor and absence of conflict of interest at the time of their application (**Annex A, on company's letterhead**).
2. To be eligible the Tenderer should be **established in Albania** and be **fully operative for at least three years**. Consequently, a **copy of the Business Registration Certificate**.

5.2 Economic and financial capacity

1. Documents showing the company's financial capability: **copies of the last two years certified balance sheets (2018, 2019)**.

5.3 Technical capacity

- Declaration on letterhead.

1. **Company's references:** NIPT, date of registration, name, legal status, address, e-mail address, telephone and fax numbers; name and function of the person authorized to represent the company;

5.4 Financial offer

The offer must include a *detailed list* of all the relevant costs (in EUR) including transportation, guarantee as other services eventually included in the offer.

The Evaluation Committee will consider the right to ask for additional information in order to evaluate the proposals received.

The quotation documents should be **in English** and report the writing "**PAPAF.09/2020**" and should be:

- **addressed to CELIM NGO, Rr. Ismail Qemali, n. 154, H14, Ap. 13, 9401, Vlorë, Albania;**
- **properly dated, signed by the company's legal representative and stamped.**

Any error or any major inconsistency related to the ToR instructions may lead to the rejection of the application.

Summary of the required documents:

- A. Annex A - Declaration of honor on the exclusion criteria and absence of conflict of interest (in Albanian and in English),
- B. Copy of the Business Registration Certificate (in Albanian),
- C. Copies of the last two years certified balance sheets (in Albanian),
- D. Technical Capacities Declaration, describing the data and information required in 5.3 (exclusively in English),
- E. Financial Offer (the quotation) (exclusively in English) and the Certificate of Origin of the offered components (in Albanian or English).

6. Deadline for the submission of the Tenders

The deadline for the submission of the tenders (required documents) is 17th of December 2020.

Any Tender submitted after the deadline will be rejected.

The tenderers interested in this Call for Tenders will have to submit all the required documents before the official deadline online to the following email address: acap.tenders@celim.it

Applications should have as Subject “**Call for Tender for Plants Supply - ACAP Project- PAPAF.09/2020**”.

A confirmation email of the correct receipt of the tender will be sent to the Tenderer, reporting the code of reference of the application. In case the Tenderer would not receive any confirmation and application code of reference, he/she is invited to write to the following email addresses: salimei@celim.it and mehmeti@celim.it

7. Evaluation and selection of Tenderers

The Tenders will be examined and evaluated by an Evaluation Committee which composed by one technical member of CELIM and one Technical member of Carbonsink. All tenders will be assessed according to the following steps and criteria:

A. Administrative check: if the examination of the application reveals that the proposed offer does not meet the administrative criteria (**full documentation required**) stated in **Section 5**, the application will be rejected on this sole basis.

B. Eligibility of the Tenderer: if the examination of the application reveals that the proposed offer does not meet the eligibility criteria stated in **Section 5.1**, the application will be rejected on this sole basis.

C. Capacity: assessment of the criteria listed in **Sections 5.2** and **5.3**. Score range 1-5.

D. Best price versus quality of the offer ratio according to the minimum technical requirements listed in **Section 2** and the offer description required in **Section 5.4**. Score range: 1-5.

Tangible **additional services** will be assessed with 1 to 5 additional points.

The Evaluation Committee reserves the right to request additional information and specifications, with respect to the proposals presented.

The interested Tenderers must ensure also on pests and diseases of the seedlings for at least 1 year.

CeLIM will apply the principles of equal and non-discriminatory treatment, in accordance with the principles of transparency and fair competition. All the eligible suppliers, both natural or legal persons, local or foreign, will have the same opportunities. The selection criteria will be the most cost-effective offer, which means the **best price-quality ratio**.

Evaluation final outcomes will be notified by email to the applying Tenderers and will be published on CELIM's website as well at the following link: <https://www.celim.it/en/news/>

7. Indicative timetable

Tender publication: 3rd of December 2020

Deadline for the submission of the Tenders: 17th of December

Conclusion of the selection process and information to all the Tenderers on the evaluation of the tenders: 18nd of December 2020

Contract signature and payment in two tranches:

- down payment of 70% after the issue of regular invoice in: 22nd of December 2020
- balance of the other 30%: after the full execution of the contract.

The successful tenderer will also have to submit the completed forms confirming his legal entity and his bank account



in order for the Project Management to make payments to him.

8. List of Annexes*

ANNEX A: Declaration of Honor