REQUEST FOR TENDERS

FOR

“External Services on Environmental Protection of Areas Surrounding Ports using Innovative Learning Tools for Legislation”

- **Part A**: WP3: Assessment of environmental issues – Development of environmental ICT tools
- **Part B**: WP4: Training & Education
- **Part C**: WP5: Peer Review and pilot implementation

**TENDER No. FRC-ECOPORTIL, 01/2019**

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**Nicosia, 30 December 2019**
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INSTRUCTIONS TO TENDERERS

1. INTRODUCTION

Frederick Research Center, a private non-profit research organization (hereinafter called FRC) is conducting an open-tender competition with award criterion being “the most economically advantageous tender based on price, for procurement of services for the project “External Services on Environmental Protection of Areas Surrounding Ports using Innovative Learning Tools for Legislation (WPs 3,4,5)”, in accordance with the following Specifications.

2. TENDER IDENTIFICATION

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3. DESCRIPTION OF SERVICE SCOPE

3.1 General

Frederick Research Center (FRC) in the frame of the project “Environmental Protection of Areas Surrounding Ports, using Innovative Learning Tools for Legislation” (hereinafter called ECOPORTIL), requests an offer for the provision of external services of one (1) qualified expert company per Part, as follows:

- **Part A:** WP3: Assessment of environmental issues – Development of environmental ICT tools (duration of Part A: 02 months from the date of contract signature)

- **Part B:** WP4: Training & Education (duration of Part B: 04 months from the date of contract signature)

- **Part C:** WP5: Peer Review and pilot implementation (duration of Part C: 06 months from the date of contract signature)

with the aim to accomplish the specific objectives described in this document. A brief description and the expected results of the research project ECOPORTIL, which is implemented in Cyprus, are included in the Appendix.

3.2 Overview of the Actions

An overview of the actions scheduled to be implemented in the frame of Part A (WP3), Part B (WP4) and Part C (WP5), in which the external expert will contribute, are provided below:

**Part A: WP3 – Assessment of environmental issues – Development of environmental ICT tools**

*The current environmental issues/legislation in national/transnational level, will be defined and the relative documentation will be collected.*

*The environmental needs & the requirements (eco-mapping) will be geo-located & described. Real-time & archive data will be included. A WebGIS will be developed to monitor the environmental conditions in port greater areas with scope to highlight vulnerable areas & activities which highly affect the environmental profile in the regions of interest. All the collected informational material, will be used from UOI partner to design & develop the WebGIS application with aim to provide an informational/educational tool for the environmental issues of the Balkan-MED coastal zones around port areas.*

*Bulgarian Academy of Sciences, National Institute of Meteorology and Hydrology will use all this material to organize pre-processing steps for the establishment of an educational Common Model.*

The following deliverables are going to be delivered by the Provider under Part A-WP3:

**3.5.1: Current environmental status & legislation**
- Definition of an educational common standard (model) after the assessment of current environmental issues
- Organization of a meeting at regional level for the assessment of the port and coastal areas environmental issues
- Contribution to the recoding, updating and organization of information relative to environmental legislation at national/transnational scale

3.5.2: Needs, Requirements & eco-mapping standards

- Studies and analyses of the results of the Eco mapping procedures at partner’s area (the respective area for Cyprus will be the port of Limassol)
- Organizing a meeting in order to discuss the results of the analyses for the Eco mapping procedures and depict potential dynamics of these procedures. The meeting will be under the supervision of ECOPORTIL Cypriot partner (Frederick Research Center), among Port Authorities and Port Operations Stakeholders in Cyprus. The scope of the meeting is the recording of the needs, requirements and priorities regarding the environmental aspect in Ports in the respective areas (in Cyprus the port of Limassol is considered as the case study).

The total provisional budget for these services / deliverables (3.5.1 and 3.5.2) is **Thirteen Thousand Five Hundred Euros (€13,500) including any VAT**. This budget will cover the whole period of work indicated in paragraph 2.12 and all travel and meeting(s) expenses required for the completion of the work.

**Part B: WP4: Training & Education**

An Educational Common Model (ECM) will be designed & introduced to provide common good practices for the education & training of stakeholders.

A web-based informational/educational platform will be developed to provide all the necessary informational material & background. This platform will be also used for the seminar courses of the stakeholders.

Events will be organized in order to assess the results & outcomes of the educational/training procedure & certify all the participated stakeholders.

The ECM will be defined by National Institute of Meteorology and Hydrology - Bulgaria, while all the informational material and datasets which will be collected in the WP3, will be provided through a web-based platform. This platform will be designed and developed from University of Ioannina under the supervision of the University of the Aegean & the contribution of all the other partners to cover all the necessary needs & requirements.

The following deliverables are going to be delivered by the Provider under Part B-WP4:

**4.5.1: Educational Common Protocol Model & Content**

- Collection and organization of informational material necessary for the educational/training courses using all the material and analyses regarding the Eco mapping standards. Final collection, organization of the informational material and the thematic issues for the
educational/training courses. The final decision regarding the Educational Common Protocol Model & Content will be taken by the relevant WP Leader, which is the University of the Aegean.

4.5.2: eLearning Platform for education & training

- Providing content on the web-based educational platform to support the common model for environmental management at ports and coastal areas serving for education and training on Eco mapping procedures.
  The final eLearning platform will be developed under the supervision of the University of Ioannina, which is the respective WP Leader.

4.5.3: Education/training seminar courses

- Organization of focused seminar courses for education/training of stakeholders in the partner’s region regarding environmental issues in ports and the coastal areas in Balkan-Med region
- Promotion, communication, publicity and information about the seminar’s courses and the outputs of these seminars (at least 40 seminar attendees must follow the developed seminar under the supervision of FRC. A particular list of attendees will be included in the final deliverable)

The particular content of the Education / Training seminar consists of the following thematic priorities in the box:

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**MODULE 4. WATER QUALITY (emphasis on oil pollution and BWM)**
- **FRED. Research Center:** indicatively 14 hours, Units 1, 2, 3
  - **Bulgarian Academy of Sciences - National Institute of Meteorology and Hydrology:** 2 hours, Unit 4

**FREDERICK RESEARCH CENTER:**
1) Oil pollution at sea and ports: Sources of pollutants, standards and monitoring
   a) Annex I of MARPOL
   b) OPRC and contingency planning
   c) Fate of oil in the marine environment (evaporation, dispersion, emulsification, sedimentation, degradation etc)
   d) Methods to combat oil pollution at sea and at the shoreline (dispersants, booms and skimmers, in situ burning, sorbent materials etc)
   e) Costs related to oil pollution

2) Water quality at sea and ports
   a) Annex I of MARPOL

**BULGARIAN ACADEMY OF SCIENCES - NATIONAL INSTITUTE OF METEOROLOGY AND HYDROLOGY:**
4) Examples – Case studies (NIMH)
   a) A short sample on the current state of the wastewater treatment infrastructure in the region of the Black Sea Water
   b) The application of the Early Warning Systems for dangerous events including oil spillage prevention
   c) Evaluating pollution based on data collected from the monitoring of the Burgas Bay and the Burgas Port

4.5.4: Certification of education/training seminars, life learning
The developed course described in paragraph 4.5.3 will be certified by proper Certification body, under the supervision of the Project partners. After the finalization of the type of Certification, the Contractor (in collaboration with FRC) will take care of the following actions:
- Organization of a Conference to inform about the final results of the education/training courses and the certification of the stakeholders
- Promotion, communication, publicity and information about the certification of the stakeholder’s education/training; ensure the sustainability of the training courses through asynchronous online system, where the training material will be available beyond the project life. The service provider will deliver views and discussion paper on the proposed ways for sustainability.

The total provisional budget for these services / deliverables (4.5.1, 4.5.2, 4.5.3 and 4.5.4) is Twenty-One Thousand Euros (€21,000) including any VAT and all travel and meeting(s) expenses required for the completion of the work. This budget will cover the whole period of work indicated in paragraph 2.12 and all travel, training/seminar and conference organization, promotion and implementation expenses required for the completion of the work.

**Part C: WP5: Peer Review and pilot implementation Training & Education**

*An in-situ review of the Project results will be held in order to evaluate project tools (platforms) and methods in the port pilot areas (Bulgaria and Greece).*

*A Peer-Review Event will be held in order to assess the potential contribution of Project outcomes towards to an environmentally sustainable sea commerce. FRC will design questionnaires for peer review and results will be presented to a final Event. The educational common model as well as the efficiency of the seminar courses and their potential effect will be also evaluated during this Work Package.*

*Pilot areas will be in Bulgaria and Greece, the FRC will supervise this WP activities and all the other partners will contribute to evaluate the Project results, their importance and their potential the environmental quality.*

The following deliverables are going to be delivered by the Provider under Part C-WPS:

**5.5.1: In-situ env. assessment in the pilot port areas**
- Consultation role and collection and organization of informational material and all relative procedures necessary for the implementation of the Project results in the port pilot area at Cyprus (Port of Limassol). The deliverable should result in a detailed report on all information gathered and the actions taken for the implementation of the project results in the port pilot area at Cyprus.

**5.5.2: Peer-Review implementation & events**
- Organization of peer review event at partner’s area to present and disseminate the results about the implementation of the final results of the Project in the pilot port areas (for Cyprus the respective area is the Port of Limassol). The deliverable consists of a report on the Peer Review event and the relevant findings.
5.5.3: Stakeholder’s education assessment & mobility

- Organization of a training workshop to present the results of peer review under the supervision of the FRC
- Promotion, communication, publicity and information about the final results of the Project in the pilot port areas. The service provider will prepare the relevant press release in order to be distributed by FRC to the relevant project stakeholders.
- Transportation (travel, accommodation, subsistence) of Public administration staff (PAS), which are not part of the project partnership, to peer review meetings/ review pilot implementation at another partner country. The number of the attendees will be defined by the Partners and lies between 2-3 persons per partner country.

The total provisional budget for these services / deliverables (5.5.1, 5.5.2, and 5.5.3) is Twenty-Eight Five Hundred Euros (€28,500) including any VAT and all travel and meeting(s) expenses required for the completion of the work. This budget will cover the whole period of work indicated in paragraph 2.12 and all travel, events/workshops organization, promotion and implementation expenses required for the completion of the work.

3.3 Place and Hours of Work

1. The successful tenderer(s) will carry out the work at their own HQ or in any place or laboratory they decide, in cooperation with Frederick Research Center in Nicosia, Cyprus. Part of the work may be conducted in the premises of the other partners of ECOPORTIL Project, according to the Lead partners decision. Any travel expenses associated with the deliverables are upon the tenderer and won’t be considered as additional budget to the contract.

2. If deemed necessary by the Contracting Organisation, the successful tenderer shall allocate one person to execute part of the work at the facilities of the Contracting Organisation and correspondingly the Contracting Organization will provide suitable office facilities to the collaborator.

4. DESCRIPTION & QUALIFICATIONS OF TENDERER

The successful tenderer is expected to fulfil the following general and specific criteria:

1. Suitability to pursue a professional activity: Economic operators involved in the process of concluding this contract are required to engage in professional activity related to the subject matter of the services to be provided (but not limited to: provision of studies, port infrastructure and port environmental activities, developing training material, conducting in situ studies).

2. Technical and professional capacity: With regard to the technical and professional capacity for the current contract award procedure, economic operators (subject to a foreclosure penalty) should cumulatively comply with the following requirements:

The tenderer must provide at least the following qualified personnel to the present:
For Part A:

(i) At least one participant experienced in Maritime Environment including Port Operations, Institutional framework in Port / shipping related activities, certified by a respective Postgraduate title (MSc, PhD level);

(ii) At least one participant who has proven scientific capacity on studies regarding GIS / mapping in port areas, certified by a respective Postgraduate title (MSc, PhD)

(iii) At least one scientist with a Postgraduate diploma (MSc, PhD) in conducting diagnostic studies.

For Part B:

(i) At least one participant experienced in Maritime Environment including Port Operations, Institutional framework in Port / shipping related activities, certified by a respective Postgraduate title (MSc, PhD level);

(ii) At least one participant who has proven scientific capacity on Training on Academic level, as well as developing of Training material (e-learning enhanced material) of at least 16 hours, certified by a respective Postgraduate title in Maritime Studies (PhD)

For Part C:

(i) At least one participant experienced in Maritime Environment including Port Operations, Institutional framework in Port / shipping related activities, certified by a respective Postgraduate title (MSc, PhD level);

(ii) At least one participant who has proven scientific capacity on studies regarding GIS / mapping in port areas, certified by a respective Postgraduate title (MSc, PhD)

(iii) At least one participant who has proven scientific capacity on Training on Academic level, as well as developing of Training material (e-learning enhanced material) of at least 16 hours, certified by a respective Postgraduate title in Maritime Studies (PhD)

A person participating in the Project Team may cover more than one of the requirements. In any case, Project Team members may not be less than three for every Part.

The technical capacity of the successful tenderer is evidenced by cumulative coverage of all required similar services with one or more related projects. In the case of association of persons / consortium, the requirement for knowledge and experience in the subject of the services mentioned above should be cumulatively covered by the members of the association.

3. Third-party support: Economic operators may, with regard to the above criteria of economic and financial capacity and technical and professional capacity, rely on the capabilities of other entities, irrespective of the legal nature of their links with them. In this case, they demonstrate that they will have the necessary resources, by presenting the commitment of the actors to whose capacity they are based.
In particular, with regard to the above-mentioned professional competence criteria, economic operators may rely on the capacities of other entities only if the latter provide a written confirmation that they will carry out part of the services for which these skills are required.

5. TENDER VALIDITY PERIOD

The Tenders are valid and are binding to the tenderers, as defined at paragraph 2.7. Any Tender that defines a validity period smaller than the one specified at paragraph 2.7, will be considered unacceptable.

In case of extension to the Tender validity period, FRC shall inform the tenderers in writing, before the end of the validity period, requesting their acceptance for the extension. In case the tenderers do not accept, their Tender will be considered unacceptable.

6. PAYMENT TERMS

Payments shall be effected as follows:

1. One-off instalment: 100% of the contract value upon delivery and approval of all the pertinent Deliverables related to the Parts A, B, and C respectively.

Payments will be made by bank transfer upon the receipt of the relevant invoices and acceptance by FRC of the specified work and Deliverables indicated in Art 3.2 and Appendix.

7. FORMAT AND SUBMISSION OF TENDERS

7.1 Time and Place of Submission

1. The Tenders must be submitted at the latest by the submission deadline defined at paragraph 2.11.

2. The Tenders must be submitted at the location defined at paragraph 2.10; in case of a registered letter, the Tender must be received by FRC by the tender submission deadline where the tenderer bears the responsibility for the on-time submission.

7.2 Format of Tenders

1. The Tender must be drafted in the language defined in paragraph 2.8.

2. In case the tender offer will be send by email, the Subject line of the email should be the word "OFFER" and the Tender Number, while the required Content of Tender should be attached as separate pdf files. Where the signature of the applicant is needed on required forms, those forms should be attached as scanned pdf files.

3. In case the offer will be delivered as a hard-copy, the Tender and all accompanying documents shall be enclosed in a sealed envelope/cover which will be endorsed with the following:
- The word “TENDER” (in capital letters)
- The name of the organisation issuing the tender “FREDERICK RESEARCH CENTER”
- The tender number
- The tender title and the Part that the Offer refers to (i.e Part A, part B, Part C)
- The deadline for the submission of the tenders
- Details of the tenderer

4. The Tender must include the following Content, in one (1) original or scanned pdf version:

   - Technical Offer drafted according to the template (Form 1)
   - Technical Description, which will clearly present and describe the planned activities and the methodology that will be adopted by the tenderer, including the deliverables foreseen and the timetable for delivery of work.
   - Curriculum Vitae and Company profile (if applicable) of the tenderer(s)/ expert(s), in which the required characteristics, defined in Article 4, are analytically outlined.
   - Financial Offer, which shall include the total value for the service to be provided, according to the template (Form 2). It is noted that the financial offer must include all expenses, including for needed travel, duties and taxes, along with any contributions imposed by the regulations of the European Community and the Cyprus law. The value for the financial offer will be considered as final/fixed and shall not be changed by any changes in the abovementioned duties/ taxes/ contributions. It should be noted that the Contracting Organization is not a VAT registered entity and any VAT should be included in the total value of the offer.

5. Tendered prices for Services shall be quoted in European Union Currency units (Euro). Tenders submitted in any other currency shall not be taken into consideration.

6. Any other way of submitting the tender will not be accepted.

7. The Tender shall be typed or written in indelible ink and shall be signed by the Tenderer. The Tender shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the Tenderer, in which case such corrections shall be initialed by the person signing the Tender.

8. TENDER PREPARATION COSTS

   FRC shall not be responsible, nor pay for any expenses or loss which may be incurred by any Tenderer in the preparation and submission of the Tender.

9. CONDUCT OF THE TENDER PROCEDURE

9.1 Opening of Tenders

The opening of the Tenders submitted, or sent and received, within the specified time limit, shall be carried out by authorised persons (Evaluation Committee), as soon as possible after expiry of the
deadline for the submission of Tenders specified in paragraph 2.11, in the manner provided for in the internal rules and procedures.

9.2 Verification of Eligibility and Requirements for Participation

1. After the opening of the Tenders, the Evaluation Committee shall first verify the correctness and completeness of the submitted supporting documents, as well as the fulfilment of the requirements for participation, as per the specific provisions of Article 4, and shall record the results of this verification.

2. If the verification procedure establishes that there are Tenders which do not meet the requirements for participation as required by the Tender Documents, then the Contracting Organisation, through its Evaluation Committee, shall reject these Tenders.

3. The Tenders which, as a result of the verification of the eligibility and requirements for participation, have not been found to be admissible, will not be evaluated in terms of their Financial Offer.

9.3 Evaluation of Financial Offers

1. For the purposes of the financial evaluation, the Evaluation Committee shall verify the contents of the Financial Offers, to determine the degree to which they meet the requirements of the Tender Documents and more particularly the terms of paragraph 7.2.

2. If the verification procedure establishes that there are Tenders which do not satisfy the relevant terms and conditions as required by the Tender Documents, then the Contracting Organisation, through its Evaluation Committee, shall reject these Tenders.

3. Where the Competent Body considers a Financial Offer to be abnormally low before rejecting, must request in writing by the Tenderer to provide in writing, within five (5) days from the date of request any clarification on the composition of the Financial Offer. The Evaluation Committee shall examine the details and decide on the acceptance of the explanations or reject the Offer.

4. Following the completion of the financial assessment, the Evaluation Committee will make the final ranking of tenders, in ascending order of the price offered (Lowest to Highest Bidder).

9.4 Clarifications on the Tenders

1. After submission and opening of the Tenders and until Awarding of the Contract, no clarification, modification or rejection of a term of the Tender Documents or of the Tender shall be admitted.

2. However, the Contracting Organisation may, if the Evaluation Committee finds it necessary, request a Tenderer to provide clarifications regarding the contents of its Tender, throughout the evaluation procedure described in the present article. In such a case, the provision of clarifications is mandatory for the Tenderer and is not considered to be a counter-offer.

3. Where the information or documents to be submitted by economic operators are or appear incomplete or incorrect or when certain documents are missing, the Contracting Organisation may require economic operators to submit, to complement, clarify or complete information or documentation provided that such requests are submitted in compliance with the principles of equal treatment and transparency. Bidders in this case are obliged, under penalty of exclusion if they do
not, to submit such information or documents to the Contracting Organisation, within a reasonable period that will define where appropriate, which will not be less than five (5) working days.

4. From the clarifications supplied by Tenderers in accordance with the above, only those concerning the issues for which they were requested shall be taken into account.

10. CONCLUSION OF THE TENDER PROCEDURE

10.1 Award of Contract

The Contract is awarded to the Tenderer whose Tender is found, after the conclusion of the evaluation procedure, to be the most economically advantageous tender.

10.2 Notification of the Results of the Tender Procedure

1. The Contracting Organisation shall inform the candidate Contractor of the Award Decision.

2. The Contracting Organisation shall inform by letter all Tenderers, in the event that the tender procedure is cancelled. In all other cases the Contracting Organisation shall notify the unsuccessful Tenderers of the decision taken and of the reasons for it.

3. The Contracting Organisation shall notify every disqualified Tenderer who submits a relevant application, within a deadline of eight (8) days of receipt of such application, the reasons for which its Tender was rejected and, where the Tenderer has submitted an admissible Tender, the name of the successful contractor, with due observance of the provisions of the law on personal data protection.

10.3 Cancellation of the Tender Procedure

1. The tender procedure may be cancelled before the specified deadline for the submission of Tenders for specific and justified reasons, by decision of the Contracting Organisation.

2. Cancellation of the tender procedure after expiry of the deadline for the submission of Tenders may be decided where one or more of the following conditions apply:

   - When no Tender has been submitted within the specified deadline,
   - When the terms of the Tender Documents contain terms or technical specifications and it is established that these cannot be met by any of the Tenderers,
   - When the prices of all Tenders meeting the terms and the technical requirements of the Tender Documents are unrealistic or appear to be the product of collusion between the Tenderers, resulting in the circumvention of healthy competition,
   - When the circumstances under which the tender procedure was announced have changed to such an extent that the scope of the tender procedure is no longer necessary, or
   - When it has not been secured approval for additional funds required if the amount of the final award is expected to be greater than the amount originally approved before the contract notice, or
   - In the event of any other serious unforeseeable cause, which the Evaluation Committee deems to be justified.
3. The interested economic operators / Tenderers do not maintain and shall waive any claim against the Contracting Organisation on account of such cancellation.

10.4 Drawing Up and Signature of the Agreement

The Tenderer that will be awarded the Contract will be obliged, within a period of ten (10) days of receipt of the relevant invitation of the Contracting Organisation, to sign the relevant Agreement in person at the Contracting Organization offices. If the aforementioned deadline expires and the Tenderer has not presented him/herself to sign the Agreement, the Contracting Organisation has the right to refer the matter back to the Evaluation Committee, with a view to awarding the Contract to the Tenderer who has submitted the next, as per the ranking of paragraph 9.6, Tender which meets the terms and specifications of the tender procedure. This right may be exercised provided that the renewal of the validity of the Tender of the Tenderer who has submitted the next Tender meeting the terms and specifications of the tender procedure is ensured, for a specific period of time, under the same terms as previously applicable.
APPENDIX

Part A. Brief description of ECOPORTIL project

Increasing of shipping traffic at Balkan MED area has raised critical issues concerning the environmental quality of coasts and sea water, mainly due to the extremely voluminous and complex legislation regarding the environmental protection. The legislation implementation requires modern tools for the training & education stakeholders involved at port activities, public officers and all working to ports that affect through many different ways, the coastal environment. Requirement of continuing training about environmental protection and sustainability issues is considered a major factor. Ignorance, lack of organization & accessibility to the relative legislation as well as the problematic implementation of national/international legislation comprise to the gradual degradation of the environment in port areas and the surrounding coastal waters. All ECOPORTIL outputs & results, training material will be available to all EU citizens.

In recent years, the misuse of resources and means related to ports; their expanding structures and activities have significantly influenced the nearby coastal environment. ECOPORTIL project aims to train on the environmental legal framework and so to improve the environmental quality of ports and their surrounding coastal areas by supporting their sustainability, through the implementation of modern methodologies and good practices, the creation of a strong educational/ training background according to EU and national legislation as well as through innovative tools and methods for the training and capacity building of relevant stakeholders as a prevention measure of pollution and preservation of natural maritime resources. ECOPORTIL will provide ICT tools; consolidated managing approaches and educational background for addressing these challenges and their prompt solution, with guaranteed positive effects on coastal environment protection and sustainability.

Innovative methods & tools will further be expanded to carry out analyses of EU and national standards. There will be applied monitoring systems at ports and coastal areas to provide to all essential information concerning environmental monitoring and regulation requirements. They will take into account the ports need to create productive methodologies (common shared guidelines) for implementation of EU& national legislations during education and training processes. Advanced tools (eco-mapping, WebGIS, eLearning platform), which will be open and accessible to all EU citizens; their application will contribute to improve marine environment within the ports in Balkan-Med region and will provide to port authorities, governmental institutes & society in general with an innovative, updated management scheme based on ICT & "digital environment" supporting port authorities to response to eco-management and environmental training qualification needs.

All Balkan MED countries involved have regional maritime areas of excellence and natural protected, so environmental education & protection is a strategic for them as it leads to environmental sustainability. The increase of Balkan MED shipping traffic has raised critical issues concerning environmental quality of coasts & sea water, mainly due to the voluminous and complex environmental legislation. The overuse & misuse of ports' means and resources, their expanding structures & activities have subsequently influenced the nearby coastal environment. The right implementation of environmental legislation requires modern tools for the training and the education of stakeholders involved in port activities and people who are working in jobs related to port daily life affecting through many different ways, the coastal environment. The lack of training and availability of integrated methodologies about environmental protection and sustainability issues is considered major factor for the environmental protection
protection issues. Sometimes, the ignorance and lack of organization and accessibility of the relative legislation as well as the problematic implementation of the national/international legislation can lead to the gradual degradation of the environment in port areas and the surrounding coastal waters. ECOPORTIL deals with these issues, following an open to all policy, encouraging any interested person & entity to be involve and take advantage of this project.

The ECOPORTIL Project aims to improve the environmental quality of ports and their surrounding coastal environment by supporting their sustainability, through the implementation of modern methodologies and good practices according to EU and national legislation as well as through innovative tools and methods for the training and capacity building of stakeholders in the ports and nearby coastal zones as a prevention measure of pollution and preservation of natural maritime resources. ECOPORTIL project will provide ICT tools and consolidated managing approaches for addressing these challenges and their prompt solution, with guaranteed positive effects on all BalkanMED coastal environment protection, sustainability & green shipping. The project goal is in full complementarity with national and regional policies, especially those dedicated to maritime transportation and environment, since the coastal area suffers from a wide range of critical issues that need to be tackled through a wide array of shared instruments and common actions, even with respect to the heterogeneity needs of each specific country. All EU Macro-regional strategies (ICZM Protocol to the Barcelona Convention) are the adopted challenges for the sustainable balance of exploitation of natural resources and their safeguarding threatened by human activities.

Modern and innovative actions, procedures, tools and methods will be established, further expanded, developed and operated. ECOPORTIL project aims to carry out analyses of EU and national standards, create data and monitoring systems in ports and coastal areas and promote modern education/training courses, accompanying with eLearning framework in order to provide all the essential connections between environmental monitoring and regulations/legislations requirements. There will be taken into account the needs of all relevant stakeholders in BALKAN MED area in order to create productive eco-management methodologies (common shared guidelines) for the implementation of EU & national legislations using advanced and long-life education and training processes accessible by all. New models & advanced tools will be considered (eco-mapping, WebGIS, asynchronous learning) available to all relevant stakeholder in eligible area, their implementation will establish a new virtual cluster that will save and recover human financial resources at BalkanMED area, which is currently not available in this Macro-Region. There will be tested and it will provide to all port authorities, to officers and relative staff an innovative and updated management scheme based on advanced ICT tools and a “digital environment” supporting smart specialization of port authorities in response to their need for eco-management and environmental training and education qualification.

Part B. Expected results of ECOPORTIL project

The main output of the Project, is twofold:
- related to environmental legislation (gathering essential information) and providing specialized educational and training courses and seminars and creating an integrated learning framework, which will contribute to long life learning as the relevant educational material will be available beyond the life of the project and
- to enhance the environmental monitoring through advanced ICT methods and tools. More specifically there will be expanded and developed:
i) ICT tools for monitoring environmental issues regarding the greater port areas
ii) ICT tools for gathering, organizing and providing updated legislation content and informational material
iii) Specific education/training courses for port stakeholders and public administration staff (PAS)
iv) exchange of experience and mobility among public staff
v) a Common Model for environmentally and sustainable development of ports over Balkan-Mediterranean region

Project outputs are closely connected with the programme specific objectives referring to enhancement of the institutional capacity of public authorities and stakeholders and delivery of an environmental legal framework.

Project objectives contribute to operate as drivers to the design, implementation and the integrated provision of solutions, tools and methods regarding environmental governance. Main outputs include sustainable valorisation and preservation of the coastal environment nearby ports as a growth asset in the Balkan-Med area. This contribution can be achieved through the specific activities of the Project which include ICT tools for the monitoring environmental issues regarding the greater port areas, digital web-based informational platforms, training and education activities for the stakeholder and other interested people and agencies as well as the establishment of a modern Common Model for environmentally and sustainable development of ports.

The implementation of the present project idea stems from the deep analyses of all the activities within the framework of the Project strategic themes. The general results are:

- to support the environmental sustainability of all ports within the Balkan MED area that foster integration among commercial and passenger's sea-corridors.
- To promote educational/training procedures for specific environmental legislation issues concern ports and their greater coastal areas. An open to all invitation to attend education/training will be set-up
- to supply all port authorities & relevant stakeholders of the Balkan MED area with the relevant tools for environmental management, and increase awareness & capacity on specific environmental regulations & managing tools
- to set up procedures for common environmental policy at broaden Balkan MED, referring not only to the ports' needs, but to the whole maritime community and the whole territories linked to ports.

The Project results are strictly related with the result indicators because:

- The clear distribution of the roles that include different tasks based on the profile of each partner. The partnership synthesis fulfils all the standards to ensure, the design, organization and implementation of a fully integrated training programme based on ICT tools and modern educational practices
- Within the framework of the Project, a notable number of stakeholders and other interested people (staff of agencies, institution etc.) will be trained regarding environmental management and protection issues that will be recorded and highlighted though Project activities.
- Promote strengthening of the collaboration between two types of entities (research institutes and port needs) and supporting the cohesion between them through transnational mobility initiatives in order guarantee the balanced development and the environmental sustainability.
Part C. Indicative timeline for the expected deliverables described in Paragraph 3.2

<table>
<thead>
<tr>
<th>WP - Deliverable</th>
<th>1</th>
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<td>4.5.3: Education/training seminar courses</td>
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Submission deadline of pertinent deliverables according to paragraph 3.2.

Part D. Indicative budget breakdown for the expected deliverables

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Budget (€)*</th>
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<tr>
<td><strong>Part B - WP4</strong></td>
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<tr>
<td>4.5.3: Education/training seminar courses</td>
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<td>4.5.4: Certification of education/training seminars, life learning</td>
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<tr>
<td><strong>Part C - WP5</strong></td>
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</tr>
<tr>
<td>5.5.2: Peer-Review implementation &amp; events</td>
<td></td>
</tr>
<tr>
<td>5.5.3: Stakeholder’s education assessment &amp; mobility</td>
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</tbody>
</table>

* Values include any applicable VAT
FORM 1: TEMPLATE FOR THE TECHNICAL OFFER SUBMISSION FORM

To: Frederick Research Center


Tender procedure no.: FRC-ECOPORTIL, 01/2019

Offer for PART(s):

Closing date for the submission of tenders: 15 January 2020

1. After examining the Tender Documents and after developing a full understanding of the Service Scope, we the undersigned undertake to commence, execute and complete the Service Scope in accordance with the Tender Documents and our attached Detailed Technical Description for the Parts indicated above, and for the price that we state in our Financial Offer.

2. We agree that our present Offer shall be valid for a period of time equal to that stated in paragraph 2.7 of Part I of the Tender Documents, that it shall bind us and that it may be accepted at any time prior to the expiry of the said period.

<table>
<thead>
<tr>
<th>Signature of Tenderer:</th>
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<tbody>
<tr>
<td>Name of signatory</td>
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<tr>
<td>Identity Card / Passport No. of signatory</td>
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<tr>
<td>Capacity of signatory</td>
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</tbody>
</table>

Details of Tenderer

Name of Tenderer: .................................................................
Country of establishment: ..........................................................
Address: ......................................................................................, P.O. Box ..............
Address for communication (if different): ....................................................., P.O. Box ..............
Contact tel. no. ..........................................................................., Contact fax no. ......................................
VAT Register No.: ..........................................................................
Country of enrolment on the VAT Register: ..............................................

Date: ..........................................................................................

Witness (Name, Signature and Address)

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Note: All blank fields must be completed by the Tenderer.
FORM 2: FINANCIAL OFFER TEMPLATE

To: Frederick Research Center
Tender procedure no.: FRC-ECOPORTIL, 01/2019
Closing date for the submission of tenders: 15 January 2020

1. After examining the terms of the Tender Documents and after developing a full understanding of the contract scope, we the undersigned undertake to commence, execute and complete the scope of the contract, in accordance with the Tender Documents and our Technical Offer, as following:

2. Total amount: € ................. (including VAT) In text: ........................................................ split as indicated below (whatever applicable):

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Offer (€)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Part A - SubTotal</strong></td>
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<tr>
<td>3.5.1: Current environmental status &amp; legislation</td>
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</tr>
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<td>3.5.2: Needs, Requirements &amp; eco-mapping standards</td>
<td>€</td>
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<tr>
<td><strong>PART B - SubTotal</strong></td>
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<td>4.5.1: Educational Common Protocol Model &amp; Content</td>
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<td>4.5.4: Certification of education/training seminars, life learning</td>
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<tr>
<td><strong>PART C - SubTotal</strong></td>
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<td>5.5.1: In-situ env. assessment in the pilot port areas</td>
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</tbody>
</table>

3. We agree that our present Offer shall be valid for a period of time equal to that stated in paragraph 2.7 of Part I of the Tender Documents, that it shall bind us and that it may be accepted at any time prior to the expiry of the said period.

4. Until an official Agreement is prepared and signed, our present Offer, together with your written acceptance, shall constitute a binding Contract between us.

[Signature of Tenderer:]

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<tr>
<th>Name of signatory</th>
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<tr>
<td>Identity Card / Passport No. of signatory</td>
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Country of enrolment on the VAT Register: ............................................................
Date: .........................................................................................................................

Witness (Name, Signature and Address)
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Note: All blank fields must be completed by the Tenderer.