***Short description of tender rules***

Financed under programme: **LIFE programme**

Reference no. of project: **LIFE15 NAT/HR/000997**

Grant Agreement title: **LIFE EUROTURTLES**

Type of contract: **Service**

Short description of the subject of procurement: **2 x Aerial survey - rental of aircraft (all expenses including the pilot)**

Short description of the tender rules: **THE PUBLIC PROCUREMENT ACT (ZJN 2016) - Procurement of lesser value - procurement where the estimated value is smaller than**

**the European thresholds. Open procedure. CNHM has authorized the City of Zagreb’s Public Procurement Office as central procurement unit for procurements under the PUBLIC PROCUREMENT ACT (ZJN 2016) to implement open procedures on behalf of CNHM**

Reference number: **023-017-66-2018-EMV**

Subject of procurement: **“USLUGA IZNAJMLJIVANJA LETJELICE S POSADOM ZA POTREBE PROVOĐENJA ZRAČNOG ISTRAŽIVANJA NA JADRANSKOM MORU”/ SERVICE OF HIRE OF AIRCRAFT WITH CREW FOR THE AERIAL SURVEY IN THE ADRIATIC SEA**

Contarcting Authority: **Croatian Natural History Museum (CNHM)**

**1. Background**

* Short description of the tender rules and the regulatory references used within the project:
	+ Tender rules are in accordance with the rules of the **THE PUBLIC PROCUREMENT ACT (ZJN 2016) - Procurement of lesser value.** The rules stipulated in aforementioned Act are applicable to all procurement procedures for services/supplies implemented in Croatia with tender price estimated between 200.000 HRK (VAT excl.) threshold up to the estimated value smaller than the European thresholds.
* Describe the circumstances justifying the use of the selected procedure:
	+ Aggregated value of 2 x Aerial survey - rental of aircraft (all expenses including the pilot), for CNHM in the LIFE Euroturtles project is 444.000,00 HRK (VAT Excl.) (i.e. estimated ***75.000,00 EUR (VAT incl.)/ 60.000,00 EUR (VAT excl.)*** depending on the medium exchange rate of the Croatian National Bank on the day of the publication of tender documentation) (over the threshold of 200.000 HRK and with the estimated value smaller than the European thresholds). Therefore, the tendering process will be pursuant on the aforementioned THE PUBLIC PROCUREMENT ACT (ZJN 2016) - Procurement of lesser value –open procedure
		- It shall be ensured that prices for similar goods, services or works have been compared and the selection procedure is transparent, as well as the appropriate audit trail being followed.
	+ Procurement Ref. 023-017-66-2018-EMV estimated tender price is 444.000,00 HRK (VAT Excl.)
* Name and objective of the project:
	+ Project title: COLLECTIVE ACTIONS FOR IMPROVING THE CONSERVATION STATUS OF THE EU SEA TURTLE POPULATIONS Project acronym: LIFE EUROTURTLES
	+ Project objective: The aim of the project is to improve the conservation status of the EU populations of two sea turtle priority species, the loggerhead turtle Caretta caretta\* and the green turtle Chelonia mydas\*. The project recognizes that this aim can only be achieved through an EU-level approach considering the multinational distribution of these populations, which have breeding and foraging grounds in different and distant EU countries.

**2. Purpose of the Contract**

* Short description of the purpose of the contract with reference to respective project activity
	+ Procurement of 2 x Aerial survey - rental of aircraft (all expenses including the pilot)for LIFE Euroturtles project (Project Action: C. Concrete conservation actions, ACTION C.3: Marine hot-spot areas for sea turtles: dynamic fishery management and areas of extension of Natura 2000 sites, Sub-action, C3.1 (Croatia) Beneficiary: Croatian National History Museum (CNHM), Cost category: External assistance, Description: 2 x Aerial survey - rental of aircraft (all expenses including the pilot)
	+ Module 2. Aerial surveys with electric unmanned aerial vehicles (UAV) will be conducted over key foraging and internesting areas in order to identify the hot-spot areas. UAVs have the advantage of (i) lower cost per km surveyed, (ii) lower carbon footprint, (iii) higher operational flexibility (short preparation, on-site management). ***In Croatia, the size of the pre-identified area to be surveyed requires the use of airplanes.***

**3. Tasks to be performed by the Contractor**

* As defined in official tender documentation available at: <https://eojn.nn.hr/Oglasnik/>, Short description of tender rules” will be published at: <https://www.euroturtles.eu/#/about-project/public-procurement>

**4. Guidelines for contractors**

- Articles: II.3, II.4, II.5, II.7, II.8 and II.27 of the grant agreement's General conditions (<http://ec.europa.eu/environment/life/toolkit/pmtools/life2014_2020/documents/LIFE2015_Model_Grant_Agreement.pdf>) are also applicable to the subcontractor;

- Subcontractor invoices bear a clear reference to the LIFE project (i.e. **LIFE15 NAT/HR/0097**) and to the order/subcontract issued by the beneficiaries;

- Subcontractor invoices are sufficiently detailed as to allow identification of single items covered by the service delivered (i.e. clear description and cost of each item).

**5. Expertise required**

As defined in official tender documentation, Short description of tender rules will be published at: <https://www.euroturtles.eu/#/about-project/public-procurement>

**6. Time schedule and reporting**

* Indicative deadlines for implementation of the contract as provided in tender dossier

**7. Payments and standard contract**

As defined in official tender documentation, Short description of tender rules and will be published at: https://www.euroturtles.eu/#/about-project/public-procurement

**8. Price and subject of procurement**

Subject matter of the contract is procurement of Procurement of 2 x Aerial survey - rental of aircraft (all expenses including the pilot) for LIFE Euroturtles project (Project Action: C. Concrete conservation actions, ACTION C.3: Marine hot-spot areas for sea turtles: dynamic fishery management and areas of extension of Natura 2000 sites, Sub-action, C3.1 (Croatia) Beneficiary: Croatian National History Museum (CNHM), Cost category: External assistance, Description: 2 x Aerial survey - rental of aircraft (all expenses including the pilot)**Tender price: a maximum of 444.000,00 HRK (VAT Excl.) will be available for the services described above.**

**9. Selection criteria**

The contracting authority determines the selection criteria for legal and business capacity, the financial standing and technical - As defined in official tender documentation, Short description of tender rules and will be published at: <https://www.euroturtles.eu/#/about-project/public-procurement>

**10. Award criteria**

The award criterion is exclusively an economically most advantageous tender.

**11. Presentation of the bids**

Presentation through The Electronic Public Procurement Classifieds: <https://eojn.nn.hr/Oglasnik/>

The Electronic Public Procurement Classifieds is a portal where contracting authorities publish notices in accordance with the Public Procurement Act of the Republic of Croatia (Official Gazette NN, 90/2011, 83/13, 143/13 and 13/14), which was harmonized with EU Directives 2004/17 EC and 2004/18 EC in the public procurement field.

**12. Instruction to tenderers / How to Apply**

1. Go to <https://eojn.nn.hr/Oglasnik/>
	* The Electronic Public Procurement Classifieds is a portal where contracting authorities publish notices in accordance with the Public Procurement Act of the Republic of Croatia (Official Gazette NN, 90/2011, 83/13, 143/13 and 13/14), which was harmonized with EU Directives 2004/17 EC and 2004/18 EC in the public procurement field.
	* In the Electronic Public Procurement Classifieds of the Republic of Croatia, you can view the list of all published public procurement notices in the “List of Notices” section anonymously and for free.
	* To be able to download documents, you need to register for free and sign in, in order to be listed as “interested tenderers” and enable the system to inform you about any changes related to the procedures for which you downloaded the tender documents.
	* Step by step registration guide: <http://help.nn.hr/solution/articles/5000008812-i-need-to-download-tender-documentation-how-do-i>
2. ***General enquiries/ Help center in English*** at: <https://help.nn.hr/support/solutions/folders/5000034778>
3. **I want to see your whole site in English at:** <https://help.nn.hr/support/solutions/articles/12000012048-i-want-to-see-your-whole-site-in-english>
4. **Creating e-ESPD responses - bidders / contestants:** <https://help.nn.hr/support/solutions/articles/12000043401--kreiranje-e-espd-odgovora-ponuditelji-natjecatelji> , ***please note that in order to get the English version of the linked page you’ll have to follow the instructions in bullet 3. i.e. you have to right click the page and choose the option “ Translate to English”***
5. ***eESPD – FAQ*** at: <http://ec.europa.eu/DocsRoom/documents/17242>
6. **Disclaimer:** **Please bear in mind that only the documentation published by at:** [**https://eojn.nn.hr/Oglasnik/**](https://eojn.nn.hr/Oglasnik/)  **is considered official** and *that this Short description of tender rules and instructions to tenderers are unofficial and that the contracting authority (CNHM) has only published them as assistance for tenderers.*

***Important notes for successful application:***

* *If the tenderer fails to fill in the financial offer or modify the financial offer attached to the tender documentation (change the text description, unit of measure or quantity of the item), his bid shall be deemed not to be in conformity with the tender documentation, that is, incorrect. Such bid shall be rejected by the central procurement body on the basis of the results of the review and evaluation.*
	+ **Amounts in the Financial offers have to be denominated in EUR**
	+ Tenderers will enter the prices without VAT in the financial offer and the VAT will be calculated automatically by the table formulas at 25% rate
	+ For economic operators that are not established in the Republic of Croatia The VAT will be charged based on reverse charge mechanisms by a way of self-taxation by the contracting authority i.e. the successful tenderer will issue invoices without VAT and quote the relevant reverse charge article of their national law on the invoices.
	+ The filled financial offer has to be attached to the tender
* **By submitting the offer, the tenderer is obliged to comply with the technical specifications.**
* The economic operator is obliged to submit the European Single Procurement Document (eESPD). The eESPD is an updated formal statement from the economic operator, which serves as a preliminary proof instead of certificates issued by public authorities or third parties confirming that the economic operator:
	+ is not in one of the situations in which an economic operator is excluded or may be excluded from the public procurement procedure (grounds for exclusion)
	+ meets the required selection criteria for economic operators
* **The following parts of the eESPD must be filled in:**
	+ **Part I: Information concerning the procurement procedure and the contracting Body or contracting operator**
	+ **Part II: Information concerning the economic operator**
	+ **Part III: Exclusion grounds**
	+ A: Grounds relating to criminal convictions
	+ B: Grounds relating to the payment of taxes or social security contributions
	+ C: Grounds relating to insolvency, conflicts of interests or professional misconduct, according to instructions in part 3.2. of this tender documentation
	+ **Part IV: Concerning the selection criteria**
	+ in accordance with part 4. of this tender documentation
* The mandatory fields of the ESPD the tenderers have to fill in are marked ***with Bold and Italic text with underline*** within the English version of the tender documentation
* Prior to the decision, the Central Procurement Body may check the information provided in the eESPD, the central procurement body may ask the tenderer who submitted the most economically advantageous tender to submit updated supporting documents within a reasonable time, not less than 5 (five) days. The aforementioned documentation is written in *Italic text with underline* within the English version of the tender documentation
* Tender documentation can be downloaded from the Narodne novine web pages (<https://eojn.nn.hr/Oglasnik/>).
* The tender should be completed according to the instructions in the tender documentation.
* Mandatory content of tender[[1]](#footnote-1):
* Completed Bid Sheet, including Tender submission bundle
* Filled Financial offer
* filled eESPD form
* Filled resumes/CVs (in Croatian or English) have to be attached to the tender as well
* ***CVs –important notes***
* Aerial Survey Experience as a proof of the aforementioned experience the CV of the pilot listing all the aerial survey in which the pilot participated and the years of implementation of the aerial surveys. The CVs have to be signed by

the pilot. With the signature of the CV the pilot guarantees, under material and criminal liability, the truthfulness and accuracy of all the information given in the CV.

* For the expert (pilot), it is necessary to submit a signed CV with the bid, confirming the experience of the expert, and subsequently the central procurement body retains the right to review all the data listed in the CV.
* The aforementioned CV form of ANNEX is just an example and the bidder is not obliged to use it in the bid and can submit the resume form containing all the information given in this form on their own template.
* CVs can be delivered in English
* The documents that have to be delivered electronically with the bid sheet through EOJN portal are marked with the **Bold text with underline** within the English version of the tender documentation. Proof documents
* Tender prices must be denominated in EUR
* **Tender is to be made in Croatian language and the Latin script only**
* **In case some of the documents and / or proofs requested by the tender documentation are in a foreign language, the economic operator may submit them in the Croatian language or English language,** i.e. CVs and supporting documents requested proofs can be delivered in English or in one of EU official languages.
* ***PROOFS OF SUITABILITY i.e the documents requested in Section 4. SELECTION CRITERIA FOR ECONOMIC OPERATORS – don’t have to be attached to the tender as the submitted ESPD is a proof for their availability***, nevertheless prior to the award decision, the central procurement body may ask the tenderer who submitted the most economically advantageous tender to submit supporting documents within a reasonable time designated in tender documentation
* The Contracting Body reserves the right to request the documents/proofs designated in the tender documentation to be delivered in Croatian language if necessary and the economic operator is obliged to submit the translation of the document / proof into the Croatian language performed by the authorized translator if requested.
1. **Tender submission bundle has to be created via the Electronic Public Procurement Classifieds of the Republic of Croatia portal (EOJN RH) and according to the forms available at Electronic Public Procurement Classifieds of the Republic of Croatia (https://eojn.nn.hr/Oglasnik/)** [↑](#footnote-ref-1)