

2018-08 TENDER CALL FOR THE IDENTIFICATION AND UPLOAD OF TOOLS ADDRESSED TO IMPROVE URBAN MANAGEMENT OF LOCAL AUTHORITIES IN THE MEDITERRANEAN UNDER THE WWW.MEDURBANTOOLS.COM PLATFORM

Introduction

The Association MedCités/MedCities (www.medcities.org) is a network of cities based in Barcelona working on urban sustainable development in the Mediterranean. It is composed of 57 cities from fifteen different countries and implements projects in the domains of urban strategic planning, urban services and environment and local social and economic development as well as training activities, technical support and capitalisation of good practices. The network was created in 1991 and since then has carried out dozens of projects in Mediterranean cities.

MedUrbanTools (www.medurbantools.com) is a multi-partner toolkit in sustainable urban management for the Mediterranean, aimed at planning cities for everyone, in order to make them inclusive, safe, resilient and sustainable. This responds to one of the pilot initiatives of the Mediterranean Strategy on Sustainable Development (MSSD) for the period 2016-2025 in the framework of the Convention of Barcelona and the Action Plan of the Mediterranean of the United Nations Environment Program (UNEP MAP).

The creation and development of the toolkit was carried out in 2017 and presented open to the public in early 2018. Three sections were identified: cases, voices and tools, all addressed to improve local governance on a range of topics identified. The platform is managed by MedCities. Introduction to the service framework

1. Objective

The objective of this services demand is the development of the section “Tools” of www.medurbantools.com platform, a compilation of existing materials developed in previous projects by different actors, following the existing format (Tool Sheet) used in the platform (find an example here: http://medurbantools.com/portfolio_page/guidebook-how-to-develop-a-sustainable-energy-action-plan-seap-in-south-mediterranean-cities/).

It is expected that the provider identifies, edits and uploads the tools in English and French in the Platform following the instructions of MedCities communication team. The identified tools can be:

1. Guidelines: thematic documents and plans.
2. Instruments: innovative responses to existing challenges.

The purpose of the database is to expose, share and disseminate tools on urban and metropolitan management in the Mediterranean. It will be particularly valued the incorporation of guides, manuals, methodologic resources, tools TIC/SMART Cities etc.

The proposed tools should fit under the following criteria

- The inclusion of tools tested in real cases easy to consult and adapt.
- The fact that most of the solutions presented have been applied in a Mediterranean context.
- A territorial balance of the cities in which those solutions have been implemented.

- The resources must be available in English or French (ideally both) or Arabic.

2. Scope of the services

The scope and characteristics of the services are as follows:

PHASE 1: Identification of at least 30 resources to be included in the database, distributed among the 11 existing categories, paying special attention to outputs of projects implemented in Mediterranean cities by international actors, national and local authorities, NGOs, private companies, etc. and drafting of the Tool Sheet according to the existing model. Methodological criteria to assess what resources are included in the Platform will be presented by the provider.

PHASE 2: After validation by MedCities of the resources identified and the drafting of the Tool Sheet for each resource, **upload of the sheets into the Platform in English and French**, using the existing categories and tags. Resources must include one presentation image.

Resources and images suggested must comply with intellectual property laws.

Methodology

The expert/company chosen will work together with the team of MedCities' General Secretariat along the different steps of the proposal. In general, this task will be carried out at the office of the tenderer to provide technical assistance. In addition, there will be the following activities:

- Regular meetings with the team of MedCities to valorise the evolution of the proposal.
- Telephonic, e-mail or Skype follow-up while the assignment lasts.
- Working languages will be:
- For communications with MedCities Secretariat: Catalan, Spanish, English or French
- English and French for the tools identified.

The tenderer must indicate in detail the work team assigned to the development of this contract, its organisation, composition, professional qualification and professional CV. Previous works of the tenderer linked to the contract will be ranked. MedCities has the authority to ask for modifications deemed necessary to a successful fulfilment of the contract.

The offer can be presented in Catalan, Spanish, English or French.

3. Type of contract and place of execution

It will be a commercial service provision contract from the date following the award of this tender until the 31st of December, 2018.

The service will be governed by Spanish law and the courts of Barcelona.

4. Base budget for the tender

The maximum budget for the assignment will amount to 8.000, 00€ (including all taxes, unless the bidder is fiscally domiciled in Spain, the maximum amount will be 9.680, 00€ including the VAT rate valid on the date of the publication of this tender which is 21%).

Any offer above this amount will be rejected and excluded from the adjudication process.

It is understood that the budget includes all of the costs that the bidder is required to pay for the normal fulfilment of the services contracted such as general expenses, finance costs, insurance, transport and travel expenses, remuneration for the staff under its control and all verification and job costs.

5. Price of the contract and economic conditions

The administrative details of the Contracting Body are:

ASSOCIACIÓ MEDCITIES AND/OR MEDCITES
C / 62. 16-18. EDIFICI B, ZONA FRANCA
08040 BARCELONA - SPAIN
NIF: ESG66401258

The contract price is the one established by the tender award, in line with the offer submitted by the successful bidder.

Two invoices are required according to the following details:

First invoice: 50% of the total amount awarded at the completion of phase 1, no later than 12/12/2018

Second invoice: 50% of the total amount awarded at the completion of phase 2, no later than 31/12/2018

The General Secretariat of MedCities will submit a favourable report at the completion of each phase according to the materials delivered, thus leading to the payment of each one of the invoices. The payment term for the invoice will be: bank transfer 30 days after the invoice date (bank account details should be detailed).

The service providers will be directly responsible for paying the local or national taxes applied to the services except if the bidder is fiscally domiciled in Spain, whereupon the current tax law in respect of personal income tax (IRPF) will be applied.

Bank charges arising from the payment of invoices will be shared (SHA according to bank coding).

MedCities may require information from the successful bidder about compliance with its obligations relating to social security contributions and the payment of taxes.

6. Participation requirements

A tender can be submitted by individuals or companies that have the full capacity to carry out the work, that are not subject to a ban on hiring staff and that can demonstrate their technical reliability and professional experience.

7. Confidentiality clause

The information that the successful bidder will have access to in order to fulfil the purpose of this contract must be kept strictly confidential and must not be used for any activity not covered by this contract. In circumstances where a particular use of the information gives rise to doubts

in respect of this confidentiality clause, the successful bidder must, in all cases, request the consent of MedCities.

8. Ownership and authorship of the work

The ownership and authorship of any service provision work carried out belongs to MedCities. As owners of the study, any use or mention of it in publications, articles, interviews, conferences, etc. must have the express authorisation of MedCities.

9. Termination of the service

By giving notice of one month, the service can be terminated by either party before the date indicated in Point 3 of this tender for objective reasons. If the service is terminated by the MedCities Association without giving notice of one month, the service provider will be remunerated with the proportional part of one month of service from the date of the notification. If the service is terminated by the service provider without giving notice of one month, the MedCities Association will deduct one month from the amounts pending payment.

10. Submission of offers

The offer must be sent to the following email address: contact@medcities.org

- Proposal submission period: 10 working days from the time this tender is published on the MedCities website.
- Specify in the email subject line “Proposal for Tender 2018-08 for the identification and upload of tools addressed to improve urban management of local authorities in the Mediterranean under the www.medurbantools.com platform”
- It is essential that the submission should clearly indicate: business name, address, phone number, email address and the Fiscal ID Number (NIF) of the bidding company.

The offer must include the extent of the services offered and fulfil the conditions expressed in the previous sections. Notwithstanding that bidders can attach to their offer any complementary information they consider to be of interest, the tender must include the following documentation:

- Detailed offer of the services.
- Economic proposal: bidders must submit an economic proposal in euros that either they or their representative must sign. The prices offered should include any type of tax, charge or fiscal ruling of a European, state, autonomous community or local nature as indicated in Points 5 and 6 of this tender.
- CV of the professional person or company involved and of the working team, giving relevant examples of similar work undertaken.

In case additional information is required to submit the proposal, we kindly invite you to contact MedCities by writing to the e-mail address contact@medcities.org. Only relevant questions in writing concerning clarifications of the Tender will be answered.

MedCities might request additional information with relation to the proposal in the case of unclear concepts. If this is the case, the Tenderers whose submissions require clarification will be asked to reply within a reasonable deadline set by the assessment team. If the Tenderer

submits a self-declaration/statement as documentary proof, the contracting authority reserves the right to ask for further documentary evidence.

If MedCities suspects that a tenderer does not comply with the rules, it must ask the candidate/tenderer/applicant to provide evidence demonstrating actual compliance with the applicable rules.

11. Assessment criteria

Assessment of the offers will respond to the most advantageous considering:

- a) Methodological content, technical proposal and work schedule
- b) Economic proposal

MedCities guarantees equal treatment of the people/companies bidding and will keep their offers confidential.

The person/company adjudicated as the successful bidder will be notified within a period of 5 working days from the final submission date for offers.

Barcelona, 31st October 2018

Xavier Tiana Casablanca
Secretary General