



## **CALL FOR SERVICE TENDERS**

**SUBJECT: PROVIDING SERVICE FOR:**

**“TECHNICAL AND LEGAL FEASIBILITY STUDY OF WASTE MANAGEMENT FOR THE DEMONSTRATIVE ACTION IN PALESTINE”**

**PROJECT: CO-PRODUCTION OF SOCIAL POLICIES WITH SOCIAL AND SOLIDARITY ACTORS TO COMBAT POVERTY, INEQUALITY AND SOCIAL EXCLUSION (MEDTOWN).**

**CO-FINANCED BY: THE EUROPEAN UNION THROUGH THE ENI MED 2014-2020 CROSS-BORDER COOPERATION PROGRAMME**

**BUDGET: 50,188.00 EUROS (VAT exempted in Palestine)**

**DATE: 28 SEPTEMBER 2020**

**DEADLINE FOR SUBMISSION OF TENDERS: 31 OCTOBER 2020, 12:00 NOON PALESTINE TIME**

**TENDER OPENING: 5 NOVEMBER 2020**

**CONTRACTING: 10 NOVEMBER 2020**

## 1. Introduction

Palestinian Hydrology Group (PHG) is a nongovernment organization registered under NGO law in Palestine in 2001. PHG has signed a collaboration agreement with Cooperation for Peace Assembly (ACPP) to participate in implementing the project titled "Co-production of social policies with Social and Solidarity Economy actors to fight poverty, inequality and social exclusion" "MedTOWN" in partnership with 7 other partner organizations and 7 associate members from 6 Euro Mediterranean Countries.

The purpose of this document is to describe the work to be carried out and the conditions, guidelines, and general technical criteria that should serve as a basis for the performance of the service.

## 2. Background

MedTOWN is a cooperation project financed by the European Union through the European Neighbourhood Instrument of Cross Border Cooperation within the framework of the Mediterranean Basin 2014-2020 Programme. The main objective of the project is to promote and demonstrate initiatives of co-production of social policies through the cooperation of public, private and social solidarity economy (SSE) sector as well as to strengthen the role and the capacities of the SSE actors in the co-production model through a shared Community of Practice and a better regulated framework.

MedTOWN is an initiative focused on the combined potential of agents of the social and solidarity economy (SSE), citizenship and local authorities to co-produce the social policies that can fight poverty, inequality, social exclusion and environmental unsustainability in the riparian countries of the Mediterranean basin, providing them with tools and connections to help them build local resilience and foster their transition towards becoming more fair, resilient and sustainable societies in the Euro-Mediterranean region.

The Palestinian Hydrology Group (PHG) and the Agricultural Development Association (PARC), will work to develop a local solid waste management model in the municipality of Bani Zaid, in the District of Ramallah, which will be co-produced with the SSE present in the territory, by defining its technical characteristics, as well as its control parameters and their concrete application. The system will aim to increase the fraction of waste that is recycled to help reduce the contamination and health risks generated by local uncontrolled landfills.

The overall approach involves:

- A. **Demonstrative Actions** in all Countries.
- B. Supporting **Pilot Projects** in Greece, Palestine, Jordan and Tunisia to promote joint action from civil society and local government to support local economy and decent employment, responding to unmet needs for goods and services and helping to build trust and social cohesion



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- C. **Policy support** through study of country's specific regulatory and legal frameworks, analysis of the results of the actions supported and the creation of sub-regional recommendations and lessons learned that will facilitate the interchange of experience during project development, the replication of actions and strategies in Mediterranean countries, and cross-border cooperation
- D. **Monitoring and analysis of the outcomes of the demonstrative actions and pilot projects.** A joint database and platform will be developed, and operationalized through the **Regional Research Group** to facilitate the replication, adaptation and implementation of projects and initiatives, as well as inter-cooperation between economic and social agents and institutions, and between countries.
- E. **Multi-level communication** aiming at revealing and clearly explaining, using quantifiable data and different tools, out-of-the-box approaches and perspectives that can lead to greater well-being, resilience and decision-making ability in the communities and regions participating in the project.

The **total budget of the project is 3.444.831,73 €** and is funded by 86,50% from the European Neighborhood Instrument (2.979.779,45 €).

The implementation period of the project is **36 months from 05/09/2019 to 04/09/2022.**

The partnership is composed by 9 partner organizations from 6 Mediterranean countries and 9 associate partners.

### Partners:

- **BEN:** Assembly of Cooperation for Peace (ACPP), NGO, Spain
- **P1:** Tier 1 Technology SL (Tier 1 SL), Private Economic Operator, Spain
- **P2:** Scientific Society for Social Cohesion and Development (EPEKSA), No Profit, Greece
- **P3:** Agricultural Development Association (PARC), NGO, Palestine
- **P4:** Jordanian Hashemite Fund for Human Development (JOHUD), NGO, Jordan
- **P5:** Association of Tunisian Women for research on development (AFTURD), No Profit, Tunisia
- **P6:** Campolide Local Authority, Department of Social Services (JFC), Public Adm., Portugal
- **P7:** Palestinian Hydrology Group for Water and Environmental Resources Development (PHG), NGO, Palestine
- **P8:** Department of Social Affairs and Sports, Regional Government of Balearic Islands (CAIB), Public Adm., Spain

### Associates:

- **ASS1:** Municipality of Seville, Spain
- **ASS2:** Andalusian Agency for International Cooperation for Development (AACID), ES
- **ASS3:** Ministry of Labour, Social Insurance and Social Solidarity, Greece



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- **ASS4:** Ministry of Social Development, Jordan
- **ASS5:** Ministry of the Women, Family and Childhood (MFFE), Tunisia
- **ASS6:** Environmental Quality Authority (EQA), Palestine
- **ASS7:** Birzeit University, Palestine
- **ASS8:** Ministry of Social Affairs (MSA), Tunisia

### 3. Legal basis

The following laws and regulations shall be considered for this tender and subsequently for contracting:

- Regulation (EU, EURATOM) No 1046/2018 of the European Parliament and of the Council of 18 July 2018, concerning the financial rules applicable to the general budget of the Union;
- Council Regulation (EC, Euratom) No 2988/95 of 18 December 1995 on the protection of the financial interests of the European Communities;
- Regulation (EC) No 232/2014 of the European Parliament and of the Council of March 11, 2014, establishing a European Neighborhood Instrument;
- Common rules for the application of ENI (Regulation (EC) No 236/2014) laying down common rules and procedures for the application of the Union instruments for the financing of external projects;
- Rules for the application of Council Regulation (EC) No 897/2014 of 18 August 2014 laying down specific provisions for the application of cross-border cooperation programs financed in accordance with Regulation (EU) No 232 / 2014 of the European Parliament and of the Council creating a European Neighborhood Instrument;
- Regulation (EU) n° 1407/2013 of the European Commission of 18 December 2013, concerning the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de Minimis aid;
- Joint Operational Program for the Mediterranean Sea Basin of ENI CBC approved by the European Commission on 12/17/2015 (Decision No C (2015) 9133), and its annexes;
- All manuals and guidelines issued by the Program, in its latest version;
- The Financing Agreements signed between the European Commission and the Mediterranean Associated Countries;
- Palestinian Income Tax Law No.8 for 2011;
- The Grant Contract with the reference number MedTOWN A\_A.3.2\_0265 (04/09/2019) between the Peace Cooperation Assembly and the Management Authority of the ENI CBC MED Program 2014-2020;
- The Association Agreement between the partners of the MedTOWN project.

## 4. Purpose of the Tender

The purpose of this tender is to solicit the service of one entity or natural persons who can offer services of technical and legal feasibility studies of the demonstrative actions that will be implemented by the MedTOWN project in Palestine. The service required under this tender document is described under Section 5 of this tender.

## 5. Required Service

Details of the service required are described hereunder:

### LOT 1

Title: **Technical Feasibility Study** of waste management for the demonstrative action in Palestine.

Budget: **42,735 euros** excluding VAT

### LOT 2

Title: **Legal Feasibility Study** of waste management for the demonstrative action in Palestine.

Budget: **7,453 euros** excluding VAT

### Description of Required Service under Lot 1:

Requesting consultancy service for developing technical feasibility study of demonstrative action in Palestine.

**Consultancy Period:** Consultant to deliver the completed service within 6 months after the date of signing of this contract agreement and to be distributed according to the schedule attached in ANNEX 1. Any delays or work stoppages preventing said delivery will be discussed and a course of action will be amended to this original agreement and executed by both parties.

The main issues to be studied and reported under Lot 1 shall include but not limited to the following:

### Responsibilities:

1. To evaluate the opinion and support of potential stakeholder about the viability of the demonstrative project;
2. To conduct environmental assessment including the CO<sub>2</sub> emission potential and saving.
3. To review the technical and technological setup of the existing pilot plant and propose modifications and upgrade. This includes assessing the minimum quantity of biological



waste needed for the system to work properly from technical and economical perspectives.

4. To assess existing solid separation practice and technology in place and willingness of local household to participate in the demonstrative project. Also to assess the incentives provided to encourage them to participate.
5. Assess the technical and administrative capacity of local stakeholders to own and manage the demonstrative project.
6. Propose at least two scenarios for the best viable technical options.
7. To propose other indicators for monitoring and evaluation as needed
8. For all the above the consultant may investigate if there is any useful material to use from previous relative projects and initiatives such as the project SCOW and the SWITECHMED initiative. In case of using relative material, a special reference should be made on the resource.

### **Qualifications Required/ Selection Criteria**

The following selection criteria will be applied to the technical study tenderers. In the case of tenders submitted by a consortium, entities, individuals, these selection criteria will be applied to the natural persons and consortium or entities:

- Advanced degree in Environment, Industry, Environmental Economy, Environmental Policy or related areas.
- Minimum of 5 years of direct working experience in Solid Waste Management, Environmental Impact Assessments, Feasibility Studies in recycling of solid waste and policy-making,
- Familiarity with methodologies and approaches for creation of institutional capacity for solid waste recycling and management,
- Knowledge and experience in bringing together different stakeholders involved in the Solid waste management,
- Demonstrated experience in three similar studies,
- Proficient in local language (Arabic) and English.

### **LOT 2**

Title: **Legal Feasibility Study** of waste management for the demonstrative action in Palestine.

Budget: 7,453 euros excluding VAT

### **Description of Required Service under Lot 2:**

Requesting consultancy service for developing legal feasibility study of demonstrative action in Palestine.

**Consultancy Period:** Consultant to deliver the completed service within 6 months after the date of signing of this contract agreement and to be distributed according to the schedule attached in ANNEX 2. Any delays or work stoppages preventing said delivery will be discussed and a course of action will be amended to this original agreement and executed by both parties.

The main issues to be studied and reported under Lot 2 shall include but not limited to the following:

**Responsibilities:**

1. To review all possible applicable local laws related to the subject including financial, environmental, local governments, etc.
2. To develop the legal framework for the implementation of the demonstration action.
3. To develop and define the legal basis for the contract between the public administration and the Social and Solidarity Economy entity that is going to manage the demonstration action.
4. To define the legal requirements that the said entity must meet to implement the demonstration action, in accordance with the applicable legal framework.
5. To define all possible legal options applicable to the alternative monetary instruments, including a summary of the characteristics of each one of them and the regulatory obligations associated to each one of them.
6. To recommend the most appropriate legal option which is applicable to the specific case of the proposed digital or other form of currency that is included in the demonstration action.
7. To provide full explanation and justifications on the recommended options related to the adaptation of the currency model included in the demonstration action.
8. Developing the possible legal and regulatory instruments that can be used by Bani Zaid Municipality for the operation of the complementary currency circuit.
9. Possibility to accept complimentary currency for discounts in local municipal taxes

**Qualifications Required/ Selection Criteria**

The following selection criteria will be applied to the legal study tenderers. In the case of tenders submitted by a consortium, entities, individuals, these selection criteria will be applied to the natural persons and consortium or entities:

- Advanced degree in Law, Environmental Law or related areas.
- Minimum of 5 years of direct working experience related to relevant legal and regulatory issues,
- Knowledge of international standards and requirements including conventions that governs solid waste management including hazardous waste handling,
- Demonstrated experience in three similar studies,
- Proficient in local language (Arabic) and English.

**6. Instruction to Tenderers**

- Tenderer shall respond to this call of tenders within the defined time and date set under item 7.
- Tenderers shall submit all required information and documentation as required.
- Tenderer may apply for one lot or in case of entities for all lots.
- In case of partnerships and consortiums, partnership agreement shall be submitted with the tender and roles of partners shall be clearly defined.

- PHG has the right to award the tender to one or more tenderers. Each lot may be awarded independently to different tenderer.
- Once awarded, **Tenderers shall submit implementation guarantee equivalent to 10%** of the contract value in the form of Bank guarantee or certified Bank Cheque valid through the implementation period of the study.
- Once awarded, tenderer will hold regular meetings with PHG and its partners and associated entities to coordinate the different studies being carried out during this period. Frequency of meetings will be defined in the work plan and contract.
- Tenderers shall offer the maximum number of tools and instruments within the scope of the project in order to achieve a quality and representative result.
- The necessary data and resources will be made available to the consultant(s) in order to correctly develop the studies.
- At the beginning of the project, the system to be used to share bibliographic references will be defined in agreement with all consultants and will be shared by the entire scientific team (Zotero, Mendeley, etc.). The type of system that each applicant knows and handles, if any, must be specified.
- Tenderers shall collaborate and coordinate with other tenderers of technical, legal and economic feasibility studies.

## 7. Submission and opening of tenders

### Documentation to be presented, form and content of the proposals

Offers and all relevant documentation must be signed/ stamped and should be submitted before **(12:00 noon Palestine time) by Saturday (31/10/2020)** in hard copy to (PHG Bids Box) at An Nahda Building, Emil Habibi Street, Almsyoum Neighborhood, Ramallah.

This documentation must be duly signed by the bidder.

- Name and surname of the contact person / tenderer and postal and e-mail address.
- The documentation that accredits the personality of the tenderer by means of a photocopy of the Personal Identity Card , or document that replaces it.
  - Part 1: Curricula vitae of the proposed consultants.
  - Part 2: Methodological proposal (detailing phases, methodology and proposed bibliography management tools).
  - Part 3: Cost estimation of tasks effort hours and price rates per hour.
- Declaration included in Annex 3 signed by the bidder. This is a declaration of: compliance with the mandatory requirements (see point 15) and of not being in the situation of exclusion (point 16) and a declaration of the non-existence of a conflict of interest (Further proof of this might be requested after the award and before signing the contract.).



- Accreditation of the technical solvency of the bidder with:

- A list of the experience and main services performed in the last five years, including dates and recipient.
- Indication of the personnel participating in the contract (in the case of a company).
- Declaration indicating the material and equipment that will be available for the execution of the services (if necessary).

Elements of innovation that will bring improvements to the service.

### **Opening of tenders:**

The opening session should be held at least one week after the deadline for submission of tenders.

Tenders will be opened in public session / virtual public session by the appointed committee on the following date and venue:

5 of November 2020 at 12.00 noon Palestine time.

**An Nahda Building, Emil Habibi Street, Almsyoun Neighborhood, Ramallah/ Virtual session will be arranged and announced later via skype or zoom.**

The committee will draw up minutes of the meeting, which shall be available to tenderers on request.

After the public opening of the tenders, no information relating to the examination, clarification, evaluation or comparison of tenders or recommendations concerning the award of contract can be disclosed until after the contract has been awarded.

In the case that at the date of the opening session some tenders have not been delivered to the contracting authority but their representatives can show evidence that they have been sent on time, the contracting authority will allow them to participate in the first opening session and inform all representatives of the tenderers that a second opening session will be organized.

## **8. Award Criteria**

Tenders which have passed the exclusion and selection phases will be assessed against the award criteria, which are divided into quality criteria and price.

The tender will be awarded according to the best price-quality ratio. The quality of the tender will be evaluated based on the Technical offer. The maximum total quality score is 80 points. The price will be evaluated according to the financial offer. The maximum total price score is 20.

The criteria to be taken into account, when considering which the most adequate proposal is, will be, in a decreasing manner, those indicated below, according to the weighting detailed for each of them:

**Technical offer (80 points):**

**Sub-criterion 1: Methodology approach (30%)**

- Coherence with the defined scope and objectives, accuracy, clarity and completeness of the offer.
- Feasibility of the approach proposed and adequacy of the methodology to the economic, social and environmental challenges in the relative fields of the contract.

**Sub-criterion 2: Structure of the project team (40%)**

- Gender-balanced composition of the team
- Multidisciplinary composition of the team
- Thematic knowledge and degree of specialization in the fields related to the contract
- Level and relevance of the personal and collective capacities

**Sub-criterion 3: Innovative elements (30%)**

- Quality of participatory methodology for the result presentation/ discussions/ consultations with stakeholders involved.
- Introduction of new approaches or technical aspects in line with tasks described above that reinforce the fulfillment of the outcomes.

If the evaluation of the technical part is less than 50 points the proposal will be discarded.

**Financial Offer (20 points):**

Financial offers should be in Euro (VAT exempted), **should be one for each Lot, and should not exceed the amount approved for each Lot.** All offers that will exceed the approved amount will be excluded. In addition, Financial Offers should not be lower than 90% of the total approved budget. After evaluation of the quality of the tender, the tenders are ranked using the formula below to Determine the tender Offering best value for money.

A weight of 80/100 is given to quality and a weight of 20/100 is given to price.

**Score for tender = price score ( X ) + quality score ( Y )**

• **Price score (maximum 20 points):**  $X = (\text{cheapest price} / \text{price of tender}) * 20$

• **Quality score (maximum 80 points):**  $Y = ((\text{total quality score (out of 100) for all award criteria of the technical offer of tender}) / 100) * 80.$

|                  |   |  |   |    |   |   |   |    |
|------------------|---|--|---|----|---|---|---|----|
| Score for Tender | = | $\frac{\text{Cheapest Price}}{\text{Price of Tender}}$ | * | 20 | + | $\frac{\text{Total quality score (out of 100) for all award criteria of tender}}{\text{Price of Tender}}$ | * | 80 |
|------------------|---|--|---|----|---|---|---|----|

## **9. Processing of the file and award procedure**

The hiring will be processed with open procedure looking for those companies or organizations that offer their services and valuing them according to different award criteria (see point 8).

## **10. Implementation Time Plan**

The activities described in this tender will be developed during the period from 2019 to 2022:

- Tenderer or service provider is obligated to provide a compatible initial work-plan with timeframe to achieve required deliverables and outputs shown in Annex 1 and Annex 2.
- Annex 1 and Annex 2 shows an indicative schedule of deliveries of products whose compliance is necessary for the required services.

## **11. Territorial Scope**

The territorial scope of the project will be mainly Palestine.

## **12. Budget applications**

The expenditure for this contract, including other taxes, will be charged to the External expertise and Services budget application under "External consultancy waste management", WP3: €50.188,00 (excluding VAT).

### **Payment scheme**

All invoices issued by the consultant must reflect the name of the project: "MEDTOWN", and the contract number, as a requirement for payment.

A) Technical feasibility study Payments will be made progressively in 2 phases:

1. A first advance payment of 30% of the total contract value of technical study will be made after the signing of the contract.
2. The last payment of 70% will be made after the delivery and approval of all required products defined in the contract.

B) 100% of Legal feasibility study payment will be made after the delivery and approval of all required products defined in the contract

In order to make each payment, it shall be a prerequisite that all required documents and outputs scheduled for delivery before the date of the payment in question have been delivered.

Payments will be made within 21 days from the date of invoice.

### 13. Eligibility of Tenderers

- Participation is open to all natural persons who are nationals of and legal persons [participating either individually or in a grouping (consortium) of tenderers] which are effectively established in a Member State of the European Union or in a eligible country or territory as defined under the Regulation (EU) No 236/2014 establishing common rules and procedures for the implementation of the Union's instruments for external action (CIR) for the applicable instrument under which the contract is financed. Participation is also open to international organizations.]
- Individuals who may wish to apply for either lot shall submit proves of compliance with local tax laws.
- Individuals who may wish to apply for either lots shall submit proves of compliance with tax laws applicable in their country.
- Comply with the obligations derived from the general regulations on occupational risk prevention.
- Tenderer complies with the current provisions on labour matters, social integration of persons with disabilities, effective equality of women and men, tax, protection of personal data, and environmental matters.

Failure to comply with the eligibility requirements will make the offer presented dismissed.

### 14. Tender Special Conditions

- The project is VAT exempted in Palestine.
- All logistic related-expenses to the execution of the service should be considered in the financial offer.
- Late applications will not be accepted.
- PHG shall not be bound to accept the lowest price.
- Tenderer must stamp and sign all bid papers.
- Local tenderer should be able to issue ZERO VAT invoice in addition to a source deduction certificate (شهادة خصم مصدر) and for individuals the tenderer should issue a payment request in addition to a source deduction certificate (شهادة خصم مصدر). In case of not bringing such certificate, PHG will deduct a percentage of the final payment according to Palestinian Taxation department & laws.
- Prices are valid for 120 days after submission date

### 15. Grounds for exclusion

Bidders will be excluded from participation in procurement procedures if:

- They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of

proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

- They, or persons having powers of representation, decision or control over them, have been convicted of an offence concerning their professional conduct by a judgment of a competent authority which has the force of res judicata; (i.e. against which no appeal is possible);
- They have been guilty of serious professional misconduct proven by any means which the contracting authority can justify;
- They have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- That they, or persons having powers of representation, decision-making or control over them, have been the subject of a judgment which has the force of res judicata for fraud, corruption, participation in a criminal organisation, money laundering or any other illegal activity, where such illegal activity is detrimental to the EU's financial interests;
- Are currently subject to an administrative penalty;
- Contracts may not be awarded to candidates, applicants or bidders who, during the procurement or grant award procedures, were not selected, or
- Are subject to a conflict of interest;
- Are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the contract procedure or fail to supply this information;
- Are in one of the situations of exclusion from this procurement procedure or grant award procedure.

## **16. Confidentiality of information**

The consultant must respect the confidentiality of the information to which he has access due to the execution of the contract.

The consultant undertakes to respect the strictest confidentiality with respect to all technical, commercial or other information that is recorded as part of the execution of the Service.

## **17. Notification of the award and formalization of the contract**

The participants will be notified of the decision to award the contract within a maximum of five calendar days following the opening of tenders session (point 7 of these specifications).

In the notification of the award addressed to the successful bidder, the interested party will be summoned so that, within a maximum period of five calendar days following its receipt, it can tender the contract.

## **18. Labour, social, fiscal, personal data protection, and environmental obligations of the consultant**

The consultant will be obliged to comply with the provisions in force regarding social and tax security and, for companies, also in labour, safety and health at work, social integration of people with disabilities, effective equality of women and men, of protection of personal data, and in environmental matters.

## **19. Work program**

Candidates selected shall submit, before signing the contract, a program in accordance with the provisions established, in which those responsible, conditions and terms of service shall be indicated.

## **20. Protection of personal data**

The consultant is obliged to comply with the requirements set forth in current regulations regarding the protection of personal data and, in particular, those contained in Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), and the regulation on data protection applicable in Jordan and Palestine.

In any case, the consultant will not be able to access documents, files, systems and media that contain personal data without express authorization.

## **21. Maintenance of quality standards in the provision of the service**

The consultant must maintain quality standards and benefits equivalent to the financial criteria that served as the basis for the award of the contract.

The tenderer - in the case of a company - must have substitute personnel with sufficient qualifications and experience to be able to replace the people who provide the services under the contract in cases of vacations, absences and / or illnesses.

## **22. Subcontracting or assignment of the contract**

The transfer of the contract to other parties is prohibited. Winning consultant may subcontract up to 50% of the contract value to qualified persons or entities subject to the prior approval of PHG.

## ANNEX 1

### TIME PLAN FOR OUTPUTS TO BE DELIVERED UNDER TECHNICAL STUDY

| <b>Nbr</b> | <b>Activity</b>                                 | <b>Output</b>              | <b>start</b> | <b>end -<br/>deadline</b> |
|------------|---|----------------------------|--------------|---------------------------|
| 1          | Technical Literature Review                     | List of Bibliography       | Nov. 2020    | Dec. 2020                 |
| 2          | Meeting Stakeholders                            | Minutes of Meetings        | Nov. 2020    | Apr. 2021                 |
| 3          | Compiling information, writing the report, etc. | Technical progress reports |              |                           |
| 3          | Drafting the technical study report             | Draft Report               |              |                           |
| 4          | Finalizing Study report                         | Final Study Report         |              |                           |

## ANNEX 2

### TIME PLAN FOR OUTPUTS TO BE DELIVERED UNDER LEGAL STUDY

| <b>Nbr</b> | <b>Activity</b>                                 | <b>Output</b>              | <b>start</b> | <b>end - deadline</b> |
|------------|---|----------------------------|--------------|-----------------------|
| 1          | Legal Literature Review                         | List of Bibliography       | Nov. 2020    | Dec. 2020             |
| 2          | Meeting Stakeholders                            | Minutes of Meetings        | Nov. 2020    | Apr. 2021             |
| 3          | Compiling information, writing the report, etc. | Technical progress reports |              |                       |
| 3          | Drafting the legal study report                 | Draft Report               |              |                       |
| 4          | Finalizing Study report                         | Final Study Report         |              |                       |



### ANNEX 3

## **Declaration on honour on mandatory criteria, exclusion criteria, selection criteria and conflict of interest.**

The undersigned [*insert name of the signatory of this form*], representing:

|  |   |
|--|---|
| ( <i>only for natural persons</i> ) himself or herself | ( <i>only for legal persons</i> ) the following legal person:   |
| Name:<br>ID or passport number:<br><br>(‘the person’)  | Full official name:<br>Official legal form:<br>Statutory registration number:<br>Full official address:<br>VAT registration number:<br><br>(‘the person’) |

The person is not required to submit the declaration on exclusion criteria if the same declaration has already been submitted for the purposes of another award procedure of the same contracting authority<sup>1</sup>, provided the situation has not changed, and that the time that has elapsed since the issuing date of the declaration does not exceed one year.

In this case, the signatory declares that the person has already provided the same declaration on exclusion criteria for a previous procedure and confirms that there has been no change in its situation:

| <b>Date of the declaration</b> | <b>Full reference to previous procedure</b> |
|--------------------------------|---|
|                                |   |

The signatory declares that the person has already provided the documentary evidence for a previous procedure and confirms that there has been no change in its situation (if this is your case):

| <b>Document</b>                           | <b>Full reference to previous procedure</b> |
|---|---|
| <i>Insert as many lines as necessary.</i> |   |

#### **Selection criteria**

|  |     |    |     |
|--|-----|----|-----|
| declares that the above-mentioned person complies with the selection criteria applicable to it individually as provided in the tender documents: | YES | NO | N/A |
|--|-----|----|-----|

<sup>1</sup> The same institution or agency.



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|  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| (a) It has the legal and regulatory capacity to pursue the professional activity needed for performing the contract as required in sections 6 and 7 of the contract notice | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (b) It fulfills the applicable technical and professional criteria indicated in section 11 of the contract notice  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| (c) It has no conflict of interest in carrying out the works described in this tender and working with the parties mentioned in section 2 (Background).                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

|   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| the above-mentioned person is the <b>sole tenderer</b> or the <b>leader in case of a consortium</b> , declares that:  | YES                      | NO                       | N/A                      |
| (d) the tenderer, including all members of the group in case of consortium and including subcontractors if applicable, complies with all the selection criteria, the mandatory requirements indicated in section 15, and is not in any of the cases indicated in section 16 “Grounds for Exclusion” for which a consolidated assessment will be made as provided in the tender documents. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Evidence for selection**

The signatory declares that the above-mentioned person is able to provide the necessary supporting documents listed in the relevant sections of the tender documents and which are not available electronically upon request and without delay.

The person is not required to submit the evidence if it has already been submitted for another procurement procedure of the same contracting authority<sup>2</sup>. The documents must have been issued no more than one year before the date of their request by the contracting authority and must still be valid at that date.

The signatory declares that the person has already provided the documentary evidence for a previous procedure and confirms that there has been no change in its situation:

| Document                                  | Full reference to previous procedure |
|---|--------------------------------------|
| <i>Insert as many lines as necessary.</i> |                                      |

***The above-mentioned person may be subject to rejection from this procedure and to administrative sanctions (exclusion or financial penalty) if any of the declarations or information provided as a condition for participating in this procedure prove to be false.]***

Full name

Date

Signature

<sup>2</sup> The same institution or agency.

## ANNEX 4

# FINANCIAL OFFER

### Reference of the Call of Tenders

“CALL FOR TENDERS TO CONTRACT A SERVICE FOR TECHNICAL AND LEGAL FEASIBILITY STUDY OF WASTE MANAGEMENT FOR THE DEMONSTRATIVE ACTION IN PALESTINE WITHIN THE MEDTOWN PROJECT “CO-PRODUCTION OF SOCIAL POLICIES WITH social and solidarity ACTORS TO COMBAT POVERTY, INEQUALITY AND SOCIAL EXCLUSION”, CO-FINANCED BY THE EUROPEAN UNION THROUGH THE ENI cbc MED Programme 2014-2020”

In response to the above mentioned call of tenders we hereby submit the financial offer. This offer is valid for a period of 120 days from the final date for submission of tenders.

| Cost Category                      | Output - Item  | Value in Euros (excluding VAT) |
|------------------------------------|--|--------------------------------|
| External Services                  | LOT 1: Technical Feasibility Study of Waste Management for the demonstrative action in Palestine | ..... €                        |
|                                    | LOT 2: Legal Feasibility Study of Waste Management for the demonstrative action in Palestine     | ..... €                        |
| <b>Total Value (excluding VAT)</b> |  | ..... €                        |

Place, date

Signature and stamp of the tenderer