

**SERVICE CONTRACT NOTICE**  
**MONTEAQUA E-SERVICES**  
**INSTITUTE OF MARINE BIOLOGY, KOTOR, MONTENEGRO**

**1. Reference**

004-MA/2018

**2. Procedure**

Competitive negotiated.

**3. Programme title**

“Marine Biodiversity Conservation Center “Boka Aquarium” (MonteAqua)” (MNE-17/0004)

**4. Financing**

MNE-7-17/0004 budget lines 3.2.3; 3.2.4; 5.3.

**5. Contracting Authority**

University of Montenegro, Institute of Marine Biology.

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**CONTRACT SPECIFICATION**

**6. Nature of contract**

Global price.

**7. Contract description**

The purposes of this contract are as follows: Purpose 1: Support activity 3.1. Development of communication platform for stakeholders' participation in water biodiversity conservation, with the following; Purpose 2: Support activity 3.2. Development of WEB portal “Aquariums of Montenegro”; Purpose 3: Support project by providing video services.

**8. Number and titles of lots**

One lot only.

**9. Maximum budget**

26,000 EUR.

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## CONDITIONS OF PARTICIPATION

### 10. Eligibility

Participation in tendering is open on equal terms to legal persons (participating either individually or in a grouping (consortium) of tenderers which are established in a Member State of the European Union, in a Candidate Countries<sup>1</sup> or in a country of the European Economic Area (EEA).

### 11. Number of tenders

No more than one tender can be submitted by a natural or legal person whatever the form of participation (as an individual legal entity or as leader or member of a consortium submitting a tender). In the event that a natural or legal person submits more than one tender, all tenders in which that person has participated will be excluded.

### 12. Grounds for exclusion

As part of the tender, tenderers must submit a signed declaration, included in the tender form, to the effect that they are not in any of the exclusion situations listed in Section 2.3.3. of the Practical Guide.

### 13. Sub-contracting

Subcontracting is allowed.

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## PROVISIONAL TIMETABLE

### 14. Provisional commencement date of the contract

13 February 2018

### 15. Implementation period of the tasks

16 months

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## SELECTION AND AWARD CRITERIA

### 16. Selection criteria

The following selection criteria will be applied to the tenderers. In the case of tenders submitted by a consortium, these selection criteria will be applied to the consortium as a whole. If not specified otherwise. The selection criteria will not be applied to natural persons and single-member companies when they are sub-contractors.

**1) Economic and financial capacity of the tenderer** (based on item 3 of the tender form). In case of tenderer being a public body, equivalent information should be provided. The reference

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<sup>1</sup> as listed on <http://ec.europa.eu/environment/enlarg/candidates.htm>

period which will be taken into account will be the last three years for which accounts have been closed.

- Tenderer (i.e., the consortium as a whole, in the case of a tender from a consortium): will not be economically dependent on the Contracting Authority in the event that the contract is awarded to it; and has sufficient financial stability to handle the proposed contract, confirmed by:
  - Annual turnover in the year before last year and in the last year at least 25,000 EUR (exceeding the annualised maximum budget of the contract)
  - Current ratio (current assets/current liabilities) in the last year at least 1

## **2) Professional capacity of the tenderer** (based on items 4 of the tender form).

The reference period which will be taken into account will be the last three years from submission deadline.

- Tenderer (i.e., the consortium as a whole, in the case of a tender from a consortium) has sufficient ongoing staff resources and expertise to be able to handle the proposed contract, and is not a so-called 'body shop', i.e. a tenderer with no real expertise in fields related to the contract but which simply identifies and proposes experts to fit the project description, confirmed by:
  - Permanent staff in the past and current year: at least 100, out of which 50 relevant engineers in the field of web and mobile (iOS and Android) development
  - Relevant staff in the past and current year: at least 50 engineers in the field of web and mobile (iOS and Android) development

## **3) Technical capacity of candidate** (based on items 5 and 6 of the tender form). The reference period which will be taken into account will be the last three years from submission deadline.

- Tenderer (i.e., the consortium as a whole, in the case of a tender from a consortium) has sufficient expertise and experience to be able to handle the proposed contract, confirmed by:
  - For Result 1
    - Minimum of five years' work experience in the area of software development
    - At least one working platform which can support the features stated in the Objective of the assignment text
    - At least two projects in the field of online collaboration
    - At least two projects in the field of digital content distribution through the network
    - Experience in the creation, setting up and maintenance of distributed systems
    - Fluency in Montenegrin and English is essential; Working knowledge of other UN languages is an asset
  - For Result 2
    - Experience in the graphic design and technical implementation of user interfaces in a web-based environment
    - Good understanding of the concepts of user experience, user interface design principles and conceptual design.
    - Expert knowledge in HTML 5, CSS, PHP, MySQL, JavaScript, AJAX and (jQuery) technologies

- Knowledge of industry-standard design tools such as Adobe Photoshop, Illustrator and Dreamweaver with eye for design and attention to details as essential skill
  - A minimum of five years' work experience in the area of WEB portal development (design; security and administration; Google analytics; Search Engine Optimization)
  - Knowledge of the Content Management System, particularly with respect to page template design, will be considered an asset.
  - At least ten references of developed WEB portals.
  - Documented experience in development and maintenance of WEB sites for public sector in Montenegro is strong asset.
  - Demonstrated ability to conduct communications, understand the End Users needs to match with adequate technical solutions
  - Fluency in Montenegrin and English is essential; Working knowledge of other UN languages is an asset
- For Result 3
    - Experience in organizing and preparing video products
    - Experience in implementing at least three (3) projects of similar nature
    - Expert knowledge in development documentary scripts
    - Expert knowledge in video filming
    - Experience in using drones is strong asset
    - Expert knowledge in video editing
    - Fluency in Montenegrin and English is essential; Working knowledge of other UN languages is an asset

Previous experience which would have led to breach of contract and termination by a Contracting Authority shall not be used as reference. This is also applicable concerning the previous experience of experts required under a fee-based service contract.

An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to the Contracting Authority that it will have at its disposal the resources necessary for performance of the contract, for example by producing a commitment on the part of those entities to place those resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility - notably that of nationality - and must fulfil the same relevant selection criteria as the economic operator. With regard to technical and professional criteria, an economic operator may only rely on the capacities of other entities where the latter will perform the works or services for which these capacities are required. With regard to economic and financial criteria, the entities upon whose capacity the tenderer relies, become jointly and severally liable for the performance of the contract.

## **17. Award criteria**

Best price-quality ratio.

## TENDERING

### 18. Deadline for receipt of tenders

The deadline for receipt of tenders is specified in point 8 of the Instruction to Tenderers.

### 19. Tender format and details to be provided

Tenders must be submitted using the standard tender form for Competitive Negotiated Procedures, the format and instructions of which must be strictly observed. The tender form is available from the following Internet address:

<http://www.ucg.ac.me/objava/blog/1221/objava/14464-centar-za-zastitu-bioloske-raznovrsnosti-mora-boka-akvarijum-monteaqua>

under the zip file called MonteAqua-Simplified-Tender-dossier.zip.

The tender must be accompanied by a declaration of honour on exclusion and selection criteria using the template available from the following Internet address:

<http://www.ucg.ac.me/objava/blog/1221/objava/14464-centar-za-zastitu-bioloske-raznovrsnosti-mora-boka-akvarijum-monteaqua>

under the file called 17-D-II-Declaration-honour.doc.

Any additional documentation (brochure, letter, etc.) sent with a tender will not be taken into consideration.

### 20. How tenders may be submitted

Tenders must be submitted in English exclusively to the Contracting Authority, using the means specified in point 8 of the Instructions to Tenderers.

Tenders submitted by any other means will not be considered.

By submitting a tender tenderers accept to receive notification of the outcome of the procedure by electronic means.

### 21. Alteration or withdrawal of tenders

Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders. No tender may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with point 8 of the Instructions to Tenderers. The outer envelope (and the relevant inner envelope if used) must be marked 'Alteration' or 'Withdrawal' as appropriate.

### 22. Operational language

All written communications for this tender procedure and contract must be in English.

### 23. Legal basis

Grant Agreement from 4 December 2017 between The Norwegian Ministry of Foreign Affairs



and Univerzitet Crne Gore, Institute of Marine Biology regarding MNE-17/0004 IMB – Marine Biodiversity Conservation Center “BokaAquarium” – MonteAqua.

#### **24. Additional information**

The contracting authority opening hours are Monday – Friday, 09:00-15:00.