



Tender – Consultancy Services

Sturgeon monitoring in the following two locations:

(1) The Black Sea and (2) the free-flowing section of the Rioni River and its estuary

Date: 06 June 2024

Annex 1 – Terms of Reference

Annex 2 - WWF Fraud and Corruption Prevention and Investigation Policy

Tender – Consultancy Services

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1) INTRODUCTION

The WWF Caucasus Programme Office (Id. Code 203845964) (referred to as the “CLIENT”) is announcing a tender and inviting qualified suppliers (hereinafter referred to as “BIDDER”) to submit proposals for provision of Consultancy Services, the main task is to conduct fieldwork for sturgeon monitoring in the following two locations: (1) The Black Sea and (2) the free-flowing section of the Rioni River and its estuary (hereinafter referred to as “BID”). The CLIENT invites qualified interested parties to submit proposals for both scopes separately.

2) GENERAL CONDITIONS

- 1) The participants of the current Tender shall be independent experts/ consultants/companies. The Bidder shall submit the tender proposal (“BID”) based on terms and conditions defined in the present Tender Rules.
- 2) The CLIENT reserves the right to reject or accept any proposal. The CLIENT reserves the right to proceed with the implementation of any Service, in whole or in part, as described in the Tender BID.
- 3) The CLIENT reserves the right to engage in discussions with any BIDDER to clarify responses or discuss certain issues with regards to the proposal or services requested. The CLIENT has no obligation to notify the other BIDDERS of the discussions, clarifications, or other information provided by a BIDDER. Any additional information required for preparation of the Tender BID shall be distributed to all participants at the same time.
- 4) The CLIENT reserves the right to award the proposal based on experience, qualification, completion date, service cost and other criteria, and not necessarily the lowest cost.
- 5) Based on the Tender BID the CLIENT is entitled to change/replace or omit any clause/part of the preliminary defined scope of services of the proposal. The CLIENT shall conduct negotiations with Tender participants to achieve the full compliance to the requirements.
- 6) The issuance of this TENDER or any negotiations with a Tender participant after the closing date does not bind or commit the CLIENT to enter into negotiations or place an order with the BIDDER who submits the BID.
- 7) The CLIENT reserves the right in the event the successful CONSULTANT fails to comply with the terms and conditions as listed, to cancel this contract and award it to another CONSULTANT without penalty or action against the CLIENT. The TENDER does not constitute an agreement or order.
- 8) The Tender BID is not a binding agreement between the parties, submission of a proposal or response by a proponent is voluntary.
- 9) By submitting a bid, the BIDDER is deemed to have acknowledged all of the undertakings, specifications, terms and conditions, WWF Fraud and Corruption Prevention and Investigation Policy (**Annex 2**) contained in the tender, and to be bound by them if the BID is accepted. All expenses incurred by the Bidder in connection with the preparation of its proposal are to be borne by the Tender participant, and the CLIENT shall not incur any obligation whatsoever toward the Bidder regardless of whether such bid is accepted or rejected.

3) SUBMISSION OF TENDER PROPOSAL/BID

- 1) Submission of the Tender proposal shall correspond to the instructions below, by submitting the el. Version.
- 2) The BID submission deadline is: 14 June, 2024 by 18:00 (Tbilisi Time). The Tender Proposal shall be submitted to the following mail: procurement@wwfcaucasus.org

4) COMMUNICATION AND ENQUIRES

- 1) All enquires and communication regarding this tender are to be submitted in electronically to the following e-mail: procurement@wwfcaucasus.org . All questions shall be submitted prior 2 (two) working days till expiry of Tender submission deadline.
- 2) Any information and responses to enquiries will be made in writing and distributed by email to all proponents. Enquiries after the foregoing deadline will not receive a response.
- 3) The Tender Proposal shall be valid within 45 (forty-five) calendar days.

5) FORMAT OF THE TENDER PROPOSAL/BID

The BID submitted by the Tender participant must be structured as per the below provided instructions:

- 1) **General Information about the Tender Participant(s)** - General information about the Bidder, covering qualification and experience, CV.
- 2) **Experience:**
 - a. **Description of the complete projects:** the list and general information about the complete projects, description of the role in the project, other accomplishments of the Consultant;
 - b. **References** – Minimum 3 Recommendation letters to be provided **upon additional request**;
- 3) **Proposal outlining scope supply** – Description including detailed descriptions of scope and working process, stages, deliverables, exclusions, and conditions;
- 4) **Service Provision Timeline** - provision of detailed time schedule for the proposed services;
- 5) **Commercial Proposal** - the prices shall be provided in GEL , the total price shall include all costs related to service provision including applicable taxes.

6) GENERAL DESCRIPTION OF SERVICE SCOPE

The main task is to conduct fieldwork for sturgeon monitoring in the following two locations: (1) The Black Sea and (2) the free-flowing section of the Rioni River and its estuary.

Interested tender participants are entitled to submit tender proposals for only one scope or for both. Evaluation will be made for each lot.

DETAILED SCOPE OF SUPPLY is defined in the attached TERMS OF REFERENCE (ToR) / ANNEX 1

7) PROJECT/ ASSIGNMENT TIMELINE

The BIDDER shall provide detailed service provision detailed timeline per milestones and phases.

8) COMMERCIAL PROPOSAL

The proposed prices shall be provided in GEL, the total price shall include all costs related to service provision including relevant taxes. The Tender participant shall provide a price breakdown (service fee and taxes).

Price proposal shall be provided for both scopes separately: 1) The Black Sea and (2) the free-flowing section of the Rioni River and its estuary.

The Payment Term: shall be defined by the contract to be concluded between the CLIENT and the consultant.

9) EVALUATION PROCESS

During evaluation process the Tender Committee shall evaluate:

- ✓ Qualification and experience
- ✓ The completion and compliance of the Tender Proposal
- ✓ Price Proposal
- ✓ Timeline

After the initial evaluation of the proposals, the CLIENT may conduct additional communication with BIDDERS for further clarifications.

10) ADDENDUM

In the event the CLIENT is required to issue notifications of changes or corrections to the tender package, such addendums shall be emailed. Each addendum shall contain a notification which requires the BIDDER to sign and include each addendum with the BID. It is mandatory that the CLIENT receives confirmation (email) that the Tender Participant has indeed received the addendum. Failure to comply with the instructions on an addendum may result in rejection of the BID.

11) DOCUMENTATION AND CONFIDENTIALITY

All documents completed based on requirements of the present Tender shall be the property of the CLIENT, and shall not without the consent of the CLIENT be used, reproduced or made available to third parties beyond what is necessary in respect of the fulfilment of the Project. All documents issued and information given to the BIDDER shall be treated as confidential.

12) ADDITIONAL REQUIREMENTS

The Tender participants shall provide additional information and the below listed documentation **upon additional request**:

- Copy of ID and information on Residence
- Full banking details
- If any court cases Official Statement concerning legal proceedings within the last 5-year period. In case of any court cases the Tender participant shall provide additional information
- Reference letters