



Caribbean Community  
Climate Change Centre  
(CCCCC)



INTRA-ACP GCCA+ PROGRAMME An initiative of the ACP Group of States funded by the European Union's European Development Fund

**Project: Enhancing Climate Resilience in CARIFORUM Countries**

## **CONTRACT NOTICE**

### **CALL FOR TENDER: GENERAL INFORMATION**

#### **I.1) Name and address Contracting Authority**

**Official name:** The Caribbean Community Climate Change Centre (CCCCC)

**Postal address:** P.O. Box 563

**Town:** Belmopan

**Postal Code:** n/a

**E-mail:** [procurement@caribbeanclimate.bz](mailto:procurement@caribbeanclimate.bz)

**Internet address:** <https://www.caribbeanclimate.bz/>

#### **II.1.1) Title:**

**CONDUCT OF KNOWLEDGE, ATTITUDE AND PRACTICES SURVEYS RELATED TO CLIMATE VARIABILITY AND CHANGE AND DEVELOPMENT OF AWARENESS STRATEGIES**

#### **II.1.4) Short description of the contract**

As Small Islands and Developing States, countries in the CARIFORUM region are highly vulnerable to climate variability and change and. It is therefore important to give due attention to building resilience at all levels of societies in these countries. An important strategy in building resilience is to have societies that are well informed on matters pertaining to climate change and are willing to adopt practices that can aid in meeting the related challenges whilst making use of opportunities that climate change can present. The assignment therefore aims to build necessary capacities so that identified countries can enhance their national awareness of climate variability and change. The exercise will require keen attention to participatory approaches, taking into account the opinions of actors such as women, children and other groups that may be more vulnerable to climate change. Furthermore, key knowledge generated will be document and analysed to shared with partners from the Global GCCA+ Programme.

Whilst elements of the project's awareness activities will benefit all sixteen (16) CARIFORUM countries, the exercise as described in this ToR will be undertaken in five countries<sup>1</sup>:

Over the planned seven-month duration of the exercise, KAP surveys and Public Awareness and Outreach strategies/National Climate Awareness Programmes will be undertaken for five countries 1) The Bahamas, 2) Cuba<sup>2</sup>, 3) Dominican Republic, 4) Saint Kitts & Nevis, and 5) the Republic of Trinidad and Tobago, whilst capacities in furthering climate change awareness will be built via a Training of Trainers Programme across the 16 CARIFORM countries. The expected results are:

- **Result 1:** The needs pertaining to climate variability and climate change education of the prioritised countries are identified via comprehensive studies/surveys of Knowledge, Attitude and Practices.

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<sup>1</sup> Whilst all 16 countries face related challenges, prioritisation of the countries were based on absence of KAP surveys in the past decade, current level of related investments and overall conditions that would facilitate/inhibit the exercise.

<sup>2</sup> Firms should bear in mind that Cuba and the Dominica Republic are Spanish speaking countries, hence it will be necessary for relevant reports to also be translated into Spanish.

- **Result 2:** Robust national climate awareness programmes/public education and outreach strategies to support combatting the effects of climate variability and climate change have been elaborated.
- **Result 3:** Enhanced climate awareness to be able to effectively integrate climate variability and climate change into national development planning via a training of trainers' programme.

#### **II.1.5) Estimated total value**

USD558,800

#### **IV.1.1.) Type of Procedure**

**Open**

#### **II.1.6) Information about lots**

**This contract is divided into lots: No**

### **CALL FOR TENDER: INFORMATION PER LOT**

#### **II.2) Description**

On Lot only.

#### **II.1.3) Type of contract**

Services

#### **II.2.3) Place performance**

**Geographical zone benefitting from the action: CARIFORUM**

#### **II.2.5) Award Criteria**

Best price-quality ratio.

#### **II.2.14) Additional information**

Additional services/works

Subsequent to the initial contract resulting from the current tender procedure, new services or works consisting in the repetition of similar services or works, up to the estimated amount of USD100,000, may be entrusted to the initial contractor by negotiated procedure without prior publication of a contract notice, provided the new services or works are in conformity with the same basic project.

#### **IV.2.2) Time limit for submission of tenders or requests to participate**

**Date: 14<sup>th</sup> December 2020**

**Local Time: 5:00 Pm Belize Time**

#### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 3 months (from the date stated for receipt of tender)

#### **IV.2.7) Conditions for opening of tenders**

**Date: Virtual Session. Date to be communicated via posting to**

**<https://www.caribbeanclimate.bz/blog/category/procurement/>**

## **Additional information about the Contract Notice**

### **CONDUCT OF KNOWLEDGE, ATTITUDE AND PRACTICES SURVEYS RELATED TO CLIMATE VARIABILITY AND CHANGE AND DEVELOPMENT OF AWARENESS STRATEGIES**

#### **Location - CARIFORUM**

##### **1. Nature of contract**

Global price

##### **2. Programme title**

Enhancing Climate Resilience in CARIFORUM Countries (FED/2018/404-539)

##### **3. Financing**

11<sup>th</sup> EDF: Intra-ACP GCCA+ Programme in the Caribbean

##### **4. Eligibility and rules of origin**

Participation in tendering is open on equal terms to all natural and legal persons (participating either individually or in a grouping – consortium – of candidates/tenderers) which are established in one of the Member States of the European Union, ACP States or in a country or territory authorised by the ACP-EC Partnership Agreement under which the contract is financed (see also heading ‘Legal basis’ below). Participation is also open to international organisations.

For UK candidates or tenderers: Please be aware that following the entry into force of the EU-UK Withdrawal Agreement\* on 1 February 2020 and in particular Articles 127(6), 137 and 138, the references to natural or legal persons residing or established in a Member State of the European Union and to goods originating from an eligible country, as defined under Regulation (EU) No 236/2014\*\* and Annex IV of the ACP-EU Partnership Agreement\*\*\*, are to be understood as including natural or legal persons residing or established in, and to goods originating from, the United Kingdom \*\*\*\*. Those persons and goods are therefore eligible under this call.

\* Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community.

\*\* Regulation (EU) No 236/2014 of the European Parliament and of the Council of 11 March 2014 laying down common rules and procedures for the implementation of the Union's instruments for financing external action.

\*\*\* Annex IV to the ACP-EU Partnership Agreement, as revised by Decision 1/2014 of the ACP-EU Council of Ministers (OJ L196/40, 3.7.2014)

\*\*\*\* including the Overseas Countries and Territories having special relations with the United Kingdom, as laid down in Part Four and Annex II of the TFEU]

##### **5. Candidature**

All eligible natural and legal persons (as per item 4 above) or groupings of such persons (consortia) may apply.

A consortium may be a permanent, legally-established grouping or a grouping which has been constituted informally for a specific tender procedure. All partners of a consortium (i.e., the leader and all other partners) are jointly and severally liable to the contracting authority.

The participation of an ineligible natural or legal person will result in the automatic exclusion of that person. In particular, if that ineligible person belongs to a consortium, the whole consortium will be excluded.

## **6. Number of applications or tenders**

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

In case of lots, the candidates or tenderers may submit only one application or tender per lot. Contracts will be awarded lot by lot and each lot will form a separate contract.

## **7. Tender guarantee**

No Tender guarantee is required.

## **8. Performance guarantee**

The successful tenderer will be asked to provide a performance guarantee of 5% of the amount of the contract at the signing of the contract. This guarantee must be provided together with the return of the countersigned contract no later than 30 days after the tenderer receives the contract signed by the contracting authority. If the selected tenderer fails to provide such a guarantee within this period, the contract will be void and a new contract may be drawn up and sent to the tenderer which has submitted the next cheapest compliant tender.

## **9. Information meeting and/or site visit**

A mandatory information meeting will be held in January 2020.

## **10. Tender validity**

Tenders must remain valid for a period of 3 months after the deadline for submission of tenders. In exceptional circumstances, the contracting authority may, before the validity period expires, request that tenderers extend the validity of tenders for a specific period.]

## **11. Shortlist alliances prohibited**

Any tenders received from tenderers having a different composition than the ones mentioned in the short-listed application forms will be excluded from this restricted tender procedure, unless prior approval from the contracting authority has been obtained – see practical guide 2.6.3. Short-listed candidates may not form alliances or subcontract to each other for the contract in question.

## **12. Grounds for exclusion**

Candidates or tenderers must submit a signed declaration, included in the application form or tender form, to the effect that they are not in any of the situations listed in Section 2.6.10.1. of the **practical guide (PRAG)**.

Candidates or tenderers included in the lists of EU restrictive measures (see Section 2.4. of the PRAG) at the moment of the award decision cannot be awarded the contract.

## **13. Sub-contracting**

Sub-contracting is allowed.

## **14. Number of candidates to be short-listed**

On the basis of the applications received, between 4 and 8 candidates will be invited to submit detailed tenders for this contract. If the number of eligible candidates meeting the selection criteria is less than the minimum of 4, the contracting authority may invite the candidates who satisfy the criteria to submit a tender. If the number of eligible candidates meeting the selection criteria is more than the maximum allowed, the contracting authority will rank them using the re-examination criteria stated below.

## **15. Provisional date of invitation to tender**

December 18<sup>th</sup>, 2020.

**16. Provisional commencement date of the contract**

February 22<sup>nd</sup> , 2021.

**17. Period of implementation of tasks**

Seven (7) months.

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**SELECTION AND AWARD CRITERIA**

**18. Selection criteria**

The following selection criteria will be applied to candidates. In the case of applications 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** (based on item 3 of the service application form, on item 3 of supply tender form). In case of candidate being a public body, equivalent information should be provided. The reference period which will be taken into account will be the last three years for which accounts have been closed.

Criteria for legal and natural persons:

- 1.1 The average annual turnover of the tenderer must exceed USD 200,000 for the last 3 years
- 1.2 Access to credit or cash reserves of an amount of at least USD 250,000. (As per the instructions in Section 3 of the Application Form, please provide any other clarification or explanation which is judged necessary to demonstrate this criterion.)

- 2) Professional capacity** (based on items 4 and 5 of the application form for service contracts and on items 4 and 5 of the tender form for supply contracts). The reference period which will be taken into account will be the last three years preceding the submission deadline.

Criteria for legal and natural persons:

- 2.1 At least 4 staff currently work for the tenderer in fields related to this contract

- 2) Technical capacity** (based on items 5 and 6 of the application form for service contracts and on items 5 and 6 of the tender form for supply contracts). The reference period which will be taken into account will be the last three years from submission deadline.

Criteria for legal and natural persons:

- 3.1 The candidate has provided services in the Design and Conduct of KAP Surveys related to Climate Change and Climate Vulnerability - under at least 2 contracts which were implemented at any moment during the reference period (last three years from the submission deadline).
- 3.2 The candidate has provided services for the preparation of Public Awareness and Outreach strategies or National Climate Awareness Programmes related to Climate Change and Climate Vulnerability - under at least 2 contracts which were implemented at any moment during the reference period (last three years from the submission deadline).

Previous experience which caused breach of contract and termination by a contracting authority shall not be used as reference.

### **Capacity-providing entities**

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. If the economic operator relies on other entities 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 by producing a commitment by 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 and notably that of nationality as the economic operator relying on them and must comply with the selection criteria for which the economic operator relies on them. Furthermore, the data for this third entity for the relevant selection criterion should be included in a separate document. Proof of the capacity will also have to be provided when requested by the contracting authority.

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 tasks for which these capacities are required.

With regard to economic and financial criteria, the entities upon whose capacity the economic operator relies, become jointly and severally liable for the performance of the contract.

If more than 8 eligible candidates meet the above selection criteria, the relative strengths and weaknesses of the applications of these candidates must be re-examined in order to rank their applications and identify the 8 best applications for the tender procedure. The only additional comparative criteria that will be taken into consideration during this re-examination, in the order in which they appear below, are:

No 1. the highest number of projects that meet criterion 3.1 and 3.2

No 2. The highest number of projects undertaken in the CARIFORUM Region for Technical Capacity

**N.B.:** additional comparative criterion No 1 shall be applied to all the eligible candidates that meet the selection criteria. If, after applying additional comparative criterion No 1, it is not possible to identify the 8 best candidates because two or more candidates are tied for the 8th position, additional comparative criterion No 2 shall be applied only to these tied candidates.

### **19. Award criteria**

Best price-quality ratio.

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## **APPLICATION AND TENDERING**

### **20. Applications format and details to be provided**

Applications must be submitted using the standard application form, the format and instructions of which must be strictly observed. The application form is available from the following Internet address:

<https://ec.europa.eu/europeaid/prag/document.do?isAnnexes=true>

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

<https://ec.europa.eu/europeaid/prag/document.do?isAnnexes=true>

Any documentation (brochure, letter, etc.) sent with an application in addition to what has been requested will not be taken into consideration.

### **21. How applications may be submitted**

**DUE TO COVID -19 Applications must be submitted electronically through the e-bid portal**

of the CCCCC.

**The Centre's electronic-procurement system shall be used to manage the submission, withdrawal, substitution, or modification of Bids.**

Applications must be uploaded as one (1) single PDF file to <http://www.caribbeanclimate.bz/bid-submission/>. Note that the applicant will be required to first register with the e-bid system. File must be named: **"SER008KAP(bidders name)"**

Applications submitted by any other means will not be considered.

By submitting an application candidate accept to receive notification of the outcome of the procedure by electronic means. Such notification shall be deemed to have been received on the date upon which the contracting authority sends it to the electronic address referred to in the application form.

## **22. Deadline for submission of applications**

**The Centre's electronic-procurement system shall be used to manage the submission, withdrawal, substitution, or modification of Applications at <https://www.caribbeanclimate.bz/bid-submission/>**

**DUE TO COVID -19 Applications must be submitted** electronically through the e-bid portal of the CCCCC **on or before the deadline for submission.**

**The deadline for submission of applications can be found in the Contract Notice under IV.2.2.**

Any application sent to the contracting authority after this deadline will not be considered.

## **23. Clarifications on the contract notice**

Clarifications may be sought from the contracting authority at the following email [tsanderson@caribbeanclimate.bz](mailto:tsanderson@caribbeanclimate.bz) at the latest 21 days before the deadline for submission of applications stated at section **IV.2.2) of the contract notice.**

Clarifications will be published on <https://www.caribbeanclimate.bz/category/opportunities/> at the latest 5 days before the deadline for the submission of applications.

## **24. Alteration or withdrawal of applications**

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

**The Centre's electronic-procurement system shall be used to manage the submission, withdrawal, substitution, or modification of Bids.**

Any such notification of alteration or withdrawal shall be prepared and submitted through the centre electronic procurement system at <https://www.caribbeanclimate.bz/bid-submission/>

## **25. Language of the procedure**

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

## **28. Legal basis<sup>3</sup>**

Annex IV to the Partnership Agreement between the members of the African, Caribbean and Pacific Group of States of the one part, and the European Community and its Member States, of the other part, signed in Cotonou on 23 June 2000 as amended in Luxembourg on 25 June 2005 and in Ouagadougou on 22 June 2010. Reference is made to Annex IV as revised by Decision 1/2014 of the ACP-EU Council of Ministers of 20 June 2014.

## **29. Additional information**

Financial data to be provided by the candidate in the standard application form must be expressed in USD. If applicable, where a candidate refers to amounts originally expressed in a different currency, the conversion to USD shall be made in accordance with the InforEuro exchange rate of December 2020, which can be found at the following address: <http://ec.europa.eu/budget/graphs/inforeuro.html>.

**Due to the COVID PANDEMIC: The Electronic Procurement System of the Centre shall be utilised at <https://www.caribbeanclimate.bz/bid-submission/>**

**The Centre's electronic-procurement system shall be used to manage the submission, withdrawal, substitution, or modification of Bids.**