###### **German Financial Cooperation with Georgia**

**Rehabilitation of Municipal Infrastructure in Batumi – Phase IV**

**BMZ No. 2013 70 162**

**Invitation for Expression of Interest**

**for**

**Consulting Services**

**Accompanying Training Measures for**

**Rehabilitation of Municipal Infrastructure Facilities in Batumi**

**Phase IV**

###### **Municipality of Batumi**

**November 2015**

**INVITATION for expression of interest**

1. The Project-Executing Agency *(PEA, §2)* hereby invites qualified independent consultants to submit a prequalification document for consulting services required (see §3.). Funds have been earmarked for this project by the German bilateral Financial Cooperation, provided through KfW Development Bank.
2. The Batumi Municipality City Hall takes the role of the Project Executing Agency represented by the following contact person:

Mr. Jaba Tugushi

Luka Asatiani Street No. 25

6010 Batumi, Georgia

Tel. +995 422 272607

j.tugushi@batumi.de

For the current tender the PEA is assisted by a Tender Agent (see §18).

1. The Project concerns the rehabilitation and extension of the water supply network and the rehabilitation of the sewer system in Batumi (new city boundaries). The Project covers the continuation of Project Phases I-III that aim at a continuous and demand-oriented supply of the population with hygienically sound water as well as an ecological and hygienically sound disposal and treatment of the wastewater of Batumi. The purpose of the Project is the qualitative and quantitative improvement of the water supply and wastewater disposal situation of the population of Batumi. Furthermore, the Project includes investments in water supply networks and the connection of the population in the Southern villages (Akhalisopeli, Gonio, and Kvariati) to a water supply system as well as to provide access to an appropriate wastewater collection and disposal for the population of the Chakvi villages (Chakvi, Greencape and Makinjauri) and the Southern villages. The Project shall thereby contribute to a sustainable and ecological municipal development as well as to the improvement of the sanitation situation of the population of Batumi and the above mentioned villages. The estimated total investment cost of the Project Phase IV amount to approximately EUR 30 m.

As in previous phases, the Municipality of Batumi will act as Project Executing Agency (PEA). Therefore, the Municipality will continue to be responsible for the proper implementation of the Project. In order to fulfil its tasks, the Municipality has already established a Working Group within the Programme, which shall continue to act as implementing unit within the PEA.

The local water utility Batumi Tskali takes the responsibility for operation of the water supply and wastewater disposal facilities in the entire service area, which comprises in the meantime besides Batumi City also the Chakvi and the Southern villages. Batumi Tskali is owned by the Municipality of Batumi.

The accompanying measures shall be focused on the following components:

* 1. Institutional support and training to the Municipality of Batumi (in particular, to the PEA working group) with regard to the efficient implementation and management of huge investments in the water and wastewater sector, as well as coordination with other municipal activities.
  2. Institutional support and training to the local water utility, Batumi Tskali, with regard to technical and financial operation of the (newly built and existing) water supply and wastewater disposal facilities and the concerning services;
  3. Advisory support and assistance to the Government of Ajara, the Municipality of Batumi and the local water utilities in Ajara in the establishment and organization of a new regional water alliance (e.g. Ajara Water Alliance, AWA) as well as definition and strengthening the role of the different water utilities in the frame of the envisaged organisation;
  4. Support of PR activities and public awareness raising of the City of Batumi and the local water utility;
  5. Institutional support and training with regard to the Stormwater system/component, which is implemented in parallel to the above mentioned Phase IV of the Rehabilitation programme by the Municipality of Batumi.
  6. Amongst others, institutional support and training regarding the following particular issues shall play a crucial role in the frame of the accompanying measures:
     1. Sewerage and Stormwater house connections;
     2. Separation and reduction of false connections (sewer and stromwater system);
     3. Implementation of the rehabilitation of the Chakvi Transmission main;
     4. Health and Safety standards for O&M of the water and wastewater system
     5. Support of operation of (existing) WWTP as well as improvement of bathing water quality
     6. Extension of DMA for all city areas and support of the operation of existing DMA zones, including reduction of NRW

1. The consultancy services requested under the current bidding comprise amongst others institutional services for:

* Project management
* Financial management
* Organisational development
* Operation management
* Capacity building and training of staff

All services shall be provided in very close coordination with the PEA. A know how transfer from the Institutional Consultant team to the PEA officers should be ensured during service provision of the Institutional Consultant. Furthermore, Consulting Services shall be performed in close coordination with the services of the Consultant team implementing the accompanying training measures.

The estimated duration of the services is 48 months.

1. Services are to be provided by a team comprising of international and local experts. The international consulting company is obliged to team up with an experienced local consulting company or local experts with proven expertise and experience, international and local short-term experts and other professional and administrative support staff. Efficient management and backstopping services shall be made available.

The firm’s experts shall be experienced in similar works under similar conditions. Services are to be provided by a team comprising of international and local experts. The core team shall comprise of:

* Team Leader – Institutional expert
* O&M expert
* NRW (non-revenue water) expert
* Project management expert
* Legal expert

Further short-term experts may be required for special advisory services.

Efficient and experienced management and backstopping staff shall be made available to supervise the team at home base and abroad.

1. Consultants are free to associate themselves with other firms to ensure that all required know-how and experience are available to them.
2. The prequalification document in English language shall have the following structure and content and shall be presented in the same sequence as shown below:
3. **Covering Letter**, comprising the firm’s name, address, contact person, telephone, fax and email if applicable mention the association for this project.
4. **Presentations of firms** (maximum 10 pages), inclusive clear statements of type, property and key task of the association, if applicable.
5. **Statements and Declarations:**

a) Declaration of submitting a proposal in case of being short-listed;

b) Statement on **affiliations** of any kind with other firms which may present a conflict of interest in providing the envisaged services.

c) In case of an **association** – the intended contractual arrangement with international and local firms, nominating the lead consultant and including letters of intent of participating firms (in case of local partners a fax copy of such letter of intent is sufficient).

d) Declaration to observe the highest standard of ethics during execution of the contract. Applicants should be aware that any fraudulent or corrupt activities disqualify them immediately from participation in the selection process and will be subject to further legal investigation. The said declaration shall be submitted and duly signed according to the following form:

**Declaration of Undertaking**

We underscore the importance of a free, fair and competitive procurement process that precludes abusive practices. In this respect we have neither offered nor granted directly or indirectly any inadmissible advantages to any public servant or other person nor accepted such advantages in connection with our bid, nor will we offer or grant or accept any such incentives or conditions in the present procurement process or, in the event that we are awarded the contract, in the subsequent execution of the contract. We also declare that no conflict of interest exists in the meaning of the kind described in the pertinent Guidelines[[1]](#footnote-1).

We also underscore the importance of adhering to minimum social standards ("Core Labour Standards") in the implementation of the project. We undertake to comply with the Core Labour Standards ratified by the country of Georgia.

We will inform our staff about their respective obligations and about their obligation to fulfil this declaration of undertaking and to obey the laws of the country of Georgia.

We also declare that our company/all members of the consortium has/have not been included in the list of sanctions of the United Nations, nor of the EU, nor of the German Government, nor in any other list of sanctions and affirm that our company/all members of the consortium will immediately inform the client and KfW if this situation should occur at a later stage.

We acknowledge that, in the event that our company (or a member of the consortium) is added to a list of sanctions that is legally binding upon the client and/or KfW, the client is entitled to exclude our company/the consortium from the procurement procedure and, if the contract is awarded to our company/the consortium, to terminate the contract immediately if the statements made in the Declaration of Undertaking were objectively false or the reason for exclusion occurs after the Declaration of Undertaking has been issued.

.............................. ................... .......................................................

(Place) (Date) (Name of company)

.......................................................

(Signature(s))

e) **Certified statement of financial capacity** of the lead consultant and all associated partners (consortium or joint venture partners, not sub-consultants) showing the average annual turnover in last three financial years (2012, 2013, 2014) of the lead consultant of more than 1.0 million EUR. Moreover, a balance sheet, statement of turnover or annual tax statement and a profit and loss account all of the last three financial years shall be presented. An average net profit is required for this period. Documents shall be completed by a Bank reference including statement on total and still available credit line / guarantee limit (of the international partners only).

1. **List of project references** carried out as Annex 1 covering the past 5 years and strictly related to the envisaged services (maximum 10 references).
2. **Brief CVs** on personnel proposed for backstopping and home office support.
3. **List of available personnel** **structure** (of each of the proposed partners separately) for the envisaged services (key staff) with information about education, professional experience, regional experience, years with firm, specific project related experience and experience in similar posts (see Annex 2). Information of each expert shall not exceed 15 lines. This list shall allow a profound judgement on the consultants’ general ability to provide the required personnel having the specific experience for the project in case of an offer. Personnel belonging to the firm or having a long cooperation gets more points. No CVs are requested for available key staff. In Annex 3 the overall staff resources and their development during the past three years shall be presented.

Interested consultants are requested to submit concise and clear, but substantial documents and to adhere to the above structure. Non-compliance with this invitation or faulty information shall lead to non-qualification. Any surplus of information not specific to the material requested will be penalized.

1. The prequalification proposal shall be submitted in one original and one copy (hard copy) to the Project-Executing Agency (see §2) latest by the date indicated in the advertisement. Further one soft-copy (CD-ROM in portable document format) shall be submitted. The softcopy shall consist of one single pdf file which contains identical documentation as provided in the hard copy (pdf file – maximum size 20 MB).

One further copy of the prequalification document (hard copy) and one soft copy (CD-ROM) shall be submitted to the Tender Agent (for address see §18) latest by the date indicated in the advertisement.

For the requirement of timely submission, only the submission to the PEA shall be relevant.

1. All cost for a site visit, obtaining information/data and preparation/submission of the prequalification document, meetings, negotiations, etc. in relation with the prequalification or the subsequent proposal shall be borne by the consultants.
2. At any time, PEA either at its own initiative or in response to clarifications requested by an interested consultant may clarify this invitation. Such information shall be sent in writing by facsimile or e-mail to all parties, which have informed PEA about their participation.

The Employer will respond in writing either at its own initiative or in response to request for clarification by an interested consultant provided that such request is received no later than fourteen (14) days prior to the deadline for submission of the applications.

1. It is planned to establish a short-list of not more than five prequalified consultants not later than four weeks after the submission date and to invite technical and financial proposals from these consultants.
2. The evaluation procedure for the prequalification process will follow the latest version of the„ Guidelines for the Assignment of Consultants in Financial Cooperation with Partner Countries (refer to homepage of KfW development bank, http://www.kfw-entwicklungsbank.de). Only financially capable firms which have submitted the necessary statements (see § 6 iii) satisfying the set conditions will be evaluated. Specific evaluation criteria and their individual weight are presented in the following table:

|  |  |
| --- | --- |
| **Criteria** | **Maximum Score** |
| **1. Evidence of relevant experience gained by consultants during the past 5 years** (experience of the firm according to references in Annex 1) | **45** |
| 1.1 Experience in handling similar projects, referring to institutional support and accompanying measures in the water sector | 30 |
| 1.2 Experience under various working-conditions in developing countries, preferably in the water sector. | 5 |
| 1.3 Experience with working-conditions in the regionpreferably in the water sector.  \*Region: Georgia, Azerbaijan, Armenia | 10 |
| **2. Suitability for this specific project** (experience of the available experts) | **55** |
| 2.1 Assessment of available technical expertise specific to this project (staff presented in Annex 2) | 25 |
| 2.2 Assessment of the personnel structure in regard to the tasks expected (human resources in general with respect to the project, Annex 3) | 15 |
| 2.3 Assessment of the key personnel in permanent employment and always available to monitor the team and provide back-up services from the home office. (see short CVs of back-stoppers) | 5 |
| 2.4 Form of the application documents: Are they complete, concise and related to the project? | 10 |

1. After having completed the evaluation of the prequalification documents, a short-list consisting of five highest ranked Consultants or less scoring a minimum of 70 points will be established. Short-listed firms will be invited to submit a technical and financial proposal; firms not pre-qualified will be informed accordingly.
2. PEA is not bound to select any consultant.
3. The preparation and the submission of the prequalification document is the responsibility of the applicant and no relief or consideration can be given for errors and omissions.
4. After opening the prequalification documents until preparation of the short-list of the qualified consultants, no communication of any type shall be entertained unless called for by PEA.
5. Contact data Tender Agent:

IMS - Ingenieure

Am Kranen 6

96047 Bamberg, Germany

Contact person: Mr. Stefan Meschke

E-mail: [s.meschke@eng-ms.de](mailto:s.meschke@eng-ms.de)

Telephone: ++49 951 222 00 191

1. List of Annexes:

Annex 1: List of project References

Annex 2: List of Available personnel structure

Annex 3: Consultant's Staff Resources

**Annex 1:** Sample of “List of project References”

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Ref. No.** | **Project title** | |  | | | | | |
| **Name of candidate** | **Country or region** | **Overall project value and consulting fee in EUR** | **Proportion carried out by candidate (%)** | **No. of staff provided** | **Name of Client** | **Origin of funding** | **Dates (start/end)** | **Name of partners if any** |
|  |  |  |  |  |  |  |  |  |
| **Detailed description of the project** | | | | | | **Type of services provided by the candidate in this project** | | |
|  | | | | | |  | | |

**Annex 2:** Sample of “List of Available personnel structure” (according to §5)

Please complete the format below for presenting your **project relevant** personnel resources (a presentation of a potential project team is not required (list all experts in the company covering the expertise shown below). Use only one line per person! The expected format is a searchable pdf (searchable image). Back-stoppers should not be included in this list!

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Expert** | **Age or Year of birth** | **Professional experience (years)** | **Employment with company (years)** | **Professional education/qualification and year of graduation** | **Position/function within company (years)** | **Project related experience/ experience in similar posts** | **Regional experience** | **Languages** |
| **Expertise 1** | | | | | | | | |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

*Project relevant expertise is pre-defined as follows (consultant are free to add additional expertise if they regard it as essentially necessary).*

|  |  |
| --- | --- |
| 1. Team Leader – Institutional expert 2. O&M expert 3. NRW (non-revenue water expert) 4. Project management expert 5. Legal expert 6. Other expert |  |

**Annex 3:** Consultant's Staff Resources

Regarding the personnel structure the Consultant is asked to provide an overview indicating education and/or fields of specialization and showing the composition of its total staff over the last three years.

Any staff not in permanent employment (e.g. freelancers with retainer contracts or long-term cooperation) with the firm shall be displayed in a separate (similar) list.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **2012** | | | **2013** | | | **2014** | | |
| Education | Specialization  (if necessary to distinguish) | Number | Education | Specialization  (if necessary to distinguish) | Number | Education | Specialization  (if necessary to distinguish) | Number |
|  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |

1. See " Guidelines for the Assignment of Consultants in Financial Cooperation with Partner Countries " [↑](#footnote-ref-1)