**Tender documentation**

**GEOtest a.s. company**

**announces a procurement procedure called:**

**„Digitalization of utility networks by using open source GIS software**

**in Soroca, Edinet, Ungheni, Orhei, Cahul and Comrat municipalities.”**

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# Contracting authority and identification of other persons

## Contracting and Administering Authority

Name: GEOtest, a.s

Address: Šmahova 1244/112, 627 00 Brno, Czech Republic

ID: 46344942

Bank Account: UniCredit Bank Czech Republic and Slovakia, a.s., Úzká 488/8, 602 00 Brno

Account number: 39239043/2700

IBAN: CZ0927000000000039239043

SWIFT: BACXCZPPXXX

Represented by: Jan OPRCHAL, project manager

Email: oprchal@geotest.cz

Tel: 00 420 602 788 661

GEOtest a.s has been implementing a project within Development cooperation of the Czech Republic and Moldova (MD-2018-001-FO-15112) entitled "Regional development of Moldova: Supporting the implementation of a regional strategy using GIS data ". GEOtest a.s. is also a finance facilitator for this contract.

## Posting Tender Authority and Receiving Documents

Name: Ministry of Ministerul Agriculturii, Dezvoltării Regionale și Mediului (MADRM)

Address: Constantin Tănase 9, MD-2005, Chişinău, Republic of Moldova

Contact person: Ion AMARIEI

Email: ion.amariei@madrm.gov.md

Phone: (022) 204 587

MADRM will receive all received price offers from sending companies in sealed and properly marked envelopes, with note "**Price offer: Digitalization of utility networks by using open source GIS software in Soroca, Edinet, Ungheni, Orhei, Cahul and Comrat municipalities**" and pass them on Czech Embassy in Chișinau.

## Tender Beneficiary with Delegated Authority

Tender Beneficiary with Delegated Authority are all four Regional Development Agencies in Moldova.

**The role of the Regional Development Agencies as a delegated authorities are as follows:**

1. The Agency facilitates the company's communication with the Local Public Administrations.
2. The Agency may use the results of the project for research or regional development activities.
3. The Agency will communicate regularly with a Supplier. They will submit a brief report for Contracting Authority via e-mail on progress of implementation every two weeks.

Regional Development Agencies (RDA) Nord, South, Center and Găgăuzia will be administering this tender through the company GEOtest, a.s. and will be supporting the Supplier related services for the Contracting authority. The authority of RDA’s is based on delegated power from the MADRM. RDA’s will support the Supplier in the following municipalities:

### **Municipality of Soroca and Edenet:**

Name: Regional Development Agency Nord

Address: Vasile Alecsandri Square, 8, MD-3110, mun. Bălți, Republic of Moldova

Contact person: (for example) Curcovici Pavel, specialist

Email: (for example) sme.adrnord@gmail.com

Phone: (for example) 0231 31273, 068414056

### **Municipality of Ungheni and Orhei:**

Name: Regional Development Agency Centru

Address: Alexandru cel Bun, 33, MD-6800, Ialoveni town, Republic of Moldova

Contact person: (for example) Natalia Veverita, Monitoring & Evaluation Department

Email: (for example) sme.adrcentru@gmail.com

Phone: (for example) +373 268 21452, +373 78 883934

### **Municipality of Cahul:**

Name: Regional Development Agency Sud

Address: bd. Ștefan cel Mare, 12 MD - 4101, or. Cimișlia, Republic of Moldova

Contact person: (for example) Andrei POPUȘOI, șef Secție management integrat a proiectelor

Email: (for example) adrsud@adrsud.gov.md, or andrei.popusoi@adrsud.gov.md

Phone: (for example) +373 79130002

### **Municipality of Comrat:**

Name: Regional Development Agency Găgăuzia

Address: MD 3805, ATU Gagauzia mun. Comrat, Pobeda str, 50

Contact person: (for example) Valeri Mitioglo

Email: (for example) adr.utag@gmail.com or [adrgagauzia@adrgagauzia.gov.md](mailto:adrgagauzia@adrgagauzia.gov.md)

Phone: (for example) +373 67172000

# Tender Name

Digitalization of the water and sewerage networks by using open source GIS software in Soroca, Edinet, Ungheni, Orhei, Cahul and Comrat municipalities.

# Tender Specification

The current analog and digital data covering water and sewerage networks will be processed and converted into an open digital image in a specified, universal exchange format by using open source GIS system.

# Introduction

This tender documentation has been prepared as a basis for a tender submission. The participants in this tender are responsible for understanding the terms outlined in the tender documentation.

Every participant may submit only one tender in one procurement procedure individually or together with other suppliers. A participant who has submitted a tender individually or jointly, may not be a person for whom another participant proves a qualification. If a participant submits several tenders individually, together with other tenderers, or submits a tender and at the same time another participant proves his qualification, the Contracting and Administering Authority will disqualify this participant.

The Contracting and Administering Authority and the Supplier will communicate in written Romanian or English language. Contact person during tendering is a Posting Tender Authority.

# Subject matter of this contract

## Specification of the Subject

The Subject of the contract is to digitize and to transfer the information pertaining to the position and other relevant information of the utility networks within a given cadaster. The processed data will be stored in a GIS database by using open source GIS tools. The obtained information about the position and related documentation will be stored in a format suggested by the Feature Catalogue 'INSPIRE application schemas', data type: Utility networks ([https://inspire.ec.europa.eu/data-model/approved/r4618-ir/fc/#overview](https://inspire.ec.europa.eu/data-model/approved/r4618-ir/fc/#_blank)).

The submitted documentation in a certain format of a data model will be delivered to Administering authority and also returned back to the individual utility network administrators.

With kind permission of Agency for Land Relations and Cadastre of the Republic of Moldova will be selected results, metadata and layers posed to the public at the national INDS geoportal <http://www.geoportalinds.gov.md/> at category “*Utility and government services*", available at :

(<http://www.geoportalinds.gov.md/geonetwork/srv/eng/catalog.search#/home>)

It is also presumed that results will be placed in a simplified form to the national geoportal <http://www.geoportal.md/>, where the position of the individual network lines will be discernible above the topographic and satellite data.

We strongly recommend to use in the project the available reference data as digital base map and orthophoto, that are available at [https://moldova-map.md/mapstore/#/](https://moldova-map.md/mapstore/#_blank).

## Estimated contract value

The maximum permissible offer price of the supplier is determined by the Contracting authority in the amount of 1.100.000,- MDL. The project is exempt from tax payments by the Guvernul Reublicii Moldova Hotarire nr.47 from 30. 1. 2019.

If the Supplier's offer contains a higher value, it will be excluded by the Administering authority due to the non-fulfilment of the tender conditions.

## Financing of this tender

This contract is financed from the state budget of the Czech Republic within the Program of Foreign Development Cooperation with Moldova. Funding will be allocated directly through the project implementer: "Support for the implementation of the regional strategy using GIS data", namely by the Contracting authority, by company GEOtest, a. s., Czech Republic.

# Deadline and place of supply

## Deadline for submission of tenders

9nd March 2021, 10:00 EEST

## Expected date of implementation

15th March 2021 – 15th June 2021

This deadline must be adhered without any exceptions.

## Place of performance

Municipality of Soroca, Edinet, Ungheni, Orhei, Cahul and Comrat.

# Other Information

## Explanation of tender documentation

The participant may request an explanation of the tender documentation from the Administering authority. A request written in Romanian can be sent to email: **ion.amariei@madrm.gov.md,** request written in English can be sent to email: **oprchal@geotest.cz**, but no later than 3 working days before the deadline for submission of tenders.

## Changes to tender documentation

The Contracting and Administering Authority may supplement or change the tender conditions before the deadline for submission of tenders. Changes or additions to the tender conditions will be published in the same way as the tender documentation.

Accordingly, the Contracting and Administering Authority may extend the deadline for the submission of tenders.

## Handover

A duly performed work will be taken over from Supplier to the Contracting and Administering Authority and to Tender Beneficiary with Delegated Authority, on the basis of an Acceptance protocol, which is set out/outlined in Annex 1. Tripartite signed acceptance protocol confirms the proper fulfilment of the subject.

## Payment

The mutually signed Acceptance protocol will be handed over to the Contracting authority, to the Implementer of the project "Supporting the implementation of a regional strategy using GIS data ", GEOtest, a. s. company. On the basis of this protocol, a cashless payment /a money transfer will be made directly to the account of the Supplier within 30 calendar days from the date of mutually signed Protocol of Acceptance.

# Qualification criteria

## Basic qualification

Participants shall provide a solemn declaration that they do not inhabit areas of their country of residence:

* with premiums or penalties for public health insurance,
* in a tax register,
* with insurance premiums or penalties for social security and contributions to the state employment policy
* is not in liquidation and has not been the subject of a bankruptcy decision or compulsory administration.

Participants shall provide a solemn declaration that they are not in liquidation and that a bankruptcy decision has not been issued against them or no compulsory administration has been ordered against him.

Participants shall provide a solemn declaration that they have not been convicted in the country of their residence in the last 5 years before the tender was launched.

## Professional qualification

The Contracting and Administering Authority requires a proof of professional qualification by submitting:

* Certificate of Incorporation

Professional qualification must be fulfilled at least 3 months before the date of tender is launched.

## Technical qualification

The Contracting and Administering Authority requires the participants to prove compliance with the technical qualification criteria for the subject of the public contract as follows:

* Supplier has at least 4 experts in a team with at least 3 years of experience with spatial data handling and digital mapping.

This qualification will be supported by the participant’s professional CV´s. The Contracting and Administering Authority reserves the right to verify the data provided for each specified participant.

# Deadline and place for submission

## Deadline for submitting the tender, method of delivery of the price offer

The offer will be delivered only physically, in a sealed and marked envelope with text label: “Digitalization of utility networks by using open source GIS software in Soroca, Edinet, Ungheni, Orhei, Cahul and Comrat municipalities, Moldova - DO NOT OPEN".

Each offer will contain:

1. Filled and signed Tender Contract
2. Basic qualification
3. Technical qualification
4. Professional qualification
5. Described proposal for collecting and digitizing information from network administrators

The offer will be delivered only physically to the filling room of the Ministry MADRM. All received price offers from sending companies will be accepted only in sealed and properly marked envelopes, with note

"**Price offer: Digitalization of utility networks by using open source GIS software in Soroca, Edinet, Ungheni, Orhei, Cahul and Comrat municipalities – DO NOT OPEN**".

All properly received price offers will be registered, stored and passed after deadline for submission of tenders on Czech Embassy in Chișinau by the representant of Posting Tender Authority and Receiving Documents.

Filling room address: Ministry of MADRM, Constantin Tănase 9, MD-2005, Chişinău

## Envelope opening

The envelopes will be opened on **12th March 2021, 12:00 EEST.**

The envelopes with offers will be opened by the three-member commission without the participation of the tender participants. The Commission will prepare a short protocol regarding the opening.

# Evaluation

The Contracting and Administering Authority shall appoint a three-member commission for the evaluation of tenders and the assessment of the fulfilment of the conditions for participation in the procurement procedure.

The Contracting and Administering Authority shall select from the participants in the procurement procedure the supplier on the basis of:

* assessment of compliance with the conditions for participation,
* evaluation of offers.

In order to ensure a proper conduct of the procurement procedure, the Contracting and Administering Authority may request documents, additional or missing data from the participant to clarify the submitted data. The basic evaluation criteria are the quality and the economic viability of the future contract.

The Contracting authority determines the weight of individual sub-criteria as follows:

1. **sub-criterion No. 1 = Total price offered**

Offer with the lowest price = 2 points

All other offers = 1 point

The total offer price must include all costs of the supplier, and must be processed in accordance with the conditions of the tender documentation. The project is exempt from VAT by Government decision nr. 47 from 31. 1. 2019.

1. **sub-criterion No. 2 = Method of ensuring the implementation of the subject of performance of the public contract.**

Within this criterion, the Contracting and Administering Authority will evaluate the determination of the procedure for the implementation of the objects of performance of the contract according to the following sub-criteria:

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Sub-criteria | Description | Distribution of Points |
| 1 | Total numbers of involved staff | The highest number of points will be evaluated the offer with highest number of involved staff. It will be supported by professional CV´s. Each participant must have demonstrable experience with data digitization and open source GIS software. Upper acceptable limit is 10 CV´s. | offer with highest number of inv. staff = 2 points  all other offers  = 1 point |
| 2 | The quality of the digitization performed | The highest number of points will be evaluated the offer with the best described proposal for collecting and digitizing information from network administrators. A description of the process of digitization of utility lines, collection of information on network parameters and collection of information on specific points on the route of the line with descriptive information will be evaluated. Upper acceptable limit is 3 standard pages. | offer with the best described proposal for collecting and digitizing information from network administrators  = 6 points  all other offers  = 4 points |

The maximum number of points that can be obtained from sub-criterion No. 1 are 2 points, from sub-criterion No. 2 are 8 points. In total, it is possible to receive 10 points. The bid will be awarded to the winner with the maximum number of points. In a case of point match will win the bid with a better described methodology of collection and digitization.

# Results

The results of the selection procedure will be provided to the participants in writing by an e-mail within one day from the deadline offer.

The Contracting and Administering Authority reserves the right to not select anyone.