



**Mediterranean
Action Plan**
Barcelona
Convention



Call for consultancy N°43/2024_SPA/RAC_MASE

**TERMS OF REFERENCE FOR THE PROVISION
CONSULTING SERVICES**

**DEVELOPMENT AND ORGANISATION OF A SUB-REGIONAL TRAINING SESSION ON
MONITORING AND IDENTIFICATION METHODOLOGIES OF THE CARTILAGINOUS
FISHES (CHONDRICHTHYANS) IN THE ADRIATIC SEA.**

September 2024

**This call for consultancy document is available only in English.
Offers could be made either in English or French.**

TECHNICAL SPECIFICATIONS

1. INTRODUCTION AND BACKGROUND :

The Regional Activity Centre for Specially Protected Areas (SPA/RAC) was created in 1985 and established in Tunis through a decision of the Contracting Parties to the Convention for the Protection of the Marine and Coastal Environment of the Mediterranean (Barcelona Convention), in order to assist the Mediterranean countries in implementing the Protocol concerning Specially Protected Areas and Biological Diversity in the Mediterranean (SPA/BD Protocol) of the Barcelona Convention. The centre works under the auspices of the United Nations Environment Programme / Mediterranean Action Plan (UNEP/MAP) - Barcelona Convention Secretariat, based in Athens, Greece. The main objective of SPA/RAC is to contribute to the protection, preservation and sustainable management of marine and coastal biological diversity in the Mediterranean and the creation and effective management of marine and coastal areas of natural and cultural value and the conservation of threatened and endangered species of flora and fauna in the Mediterranean. For further information, please consult : www.spa-rac.org.

The chondrichthyan fish fauna of the Mediterranean is relatively diverse, with at least 48 species of sharks, 40 batoids and two chimaeras. Although the Mediterranean Sea is considered a biodiversity hotspot for cartilaginous fishes, it has the highest proportion of threatened species in the world. About 53% of the species are classified by the IUCN as Vulnerable, Endangered and Critically Endangered, while 20% are classified as Data Deficient.

The Action Plan for the conservation of the chondrichthyan populations of the Mediterranean have been adopted by the Contracting Parties to the Barcelona Convention in 2003, and updated three time in 2009, 2013 and 2019, as a response to growing international concern about the status of these species in the Mediterranean.

To strengthen conservation efforts at the Mediterranean level, one of the recommended priorities of the latest updated version of the Action Plan for the Conservation of Cartilaginous Fishes (Chondrichthyans) cited in paragraph 13.8 is to "Develop training to ensure capacity-building at national and regional level, mainly in the following fields: taxonomy, biology, ecology, monitoring methods and stock assessment " ([link](#)).

As a first application of this priorities, the SPA/RAC organized a sub-regional training course on the identification of chondrichthyans in the Mediterranean Sea, in Sfax, Tunisia, from 11 to 14 December 2023, in collaboration with the National Institute of Marine Sciences and Technologies (INSTM) and the Association for the Conservation of the Biodiversity of the Gulf of Gabes (ASCOB-Syrtis), for the benefit of 17 participants from Algeria, Egypt, Lebanon, Libya, Morocco and Tunisia.

In this context, SPA/RAC received financial support under the bilateral agreement between UNEP/MAP and the Ministero dell'ambiente e della sicurezza energetica (MASE) to support the implementation of the POW 2024-2025 SPA/RAC activities. One of the pillar activities is to organize a training session on monitoring and identification methodologies of the Cartilaginous Fishes (chondrichthyans) in the Adriatic sea to improve knowledge and skills in monitoring and identification of cartilaginous fishes in the Adriatic sub-region.

2. PURPOSE OF THE CONSULTANCY

In the framework of the SPA/RAC Programme of Work for the 2024-2025 biennium, a capacity-building programme will be organized through a sub-regional training workshop to enhance knowledge and skills in monitoring and identifying cartilaginous fishes (Chondrichthyans) in the Adriatic Sea.

The objective of this consultancy is to provide **logistical** and **technical support** to SPA/RAC in organizing and conducting this training workshop in a country within the Adriatic region.

The sub-regional training session should not exceed four days and include:

- Theoretical and Practical training sessions;
- On-the-job training (at the port and/or fish market)
- Group discussion and evaluation: lessons learned, feedback,
- Recommendations for next steps

The training course curricula/package is to be developed in a way that could be suitable to be used:

- during the training workshop (face-to-face including online session); and
- by SPA/RAC or any external expert team, supported by SPA/RAC, during other future SPA/RAC trainings.

3. TASKS AND EXPECTED DELIVERABLES

For the preparation and organisation of the training sessions the consultant (s) are expected to provide logistical and technical supports through the achievement of the following tasks:

TASK 1: Preparation of a detailed work plan and timetable for the elaboration of all expected deliverables (**Deliverable 1**)

TASK 2: Preparation of a detailed logistical Plan for 10 participants covering all aspects from venue arrangements, accommodation, catering, and local transportation. (**Deliverable 2**)

TASK 3: Elaboration of detailed Programme of the training including the theoretical and practical sessions as well as the field visit. (**Deliverable 3**)

TASK 3: Preparation of a comprehensive training manual, which must include a theoretical and practical training documentation: workbook, worksheets, handouts as well as the PowerPoint presentations (**Deliverable 4**). These documents will be submitted to SPA/RAC in an editable format and will be shared with the participants in PDF format,

Task 4 : Providing the training session as described on the proposed **Programme of the training**

TASK 5: Preparation of a post-training assessment report (Deliverable 5): An evaluation sheet is to be prepared for participants to allow them to provide feedback to the organizers, assess the effectiveness of different parts of the training sessions and make recommendations for future improvements.

4. TIME DURATION OF THE CONTRACT, DELIVERABLES & TIMELINE

The time duration of this contract is **two (02) months** starting from the date of its signature and should not exceed 31st of December 2024

The maximum number of effective working days needed to perform this assignment is eighteen (18) effective working days, including the training day (max 4 days).

The contract deliverables and timeline of their submission should be carried out in conformity with the following table:

| Deliverables | Estimated net workdays | Deadlines |
|---|------------------------|---|
| <u>Deliverable 1:</u> Detailed Work plan and timetable | 2 days | 3 days after the contract signature |
| <u>Deliverable 2:</u> Detailed logistical Plan for 10 participants | 2 days | 5 days after the contract signature |
| <u>Deliverable 3:</u> Detailed training workshop programme | 2 days | 7 days after the contract signature |
| <u>Deliverable 4:</u> The training manual including the theoretical and practical training documentation, (workbook, worksheets, handouts as well as the PowerPoint presentations) of the training courses | 10 days | 15 days after the contract signature |
| <u>Deliverable 5</u> Training evaluation report based on the analysis of the participants' evaluations: An evaluation sheet is to be prepared for the participants to allow them to evaluate the different parts of the course content and delivery. | 2 days | One month after the end of training courses |

5. BENEFICIARY COUNTRIES

The training is to be delivered to participants from the Adriatic region: Albania, Bosnia and Herzegovina, Croatia, Italy, Montenegro and Slovenia.

6. TRAINING FORMAT, TENTATIVE CALENDAR AND POTENTIAL VENUE

The training could include face-to-face and online sessions but should not exceed 4 days in total.

| Tentative dates | Potential venue |
|--------------------------------|--|
| 25 November – 22 December 2024 | In view of the subject matter of the training, the trainers must propose a <u>location that will allow the theoretical sessions</u> , but above all the <u>practical sessions, to take place in a suitable/equipped laboratory and the field visits to the port or fish markets.</u> |

| | |
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| | It is also advisable for the trainers to be familiar with the proposed location. Preferably in the Adriatic region |
|--|---|

7. LANGUAGE

English is the working language of the training workshop.

8. SKILLS AND EXPERIENCE REQUIRED OF CONSULTANTS

At most (02) expert trainers are needed to develop and deliver the training workshop with the following profile requirements:

Expert 1 - Team leader:

- ✓ A postgraduate degree in marine biology, ecology, conservation, or a related field.
- ✓ Demonstrated expertise in the taxonomy, biology, ecology, monitoring methods and stock assessment of cartilaginous fishes (Chondrichthyans), with at least ten (10) years of progressively responsible experience in monitoring and research of these species.
- ✓ Ability and proven experience in designing, planning, organizing, facilitating and deliver effective training sessions, create engaging content, and facilitate group discussions and practical exercises.
- ✓ Excellent written, spoken, and communication skills in English, with proficiency in other relevant languages (preferably those spoken in Adriatic countries).
- ✓ Strong pedagogical skills
- ✓ Good interpersonal skills, with the ability to work effectively with a diverse range of stakeholders.
- ✓ Affiliated to an entity within the Adriatic region that can host at least the practical sessions of the training.

Expert 2: Associate Trainer

- ✓ Advanced degree in marine biology, ecology, conservation, or a related field.
- ✓ Demonstrated expertise in the taxonomy, biology, ecology, monitoring methods and stock assessment of cartilaginous fishes (Chondrichthyans), with at least (3) years of progressively responsible experience in monitoring and research of these species.
- ✓ Good interpersonal skills, with the ability to work effectively with a diverse range of stakeholders.

ADMINISTRATIVE CLAUSES

ARTICLE 1 - CONDITIONS FOR PARTICIPATION IN THE CONSULTANCY

Are eligible for the call for consultancy, individual consultants, who have proven skills and experience according to the expert profiles specified in section 8. of the technical specifications.

IMPORTANT: Individual consultants should associate with each other to form a consultant association to complement their respective areas of expertise, or for other reasons.

ARTICLE 2 - COMPOSITION AND PRESENTATION OF THE OFFER

The submitted offer must include separately: (i) a technical offer, (ii) administrative documents, and (iii) a financial offer (must be presented in a separate file).

The services provided as part of this assignment consist of an overall fixed and non-revisable cost.

The estimated number of net working days to implement the tasks and deliverables of this contract are **18 effective working days (WD)** including the training days (max **4 days**). They are estimated as follows:

Deliverable 1: **2 days**

Deliverable 2: **2 days**

Deliverables 3 and 4: **12 days**

Deliverable 5: **2 days**

2.1. Technical offer

The technical offer must contain:

1. A cover letter outlining the consultants' suitability for the job.
2. A curriculum vitae (CV) for each expert including education background with copies of their university diplomas, qualifications, professional experience, and **references to relevant previous works and publications in bold** and particularly relevant studies.
3. Documents/URL links/certificates that support the relevant references must be presented.
4. A detailed methodological note presenting the consultants vision for the training workshop and how it mirrors the assignment objectives and scope, the methodological approach, organization of the work implementation and comments on the terms of reference, if needed.
5. A detailed time planning schedule, organization, and sequential chronogram of intervention of each expert. (which expert intervening at which phase/activity/step and for how long: number of days).

The selection process may include interviews (through a teleconferencing platform), as well as a preselection phase followed by requests for complementary information / negotiation if required.

2.2. Administrative documents

The administrative folder should include the following administrative documents:

1. Document certifying the ability to practice this profession (registration certificate, for example) according to the legislation of their country with the tax number on it. Otherwise, should be submitted a declaration on honor that the consultant(s) is/are not in any situation which could be incompatible in any way with the mission or compromise independence in the execution of the mission.
2. A sworn statement that the bidder is in no situation that could in any way be incompatible with the mission or compromise independence in carrying out the mission.
3. Terms of reference signed (including date, signature and stamp of the bidder at the end of the document).

If the original administrative documents are not in English or in French, it should be provided with additional copies translated into English or French by a sworn translator.

Should any of the administrative documents be missing, the tenderer will be contacted to complete the missing offer documents within a period of ten (10) days. If after a period of ten (10) days, the documents are still not complete the offer will be eliminated.

2.3. Financial offer

The financial offer must be expressed in **USD**, in both **tax-free** and **all tax-included prices**. It should include all the costs connected to the provision of the service.

It is important to note that the financial offer should detail the number of working days (person-days), as well as the allocation of funds to each of the various tasks and deliverables, and including, but not limited to experts, and any necessary equipment and/or supplies.

The financial offer should also include:

- A 'Submission letter', using the template attached in **Annex 1**.
- 'The details of the global price' using the template in **Annex 2**.

ARTICLE 3 - SUBMISSION

Offers must be received electronically at the following e-mail address:

procurement@spa-rac.org, before 16 October 2024 11:59 pm UTC+1 (Tunis Time).

E-mails should have the following subject: **"Call for consultancy N°43/2024_SPA/RAC_MASE Development and organisation of the Subregional Training Workshop on Monitoring and Identification methodologies of the cartilaginous fishes (Chondrichthyans) in the Adriatic Sea – 'Applicant name'.**

Proposals received after this deadline will not be considered.

ARTICLE 4 - ADDITIONAL INFORMATION

Should questions or need for clarification related to these terms of reference and their content arise, bidders may submit a written request by e-mail to: procurement@spa-rac.org, no later than ten (10) calendar days before the deadline for the proposal submission.

ARTICLE 5 - TERMS OF PAYMENT

The payment will be made as follows:

- **30%** of the total amount of the contract, after submission of the **deliverables 1,2,3 and 4** (their approval by SPA/RAC)
- **70%** of the total amount of the contract, after of the running of the training workshop and submission **of the deliverables 5 and its approval and validation by SPA/RAC**

All payments will be made by bank transfer after the receipt of an invoice from the contracting expert/organisation. Payments shall be made to a bank account held by the expert/organisation.

ARTICLE 6 – EVALUATION PROCEDURE

The evaluation will be based on combined technical and financial criteria as follows:

6.1. Technical evaluation

The technical offer(s) will be first examined, while the financial offer(s) remain sealed.

Applications will be evaluated based on the following criteria:

- Profile (experience, references and diploma) of consultants in relation to the subject of the present mission (**60 Points**);
- The methodology proposed for conducting the mission, and observations/analysis on the terms of reference (**30 points**);
- Detailed time planning schedule, work organization and sequential chronogram of intervention (**10 points**).

| Technical Evaluation Grid | | | |
|---------------------------|------------|---|--|
| Criteria | | | Scoring |
| Expert 1 ¹ | Experience | <ul style="list-style-type: none">✓ A postgraduate degree in marine biology, ecology, conservation, or a related field.✓ Demonstrated expertise in the taxonomy, biology, ecology, monitoring methods of cartilaginous fishes (Chondrichthyans), with at least ten (10) years of progressively responsible experience in monitoring and research of these species.✓ Excellent written, spoken, and communication skills in English, with proficiency in other relevant languages (preferably those spoken in Adriatic countries).✓ Strong pedagogical skills | 25 points maximum (5 points/reference) |

| | | | |
|---|---|--|---|
| | | <ul style="list-style-type: none"> ✓ Good interpersonal skills, with the ability to work effectively with a diverse range of stakeholders. ✓ Ability to travel and work in the region, if necessary. | |
| | | No similar studies | 0 point (<i>In this case the offer is eliminated</i>) |
| | Diploma | A postgraduate degree or equivalent experience in marine biology, ecology, conservation, or a related field. | 5 points maximum |
| | | University degree in the the above-mentioned disciplines | 2.5 point |
| | No university degree | 0 point (<i>In this case the offer is eliminated</i>) | |
| Expert 2 ¹ | Experience | <ul style="list-style-type: none"> ✓ Demonstrated expertise in monitoring methods of cartilaginous fishes (Chondrichthyans), with at least (3) years of progressively responsible experience in monitoring and research of these species. ✓ Excellent written, spoken, and communication skills in English, with proficiency in other relevant languages (preferably those spoken in Adriatic countries). ✓ Good interpersonal skills, with the ability to work effectively with a diverse range of stakeholders. | 25 points maximum (5 points/reference) |
| | | No similar references | 0 point (<i>In this case the offer is eliminated</i>) |
| | Diploma | A postgraduate degree or equivalent experience in marine biology, ecology, conservation, or a related field. | 5 points maximum |
| | | University degree in the above-mentioned disciplines | 2.5 point |
| | | No university degree in the above-mentioned disciplines | 0 point (<i>In this case the offer is eliminated</i>) |
| | Methodology proposed for conducting the training workshop, and observations/analysis on the terms of reference | Methodology clearly presented, well-developed and meets the study terms of reference and objectives (<u>the presentation of improvements and innovations is desirable</u>) | 30 points maximum |
| Methodology clearly presented, well developed and meets the study terms of reference and objectives | | 25 points | |
| Methodology not developed but meets the study terms of reference and objectives | | 15 points | |

| | | |
|--|--|--|
| | Methodology not clearly presented and does not meet the study terms of reference and objectives, Or No methodology presented | 0 point (<i>In this case the offer is eliminated</i>) |
| Detailed time planning schedule, organization and sequential chronogram of intervention of the team experts | Planning is clearly presented, well developed and meets the study terms of reference and objectives | 10 points maximum |
| | Planning is not developed but meets the study terms of reference and objectives | 5 points |
| | Planning not clearly presented and does not meet the study terms of reference and objectives, or No planning presented | 0 points (<i>In this case the offer is eliminated</i>) |
| Total score (100 points maximum) | | points |

¹: If two experts are proposed per field, both CVs will be evaluated and the lower score will be retained.

IMPORTANT: Any offer that has not attained the minimum score of 80 points will be eliminated.

6.2. Financial evaluation

Once the technical evaluation has been completed, the financial offers of applicants that have not been eliminated during the technical evaluation will be examined.

The evaluation committee will check that the financial offers do not contain any obvious arithmetical errors. Any possible obvious arithmetical errors will be corrected, and the corrected figures will be taken into consideration.

The evaluation committee will then proceed to a financial comparison. The lowest financial offer that is judged acceptable will receive 100 points. The other offers will be attributed a score based on the following equation:

Financial score = (amount of the lowest accepted offer/amount of the offer in question) x 100

6.3 Conclusions of the evaluation committee

The choice of the best offer is achieved by weighting the technical and financial scores using a distribution key of 80/20 basis. To this end:

- The technical score will be multiplied by a coefficient of 0.80.
- The financial score will be multiplied by a coefficient of 0.20.

The weighted technical - financial scores thus calculated will be added to ascertain the offer with the best technical and financial score.

If two offers obtain the same weighted technical-financial scores, preference will be given to the applicant in the following order:

- having obtained the best technical score.
- having obtained the best score for methodology.

- having obtained the best total score for experience and qualifications of experts.

The selection process may include interviews (through a teleconferencing platform), as well as a preselection phase followed by requests for complementary information / negotiation if required.

ARTICLE 7 - MONITORING, CONTROL AND VALIDATION OF THE WORK

The bidder will work under the supervision of SPA/RAC. The bidder will submit draft version of deliverables within the timeline specified in Article 10 below. The bidder will submit the final version of deliverables as indicated in section 3. & 10. of the technical specifications.

ARTICLE 8 - PENALTY

In the absence of completion by the consultant of the services at his/her charge within the contractual deadlines envisaged in section 4. of the technical specifications (Time duration), it will be applied as of right and without notice, a penalty of one two hundredths (1/200) of the total amount of the contract (All Taxes Included - ATI) for each calendar day of delay.

The amount of the late penalties will be deducted from the accounts. The amount of the penalties is capped at 10% of the total amount of the contract in ATI. When this threshold is reached, SPA/RAC reserves the right to terminate the contract at the holder's fault, in accordance with Article 14 (Cancellation conditions) below, without that the holder cannot raise disputes or claim any compensation.

ARTICLE 9 - INTELLECTUAL PROPERTY RIGHTS, OWNERSHIP OF DOCUMENT

All legal rights throughout the world in works or inventions created by the provider in connection with the consultancy will remain the property of SPA/RAC. The provider recognizes that such rights include, but are not limited to, copyright and other rights in written material, sound, and video recordings (including films), maps, photographs, etc. as well as patents and other rights in inventions, and that the said rights enable SPA/RAC to control and authorize, where appropriate, all publications, publicity material and other exploitation of the said works and inventions.

All the plans, drawings, software, photos, videos, data, presentations, study reports and any other documents, elaborated and submitted by the provider to SPA/RAC for the execution of the present contract, will become and remain the property of SPA/RAC, and the consultant will submit all of them to SPA/RAC.

The provider does not have the right to use or copy the products resulting from this consultancy whatever their form or their media, without the explicit written non objection of the SPA/RAC.

ARTICLE 10 - CONFIDENTIALITY / PROFESSIONAL SECRET CLAUSES

The selected service provider undertakes to observe total discretion in all matters relating to the facts and information of which he became aware during the performance of his assignment.

Any member of the experts assigned to the mission covered by this contract who contravenes the aforementioned obligation of professional secrecy would expose himself to legal proceedings.

ARTICLE 11 - ARBITRAGE, DISPUTE SETTLEMENT

Every dispute arising from or in connection with this contract execution shall be solved by way of amicable negotiations by the parties. The contract is deemed to have been made in Tunisia and to be subject to Tunisian law. In case of dispute, the Court of Tunis is competent.

ARTICLE 12 - LIABILITY AND INSURANCE

SPA/RAC does not accept any liability for acts of third parties, accidents, sickness, losses of any kind, however caused arising during the implementation of the specific actions and the production of the relative outputs expected. The bidder confirms that themselves or any involved staff will be covered by appropriate insurance.

ARTICLE 13 - FORCE MAJEURE

Force majeure means any event outside the control of a party so that it is impossible for one party to carry out his obligations or the implementation of these obligations becomes so difficult that it is impossible to carry them out under such circumstances.

The party which invokes force majeure must inform its co-contractor within seven (7) days of its occurrence so that the contractual deadline will be suspended with a joint agreement between the parties for the period which is covered by the case of force majeure.

SPA/RAC has a right to assess the circumstances of the impediments invoked by the holder as a case of force majeure to see if they are convincing, and if this should not be the case, then the days of discontinued work will be accounted for as days of delay.

Failure by either party to fulfil any of its contractual obligations does not entail a contract termination or failure to fulfil its contractual obligations if such a failure is due to a case of force majeure, if the party that finds itself in such a situation has done the following:

- a. has taken all the reasonable precautions and measures to allow it to comply with the terms and conditions of the contract; and
- b. has informed the other party of the event, as soon as possible. Any timeline given to a party for the execution of its contractual obligation will be prolonged by a period which is equal to the period during which that party was prevented from fulfilling its obligations.

Any timeline given to a party for the execution of its contractual obligations will be prolonged by a period which is equal to the period during which that party was unable to fulfil its obligations due to the case of force majeure.

ARTICLE 14 - CANCELLATION CONDITIONS

SPA/RAC could cancel this contract through a notification in writing addressed to the tenderer after one of the events indicated in the following paragraphs:

- a. no respect of the deadline of the execution in application in section 4. of the technical specifications (Time duration of the contract, deliverables & timeline);
- b. in the case described in the Article 10 (Penalty) when the amount is capped at 10% of the total amount of the contract;
- c. non-conformity to the content of the service listed in the technical specification of the present tender documents;
- d. If the tenderer goes bankrupt or into receivership;
- e. If, after a case of force majeure, the holder is unable to execute a substantial part of the Services for a period equal to at least sixty (60) days;

- f. If the tenderer was involved in corruption or fraudulent manipulations in order to obtain the contract or during the execution of the contract. For the purpose of the clause: a person is guilty of "corruption" if he/she offers, gives, solicits or accepts any kind of advantage in order to influence the action of a public official during the selection or the execution of the contract; and undertakes "fraudulent manipulations" which distort or denature the facts so as to influence the selection or the execution of the contract to the detriment of the borrower; by "fraudulent manipulations" is meant any agreement or collusive manipulation of the tenderers (before or after submitting the proposals) so as to artificially maintain the prices of the tenders at levels which do not correspond to prices which would have resulted from free and open competition and which deprive the borrower of the advantages of free and open competition; or
- g. If SPA/RAC, on its own initiative and for any reason whatsoever, decides to terminate the contract.

ARTICLE 15 - CONFLICT OF INTERESTS

15.1. Prohibition of incompatible activities

The contract tenderer, the personnel and agents must not engage, directly or indirectly, during the contract implementation period, in professional or commercial activities which could be incompatible with the activities with which they have been entrusted due to the present contract.

15.2. Non-participation of the holder and his associates in certain activities

The tenderer and his associates are prohibited, during the contract duration and at the end of the contract period, to provide good, works or services means for any project stemming from the Services or closely connected with the present contract services (except for the implementation of the present contract services and their continuation).

ARTICLE 16 - PROVISIONAL AND FINAL ACCEPTANCE

The provisional acceptance is pronounced after complete completion of the services covered by this consultancy i.e., after the completion of the service described in section 3. (Tasks and expected deliverables) and section 4. (Time duration of the contract, deliverables & timeline). The provisional acceptance will be pronounced only in the case of complete conformity deemed conclusive by SPA/RAC and a provisional acceptance report issued by the SPA/RAC no later than 30 days from receipt of the deliverables and at the written request of the service provider and the signing of a report of completion of the work/services jointly by the service provider and SPA/RAC. The Service Provider shall, however, correct any deficiencies identified by the SPA/RAC upon completion of the various phases.

Final acceptance will be given one (1) month after the date of provisional acceptance without reservation of the contract. The final acceptance certificate will only be delivered once the service provider has fulfilled all his obligations resulting from section 3. (Tasks and expected deliverables) of the "Technical Specifications" and after corrections of all deficiencies signalled by SPA/RAC.

ANNEX 1

SUBMISSION LETTER

I, the undersigned (Director) of recorded in the commercial register on under the number Domiciled at After having taken due note of the dossier documents of the call for tenders N° launched by, pertaining to a mission of

I hereby pledge to execute the requested services in conformity with the provisions defined in the documents referred to, for the prices as established by myself without taking into account the taxes and knowing that the stamp duties and registration are to be covered by the insurer.

The total price of my bid is (.....) Euro.

I take due note of the fact that you are not obliged to proceed with the tendering procedure and that I cannot claim a compensation.

I pledge that the conditions in my tender will remain valid for a period of ********* days (**XXX** days) starting from the day after the date for the deadline for the receipt of tenders.

SPA/RAC pledges to pay the amount after the signing of a convention into the bank current account of the Bank In the name of Under the number of RIB (BIC - IBAN)

In, on

(Name, first name and function)

Right for submission

(Signature and official stamp)

ANNEX 2

DETAILS OF GLOBAL PRICE

The bidder, in support of its bid, should provide a breakdown of each unit price according to the following model:

| Designation | Unit price | Number of effective working days | Total |
|--|-------------------|---|--------------|
| Expert 1 Fees | | | |
| Expert 2 Fees | | | |
| Other costs necessary for the proper execution of the present consultancy | | | |
| | | Total | |

Amount of the offer excluding Tax is fixed at the sum of

.....

Amount of the VAT is fixed at the sum of

.....

Amount of the offer is fixed at the sum of All Taxes Included (ATI).

(Signature and official stamp of the bidder)