



**Mediterranean
Action Plan**
Barcelona
Convention



CALL FOR CONSULTANCY N° 09/2025 SPA/RAC_ILLIAD PROJECT

Analysis of Policy Dialogue activities and Development of an Action Report
Development under the Iliad Project

Definitions, Acronyms, and Abbreviations

| Acronym/Abbreviation | Title |
|----------------------|--|
| AUA | American University of Armenia |
| DG MARE | Directorate-General for Maritime Affairs and Fisheries |
| DTO | Digital Twin of the Ocean |
| EGD | European Green Deal |
| EU | European Union |
| MSFD | EU Marine Strategy Framework Directive |
| PIF | Policy Impact Facility |
| SPA/BD Protocol | Protocol concerning Specially Protected Areas and Biological Diversity |
| SPA/RAC | Specially Protected Areas Regional Activity Centre |
| TBC | To be confirmed |
| UN | United Nations |
| UNCLOS | United Nations Convention on the Law of the Sea |
| UN Decade | United Nations Decade of Ocean Science for Sustainable Development (2021-2030) |
| WP | Work Package |

A. TECHNICAL SPECIFICATIONS

1. The Specially Protected Areas Regional Activity Centre

The Specially Protected Areas Regional Activity Centre (SPA/RAC) was established by the Contracting Parties to the Barcelona Convention 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 Convention². Tunisia has been hosting the Centre since its establishment in 1985.

The Centre works under the auspices of the United Nations Environment Programme/Mediterranean Action Plan (UNEP/MAP) - Barcelona Convention Secretariat, based in Athens, Greece.

SPA/RAC's main objective 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 particular natural and cultural value and the conservation of threatened and endangered species of flora and fauna in the Mediterranean.

For more information, please consult: www.spa-rac.org.

2. BACKGROUND

The Iliad project, an EU-funded essential initiative that will significantly support progress towards the goals of the European Green Deal (EGD) and Mission Starfish 2030. It aims to make Digital Twin of the Ocean (DTO) and related ocean data accessible for diverse end-users by integrating observation networks, forecasting systems, and an interoperable platform. Iliad focuses on supporting the European Green Deal (EGD) and other policy goals through policy tools and interactive platforms, with pilot sites across European waters to address specific user needs for marine data and scenario-building.

As a leading partner in the Iliad consortium, SPA/RAC (Specially Protected Areas/Regional Activity Centre), is responsible for Task 8.5 (deliverable 8.7), which aims to deliver a comprehensive report synthesizing **policy dialogue engagements** and providing actionable recommendations to further the project's contributions to European and international policy frameworks, including those related to ocean governance, environmental protection, and the promotion of a sustainable blue economy.

3. OBJECTIVE

The main objective of this consultancy is to produce a **detailed and impactful report** that documents the outcomes of Iliad's policy dialogues and actions under Task 8.5. The consultant will work closely with SPA/RAC and project partners to document the project's policy contributions, summarize stakeholder engagement outcomes, and provide practical recommendations that will support Iliad's alignment with international frameworks and policy initiatives including the International Maritime Organization (IMO), the Barcelona Convention, DTOs, and the UN Decade of Ocean Science for Sustainable Development.

4. SCOPE OF WORK

The consultant will be responsible for the following tasks:

4.1. Synthesis of Policy Engagements

- **Review and Analysis:** Conduct a comprehensive review of prior Iliad reports (D8.4, D8.5, D8.6) to consolidate information on policy dialogues, workshops, webinars, and events organized within the project, with particular attention to stakeholder mapping, outreach strategies, and the PIF.
- **Stakeholder Engagement Analysis:** Identify and summarize key policy stakeholders engaged, including representatives from the European Commission, national authorities, and international bodies. Assess Iliad DTO's potential role in support compliance and harmonization of regional and national policies.
- **Policy Tool Integration:** Explore synergies between Iliad's policy toolkit under Task 8.2 and provide recommendations for improving its usability. This will aim to facilitate better understanding and application of Iliad's findings by key stakeholders.

4.2. Documentation of High-Level Policy Events

- **Event Coordination:** Assist with detailed planning, including agendas, speaker invitations, and logistical arrangements for, at least, three high-level policy events including:
 - The final Iliad project conference (May/June 2025)
 - A UN Ocean Decade side event (TBC June 2025)
 - Participation in the European Digital Ocean Conference. (TBC)
- **Policy Competitions:** Contribute to designing, facilitating, and evaluating policy competitions within Task 10.7 to identify policy gaps, bottlenecks, and suggestions to be used in the aforementioned high-level policy dialogue and action agendas.
- **Stakeholder Engagement:** Identify and engage key policymakers, decision-makers, scientists, and industry representatives to maximize the impact of each event and ensure broad representation across relevant sectors.
- **Post-Event Documentation:** Capture and document key discussions, outcomes, and actionable items from these events to inform the final report. This includes capturing insights relevant to policy challenges, as well as recommendations for how Iliad's DTOs can address these challenges in the future.

4.3. Policy Impact Assessment and Recommendations

- **Impact Analysis:** Analyse the outcomes and potential impact of Iliad's policy recommendations on decision-making processes, taking into account global and regional policy contexts, such as the EGD, the Water Framework Directive, The EU Marine Strategy Framework Directive, EU Maritime Spatial Planning, and the Barcelona Convention.
- **Policy Briefs and Summaries:** Create concise, well-structured policy briefs summarizing findings, engagement outcomes, Iliad pilots' contributions to European and global policy

targets, and actionable recommendations tailored for policymakers, researchers, and industry leaders.

- **Alignment with Key Frameworks:** Ensure that Iliad’s recommendations align with relevant frameworks (e.g., IMO Ballast Water Management Convention, Water Framework Directive, EU Marine Strategy Framework Directive) and address emerging policy issues in marine spatial planning, pollution control, and sustainable development.
- **Innovative Policy Dialogue:** Highlight how emerging technologies such as DTOs and Big Data can inform policy and enhance compliance, specifically in areas like sustainable fisheries, pollution monitoring, and habitat conservation.

4.4. Report Compilation and Finalization

- **Report Structure:** Develop a comprehensive report structure that includes:
 - Executive Summary of key findings and recommendations.
 - Detailed sections on each high-level event with a focus on lessons learned and policy recommendations.
 - An evaluation of Iliad’s overall policy dialogue effectiveness and its potential for long-term impact.
 - Strategic recommendations for future policy actions based on stakeholder feedback and Iliad’s contributions.
- **Final Report:** Deliver a comprehensive final report that includes:
 - In-depth analysis of event outcomes and recommendations.
 - Evaluation of Iliad’s overall policy dialogue effectiveness and contributions to regional and global policy frameworks.
 - Lessons learned and best practices for future policy initiatives and project continuance
 - Summaries of policy impact assessments for key regional and EU-level stakeholders

5. TIME DURATION OF THE CONTRACT, DELIVERABLES & TIMELINE

The time duration of this contract is four months starting from the date of its signature. The contract implementation will need about 40 (forty days) working days (WD) starting from the date of the contract signature, until the completion of all tasks and no later than May 30th, 2025, with the following tentative schedule:

| Deliverable | | Deadline |
|---|-------------------------------------|----------------|
| Deliverable 1: Synthesis of Policy Engagements Document (Word format) in English | Based on data from D8.4, D8.5, D8.6 | Mid-April 2025 |
| Deliverable 2: Documentation of High-Level Policy Events Document (Word format) in English | Reports due after each event | Ongoing |
| Deliverable 3: | Draft due before final report | End-April 2025 |

| | | |
|--|---|---------------|
| Policy Impact Assessment and Recommendations Document (Word format) in English | | |
| Deliverable 4: Final Report Document (Word format) in English | Comprehensive, with recommendations and lessons learned | Late May 2025 |

SPA/RAC and AUA will provide support by facilitating connections with stakeholders, providing data, and ensuring coordination with project partners.

6. CONSULTANT'S ROLE

- **Active Participation:** Actively participate in policy events, contributing insights and engaging stakeholders.
- **Capacity Building and Knowledge Transfer:** Support knowledge transfer through workshops, seminars, and briefings, helping project partners and stakeholders better understand Iliad's objectives and outcomes.
- **Policy Monitoring and Analysis:** Track relevant policy developments and assess their implications for Iliad's objectives.
- **Communication and Dissemination:** Effectively communicate findings through reports, presentations, publications, and policy briefs.

7. INTERNATIONAL AND REGIONAL POLICY FRAMEWORKS

The consultant will ensure that Iliad's work is aligned with the following key **international** and **regional policy frameworks**:

- **European frameworks:** EGD, Destin-E, EU Marine Strategy Framework Directive (MSFD), EU Maritime Spatial Planning (MSP), EU Water Framework Directive (WFD).
- **Mediterranean:** Barcelona Convention and SPA/BD Protocol – addressing environmental protection, marine spatial planning goals and sustainable marine governance in the Mediterranean region.
- **International:** UN Ocean Decade UN Sustainable Development Goals (SDG), UN Convention on the Law of the Sea (UNCLOS) – emphasizing global ocean governance and the sustainable management of marine resources.

8. KEY POLICY THEMES AND CHALLENGES

The following key policy themes will be explored in the consultant's work:

- **Marine Spatial Planning (MSP):** Address how Iliad can support the establishment of marine protected areas and sustainable resource management.
- **Climate Change Adaptation and Mitigation:** Analyse Iliad's role in supporting policies for greenhouse gas reduction efforts and ocean resilience.
- **Pollution Control:** Examine Iliad's capacity to contribute to regional and global efforts to combat marine pollution, particularly plastics and microplastics.
- **Data Sharing and Interoperability:** Promote Iliad's data-sharing framework for collaboration among policymakers, scientists, and industry players.

9. QUALIFICATIONS AND EXPERIENCE

- Advanced degree in environmental policy, international relations, or a related field.
- Proven experience in policy analysis, particularly in environmental and digital policy areas.
- Familiarity with EU environmental policies, especially the EGD.
- Strong organizational and facilitation skills, with experience in high-level meetings and policy dialogues.
- Knowledge of DTO frameworks or similar EU-funded projects is an asset.

10. DURATION OF THE ASSIGNMENT

The consultancy will last 2 months from the date of signing the contract, with final deliverables due by June 20th, 2025. The consultant will work under the supervision of SPA/RAC, coordinating closely with Iliad project partners.

B. ADMINISTRATIVE CLAUSES

Article 1 - Conditions for participation in the consultancy

Are eligible for the present call of consultancy, only individual consultants

Article 2 - Composition and presentation of offers

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

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

2.1. Technical offer

It must contain:

1. A cover letter outlining the consultant's suitability for the job.
2. Personal CV indicating educational background (including a copy of higher education degrees) as well as all experience in the field of environmental policy, international relations, or a related field as well as the references regarding similar studies and reference.
3. A detailed methodological note on how the consultant intends to approach and implement the assignment.
4. Planning and detailed time schedule and chronogram of intervention.

Applicants are encouraged to send links to references of previous works completed on subjects relevant to the consultancy or share relevant documents by e-mail if those are not accessible online.

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

2.2. Administrative documents

The administrative offer 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.
In cases where the bidder has an academic profession (Researcher or University teaching staff), a sworn statement that he/she is complying with the law applicable to taxes and fees in force in his/her country would be accepted.
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 (date, signature of the provider at the end of the document).

If the original administrative documents are not in English or 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 five (5) days. If after a period of five (5) days, the documents are still not complete the offer will be eliminated.

2.3. Financial offer

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

The financial offer should also include the following documents:

- submission letter, using the template attached in Annex 1; and
- the details of the global price using the template in Annex 2.

2.4. Bidding Budget

The work subject of this call will be funded by the SPA/RAC. The maximum bidding budget for the works covered by this document (ordinary services) is set at 15 THOUSAND euros, (€15,000.00) I.V.A. excluded. Said amount is understood to include any expense derived from the purpose of the service, such as:

- meeting attendance,
- displacements,
- preparation of reports, or technical projects, studies or documents that may be requested by the competent body during the processing of the file,
- endorsement of reports by professional association, when necessary.

Article 3 - Submission

Proposals must be received electronically at the following e-mail address: procurement@spa-rac.org, with the date of electronic transmission as the reference, and indicating in the subject line:

CALL FOR CONSULTANCY N°09_2024 SPA/RAC - "POLICY DIALOGUE AND ACTION REPORT DEVELOPMENT UNDER THE Iliad PROJECT – 'Applicant name'".

The deadline for receiving proposals is set for April 10, 2024, at 23:59 UTC+1 (Tunis Time). Any proposal received by SPA/RAC after this date and time 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; cc: car-asp@spa-rac.org no later than five (5) calendar days before the deadline for the proposal submission.

Article 5 - Terms of Payment

The consultant's payment will be structured as follows, contingent upon the submission and approval of the required deliverables by SPA/RAC and relevant Iliad project partners:

- **20%** of the total amount will be paid upon submission and approval of the Synthesis of Policy Engagements report (Deliverable 1).
- **30%** of the total amount will be paid upon submission and approval of the Documentation of High-Level Policy Events (Deliverable 2).
- **40%** of the total amount will be paid upon submission and approval of the Final Report, which consolidates all findings and recommendations, including the Policy Impact Assessment and Finalized Policy Dialogue and Action Report (Deliverable 3).
- **10% (balance)** will be paid after the completion of the work and submission of all its final version deliverables and delivery by SPA/RAC of the final acceptance certificate. This payment is also conditioned by a certificate from SPA/RAC that the service provider has accomplished all its contractual obligations and duties at SPA/RAC satisfaction.

Each payment instalment is subject to the satisfactory review and approval of the deliverables by SPA/RAC and project partners.

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

Payments shall be made to a bank account held by the bidder in his/her resident country and where his/her pays the taxes.

Article 6 - Evaluation procedure

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

6.1. Technical evaluation

The technical proposals will be assessed first, while financial proposals remain sealed. Evaluations will be based on the following criteria:

- Experts / Individual consultant(s) capacity and expertise: **65 points**;
- Methodology, organization, and work implementation planning and schedule: **35 points**.

| Criteria | | | Scoring |
|-----------------------------|------------|---|---|
| Consultant (Expert Profile) | Experience | Demonstrated experience in policy analysis, particularly in environmental and digital policy areas, with a focus on marine and coastal issues. Also, a proven experience working with international organizations and government agencies with a solid understanding of European and international environmental policies, specifically the European Green Deal and the Barcelona Convention. | <u>60 points maximum</u> 7 points/demonstrated experience |
| | | No similar experience | 0 point (in this case the offer is eliminated) |
| | Diploma | Postgraduate degree (at least 5 years of higher | <u>5 points maximum</u> |

| | | | |
|---|--|--|--|
| | | education) in law, political science, environmental science, or a relevant field. | |
| | | University degree (at least 4 years of higher education) in the specified field or equivalent. | 5 points |
| | | University degree in an unrelated field or no high degree. | 0 points (in this case the offer is eliminated) |
| Proposed methodology for carrying out the assignment | | Well-developed clear and comprehensive methodology that responds precisely to the terms of reference | <u>25 points maximum</u> |
| | | Methodology moderately developed and in line with the terms of reference | 15 points |
| | | Methodology insufficiently developed and more or less in line with the terms of reference | 8 points |
| | | Methodology not in line with the terms of reference or no methodology presented | 0 point (in this case the offer is eliminated) |
| Detailed planning and timetable (including an intervention chronogram) | | A coherent, well-structured schedule and timetable that accurately reflects the terms of reference | <u>10 points maximum</u> |
| | | Planning and timetable moderately coherent and structured but in line with the terms of reference | 5 points |
| | | Planning and Timetable not complying with the terms of reference or not submitted | 0 point (in this case the offer is eliminated) |
| Total score (100 points maximum) | | | ... points |

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

In the event of no offer obtains 80 points or more, the call for consultancy process will be declared unsuccessful.

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.

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

Article 7 - Monitoring, control and validation of the work

The consultant will work under the supervision of SPA/RAC. The consultant will submit draft version of each deliverable. The consultant will submit the final version of deliverables as indicated in section 4 (Time duration of the contract, deliverables & timeline) of the technical specifications.

Article 8 - Deadline for the execution of the mission

The time duration of this contract is four months starting from the date of its signature. The contract implementation will need about 40 (forty days) working days (WD) starting from the date of the contract signature, until the completion of all tasks and no later than May 30th, 2025, with the following tentative schedule:

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| Deliverable 4: Final Report Document (Word format) in English | Comprehensive, with recommendations and lessons learned | Late May 2025 |

Article 9 - 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 of the contract, deliverables & timeline), it will be applied as of right and without notice, a penalty of one two hundredths (1/300) 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 5% 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 13 (Cancellation conditions) below, without that the holder cannot raise disputes or claim any compensation.

Article 10 - 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 shall be allowed to 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 contract, will become and remain the property of SPA/RAC, and the consultant will submit 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 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 do 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 considered to be 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 have 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.
- b. in the case described in the Article 7 (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 specifications of the present consultancy.
- 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, decide to terminate the contract.

Article 15 - Conflict of interests

14.1. 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.

14.2. 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 (Scope of work) of the technical specifications, and Article 2 (Composition, presentation of offers and deadlines). 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 report will only be delivered once the service provider has fulfilled all his obligations resulting from sections 3 (Scope of work) and section 4 (Time duration of the contract, deliverables & timeline) of the "Technical Specifications" and after corrections of all deficiencies signalled by SPA/RAC.

C. ANNEX 1: SUBMISSION LETTER

I, the undersigned (the Firm), after having taken due note of the dossier documents of the call for consultancy 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 the bid is

() Euros ATI. I take due note of the fact that you are not obliged to proceed with the tendering procedure and that I cannot claim compensation. I pledge that the conditions in my offer will remain valid for a period of one hundred and twenty days (120 days) starting from the day after the date for the deadline for the receipt of tenders. Fundación Valenciaport and 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)

ANNEX 2: DETAILS OF TOTAL PRICE

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

| Designation | Unit price | Tasks 1 | | Tasks 2 | | Tasks 3 | | Task 4 | | Task 5... | | Task 6.... | | Total Tasks (1+2+3+4+5+6+...) | |
|---|------------|----------|-----------|----------|------------|----------|------------|----------|------------|-----------|------------|------------|------------|----------------------------------|------------|
| | | Duration | Sub-total | Duration | Sub- total | Duration | Sub- total | Duration | Sub- total | Duration | Sub- total | Duration | Sub- total | Duration | Sub- total |
| Fees | | | | | | | | | | | | | | | |
| Consultant | | | | | | | | | | | | | | | |
| Other costs | | | | | | | | | | | | | | | |
| Travel and accommodation if any | | | | | | | | | | | | | | | |
| Other costs necessary for the proper execution of the present consultancy | | | | | | | | | | | | | | | |
| Sub-total / task (excluding VAT) | | | | | | | | | | | | | | | |
| TOTAL Excluding VAT | | | | | | | | | | | | | | | |
| VAT Amount | | | | | | | | | | | | | | | |
| TOTAL All Taxes Included | | | | | | | | | | | | | | | |

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