



Subject: **Invitation to tender — WATER POrT project component:
Capacity Building on Water Demand Management in Jordan and
Tunisia**
[WM2016/01]

To whom it may concern,

The Regional Environmental Center for Central and Eastern Europe (REC) is inviting applications in relation to the contract referred to above. Please find enclosed the related tender specifications, which outline all the documents that must be provided when submitting a tender, as well as the draft contract.

Tenders must be submitted in English no later than February 26, 2016.

Bids may be submitted either by post/courier or by email.

- a) In the case of bids sent by post or courier, the postmark or the date on the deposit slip shall be regarded as evidence of the date of dispatch.
Bids should be addressed to:

WATER POrT

The Regional Environmental Center for Central and Eastern Europe

2000 Szentendre

Ady Endre ut 9-11.

Hungary

Tenders must be placed inside a sealed envelope. If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across the tape

The outer envelope must contain two sealed envelopes, one containing the technical offer, enclosing Annexes 2, 3, 4, 5, 7 and 8; and the other containing the financial offer (Annex 6). The envelopes must be clearly marked "Technical" and "Financial".

a) In the case of bids sent by e-mail, the automatic delivery notification shall be regarded as evidence of the date of dispatch.

- The technical bid, comprising Annexes 2, 3, 4, 5, 7 and 8, should be addressed to: waterport_watersum@rec.org

- The financial offer (Annex 6) should be addressed to: ZHonti@rec.org

Tenders must be:

- signed by the tenderer or the tenderer's duly authorised representative; and
- perfectly legible so that there can be no doubt as to words and figures.

The period of validity of the tender, during which the tenderer may not modify the terms of the tender in any respect, is three months from the date of submission.

The submission of a tender implies acceptance of all the terms and conditions set out in this invitation to tender, in the tender specifications and in the draft contract, and, where appropriate, the waiver of the tenderer's own general or specific terms and conditions. The submission of a tender is binding on the tenderer to whom the contract is awarded for the duration of the contract.

All costs incurred during the preparation and submission of tenders are to be borne by the tenderers and will not be reimbursed.

Contacts between the REC and tenderers are prohibited throughout the procedure, save in exceptional circumstances and only under the conditions outlined below.

Before the final date for the submission of tenders:


- At the request of the tenderer, the REC may provide additional information solely for the purposes of clarifying the nature of the contract.
- Any requests for additional information must be made in writing only to waterport_watersum@rec.org
- Requests for additional information that are received less than five working days before the closing date for the submission of tenders will not be processed.
- The REC may, on its own initiative, inform interested parties of any error, inaccuracy, omission or any other clerical error in the text of the call for tenders.

Tender documents and any additional information, including that referred to above, are posted on the REC website: <http://www.rec.org/positions.php>

Potential tenderers are requested to regularly check the website.

After the opening of tenders:

- If clarification is required, or if obvious clerical errors in the tender need to be corrected, the REC may contact the tenderer, provided the terms of the tender are not modified as a result.
- This invitation to tender is in no way binding on the REC. The obligation of the REC commences only upon signature of the contract with the successful tenderer.
- Up to the point of signature, the contracting authority may either abandon the procurement or cancel the award procedure, without the candidates or tenderers being entitled to claim any compensation. This decision must be substantiated and the candidates or tenderers notified.
- Once the REC has opened the tender, the document shall become the property of the REC and it shall be treated confidentially.
- Tenderers will be informed whether or not their tender has been accepted.
- If a tenderer's offer includes subcontracting, it is recommended that contractual arrangements with subcontractors include mediation as a method of dispute resolution.



If processing a reply to the present invitation to tender involves the recording and processing of personal data, any personal data requested are required to evaluate the tender in accordance with the specifications of the invitation to tender and will be processed solely for that purpose by the REC.

Enclosures:

- Technical Specifications
- Technical Specifications: Annexes:
 - Annex 1: Draft Contract
 - Annex 2: Reference Form
 - Annex 3: CV Form
 - Annex 4: Legal Entity Form
 - Annex 5: Subcontractor ID sheet
 - Annex 6: Financial Offer Template
 - Annex 7: Declaration of Honour
 - Annex 8: Language and Thematic Skills
 - Annex 9: Technical Application Form