

Call for tenders to select an Expert

Świnoujście City Hall hereby announces a call for tenders to select an Expert for the implementation of the “Esprit2go” project financed from the “Seed Money” funds under the 2014-2020 Southern Baltic Interreg Programme.

The estimated value of the subject of the contract does not exceed the equivalent of EUR 30,000, pursuant to Art. 4 (8) of the Act of 29 January 2004 – Public Procurement Law (Journal of Laws of 2015, item 2164).

AWARDING ENTITY

Municipality of Świnoujście

ul. Wojska Polskiego 1/5

72-600 Świnoujście

represented by Barbara Michalska, Deputy Mayor of Świnoujście on the basis of authorization contained in directive No. WO-KP.0052.188.2016 dated 31 August 2016 issued by the Mayor of Świnoujście, Janusz Żmurkiewicz.

1. Description of the subject of the contract

The subject of the contract is the provision of counselling services with regard to the “Esprit2go” project financed under the “Seed Money” funds of the 2014-2020 Southern Baltic Interreg programme.

2. The scope of the expert's work

The expert will be assigned the task of rendering broadly defined assistance to the Świnoujście City Commune in its activities as the leading partner in the ESPRIT2GO project, including ongoing cooperation aimed at promoting the further growth of the project partnership, participation in meetings between the project partners, the preparation of a detailed schedule and budget, defining the scope of the project tasks, and cooperation with regard to preparing the visual aspects of the project apps.

The expert’s role will also be to set up and present the premises which are to broadly determine whether it is possible in the City of Świnoujście to introduce electric vehicles in a “car-sharing” system (renting a car for short periods and short distances); this should allow further application documents to be prepared for obtaining external funds for the implementation of the said project in Świnoujście. The expert will also be responsible for the drafting of the application documents to Interreg South Baltic Programme.

3. The mode of awarding the contract

Tender competition.

4. The duration and place of the project implementation

- a) Contract deadline – October 2016 – December 2016
- b) Place – the City of Świnoujście.

5. The requirements to be met by the expert

The award of the contract may be applied for by economic operators who meet the following conditions

- a) experience in the implementation of international projects,
- b) specialist higher education or training courses in transport and communications,
- c) experience in working as an expert in transport and communications,
- d) fluent written and spoken command of English,
- e) knowledge guaranteeing that the documentation will be drawn up to a standard allowing its use as an expert opinion serving to assess the purposefulness of introducing electric vehicles in the “car-sharing” system (renting a car for short time periods and for short distances); the expert opinion will be used

for drafting the application documents to obtain funds for this initiative. The task may be implemented in cooperation with an external expert who meets the conditions which guarantee that the goal (drafting the application documents for the pilot stage of the ESPRIT project) will be achieved.

6. The tender-preparation method

The tender should be submitted together with Appendix No. 1 – The Tender Form – which contains the following

- a) full details of the tenderer (full name, address, NIP/PESEL, telephone Nos.),
- b) the dates of the preparation and expiry of the tender,
- c) the scope of the research services offered under the tender,
- d) an elaboration of each of the conditions pertinent to the expert and listed in the requirements,
- e) the gross price for the provision of the service,
- f) the signature of the person authorised to issue the tender.

If any of the above-mentioned elements is absent, the tender will be rejected.

7. The date and place for submitting the documents.

Please submit your documents by 23 September 2016, 12.00 pm, in person, at the seat of the Świnoujście City Hall (Client Services Bureau) or by letter sent to the following address

Świnoujście City Hall
Wydział Rozwoju Gospodarczego i Obsługi Inwestorów (WRG)
ul. Wojska Polskiego 1/5
72-600 Świnoujście

Any tenders submitted after this date will not be taken into consideration. The tenders will be processed in the order they are received.

8. The mode of tender submission

In a sealed envelope marked as follows

ESPRIT 2 GO

NIE OTWIERAĆ PRZED 23.09.2016, GODZ. 12:00

(DO NOT OPEN BEFORE 23 Sep. 2016, 12.00 pm)

9. Tender selection criteria

The tenders will be examined in terms of meeting the above-listed criteria for the expert's qualifications and the lowest price for the provision of the service in question. The selection procedure does not provide for appeals. The Awarding Entity reserves the right to cancel the tender proceedings without stating a reason.

10. Contact person

Tomasz Ambroszczyk
phone +48 91 327 86 06
e-mail: wrg@um.swinoujscie.pl

11. This call for tenders was published

- a) on the website of the Public Information Bulletin of Świnoujście City Hall – <http://bip.um.swinoujscie.pl>
- b) on the bulletin board of Świnoujście City Hall.