

Number: 03-426/23-307/1

Date: 31.07.2023.

Clarification 1 of the Request for Submission of Offers code 49431 from 18.07.2023. for the procurement of services – *International consultant for climate policy, institutional capacity building and financial assessment.*

The business entity contacted for clarification of the request for submission of offers code 49431 from July 18, 2023 for the procurement of services of the International consultant for climate policy, institutional capacity building and financial assessment, and the Client, in accordance with Article 4 paragraph 5 of the Rulebook on the method of conducting simple procurements ("Official Gazette of Montenegro", number 16/23, 20/23 and 36/23) provides clarification:

Through ESJN, the business entity submitted a request for clarification of the Request for Submission of Bids, as following:

1. In the document of the Request, under item 6 of the Request, the conditions for participation in the procedure are stated, where, among other things, the following states:

Business entity is required to have a minimum of experience in the high-quality and successful execution of the same or similar tasks in the field of procurement, which is proven by certificates issued by the user about the services provided, on the high-quality and successful execution of the same or similar tasks in the field of the procurement, from the following: experience in high-quality and the successful implementation of a minimum of 3 services in the past five years, including the year in which the procurement procedure was initiated, which contains the description and value of the procurement object, the time of contract implementation and the statement that the contract was executed in a timely and quality manner, and the contact person, his email address and telephone number, to check the data from the confirmation. The same or similar jobs include services in the field of ecology or natural resource management, combating climate change, with a value of at least 20. 000 € realized on the territory of the EU and the Western Balkans. Valid certificates will be taken for those services that have been performed during the previous 5 years, counting from the deadline set as the deadline for submitting the offer.

Business entity is obliged to submit a Statement on the accuracy of the data in the work resume, as well as a Statement on availability during the entire duration of the contract for the implementation of the project.

Business entity is required to possess a university diploma (VII 1) in fields related to natural resource management, ecology, management, economics, law, which is proven by submitting the original diploma or a certified copy.

Statement of the business entity to have at least 12 years of experience in the field of climate change, which is proven by submitting a work resume, and at least 8 years of experience in working with state and local institutions, as well as NGOs dealing with ecology or natural resource management, which is proven by submitting a work resume.

Business entity is required to submit a motivational letter on how his/her qualifications and experience can lead to successful results of this task in the required time frame (maximum on one side of A4 format, up to 1600 characters) (...)

Statement of the business entity about the knowledge of the English language, which is proven by submitting evidence that can be in the form of: certificates, diplomas, certificates, letters of recommendation.

Statement of the business entity about a high level of IT literacy, which is proven by submitting evidence that can be in the form of: certificates, diplomas, certificates, letters of recommendation, etc.

Please kindly define whether the documents and evidence requested above need to be submitted for a business entity or for a natural person, i.e. an expert who is employed by a business entity.

Answer: Pursuant to the Law on Public Procurement (Official Gazette of the Republic of Montenegro, no. 074/19, 003/23 and 11/23), a business entity has the right to participate in public procurement procedures independently or together with one or more business entities in accordance with this law. Article 4 of the same Law, it is defined that a business entity is a company, entrepreneur, institution and other legal and physical person that offers goods, services and/or works on the market.

2. Furthermore, under point 7 CRITERIA FOR CHOOSING THE BEST OFFER, it says the following:

Total number of points (UB) = number of points for the offered price (C) + number of points for quality (K). The quality parameter (K) – 70 points. The quality parameter is expressed through the consultant's references, K- Consultant – 1 person, it is calculated in such a way that the number is taken as the basis for evaluation of appropriate references on the execution of works in the field of the procurement, issued by the beneficiary, during the previous years, but no longer than five years, including the year in which the public procurement process started, containing the description and value of the procurement, the time of implementation of the contract and a statement that the contract was executed in a timely and quality manner, information about the contact person for verification of the data, whereby the maximum number of references that will be scored is 5 - a total of 70 points $K = (K_p / K_{max}) \times 70$, where: K_p – number appropriate references on the execution of works in the field of procurement issued by the beneficiary on the services provided, during the previous years, but not longer than five years, including the year in which the public procurement process started, containing the description and value of the of procurement, the time of contract implementation, a statement that the contract was executed in a timely and quality manner, information about the contact person for verifying the veracity of the information. K_{max} - the largest number of appropriate references on the execution of works in the field of procurement, issued by the beneficiary on the services provided, during the previous years, but no longer than five years, including the year in which the public procurement process started, containing a description and value procurement items, the time of contract implementation and the statement that the contract was executed in a timely and quality manner, and information about the contact person for verification of the data. The same or similar jobs include services in the field of ecology or natural resource management, the fight against harmful effect of climate change, with a value of at least €20,000 implemented on the territory of the EU and the Western Balkans. Note: the number of submitted references will be reduced as a whole by the references required through the professional and technical requirement the qualifications of the bidder in terms of professional and personnel capacities that are required for the execution of the contract for the consultant. Services implemented during the previous five years, counting from the date set as the deadline for submission of offers will be considered as valid reference.

I kindly ask you to define whether experience, i.e. references of a business entity or a natural person, i.e. an expert/expert who is employed by a business entity, will be scored.

We also ask you if it is possible to extend the deadline for submission of bids, so that as bidders, we would be able to make the highest quality bid possible.

Answer: The references of the natural person-consultant are scored. The deadline for submitting bids will be extended by 7 days.

Commission for implementation of the simple procurement procedure

1. Ana Petrović, president, sgd
2. Tamara Marićević, member, sgd
3. Bojan Ivanović, member, sgd