

TERMS OF REFERENCE FOR THE IMPLEMENTATION OF A PILOT ACTION FOR THE DEMONSTRATION OF GREEN URBAN DRAINAGE SYSTEMS IN URBAN ROADS.

Budget code: 23EEP001

Project: HERA

Imputation item: 5.2

Introduction

The Associació MedCités / MedCities is an association of cities, with its headquarters in Barcelona, dedicated to sustainable urban development in the Mediterranean. It comprises 73 municipalities and unions of municipalities from seventeen different states and runs projects in the fields of strategic urban planning, urban services, the environment and local economic and social development, as well as training activities, technical support and the capitalisation of best practices. The network was created in 1991, since which time it has carried out dozens of projects in Mediterranean cities.

The cities of Bethlehem, Jerash and Saida hold a green infrastructure strategy, as a result of the NATUREMED project, which took place on 2022 between MedCities, Barcelona City Council and the three municipalities (Bethlehem, Jerash and Saida). This project helped to determine a set of strategic actions to enhance the presence of green spaces, among others.

The HERA Project (Heat Island Effect Reduction Actions) will implement three demonstrative pilot actions that are aligned with the green infrastructure strategies of the three cities and promote ecosystem services to contribute to mitigate the heat island effect in the cities, promote active mobility and enhance public space, and make more biodiverse and beautiful public spaces, among others.

In Bethlehem, HERA project will focus on a section of Jerusalem-Hebron Road/Yasser Arafat Road between Al Mahd Road and Moradeh street. A pilot will be implemented in this street section, in order to showcase the benefits of the transformation of a public space into a greener, safer and more environmentally-friendly space for pedestrians. In particular, the pilot will include three main group of actions: (i) promotion of active mobility and pedestrian security; (ii) demonstration of drainage systems in urban roads; (iii) promotion of green infrastructure in urban streets. The scope of this offer will focus on the promotion of green urban drainage systems in roads.

1. Objective

The objective of this service provision is to implement a pilot action for the demonstration of green urban drainage systems in urban roads in Jerusalem-Hebron Road (Bethlehem).

2. Scope of the services

The scope and characteristics of the services are as follows:

The service provider will implement a pilot action in the Jerusalem-Hebron road, in the section between Al Mahd Road and Moradeh street. The pilot action will serve to showcase the methodology and benefits of installing urban drainage systems that are integrated in an existing road and which help to both create greener environments and serve as a flood prevention measure.

The service provider will implement all necessary works to cover the whole aforementioned area. This will be done in an integrated manner with the other service providers implementing the two additional group of actions.

The service provider will perform periodic explanatory visits to the demonstration site during the whole implementation period for the technical staff of Bethlehem municipality.

D1. Document summarising the activities and actions implemented. This document will include an annex with a set of pictures and videos taken during the implementation and final phase of the pilot action. The pictures will show all works being implemented.

3. Type of service, duration and place of execution

These terms of reference and the winning proposal will define the conditions of the service as a contract of provision of services from the notification of the order until December 10th, 2023. The service will be carried out in Bethlehem.

The service will be governed by the Catalan law, the Spanish law and the courts of Barcelona.

4. Base budget of the service

The maximum budget for this service is €9.420€ (all taxes included).

Any offer exceeding this amount will be rejected.

It is understood that the budget includes all of the costs that the successful bidder is required to pay for the normal fulfilment of the services contracted such as general expenses, financial costs, insurance, transport and travel expenses, remuneration for the staff under its control and all verification and job costs.

5. Price of the contract and economic conditions

The administrative details of the Contracting Body are:

ASSOCIACIÓ MEDCITIES AND/OR MEDCITÉS
C / 62. 16-18. EDIFICI B, ZONA FRANCA
08040 BARCELONA – CATALONIA - SPAIN
Tax number (VAT): ESG66401258

The contract price is the one established by the award of the tender, in line with the offer submitted.

1 invoice is required according to the following details:

- 100% of the total amount after the finalisation of the service and the delivery of D1.

Offer and invoices must contain at least the following information:

- Full tax name and full tax address of the supplier
- Tax identification number of the supplier
- Complete MedCities data
- Offer/Invoice number
- Offer/Invoice date
- Budget code and project name indicated in the header of this document

- Description of the service to be provided/provided
- Detail of the amount of the service and taxes (if any)

The payment term of the invoice will be: bank transfer around 30 days after the date of the invoice (bank account details are required) and always after internal favourable report issued by the General Secretariat of MedCities at the end of the service.

The service provider will be directly responsible for paying the local or national taxes applied to the services except if the service provider is fiscally domiciled in Spain, whereupon the current tax law in respect of personal income tax (IRPF) will be applied.

Invoices must be sent either by post to the offices of the General Secretariat of MedCities or, if they are in digital format, to contact@medcities.org.

Bank charges arising from the payment of invoices will be shared (SHA according to bank coding).

MedCities may require information from the service provider regarding its compliance with obligations relating to social security contributions and the payment of taxes.

Those non-EU service providers will be required to present a certificate of tax residence within 7 calendar days of the award of the service. If the aforementioned document has not been provided to MedCities within 7 days, the contract may be terminated.

6. Participation requirements

Those bidding for the service can be individuals or companies that have the full capacity to carry out the work, that are not subject to a ban on hiring staff and that can demonstrate their technical reliability and professional experience.

7. Confidentiality clause

The information that the service provider will have access to in order to fulfil the purpose of this contract must be kept strictly confidential and must not be used for any activity not covered by this contract. In circumstances where a particular use of the information gives rise to doubts in respect of this confidentiality clause, the service provider must, in all cases, request the consent of MedCities.

8. Ownership and authorship of the work

The ownership and authorship of any service provision work carried out belongs to MedCities and Bethlehem municipality. As owners of the study, any use or mention of it in publications, articles, interviews, conferences, etc. must have the express authorisation of MedCities and Bethlehem municipality.

9. Termination of the service

By giving notice of one month, the service can be terminated by either party before the date indicated in Point 3 of these terms of reference for objective reasons or for the reason described in the last paragraph of point 5 of this terms of reference.

10. Submission of offers

The offer must be sent to the following email address: contact@medcities.org

- Proposal submission period: 10 working days from the date of these terms of reference.
- The subject line of the email should specify "Service offer for the implementation of a pilot action for the promotion of active mobility and pedestrian security in Jerusalem-Hebron road"
- It is essential that the submission should clearly indicate: business name, address, phone number, email address and the Fiscal ID Number (VAT – tax number) of the bidding company.

The offer must include the extent of the services offered and fulfil the conditions expressed in the previous sections. Notwithstanding that the candidate can attach to their offer any complementary information they consider to be of interest, the tender must include the following documentation:

- Detailed offer of the services.
- Economic proposal: candidates must submit an economic proposal in euros that either they or their representative must sign. The prices offered should include any type of tax, charge or fiscal ruling of a European, state, autonomous community or local nature as indicated in Points 5 and 6 of these terms of reference.
- CV of the professional person or company involved and of the working team, giving relevant examples of similar work undertaken and, if applicable, international experience.

In the event that additional information is required to present the offer, we invite you to contact MedCities by writing to the email address contact@medcities.org. Only written questions about clarifications of the presentation of offers will be answered.

MedCities may request additional information related to the proposal if it deems it appropriate. If this is the case, the proposals that require clarification must be answered within a reasonable period established by the evaluation team.

11. Assessment criteria

The most advantageous offer will need to be evaluated bearing in mind the cost-effectiveness ratio in accordance with the overall proposal. The assessment could take the price-quality ratio into account.

MedCities guarantees equal treatment of the people/companies bidding and will keep their offers confidential.

The person/company adjudicated as the successful bidder will be notified within a period of 5 working days from the final submission date for offers.

Barcelona, 28 July, 2023



Josep Canals Molina
MedCities Secretary General

General Secretariat

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