



## TALLINNA KESKKONNAAMET

01.07.2016

Request for proposal (RFP) for external support for managing project

Tallinn City Environment Department invites proposals for external support for managing project. Based on previous work experience, your firm has been selected to receive this RFP and is invited to submit a proposal to support by external expertise for managing project “Interregional Environmental Integration of Waste Management in European Heritage Cities – INTHERWASTE” described herein.

### **Background**

Tallinn is the capital and largest city of Estonia, occupying an area of 159.2 km<sup>2</sup> with a population of 416,470. It is self-governing with a City Council and City Government, the Council’s executive body. The City Government’s Environment Department is responsible for all aspects of waste management, such as waste collection and transport, developing and handling waste recycling systems (including a network of waste stations and composting sites), and construction, closure and aftercare of the landfills used by the city.

The INTHERWASTE project is funded under the Interreg Europe programme and aims to foster the exchange of experience and policies for efficient and sustainable waste management in European Heritage Cities, where the preservation of heritage and management of high amounts of waste due to tourism and economic activities pose an additional challenge. It is coordinated by Sanitation Cordoba (SADECO) and involves four other municipalities: Porto, Tallinn, Krakow and Syracuse. ACR+ is the advisory partner on the project. The duration of project is 60 month (36 month for Phase 1 and 24 month for Phase 2). Project will end on March, 31<sup>st</sup>, 2021. During the project life time every partner must submit 8 individual progress reports to the lead partner after approval by the First Level Control (6 reports in Phase 1 and 2 reports in Phase 2). The reporting period is 6 months and the first one will finish on September 30<sup>th</sup>, 2016. The lead partner must submit to the Joint Secretariat of the Programme the consolidated progress report. More information about reporting during implementation of the project under the Interreg Europe programme in the Programme Manual [http://www.interregeurope.eu/fileadmin/user\\_upload/documents/Call\\_related\\_documents/Interreg\\_Europe\\_Programme\\_manual.pdf](http://www.interregeurope.eu/fileadmin/user_upload/documents/Call_related_documents/Interreg_Europe_Programme_manual.pdf)

**Services included in this RFP:**

- External assistance on project management and periodical reporting to the Joint Secretariat
- External support for elaboration 8 individual progress reports to be sent to lead partner.
- Supplying partner with templates and consulting.

All services should be provided in cooperation with project coordinator Saneamientos de Córdoba (SADECO), Avenue Medina Azahara 4, Córdoba, 14005, Spain (ESPAÑA), contact person Jesús Diz Pérez, e-mail [jdiz@sadeco.es](mailto:jdiz@sadeco.es), phone: +34 957 762 000

**Proposal Guidelines**

This RFP represents the requirements for an open and competitive process. Proposals will be accepted by e-mail until **17:00 EET (16:00 CET) July 31<sup>st</sup>, 2016**. Any proposals received after this date and time will be returned to the sender. All proposals must be signed digitally or in written with further scanning by an official agent or representative of the company submitting the proposal and send on e-mail address [keskkonnaamet@tallinnlv.ee](mailto:keskkonnaamet@tallinnlv.ee), subject "INTHERWASTE, Request for Proposal".

All costs must be itemized to include an explanation of all costs. Bidders should provide short description of their experiences in managing projects as part of their proposal for consideration.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. Tallinn City Environment Government reserves the right to negotiate with the selected bidder in the event that the price exceeds available funds.

All contractual terms and conditions will be subject to review by lawyer of Tallinn City Environment Department and will include scope, budget, schedule, and other necessary items pertaining to the project.

**Proposal Evaluation Criteria**

Tallinn City Environment Department will evaluate all proposals based on the value and cost criteria: Bidders will be evaluated on the cost of their services in accordance with the needs of this project.

**Request for Proposal Timeline**

RFP will become in force as of the date of issue. In order to ensure compliance with the principles of transparency, non-discrimination and equal treatment besides request for three offers ('bid-at-three') RFT will be published on the Tallinn City's website of the project <http://www.tallinn.ee/INTHERWASTE>

All proposals in response to this RFP are due no later than **17:00 EET (16:00 CET) July 31<sup>st</sup>, 2016**.

Evaluation of proposals will be conducted from August 1, 2016 until August 5, 2016. If additional information or discussions are needed with any bidders during this week window, the bidder(s) will be notified. The selection decision for the winning bidder will be made no later than August 10, 2016.

Upon notification, the contract negotiation with the winning bidder will begin immediately. Contract negotiations will be completed by September 16, 2016. Notifications to bidders who were not selected will be completed by August 19, 2016.

Tallinn City Environment Department may execute, if required, the right to prolong terms of evaluation, selection and notification up to two weeks without bidders notification.

**Contact and inquiries**

Questions and inquiries may be submitted by e-mail to Mr. Gennadi Gramberg, [gennadi.gramberg@tallinnlv.ee](mailto:gennadi.gramberg@tallinnlv.ee). Questions will be answered within 3 business days via e-mail with a return reply acknowledging receipt of the e-mail requested. Questions and answers will be shared with all bidders.

Sincerely

*(signed digitally)*

Kristjan Mark

Project INTHERWASTE coordinator in Tallinn

Gennadi Gramberg 6404356  
[gennadi.gramberg@tallinnlv.ee](mailto:gennadi.gramberg@tallinnlv.ee)