# Simplified tender dossiers for service tender

1. **INFORMATION ON SUBMISSION OF THE TENDERS**

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| 1. **Publication reference:** | **PSGA4 – P4** |
| 1. **Project Title:** | P**LATFORMA – Local & Regional International Action** |
| 1. **Subject of the contract:** | Engagement of an Expert for a Survey on the Performance of the MSDA’s E-System for Municipal E-Governance and Service Delivery in Georgia |
| 1. **Contracting Authority:** | NALAS – Network of Associations of Local Authorities of South East Europe |
| 1. **Maximum Budget:** | Maximum budget available **EUR 4,000.00 (VAT excluded)** |
| 1. **Deadline for application:** | **30.10.2025** |

1. **Contract description/technical specification**

PLATFORMA is the pan-European coalition of local and regional governments engaged in international cooperation for sustainable development. PLATFORMA federates local and regional governments with their national, European and global associations, and is hosted by the Council of European Municipalities and Regions (CEMR).

In the framework of the PLATFORMA Eastern Partnership (EaP) Programme, NALAS is supporting the advocacy efforts of the LGAs of Moldova, Georgia and Ukraine. Supporting effective policy dialogue at national and international levels as well as the institutional development of the Associations of Local Authorities in the EaP countries are key priorities for PLATFORMA.

The objective of this assignment is to design, conduct, and analyze a survey assessing the performance, usability, and impact of the MSDA’s e-system from the user’s perspective—covering both municipal administrations and citizens, in Georga. The findings will serve to:

* Identify strengths and weaknesses of the existing e-system and its modules;
* Assess the level and pattern of use of different e-modules by municipalities;
* Gather feedback on user satisfaction, functionality, and integration needs;
* Formulate recommendations for improving the e-system;
* Provide policy input for the next cycle of Georgia’s Decentralization Strategy.

1. **Selection Criteria**

The following selection criteria will be applied to candidates:

**Qualifications and skills:**

* Advanced university degree in public administration, political science, law, economics or a related field.
* Strong analytical and writing skills.
* Excellent command of English (oral and written)

**General Work Experience**

* At least 10 years of proven work experience.

**Specific Work Experience**

* Minimum 7 years of professional experience in local governance, local government associations, decentralization, or public sector reform.
* Proven experience in conducting surveys and comparative research.
* Knowledge of Eastern Partnership and South-East Europe context is an asset.

1. **Award criteria**

The best price-quality ratio established by weighing technical quality against price on an 80/20 basis.

1. **Application procedure**

**Offers, all correspondence and documents related to the tender exchanged by the tenderer and the contracting authority must be written in English.**

**The tender must comprise a technical offer and a financial offer, which must be submitted in separate envelopes or through specific electronic post mail messages.**

1. **Technical offer**

**The applicant must send the technical offer that is composed by the following documents:**

* **Legal Entity File (LEF) – Template given by the Contracting Authority**
* CV of the Applicant
* Copy of Diplomas, Certificates, Letter of References supporting the experience and qualifications declared on the CV.
* In case of Legal Entities, one Key Expert should be appointed. The applicant should submit Copy of Diplomas, Certificates, Letter of References supporting the experience and qualifications declared on the Key Expert’s CV. The technical evaluation will be conducted based on the qualifications and experience of the Key Expert.
* Copy of ID documents. In case of Legal Entities, copy of the Tax Identification Number, or other relevant/similar document issued by the country of origin)

1. **Financial offer**

The financial offer must be presented as an amount in Euro and must be submitted using the template Financial Offer as given by the Contracting Authority in which the invited Applicants will specify the Daily Fee they offer and the total offer.

1. **Submission of tenders**

Tenders may be submitted using the double envelope system, i.e. in an outer parcel or envelope containing two separate, sealed envelopes, one bearing the words ‘*Envelope A — Technical offer*’ and the other ‘*Envelope B — Financial offer’*. All parts of the tender other than the Financial Offer template must be submitted in Envelope A.

Alternatively, tenders may be submitted using two specific electronic post mails, specifying ‘*Envelope A — Technical offer*’ and the other ‘*Envelope B — Financial offer’ in the subject of their electronic post mail (e-mail).*

The outer envelope (or alternatively each of the e-mails) should provide the following information:

a) the address for submitting tenders indicated above;

b) the reference code of the tender procedure

c) the words ‘Not to be opened before the tender-opening session’

d) the name of the tenderer.

Tenders must be sent to the contracting authority before the deadline set at Point 6 of this document. They must include the requested documents in Point10 above and be sent:

1. By electronic post,

**Email: info@nalas.eu**

* by post or by courier service, in which case the evidence shall be constituted by the postmark or the date of the deposit slip, to:

**NALAS, Network of Associations of Local Authorities of South East Europe**

**Varshavska 36 A1000 Skopje, Republic of North Macedonia**

* OR hand delivered by the participant in person or by an agent directly to the premises of the contracting authority in return for a signed and dated receipt, in which case the evidence shall be constituted by this acknowledgement of receipt, to:

**NALAS, Network of Associations of Local Authorities of South East Europe**

**Varshavska 36 A1000 Skopje, Republic of North Macedonia**

Applications submitted by any other means will not be considered. Submission of the tender should be made within the deadline specified in point 6 of this document.

1. **Evaluation of tenders**

The tenders will be evaluated on the basis of conformity with the requirements of this tender dossier and procedure. A technical and financial evaluation will be performed by the evaluation committee on the technical and financial admissibility of tenders.

Evaluation Grid for the technical score is specified as follows:

|  |  |
| --- | --- |
|  | **Maximum** |
| Qualifications and skills | 30 |
| General professional experience | 30 |
| Specific professional experience | 40 |
| **Overall total score** | **100** |

1. **Notification of award**

The contracting authority will inform all tenderers simultaneously and individually of the award decision.

1. **Other**

For more information the applicants may consult the Terms of Reference attached to this tender procedure.