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| **QUOTATION NUMBER: 02/22** |  | | |
| **REQUEST for Quotations for the development of Green Public Procurement (GPP) benchmarking guidelines and a COVID-19 indicators summary report in connection with the GPP4Growth project under THE INTERREG EUROPE Programme** | | | |
| **Date Issued: 1st April 2022** |  |  | |
| **Closing Date: 12th April 2022** |  |  | |
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| **Malta Regional Development and Dialogue Foundation (MRDDf) Robert, 36B, Triq il-Pwales, Xemxija, St. Paul’s Bay, SPB 4012, Malta** | | |



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|  | **INTERREG EUROPE Programme 2014-2020**  Project part financed by the European Union  European Regional Development Fund (ERDF)  Co-financing rate: 75% EU Funds; 25% National Funds |  |

**Section 1: Specifications**

**1.0 General Background**

“Green public procurement for resource-efficient regional growth” (GPP4Growth) is an Interreg Europe project aiming to stimulate eco-innovation, resource efficiency and green growth by promoting Green Public Procurement (GPP). The project will support the creation of new opportunities for public authorities to stimulate eco-innovation, resource efficiency and green growth, mostly by using new award criteria in calls and tenders that pay particular attention to environmental considerations. Following 4 years of implementation the project consortium has successfully secured funding under the 5th call for additional activities which aims at exchanging experiences directly related to the COVID-19 pandemic and its effects on the participating regions.

The outbreak of the COVID-19 pandemic has revealed a number of vulnerabilities in the public procurement process. The unprecedented need to urgently procure large quantities of specialized equipment during the pandemic has led to a considerable relaxation of green criteria in public procurement. In that respect, the current policies and practices have often proved insufficient to maintain and emphasize sustainability priorities during the pandemic.

In the course of the two-semester extension, partners will map the impact of COVID-19 on GPP implementation, provide examples of successful practices and identify promising recovery and resilience pathways. Subsequently, in the context of 3 interregional workshops, they will build their capacities on how to a) implement synergies with EU financial instruments for prompt recovery, b) improve the GPP of personal protective and medical equipment in their regions, and c) assess policy effectiveness during COVID-19 and beyond; thereupon, partners will peer-review their policy planning (in the context of policy instruments) to better align emergency procurement processes with the EU Green Deal. Moreover, they will host meetings in each region (1 per semester) and carry out communication activities to share project results with stakeholders and receive input on new measures.

The Malta Regional Development and Dialogue Foundation (MRDDF) is therefore requesting quotations for the provision of services pertaining to the development of Green Public Procurement (GPP) benchmarking guidelines and a COVID-19 indicators summary report in connection with the GPP4Growth project, which is financed under the Interreg Europe Programme*.*

The selection of the successful bidder will take place in line with the Public Procurement Regulations (LN 352 of 2016) and its subsequent amendments.

**2.0 Specifications**

Further to the selection of the GPP4Growth project for funding under the Interreg Europe Programme, the Malta Regional Development and Dialogue Foundation requires the services of a service provider who shall be tasked with the development of Green Public Procurement (GPP) benchmarking guidelines and a COVID-19 indicators summary report, within the scope of Activity A4 GPP Benchmarking workshop (to be held online)”.

Following activities A1 (GPP COVID-19 State of play) and A3 (Stakeholder Meetings), each project partner will propose new GPP indicators, to be jointly tested in an interactive benchmarking exercise, enabling the partnership to establish specific GPP indicators to assess policy instruments and implementation vis-à-vis GPP in times of crises. Any background documents necessary for the undertaking of the tasks will be provided to the selected service provider.

The appointment of an external expert to support the monitoring, implementation, and reporting of project activities throughout its duration on behalf of MRDDF, in collaboration with partner’s internal staff, will include the following services:

1. develop the agenda and presentations along with the respective invitations of an interregional online workshop on GPP benchmarking (in .doc and .pdf format);
2. prepare workshop minutes (in the form of lessons learnt) (in .doc and .pdf format);
3. provide support in the form of guidelines for the organisation of the internal organizational policy learning processes for the staff of the partner (i.e., diffusion and elaboration on the lessons learnt during the exchange of experience activities) (in .doc and .pdf format)
4. progress reporting (in .doc and .pdf format)

The requirements of the selected service provider, delineated further below, should be clearly indicated as satisfied by means of Curriculum Vitae and a covering letter.

Qualifications

The selected service provider shall have a team with experts who fullfil the following educational and professional qualifications.

**A Project Manager** **and Technical Expert** (MQF level 6) or equivalent in the field of political science, economic policy, environmental studies, or equivalent.

**A Researcher** (MQF level 6) or equivalent in the field of political science, economic policy, environmental studies, or equivalent.

Sufficient knowledge of the English language

Given that English is one of the official languages of the Interreg Europe Programme, the selected service provider should have sufficient knowledge of the English language enabling him/her to perform the required tasks adequately.

Timeframes

The selected service provider shall be expected to work according and within the timeframes set on a Programme level. It is important to note that should any deadline be missed, funds may be lost. Therefore the selected provider might be required to work under tight schedules in order to meet the respective deadlines.

**The envisaged deadline for deliverables described under Section 2.0 is 1st June 2022.**

**3.0 Submission and Contact Details**

Interested service providers are to fill in and submit Section 2 of this RfQ. All prices must quote VAT separately and in full. For payment purposes, invoices and receipts should be issued accordingly.

**Clarifications and further information are to be sought in writing by sending and email to** [**info@mrddf.org**](mailto:info@mrddf.org) **not later than 8th April *2022.* Any request for clarifications received after this deadline will not be considered. Quotations are to be submitted by 12*th April 2022, 17:00 CET* by email on** [**info@mrddf.org**](mailto:info@mrddf.org)***.***

*Results for this competitive call will be published online here:* [*www.mrddf.org/tenders*](http://www.mrddf.org/tenders)*.*

**Section 2: To be filled in by interested bidders**

**Quotation date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Suppliers/Contractor’s details**

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| Company’s / Controller’s Name: |  |
| Contact Person’s Name and Surname: |  |
| Company’s / Controller’s Address: |  |
| Telephone Number: |  |
| Mobile Number: |  |
| Fax Number: |  |
| E-mail address: |  |

**Price of service (in Euro) as per above requirements and specifications:**

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| --- | --- |
| **Net:** | **€** |
| **Vat (specify rate): %** | **€** |
| **Total:** | **€** |

**Company Rubber Stamp:**

**Signature:**

**Name and Surname:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_