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| INVITATION TO TENDER  DIRECT AWARD |  | Date: 23-12-2024  Project no.: 100556022 | |
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INVITATION TO TENDER

REGARDING *procurement of a Consultant (Consulting team) to develop a traffic study for sustainable transportation in the City of Živinice*

Project no - 100556022

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# **The SEI’s Operations**

Stockholm Environment Institute (SEI) is an international non-profit research institute that tackles environment and sustainable development challenges

We empower partners to meet these challenges through cutting-edge research, knowledge, tools and capacity building. Scientific quality and integrity are foundations of our work. Partnership is at the heart of our approach, leading to change that lasts.

Our work connects science to policy and practice, aiming to drive tangible impacts. It spans climate change, natural resources, water, air, and health, and addresses questions of governance, innovation, finance, poverty, gender equality and social equity.

We are committed to transparency and full disclosure of our funding. The Government of Sweden is our largest funder, and we also receive funds from a range of public research funders, philanthropic foundations, bilateral and multilateral development agencies, governments, NGOs and other partners.

Through SEI’s Headquarters and seven centers around the world, we engage with policy, practice and development action for a sustainable, prosperous future for all. For more information about SEI, our assignments and ongoing projects, visit our website: www.sei.org.

# **A short background of the assignment**

EI is implementing the “Sustainable Transition of Bosnia and Herzegovina (BiH SuTra)” programme, which, through its second component—Supporting the Transition of Coal Regions in BiH—has been actively assisting the City of Živinice in developing a Sustainable Transition Plan (STP) for 2050. This plan aligns with the Green Agenda for the Western Balkans and adheres to European Union standards for environmental protection and sustainable development.

Notably, the three-year Operational Plan for Sustainable Transition, derived from the STP, was officially adopted during the 35th regular session of the Živinice City Council on October 2, 20241.

The Sustainable Transition Plan is inspired by the Vision 2050 of the City of Živinice, which was shaped through public consultations in the autumn of 2023 to ensure the Plan reflects the community's collective aspirations for a sustainable future. The Vision for the city of Živinice by 2050 is:

* A thriving community of equal and content citizens, entrepreneurs and investors, where urban and rural areas grow in harmony. A place where nature, air, water, and soil are safeguarded, and culture and heritage are celebrated and preserved.
* An open and forward-thinking city, with a local government committed to a sustainable transition, raising living standards, embracing technological innovation, and driving digital transformation.
* A modern European green city, featuring renewable-powered infrastructure, skilled and educated professionals, and opportunities that inspire and attract the youth.
* A city that excels in every social, economic, and cultural dimension.
* A city of excellence in all social, economic and cultural aspects.
* "The city of Živinice – The Most Beautiful than All!"

The City of Živinice's Sustainable Transition Plan for 2050 outlines five key development pathways: decarbonization, circular economy, pollution reduction, sustainable agriculture, and the protection of nature and biodiversity. The plan provides a comprehensive cost assessment for implementing proposed measures across these areas, establishing a framework for long-term, medium-term, and short-term objectives.

To kick-start its implementation, the Plan identifies seven (7) priority short-term actions, aligned with these developmental pathways. These actions have been formalized in the Operational Plan for the Implementation of the City’s Vision for Sustainable Transition for the period 2025–2027.

Within the Development Pathway 1: Decarbonization / Energy, Climate and Sustainable Transport and Functional Area 4.1. - Sustainable, safe and decarbonized transportation system with accessible infrastructure throughout the entire city, the implementation of the following measure/activity is planned for the upcoming period: Development of a Traffic study for sustainable transportation in the city of Živinice.

The purpose of this procurement is to procure a Consultant (Consulting team) that will support the implementation of the above-mentioned short-term activity: Development of a Traffic study for sustainable transportation in the city of Živinice.

More info about the BiH SuTra Programme is available [here](https://bihsutra.ba/en) and in Annex 1 of this tender document (please see Annex 1\_Overview of the BiH SuTra Programme).

# **Instructions for direct awards**

## **The SEI’s contact for questions**

Name: Saša Solujić

Phone: +46 70 301 8292

E-mail: [sasa.solujic@sei.org](mailto:sasa.solujic@sei.org)

Closing date for questions is: **14-01-2025.**

## **Submitting a tender**

Suppliers are prompted to use this document as a base for the tender document and adherent documents. The yellow check boxes are to be completed with answers in this document, as well as the annexes.

Met requirements are confirmed with an “X” in the check box. The tender must contain confirmation that all shall requirements for the offered service are met in full. Note that the text boxes are expanding automatically when filled with text. If more than ½ page is required, an annex can be added. When a supplier wants to use annexes, it must be denoted in the text box, and the annex shall be visibly marked in turn. All documents shall be marked with the registration number for the direct award (Project no.: 100556022).

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| **Name of tenderer including subcontractors, if applicable.** | **Submit Corporate Identity number, tenderer, including subcontractors, if applicable:** |
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Tenders are to be submitted via e-mail to: [sasa.solujic@sei.org](mailto:sasa.solujic@sei.org)

* Tenders should submit the following documents:
* Tender document
* Technical proposal (please refer to Annex 3)
* Tenders are to be submitted via e-mail to: [sasa.solujic@sei.org](mailto:sasa.solujic@sei.org)
* A submitted tender is valid for **90** days from the closing date for the tender.

## **Closing date**

The tender must arrive no later than **21-01-2025, end of the day.**

## **Award decision**

All tenderers will be notified immediately, via e-mail, regarding the award decision *with motivation* when the decision is made.

The award decision does not constitute a contractual acceptance of the tender. A binding agreement only comes into effect after the written contract has been signed by both parties in two identical copies.

# **Description of the assignment**

## **General/Extent**

The tenderer **shall** be a legal entity (or consortium) registered in Bosnia and Herzegovina, capable of offering comprehensive expertise in areas such as experience in conducting similar studies, such as traffic impact assessments, demand forecasting, or feasibility studies for infrastructure projects. These activities are part of Programme Component 2 – Supporting the Transition of Coal Regions in BiH – within the “BiH SuTra” programme, implemented by the Stockholm Environment Institute.

For this role, SEI is seeking **a qualified tenderer (Consultant)** with proven expertise, ideally demonstrated through at least two similar projects completed within the past five years.

The tender envisions three key experts:

1. Lead Expert in Traffic Planning, Road Traffic Engineering
2. Lead Expert in Urban Mobility and Intelligent Transport Systems
3. Expert in Modeling

The Consultant might be required to travel occasionally within the territory of Bosnia and Herzegovina.

The primary tasks envisioned include analyzing traffic system participants, assessing traffic flows, evaluating transportation infrastructure, studying public perceptions, analyzing population and tourist statistics, forecasting traffic trends, and developing a suitable traffic model.

The consultant will work closely with SEI experts from this field.

Please refer to Annex 2 for specific details about timeline and deliverables (please see Annex 2\_Tender Tasks, Timeline and Deliverables)

Understand and accept the requirements above: Yes

## **Objective and purpose**

The Traffic Study for Sustainable Transportation in the City of Živinice aims to establish strategic directions and implement solutions to enhance the city's transportation system in a sustainable, environmentally friendly, and citizen-focused manner. By addressing current challenges, the study will identify key issues within the existing framework and propose measures to promote energy-efficient and eco-friendly modes of transport, such as public transit, cycling, and walking, while integrating smart traffic management systems.

**Specific Objectives:**

1. **Alleviating Traffic Congestion**: Achieve smoother traffic flow through modal shifts, improved organization, and upgraded infrastructure.
2. **Promoting Sustainable Transport**: Encourage greater use of public transit and other sustainable mobility options to reduce automobile dependency.
3. **Advancing Active Mobility:** Expand pedestrian zones, cycling networks, and micromobility options, integrated seamlessly with public transport systems.
4. **Enhancing Safety and Accessibility:** Upgrade pedestrian and cyclist infrastructure to ensure safer and more accessible urban mobility for all.
5. **Optimizing Urban Freight Traffic:** Streamline freight and delivery logistics to minimize congestion, emissions, and inefficiencies in last-mile transportation.
6. **Implementing Smart Traffic Solutions:** Introduce advanced traffic management systems to enhance real-time traffic flow, reduce delays, and improve overall efficiency.
7. **Reducing Environmental Impact:** Lower greenhouse gas emissions and improve air quality by promoting environmentally sustainable transportation options.
8. **Building Climate-Resilient Infrastructure:** Develop transportation systems capable of withstanding risks from natural disasters, floods, and heatwaves, ensuring long-term reliability.
9. **Improving Transport Equity:** Ensure equal access to sustainable transportation for marginalized and vulnerable groups, including women, the elderly, and people with disabilities.

This study aspires to lay the foundation for a modern, inclusive, and sustainable transportation system, aligning with the broader goals of environmental stewardship and enhanced quality of life for all citizens.

Understand and accept the requirements above: Yes

## **Time schedule/Delivery schedule for the assignment**

The contract is intended to run from contract signing for **five (5) months**.

The main deliverables and timeline for this procurement are enclosed to Annex 2 – Tender Tasks, Timeline and Deliverable.

Understand and accept the requirements above: Yes

## Requirements for the assignment

### **4.4.1 Technical specification**

The tenderer **shall** be a legally registered entity. In the case of consortia, at least one entity has to be registered in Bosnia and Herzegovina. Proof of registration will be attached as an annex in the Technical Proposal (please refer to section 4.4.2 of this procurement and to Annex 3\_Technical Proposal for more details).

The tenderer shall have a minimum of 5 years of relevant experience in similar areas, such as traffic impact assessments, demand forecasting, or feasibility studies for infrastructure projects.

### **4.4.2 Technical proposal**

The tenderer **must,** as verification of requirements fulfilment, attach a Technical Proposal as a separate annex, with a font between 10 and 12. The attached Technical Proposal mustcontain the followings:

* Tenderer’s presentation, capacity and expertise: a brief description of the tenderer, including the year and country of incorporation and types of activities undertaken, general organizational capability, certificates of registration, financial capability, authorizations required and Tender Document.
* Proposed Methodology that should describe the tenderer’s responsiveness to the procurement by identifying specific actions to address the requirements and demonstrating how the proposed approach and methodology meets or exceeds the requirements.
* Quality Assurance and Risk Management Procedures
* Relevance of specialized knowledge and experience on similar engagements done in the country/region (References).
* Proposed experts for the assignment CVs for key personnel that will support the implementation of this project. CVs should demonstrate qualifications in areas relevant to the assignment.
* The tenderer's comments and suggestions on the Tasks, Timelines and Deliverables, if any.
* Other relevant info.

Please refer to Annex 3\_Technical Proposal, for more information.

### **4.4.3 Staff and skills requirements**

**Expert 1 – Lead Expert in Traffic Planning**

**Qualifications:** Graduate in Road Traffic Engineering.

**Experience:** At least 10 years of relevant experience.

**Languages:** Native BHS speaker, good knowledge of English

**Expert 2 – Lead Expert in Urban Mobility and Intelligent Transport Systems**

**Qualifications:** Graduate in Road Traffic Engineering.

**Experience:** At least eight (8) years of relevant experience.

**Languages:** Native BHS speaker, good knowledge of English

**Expert 3 – Modeling**

**Qualifications:** Graduate in Road Traffic Engineering.

**Experience:** At least eight (5) years of relevant experience.

**Languages:** Native BHS speaker, good knowledge of English

**Expert 4 – Expert in Traffic Safety**

**Qualifications:** Graduate in Road Traffic Engineering.

**Experience:** At least eight (5) years of relevant experience.

**Languages:** Native BHS speaker, good knowledge of English

The proposed experts shall formally declare any potential conflicts of interest. Experts who were involved in the preparation of the Terms of Reference (ToR) or any related procurement documents shall be excluded from consideration to ensure impartiality and compliance with procurement regulations.

The selected contractor may propose additional experts or teams if deemed necessary for the successful implementation of the tasks. While backstopping experts do not require CV submission, the contractor shall provide the names, roles, and responsibilities of all proposed experts as part of the tender documentation, along with biographies highlighting their relevant experience.

Understand and accept the requirements above: Yes

## **Compensation**

The quoted price must be provided by the tenderer at a daily rate for the full assignment. The maximum budget for this assignment, including extension options, must not exceed the total amount of 330 000 SEK.

Other expenditure in connection to the execution of the assignment will be reimbursed to the tenderer (travel, logistics).

The price **shall** be stated in SEK, VAT excluded.

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| State the price for the assignment: |  |

The tenderer shall state the estimated number of working days for the assignment per expert. Please fill in Annex 4 of the Technical Proposal and attach it with the application. The price breakdown shall match the total price offered above and show the daily rate for the consultants and the breakdown of the number of envisaged working days per task.

1. **Award criteria**

The SEI will adopt the most economically advantageous tender from the assessment ground best relation between price and quality with the evaluation method and criteria stated in Chapter 6 in this tender document.

## **Assessment of award criteria**

The SEI will assess the extent to which the tenderer has fulfilled the award criteria. References will be taken when deemed appropriate. Award criteria 1-5 will be assessed on a scale of 0-3 points with the following guideline values:

**Excellent** = Excellent fulfilment of requirements/provides much added value. **(3P)**

**Very Good** = Very good fulfilment of requirements /provides added value. **(2P)**

**Good** = Fulfilment of requirements. **(1P)**

**Not acceptable** = Does not fulfil the requirements **(0P)**

## **Criterion 1**

The tenderer **should** have the following qualifications and skills: at least

two similar or identical projects in the past five years, which can be proven through contracts or letters regarding successfully completed agreements for the implementation of the respective projects. Similar or identical projects are the development of an inventory (cadaster or register) at the municipal/city or cantonal level, research related to traffic and similar.

Meriting is:

1. 3 points for 4 or more references matching the requirements
2. 2 points for 3 references matching the requirements
3. 1 point for 2 references matching the requirements
4. 0 points for less than 2 references matching the requirements

The tenderer **shall** pronouncedly state how the set requirements are met in the document attached by the tenderer under [4.4.2](bookmark://_4.4.2_Technical_proposal) in the tender document.

**Criterion 2**

Expert 1 – Lead Expert in Traffic Planning **should** have the following qualifications and skills**: a minimum of 5 similar or larger projects/references** related to trafic planning., such designing and implementing traffic plans, conducting feasibility studies and traffic impact assessments, stakeholder engagement for transportation planning, drafting policies and strategies for sustainable mobility and urban development. Projects/references to be focused on **traffic planning** at various scales (urban, local, calntonal, entitiy).

Meriting is:

1. 3 points for 7 or more references matching the requirements
2. 2 points for 6 references matching the requirements
3. 1 points for 5 references matching the requirements
4. 0 points for less than 5 references matching the requirements

The tenderer **shall** pronouncedly state how the set requirements are met in the document attached by the tenderer under [4.4.2](bookmark://_4.4.2_Technical_proposal) in the tender document.

## **Criterion 3**

Expert 2 – Lead Expert in Urban Mobility and Intelligent Transport Systems

**should** have the following qualifications and skills**: a minimum of 5 similar or larger projects** related to urban mobility, intelligent transport systems, and sustainable transportation.

Meriting is:

1. 3 points for 7 or more similar or larger projects matching the requirements
2. 2 points for 6 similar or larger projects matching the requirements
3. 1 point for 5 similar or larger projects matching the requirements
4. 0 points for less than 5 similar or larger projects matching the requirements.

The tenderer **must** pronouncedly state how the set requirements are met in the document attached by the tenderer under [4.4.2](#_4.4.2_Technical_proposal) in the tender document.

## **Criterion 4**

Expert 3 – Modeling **should** have the following qualifications and skills: **at least 5 projects** in the field of **transport modeling** and **traffic system analysis,** including for example traffic flow simulations, travel demand forecasting, infrastructure impact analysis, multi-modal transportation modeling (e.g., public transport, walking, cycling, freight) and similar.

Meriting is:

1. 3 points for 7 projects or more matching the requirements.
2. 2 points for 6 projects matching the requirements.
3. 1 point for 5 projects matching the requirements
4. 0 point for less than 5 projects matching the requirements

## **Criterion 5**

Expert 4 – Expert in Traffic Safety **should** have the following qualifications and skills**: at least 3 projects** in the field of traffic safety, such as reducing road accidents, improving infrastructure safety, and enhancing safety awareness among road users and similar. Some examples can be road safety audits and assessments, safety impact analyses of infrastructure and traffic systems,

programs targeting vulnerable road users (pedestrians, cyclists, children, and the elderly) and similar.

Meriting is:

1. 3 points for 5 projects or more matching the requirements
2. 2 points for 4 projects matching the requirements
3. 1 point for 3 projects matching the requirements
4. 0 points for less than 3 projects matching the requirements

# **Evaluation model**

SEI will adopt the most economically advantageous tender based on the evaluation model below.

For this procurement the SEI will use the enumeration model in percent:

The enumeration model in percent (%) is based on each tender's tender sum and lists this with a quality shortage supplement. This means that the tenders sum is adjusted in the evaluation model according to the award criteria. For example, a low score on an award criterion results in a corresponding addition to the sum price in the model. The result is a comparison price where the tender with the lowest comparison price is the winning tender. The tender sum in this contract is the Tenderer's total price stated under point 4.5.

SEI will call for interviews if two or more tenderers have the same lowest comparison price.

# **Annexes**

Annex 1\_Overview of the BiH SuTra Programme

Annex 2\_Tender Tasks, Timeline and Deliverable\_ raffic study for sustainable transportation in the City of Živinice

Annex 3\_Technical Proposal\_ Traffic study for sustainable transportation in the City of Živinice

*The SEI awaits your tender with great interest.*

Kind regards

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