|  |  |  |  |
| --- | --- | --- | --- |
| INVITATION TO TENDER  DIRECT AWARD |  | Date: 25-02-2025  Project no.: 100556022 | |
|  |  |

INVITATION TO TENDER

REGARDING DIRECT AWARD

REGARDING *procurement of a Consultant (Consulting team) to develop a Wastewater management system in Ugljevik until 2050 – General project and the first phase of technical-investment documentation*

Table of Contents

[1. The SEI’s Operations 3](#_Toc191377357)

[2. A short background of the assignment 3](#_Toc191377358)

[3. Instructions for direct awards 4](#_Toc191377359)

[3.1 The SEI’s contact for questions 4](#_Toc191377360)

[3.2 Submitting a tender 5](#_Toc191377361)

[3.3 Closing date 5](#_Toc191377362)

[3.4 Award decision 5](#_Toc191377363)

[4 Description of the assignment 5](#_Toc191377364)

[4.1 General/Extent 5](#_Toc191377365)

[4.2 Objective and purpose 7](#_Toc191377366)

[4.3 Time schedule/Delivery schedule for the assignment 8](#_Toc191377367)

[4.4 Requirements for the assignment 8](#_Toc191377368)

[**4.4.1 Technical specification** 8](#_Toc191377369)

[**4.4.2 Technical proposal** 9](#_Toc191377370)

[**4.4.3 Staff and skills requirements** 9](#_Toc191377371)

[4.5 Compensation 11](#_Toc191377372)

[5 Award criteria 11](#_Toc191377373)

[5.1 Assessment of award criteria 12](#_Toc191377374)

[5.2 Criterion 1 12](#_Toc191377375)

[5.3 Criterion 2 12](#_Toc191377376)

[5.4 Criterion 3 12](#_Toc191377377)

[5.5 Criterion 4 13](#_Toc191377378)

[5.6 Criterion 5 13](#_Toc191377379)

[6 Evaluation model 14](#_Toc191377380)

[7 Annexes 14](#_Toc191377381)

# **The SEI’s Operations**

Stockholm Environment Institute 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**

SEI 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 supporting the Municipality of Ugljevik 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 [first constitutive session of the Ugljevik Municipal Council on 24 December 2024](https://opstinaugljevik.net/wp-content/uploads/2025/01/bilten-6-24.pdf).

The Sustainable Transition Plan is inspired by the Vision 2050 of the Municipality of Ugljevik, which was shaped through public consultations in the fall of 2023 to ensure that it reflects the collective aspirations of the community for a sustainable future. The Vision for the municipality of Ugljevik by 2050 is:

* An advanced, recognizable and attractive community, an example of social equality and social justice.
* Competitive local community in the environment as an example of sustainable transition, development, clean environment.
* A community that is a leader in the use of modern technologies and renewable energy sources.
* A destination focused on rural tourism, cultural progress and healthy agriculture in the heart of Majevica.
* A community that keeps pace with European values, educates young people and thinks about future generations.

The Municipality of Breza’s STP for 2050 outlines five key development pathways: decarbonization, circular economy, pollution reduction, sustainable agriculture, and nature and biodiversity. The STP 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 STP identifies 38 priority short-term actions, aligned with these development pathways. These actions have been formalized in the Operational Plan for the implementation of the Municipality’s vision for Sustainable Transition for the period 2025 – 2027.

Within the development pathway 3: **Pollution reduction** and functional area 3.3 **Improvements in the management and treatment of municipal and industrial wastewater**, the implementation of the following measure/activity is planned for the upcoming period: **Development of a conceptual design with a feasibility study for wastewater collection and treatment in Breza until 2050, with a phased approach, and investment-technical documentation for the first phase of the expansion of the public sewage system in the municipality of Breza.**

Within Development Pathway 3: Pollution Reduction and Functional Area 3.3. Improvements in the management and treatment of municipal and industrial wastewater, the implementation of the following measure/activity is planned for the upcoming period: Development of the General project (at the level of the Conceptual design) with a feasibility study for wastewater collection and treatment in the municipality of Ugljevik until 2050 with a phased approach and investment - technical documentation for the first phase of the expansion of public sewage system.

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: **10-03-2025 (The deadline has been extended from 10-03-2025 to 07-04-2025)**

## **Submitting a tender**

Tenderers 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 shall 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 tenderer wants to use annexes, it shall 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).

|  |  |
| --- | --- |
| **Name of tenderer including subcontractors, if applicable.** | **Submit Corporate Identity number, tenderer, including subcontractors, if applicable:** |
|  |  |
|  |  |
|  |  |

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 shall arrive no later than **17-03-2025, end of the day. (The deadline has been extended from 17-03-2025 to 14-04-2025).**

## **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) based in Bosnia and Herzegovina capable of offering comprehensive expertise in areas such as pollution reduction and treatment of municipal and industrial wastewater. This includes developing a conceptual design with a feasibility study for wastewater collection and treatment in Breza until 2050, with a phased approach, and investment-technical documentation for the first phase of the expansion of the public sewage system in the municipality of Breza. These activities are part of Programme Component 2 - Supporting the Transition of Coal Regions in BiH for the BiH SuTra” programme, implemented by the Stockholm Environment Institute.

For this role, the tenderer shall have **a minimum of 10 (ten) years** of relevant experience in the area of water supply, water/sewage infrastructure projects and studies. Moreover, the tendered shall **provide seven (7) qualified consultants**:

1. **Expert 1:** Working Group Lead - Civil Engineer (specialized in Hydraulics)
2. **Expert 2:** Civil Engineer (specialized in Hydraulics)
3. **Expert 3:** Mechanical Engineer
4. **Expert 4:** Expert in wastewater treatment technology
5. **Expert 5:** Civil Engineer (specialized in Geodesy)
6. **Expert 6:** Expert in Economy
7. **Expert 7:** Expert in the field of Environmental and Social analysis

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

The scope of work includes the following key activities:

1. **General Project**, containing Preliminary design and Feasibility study, and phased implementation plan, and

2. **Investment and technical documentation** – Preliminary design for the first phase of the expansion of the public sewage system.

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

Detailed outlines of the conceptual design and feasibility study as well as other technical and legal specifications, goals, expected results, timeline and deliverables are included in Annex 2: Tender Tasks, Timeline and Deliverable.

Understand and accept the requirements above: Yes

## **Objective and purpose**

The feasibility study of wastewater collection and treatment will analyze the needs and possibilities of managing wastewater from the population of the municipality of Ugljevik, as well as polluters from the social (institutions, schools, etc.), commercial and industrial sectors, and define which areas of the municipality will be improved in phases with a sewage network with wastewater treatment up to in 2050. Depending on the defined direction of expansion, for the first phase it is necessary to create investment and technical documentation, up to the level of the Conceptual design.

The overall goal of the study is to analyze the technical, economic and environmental justification of establishing a system for the collection and treatment of wastewater in the subject area. The study will identify key factors such as network capacity, construction and maintenance costs, required resources and environmental benefits. Also, the study will define priority areas for the development of sewage infrastructure and the implementation phase, which will enable efficient planning and investment in infrastructure in the future.

The goals of the preparation of the General Project (at the level of the Conceptual design) with the study of the feasibility of wastewater collection and treatment in the municipality of Ugljevik until 2050 with a phased approach and investment - technical documentation for the first phase of the expansion of public sewage system, are:

* **Long-term planning:** the development of a comprehensive conceptual design will ensure a long-term, sustainable, and efficient wastewater collection and treatment in the Municipality of Breza, taking into account the projected population growth, urbanization, and climate resilience.
* **Synergic sustainability:** the improved wastewater management system in the Municipality of Breza should maximize synergies across the developmental pathways outlined in the Sustainable Transition Plan for 2050. The design solutions should, to the fullest extent possible, integrate approaches that contribute not only to pollution reduction but also to decarbonization through energy-efficient systems, circular economy principles through resource recovery and reuse (e.g., water, nutrients, and biogas), support for sustainable agriculture (e.g. via treated wastewater reuse), and protection of nature and biodiversity by minimizing environmental impacts and enhancing ecosystem health.
* **Technical, environmental, and economic feasibility:** the development of a detailed feasibility study will assess the technical, environmental, and economic viability of the proposed solutions , in accordance with the applicable laws and regulations.
* **Preparation for investments:** the development of investment-technical documentation for the first phase of the expansion of the public sewage system, will enable the Municipality of Breza to initiate investments and secure the necessary funds for the further implementation of the project.
* **Environmental protection, public health, and quality of life improvement:** the proposed solutions should ensure that they contribute to improving sewage infrastructure, protecting the environment, and enhancing public health and climate resiliance through effective and efficient wastewater management and reducing the risk of pollution across all environmental segments.
* **Ensure regulatory compliance:** all proposed solutions should guarantee that they comply with laws, regulations, and standards for water management and environmental protection.

Understand and accept the requirements above: Yes

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

The contract is intended to run from contract signing and for 8 (eight) months.

The main deliverables and timeline for this procurement are enclosed in 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 10 (ten) years of relevant experience in the area of water supply, water/sewage infrastructure projects and studies.

The tenderer **shall** possess the following authorizations for the preparation of a conceptual solution and investment-technical documentation:

* **Authorization for the preparation of technical documentation for the architectural phase, the construction phase and the hydrotechnical phase** (for facilities for which the construction permit is issued by the Ministry of spatial planning, construction and ecology of the Republic of Srpska), **all in accordance with the provisions of the Law on spatial planning and construction** („Official Gazette of the Republic of Srpska“, No. 40/13, 106/15, 3/16 and 84/19) **and the provisions of the Rulebook on the content and control of technical documentation** („Official Gazette of the Republic of Srpska“, No. 101/13).

Proof of registration and the above-mentioned authorizations will be attached as annexes of the Technical Proposal (please refer to section [4.4.2](#_4.1.2_Technical_proposal) of this procurement and to Annex 3\_Technical Proposal, for more details).

### **4.4.2 Technical proposal**

The tenderer **shall,** as verification of requirements fulfilment, attach a Technical Proposal as a separate annex, with a font between 10 and 12. The attached Technical Proposal shallcontain 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 - Working group Lead - Civil Engineer (Hydraulics)**

1. Bachelor of Civil Engineering, specialization in Hydraulics
2. Native BHS speaker, good knowledge of English
3. Experience and knowledge of local technical standards in BiH/RS.
4. Possession of authorization for the preparation of technical documentation, hydrotechnical phase and supervision issued by the Ministry of spatial planning, construction and ecology of the Republic of Srpska.
5. Have a minimum of 10 years of relevant professional experience in water supply and sewerage projects.

**Expert 2 - Civil Engineer (Hydraulics)**

1. Bachelor of Civil Engineering, specialization in Hydraulics – Wastewater Drainage, Professional Examination
2. Native BHS speaker, good knowledge of English
3. Experience and knowledge of local technical standards in BiH/RS.
4. Minimum of 10 years of experience in in water supply and sewerage projects.

**Expert 3 - Mechanical Engineer**

1. Bachelor of Mechanical Engineering (specialization in Technology), Professional Examination
2. Native BHS speaker, good knowledge of English
3. Minimum of 7 years of experience in working with the profession

**Expert 4 - Expert in Wastewater Treatment Technology**

1. Bachelor's degree in civil engineering or chemistry, or environmental engineering
2. Native BHS speaker, good knowledge of English
3. Minimum of 7 years of experience in working with the profession related to wastewater management

**Expert 5 - Civil Engineer (Geodesy)**

1. Bachelor's degree in Civil Engineering, specialization in Geodesy, Professional examination
2. Native BHS speaker, good knowledge of English
3. Minimum of 5 years of experience in working with the profession

**Expert 6 – Expert in Economy**

1. University degree in Economy
2. Native BHS speaker, good knowledge of English
3. Experience in the implementation of similar tasks related to financial and economic analyses of water infrastructure projects.
4. Minimum of 7 years of experience in working with the profession

**Expert 7 – Expert in the field of Environmental and Social Analysis**

1. Master’s degree in the natural/technical sciences
2. Native BHS speaker, good knowledge of English
3. Minimum 7 years of work experience in the profession related to environmental protection
4. Experience in the implementation of similar tasks related to environmental /social standards and impact assessment in an international development context.
5. Experience and knowledge of local and international regulations in the field of environmental protection.

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 shall be provided by the tenderer for the full assignment. The maximum budget for this assignment, shall not exceed the total amount of 570,000 SEK excluding VAT.

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.

|  |  |
| --- | --- |
| 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 6 of the Technical Proposal and attach it with the application. The price breakdown shall match the total offered price above and show the daily rate for the consultants and the breakdown of the number of envisaged working days per task.

# **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 three references, in the last five years** in the field of Development of Investment-Technical Documentation (Conceptual design, Preliminary design and/or Detail design) and Study documentation related to wastewater collection and treatment.

Meriting is:

1. 3 points for 5 or more references matching the requirements
2. 2 points for 4 references matching the requirements
3. 1 point for 3 references matching the requirements
4. 0 points for less than 3 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](#_4.4.2_Technical_proposal) in the tender document.

## **Criterion 2**

The Working Group Lead (Expert 1) **should** have the following qualifications and skills**: a minimum of 5 similar projects** (wastewater collection and/or treatment**) for design of wastewater treatment plants for more than 2000ES.**

Meriting is:

1. 3 points for 7 or more projects matching the requirements, including experience in the design of wastewater treatment plants for more than 2000ES.
2. 2 points for 6 projects matching the requirements, including experience in the design of wastewater treatment plants for more than 2000ES.
3. 1 point for 5 projects matching the requirements, including experience in the design of wastewater treatment plants for more than 2000ES.
4. 0 points for less than 5 projects 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](#_4.4.2_Technical_proposal) in the tender document.

## **Criterion 3**

Expert 2 – Civil Engineer (Hydraulics) **should** have the following qualifications and skills**: a minimum of 2 similar or larger projects** (wastewater collection and treatment) for populated areas.

Meriting is:

1. 3 points for 4 or more similar or larger projects matching the requirements
2. 2 points for 3 similar or larger projects matching the requirements
3. 1 point for 2 similar or larger projects matching the requirements
4. 0 points for less than 2 similar or larger projects 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](#_4.4.2_Technical_proposal) in the tender document.

## **Criterion 4**

Expert 3 - Mechanical Engineer **should** have the following qualifications and skills: **at least 5 projects** in the field of mechanical engineering and wastewater treatment technology for water infrastructure projects.

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

The tenderer **shall** 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 5**

Expert 4 - Expert in wastewater treatment technology **should** have the following qualifications and skills**: at least 3 projects** in the field of wastewater management and treatment technology for water infrastructure projects.

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

The tenderer **shall** 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.

# **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

Annex 3\_Technical Proposal\_Wastewater drainage and treatment

*The SEI awaits your tender with great interest.*

Kind regards

Name Last name: Saša Solujić

Section/Unit: SEI

Phone: +46 70 301 8292

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