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| INVITATION TO TENDER  DIRECT AWARD |  | Date: 17-12-2024  Project no.: 100556022 | |
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INVITATION TO TENDER

REGARDING *procurement of a Consultant (Consulting team) to develop digital public lighting registry and perform an energy audit for the City of Zivinice*

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](http://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 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, 2024[[1]](#footnote-2).

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 1.1. – **Establishing a database on lighting fixtures and updating the geoinformation system,** the implementation of the following measure/activity is planned for the upcoming period: **Digital public lightning registry with an energy audit.**

The purpose of this procurement is to procure a Consultant (Consulting team) that will support the implementation of the above-mentioned short-term activity: Digital public lightning registry with an energy audit.

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: **10-01-2025. (*The deadline for questions has been extended from 10-01-2025 to 23-01-2025, end of the day).***

## **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).

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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 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 **17-01-2025, end of the day. *(The deadline has been extended from 17-01-2025 to 30-01-2025, 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 energy efficiency, digital infrastructure, and public asset management. This includes supporting the preparation of a digital public lighting registry alongside conducting an energy audit. 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:

**Team Leader** – an Electrical Engineer with relevant experience.

**IT Specialist** – a graduate with expertise in databases and GIS.

**Energy Efficiency Specialist** – a professional with strong credentials in energy efficiency.

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

The main envisaged tasks include the following:

1. Development of a Digital Public Lightning Registry
2. Conducting an Energy Audit of the Public Lighting System
3. Training Representatives of the City of Živinice

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 aim of developing a Digital Public Lighting Registry with an energy audit is to optimize the management, maintenance, and energy consumption of public lighting in the city of Živinice.

The general goal of upgrading the public lighting system is to enhance its quality and efficiency, which contributes to the achievement of sustainable development goals, including:

* Energy savings (by monitoring energy consumption and conducting energy audits, the register helps identify inefficient lighting fixtures and implement measures to optimize consumption),
* Improved management efficiency (the digital register enables centralized monitoring of all lighting fixtures, facilitating planning, maintenance, and repairs),
* Increased sustainability (using data from the register, cities can reduce CO2 emissions by transitioning to energy-efficient technologies, contributing to environmental sustainability),
* Cost reduction (more efficient management and maintenance reduce operational costs, including energy and maintenance expenses),
* Transparency and better control (the register provides better insights and control over the public lighting system, serving as an ideal record-keeping tool that assists relevant authorities in making informed decisions regarding future public lighting system upgrades and replacements),
* Minimization of light pollution,
* Increased average lighting levels (in accordance with the European Standards for road lighting, [BAS EN 13201:2015)](https://www.en-standard.eu/csn-en-13201-1-4-road-lighting/?srsltid=AfmBOoo8uQdYlaEGEA8nQqtqZZ-P6ff8WwhgoMKfKKFYMJsl3iNfz84q),
* Improvement in the quality of life for residents.

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 Deliverables.

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 the area of energy efficiency, digital infrastructure, and public asset management and similar.

The tenderer **shall** submit a proof of having necessary equipment to perform this task, For the detailed energy audit, the Contractor should have:

* A 5 MP or higher camera with GPS for geotagging photos.
* A personal computer with software to process .csv files and prepare reports (.docx or similar).
* Laser measuring device for measuring distances (measuring the height of the lamppost, the width of the pavement, pavement, etc.) with the possibility of measuring distances up to 40 meters;
* Device for measuring electrical power, energy and quality of electricity (owned or leased) with a valid certificate accuracy class S or A in accordance with IEC 61000-4-30 with an accuracy tolerance of + / - 2.5% or less. The device shall be able to measure current, voltage, real power, reactive power, apparent power, power factor (cos ϕ).

### **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 shall contain 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 – Team Leader**

**Qualifications:** Graduate in Electrical Engineering.

**Experience:** At least 5 years of experience managing projects focused on the development of digital registers, inventories, or infrastructure management systems, particularly in public lighting or energy efficiency.

**Certification:** Certification for completing Module 2 authorization for complex buildings systems in Federation of BiH

**Expert 2 – IT Specialist for Databases and GIS**

**Qualifications:** Graduate in Geography, Geodesy, Geoinformatics, Spatial Planning, Informatics, or a related field.

**Experience:** At least 5 years of professional experience in developing and implementing databases and GIS systems for public lighting systems, spatial planning, urban planning, or infrastructure projects.

**Expert 3 – Energy Efficiency Specialist**

**Qualifications:** Graduate in Electrical or Mechanical Engineering.

**Experience:** At least 3 years of experience conducting and preparing detailed energy audits for public lighting.

**Certification:** Certification for completing Module 2 issued by the Federal Ministry of Spatial Planning.

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 280,000 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 full 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.

# **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 performed in different locations, which can be proven through contracts or letters regarding successfully completed agreements for the implementation of the respective projects. Similar or identical projects are considered the development of an inventory (cadaster or register) at the municipal/city or cantonal level, research related to the characteristics of public lighting 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](#_4.4.2_Technical_proposal) in the tender document.

## **Criterion 2**

The Team Leader (Expert 1) **should** have the following qualifications and skills**:** proven experience in conducting and preparing detailed energy audits for public lighting systems in at least 5 locations. Experience to be proved contracts or letters regarding successfully completed agreements for the implementation of the respective projects (references in further text).

Meriting is:

1. 3 points for 7 or more references matching the requirements
2. 2 points for 6 references matching the requirements
3. 1 point 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](#_4.4.2_Technical_proposal) in the tender document.

## **Criterion 3**

IT Specialist for Databases and GIS Expert (Exter 2) **should** have the following qualifications and skills: a minimum of 3 references demonstrating the expertise in using GIS software such as ArcGIS, QGIS, AutoCAD Map 3D, or similar programs for mapping and spatial analysis.

Meriting is:

1. 3 points for 5 and 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 point 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 4**

Energy Efficiency Specialist (Expert 3) **should** have the following qualifications and skills: a minimum of 5 references that clearly demonstrate expertise in assessing the energy efficiency of infrastructure including provision of the actionable recommendations for reducing energy consumption.

Meriting is:

1. 3 points for 7 and more references or more matching the requirements.
2. 2 points for 6 references matching the requirements.
3. 1 point for 5 references matching the requirements.
4. 0 point 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](#_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 Deliverables

Annex 3\_Technical Proposal\_ Digital Public Lighting Registry and Energy Audit

*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)

1. https://gradzivinice.ba/wp-content/uploads/2024/10/Slu%C5%BEbeni-glasnik-10-24.pdf [↑](#footnote-ref-2)