



Tender Document

Invitation to tender in accordance with the European open procedure for the procurement of services 'Policy- and technical advice on the beneficial uses of marine dredged sediments in Colombia, including nature-based solutions.

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Definition of terms

Tendering authority	The Netherlands Enterprise Agency (RVO), department of the Ministry of Economic Affairs.
Tender Document	This document and all of its annexes.
Public Procurement Act	The Public Procurement Act 2012 (<i>Aanbestedingswet 2012</i>).
General Government Terms and Conditions	General Government Terms and Conditions for Public Service Contracts 2018 (ARVODI-2018: <i>Algemene Rijksvoorwaarden voor het verstrekken van Opdrachten tot het verrichten van Diensten</i>).
Most Economically Advantageous Tender	The Tender that achieves the highest definitive total score based on the best price-quality ratio.
Suitability requirements	The requirements with which Tenderers must comply in order to be eligible to win the tender.
Tenderer	An entrepreneur or entrepreneurs who have submitted a Tender or is/are planning to submit a Tender. In this document, the word 'you' is taken to mean the Tenderer.
Tender	A quotation submitted by the Tenderer in response to this Tender Document.
IUC-EZ	The Procurement Office (IUC) – part of the Netherlands Enterprise Agency (RVO.nl), which in turn is part of the Ministry of Economic Affairs (EZ) – will serve as process manager during this tendering process.
Memorandum of Information	A document containing all questions asked and answers given, in anonymised form and, if applicable, additional information. This includes the questions and answers submitted via TenderNed.
Contracting Authority	The State of the Netherlands, represented by the Minister of Economic Affairs, who concludes the Contract with the Contractor on behalf of the Contracting Authority.
Contractor	The party with whom the Contracting Authority concludes the Contract.
Contract	The written agreement between the Contracting Authority and the Contractor in which the conditions of the assignment are recorded (Public Service Contract (ARVODI-2018)).
Exclusion Ground	A circumstance applicable to the Tenderer or a person affiliated with the Tenderer that results in exclusion of the Tenderer from participating in the tendering process.
European Single Procurement Document	A statement in which the Tenderer declares his compliance with the requirements specified in this document.

1. Introduction

The Tender Document at hand contains information regarding this invitation to tender conducted in accordance with the European open procedure for the execution of services aimed at Policy- and technical advice on the beneficial use of marine dredged sediments for the application of nature-based solutions (NbS) in Colombia.

You are hereby invited to submit a Tender based on this Tender Document.

1.1 Tendering Authority and IUC-EZ

This tendering process is being conducted on the instructions of the Netherlands Enterprise Agency (RVO) of the Ministry of Economic Affairs. The Procurement Office (IUC EZ) will act as process manager during this tendering process.

1.2 Reason for this invitation to tender

The collaboration between the Government of the Netherlands and the Government of Colombia on the topic of water and climate change adaptation is formalised through a Memorandum of Understanding. This MoU is signed between the Dutch Ministry of Infrastructure and Water Management and the Colombian National Planning Department. The Partners for Water programme is a key executing instrument to develop and finance projects that fall under this MoU. The Partners for Water programme focuses on four pillars: policy partnership, implementation support, resilient cities, and the nexus water-biodiversity-food. As part of the MoU work plan 2023-2024, continuation of the policy partnership on beneficial use of dredged materials has been set as one of the priorities, on the specific request of the Colombian Ministry of Transport, the Ministry of Environment and the National Planning Department. Building on increased attention and a desire to further improve the normative guidelines for dredged materials, this assignment focuses on policy- and technical advice on the beneficial use of marine dredged sediments for the application of nature-based solutions (NbS) in Colombia.

1.3 Time schedule

The schedule below applies to this tendering process.

3 September 2024	Issuing of publication, start of tendering period.
16 September 2024, 14:00 CEST	Closure of 1 st round of questions: deadline for the Tenderer to submit questions regarding this Tender Document, and the Contract (including the general terms and conditions) and/or proposals for textual amendments to the draft Contract (including the general terms and conditions).
23 September 2024	Issuing of the 1 st Memorandum of Information
2 October 2024, 14:00 CEST	Closure of 2 nd round of questions: deadline for the Tenderer to submit questions
9 October 2024	Issuing of 2 nd Memorandum of Information
21 October 2024, 14:00 CEST	Deadline for the receipt of Tenders and opening of new Tenders by the Tendering Authority.
WK 43 and 44	Assessment of Tenders.
7 November 2024	Announcement of the award of the Contract.
27 November 2024	Deadline for asking questions and/or filing an application for a preliminary injunction in relation to the announcement of the award of the Contract.
22 November 2024	Deadline for the winning Tenderer to provide the evidence requested by the Tendering Authority.
29 November 2024	Starting date of Contract.

If – in the opinion of the Tendering Authority – circumstances provide cause to do so, the Tendering Authority is entitled to amend the specified period(s). In such a case, timely notification of the new period(s) will be provided digitally.

2. Description of assignment

2.1 Description and objective of the assignment

This assignment is financed through the Partners for Water Program, executed by the Netherlands Enterprise and Development Agency (RVO), part of the Netherlands Ministry of Economic Affairs. The Partners for Water Program is commissioned by the Ministry of Infrastructure and Water Management on behalf of the Interdepartmental Water Cluster.

The collaboration between the Government of the Netherlands and the Government of Colombia on the topic of water and climate change adaptation is formalised through a Memorandum of Understanding (MoU). This MoU is signed between the Dutch Ministry of Infrastructure and Water Management and the Colombian National Planning Department. The Partners for Water programme is a key executing instrument to develop and finance projects that fall under this MoU. The Partners for Water programmatic collaboration with Colombia focuses on four pillars: policy partnership, implementation support, resilient cities, and the nexus water-biodiversity-food. As part of the MoU work plan 2023-2024, continuation of the policy partnership on beneficial use of dredged materials has been set as one of the priorities. Building on increased attention for beneficial use, and a desire to further improve the normative guidelines for dredged materials in Colombia, this assignment focuses on policy- and technical advice for the beneficial uses of marine dredged sediments, including nature-based solutions (NbS). This is a priority topic within the bilateral partnership between the Netherlands and Colombia.

2.2 Overview of activities related to the topic of this assignment

The policy partnership with the Government of Colombia on the topic of dredging and beneficial use of dredged materials has a long history, supported through several projects. The assignment described in this tender document focuses on the specific topic of policy- and technical advice on the beneficial uses of marine dredged sediments, including nature-based solutions (NbS). This requires research and interaction with key counterparts, in order to generate the desired results. The information derived from previous assignments is available for download and may be used by all tenderers in the preparation of a proposal and by the selected contractor in the execution of the assignment:

- National Plan Maritime Dredging: the *Plan Nacional de Dragados Marítimos* has been developed as part of the collaboration between the Government of Colombia and the Government of the Netherlands. [This PNDM is available for download through this link](#).
- Development of a case study on Building with Nature and reuse of dredged materials in the Colombian context: in 2021, a project has been executed as part of the bilateral cooperation focused on research and a practical case study on possible reuse of dredged materials in the port area of Buenaventura. [The project information can be accessed here](#)¹.

2.3 Background

Dredging consists of removing sediments accumulated at the bottom of bodies of water, thus ensuring sufficient depth for navigation or other purposes, maintaining such depth and/or increasing it, in compliance with current sectoral and environmental regulations. This activity implies the need for a subsequent deposition of the dredged sediments in certain maritime or terrestrial areas. Sediment dredging and disposal has the potential to generate significant environmental impacts.

Alternatively, these sediments can be considered as a resource to be used for construction, land reclamation and environmental improvement activities, among others. In this way, value can be added and revenue generated through the use of these materials. Likewise, these sediments can be of special importance to implement solutions that contribute to preventing or mitigating the erosion of coastal areas.

In Colombia, the need for dredging has become more relevant since the beginning of the Free Trade Agreement with the United States in 2012. This agreement includes the improvement of

¹ Attachments B, C, H, I, L have not been published online as they contain personal information from participants. The generalised information has been incorporated in the other products, available for download. The attachments will be shared with the selected Contractor. Attachment M has been used for the IATI-website itself.

port infrastructure, which includes the construction and/or modernisation of seaports and the consequent dredging of their access channels and approach areas. In 2014, the World Bank indicated to the Government of Colombia the need to ensure navigability through investment in dredging and maritime infrastructure, as a requirement for continued international financial support.

In 2017, the Government of the Netherlands, through the Netherlands Enterprise Agency (RVO) and the National Planning Department of Colombia (DNP), contracted a Colombian-Dutch consortium to develop the National Maritime Dredging Plan (PNDM), which included the participation of the aforementioned institutions, as well as the Ministry of Transport and the Ministry of Environment and Sustainable Development. This PNDM was concluded in 2018.

The PNDM aims to strengthen Colombia's competitive position in international trade, ensuring accessibility to its maritime port areas, including the last 22 km of the Magdalena River. In addition, this plan includes a general analysis of the possible uses of the dredged materials, which may cover aspects as varied as the construction of engineering works, the processing of agricultural products and the execution of environmental protection works, which are determined by the properties of the dredged materials.

In the "Bases of the National Development Plan 2018-2022", published in 2019, the implementation of the PNDM is contemplated, including the consideration to propagate beneficial use of dredged materials. In response to this guideline, the Government of the Netherlands, with DNP, the Ministry of Transport and the Ministry of Environment and Sustainable Development, carried out between 2021 and 2022 a consultancy for the "Beneficial use of dredged materials in the Colombian context" (see paragraph 2.2).

Currently, article 240 of the National Development Plan (PND) 2022-2026 incorporates the use of dredged materials in the following terms:

"ARTICLE 240. USE OF DREDGED MATERIALS. In projects for the maintenance and deepening of dredging, in seaports and river channels, dredged materials must be used in compliance with the environmental and mining regulations issued for this purpose. To this end, priority should be given to the recovery of areas affected by coastal erosion, and the recovery of mangrove areas or areas affected by flooding, with emphasis on the project's area of influence .

In the event that contaminated dredged material cannot be used in accordance with legal environmental conditions and requirements, it must be disposed of in safe places under the conditions defined for this purpose by the Ministry of Environment and Sustainable Development.

PARAGRAPH: For all intents and purposes, the previous concept of the General Maritime Directorate of the Ministry of Defence shall be taken into account from the point of view of maritime security."

In July 2023, the "National Port Policy: Modernization and Sustainability of Port Activity and its Articulation with the Territory" (CONPES document 4118) was issued. This document points out that the disposal of dredged materials offshore or on land is an environmental problem associated with port development, since this activity can negatively impact marine-coastal ecosystems.

This policy mentions that "the dredging activities of port access channels are currently perceived, by several local communities, as the main cause of damage to fishing resources and coastal erosion". According to the Use of Dredged Materials study conducted between 2021 and 2022, while dredged material can improve conditions in coastal areas, it can lead to conflicts with communities due to the perception of potential adverse environmental impacts.

Considering the above and the need to comply with the provisions of Article 240 of the Plan Nacional de Desarrollo 2022-2026, it is necessary to establish a regulatory framework of "Environmental and technical guidelines for the use of marine dredged sediments in Colombia". For this framework, references are required to assess the quality of these sediments and more detailed information on their uses, including NbS. The establishment of this regulatory framework is the responsibility of the Ministry of Environment and Sustainable Development, for which this assignment provides input and information.

2.4 Key counterpart entities

The execution of this assignment is connected to, and requires collaboration with a broader set of key counterpart organisations. The activities are aimed at fostering an ongoing relationship and interaction of the Contractor with different actors. There are several actors of a strategic nature that feed the assignment with data, information, knowledge and guidance on the operative decisions of the execution of the consultancy. Interaction with the entities of the national level is of key importance, mainly those who have collaborated in defining this assignment and who foster the bilateral relationship on this topic, among which are Mintransporte, Minambiente, DIMAR, Invias, DNP, the Embassy of the Netherlands in Colombia and RVO. The team should involve these key counterparts to have them provide feedback in a timely manner on the progress in the execution of the consultancy.

Organisation	Type of involvement and responsibility
RVO – Partners for Water	Contracting authority and responsible for managing, monitoring and evaluating the activities and deliverables developed as part of this assignment. Part of the Delta Team Colombia. The Contractor needs to proactively inform RVO on progress. Any change in scope needs to be approved by the Contracting authority.
Embassy of the Kingdom of the Netherlands (EKN)	The Embassy of the Kingdom of the Netherlands will monitor the development of the assignment, involve in relations with national counterparts, participate in the meetings and presentations, and provide feedback to the deliverables.
Ministerio de Transporte (Mintransporte)	The Ministry of Transport will be the counterpart organisation for the Contractor and responsible for coordination of Colombian national government stakeholders for this assignment. Furthermore, the Ministry of Transport will provide support to this consultancy through the following activities: provide and/or cooperate in obtaining information and available studies, give technical review and feedback to the deliverables, contact relevant institutions, and coordinate the input from the national government entities to the meetings and workshops.
Departamento Nacional de Planeación (DNP)	The National Planning Department will provide support to this consultancy through the following activities: provide and/or cooperate in obtaining information and available studies, give technical review and feedback to the deliverables, contact relevant institutions, and organize the meetings and working sessions.
Ministerio de Ambiente y Desarrollo Sostenible (Minambiente)	The Ministry of Environment and Sustainable Development will provide support to this consultancy through a technical team carrying out the following activities: participation in meetings and working sessions, technical review and feedback to the deliverables, provision of information, like existing sampling results of dredged material, and involvement of other institutions of the National System of Environmental Institutions- SINA (if needed).

2.5 Specifications of this assignment

2.5.1 Scope of work

The scope of work of this assignment consists of the following elements:

1. Transfer of knowledge and technical cooperation on best environmental practices, and of lessons learned, in the licensing, operation, monitoring and control of maritime dredging activities in the Netherlands, as well as in the determination of requirements to authorize use of marine dredged sediments in the Netherlands.
2. Analysis of parameters and procedural steps of the Netherlands and other countries, to determine quality requirements of marine dredged sediments for their beneficial uses.

3. Assessment of the quality of dredged marine sediments in the port area of Barranquilla.
4. Formulate procedural guidelines to evaluate the suitability of dredged marine sediments, and socioeconomic aspects, with the aim of determining the possible uses of these materials, including NbS.
5. Developing a theoretical case study for the use of marine dredged sediments from the port area of Barranquilla, for the execution of environmental protection works through NbS.
6. Organisation of meetings and working tables, and organisation of a final event aimed at presenting results, conclusions and recommendations.
7. External communication materials and outreach about the project

2.5.2 Activities and deliverables

Each of the elements consist of one or more activities. The activities and the respective deliverables are explained in this section.

1. Transfer of knowledge and technical cooperation on best environmental practices, and of lessons learned, in the licensing, operation, monitoring and control of maritime dredging activities in the Netherlands, as well as in the determination of requirements to authorize use of marine dredged sediments in the Netherlands.

This information is required by Minambiente, as reference to improve the environmental management of maritime dredging activities in Colombia. Therefore, the objective with the activities below is to describe the respective criteria applied in the Netherlands, as well as the experiences and lessons learned of the country in the determination and updating of such criteria.

Technical cooperation refers to activities for capacity building (e.g. guidance on criteria implementation and technologies to use).

ACTIVITIES:

1.1 Gather, compile and share information, experiences and lessons learned on the following thematic blocks:

- a. Governance structure focused on the entities responsible of processes for area concessions, planning, environmental licensing, and operation of the maritime dredging activities.
- b. Technical criteria required by environmental organizations for the licensing, operation, monitoring and control of maritime dredging activities:
 - Criteria of environmental quality (matrices of water, sediment and marine organisms): Describe the criteria, and the experiences to determine them, as well as modifications that the respective normativity has had, including what concerns to technologies used for sampling and lab analysis.
 - Socioeconomic criteria associated with the assessment of environmental impacts, and to avoided costs of environmental risks in comparison to investments in their prevention.
- c. Methodology used to determine the physicochemical baseline of marine dredged sediments, that was used as input to define the environmental control of maritime dredging activities, and the feasibility of the uses of these materials. If biological sediment properties were already taken into account for this baseline, it is necessary to include them.
- d. Threshold values of physicochemical parameters of marine dredged sediments, required to implement each beneficial use, including NbS. Describe the methodology applied to establish these threshold values in the Netherlands. Chemical parameters must include mineral and organic analytes, and if biological sediment properties are already taken into account for this, it is necessary to include them.
- e. Adaptation strategies to climate variability (with emphasis on sea level rise), and to risk management (vulnerability of coastal areas), with special attention for NbS.

1.2 Organize training sessions on the thematic blocks for the team of Minambiente.

All logistical components necessary for the training sessions, including, but not limited to, sending invitations, registration of participants, location, hybrid-participation platform/facilities, and materials, are responsibility of the contractor. The titles of the thematic blocks are the following ones, which need to be translated to Spanish:

- Governance structure of the entities involved in processes of area concessions, planning, environmental licensing, and operation of the maritime dredging activities.
- Technical criteria (environmental and socioeconomic) required for the assessment of impacts in the licensing, operation, monitoring and control of maritime dredging activities.
- Methodology used to determine the physicochemical baseline of marine dredged sediments².
- Threshold values of physicochemical parameters of marine dredged sediments, for each beneficial use of these materials, including NbS³.
- Adaptation strategies to climate variability (with emphasis on the sea level rising), and to risk management (vulnerability of coastal areas), with special attention to NbS.

DELIVERABLE:

- ➔ Technical document (visually attractive and illustrated, in PDF and editable format, in Spanish and English), with the title "*Information, experiences, and lessons learned in the licensing, operation, monitoring and control of maritime dredging activities in the Netherlands, as well as in the determination of requirements to approve in this country the uses of marine dredged sediments*". The exact set-up of this document needs to be discussed and determined with the key counterpart organisations. Together with the technical document, the knowledge repository and database must be handed in (as result of the execution of the activities previously mentioned). The document must contain as chapters each thematic block mentioned in numeral **Fout!**
Verwijzingsbron niet gevonden., by describing in each chapter the specifications mentioned in the activities.

2. Analysis of parameters and procedural steps of The Netherlands and other countries, to determine quality requirements of marine dredged sediments for their beneficial uses.

ACTIVITIES:

2.1 *Analysis of the selected parameters and of the procedural steps to determine in The Netherlands and in other countries the quality requirements of marine dredged sediments for their beneficial uses. Additionally, derive lessons-learned for Colombia from this analysis.*

It is expected that the contractor includes analysis of the parameters applied in Australia, New Zealand, Japan, Chile, Brazil, Peru, México, USA, Canada, and/or other Latin-American and European countries. The objectives are to identify physicochemical parameters, and biological ones if applicable, to compare them to the parameters of The Netherlands, and to compare methodologies to establish the quality requirements (parameter threshold values). Details on toxicity risks for organisms, including human health, are key to understand the justification of the threshold values.

2.2 *Describe concisely the analytical lab methods applied in each country, to determine each quality requirement.*

2.3 *Share (in a table) the threshold values of a country with similar geological and environmental conditions to those of Colombia*

2.4 *Organize training sessions for the team of Minambiente on the information generated in the previously mentioned activities.*

DELIVERABLE:

² If biologic parameters also apply to this baseline, adjust later the title by including them.

³ If biologic parameters are also taken into account, adjust later the title by including them.

- ➔ Technical document (visually attractive and illustrated, in PDF and editable format, in Spanish and English), with the title *"Analysis of parameters and procedural steps of The Netherlands and other countries, to determine quality requirements of marine dredged sediments for their beneficial uses. Include lessons-learned for apportioning to the determination of threshold values in Colombia aimed at beneficial uses of marine dredged sediments"*

3. Assessment of the quality of dredged marine sediments in the port area of Barranquilla.

The assessment of the quality of dredged marine sediments in the port area of Barranquilla is needed to generate inputs for the theoretical case study, mentioned under Item 5.

ACTIVITIES:

- 3.1 *From existing information on quality of marine dredged sediments of the port area of Barranquilla, elaborate a comparative analysis of the physicochemical parameters, with respect to the respective threshold values of the country chosen for activity 2.3).*
- 3.2 *Determine the chemical analytes of greatest concern, due to their pollution levels.*
- 3.3 *Perform a data-gap analysis, providing a description of missing information in this port area (sediment samples in determined locations, and information of physical, chemical and biologic properties that are relevant to determine the implementation of NbS).*
- 3.4 *Organize training sessions on the information generated in the previous activities, for the teams of Minambiente, Mintransporte and DNP.*

DELIVERABLE:

- ➔ Technical document visually attractive and illustrated (PDF and editable format, in Spanish), with the title *"Assessment of the quality of dredged marine sediments in the port area of Barranquilla"*.

4. Formulate procedural guidelines to evaluate the suitability of dredged marine sediments, and socioeconomic aspects, with the aim of determining the possible uses of these materials, including NbS.

The National Roads Institute of Colombia – INVIAS, through Resolution 2335 of July 7, 2022, updated the Guide for the environmental management of infrastructure projects, maritime and river modes, which includes the following: 1) Guidelines for maintenance dredging activities that are not subject to environmental licensing rules; 2) Guidance to the executors of the aforementioned projects to prepare the Adaptation Plan (part of the Guide) to the same guidelines. This plan aims to implement good environmental practices, based on the prevention, mitigation and correction of the environmental and social impacts identified in this type of projects.

The PNDM (2018), and the study of 2021-2022, identified strategies and opportunities for the use of dredged marine sediments, and now Minambiente needs to know more about these opportunities, including its requirements and implications. Therefore, it is necessary to further analyse and deepen the understanding of the environmental and socioeconomic guidelines to determine the uses of dredged marine sediments, including NbS.

ACTIVITY:

- 4.1 *Establish the steps of a procedure for the determination of the potential uses of marine dredged sediments, including NbS.*

These guidelines will be used as input for updating terms of reference documents and normative instruments of dredging projects, as well as the activities that are subject to

environmental licensing, and to complement the Guide for the environmental management of infrastructure projects, updated by INVIAS in 2022.

Information on beneficial uses indicated in the PNDM (2018) and the study of 2021-2022, information of deliverables of elements 1 and 2 (quality requirements), and additional concise international literature review, are required to identify and analyse the following:

- i) physical, chemical and biological parameters that must be considered for each use, both in the dredged marine sediments, as well as in the sites where they are going to be used;
- ii) Socioeconomic and governance considerations to be taken into account when making decisions in relation to the uses of marine dredged sediments; iii) other criteria that the Contractor proposes.

DELIVERABLE:

- ➔ Technical document visually attractive and illustrated (PDF and editable format, in Spanish), with the title *"Procedural guidelines to assess the quality of marine dredged sediments and to determine their potential uses, including NbS"*. The document must include the criteria to be evaluated and a decision tree that includes the aspects referenced above.

5. Developing a theoretical case study for the use of marine dredged sediments from the port area of Barranquilla, for the execution of environmental protection works through NbS.

This item consists of the formulation of theoretically feasible NbS projects, but not tender-ready nor aimed at short-term future implementation. The procedural guidelines contemplated in the deliverable of element 4 should be applied for this case study, and the information of the deliverable of element 3 is required as input. The following activity and deliverables are required:

ACTIVITY:

5.1 *Develop a theoretical case study on the use of marine dredged sediments for the implementation of NbS, aimed at functioning as environmental protection.*

The Contractor must identify the sites in Barranquilla where it could be feasible to undertake this theoretical case study, and a minimum of three feasible NbS options should be evaluated.

DELIVERABLES:

- ➔ *Documentation (report, visuals, designs, models, other) related to the theoretical pilot exercise for the application of the procedural guidelines (element 4), assessing the quality of sediments and determining the requested NbS.*
 - Detailed description of the process for identifying the sites where it is feasible to implement the requested NbS. This requires a description of the criteria for the site selection and characterization, as well as a description of the problematic/challenge to solve and how NbS implementation by using marine dredged sediments can be a solution.
 - Detailed analysis of the potential sites. In this analysis, the contractor is requested to verify i) the implementation techniques and procedures, ii) the volumes and physical characteristics of the sediments to use, iii) the implications for their use, and iv) the environmental impacts and other technical or environmental implications that may arise at the time of implementing such project and to generate an overview of the most important (operational) risks.
 - Conduct a market study of the need for NbS applications in Barranquilla: "Business case for the beneficial use of marine sediments from maintenance dredging in Barranquilla, for Nature-based Solutions"

6. Organisation of meetings and working tables, and organisation of a final event aimed at presenting results, conclusions and recommendations.

Through working tables with strategic stakeholders at the local (Barranquilla), regional and national levels, information, contributions, interests and concerns are to be identified, aiming at enriching the decision-making process associated with the execution of the consultancy (e.g. for the identification and evaluation of candidate sites to develop the theoretical case study). These stakeholders might be regional environmental authorities, territorial entities (governor's and mayors' offices), Barranquilla's port business sector, maritime authority, among others.

Meetings with the Contractor and the Colombian counterparts are also required to follow up the consultancy process, and to discuss the execution of activities and further elaboration of deliverables.

Additionally, in a final event to be held in Bogota with the strategic stakeholders, enabling the possibility of participation through remote connection, the results, conclusions and recommendations of the consultancy are to be presented. The Contractor is in charge of i) proposing, convening, carrying out and documenting the meetings, ii) the necessary logistics (location, audiovisual requirements, interpretation, other), inviting key actors (in collaboration with the key counterpart organisations), and iii) the methodology to be applied, the agenda, the compilation and analysis of information, the report of results, the supports, the conclusions and recommendations and other aspects that are considered useful to monitor the process.

ACTIVITIES

- 6.1 *A maximum of three in-person meetings in Barranquilla and three in-person meetings in Bogotá with strategic stakeholders at local, regional and national levels (see key counterpart organisations), with the facility for remote participation. The first meeting is aimed at socialising the consultancy objectives and receiving feedback from the stakeholders, and the other meetings are working tables aimed at receiving feedback from the stakeholders and resolving doubts they might have.*
- 6.2 *Monthly online (or for Colombia-based team members: in-person) meetings with the contractor and the Colombian key counterpart organisations, to follow up the consultancy process and to discuss the execution of activities and elaboration of deliverables.*
- 6.3 *Final event in Bogota with the strategic stakeholders, enabling the possibility of participation through remote connection, for sharing the results, conclusions and recommendations of the consultancy. Difficulties that arise during the consultancy are also to be shared, as well as the way in which they are overcome and the recommendations of next steps to take.*

DELIVERABLE:

- ➔ Short summary report and communication materials about each in-person meeting in Barranquilla, and a compiled report after the final event (working group activities, results and recommendations).

7. External communication materials and outreach about the project

DELIVERABLES:

- ➔ A project summary of this assignment has to be delivered at the start and end of the project. This consists of a summary of activities, deliverables, project- and consortium partners (for Dutch partners: including KVK-number), impact on / connection with SDGs and a mention of the Partners for Water program. The project summary should be delivered as a separate Word-file, in plain text, max. 1 page and written in English. RVO will publish this summary and (a selection of) the deliverables on the website of the IATI-initiative, <http://aiddata.rvo.nl>.

- ➔ A set (minimum 12) of license-free high-resolution images (photos and/or other visuals) related to the project, which are available for use in any project- and/or program-related outreach, online and offline, including the IATI-website must be delivered. The photos / images need to include a short description and keywords.
- ➔ Proactive delivery of at least six social media messages related to key activities or communication messages/outcomes, including media materials such as photos or videos. The Contractor may use the organization's own social media channels with #PartnersForWater, and mentioning @PartnersforWater @RVO_Int_ond or propose messages to be spread through the Embassy's and/or RVO social media channels.
- ➔ The Contractor is obliged to work with the Partners for Water communication team on up to two articles for program-related outreach. This consists of a minimum of two short articles (suitable for external, standalone, non-professional communication) or interview, which can be used for Partners for Water related outreach through www.partnersvoorwater.nl, general RVO/Government outreach and embassy communication. This output (e.g. article) should include quotes from local counterparts and the consortium member(s) about the process and local impact. The RVO/PfW communication department may be involved in preparation and review of the article.

2.6 Lots

The invitation to tender has not been divided into lots, because all the activities are linked and form together one program.

2.7 Contract Period

The Contract Authority intends to conclude a Contract for a period of twelve (12) months, including a unilateral option for the Contracting Authority to extend the Contract by six (6) months. The maximum duration of the Contract is therefore eighteen (18) months.

2.8 Scope of the assignment

The Tendering Authority has estimated a total contract value (including optional extension years) of EUR 220,000 (exclusive of Dutch VAT and including local VAT and fees, if applicable).

The estimated value is an indication from which no rights can be derived. This Tender Document was created using up-to-date knowledge and insights valid at the time of its formulation.

It is possible that the services specified in the contract may change in the event of political, budgetary, administrative or organisational developments within the Dutch government and the Contracting Authority's expansion or contraction resulting from this, or changes to the Contracting Authority's position within the government or to the targets that must be met. In the event such circumstances occur, the Contracting Authority will consult with the Contractor.

3. Requirements to this assignment

This section includes the requirements set by the Tendering Authority concerning the requested services and the prices and rates.

By submitting a Tender, you as Tenderer, explicitly consent to all requirements and conditions specified in this Tender document and declare that you will continue to comply with these throughout the entirety of the contract period. Furthermore, you confirm that you will comply with all of the specified prices and rates, including any agreed indexation. Failure to comply with one or more requirements will result in your Tender being disqualified from the assessment process and therefore excluded from the tendering process.

3.1 Requirements relating to the services requested

Requirement number	Requirements services, deliverables (RS)
RS1	When executing the assignment, the Contractor will comply with all relevant Dutch and Colombian laws and regulations.
RS2	Prior to the delivery of final deliverables, the Contractor will provide a draft report to the Contracting Authority. In the planning, both the Contracting Authority and the Contractor will take into account a period of at least 2 weeks for commenting and processing the comments.
RS3	Digital files are provided where reasonably in the following formats .doc, .docx, .xls, .xlsx and .pdf, and common GEO/GIS format, unless otherwise agreed. Reports need to be delivered in PDF and original file format.
RS4	The (draft and final) reports (to be tuned with the Contracting Authority) have to be written in English and Spanish. In some cases, to be defined by the Contracting Authority, only Spanish will be sufficient. Translation costs are always at the expense of the Contractor.
RS5	The Contractor declares its intention and willingness to cooperate during and upon completion of this assignment in disseminating knowledge about and opportunities arising from this project within the water sector, for example by giving presentations. Exact form, content and time is to be tuned with the Contracting Authority.
RS6	During the execution of the project, the Contractor will periodically inform the Contracting Authority of the progress. In principle, the Contractor informs the Contracting Authority with a monthly frequency about the progress and (interim) results. This can only be deviated from after mutual consultation between the project leaders of both parties. The Contractor has the obligation to communicate proactively to the Contracting Authority if matters stagnate during the execution of the assignment that (may) have a negative impact on the achievement of the objectives of the assignment. It is expected that the Contractor will provide timely advice (solicited and unsolicited) about the bottlenecks identified, so that damage or loss of time is prevented, or at least reduced.

3.2 Requirements relating to external communication

Requirement number	Requirements external communication
RC1	All project- or project scope related communication initiated by the Contractor needs to include a reference to the support by the Government of the Netherlands through the Partners for Water program. Failure to do so may result in the obligation to rectify any communication outreach not mentioning the support by the Government of the Netherlands, through the Partners for Water program.

3.3 Requirements relating to Project leader/ Project Team

The Tenderer adds an overview table to his proposal in which the qualification requirements of the Project Leader and the Project Team are specified (see requirements 3.3 and 3.4). This is in fact a summary extract of the various CVs, grouped by the relevant qualifications. For each team member, the Tenderer indicates in the table whether it meets the required qualifications (yes/no) and if so, what the most important project(s) or other types of performance are on these consultant's CV. The projects and activities that the consultant has carried out and that states as a qualification requirement must be sufficiently clearly described in the CV, so that the Tendering Authority can verify - without further inquiry from third parties - whether you meet the requirement. The team members must make a substantial contribution to the execution of this assignment or the delivery of (partial) products.

For the next requirements, the CV of the Project Leader will be assessed on whether he/she has sufficient experience. Therefore, make sure the relevant context is clearly reflected in the overview table.

Requirement Number	Requirement Project Leader (RP = Requirement Project Leader)
RP1	Project leader with a university degree (master's level or comparable level of experience) has at least eight (8) years of experience in one or more fields of the expertise mentioned under project team requirements.
RP2	At least three (3) years of demonstrable experience in international project management and management of multidisciplinary and multicultural project teams.
RP3	Good written and oral command of the English and Spanish language, at level B2 or higher (language level indication according to the European Framework of Reference).

The project team needs to consist of a diverse set of backgrounds and expertise, partly international and partly based in Colombia, due to interaction with key Colombian counterpart organisations. The expertise fields defined below may be combined in a single or multiple roles, which always needs to be substantiated as part of the proposal.

For the next requirements, the CVs of the Project Team will be assessed on whether they have sufficient experience. Therefore, make sure the relevant context is clearly reflected in the overview table.

Requirement Number	Requirement Project Team (RT = Requirement Team)
RT1	Expertise in civil engineering with five (5) years of experience, and minimum experience of two (2) years in maritime/river dredging, seaport construction, and/or NbS for climate adaptation in coasts.
RT2	Expertise in environmental engineering with five (5) years of experience in the practice of their profession, and minimum experience of two (2) years in environmental impact studies, environmental compliance reports, and/or Environmental Guide Adaptation Plans ("PAGA" as a Spanish abbreviation),

	related to the maritime and port sector. It is desirable that this expertise includes experience in requirements to determine threshold values of marine sediment parameters, for authorizing the uses of marine dredged sediments, including NbS.
RT3	Expertise in marine/environmental engineering with five (5) years of experience in the practice of their profession, and minimum experience of two (2) years in restoration of coastal ecosystems and/or NbS for climate adaptation in coasts.
RT4	Expertise in governance, with relevant experience or knowledge in Barranquilla and/or Colombian coastal region(s), and alignment of NbS with Barranquilla's ambitions.
RT5	Expertise in social issues and stakeholder inclusion, with relevant experience and applied knowledge in project development processes, preferably in NbS, stakeholder alignment, as well as social risk assessment.
RT6	Expertise in economic analysis, with relevant experience and knowledge in the development of projects and the performance of cost-benefit (social) analyses.
RT7	At least 60% of the foreign international team members have good written and oral command of the Spanish language at level B2 or higher (language level indication according to the European Framework of Reference).

3.4 Requirements relating to the prices/rates

- 3.4.1 The Tenderer will provide an overview of the prices and rates applicable to this assignment by filling in the appendix entitled 'Prices/Rates'.
- 3.4.2 The price/rates must be all inclusive. In any event, they must include all of the following: wage costs, overheads (e.g. accommodation and wage costs for support staff), costs relating to the use of equipment and machinery during the assignment, insurance costs, any applicable costs for e-invoicing, and International- and local travel and accommodation expenses.
- 3.4.3 The agreed (maximum) rates are fixed and invariable for the duration of this Agreement.
- 3.4.4 The Tenderer will not submit any zero or negative prices/rates.
- 3.4.5 the Tenderer will provide a budget with fixed hourly/daily rates, specified according to the various duties. You will also give the total price. The Tenderer will charge on the basis of actual realised costs up to the maximum total price.

3.5 Tax-related requirements

- 3.5.1 The Tenderer indemnifies the Contracting Authority against any claims from the Dutch Tax and Customs Administration (*Belastingdienst*) or other tax authorities.
- 3.5.2 The Tenderer will quote the prices according to the following structure:
 - the amount excluding Dutch VAT and any VAT due outside the EU;
 - the amount of Dutch VAT due (if applicable) and the amount of any VAT due outside the EU, and;
 - the amount including Dutch VAT (if applicable) and any VAT due outside the EU.
- 3.5.3 If the Tenderer indicates that no VAT is applicable, then he agrees to provide documentary proof of the grounds for this to the Contracting Authority within fifteen calendar days of the request to do so.
- 3.5.4 You are liable for any extra costs for Dutch and/or foreign VAT due if you incorrectly charge no VAT or an incorrect amount of VAT to the Contracting Authority. If applicable, you are liable for accurate payment of VAT in the Netherlands and outside the EU, with the exception of the case stipulated in the following sentence. If the Contracting Authority procures a service from a foreign business and Dutch tax law considers the work to have been performed in the Netherlands, then the Contracting Authority is liable for the payment of VAT to the Dutch Tax and Customs Administration for this/these service(s) performed in the Netherlands.

- 3.5.5 You guarantee that the amounts specified in the quotation are inclusive of all taxes and levies (including amounts considered equivalent to taxes or levies), regardless of their description and wherever in the world they may have been levied.
- 3.5.6 You indemnify the Contracting Authority against any claims from any tax authority for any taxes, levies or contributions considered equivalent to taxes or levies, originating from either the Netherlands or outside the Netherlands.
- 3.5.7 Given the nature of this assignment, which includes development cooperation that exclusively benefits a developing country, a VAT rate of 0% applies to the amount specified on the quotation provided the Contractor is established in the Netherlands and his organisation is registered as an entrepreneur for VAT purposes. **For extra certainty in this matter**, you can request a declaration of exemption from VAT from the tax inspector. More information on this matter can be found within the decree issued by the Ministry of Finance on 21 September 2015 (no. BLKB/2015/76M).
If you submit a statement from the tax inspector within 60 days of the award of the Contract that specifies that a **different** VAT rate applies, then the contract price will be increased to include the applicable VAT rate.
You are liable for any costs (extra or otherwise) in the event that you incorrectly charge no VAT or an incorrect amount of VAT to the Contracting Authority.
- 3.5.8 If you believe that your work is being taxed simultaneously (in part or in full) in both the Netherlands and a foreign country (outside the EU), then you agree to provide evidence from the foreign tax authorities in question that prove VAT has been levied on one of the services/amounts substantiated by you in the quotation. You will provide this statement in English. If the statement from the foreign tax authorities is not in English, then you agree to provide a sworn translation of this statement, the costs of which will be borne by you.

3.6 Invoicing requirements

- 3.6.1 The following payment schedule applies:
- 20% after contracting;
 - 30% after acceptance of the deliverable related to Scope item 1;
 - 20% after acceptance of the deliverable related to Scope item 2;
 - 20% after acceptance of the deliverables related to Scope items 3 and 4;
 - 10% after full completion of Scope items 5, 6 and final delivery of all project documentation, including Scope item 7.
- 3.6.2 You must include a summary of the actual hours/days worked in accordance with the applicable rates.
- 3.6.3 **For companies established in the Netherlands only**
E-invoicing
The general terms and conditions that apply to this contract contain a provision that invoices must be sent electronically (not in pdf). This can be done in 3 different ways:
- The invoicing portal of the Dutch government
 - E-invoicing with your own (accounting) software package through Simplerinvoicing
 - E-invoicing through a service provider.

For companies not established in the Netherlands

The paragraph concerning e invoicing does not apply to companies located outside of the Netherlands.

You must state the order number on your invoice. You can send your invoice by e-mail in PDF format to email address stated in the Contract.

In order to ensure a smooth processing of the invoice, you must include the following information in your quotation:

- Name and address details;
- Chambre of Commerce number;
- Location according to Chamber of Commerce;

- IBAN.

3.7 Environmental requirements

- 3.7.1 Flight expenses can only be reimbursed for economy class, based on costs actually incurred (any other class of service is not eligible for reimbursement). Costs of CO2 compensation scheme per flight ticket must be included and applied for each flight. In case your organisation already applies a compensation scheme as part of the organisational policy, it is required to state this in your proposal.

4. Requirements concerning the Tenderer

Introduction

In this section, you can find the requirements set by the Tendering Authority to determine whether particular Tenderers are suitable to be awarded the Contract. For this purpose, Exclusion Grounds and Suitability Requirements have been set.

You can indicate whether or not the Exclusion Grounds apply to you and whether or not you are in compliance with the Suitability Requirements by completing the 'European Single Procurement Document'.

The 'European Single Procurement Document' is a PDF file that has been partially filled in for you. You must fill in the rest of the form, print it, legally sign it, scan it and submit it together with your Tender via TenderNed (see paragraph 7.3.15).

4.1 Exclusion Grounds

You can find the 'European Single Procurement Document' within the invitation to tender in TenderNed. In this document, you will find the following Exclusion Grounds:

- all Exclusion Grounds specified in Part III A and B;
- the Exclusion Grounds in Part III C that have been selected by the Tendering Authority by means of the tick boxes.

Go to the invitation to tender in TenderNed, select 'Answers to Requirements' and then tick 'Yes' or 'No' for the 'Tenderer's Statement' requirement.

See Section 7.2.17 for information on how to submit a Tender in collaboration with other organisations. This section specifies who must provide a completed and signed European Single Procurement Document during the process of submitting a Tender.

The evidence relating to the Exclusion Grounds does not have to be submitted together with the Tender: it is only required once the Tendering Authority requests it.

Please note: The process of applying for a GVA (certificate of conduct) can take several weeks.

For information on types of evidence, see Section 2.89 of the Public Procurement Act.
<http://wetten.overheid.nl/BWBR0032203/2016-07-01>

The evidence consists of:

1. Extract of Trade Register (no older than 6 months see §4.3)
2. 'Certificate of Conduct for procurement' ('Gedragsverklaring Aanbesteden' -no older than 2 years)
3. Tax statement (no older than 6 months)

The Tendering Authority, to which a Tenderer submits data in order to prove that the exclusion grounds referred to in Article 2.86 or Article 2.87 do not apply to the Tenderer, also accepts data and documents from another Member State, from the country of origin of the Tenderer or from the country where the Tenderer is established, that serve an equivalent purpose or that show that the exclusion ground does not apply to Tenderer.

Please refer to <https://ec.europa.eu/tools/ecertis/search>
eCertis is the information system that helps you identify different certificates requested in procurement procedures across the EU.

4.2 Suitability Requirements

The purpose of the Suitability Requirements is to assess whether the Tenderer is suitable to fulfil the Contract in the opinion of the Tendering Authority.

By signing the annex 'European Single Procurement Document' (which uses the term 'Selection Criteria' to refer to the Suitability Requirements), the Tenderer declares that he complies with the Suitability Requirements as specified in this subsection of the Tender document. These Suitability Requirements are further specified in the subsequent paragraphs in this section.

4.2.1 Financial and economic standing

By signing the 'European Single Procurement Document', the Tenderer declares:

- a. That he possesses sufficient financial and economic capacity to fulfil the contractual obligations.
- b. That the Tenderer is unaware of any possible claims against him that may compromise his organisation's financial-economic capacity or continuity, and that no investment is required during the Contract period that may have a similar compromising effect.
- c. That the Tenderer has a sufficient level of professional and/or statutory liability insurance for the fulfilment of the assignment and that in the event of the Contract being awarded to him, will remain sufficiently insured throughout the duration of the assignment(s).

Evidence (do not submit together with the Tender – only submit it when requested to do so):

Proof of the economic operator's economic and financial standing may, as a general rule, be furnished by one or more of the following references:

- a. appropriate statements from banks or, where appropriate, evidence of relevant professional risk indemnity insurance;
- b. the presentation of financial statements or extracts from the financial statements, where publication of financial statements is required under the law of the country in which the economic operator is established;
- c. a statement of the undertaking's overall turnover and, where appropriate, of turnover in the area covered by the contract for a maximum of the last three financial years available, depending on the date on which the undertaking was set up or the economic operator started trading, as far as the information on these turnovers is available.

If the data of the Tenderer's parent/holding company is used in relation to the aspect of financial-economic capacity, then the Tenderer must provide a statement from the parent/holding company that specifies that the parent/holding company unconditionally acts as a guarantor for the obligations to be undertaken by the subsidiary company and any debts arising from the Contract incurred by the subsidiary company. The statement by the parent/holding company must be signed by a legally authorised representative.

4.2.2 Reference data (technical qualifications)

The Tendering Authority has set the following core competences, which demonstrate experience with essential aspects of the assignment:

Core competences
1. Carrying out a project related to the use of marine dredged materials for nature-based solutions, with particular focus on the interlinkages between policy requirements and technical necessities for successful application of NbS.
2. Carrying out a project in collaboration with various local public and private counterparts from one or more developing countries as named on the OECD DAC list (2024): lower and upper middle-income countries and territories and middle-income countries and territories.

By signing the 'European Single Procurement Document', the Tenderer declares that he has carried out at least one reference assignment for each of the core competences listed above that meets the following minimum requirements:

- The subject of the reference assignment must be comparable to the core competence in question.

The reference assignment must have been executed or completed within the three years prior to the closing date for the submission of tenders. If the Tenderer uses an assignment that is not yet fully complete, then only the completed results of the ongoing assignment can be submitted for reference purposes: projected results cannot be taken into consideration.

Assignments including one or more subcontractors can only be used as reference assignments if the subcontractor(s) in question will be involved in the fulfilment of the Contract and if the Tenderer can and will make use of the knowledge and experience of the subcontractor(s) in question during the fulfilment of the assignment.

Evidence (do submit together with the Tender)

Provide one reference assignment for each of the core competences mentioned above. The reference must be signed by the referee (contracting authority in question). Please use Annex 6 'Reference assignments' to describe the reference assignments.

If required, the Tendering Authority reserves the right to check the accuracy and completeness of the references and to contact one or more of the reference parties without the Tenderer's involvement or permission.

You may not provide more than one reference for each core competence mentioned above. If a single reference testifies to multiple competences that will comply with the applicable requirements, then you can use the same reference for these different core competences.

4.3 Professional/trade register extract

The Tendering Authority expects the Tenderer to be authorised to practise his trade. For this reason, the Tendering Authority reserves the right to ask the Tenderer to demonstrate that he is registered in the professional register or in the trade register referred to in Annex XI of EU Directive 2014/24/EU in accordance with the regulations applicable in the country in which he is established.

It is also vital that the signed documents included in the Tender have been signed by a legally authorised representative of the Tenderer. For this reason, the Tendering Authority can also ask the Tenderer who is awarded the contract to demonstrate the legal validity of the signature.

Evidence (do not submit together with the Tender – only submit when requested by the Tendering Authority).

In order to establish the legal validity of the signed statements, declarations and other evidence, it is vital that a recent and up-to-date (**max. six months old**, counted from the time of submission of the Tender) extract from the professional register or trade register is provided in compliance with the provisions stipulated in Section 2.98 of the Public Procurement Act. The extract must demonstrate the legal authorisation of the signatory.

If the signatory of the statements, declarations and other evidence is not featured on the extract, then authorisation of the signatory must be provided by one of the parties featured on the extract, in the form of a statement declaring that the signatory was authorised to legally bind the Tenderer at the time that he signed the documents.

In the event that the Tender involves a collaboration (consortium), then every member of this collaboration must provide the aforementioned evidence separately.

5. Award criteria and assessment

Introduction

This Section concerns the award criteria. The Tenders are assessed based on the award criteria as described in 5.1.1 up to and including 5.1.4 Your response to the award criteria must be included in your Tender. A maximum of 100 points can be obtained for your response to the award criteria. Regarding the qualitative award criteria 5.1.1. up to and including 5.1.3, the Tenderer must score a minimum of 45 out of the 80 points that can be obtained on these award criteria. If the qualitative award criteria are valued with a lower score than 45 points out of the 80 points, the Tender is set aside and excluded from further participation of the tendering process and will not be further assessed on the price/rates.

Assessment of the price/rates with a maximum of 20 points. The total score (written responses + price) will be determined. The maximum total points of all the award criteria that can be obtained is 100 points.

In your response, you must take into account the requirements set in Section 3.

5.1 Quality criteria

5.1.1 Award criteria relating to the Work Plan

Max. no. of points available	Assessment aspects
40	The extent to which a convincing work plan has been presented for the project, in which the different activities and deliverables have been formulated and translated into specific working packages. Particular attention should be given to the following topics, which will be assessed integrally: - The understanding of the project as described in this Tender Document; - The proposed approach for the activities and deliverables described in this Tender Document; - The clarity of the proposed expert deployment in relation to the project's activities and deliverables, including the internal role/task division between team leader(s), international experts and Colombian experts; - The project management strategy, including the proposed involvement of, and collaboration with the key counterpart organisations defined in this Tender Document; - The quality of the project planning; - The quality of the risk management- and mitigation strategy.

5.1.2 Award criteria relating to the Project Team composition

Max. no. of points available	Assessment aspects
30	<i>For this criterium, the CVs of the Project Team you will submit with the Tender will be assessed on the extent of experience. Therefore, make sure the relevant context is clearly reflected in the overview table.</i> The extent to which the expert team composition reflects the following experience, which will be assessed integrally:

	- Illustrative examples of previous work (by the team members) on the topic of policy- and technical work related to nature-based solutions, using marine dredged sediments as a source, and how the experience will be used in this project. - Working experience in trajectories with a focus on policy advice in an international context, and how this experience will be used in this project. Experience with working in Latin-America and/or working on the topic of nature-based solutions in an international context is an added value. - Balanced time dedication (based on the budget overview, including time per expert) of the team members (including the Project Lead), ensuring an effective execution of the assignment and efficient use of the available budget;
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5.1.3 Award criteria relating to the budget overview

Max. no. of points available	Assessment aspects
10	Quality of the budget overview and its transparency (a.o. distribution of hours and the connection to the different activities and deliverables identified as part of the work plan).

5.1.4 Award criteria relating to prices/rates (exclusive of VAT)

Max. no. of points available	Assessment aspects
20	Total submitted price exclusive of VAT (see paragraph 5.3).

5.2 Assessment method for qualitative award criteria

During the assessment, the assessment team will work in accordance with the following scale for the weighting of the quality criteria.

Quality of the response	Weighting percentage of the maximum points available per preference
Excellent, with great added value	100%
Very good, with some added value	90%
Good	80%
Ample	70%
Satisfactory	60%
Average	50%
Fair, not completely satisfactory	40%
Unsatisfactory	30%
Poor, insufficient	20%
Very poor, insufficient	10%
No response provided	0%

5.3 Assessment of preferences in relation to prices/rates

Please fill in appendix 2: Financial Proposal and add to TenderNed.

Points will be awarded according to the total price offered in the offer according to the following table, up to a maximum of 20 points.

Offers with a price above EUR €220,000.- (exclusive of Dutch VAT and including all local VAT and fees) will be rejected. The points awarded for the total price will be based on the price ranges specified in the following table:

Total price in Euros offered (exclusive of Dutch VAT and including all local VAT and fees)	Points awarded
Offer is lower than 182,000	20 points
Offer is 182,000 or higher	19 points
Offer is 184,000 or higher	18 points
Offer is 186,000 or higher	17 points
Offer is 188,000 or higher	16 points
Offer is 190,000 or higher	15 points
Offer is 192,000 or higher	14 points
Offer is 194,000 or higher	13 points
Offer is 196,000 or higher	12 points
Offer is 198,000 or higher	11 points
Offer is 200,000 or higher	10 points
Offer is 202,000 or higher	9 points
Offer is 204,000 or higher	8 points
Offer is 206,000 or higher	7 points
Offer is 208,000 or higher	6 points
Offer is 210,000 or higher	5 points
Offer is 212,000 or higher	4 points
Offer is 214,000 or higher	3 points
Offer is 216,000 or higher	2 points
Offer is 218,000 or higher	1 point
Offer is 220,000	0 points
Offer is higher than max. price 220,000	Rejection of the tender

6. Assessment of the Tender

6.0 Assessment of the Tender's completeness and legal validity

The Tender will be assessed according to the following procedure. The Tendering Authority will check whether:

1. all required documents have been provided (see the checklist in the subsection 'Structure and content of the Tender' in Section 7);
2. the information is correct and complete, and no adjustments have been made to the documents provided by the Tendering Authority;
3. no provisos have been made by the Tenderer (e.g. specifying that the Tenderer's own terms and conditions apply);
4. the 'European Single Procurement Document' has been completed in full and has been legally signed.

In the event that the aforementioned requirements have not been complied with, the Tender will be excluded from assessment and further participation in the tendering process, unless rectification is permitted within the boundaries of public procurement legislation.

6.1 Assessment of requirements relating to the assignment

Subsequently, the Tender's compliance with the requirements to the assignment (see Section 3) will be assessed. Any Tenders that do not comply, will be excluded from further participation in the tendering process.

6.2 Assessment of award criteria relating to the assignment

Subsequently, all Tenders not excluded from the tendering process, will be assessed according to the award criteria stipulated in Section 5. The Tenderer must score a minimum of 45 out of the 80 points that can be obtained on the qualitative award criteria (see Section 5). If these award criteria are valued with a lower score than 45 points out of the 80 points, the Tender is set aside and excluded from further participation in the tendering process and will not be further assessed on the prices/rates.

6.3 Determination of definitive total score

The Contract will be awarded according to the principle of the Most Economically Advantageous Tender. The Most Economically Advantageous Tender is the Tender that achieves the highest definitive total score based on the best price-quality ratio.

The Tenderer's definitive total score will be rounded to one decimal place. No scores will be rounded off until the moment that this definitive total score is determined. If two or more Tenderers have an equal definitive total score that would result in the Tendering Authority having to award the Contract to more parties than is desired, then the Tendering Authority will award the Contract to the Tenderer with the highest final score for the subcriterion 5.2.1 'Work Plan'. In the event that the highest scoring Tenderers also achieve an equal score for this subcriterion, then determination of the Tenderer to which the Contract will be awarded will be made by drawing lots.

6.4 Assessment of evidence

At the moment that the Tenderer legally signs the 'European Single Procurement Document' and submits the Tender, the Tenderer is not (yet) required to provide any evidence, unless expressly asked to do so in this Tender document.

By signing the 'European Single Procurement Document' and submitting his Tender, the Tenderer agrees that at a later date, the Tendering Authority is entitled to request that the winning Tenderer provides the required evidence.

Upon awarding the Contract, the Tendering Authority will only request evidence from the winning Tenderer. The Tendering Authority is entitled to request this evidence at an earlier stage and from all Tenderers if it believes such a course of action is necessary to facilitate the progress of the tendering process.

The evidence must demonstrate that the Tenderer indeed complies with the content of both the 'European Single Procurement Document' and the Tender. Following the Tendering Authority's request to provide the evidence, the Tenderer has 15 (fifteen) calendar days to hand over the required evidence. If the Tendering Authority does not agree with the content and/or validity of one or more of the pieces of evidence provided by the winning Tenderer, then this could result in the winning Tenderer being excluded from further participation in the process. In such cases, the Tendering Authority will inform every Tenderer of this situation. The Tendering Authority will then determine the next Most Economically Advantageous Tender. The score of the Tenderer that has just been excluded will be removed. The calculations will then be carried out once more and a new ranking will be created. The award process will then be conducted again.

In the event a winning Tenderer does not qualify for the definitive award of the Contract, then all Tenderers will be notified of this and the consequences thereof concerning the award of the contract.

7. Submission procedure for Tenders

7.0 Statement of agreement

By submitting a Tender, including the 'European Single Procurement Document', the Tenderer explicitly consents to all requirements and conditions stipulated in this Tender document and the Memorandum of Information and declares that he will continue to comply therewith throughout the entirety of the contract period. Furthermore, the Tenderer confirms that he will comply with all of the specified prices and rates, including any agreed indexation. Failing to comply with one or more requirements will result in his Tender being disqualified from the assessment process and therefore excluded from the tendering process.

7.1 Schedule

See schedule in Subsection 1.3.

7.2 General procedure

This tendering process will be carried out in compliance with the Public Procurement Act. In this case, the 'open procedure' was selected. An announcement thereof was published on www.tenderned.nl and on Tender European Daily (TED).

In the event that a Tender is not submitted in accordance with the provisions and regulations stipulated in this section, the Tendering Authority can set aside the Tender and exclude the Tenderer from further participation in this tender procedure.

7.2.1 Communication

All communication relating to this tender procedure will be conducted via TenderNed (www.tenderned.nl), unless otherwise specified.

Once you have indicated your interest in this invitation to tender on TenderNed, you can send and receive messages about this tender process via 'My Tenders'. Any questions concerning the tender process can be sent to the Tendering Authority's contact person via TenderNed. You will receive messages via TenderNed. Via your personal TenderNed settings, you can turn on automatic notifications, including notifications to your private email address. It is your responsibility to ensure that these emails are not blocked by your email provider's security system. If the communication cannot be conducted via TenderNed, you can contact the following contact person(s): Gert Goorhuis, gert.goorhuis@rvo.nl

Attempts to directly contact parties other than the contact person(s) stated above in relation to this tender process are prohibited.

If you have any functional or technical questions regarding TenderNed, you can contact the TenderNed service desk on weekdays between 08:30 and 18:00 CET on 0800-8363376 or via servicedesk@tenderned.nl. You can also consult the eHandbook via <http://www.tenderned.nl/egids/>.

7.2.2 eHerkenning

All TenderNed users affiliated with a *Dutch* company registered with the Dutch Chamber of Commerce are obliged to log in and register using eHerkenning. *This obligation does not apply to companies not registered in the Netherlands.* Visit <http://www.tenderned.nl/eherkenning-en-tenderned-0> for more information about eHerkenning, including the terms and conditions. You are responsible for any consequences arising from the failure to register with eHerkenning in a timely manner.

7.2.3 Questions and additional information/changes

During the procedure, you have the opportunity to ask questions. Ask your questions as soon as possible. All questions will be answered anonymously. The Tendering Authority can answer your questions via TenderNed in two ways:

- Via one or more Memoranda of Information.

- By means of the TenderNed 'Questions and Answers' facility.

The deadline for submission of your questions is specified in the schedule (see section 1.3). In any event, all questions asked will be answered at least 10 days prior to the deadline for submission of the Tender.

Submitting a question to the Tendering Authority

Questions are to be asked via TenderNed. See <https://www.tenderned.nl/cms/english/six-steps-bidding-public-procurement-contracts-online-through-tenderned>.

All questions and answers will be published anonymously for all interested parties to view. If you have a compelling reason why you do not wish your question (and its answer) to be revealed to the other interested parties, then tick the 'Answer Individually' box. However, the Tendering Authority will decide whether or not to process your question individually.

Answers from the Tendering Authority

The Memoranda of Information are an integral part of this Tender document. The Tendering Authority assumes that all sections for which no questions have been asked have been clearly and fully understood.

7.2.4 Validity period and submission of Tender

The Tender must be valid for at least the four months after the deadline for submitting the tenders. In the event that an application for a preliminary injunction is filed with the competent court in The Hague against the award decision, then the Tenderers must in any event ensure that their Tenders are valid until four weeks subsequent to the initial decision by the court.

7.2.5 Variants on Tender

Upon submitting a Tender in accordance with the Tender document, the Tenderer is not permitted to submit a variant of this Tender.

7.2.6 Costs of submitting a Tender

The Tendering Authority will not reimburse any Tenderers for any costs resulting from the drafting and submitting of a Tender, including any further information requested of the Tenderer.

7.2.7 Termination of tendering process

Until the moment that the Contract is signed, the Tendering Authority reserves the right to partially, fully, temporarily or permanently terminate the tendering process. In such cases, Tenderers will not be entitled to receive compensation for any costs incurred by them in connection with this Tender, unless the Contracting Authority is of the opinion that a (small) contribution to the tender costs is appropriate in view of the circumstances.

7.2.8 Order of precedence of documents

In the event of inconsistencies between the Tender document and the Memorandum of Information, the Memorandum of Information takes precedence.

In the event that there are multiple Memoranda of Information, then the provisions in the most recent Memorandum of Information takes precedence in the event of inconsistencies between the different Memoranda.

7.2.9 Information about the Tenderer's obligations

The Tenderer must take into account his obligations relating to environmental, social and employment law in compliance with article 2.81 paragraph 2 of the Public Procurement Act.

Information on obligations resulting from Dutch legal provisions with regard to taxes, environmental protection, occupational health and safety and terms of employment that will be applicable to the Tenderer's activities throughout the Contract period is available from the following sources:

Information on taxes: the Dutch Tax and Customs Administration: (www.belastingdienst.nl).

Provisions concerning environmental protection: the Ministry of Infrastructure and Water Management (www.rijksoverheid.nl).

Provisions pertaining to occupational health and safety and terms of employment: the Ministry of Social Affairs and Employment: (www.rijksoverheid.nl).

7.2.10 Guide Information security and Privacy for suppliers

Protecting information and personal data is the top priority for the Ministry of Economic Affairs and Climate Policy (EZ). That requires significant effort from our own employees, but also from our suppliers. You can read more about it in this concise guide.

[Suppliers guide Information Security and Privacy EZ](#)

7.2.11 Inconsistencies and objections

If the Tenderer is of the opinion that the documents contain inconsistencies, errors or matters that are unclear or if the Tenderer has any objections, then the Tenderer must report this to the contact person in writing, including substantiation.

7.2.12 Complaints procedure

If a Tenderer disputes a response given by the Tendering Authority to a question, request, comment or objection from the Tenderer, or if the Tenderer receives no response, then he can submit a complaint. More detailed information on this matter can be found in the 'Complaints Procedure' annex.

7.2.13 Dispute resolution

In addition to the provisions in the 'Complaints Procedure' subsection, any dispute arising from this tendering process can be presented to the Public Procurement Experts Committee (www.commissievanaanbestedingsexperts.nl) and/or to the competent court in The Hague. Dutch law applies exclusively to such proceedings.

7.2.14 Submission of the Tender

The deadline (date and time) for submission of Tenders is stipulated in the 'Time schedule' (1.3) and it is a final deadline.

- In order to submit a Tender, you must register with TenderNed. One or more registered users must be connected and authorised to submit the Tender via TenderNed on behalf of your company.
The Tendering Authority advises that you start the TenderNed registration process immediately rather than postponing it until the tendering period is coming to a close. Upon registering your organisation, you must add your tender via TenderNed's announcements platform.
- For more information on registering and establishing your organisation with TenderNed and digital submission of your Tender, visit <https://www.tenderned.nl/cms/english/six-steps-bidding-public-procurement-contracts-online-through-tenderned>.
- Only Tenders that have been submitted to the digital safe for this invitation to tender either prior to or on the day of the deadline (prior to the time of the deadline) will be processed by the Tendering Authority.
- The time and date as displayed on the digital countdown clock in TenderNed serves as the definitive deadline for the submission of Tenders.
- The Tendering Authority is only able to see the Tenders once the digital safe opens in TenderNed. This safe can only be opened upon expiry of the deadline for the submission of Tenders.
- In the event you have technical issues or questions regarding submission of your Tender via TenderNed, you can contact the TenderNed service desk via servicedesk@tenderned.nl or +31 (0)70-3798899. If you believe that the TenderNed service desk is taking too long to answer your question or comment, then you can contact your contact person within the Tendering Authority.
- Any risks resulting from late submission of the Tender and/or submission of an incomplete Tender is borne by the Tenderer.
- The Tendering Authority is neither responsible nor liable for any consequences resulting from a Tender that is submitted too late, incorrectly or incompletely.

The Tendering Authority will treat confidential information provided by the Tenderer with due care.

7.2.15 Structure and content of the Tender

The Tender must be submitted entirely via TenderNed and the 'European Single Procurement Document' must be legally signed.

You can use the following checklist during the submission of your quotation.

Subject	Description	Action required from tenderer
Annex 1	European Single Procurement Document*	Fill in, legally sign and add to TenderNed
Annex 6	Using Annex 6: Reference Assignment(s)	Add to TenderNed
Award criteria	Tender, including a general response to the Tendering Authority's award criteria	Add to TenderNed
Requirements and Award criteria	The CVs of the expert(s) that demonstrate their experience and knowledge for the purpose of the requirements (paragraph 3.3) and the award criteria (paragraph 5.2.2)	Add to TenderNed
Annex 2	Using Annex 2: Financial Proposal: Prices/rates included in the quotation	Add to TenderNed

* See Subsection 7.3.16 in the event your Tender is submitted in collaboration with other companies.

Conditions relating to the tender documentation:

1. A full proposal in response to this Tender consists of at least a work plan, budget and CVs.
2. The work plan may not exceed 15 pages, font Verdana 9pt (or comparable), excluding the front page, table of contents, budget overview and other attachments such as CVs. If more pages are used, these will not be read nor assessed.
3. The work plan needs to be written in English, which is the version that will be the official submission in response to this tender. A Spanish version of the work plan (which may be machine-translated, e.g. Google Translate) needs to be added as a separate attachment and may be shared with key counterpart organisations by the Contracting Authority.
4. The work plan needs to include the approach, expert team deployment (including a short description on each of the experts' professional background and experience), time dedication per expert as part of this project in working days, communication and project management strategy, risk evaluation/mitigation strategy.

7.2.16 Legally binding signature

A legally binding signature means that a document has been signed by a duly authorized representative.

If it is recorded in the professional or company register that two or more persons only have joint powers of representation, then the documents requiring a legally binding signature must be signed by those two or more persons. If any restrictions are in place regarding the authorization to represent the organization, then these must be taken into account.

Where a legally binding signature is required, the Contracting Authority accepts, in addition to an original handwritten signature, also the qualified electronic signature within the meaning of article 3: 15a of the Civil Code (or EU Regulation no. 910/2014, article 3, part 12).

Please note: it is not possible to sign the European Single Procurement Document with a qualified electronic signature immediately. You can provide the ESPD with a handwritten signature or you

must make a digital PDF printout of the PDF form, after which the qualified electronic signature can be placed on this digital PDF printout.

The lack of a legally binding signature in principle will lead to exclusion from the tendering procedure. In that case, however, you will be given one single opportunity to correct it within 48 hours.

7.2.17 Submission of a Tender in collaboration with other organisations

If you cannot carry out the assignment independently, you can set up a collaboration with other organisations.

There are two ways in which you can submit a Tender in collaboration:

- 1) As a consortium in which each member of the consortium is jointly and severally liable for the fulfilment of the obligations arising from the Tender as well as the fulfilment of the Contract.
- 2) In a principal contractor-subcontractor structure in which the Contractor is liable for the fulfilment of all obligations, including the obligations that will be subcontracted.

Tendering as a consortium

If a Tender is submitted by a consortium, then:

- Every member of the consortium must fill in and legally sign a separate 'European Single Procurement Document', which also includes a specification of who the consortium members are (see Part II of the 'European Single Procurement Document'). Indicate the role each member plays within the consortium. In the 'European Single Procurement Document', you must indicate who is in charge of the consortium (who is lead manager) and will act as its authorised representative.
- All organisations in the consortium accept joint and several liability for the fulfilment of the obligations arising from the Tender and the eventual fulfilment of the Contract.
- If a consortium member relies upon the capacity of another entity in order to demonstrate compliance with the applicable Suitability Requirements, then the entities in question must complete and sign Part II C of the 'European Single Procurement Document' (in compliance with the provisions specified below in the subsection 'Submitting a tender together with subcontractors' in the eventuality that subcontractors are obliged to demonstrate their capacity).
- Every member of the consortium, for their part, must provide the evidence requested for the Tender.

Submitting a tender as a principal contractor together with subcontractors

If a Tender is submitted by a principal contractor that does not rely upon the capacity of any subcontractors, then only the principal contractor is required to complete and legally sign Part II D of the 'European Single Procurement Document'.

If the principal contractor does rely on the capacity of subcontractors in order to demonstrate compliance with the applicable Suitability Requirements, then the subcontractor(s) in question must also complete and legally sign Part II C of the 'European Single Procurement Document'.

The principal contractor is fully liable for the fulfilment of the obligations arising from the Tender as well as the fulfilment of the contract (if awarded). In addition, the principal contractor is liable for the fulfilment of the obligations for which he has hired the subcontractor(s).

Document', filling in parts II A, II B, III and IV and legally sign it (see the information under II C in the ESPD).

The subcontractor on whose capacity the principal Contractor *does* rely must provide the evidence requested for the Tender.

The principal Contractor is fully liable for the fulfilment of the obligations arising from the Tender as well as the fulfilment of the contract (if awarded). In addition, the principal Contractor is liable for the fulfilment of the obligations for which he has hired the subcontractor(s).

All completed and legally signed 'European Single Procurement Document' forms must be added to the Tender.

7.2.18 Single Tender

All natural persons, legal entities and organisations may only submit a single Tender (either individually or in combination with other natural persons, legal entities and/or organisations). Tenderers who are mutually connected via a relationship of dependence (group link) are permitted to participate separately in this tendering procedure. However, this is on the express condition that they participate as competitors in this tendering process. For this purpose, they must demonstrate that their mutual relationship has not influenced their behaviour within the scope of this tendering procedure nor has it restricted fair competition.

By submitting a Tender, the Tenderer in question agrees to this condition.

7.2.19 Violation of the fundamental principles of procurement law and restriction of fair competition

Any Tenderer whose actions violate a fundamental principle of procurement law (such as the equality principle), the result of which restricts or could restrict fair competition, will be excluded from this tendering procedure. This is also the case if the violation or the restriction of fair competition only comes to light after the announcement of the award of the Contract to all Tenderers. Prior to making the decision to exclude the Tenderer in question, the Tendering Authority will notify the Tenderer of this intention, at which point the Tenderer will be given the opportunity to demonstrate to the Tendering Authority that no violation of a fundamental principle of procurement law or restriction of fair competition has taken place.

By submitting this Tender, the Tenderer declares his awareness that actions contravening any fundamental principle of procurement law can result in the aforementioned consequences. The Tendering Authority can use all resources available to him in order to identify any violation of the fundamental principles of procurement law or the restriction of fair competition. A judicial decision will not be a necessary requirement in such cases.

7.2.20 Communication and language

During the tendering process, communication with the Tendering Authority must be conducted in English.

The Tender must be submitted in English.

Additional documents (such as informational materials etc.) can also be provided in English.

During the fulfilment of the contract, communication must be conducted in English.

7.2.21 General terms and conditions

The applicability of any of the Tenderer's general terms and conditions concerning delivery, payment and/or any other matters is explicitly excluded. The General Government Terms and Conditions (ARVODI-2018) apply to the Contract.

7.2.22 Contract conditions

The draft Contract, and the corresponding General Government Terms and Conditions (ARVODI-2018) are included in the annexes. The Tenderers have the opportunity to ask questions, make comments and propose textual amendments.

The Tendering Authority is free to accept or reject the proposed textual amendments. The Tendering Authority will indicate whether or not the proposals have been accepted or rejected in the Memorandum of Information. By submitting the Tender, the Tenderer declares his consent to the (possibly amended) Contract. Only the definitive Contract will apply during the execution of the assignment.

7.2.23 Explanation and verification of the Tender

The Tendering Authority can request that the Tenderer explains his Tender in greater detail and/or provide substantiating documents. The Tendering Authority is entitled – although not obliged – to check the accuracy of all data and statements submitted within the scope of the Tender.

7.2.24 Request for supplementary information concerning the Tender

The Tendering Authority can ask Tenderers to provide supplementary information and/or clarification of their Tender.

7.2.25 Announcement of the award of the Contract

All Tenderers will receive a message simultaneously that announces the award of the Contract and substantiates its decision. All Tenderers are entitled to request further information regarding this decision from the Tendering Authority.

Standstill period

All Tenderers and stakeholders who dispute the award of the Contract and/or the verbal/written substantiation thereof can apply for a preliminary injunction at the competent civil court in The Hague. This must be done no later than 20 calendar days subsequent to the sending of the digital notifications concerning the award of the Contract. Upon expiry of this period, no more applications for a preliminary injunction can be submitted. In the event a Tenderer applies for a preliminary injunction, we kindly request that you send a copy of the summons to the Tendering Authority.

On the grounds of Section 2.129 of the Public Procurement Act the award of the Contract does not yet mean the Tenderer's Tender has been accepted. For the 20 calendar days subsequent to the sending of the digital notification of the award of the Contract, the Tendering Authority is not permitted to definitively award the assignment by concluding the Contract.

If a preliminary injunction is applied for during these 20 calendar days, then a waiting period will be required pending a judgement in the preliminary injunction proceedings. The judgement will serve as the basis for further decision making by the Tendering Authority.

If preliminary injunction proceedings are brought against the award of the Contract, then the Tendering Authority will notify the Tenderer of this fact. The Tenderer must ensure that his Tender remains valid for at least four weeks subsequent to the judgement in the preliminary injunction proceedings.

Interest in relation to the judgement

Tenderers who have an interest in the judgement in these preliminary injunction proceedings can only engage in these proceedings by means of intervention or joinder. The Tenderer cannot initiate separate proceedings or other judicial proceedings.

Annexes

The following annexes constitute an integral part of this Tender document. These annexes were published together with the Tender document.

Annex 1: European Single Procurement Document

Annex 2: Prices/Rates

Annex 3: Draft Contract

Annex 4: ARVODI-2018

Annex 5: Complaints Procedure

Annex 6: References Assignment(s)