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**MEDITERRANEAN ACTION PLAN (MAP)**

**REGIONAL MARINE POLLUTION EMERGENCY RESPONSE CENTRE**

**FOR THE MEDITERRANEAN SEA (REMPEC)**

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**Preparedness for Oil-polluted Shoreline cleanup  
and Oiled Wildlife interventions (POSOW)  
Material Printing**

**- TASK D.3 -**

**TERMS OF REFERENCE**

**November 2012**

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## **1 BACKGROUND INFORMATION**

### **1.1 Contracting Authority**

The Contracting Authority shall be the Regional Marine Pollution Emergency Response Centre for the Mediterranean Sea (REMPEC), headquartered at "Maritime House", Lascaris Wharf, Valletta VLT1921, Malta.

### **1.2 Relevant project background**

The Regional Marine Pollution Emergency Response Centre for the Mediterranean Sea (REMPEC) is coordinating the implementation of the project Preparedness for Oil-polluted Shoreline clean-up and Oiled Wildlife interventions (POSOW) which main objectives are:

#### **Publication and Guidelines:**

- to disseminate the Mediterranean Oiled Shoreline Assessment Guidelines to all participating countries;
- to develop, based on existing material, the "Shoreline Cleanup Manual: rules and activities of civil protection volunteers in the Mediterranean sea"
- to develop, based on existing material, the "Oiled wildlife response manual for the Mediterranean"

#### **Capacity building:**

- to develop a training material package for dissemination of knowledge
- to carry out four days training courses aimed at providing trainers with the required knowledge to train other volunteers in field of shoreline assessment, shoreline response and oiled wildlife response.
- to support the organization of national volunteer training course

## **2 OBJECTIVE AND SCOPE**

Under the Task D "Printing and publication" of the project, once the contents and the material design and specifications have been reviewed and are available, the developed material including manuals, leaflets and posters, will be printed for dissemination in the beneficiary countries, namely Croatia, Cyprus, France, Greece, Italy, Malta, Slovenia and Spain, and for use during the training courses.

## **3 RESULTS TO BE ACHIEVED BY THE CONTRACTOR**

Important note: all of the points below must be addressed by the bidder. Solutions must be as detailed as possible.

### **3.1 General**

The printing provider will print the following material developed under POSOW Project's:

- 2000 copies of four manuals (8000 copies in total);
- 2000 brochures;
- 40 sets of twelve Posters – optional printing if capacity available in the company.

### 3.2 Printing Specifications

The printing specifications for the manuals, posters and brochures are described in **Annex I** of the present document. In his proposal, the bidder should indicate if each point of the specifications is respected. Regarding the manuals, a copy of the first manual to be printed is attached in **Annex II** as an example. Two options (option I.a and option I.b) are envisaged for the printing of the manuals, as described in **Annex I**, the bidder should therefore take into account the two possible options and quote them separately. All the material will be provided to the printer in **high resolution pdf format ready to print** (the document will be provided with all standard information required for immediate printing).

## 4 METHODOLOGY AND MANAGEMENT

### 4.1 Methodology

The bid will detail how the Contractor intends to conduct the work. This will include, inter alia:

- constraints, time line, critical milestones;
- details of deliverables, modalities of delivery and acceptance procedures.

### 4.2 Deliverables

All deliverables provided by the contractor must be formally accepted by REMPEC. The first manual will be provided to the printer; should the quality of the first delivery satisfies the contractor's requirement, the rest of the material (3 manuals, posters and brochures) will be provided as described in **paragraph 5**.

Should the quality and services not be satisfactory **after the printing of the first manual**, REMPEC reserves the right to cancel the contract in writing. The service provider would be paid on the basis of the service provided.

### 4.3 Management

#### Responsible body

The Contracting Authority is REMPEC. For contractual purposes REMPEC will be represented by Mr. Frédéric Hebert, Director of REMPEC: [thebert@rempec.org](mailto:thebert@rempec.org)

The Coordinator and main contact point for the implementation of the Project POSOW is Mr. Gabino Gonzalez, Programme Officer, REMPEC [ggonzalez@rempec.org](mailto:ggonzalez@rempec.org). He is supported by Mrs. Souade Nasser, Junior Programme Officer, [snasser@rempec.org](mailto:snasser@rempec.org)

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## 5 COMMENCEMENT DATE & PERIOD OF EXECUTION

The intended commencement date is **5<sup>th</sup> December 2012** and the period for the printing of each item is planned to be one month from the date of the delivery of the corresponding high resolution pdf, with an expected final delivery not later than the **29<sup>th</sup> March 2012**.

Unless an extension is agreed, or after this extension has elapsed, the Contractor shall be financially liable for any delay or for the consequences of any delay in performing any of the obligations under the defined timeframe.

**POSOW Material Publication - Terms of reference**

	5th Dec	15th Dec	5nd Jan	15th Jan	1st Feb	15th Feb	1st Mar	15th Mar	29th Mar	Delivery Date
2000 copies of the Manual on Oiled shoreline assessment										05/01/13
2000 copies of the Manuals on Oiled shoreline clean-up,										15/02/13
2000 copies of the Manual on Volunteers management										15/02/13
2000 copies of the Manual on Oiled wildlife response										01/03/13
40 sets of 12 posters										29/03/13
2000 Brochures										29/03/13

**6 CONTENT OF THE OFFER**

The award of the contract will depend on the price of the proposed service, and the respect of the specifications as described above. Particular care in producing the material favoring environmentally-friendly products/technologies will be taken into account. It is highly recommended to send a sample of products printed with the required specifications.

Services procured by REMPEC are normally exempt from all taxes and customs duties or value-added tax, and therefore the total price should reflect this.

To be considered acceptable the quotes should be **made in accordance** with and **refer to** the technical specification described in **Annex I**, for the three products to be printed. Quotes should differentiate the cost of manuals for options I.a and I.b, the cost of products II (brochures) and the cost of product III (posters). REMPEC reserves the right to include or not the optional printing of posters in its contract with the awarded services providers.

The offers should be submitted in response to this call for tender and sent to REMPEC's premises by no later than the **30 November 2012**.

**7 ANNEXES**

**ANNEX 1 - SPECIFICATIONS**

**ANNEX 2 – PDF VERSION OF THE FIRST MANUAL**