



Public Contract for Intellectual Services

Regional Activity Centre for the Wildlife Protocol
Specially Protected Areas of the Greater Caribbean Region

Special Conditions of Contract including the consultation rules

The contracting authority: DEAL Guadeloupe

Subject of the contract :
**Conduct a training workshop on coral reef monitoring and human dimensions
to support SPAW signatory countries
of the southern Lesser Antilles**

Established pursuant to Ordinance No. 2018-1074 of 26 November 2018 on the legislative part of the Public Order Code and Decree No. 2018-1075 of 3 December 2018 on the regulatory part of the Public Order Code

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1. PREAMBLE

1.1 Background

Faced with the vital challenge of preserving Caribbean biodiversity and the need to work collectively, the States of the Greater Caribbean Region came together under the aegis of the United Nations to launch the United Nations Environment Programme - Caribbean Environment Programme (UNEP-CEP) and to draw up the Convention for the Protection and Development of the Marine Environment of the Wider Caribbean Region. Signed in Cartagena de Indias, Colombia, in 1983, this regional Convention is divided into three protocols, one of which is specifically dedicated to the protection of regional biodiversity. This is the Wildlife Protocol, or SPAW (Specially Protected Areas and Wildlife) Protocol, signed in 1990 in Kingston, Jamaica.

The SPAW Protocol entered into force in June 2000 and is currently ratified by 18 countries that represent the project's study area: Bahamas, Barbados, Belize, Colombia, Cuba, Dominican Republic, France (Guadeloupe, Guyana, Martinique, St. Barthélemy, St. Martin), Grenada, Guyana, Honduras, Nicaragua, Netherlands (Aruba, Bonaire, Curaçao, Saba, Sint Eustatius, Sint Maarten), Panama, Saint Lucia, Saint Vincent and the Grenadines, Trinidad and Tobago, United States (Gulf States, US Virgin Islands, Puerto Rico) and Venezuela.

SPAW-RAC is a technical centre dedicated to supporting UNEP-CEP and Caribbean countries and territories in implementing their commitments to protect biodiversity and marine ecosystems.

Under the terms of the Protocol, Parties must, in accordance with their own laws and regulations, take all measures to protect, conserve and sustainably manage areas in need of protection and threatened plant and animal species within their territory. The Protocol has two main objectives:

- The protection, preservation and sustainable management of areas of particular ecological value;
- The protection and preservation of threatened or endangered wildlife species and their habitats.

In addition to these two main provisions concerning species and spaces, the SPAW Protocol also contains a number of cross-cutting provisions:

- The implementation of impact studies for projects and activities that may have a significant effect on the environment;
- The possibility of derogation from the obligations of the Protocol in the case of traditional or development activities ;
- The development of scientific and technical research on protected areas and species listed under the SPAW Protocol, and the exchange of information between Parties on their research/monitoring programmes and the coordination of these programmes;
- Finally, the protocol sets out the principles for the development of measures, criteria and guidelines corresponding to these different objectives.

Since 2019, SPAW-RAC is involved in the project "Caribbean Coastal Risks related to Climate Change: for a Monitoring and Prevention Network" (CARIB-COAST) which is a regional cooperation project funded by the European INTERREG programme and led by the Bureau de recherches géologiques et minières (BRGM).

This project aims to pool, co-develop and share knowledge and processes related to the management of climate change related coastal risks in the Caribbean. It has three main axes:

- Implementation of a hydrodynamic modelling platform for the Caribbean area to simulate all meteorological processes, from open ocean currentology to coastal flooding related to storm or cyclone events. This platform will also enable predictive simulations to be carried out to produce a regionalization of the expected effects of global climate change up to 2070-2100 ;
- Develop a coastal erosion observation network, as well as a network of experts on natural coastal hazards and mitigation techniques using natural ecosystems;
- To provide decision-makers with decision-making tools concerning coastal risks, erosion management techniques and anticipation of the effects of climate change. These tools will also contribute to raising awareness of these natural risks among the general public.

In the context of activity 4.3 of Work Package 4, SPAW-RAC would like to organise a training workshop on coral reef monitoring for coastal actors from Caribbean territories. The aim of the training is to provide the trained actors (managers, pre-actors, specialists) with the necessary tools and skills to improve their knowledge of the state of health of their coral reefs in the long term and to support the decision-makers in their territories in establishing and implementing coral reef conservation strategies. Indeed, reefs are known to play an important role in reducing the risk of coastal erosion. It is therefore important to preserve them to maintain this function.

1.2 Study area

Faced with the vital challenges of preserving Caribbean biodiversity, marine habitats and ecosystems and the need to work collectively, SPAW-RAC provides technical support to the signatory countries of the SPAW Protocol.

In the context of the Carib-Coast project and more specifically this coral reef monitoring training workshop, the objective will be to train stakeholders from the southern Lesser Antilles SPAW signatory territories of Barbados, Dominica, Grenada, St Lucia, St Vincent and the Grenadines and Trinidad and Tobago who have not yet received GCRMN training.

2. TECHNICAL CLAUSES

2.1. Purpose of the consultation

Objective:

The expected output is to organise and implement a capacity building training workshop for integrated coral reef assessments, including coral reef monitoring and human dimensions, for the Southern Lesser Antilles SPAW signatory territories. The aim is also to enable participants to initiate integrated biophysical and socio-economic assessment programmes in their respective countries.

These objectives are particularly important for the Caribbean Coastal Risks related to Climate Change: for a Monitoring and Prevention Network 2019-2022, Carib Coast project, as healthy reefs provide effective coastal protection and limit erosion through good sand production and sediment retention. Thus, this training contributes to the development of a coral reef monitoring network in the southern Lesser Antilles, contributing to the knowledge and adaptation to coastal erosion by using nature-based solutions. This objective is fully in line with the objectives of the Carib Coast project and the work plan of SPAW-RAC in the Caribbean region.

This training will build the capacity of coral reef managers, scientists and practitioners from the countries targeted in the training workshop. It is expected that the trainees will have sufficient knowledge to carry out biophysical and socio-economic monitoring (GCRMN method) of reefs in their territories. At the end of the training, the participants will also be expected to pass on the knowledge and skills acquired during the training to the actors in their territory through similar training courses and to initiate integrated biophysical and socio-economic assessment programmes in their respective countries.

The training workshop will be based on the Global Coral Reef Monitoring Network Caribbean (GCRMN-Caribbean) training session template that was previously developed for the inaugural Integrated Coral Reef and Human Dimensions Monitoring workshops implemented by the SPAW-RAC during the NFWF I (2017-2018) "*Building Capacity for Coral Reef and Human Dimensions Monitoring within the Wider Caribbean*" and NFWF II (2019) "*Building Capacity for Coral Reef and Human Dimensions Monitoring within the Wider Caribbean II: the Mesoamerican Reef Region*". During these projects, training workshops were implemented in Jamaica, St. Maarten (for the French, Dutch and English speaking countries of the northern Lesser Antilles) in 2017 and 2018 respectively under NFWF I. Then under NFWF II a workshop was held in Honduras in 2019 but the second workshop planned in Belize for the Mesoamerican States did not take place due to COVID-19 restrictions.

The training seeks to improve coral reef monitoring and regional cooperation and information sharing in the six southern Lesser Antilles territories of Barbados, Dominica, Grenada, St Lucia, St Vincent and the Grenadines and Trinidad and Tobago. Indeed, these territories have not yet benefited from such training and capacity building for marine protected area managers, scientists and coral reef practitioners.

In order to organise and implement this training workshop, the service provider will have to take into account the feedback from past workshops in order to implement the recommendations made and avoid repeating the mistakes of the past.

Location:

In Tobago, coral reef monitoring is already effective and some of the reefs around the island are in a good state of conservation. However, this is not necessarily the case everywhere. Tobago is a good place to bring together managers from the southern Lesser Antilles islands who would be empowered to monitor similar reefs in their respective territories. Also, little socio-economic monitoring has been carried out. These trainings will build local capacity and highlight the importance of systematically monitoring socio-economic indicators in conjunction with biophysical indicators to improve linkages and inferences between observed changes in coral reef quality and social parameters .

Specific objectives of the workshop:

Task 1: Capacity Building Training Workshops for Integrated Coral Reef Assessment

The training workshop will last 5 days and will combine concepts and practice to provide an in-depth introduction to the monitoring guidelines of GCRMN-Caribbean and the Global Socio-Economic Monitoring for Coastal Management (SocMon) initiative. Indeed, the training will integrate both theoretical classroom modules and practical field modules with data collection and analysis in order to put into practice the GCRMN-Caribbean monitoring protocols (biophysical or socio-economic). The contractor will use a local demonstration study area to reinforce the relevance of the training and facilitate the initiation of site-specific biophysical and socio-economic monitoring assessments/programmes pre-identified by the participants in their own countries/territories (see Task 2, p. 7).

The training will be based entirely on the Global Coral Reef Monitoring Network Caribbean (GCRMN-Caribbean) integrated coral reef monitoring methodology for biophysical and socio-economic monitoring. The first component will be based on the [GCRMN-Caribbean coral reef biophysical monitoring guidelines](#) and the second component will be based on the [SocMon guidelines](#) and [manual \(Bunce and Pomeroy 2003\) \(Bunce et al. 2000\)](#).

Thus, the workshop will be divided into two main components covering 1) the current status and future trends of coral reefs in the Caribbean and 2) the social and economic value of coral reefs for improved future management and coastal zone use decisions. Regional coral reef experts from GCRMN-Caribbean and SocMon will train these participants, both in the classroom and in the field, on biophysical and socio-economic aspects.

→ Biophysical component:

The biophysical component will involve GCRMN-Caribbean experts and will be geared towards "training of trainers" (TOT), so that participants are fully trained in the most recommended methodology of the GCRMN-Caribbean biophysical guidelines (level 3) and can become GCRMN-Caribbean trainers at the highest level of biophysical monitoring. In the long term, this will improve the training of a larger number of stakeholders in the countries participating in the workshop, thus enabling a wider adoption and more sustainable implementation of the GCRMN-Caribbean methodology. The objective of this project is to train participants in the use of photoquadrats for the collection and analysis of more detailed and accurate coral reef data. This approach will require the use of underwater cameras.

Following the workshop, participants will also be invited to carry out a biophysical assessment on pre-identified sites in their own area (see Task 2, p. 7).

→ Socio-economic component:

The socio-economic component will involve regional SocMon experts from GCRMN-Caribbean (Caribbean SocMon Network) who will train the participants in the socio-economic assessment of the study site and provide technical advice on data collection and analysis, if required. During the workshop, a socio-economic assessment of the study site will be carried out by the participant group and will constitute the monitoring plan for the site.

Following the workshop, participants will also be asked to carry out a socio-economic assessment on the pre-identified sites in their own area (see Task 2, p. 7).

As some of the invited countries/territories have already implemented long-term monitoring of their coral reefs with different methods (both for biophysical and socio-economical monitoring), the aim of this workshop is obviously not to start from scratch but rather to include them in the discussion as complementary methods and adjust them if necessary so that past and future monitoring can be useful and comparable.

Task 2: Launching site assessments

Following the reinforcement training workshops, it is expected that the trained participants from each beneficiary country will work in collaboration with the management authorities in their respective territories to assist in the initiation of integrated biophysical and socio-economic assessments and capacity building at a specifically identified coastal management site.

It will therefore be required that prior to the training, participants have identified at least one site in their territory (e.g. national parks, marine parks or reserves) and have sufficient knowledge of these sites to initiate post-training reef monitoring. Where possible, these identified sites will be the subject of all assessments presented during the training.

These proposed sites will represent new sites for GCRMN and SocMon Caribbean. The GCRMN-Caribbean team and the regional SocMon experts of GCRMN-Caribbean will remain available remotely during the assessment period of the identified sites to provide technical advice on data collection and analysis, if required. This assistance may be provided via video conferencing platforms, email or telephone.

Ultimately, it is also expected that the trained participants will work with their respective management authorities to train and lead bio-physical and SocMon assessment teams and produce coral reef and SocMon site monitoring plans (bio-physical and socio-economic). The overall objectives should be to preserve and maintain species diversity, abundance, and health of marine and terrestrial ecosystems, with an emphasis on community involvement in management activities, taking into account social development.

This activity is linked to improving integrated coral reef monitoring in the southern Lesser Antilles territories, decision and policy making, improving data collection and archiving, standardised reporting and strengthening support for regional and sub-regional cooperation, which are the main objectives of GCRMN-Caribbean and more broadly GCRMN at the global level.

These site assessments will represent the first instances of integrated monitoring at the proposed sites and eventually at new sites in the Caribbean. They should provide the impetus for sustained monitoring at the project sites and for the extension of monitoring activities to other local sites per country, and promote the adoption of these methods and the eventual institutionalisation of the methodology.

Therefore, the assessments will contribute to improved and more efficient monitoring of sites, producing standardised data for reporting purposes that will allow a regional understanding of the status and trends of Caribbean coral reefs. The new sites for SocMon are expected to enable wider adoption of this practical, adaptable and flexible monitoring methodology in the region.

2.2 Methodology

2.2.1 Information provided by the project owner

Background information related to the Cartagena Convention, the SPAW protocol and the Interreg Carib Coast project will be made available to the contractor. The contractor will also have to rely on the [GCRMN-Caribbean coral reef biophysical monitoring guidelines](#) and the [SocMon guidelines and manual \(Bunce and Pomeroy 2003\) \(Bunce et al. 2000\)](#), which will serve as the basis for the training workshop.

On demand, the SPAW-RAC will be able to share the technical elements of the NFWF I and NFWF II projects as well as the contacts of the GCRMN-Caribbean and SocMon trainers from the previous workshops.

2.2.2 Skills required for the contractor

The contractor is required to have competent staff in the field of event organisation, and if possible a good knowledge of the Tobago stakeholders to organise the training workshop. Experience in the implementation of a training workshop on coral monitoring is required.

This approach requires a coordinator in charge of the organisation of the workshops and local logistical support, trainers competent in each of the training areas of the workshop, one or several local study site(s) for demonstrations and practical exercises.

Trainers are expected to be regional coral reef experts from the Caribbean GCRM-Caribbean network and SocMon to train participants in the assessment of the study site in Tobago and in conducting assessments at pre-identified sites in each territory. The trainers will need to be able to assist participants in collecting data and analysing it if necessary. This approach has already been used by GCRMN-Caribbean for the 3 previous workshops (see above), as well as by UWI-CERMES in its numerous training courses on socio-economic monitoring of coastal management (SocMon).

It is also essential that the contractor has expertise in diving and in carrying out environmental studies in the marine environment. It is recommended that the contractor has a good knowledge of Caribbean coral reefs.

Fluency in English is essential for the training workshop.

2.2.3 Skills required for participants

The SPAW RAC, with the support of the contractors, will identify and invite participants to the training. They will be fluent in English to be able to follow the training and interact with other participants and trainers. They will also have sufficient knowledge of coral biology and ecology, as well as the necessary diving certification for the training to be able to carry out underwater surveys of the biophysical component of the training.

The SPAW-RAC will ensure that the participants have identified one (or more) study site(s) in their own territory to carry out Task 2 of the training.

2.2.4 Steering

The SPAW-RAC team is located in Guadeloupe. If the contractor-assistant to the project owner is not in Guadeloupe, communications will be by written, telephone and electronic means (videoconference).

The steering of the service is envisaged as follows:

Public authority responsible for the contract :	DEAL Guadeloupe
Monitoring of progress and validation of contract performance :	Carib Coast Project Officer, SPAW-RAC

Operational technical monitoring of market execution :	Carib Coast Project Officer, SPAW-RAC
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2.2.5 Working meetings

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Throughout the service, working meetings will be held with the project owner (SPAW RAC).

The contractor is expected to be physically present if the contractor is in Guadeloupe and otherwise by videoconference during these meetings. The contractor indicates in his offer the identity of the person(s) likely to be physically present (or by videoconference).

In order to prepare its offer, the service provider must hold at least three (3) meetings with representatives of the DEAL.

The contractor will be responsible for organising the meetings, preparing the supporting documents, moderating and taking the minutes of each session.

In addition to the meetings, the contractor is expected to be available for regular electronic and telephone exchanges with the client.

- Supporting documents and reports

Supporting documents shall be sent no later than 5 working days before the meeting. The minutes are sent no later than 10 working days after the meeting.

2.3 Expected results and deliverables

Task 1: Capacity Building Training Workshop for Integrated Coral Reef Assessment

The contractor is expected to carry out the planning and preparation of the training workshop in collaboration with SPAW-RAC, the trainers and in partnership with the Institute of Marine Affairs (IMA) of Trinidad and Tobago which is a partner of the Carib Coast project.

The workshop is to be held in September 2022 in Tobago, preferably between the first and second week of September 2022, and will involve participants from the southern Lesser Antilles SPAW signatory territories of Barbados, Dominica, Grenada, St Lucia, St Vincent and the Grenadines and Trinidad and Tobago.

The workshop will involve up to 18 participants from the target countries, i.e. up to 3 participants per country. Participants will have one of the following profiles: marine protected area (MPA) managers, scientists and coral reef monitoring practitioners. SPAW-RAC, with the support of the contractor, will be responsible for identifying and inviting the participants.

The contractor will identify and recruit trainers qualified to train in the GCRMN-Caribbean and SocMon integrated monitoring method (2 are suggested for the biophysical component and 2 for the

socio-economic component). The training will take place over 5 consecutive days combining theoretical training modules on integrated coral reef monitoring protocols and methods with practical modules including field data collection and analysis. The training will be conducted in English.

In order to organise and implement this training workshop, the service provider will have to take into account the feedback from past workshops (e.g. NFWF I and NFWF II) in order to implement the recommendations made and avoid repeating the mistakes of the past.

The provider will have to meet the needs of the training and the trainers. This includes :

- rental of a training room (with the possibility of dividing the group of participants into 2 sub-groups to carry out the biophysical and socio-economic training in parallel);
- Obtaining the necessary equipment for the theoretical training in the classroom and practical training in the field (in consultation with the trainers);
- organisation of reef monitoring dives ;
- identification of the study site(s) for the biophysical and socio-economic components (it is strongly recommended that the study site(s) be as close as possible to the training location to minimise on-site travel time). The choice of study sites will be made in consultation with the trainers and government authorities such as IMA to ensure suitability for training and the acquisition of permits if required;
- Establishing a means of evaluating the knowledge and skills acquired by the participants in biophysics and socio-economics. This evaluation will take place at the end of the training workshop and will be submitted to the SPAW RAC

The service provider will have to take care of and manage the logistics of the event, in collaboration with local organisations. This includes :

- Identifying and arranging the best accommodation options in Tobago to house participants and trainers. The accommodation should include a training venue (e.g. meeting room) if possible and be as close as possible to the study venue(s) to minimise travel time. It is expected that the contractor will propose several accommodation options in Tobago taking into account availability, costs, services available and level of comfort as well as distance from the airport, distance from the training venue, diving facilities, study sites, etc. The SPAW RAC will then be able to choose the most suitable option for this workshop; *
- organisation and payment of the various meals for the participants and trainers throughout the training period, *
- Transport for participants from the six different territories and trainers from their place of residence to the training venue. The flight routes to Tobago should be the most direct and economical; *

- Arrangement of transport for participants and trainers between Tobago airport, their accommodation, the training venue and the study site(s) (including boat or other means of transport), *
- Organisation of supervised dives to carry out reef monitoring. This includes the identification of a diving structure capable of accommodating up to 15 divers (group of participants and trainers) at the same time, the rental of diving equipment, the possibility of going to reef monitoring sites by boat. *

* The logistical elements must be fully refundable in the event of unforeseen circumstances and the impossibility of carrying out the training.

Task 2: Launch of site monitoring

It is expected that the contractor will ensure the best possible follow-up to the training workshop, i.e. to put in place a means to engage the trained participants to initiate integrated monitoring of the pre-identified sites in their respective countries. Similarly, the participants, with the support of their respective managing authority, will be expected to train and lead the biophysical and socio-economic assessment teams in their countries and produce site assessment reports and monitoring plans (biophysical and socio-economic).

Reports on the human and coral reef assessments of each site will be made available as a baseline for long-term integrated monitoring in the Caribbean region.

Elements of the mission		Deliverables
Task 1: Conducting the Coral Reef and Human Monitoring Training Workshop in Tobago, based on the GCRMN - Caribbean Integrated Coral Reef Monitoring Methodology for Biophysical and Socio-Economic Monitoring	Organisation of the logistics of the training workshop	- Airline tickets of the different participants (changeable, refundable) - list of accommodation options, training location, study sites, diving centres
	Recruitment of trainers to carry out the training and hire of equipment for the training	- List of trainers with supporting CVs - list of equipment needed for the training including diving
	Implementation of the training workshop	- Training programme - Assessment of participants' knowledge and skills - Technical report of the training (in English) including : <ul style="list-style-type: none"> • Identification of study site(s) in Tobago for the

		<p>workshop</p> <ul style="list-style-type: none"> • List of trainers with supporting CVs • List of equipment needed for the training including diving • Evaluation of the training by the participants (feedback) • analysis report of the data collected • Draft socio-economic monitoring plan for the study site in Tobago (will initiate socio-economic monitoring) • photos of the course <p>- Complete biophysical assessment dataset of the study site (fish, invertebrates, benthos, coral recruitment, water quality)</p>
<p><u>Task 2:</u> Launching of site monitoring based on the GCRMN - Caribbean Integrated Coral Reef Monitoring Method</p>		<p>- Letter of commitment signed by each participant to :</p> <ul style="list-style-type: none"> • initiate reef monitoring (biophysical and socio-economic) in their territory, • train local experts and produce monitoring plans for the identified sites • submit reports on above-mentioned activities. The reports should be submitted to the SPAW RAC within 12 months after the training

2.4 Turnaround time

The service will begin upon notification of the contract's deed of commitment.

The deliverables must be submitted to the contracting authority by **30 September 2022**.

3. ADMINISTRATIVE CLAUSES

3.1 Administrative information and supporting documents to be submitted by the contractor

The legal form of the contractor

- Evidence identifying the structure of the contractor and the person undertaking to implement the service detailed in this public contract
- A statement on the contractor's honour that he has not been convicted, over the last 5 years, of any offence mentioned in the bulletin n°2 of the criminal record for the offences mentioned in articles L.8221-1, L.8221-2 of the Labour Code.

Economic and financial capacity - required references

- A statement of the minimum turnover for the last financial year,
- A copy of the judgement if the service provider is in receivership.

Other administrative documents

- The present Special Conditions of the Contract (SCC) including the consultation rules (RC) dated and signed or a letter stating that the contractor has read and fully understood the SCC
- The duly completed and signed contract document with the price breakdown attached
- The completed lump sum price breakdown form (DPGF)

Technical brief

The contractor shall provide a technical brief which shall include:

- The conditions of implementation and methodology applied by the service providers to carry out the services requested,
- References for similar services carried out within the last 3 years from the date of publication of the contract, supported, where appropriate, by certificates of satisfactory execution for the most important services,
- A list of the contractor's staff, with details of the staff directly involved in the study including the trainers. A CV is required to assess the skills of the personnel assigned to this

study. The Employer reserves the right to reject any personnel other than those presented in this supporting memorandum,

- An estimate of the duration of the study with a provisional timetable for completion,
- The most detailed possible estimate of the services, by tranche and in correlation with the schedule proposed by the service provider.

Tenders must be written in French and the amounts must be expressed in euros.

3.2. Contractual documents

The contract consists of the contractual elements listed below, in descending order of priority:

- the contract document and any annexes
- the present Special Conditions of Contract (SCC) and any annexes
- the general administrative clauses applicable to public supply and service contracts approved by the order of 30 March 2021
- the technical and financial offer of the holder.

3.3. Period of validity of the offer

The period of validity of the tenders is 120 days from the deadline for receipt indicated below.

3.4. Procedure

The consultation responds to a total need for which the value, evaluated at a maximum of €35,000, is below the formalized procedure thresholds.

3.5. Payment addendum

An additional payment of 30% of the total amount of the contract will be made on notification of the operation

3.6. Payment addendum

The balance will be paid on receipt of all deliverables or on a pro rata basis and on presentation of the necessary supporting documents.

The method of payment is bank transfer by administrative order on presentation of the invoices in accordance with the rules of public accounting in force. The sums due shall be paid within a global period of 30 days from the date of receipt of the invoices or equivalent requests for payment. The period for transferring funds may take longer in the case of foreign accounts;

3.7. Penalties for late payment - Interest on arrears

The contractor may be subject to penalties for delay calculated in accordance with Article 14 of the general administrative clauses applicable to public supply and service contracts in completing the study or producing the study report and documents due under the contract. In the case of an advance payment, no premium is provided for in the contract.

3.8. Tender selection criteria

For the award of the contract, the selection criteria for the offers were defined and weighted as follows:

Criterion 1 - Technical value of the offer and references: 60% (assessed on the basis of the content of the technical brief)

Criterion 2 - Price: 40

The DEAL, as contracting authority, will award the contract to the service provider who has obtained the best overall score with regard to the criteria set out above.

3.9. Negotiations

After an initial analysis of the tenders, the public authority reserves the right to negotiate the tenders with one or more service providers.

The financial proposal, the deadlines, the responsiveness, the organisation of human and material resources and the methods of intervention may be the subject of negotiation. Once the negotiation round(s) has/have been completed, the contracting authority will proceed with the final rating of the service providers in the light of the criteria indicated in the previous paragraph.

3.10. Methods of transmission of tenders and deadline for submission of tenders

Tenders must be submitted no later than 3 weeks after publication of the public contract, i.e. on **22 July 2022 at 5 pm** (Guadeloupe time - GMT-4). Any envelope delivered or received after the deadline will not be opened: it will be returned to its sender.

Once submitted, the tender cannot be withdrawn or modified. A service provider wishing to make a different offer from the initial one must submit this new offer according to the same administrative procedures.

Providers' attention is drawn to the fact that a second submission by the same signatory replaces the first one: a new complete offer must therefore be sent and not an addendum.

Electronic transmission :

By e-mail to christophe.blazy@developpement-durable.gouv.fr, copy geraldine.conruyt@developpement-durable.gouv.fr (the offer must be received before the deadline for receipt of bids).