



British Embassy
Podgorica

**Statement of Requirements: Driving forward
prosperity in the Western Balkans – improving
transport connectivity and prospects for UK
business**

Department
Date

Projects section
27 November 2015

UNCLASSIFIED

Context and brief description of required services

The Western Balkans matters for the UK and EU both for prosperity and security reasons. The countries of the Western Balkans lie at the crossroads of Western Europe and large emerging markets such as Turkey. However, the absence of modern transport interconnectivity in the region has:

- > Hampered their economic development resulting in fragmented markets less attractive to trade and investment; and
- > Impeded political and social reconciliation, which is vital if they are to make sustainable progress towards becoming modern European democratic states.

To improve connectivity, a group of Six Western Balkans nations (Serbia, Montenegro, Bosnia-Herzegovina, Kosovo, Albania, Macedonia) known as the WB6 have agreed with the EU on developing a core transport network which will be functional by 2030. This project forms part of the broader SEETO (South East Europe Transport Observatory) plan to integrate a comprehensive regional transport network in the Western Balkans into the EU's TEN-T (Trans-European Networks). It includes a series of key projects for implementation in the next five years. An important step in identifying specific investment projects was a meeting of all WB6 Prime Ministers in Vienna on 27 August, which was a part of the wider 'Berlin Process' on Balkan integration.

As part of its strategy to increase engagement with the countries of the Western Balkans and increase UK business prospects in the region, the Foreign and Commonwealth Office is looking to intensify its activity on this network.

To help develop this strategy, the Foreign and Commonwealth Office is seeking proposals to produce a report, using existing analysis from a variety of sources (including the World Bank, EBRD, EIB, Western Balkans investment Fund, SEETO, European Commission), that assesses:

- > The existing state of play of the key projects so far identified within the core transport network, including value, duration, a timetable for completion and an economic impact assessment.
- > The potential accessible business value for UK companies from transport connectivity related projects in each of the WB6 countries, how they can maximise the chances of winning contracts and their likely competition for securing them; and,
- > Recommendations (technical, political or communications) for our Embassies in the region on how the UK should engage in order to maximise both progress on the transport connectivity agenda and success for British business.

Implementing organisation

Implementing organisation is British Embassy Podgorica on behalf of Foreign and Commonwealth Office.

Outputs

Fact-finding meetings in London, Brussels and Western Balkans region, resulting in a written report comprising up to 50 (fifty) pages and 2 (two) presentations to the Foreign and Commonwealth Office – one half-way through the study to discuss initial findings and a second presentation once the report is completed.

Person to supervise the work of the service provider

- > Projects and Communications Officer, British Embassy Podgorica
- > Deputy Head of Mission, British Embassy Podgorica

Frequency of reporting

- > Fortnightly.

Progress reporting requirements

Technical progress shall be reported to British Embassy Podgorica. Reporting shall follow the milestones as stipulated in these Terms of reference.

Location of work

- > Podgorica, Montenegro
- > Belgrade, Serbia
- > Brussels, Belgium
- > London, United Kingdom

Target start and completion date

- > 21 December 2015 – 31 January 2016

Facilities to be provided by Foreign and Commonwealth Office

All costs needed to achieve the deliverables set forth in this RFP are to be included in the financial proposals from the service provider (transport, accommodation, professional fees, software, hardware, communication, consumables, etc).

Currency of proposal

- > Great Britain Pound sterling

Payment terms

- > Upon project completion, however some prepayment options available upon request and mutual agreement.

Person(s) to review/inspect/approve outputs/completed services and authorise the disbursement of payment

- > Deputy Head of Mission, British Embassy Podgorica

Request for proposal

Foreign and Commonwealth Office kindly requests interested experts or companies to submit completed “Specification template” proposal for expert to support “Driving forward prosperity in the Western Balkans – improving transport connectivity and prospects for UK business” project.

Specification template proposals may be submitted on or before 6th December 2015 CET at 23:59.

Your offer, comprising of a written request, including, but not limited to, CV, references, examples of previous projects on which you worked on need to be submitted to podgorica.projects@fco.gov.uk.

Your Proposal must be expressed in English language and valid for a minimum period of 30 days.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received after the deadline indicated above, for whatever reason, shall not be considered for evaluation. Please kindly ensure that they are signed and in the .PDF format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on expert competences and compliance of the Proposal and responsiveness with the requirements of the statement above.

The Proposal that complies with all of the requirements and meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Template of the contract is published on our website. If the service provider does not accept the terms and conditions of the contract, its proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by the Foreign and Commonwealth Office after it has received the Proposal.

Please be advised that Foreign and Commonwealth Office is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

Foreign and Commonwealth Office encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this Request for proposal. If you recognise a conflict of interest, please complete the Declaration of Interest Form.

Contact person for inquiries

Mr Milovan Grba
Projects and Communications Officer, British Embassy Podgorica
E-mail Milovan.Grba@fco.gov.uk

Any delay in response shall be not used as a reason for extending the deadline for submission, unless Foreign and Commonwealth Office determines that such an extension is necessary and communicates a new deadline to the Proposers.

Thank you and we look forward to receiving your proposal.