



URBAN GreenUP

D4.5: Tender documents for Izmir Demonstration

WP 4 , T 4.7

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Versions

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Version	Person	Partner	Date
v1	Kaan Emir, Oya Tabanoğlu	DEM	07 September 2018
v2	Municipality Team	IZM	10 September 2018
v3	Kaan Emir	DEM	12 September 2018
v4	EGE Landscape Team	EGE	13 September 2018
v5	EGE Agriculture Team	EGE	14 September 2018
v6	Municipality Team	IZM	14 September 2018
v7	Koray Velibeyoğlu, Güliden Gökçen Akkurt	IZT	18 September 2018
v8	Kaan Emir, Oya Tabanoğlu	DEM	20 September 2018
v9	Municipality Team	IZM	27 September 2018
v10	Kaan Emir	DEM	28 September 2018



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0 Executive summary

This document contains fundamental information about the tender processes of NBSs to be implemented in Izmir sub demos in the scope of Urban GreenUP project. The fundamental information includes the laws and regulations that will be applied on the preparation of the tender documents, the grouping of NBSs to be tendered, how the process will proceed under these groups and the timeline of whole process.

After the introduction chapter, the differences and similarities between EU procurement process and Izmir's procurement process were examined in the framework of the existing EU-Turkey relations.

In the third chapter, the approach to the subject of national tenders is summarized by the national public procurement law. Under this chapter, the basic principles of the public procurement law, which should be followed by Izmir, tender preparation method determined by this law, the preparation of procurement and submission of tendering methods, process of evaluation of tenders, conclusion and proposal acceptance procedures are included.

Chapter 4 includes a summary of the Izmir's procurement process. The municipality has no right to create a special procurement regulation and must comply with the laws of the central government.

Chapter 5 summarizes the interventions of each city that are going to be procured. For instance, some non-technical interventions will not be procured. The interventions are grouped in Lots, or they will be launched separately. Detailed explanations for the procurement lots are given under this chapter.

In chapter 6, there is a timeline of all processes explained in chapter 5.



1 Introduction

The tender documents for Izmir demonstration document mainly consist of;

- A detailed explanation of national procurement law of Turkey which Izmir Metropolitan Municipality should follow for the tender processes of NBSs going to be implemented in Izmir,
- The details of procurement plan, procurement lots,
- Evaluation of procurement processes for different lots
- A schedule for procurement process of all interventions

The most important detail needs to be taken into consideration about this document is that it reflects the current procurement plan of Izmir's demo areas and planned interventions. It can be easily investigated that the design stages of interventions are still in progress and design team of Izmir sub demos of Urban GreenUP will complete the design of interventions within couple of months. Planned dates to finish the design stage and start and end dates of tender processes of interventions can be seen in chapter 6 within Table 6-2, Table 6-3 and Table 6-4.

1.1 Purpose and Target Group

As well as providing the legal considerations and timetable for the tender processes of NBSs in Izmir's sub demo areas, this report has become a basis for following studies especially for the determination of economic specifications and construction details.

One of the purposes of the document is to strengthen the accordance between Turkish partners as they are all parts of the design phase of interventions. As well as the preparation stage of previous report of this WP, D4.3 Technical Specifications of Izmir Demo, during the preparation of the document many meetings, bilateral discussions, collaborative studies between different teams, audio calls and demo-site visits have been carried out and all partners provide their contributions by taking the advantage of this collaboration. The municipality team that has the key role during the implementations had the chance to collect and evaluate the opinions of specialists from various academic fields.

More importantly, different teams from all front-runner cities have carried out the studies of the report collaboratively, especially during the preparation of table of contents of the report.

The document brings the summarized information in terms of EU procurement overview, national and city level procurement overviews, planned procurement process and timetable for procurement phase.

1.2 Contribution of partners

Contribution of partners can be followed from Table 0-1Table 0-1: Table of versions. Apart from these many of the partners did not send any versions for the report but they provided their contributions during meetings, bilateral discussions and audio calls. Collaboration between Turkish partners has reached its highest level since the beginning of the project during the preparation of the document D4.3 Technical Specifications of Izmir Demo and it can be said that the level of the collaboration maintained at the same level.



1.3 Relation to other activities in the project

WP1 - D1.1 - NBS Catalogue: During the preparation of this document the information given in D1.1 and outcomes of the D1.1 used as resource.

WP2 & WP3 - D2.5 & D3.5 Tender documents of Valladolid & Liverpool: During the preparation of table of content (ToC) of this deliverable, partners from all front-runner cities conduct a collaborative study and ToC section of the deliverable prepared with the help of this collaborative study.

WP4 - D4.1 & D4.2 & D4.3- Diagnosis Report on Izmir & Baseline Definition of Izmir & Technical Specifications of Izmir Demo: Those deliverables provide information during the determination of procurement groups and lots. Also, information from those reports will be used as resource for evaluation of public procurement methods of NBSs which explained in this deliverable under chapter 5 and to finalize the decisions on selection of procurement methods. Besides these, those deliverables give the possibility of comparison of the previous decisions with updated decisions.



2 EU Procurement Summary

EU membership process of Turkey still continues but currently, Turkey is a non-member state. EU legislations are not valid for Izmir within the context of procurement processes of Nature Based Solutions of Urban GreenUP project. However, in many fields Turkey carries out studies for EU-Turkey harmonization process. One of the fields related with public procurement and according to Ministry of Foreign Affairs, Directorate for EU Affairs of Republic of Turkey, there are on-going studies to harmonize Turkish public procurement legislations with following EU directives¹:

- Directive 2014/24/EU on public procurement,
- Directive 2014/25/EU on procurement by entities operating in the water, energy, transport and postal services sectors (utilities),
- Directive 89/665/EEC and Directive 92/13/EEC on review and remedy procedures (These two directives have both been significantly amended by a Directive 2007/66/EC)
- Directive 2014/23/EU on concessions,
- Directive 2009/81/EU on the coordination of procedures for the award of certain works contracts, supply contracts and service contracts by contracting authorities or entities in the fields of defence and security.

Collaborative studies with EU Commission have been conducted and three opening benchmarks are notified for opening of related chapter to negotiations with a letter dated 17 May 2006 after the Explanatory Screening Meeting of Public Procurement Chapter held on 7 November 2005 and the Comprehensive Screening Meeting held on 28 November 2005. These benchmarks describe the policies to be followed and the improvements to be made in Turkish legislations and law on public procurement. After the determination of these benchmarks, achieved progress explained by Directorate for EU Affairs (last update: 14 April 2017) as follows:

- In order to perform the duties of public procurement policy development and coordination, Department of Public Procurement Coordination has been established under the Ministry of Finance-General Directorate of Budget and Fiscal Control in 2009.
- Within the framework of the second benchmark, the first draft of the strategy has been prepared and submitted to the Commission.
- Regarding the third opening benchmark, which is the compliance of Turkish public procurement legislation to the EU legislation in terms of scope and exemptions, preparations are being carried out.
- Electronic Public Procurement Platform (EKAP) operates as of 1 September 2010. The Public Procurement Authority aims to transfer all tendering procedures from identification of needs to signing of contracts into digital medium. With EKAP, tendering processes are realized in more compliance with the legislation and more rapidly and effectively. Thus, a saving of up to 20% is secured in the costs regarding the tendering process.¹

¹ Web access: https://www.ab.gov.tr/5-public-procurement_70_en.html



3 National Procurement Overview

3.1 Fundamental Principles of Public Procurement Law

The procurement of all purchasing of goods and services, construction and civil works are carried out according to the provisions of Public Procurement Law No. 4734 and dated 04.01.2002 by Izmir Metropolitan Municipality².

In tenders to be conducted in accordance with this Law, the contracting authorities are liable for ensuring transparency, competition, equal treatment, reliability, confidentiality, public supervision, and fulfilment of needs appropriately, promptly, and efficient use of resources.

In accordance with the Public Procurement Law Administration arranges a transaction file for each job to be tendered. This document contains all the documents related to the procurement process such as the approval certificate obtained from the tender authority and the appraisal or proposals and other documents submitted by the tender documents, announcement texts, candidates or tenderers, the minutes and decisions of the tender commission.

Due to the duty of supervision or management in production and construction-related service works, the real person must be an engineer or an architect.

Prior to the tender of construction works, all prices will be investigated and the approximate cost excluding the value added tax will be determined and displayed together with the bases on an account sheet. Approximate cost is not included in the tender and prequalification announcements, and is not disclosed to tenderers or other persons who have no official relationship with the tender process.

Unless there is an acceptable natural connection between them purchase of goods, services and civil works cannot be consolidated in the same procurement.

Procurement of goods, services or civil works cannot be divided into lots with the intention of avoiding threshold values.

For the procurements to be held in accordance with this Law, the principal procurement methods are open and restricted procedures. The other methods may be used under the special conditions set out in the Law.

The procurement proceedings shall not be initiated unless there is a sufficient budget allocation.

Where the related legislation requires an Environmental Impact Assessment (EIA) Report for civil works projects, a positive EIA report must be obtained before the initiation of procurement proceedings. However, in civil works procurements to be made urgently due to natural disasters, EIA report shall not be asked

² Web access: http://www2.ihale.gov.tr/english/4734_English.pdf



3.2 Preparation of Procurements

According to the Public Procurement Law; procurement of goods or services and procurement of administrative and technical specifications specifying all characteristics of construction works should be prepared by administration. However, technical specifications may be prepared in accordance with the provisions of this Law, provided that the procurement official is not able to prepare it for the administrations due to the nature of the procurement of goods or services and construction works.

The technical criteria for the goods, services and civil works to be procured shall be specified in the technical specifications, which constitute an integral part of the tender documents. The specified technical criteria shall aim efficiency and functionality, shall not consist of elements impeding competition and shall ensure equal opportunity for all tenderers.

Technical specifications may, where possible, include arrangements to ensure conformity with national and/or international technical standards. Technical characteristics and definitions shall be set forth in these specifications. No specific brand, model, patent, origin, source or product can be specified, and no feature or definition indicating any brand or model, can be included.

However, in case where no national and/or international standards exist or where it is not possible to establish technical characteristics; brand or model can be specified provided that “or equivalent” phrase is stated.

3.3 Applicable procurement procedures

In procurement of goods, services and civil works by contracting authorities, one of the following procedures shall be applied:

- 1- Open procedure,
- 2- Restricted procedure,
- 3- Negotiated procedure
- 4- Direct Procurement

3.3.1 Open procedure

Open procedure is a procedure where all tenderers may submit their tenders.

3.3.2 Restricted procedure

Restricted procedure is a procedure in which tenderers who are invited following pre-qualification by the contracting authority, can submit their tenders. Procurement of goods, services or civil works may be conducted by restricted procedure where open procedure is not applicable as the nature of the subject necessitates specialty and/or high technology and in procurement of civil works where estimated costs exceed the half of threshold value.

Pre-qualification evaluation shall be carried out in accordance with the qualification criteria, which are established pursuant to Article 10 and specified in the pre-qualification documents and in the pre-qualification notices. Those who fail to meet the minimum requirements specified in these documents shall not be accepted as qualified. Provided that it is stated in



prequalification notice and document, all or a certain number of the tenderers who have been considered as qualified from those who have been listed by ranking according to specified criteria set forth in the document may be invited to submit their tenders.

The candidates who have not been invited to submit tenders shall be informed in writing about the reasons. The procurement shall be concluded after the evaluation of the tenders in accordance with the evaluation criteria that are designed in accordance with Article 40 in a way to avoid any impediment to competition depending on the nature of the work and that are specified in the tender documents and in the letter of invitation. In case the number of tenderers that can be invited to submit tenders is less than five or the number of tenderers that submit tenders is less than three, the procurement shall be cancelled.

In case of the cancellation of procurement due to the number of tenderers being less than three, the procurement proceedings may be concluded by reviewing the tender documents and eliminating the deficiencies and errors, if any; and by re-inviting all pre-qualified tenderers.

3.3.3 Negotiated procedure

Negotiated procedure may be applied, where;

- a) no tender is submitted in open or restricted procedures,
- b) it is inevitable to conduct the tender procedures immediately, due to unexpected and unforeseen events such as natural disasters, epidemics, risk of losing lives or properties or events that could not be predicted by the contracting authority,
- c) it is inevitable to conduct the tender procedures immediately, due to occurrence of specific events relating to defense and security,
- d) the procurement is of a character requiring a research and development process, and not subject to mass production,
- e) due to specific and complex characteristics of the works, goods or services to be procured, it is impossible to define the technical and financial aspects clearly,
- f) product good, material and services procurements by contracting authorities with estimated costs of up to fifty billion Turkish Liras (hundred and twenty-seven thousand one hundred and fifty-four Turkish Liras)³

Publication of a notice is not compulsory in cases set forth in subparagraphs (b), (c) and (f). Where a notice is not published, at least three tenderers shall be invited to submit their qualification documents and price offers together.

In procurements to be conducted in accordance with subparagraphs (a), (d) and (e), first of all, the tenderers who are accepted as qualified according to evaluation criteria in tender documents shall submit their initial proposals, which do not include prices, on aspects such as technical details and realization methods of the contract that is subject matter of the tender. The tender commission shall interview with each tenderer on the best methods and solutions to meet the needs of the contracting authority. After the clarification of the conditions as a result

³ has been published in Official Gazette which is numbered 27824 and dated 23.01.2011 by Communiqué of Public Procurement Authority, numbered 2011/1 and has covered the period of **01.02.2011 – 31.01.2012**



of the technical interviews, the tenderers who have demonstrated their capacity and capability to meet all these conditions shall be asked to submit their offers including the tender price based on a reviewed and clarified technical specifications.

In procurements to be conducted under this provision, the procurement proceedings shall be concluded after receiving the tenderers' final offers in writing which may not exceed their initial price.

In procurements of goods to be conducted under the scope of paragraphs (b), (c) and (f), signing of contract and receiving the performance security are not obligatory, provided that the goods are delivered within the time limit of contract signing and upon the approval of the contracting authority.

3.3.4 Direct procurement

The method of direct procurement may be applied in the following cases without advertising and without receiving any securities:

- a) when it is established that the needs can be met from only one natural or legal person,
- b) in case only one single natural or legal person has exclusive rights with regard to the need in question,
- c) procurement of goods and services which are necessarily supplied from the real or legal person who is the initial supplier/ service provider, to ensure compatibility and standardization with existing goods, equipment, technology or services by means of contracts to be arranged based on the principal contract and not exceeding three-year period in total,
- d) procurements not exceeding fifteen billion Turkish Liras for needs of contracting authorities within the boundaries of metropolitan municipalities and procurements not exceeding five billion Turkish Liras for needs of other contracting authorities, and purchases with regard to accommodation, trip and subsistence within the scope of representation expenses,
- e) purchase or lease of immovable property according to need of the contracting authority,
- f) procurement of medicine, vaccination, serum, antiserum, blood and blood products which are not economically stored due to their nature and necessity to use in a definite time interval or used in urgent cases, and medical consuming materials whose appliance can be decided during practice and peculiar to patient such as orthosis, prosthesis, and procurement of consuming materials for test and analysis,
- g) procurements of services from advocates having Turkish or foreign nationality or from advocacy partnerships in order to represent and defend the contracting authorities covered in the Law, in lawsuits with regard to disputes which proposed to be settled by international arbitration,
- h) services procurements from Turkish or foreign nationality advocates pursuant to Articles 22 and 36 of Law No: 4353, dated 08.01.1943, and services procurements in order to register the intellectual and industrial properties by national and international institutions,
- i) procurements of services by Turkish Labor Authority regarding its duties stated in the subparagraphs (b) and (c) of the third article of Law No: 4904, dated 25.06.2003; and



also, its duties stated in the seventh subparagraph of article 48 of the Unemployment Insurance Law, numbered 4904, and dated 25.08.1999,

- j) In cases where it is determined to renew the elections before the end of regular term, or to go to off year elections, or to hold a referendum on constitutional changes; procurement of watermarked voting paper and watermarked voting envelope paper and procurement of printing services by Supreme Election Board, and in case of local elections procurement of printing services of voting paper by the chairmanships of Provincial Election Boards.

In procurements pursuant to this article, the needs shall be met upon a market price research by a person or persons to be assigned by contracting officer, without necessity of establishing a tender commission and of requiring the qualification provisions stated in article 10.

3.4 Preparation and submission of tenders

All documents required under the rules of participation in the procurement including the tender letter and the tender security shall be placed in an envelope. The name, surname or commercial title and notification address of the tenderer, the subject of the procurement and the full notification address of the contracting authority carrying out the procurement proceedings shall be written on the envelope. The seal of the envelope shall be signed and stamped by the tenderer.

The tender letter shall be submitted in writing and signed. It is mandatory to indicate in the tender letter that the tender documents are fully read and accepted; the offered price is written clearly, both in writing and in figures as consistent with each other; there are no scrapings, erasures, or corrections and the tender must be signed by the authorized persons stating name, surname or commercial title. In procurement of goods, if a provision on submission of alternative tenders exists in the procurement document, then the alternative tender shall be prepared and submitted accordingly.

The tenders shall be submitted to the contracting authority no later than the date and hour specified in the tender documents, in return of a receipt indicating the queue number. The tenders submitted after the hour specified as deadline shall not be accepted and shall be returned unopened. The tenders may also be sent via registered mail. The tenders sent by mail must be received by the contracting authority until the hour specified as deadline in the tender documents. The date and hour of the receipt of the tenders that will not be included in the procurement proceedings due to postal delays shall be recorded in writing.

The submitted tenders cannot be withdrawn or changed for any reason whatsoever, except in case of an addendum arrangement.

3.5 Evaluation of Tenders

The tenders shall be submitted to the contracting authority until the time stated for submission of tenders in the tender documents. The number of tenders submitted at the hour of the tender shall be recorded in the minutes by tender commission and announced to those who are present, and then the tender proceedings shall be immediately commenced. The tender commission shall examine the tender envelopes in the order of submission. Envelopes that are



not in compliance with paragraph 1 of Article 30 shall be recorded in the minutes and shall not be included in the evaluation stage. The envelopes shall be opened in the presence of tenderers and those who are present, in the order of submission.

It shall be checked if the documents of the tenderers are complete or incomplete, and whether the tender letter and the preliminary guarantee are in conformity with the relevant procedures. Tenderers with incomplete documents or improper tender letters and tender securities shall be recorded in the minutes. The tenderers and their tender prices and the amount of estimated cost shall be announced. The minutes relating to these proceedings shall be signed by the tender commission. At this stage, no decision shall be made with regard to rejection or acceptance of any of the tenders, the documents consisting of the tender cannot be corrected or completed. The session shall be closed for immediate evaluation of the tenders by the tender commission.

Upon the request of tender commission, the contracting authority may ask the tenderers to clarify their tenders in writing on the unclear aspects of the tender, in order to use in the examination, evaluation and comparison of tenders. However, this clarification shall not be required and made with the intension of making change in the tender price, or converting any ineligible tender according the conditions in the tender documents to an eligible one.

In evaluating the tenders, first of all, the tenders of the tenderers whose documents are established to be incomplete or whose tender letters and tender securities are established to be not in compliance with the requirements as a result of the first session in accordance with Article 36 shall be excluded from the evaluation proceedings. However, in case of missing information in the documents provided that absence of those do not alter the substance of the tender; the contracting authority shall request the tenderer in writing to furnish these missing information in a given time period. The tenderers who do not furnish this missing information in a given time shall be excluded from the evaluation and their tender securities shall be registered as revenue. Following this first-evaluation and proceedings, the tenders of tenderers with complete and appropriate documents and appropriate tender letters and preliminary guarantees shall be held subject to a detailed evaluation. At this stage, the tenders shall be examined for their conformity with the qualification criteria determining the capacity of the tenderers to perform the contract, as well as with the conditions set forth in the tender documents and whether an arithmetical error exists in unit price charts. The tenders that are found ineligible and the tenders with arithmetic errors in unit price charts shall be disqualified.

The tender commission shall evaluate the tenders and shall determine those that are abnormally low compared to the other tenders or the estimated cost determined by the contracting authority. Before rejecting these tenders, the commission shall request from the related tenderers, the details relating to components of the tender that are determined to be significant, in writing and within a specified period.

The tender commission shall evaluate the abnormally low tenders taking into consideration the written explanations documented on the following aspects:

a) economic nature of the manufacturing process, the services provided and the method of works,



- b) selected technical solutions and advantageous conditions to be utilized by the tenderer in supply of the goods and services or fulfilment of the works,
- c) the originality of the goods, services or civil works proposed.

As a result of this evaluation, the tenders of the tenderers whose written explanations are found insufficient or who fail to make a written explanation shall be rejected.

Tender Commission shall use the criteria set by the Authority to determine and evaluate the abnormally low tenders. In implementation of this article the Authority is entitled to set limit values or inquiring criteria or average values in order to identify and evaluate abnormally low tenders and to determine the economically most advantageous tender

3.6 Conclusion and Approval of the Tender Proceedings

Following the evaluation performed in accordance with Article 37 and 38 of the Law, the contract shall be awarded to the tenderer who submitted the economically most advantageous tender shall be awarded with the contract.

The economically most advantageous tender is determined solely on the basis of price or together with the price by considering the non-price factors such as operation and maintenance costs, cost-effectiveness, productivity, quality and technical merit. In tender proceedings where the economically most advantageous tenders shall be determined by considering the non-price factors in addition to the price, these factors must be expressed in monetary values or relative weights in tender documents.

In tender proceedings where it is stated in the tender documents that there is a price advantage for domestic tenderers in accordance with Article 63 of this Law, the tender proceedings shall be concluded by also considering the price advantage to determine the economically most advantageous tender. In tender proceedings where the lowest price offer is evaluated as the economically most advantageous tender, in case there are more than one offers with the same tender prices and these are established to be the economically most advantageous tender, the tender proceedings shall be concluded by determining the economically most advantageous tender considering the factors other than price as stated in the second paragraph. The tender commission shall reach a justified decision, and submit the decision for the approval of the contracting officer. The decisions shall include the names or commercial titles of the tenderers, the offered prices, the tender opening date and the award of contract and grounds thereof, and in case the contract was not awarded, the related reasons thereof.

Within maximum five days following the date of the decision, the contracting officer shall approve or cancel the tender decision, indicating clearly the grounds for cancellation. The tender commission's decision shall be deemed valid if the decision is approved, and null if it is cancelled. Prior to approval of the tender decision by the contracting officer, the contracting authority must check whether the successful tenderer and the owner of the second most economically advantageous tender are prohibited from participation in tenders and shall attach the related document to the tender decision. If it is detected that both tenderers are prohibited, the procurement shall be cancelled.



3.7 Notification of finalised tender decisions and Invitation to contract signing

The tender result shall be acknowledged to all tenderers who have submitted an offer, including the tenderer to whom the contract is awarded, within maximum three days following the day of approval by the contracting officer. While doing this, the reasons for excluding the tender from the evaluation or not finding the tender eligible, shall also be included. In cases where the tender decision is cancelled by the contracting officer, the tenderers shall be notified together with the reasons thereof. The contract shall not be signed unless five days have passed in procurements held pursuant to subparagraphs (b) and (c) of Article 21 and ten days in procurements held in other cases, following the notification of all the tenderers about the tender result. Within three days following the end of time limits specified in the law, and in cases requiring the pre-fiscal control, following the completion date of this control, the successful tenderer shall be notified to sign the contract by issuing a performance bond within ten days following the date of notification. In case of foreign tenderers twelve days shall be added to this period. On the date of contract signing, it is compulsory to check whether or not the successful tenderer is prohibited from participating in tenders by sending the results of the tender to the Authority.



4 City Procurement Process

Izmir Metropolitan Municipality (IZM) is in charge to conduct the procurement processes of NBSs in Izmir sub demos. IZM will follow the national procurement law which is explained in detail in chapter 3 of this report; National Procurement Overview.

Although, the municipalities in Turkey has the authority to independently conduct the tender for works, they are obliged to act in accordance with national procurement law. They cannot form a regulation, legislation etc. other than this law. The municipality shall act according to the results of its own feasibility studies on issues such as the grouping of the interventions to be tendered, the number of interventions per tender, the budget and the area of the interventions with following the tendering procedure, provided for by law. Detailed explanations of the decisions taken as a result of these feasibility studies are listed in chapter 5.



5 Procurement Plan

This section links the NBS interventions (section 5.1) with the different procurement processes according to national/local regulations (Chapters 3 & 4).

5.1 Definition of procurement groups

In the grouping of interventions, sub demos of Izmir demo of Urban GreenUP project will be considered as lots. Within the scope of the project, the interventions will be implemented in three different areas: Sub demo A, Sub demo B and Sub demo C. A single tender process will be carried out at each sub demo. Applications in lots under the titles of public procurement processes are briefly summarized in following figure (Figure 5-1).

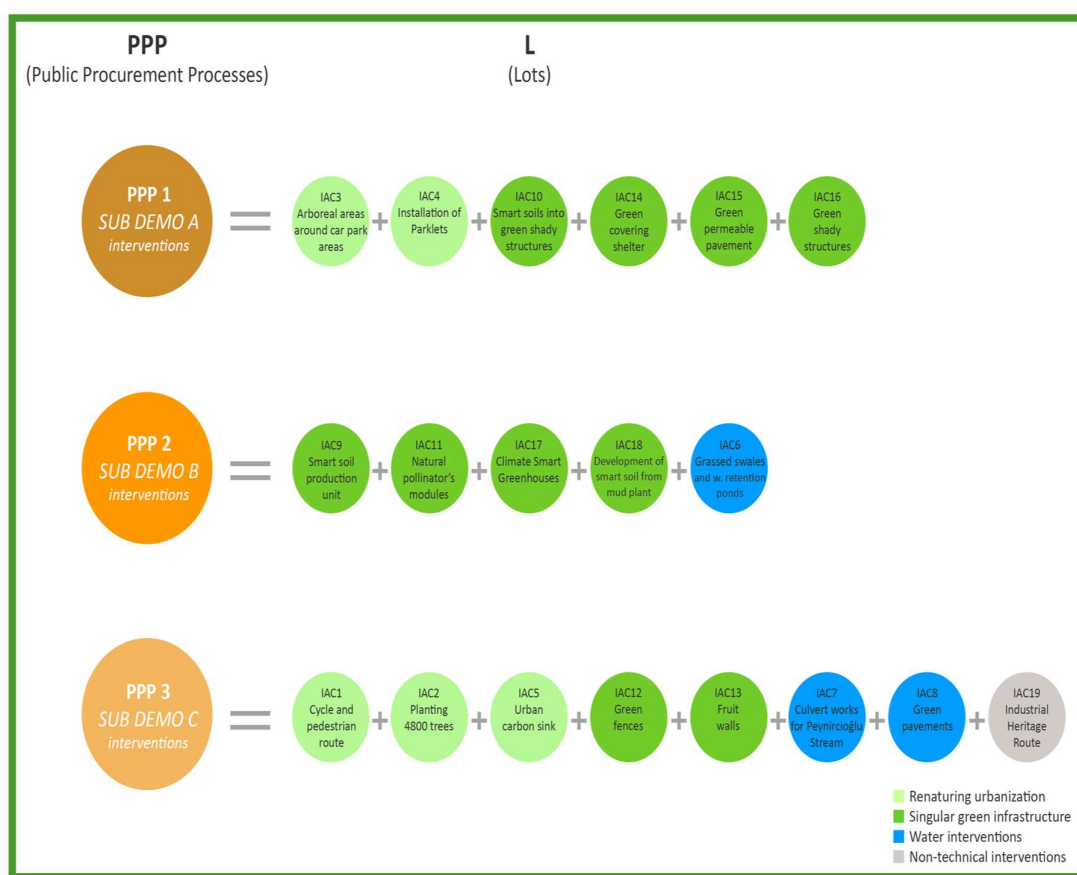


Figure 5-1: Public Procurement Process Groups and Their Lots

This figure shows all 3 different public procurement process group and their lots. A bigger version of the figure given in ANNEX I to analyse it easier than this version above.

5.1.1 Procurement Lots

5.1.1.1 PPP1

The public procurement process group of PPP1 includes the interventions within the boundaries of SUB DEMO A. Those interventions are mostly related with interventions in parking lots, green roof and parklets. The design details of all these interventions had given in previous report of WP4, D4.3 Technical Specifications of Izmir Demo, Chapter 2. The interventions going to be tendered together under the same group are listed below;

- **IAC3** - Planting 26 trees around car park and parklets,
- **IAC4** - Installation of 4 parklets,
- **IAC10** - Smart Soil (Biochar) into sreen shady structures,
- **IAC14** - 1450 m² green covering shelter,
- **IAC15** - Permeable pavement around car parking area,
- **IAC16** - Green shady structures with ivy plants

5.1.1.2 PPP2

The public procurement process group of PPP2 includes the interventions within the boundaries of SUB DEMO B. Sasalı Climate Smart Agriculture and Research Institute is the centre for the interventions within the boundaries of Sub demo B and NBSs planned to be implemented in Sub demo B are located around the Institute. The design details of all these interventions of sub demo B had given in previous report of WP4, D4.3 Technical Specifications of Izmir Demo, Chapter 3. The interventions going to be tendered together under the same group are listed below;

- **IAC6** - Bio-boulevard,
- **IAC9** - Smart soil production unit,
- **IAC11** - 20 pollinator house along the bio-boulevard
- **IAC17** - Climate smart greenhouses,
- **IAC18** - Increase efficiency in agriculture with using the by-products from wastewater treatment.

5.1.1.3 PPP3

The public procurement process group of PPP3 includes the interventions within the boundaries of SUB DEMO C. Peynircioğlu stream is the centre for the interventions within the boundaries of Sub demo C and NBSs planned to be implemented in Sub demo C are located around the stream. The design details of all these interventions of sub demo C had given in previous report of WP4, D4.3 Technical Specifications of Izmir Demo, Chapter 4. The interventions going to be tendered together under the same group are listed below;

- **IAC1** – Bicycle and pedestrian road
- **IAC2** - Planting 4800 trees,
- **IAC5** - Urban Carbon Sink (Creation of new green areas with special species of plants which have a high-level carbon capture,



- **IAC7** – Culvert works on Peynircioğlu stream along 1.6 km,
- **IAC8** - Green pavement along Peynircioğlu stream,
- **IAC12** - 1600 m² green fence,
- **IAC13** - 96 m² Fruit walls,
- **IAC19** - Industrial heritage route

One of the four applicable procurement process method which explained under section 3.3 will be applied according to specifications of public procurement groups. Decision on selection of procurement method will be made after design stage of the interventions will be completed.

5.1.2 Individual processes

All interventions are grouped under three Public Procurement Processes which composed of three different Sub Demos of Izmir. There are no individual processes because there are no NBSs that procurement process is necessary for, outside those three main groups.

5.1.3 Other study cases

Because of the same reason with nonexistence of individual processes on the procurement processes of NBSs of Izmir, there are no “other study cases” to be mentioned for Izmir.

5.2 Izmir procurement processes

This section describes all the public procurement processes that are going to be launched in Izmir for the implementation of the interventions which have been grouped in section 5.1.

Possible tender processes of implementation of NBSs in Izmir are explained for all different applicable method together as listed below;

- The proposals, which includes the approximate cost and the technical specifications are sent to the tender unit of the municipality.
- Administrative Specification, Contract Design and Standard Forms are prepared in accordance with the Technical Specification.
- Approximate costs are determined after correspondence with relevant authorities and price survey from the market
- Tender approval certificate is prepared and tender procedure is determined.
- Tender registration number is taken from the public procurement administration.
- The tender process file is prepared in accordance with the tender procedures. Tender date and time, qualification criteria, whether it is open to foreign bidders, whether there is price advantage in favour of domestic bidders if it is open to foreign bidders; the costs included in the price, the most economically advantageous offers, the taxes, duties and charges related to the contract, and the other contract expenses, should be included in the announcement and / or specification.

- Tender documents are prepared (administrative specifications, technical specifications, projects, contract, general specifications, unit price descriptions, site lists, material lists to be given by the administration, standard forms, other documents)
- Tender commission is appointed,
- The tender shall be declared and the duration of the announcement and the place of publication shall be determined according to the approximate cost of the work.
- Tender process file is prepared.
- Tender documents are given to those who buy files.
- According to the type and nature of the tender, some documents from the contractor are requested by the administration.
- The tender envelopes submitted by the tenderers shall be received and delivered to the tender commission.
- Offer envelopes are opened and prices are checked. After the excessively low bids are removed, the tender commission approves the decision and the results are notified.
- The finalized tender decision shall be notified to all tenderers who submit the tender within three days at the latest following the approval of the tender authority.
- The winning tenderer is invited to the contract.
- After obtaining a guarantee, the contract shall be signed.
- Tender, after the signing of the agreement is published in the Public Procurement Bulletin.
- Project is started with alienation of project area.



6 Timetable

This section includes timeline for each lot. Within the timeline the design stage, procurement stage and completion time of the lots can be investigated. Interventions under the same groups of sub demos of Izmir have the same timeline because there will be only one procurement process will be conducted for each sub demo. Each stage has been shown with a different colour code and the explanation of the colour codes which represents the match between colours and stages of tender process can be seen in Table 6-1.

Table 6-1: Explanation of the colour codes

Colour Codes	Design Stage	Procurement Stage	Completed

The design stage of the interventions of sub demo A has started in August 2018 and they will end in October of the same year. Procurement stage will start in November 2018 and this stage will end within two months after it starts.

Table 6-2: Timetable for tender processes of PPP1

PPP1 - Sub demo A		08/18	09/18	10/18	11/18	12/18	01/19
Renaturing Urbanization	Arboreal areas around Car Park Areas						
	Installation of Parklets						
Singular Green Infrastructure	Smart Soil (Biochar) into Green Shady Structures						
	Green Permeable Pavement Around Car Parking Area						
	Green Covering Shelter for car parking area						
	Green Shady Structures for car parking area						

The design stage of the interventions of sub demo B has started in July 2018 and they will end in December 2018. Procurement stage will start in January 2019 and this stage will end within two months after it starts.

Table 6-3: Timetable for tender processes of PPP2

PPP2 - Sub demo B		07/18	08/18	09/18	10/18	11/18	12/18	01/19	02/19	03/19
Singular Green Infrastructure	Smart soil production in climate-smart urban farming precinct									
	Natural pollinator's modules									
	Development of Smart soil from mud plant									
	Climate-smart Greenhouses									
Water Interventions	Grassed swales and Water Retention Ponds									

The design stage of the interventions of sub demo C has started in August 2018 and they will end in January 2019. Procurement stage will be started in November 2018 and this stage will be ended within two months after it starts.

Table 6-4: Timetable for tender processes of PPP3

PPP3 - Sub demo C		08/ 18	09/ 18	10/ 18	11/ 18	12/ 18	01/ 19	02/ 19	03/ 19	04/ 19
Renaturing Urbanization	Cycle and pedestrian route in new Green Corridor									
	Planting 4800 Cool & Shady Trees									
	Urban carbon sink									
Water Interventions	Culvert works for Peynircioğlu Stream									
	Green pavements for Peynircioğlu Stream									
Singular Green Infrastructure	Green fences									
	Fruit walls									
Non-Technical Interventions	Industrial Heritage Route Along the Izmir Urban Green									

7 Conclusion

With this report Izmir team of Urban GreenUP tried to provide information about the planned tender processes of NBSs going to be implemented in sub demo areas of Izmir.

For the tender documents which will be completely ready in early 2019, Izmir will not follow any legislation or law issued by EU related institutions because Turkey is a non-member country. National Public Procurement Law is the main and the most important document to be followed during the tender processes. It is not possible for the municipalities to issue any different legislation within the context of procurement studies Izmir Metropolitan Municipality (IZM) is conducting the procurement studies with the guidance of National Public Procurement Law which explained in detail in chapter 3 of this deliverable.

Before the preparation of any procurement documents, public procurement process groups are selected with considering the main selection criteria is location. Because of the basis of the selection of the groups has become the location of NBSs, sub demo areas A, B and C are selected as public procurement process groups. Lots under these groups are determined as interventions which explained in detail under section 5.1

Applicable tendering methods for the lots are explained within the context of National Public Procurement Law under the section 3.3 and with considering all of these applicable methods, possible steps of public procurement processes of the interventions explained under section 5.2

Because the public procurement process groups are selected as sub demos there are no individual studies and other studies can be explained under these titles of the deliverable.

Timetable section includes the timelines of the interventions in terms of their tender processes. Procurement stages of the interventions are going to be start after the completion of the design stage. Procurement stage usually takes 2 months for this kind of interventions with these amounts of budget. There is a rule for the tender processes of the interventions that if the year ends during the procurement process, it is necessary to start to the call again and in the case of Izmir the timeline planned by taking into consideration this rule. For the sub demo A (PPP1), procurement stage will end before new year and for the other sub demos (PPP2 & PPP3) this stage will start after new year.

According to current plan and the status of the design of the interventions, it is planned to complete all tender processes before the local election in March, 2019. Construction and civil works and other implementations of the NBSs will start in Spring 2019.



8 ANNEX I

