

Draft Procurement Notice for PIU Consultancy Services for the EPCG Metering Project

Project name	EPCG Metering – PIU Consultancy Services
Country	Montenegro
Business sector	Power and Energy
Project ID	40219
Funding source	EBRD loan proceeds
Type of contract	Consultancy Services
Type of notice	Invitation for Expressions of Interest
Issue date	25 October 2010
Closing date	25 November 2010 16.00 CET

EPCG Metering Project – PIU Consultancy Services

Assignment Description : The proposed EUR 43.5 million Project to be funded by a EUR 35 million EBRD loan, together EUR 8.5 million from EPCG own funds, forms part of EPCG's overall investment plan for its distribution network. The Project has five main components:

(1) The supply of smart meters and data concentrators for internal control points in the transformer substations (10kV/0.4 kV) and for residential consumers; (2) Installation of meters and supply of associated ancillary equipment for the LV network, with remote reading and remote disconnection capabilities; (3) ancillary equipment including modems, meter boxes, cabling, and other auxiliary equipment necessary for the installation and operation of the meters in substations. (4) the PIU consultants (the subject of this procurement); (5) Software and meter management system.

All procurement financed by the EBRD loan proceeds will be undertaken in full compliance with EBRD's Procurement Policies and Rules.

The Project will be implemented by a Project Implementation Unit established in Podgorica, and by site supervision in the distribution branches where the meters will be installed. The PIU will be staffed by experts from EPCG covering procurement, technical support, software integration, finance, site management supervision, and monitoring and evaluation. The PIU will be supported by an international consultant whose members will also form part of the PIU.

The principal objective of this assignment is to deliver assistance to EPCG's PIU during Project implementation. The Consultant will assist PIU with the following tasks:

- Preparation of a comprehensive loss reduction plan, integrating all the components of the Project with EPCG's other corporate activities, to ensure that the potential benefits of the Project are fully realised
- Assist in the preparation of tender documents (including technical specifications) as required for the works, goods, and services procured under the Project.
- Assistance in the procurement of the works, goods and services (including tender evaluation, negotiation, and contracting);

- Reviewing site preparation including engineering supervision;
- Monitoring, supervision, and reporting on the implementation of contracts and overall completion of each Project component;
- Commissioning
- Assistance in the implementation of the Environmental and Social Action Plan (ESAP);
- Knowledge transfer to EPCG in all aspects of oversight and management of project implementation.

Status of Selection Process: Interested firms are hereby invited to submit expressions of interest.

Assignment expected start date and duration: assignment is expected to take place from March 2011 until October 2014. The input of the experts is expected to be intermittent during this period, with a more intensive engagement likely in the early stages of the Project.

Maximum Budget available for the Assignment: EUR 1,000,000 (exclusive of VAT).

The consultant must determine whether any VAT would be chargeable on the services and the basis for that determination, without taking into consideration the Bank's special status as an IFI and state this to the Bank and EPCG in their response to the Invitation for Expressions of Interest. To the extent that a consultant incurs input VAT on goods and services purchased in connection with the provision of services (e.g. VAT on airline ticket) which is not otherwise recoverable by the consultant from the local tax authority, the gross cost to the consultant of such expenses shall be treated as a reimbursable expense.

Funding Source: Through EBRD loan proceeds

Eligibility Restrictions: There are no eligibility restrictions.

Consultant Profile: An international firm of consultants will be engaged for this assignment and is expected to procure the services of a multidisciplinary team of both international and local experts as appropriate.

The Consultant is expected to have relevant expertise and experience the procurement and implementation of smart electricity metering projects, particularly in the residential sector. In addition, relevant experience in the EBRD's countries of operation would be an advantage. The following is the minimum expertise (key experts) and experience required for this assignment:

- **Consultant Team Leader** with at least 10 years of general professional experience and relevant project experience in planning and implementation of residential metering projects. In addition the Team Leader should have appropriate project management experience;
- **Procurement Consultant** with at least 10 years of experience in procurement. Experience in procurement of power sector projects (especially electricity distribution) as well as experience of procurement based on IFI rules would be advantages;
- **Site Supervision Coordinator:** with at least 5 years experience in site supervision and commissioning of power sector projects. Experience in the installation of metering equipment or works at the electricity distribution level would be an advantage.
- **Short term experts** with relevant experience in electricity metering, communications, environmental and social issues and other required possible required areas of expertise;

- **Secretarial/ Support:** the consultant will be required to hire local support staff as required for project implementation in order to provide secretarial, interpretation, translation, and transport services. No CV needs to be provided for these positions.

Submission Requirements: Interested consultants are hereby invited to submit expressions of interest.

In order to determine the capability and experience of consulting firms seeking to be shortlisted, the information submitted should include the following:

- Company profile, proposed project organisation and staffing;
- Details of experience or similar assignments undertaken in the previous five years, including their locations, overall budget, and proportion undertaken by the consultant both in terms of staff input and budget;
- Economic and financial standing of candidate (this includes all partners in a consortium). The average annual turnover of the candidate must be at least Euro 1,000,000 for each year in the last two years; 2008 and 2009;
- CVs (limited to 4 pages per CV) of staff who could be available to work on the assignment.

The above information should not exceed 10 pages excluding CVs.

One original and two numbered hard copies together with electronic copy on CD-Rom of the above information in English should be submitted to the Client in an envelope marked "Expression of Interest for EPCG Metering – PIU Consultancy Services", to reach the Client not later than the above closing date.

Contact Details:

EPCG FU Distribution
Ivana Milutinovica 12
81000 Podgorica
Montenegro

Contact person:

Mr Siniša Mandić, B.Sc. EE
Tel gsm: +38267250522
Tel/Fax: +38220408411
Email: sinisa.mandic@epcg.co.me
www.epcg.co.me

Notes: Following this invitation for expressions of interest, a shortlist of qualified firms will be formally invited to submit proposals. Shortlisting, selection and contracting will be subject to the availability of funding.