



JAVNO PREDUZEĆE ZA UPRAVLJANJE
MORSKIM DOBROM CRNE GORE

Naručilac, Javno preduzeće za upravljanje morskim dobrom Crne Gore

Broj: 0204-2971/3

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Na onovu člana 30. Zakona o javnim nabavkama ("Sl.list RCG" br. 42/11, 57/14, 28/15 i 42/17) i člana 8. Pravilnika za sprovođenje postupka za nabavku male vrijednosti broj: 0203-3129/6 od 22.09.2017.god., Javno preduzeće za upravljanje morskim dobrom Crne Gore dostavlja

ZAHTJEV ZA DOSTAVLJANJE PONUDA ZA NABAVKE MALE VRIJEDNOSTI

I Podaci o Naručiocu

Naručilac: Javno preduzeće za upravljanje morskim dobrom Crne Gore	Lica za davanje informacija: -Mirjana Radičević, službenica za javne nabavke -Milena Raičević, Saradnik za međunarodne projekte i saradnju
Adresa: Popa Jola Zeca bb	Poštanski broj:85310
Sjedište: Budva	PIB (Matični broj): 02116146
Telefon: 033 452 709	Faks: 033 452 685
E-mail adresa: mirjana.radicevic@morskodobro.com	Internet stranica (web): www.morskodobro.com

II Predmet nabavke

a) **Vrsta predmeta nabavke** Usluge

III Opis predmeta nabavke

Implementacija "Usvojimo plažu" pilot projekta na plažama: Jaz u Budvi i Blatna plaža u Herceg Novom.

IV procijenjena vrijednost nabavke:

Procijenjena vrijednost predmeta nabavke

Predmet nabavke se nabavlja:

- kao cjelina, procijenjene vrijednosti sa uračunatim PDV-om 6.800,00 €

V Uslovi za učešće u postupku nabavke

U postupku nabavke može da učestvuje samo ponuđač koji:

- 1) je upisan u registar kod organa nadležnog za registraciju privrednih subjekata;
- 2) je uredno izvršio sve obaveze po osnovu poreza i doprinosa u skladu sa zakonom, odnosno propisima države u kojoj ima sjedište;
- 3) dokaže da on odnosno njegov zakonski zastupnik nije pravosnažno osuđivan za neko od krivičnih djela organizovanog kriminala sa elementima korupcije, pranja novca i prevare;

Dokazivanje ispunjenosti obaveznih uslova

Ispunjenost obaveznih uslova dokazuje se dostavljanjem: Izjave o ispunjenosti uslova datom pod punom moralnom, materijalnom i krivičnom odgovornošću.

VI Tehničke karakteristike nabavke:

PROJEKTNI ZADATAK

Implementacija "Usvojimo plažu - Adopt a beach" pilot projekta na plažama: Jaz u opštini Budva i Blatna plaža u opštini Herceg Novi

Uvod

U okviru Mediteranskog akcionog plana (UN Environment/MAP) 2013. godine usvojen je Regionalni plan o upravljanju otpadom iz mora u Mediteranu (Regional Plan on Marine Litter Management in the Mediterranean) kojim se Države obavezuju da preduzmu mjere za smanjenje kopnenih i morskih izvora otpada iz mora. Član 10 ovog Regionalnog plana predviđa mjere za uklanjanje postojećeg otpada iz mora sa plaža uz njihovo ekološko zbrinjavanje, kroz implementaciju pilot projekata "Usvojimo plažu - Adopt a beach".

Ugovorom (Small scale funding agreement SSFA) broj 0401-1578/1 od 11.04.2018. godine sklopljenim između United Nations Environment Programme (UN Environment) i Javnog preduzeća za upravljanje morskim dobrom Crne Gore predviđena je realizacija aktivnosti u Crnoj Gori za promociju upravljanja otpadom iz mora i primjenu najboljih praksi na području Jadrana sa fokusom na konkretne aktivnosti (Adopt -a-beach, jednokratne plastične kese, PET ambalaža) predviđene Planom implementacije i budžetom koji su sastavni dio ovog Ugovora.

Aktivnost "Usvojimo plažu - Adopt a beach" podrazumijeva sprovođenje periodičnih akcija čišćenja na dvije izabrane plaže (Jaz u opštini Budva i Blatna plaža u opštini Herceg Novi), implementaciju monitoring plana za otpad iz mora na izabranim plažama, sakupljanje informacija o vrstama, količinama, težini i izvorima evidentiranih primjeraka otpada iz mora, periodičnu evidenciju otpada na izabranim plažama uključujući i otpad koji nanose rijeke, pripremu periodičnih izvještaja o podacima o otpadu iz mora koji se dostavljaju MED POL-u i nadležnim institucijama u Crnoj Gori, sprovođenje promotivne kampanje na lokalnom nivou za podizanje svijesti o važnosti mjera za čišćenje otpada iz mora kao i uticaju otpada iz mora na životnu sredinu obale i mora. Pilot projekat "Usvojimo plažu - Adopt a beach" realizuje se u svemu u skladu sa Priručnikom za implementaciju (Guidelines for the implementation of the Adopt-a- beach pilots, UN Environment)

Lokacije

Plaže na kojima će se realizovati "Usvojimo plažu - Adopt a beach" su odabrane u skladu sa odredbama Ugovora (u blizini ušća rijeka) i to: dio plaže Jaz uz Jašku rijeku u opštini Budva i dio Blatne plaže uz rijeku Sutorinu u opštini Herceg Novi

Opis aktivnosti, metodologija i dinamika realizacije

Metodologija aktivnosti za pilot projekat "Usvojimo plažu - Adopt a beach" data je u Priručniku za implementaciju (Training material and guidance for the implementation of the Adopt-a- beach pilots,v.6 UN Environment) koji je sastavni dio ovog projektnog zadatka.

Aktivnost 1. Periodične akcije čišćenja definisanih plaža (Undertake periodic clean-up actions on the selected beaches)

U okviru ove aktivnosti potrebno je realizovati 3 akcije čišćenja na 2 izabrane lokacije i to shodno sledećoj dinamici:

Prva akcija čišćenja - Septembar - Oktobar 2018.

Druga akcija čišćenja - Decembar 2018- Januar 2019.

Treća akcija čišćenja - Mart - April 2019.

Akcije čišćenja podrazumijevaju sakupljanje otpada na plažama koji će biti predmet Aktivnosti 2- monitoring plana, zbog čega je neophodno da se prije akcije, u skladu sa metodologijom u Priručniku, definiše 1 potez (transekt) od 100m u dužini sa kojeg će se sakupljati otpad, kao i način razvrstavanja sakupljenog otpada, te obezbijedi transport sakupljenog otpada do lokacije na kojoj će se izvršiti identifikacija, popis i mjerenje, nakon čega otpad treba zbrinuti na adekvatan način u skladu sa važećim propisima. Akcije se realizuju na prostoru plaže od minimum 100m u dužini, sa niskim do srednjim nagibom terena. Plaža mora biti dostupna tokom čitave godine i uklanjanje otpada mora biti lako izvodljivo (bez prepreka na terenu i dostupno vozilima i osoblju). Za realizaciju akcije čišćenja, angažovani izvršioc dužan je obezbijediti kese i rukavice za sakupljanje otpada.

Aktivnost 2. Implementacija monitoring plana na izabranim plažama-sakupljanje informacija o vrstama, količinama, težini i izvorima registrovanog otpada iz mora (Implement a beach marine litter monitoring plan on the selected beaches, collecting information on types, quantities, weight and sources of the recorded marine litter items)

Monitoring plan (sakupljanje informacija vrstama, količinama, težini i izvorima registrovanog otpada iz mora) realizuje se u skladu sa metodologijom propisanom u poglavljima 2.2.1-2.2.7. Priručnika za implementaciju "Usvojimo plažu - Adopt a beach" koji je sastavni dio ovog projektnog zadatka (Training material and guidance for the implementation of the Adopt-a- beach pilots,v.6 UN Environment), uključujući i obrasce za identifikaciju otpada na plažama (MEDPOL Marine Litter Beach ID Form, Survey Form). Priručnik se kontinuirano ažurira, tako da će se prilikom čišćenja plaža i implementacije monitoring plana primijeniti poslednja verzija Priručnika dostupna u MEDPOL-u.

Potez plaže sa kojeg se sakupljaju uzorci otpada iz mora za monitoring treba da bude 100m u dužini, a u širini od linije mora do zaleđa (kraj pješčanog dijela plaže). Isti potez plaže mora biti ponovljen u sve 3 akcije sakupljanja otpada, i za svaki potez potrebno je uzeti granične GPS tačke. U slučajevima velike količine otpada umjesto poteza (transekta) od 100m, moguće je izabrati 2 (transekta) poteza od po 50m sa razmakom od najmanje 50m između 2 poteza.

Dinamika monitoring usklađuje se sa dinamikom 3 akcije čišćenja:

Prva akcija čišćenja - Septembar - Oktobar 2018.

Druga akcija čišćenja - Decembar 2018- Januar 2019.

Treća akcija čišćenja - Mart - April 2019.

Otpad manji od 2.5cm se ne sakuplja za potrebe ovog monitoringa, međutim, potrebno je evidentirati manji otpad kao što su opušci cigareta za kvantifikaciju otpada iz mora. Veliki kabasti otpad se samo evidentira dok njegovo uklanjanje treba da obezbijedi lokalno komunalno preduzeće. Otpad na jednom potezu se klasifikuje i unosi u MED POL Beach Litter IF Form I Survey Form (Aktivnost 4) i to u postupku sakupljanja na terenu. Okom monitoring, otpad treba biti sakupljen u kategorije u skladu sa vrstama, zatim izvagan i nakon toga uklonjen sa plaže na propisani način. Za procjenu gustine otpada potrebno je izraziti količinu (broj) komada otpada na 100m. Uz to, svaku kategoriju otpada je potrebno izmjeriti i dati količinu u kg po kategoriji otpada.

Aktivnost 3. Periodična evidencija otpada iz mora na plažama uključujući otpad koji nanose rijeke

(Record, on a periodical basis, the marine litter inputs on beaches, including marine litter coming from rivers)
U periodima prije realizacije akcija čišćenja, potrebno je evidentirati nanose otpada na plažama posebno otpad koji nanose rijeke (fotodokumentacija i opisni komentar o vrstama i procjeni količine otpada koji nanose rijeke).
ROK: septembar 2018., decembar 2018., mart 2019.

Aktivnost 4. Priprema posebnih izvještaja (formulari predviđeni Priručnikom, fotodokumentacija i obrazloženje) o sakupljenim podacima za MEDPOL i nadležne insitucije u Crnoj Gori (Ministarstvo održivog razvoja i turizma, Agencija za zaštitu prirode i životne sredine i Javno preduzeće za upravljanje morskim dobrom Crne Gore) (Report collected monitoring data to MED POL and to National Authorities).

Prije realizacije Aktivnosti 1 i 2 neophodno je identifikovati poteze plaža i formirati ID formulare u kojima se unose GPS coordinate i karakteristike kao što je vrsta substrata, topografija, namjena, udaljenost od naselja, i sl. Ovi podaci se unose u 2 posebna formulara predviđena Priručnikom (u nastavku). Pored podataka koji se unose u formulare, potrebno je fotografisati poteze prije i nakon akcija čišćenja kao i fotografisati osnovne karakteristike poteza za svaku od 6 akcija čišćenja.

Aktivnost 5. Sprovođenje kampanje na lokalnom nivou za podizanje svijesti o važnosti mjera za čišćenje otpada iz mora kao i uticaju otpada iz mora na životnu sredinu obale i mora (Design and carry out awareness raising campaigns at local level addressing beach marine litter clean-up measures and their importance, as well as marine litter effects on the marine and coastal environment)

U okviru ove aktivnosti potrebno je sprovesti kampanju za podizanje svijesti otpadu iz mora u saradnji sa lokalnim stanovništvom, školama, vrtićim ili NVO. Kampanja može biti usmjerena na uključivanje volontera u akcije čišćenja. Za potrebe ove kampanje Javno preduzeće za upravljanje morskim dobrom pripremiće 2 promotivna materijala i to:

- Edukativni poster "Otpad iz mora" namjenjen djeci školskog uzrasta (6-9 razred) koji će biti pripremljen u oktobru 2018. godine

- Brošura "Usvojimo plažu" namjenjen generalnom stanovništvu a koji će sumirati rezultate 3 akcije čišćenja i monitoringa otpada na izabranim plažama u okviru pilot projekta "Usvojimo plažu" u maju 2019. godine.

Promotivna kampanja treba da obuhvati posjetu izabranim školama i vrtićima, održavanje ekološkog časa na temu "otpad iz mora" i distribuciju edukativnog postera, kao i distribuciju brošure "Usvojimo plažu" u saradnji sa korisnicima plaža tokom kupališne sezone i u saradnji sa zainteresovanim NVO i drugim institucijama. Promotivna kampanja takođe obuhvata i gostovanje na lokalnim medijima u cilju promocije pilot projekta "Usvojimo plažu" i prezentacije rezultata, pripremu foto dokumentacije i press klipping-a. Promotivna kampanja u okviru projekta "Usvojimo plažu - Adopt a beach" biće realizovana u kontekstu Clean Sea Campaign Programa za životnu sredinu Ujedinjenih nacija u čiju realizaciju se Crna Gora uključila prilikom održavanja UNEA-3.

Aktivnost 6. Izrada 2 periodična izvještaja o preduzetim aktivnostima na implementaciji "Usvojimo plažu - Adopt a beach" (Prepare periodical reports on the activities undertaken to implement the "Adopt a Beach" measure)

O realizaciji svih aktivnosti predviđenih ovim Projektnim zadatkom potrebno je izraditi 2 periodična izvještaja sa svim informacijama, podacima i foto evidencijom o realizaciji pojedinačnih aktivnosti. Izvještaji se rade na crnogorskom i engleskom jeziku u istovjetnoj formi. Rok za izradu prvog izvještaja je Oktobar 2018. godine, a rok za izradu drugog izvještaja je maj 2019. godine kojim će se obuhvatiti izvještavanje (tekstualni izvještaj sa fotografijama) o realizaciji Aktivnosti 1.-5. predviđenih ovim ugovorom.

NAPOMENA: Sastavni dio ovog Priručnika za implementaciju "Usvojimo plažu - Adopt a beach" koji je sastavni dio ovog projektnog zadatka (Training material and guidance for the implementation of the Adopt-a-beach pilots, v.6 UN Environment), uključujući i obrasce za identifikaciju otpada na plažama (MEDPOL Marine Litter Beach ID Form, Survey Form).

TRAINING MATERIAL AND GUIDANCE FOR THE IMPLEMENTATION OF THE "ADOPT-A-BEACH" PILOT PROJECTS

The recent marine litter assessment in the Mediterranean by UN Environment/MAP in 2015 (adopted in COP 19 through Decision IG.22/10) pointed out that significant quantities of marine litter are lying on the Mediterranean seafloor and are also stranded along the Mediterranean coastline. In spite of data discrepancies, two categories of marine litter predominate in the Mediterranean: those stranded on beaches and those lying on seafloor.

With the view to guide the efforts for preventing the generation of marine litter and reducing marine litter impacts on the Mediterranean marine and coastal environment, UN Environment/MAP adopted in COP 18 (2013) the Regional Plan on Marine Litter Management in the Mediterranean (herein after referred to as the Regional Plan) through Decision IG.21/7, which provides for the Contracting Parties to undertake measures addressing land and sea based sources of marine litter.

In particular, Article 10 of the Regional Plan provides for measures to remove existing marine litter from the beaches as well as their environmentally sound disposal, through the implementation of "Adopt-a-Beach" (hereinafter referred to as AaB) practices.

The following proposed AaB pilots will be implemented through, without being exhaustive, local communities, local authorities, NGOs, primary and secondary schools and civil society. Thus, proposed scheme promotes an active role among the volunteers in the marine environment conservation.

The present AaB guidelines and training material are prepared in the framework of the EU funded Marine Litter MED project.



Figure 1: A clean beach in the Mediterranean (Zakynthos, Greece ©C.Ioakeimidis)

1 Defining the scope of the “Adopt-a-Beach” pilots

The UN Environment/MAP AaB pilots are more than a simple beach clean-up action. It comprises of actions related to the beach cleaning and beach marine litter surveying programmes in the Mediterranean with an overall scope to help people around the Mediterranean to care about their coastline, as well as to raise public awareness on the threat posed by marine litter.

The “Adopt-a-Beach” pilots, implemented throughout the Mediterranean, are aiming to:

- i. Keep beaches clean and marine litter-free in the Mediterranean;
- ii. Raise public awareness on the problem of marine litter;
- iii. Educate citizens about the sources of marine litter and how they are generated; iv. Enhance public support at country level, for national and international action to clean up coastal environments;
- v. Collect valuable data and information to assess the quantities and stranding fluxes of beach marine litter in the Mediterranean and to help achieve the reduction goal of 20% on beach marine litter by 2024 agreed by the Mediterranean countries, Contracting Parties to the Barcelona Convention by COP19.

The AaB pilots will be implemented on selected beaches per country (i.e. at least two beaches per country) and the present document includes all the different steps for the successful implementation of the pilots.



Figure 2: Marine Litter found stranded along the Mediterranean Coastline (©C.Ioakeimidis).

2 Implementation of the “Adopt-a-Beach” pilots

During the implementation of the “Adopt-a-beach” pilots, several different basic steps should be followed in order to ensure the effective implementation of the pilots, the quality of the collected data and thus providing consistency and homogeneity between the different pilots implemented at national level. These basic steps include:

- a. The appointment of a coordinator for the AaB pilots;
- b. The engagement of local communities and volunteers for the purpose of AaB pilots;
- c. The organization of the beach litter surveys, including the collection of litter;
- d. The collection and report of the collected information;
- e. The development of the awareness raising campaign and the organization of outreach activities targeted to the local communities.

Additional actions are also recommended for the implementation of the AaB pilots aiming to develop additional steps for the protection and conservation of the marine and coastal environment. These additional steps include:

- a. Identifying beach needs and priorities;
- b. Producing information material on the conservation of the beach;
- c. Additional beach conservation activities;
- d. Developing a national database on AaB projects.



Figure 3: “Adopt-a-Beach” pilots in Alexandria, Egypt (Left ©C.Ioakeimidis) and along the Libyan Coastline (Right ©Environmental General Authority (EGA), Libya)

2.1 Appointment of a Beach Coordinator for the AaB pilots

The “Beach Coordinator” will be in charge of the execution of the pilots at national level and will be the one reporting to the national competent authorities. It will be responsible for the timely execution of the pilots and also ensuring that the different steps (described in the present report) are followed. The “Beach Coordinator” may be a member of the community, being in charge of and responsible for the implementation of the AaB pilots in the selected beaches, being in other terms the project manager of the AaB pilots.

The main tasks of the “Beach Coordinator” are described as follows:

- a. Engage and coordinate the participation of the local communities, local authorities, NGOs, primary and secondary schools, civil society, volunteers etc.;
- b. Implement the beach selection criteria;
- c. Implement a harmonized methodology proposed under the present guideline document in consultation with the National Authorities;

- d. Control the timely implementation of the AaB pilots based on the set work plan, priority agreed with the national authorities;
- e. Train the volunteers and corresponding teams participating in the AaB pilots;
- f. Ensure that safety measures are followed;
- g. Develop a national photo guide for beach marine litter including the marine litter items most commonly found on the beaches at national level (i.e. pictures and a short description);
- h. Oversee the awareness raising campaign, including the preparation and development of the campaign's main messages and material in consultation with the national authorities;
- i. Consider whether it is appropriate to implement additional steps as detailed below:
 - Identification of beach needs and priorities;
 - Control the production of information material on the conservation of the beach;
 - Develop an inventory of AaB pilots implemented at national level and ensure synergies and cooperation;
- j. Submit progress reports and data (e.g. number of volunteers, amounts and composition of marine litter collected, etc.) to the national authorities;
- k. Monitor and evaluate the costs, benefits and governance of the AaB pilots to assess the success of the pilots and share lessons learnt;

2.2 Collection of beach litter from beaches

Collection of marine litter on beaches is an important aspect of the AaB pilots. This activity should not only consist of the collection of all marine litter items found along the selected beaches and their disposal in the beach waste bins or disposing them in the municipal waste collection containers. Instead, useful information can be obtained with regard to beach litter typology, quantity, weight, seasonal variation, etc., provide information on sources, come up with top-item lists and propose ways and measures that could prevent and minimise the generation and accumulation of marine litter on beaches in the future.

For this reason, it is highly recommended that beach litter collection activity will be carried out on a regular basis (ideally once every three months), preferably from the same groups of volunteers, under the same standardised methodology which will give the opportunity to the national authority and to the policy managers to analyse and compare the results obtained.

Adopt-a-Beach is an activity that raises awareness on the problem of marine litter found stranded on beached and a Citizen-Science activity aiming to sensitize general public in contributing in the collection of relevant information on beach marine litter.

2.2.1 Selection of beaches for the implementation of AaB pilots

Different types of beaches should be included in the AaB pilots (urban beaches, rural beaches, remote beaches, beaches close to riverine areas, river mouths, harbours, etc.) to have a comprehensive overview on the exposure of the beaches to marine litter sources. Special remark should be given on the contribution of local rivers on beach marine litter. For the cases that AaB pilots are conducted in conjunction with the national beach marine litter monitoring programmes, it should be ensured that beaches are selected under common criteria or even the selection of the same beaches (see also Section 3).

Furthermore, the following criteria for the selection of the beaches should be used:

- Accessible to volunteer teams all year round;
- Accessible for ease of marine litter removal;
- Posing no threat to endangered or protected species and their habitats, such as sea turtles, sea birds or shore birds, marine mammals or sensitive beach vegetation; in many cases this would exclude protected areas but it depends on local management arrangements.

Contact with city councils and local authorities it is strongly recommended to secure their support and involvement. The pilots will use municipal waste management system and it is intended that constant communication is established with city councils and local authorities to improve the environmental conditions on beaches.

2.2.2 Beach marine litter units

Within the AaB pilots, a collection of beach litter unit is defined as the whole beach. In case of long beaches and depending on capacity of volunteer teams, a piece or stretch of the beach could be selected as a collection unit.

2.2.3 Frequency and timing of AaB pilots

It is recommended that the AaB pilots are conducted on the selected beaches at least 2 times a year in spring and autumn and ideally 4 times in spring, summer, autumn and winter. The proposed periods are as follows:

- Winter: Mid-December–mid-January
- Spring: April
- Summer: Mid-June–mid-July
- Autumn: Mid-September–mid-October

Any circumstances that may lead to unsafe situations for the volunteers such as heavy winds, etc. should be avoided. The safety of the volunteers must always come first.

2.2.4 Size limits and classes to be collected

During the AaB pilots all marine litter items of different size and types, found on the beaches should be collected by the corresponding teams of volunteers. In particular, there are no upper size-limits for marine litter items found on the beaches and thus should be collected. For big and heavy items arrangements with local waste management authorities should be done.

2.2.5 Collection, identification and quantification of marine litter

All items found on the beaches should be collected. Following, items bigger than 2.5 cm should be sorted by category type (plastic, paper, metal, glass, etc.), weighted and if possible recorded in terms of total number of items by categories.

Larger items that cannot be removed (safely) by the volunteers should be left on the beach. Local municipalities should be informed for their appropriate removal.

The collected marine litter items should be properly disposed following environmental sound disposal ways. Ideally, AaB pilots should use municipal waste management schemes and therefore the collected marine litter should be disposed using the municipal waste collection containers. If these do not exist local municipalities should be informed for appropriate action and alternatives should be explored.

2.2.6 Materials and equipment

The following materials and equipment are necessary to run the beach collections:

1. Digital camera
2. First aid kit (to include sunscreen, bug spray, drinking water)
3. Protective gloves
4. Scissors/knife
5. Clipboard for each volunteer team
6. Recording forms (printed on waterproof paper)
7. Pencils
8. Rubbish bags
9. Rigid container and sealable lid to collect sharp items such as needles, etc.
10. Appropriate clothing
11. Scales (if possible to weigh your bags of collected marine litter)

2.2.7 Safety and security precautions

Safety of volunteers should be ensured at all times. Since this activity is carried out in the field, there are a few inherent hazards. Caution should be used and the general safety guidelines presented below should be followed:

- Wear appropriate clothing. Be sure to wear close-toed shoes and gloves when handling debris as there may be sharp edges.
- If you come across a potentially hazardous material (e.g. oil or chemical drums, gas cans, propane tanks), contact competent authorities to report the item, providing as much information as possible. Do not touch the material or attempt to move it.
- Large, heavy objects should be left in place. Do not attempt to lift heavy debris objects as they may have additional water weight and lifting them could result in injury. Inform local authorities.
- When in doubt, don't pick it up! If unsure of an item, do not touch it. If the item is potentially hazardous, report it to the appropriate authorities.
- Do not conduct field operations in severe weather conditions.
- Be aware of your surroundings and be mindful of 'trip and fall' hazards.
- Carry a means of communication for emergencies, for example a cell phone.
- Always carry a first aid kit. The kit should include an emergency water supply and sunscreen, as well as bug spray.
- Understand the symptoms of heat stress and actions to treat it.
- Make sure to carry enough water.
- Let someone know where you are and when you expect to return.
- The volunteer team should be composed of at least two people.

2.3 Developing of the awareness raising campaign

An awareness raising campaign should be developed aiming to sensitize and engage to purpose the local communities, local authorities, NGOs, schools and civil society, to participate in the AaB pilots as well as to inform general public about the AaB pilots and their results. This campaign could also be used to engage volunteers and thus to provide continuity to the pilots.

When designing the awareness raising campaign, the campaign slogan could be "Adopt your beach" in order to enhance ownership of the beach among the volunteers.

The proposed key messages of the campaign are:

- Marine litter is a global problem that can be solved if we act locally.
- Marine litter is a problem that can be solved if everyone takes responsibility for their actions.
- Marine litter harms the environment and it is in everyone's interest to solve the problem.
- Marine litter harms the marine organisms (with a particular focus on sea turtles).
- Importance of recycling and reducing the use of single-use plastic items (e.g. plastic bags, PET bottles, etc.) and the need to replace these items with reusable ones.

The following awareness raising materials are recommended to be prepared:

- Logo of AaB pilots to enhance corporate image of pilots;
- Poster for exhibitions and dissemination activities;
- Leaflets including the information on the AaB pilots and national/local facts and figures on marine litter;
- Flags of the AaB pilots to be used as an identifier for those beaches that are participation to the pilots;
- National photo guide to assist the volunteers with the identification and categorisation of marine litter items. The photo guide should include the items commonly found on national beaches and their corresponding pictures and should be developed by the coordinator.

The official launch of the pilots should be covered by press (e.g. local press and other mass media).

Press releases should be drafted often, to inform the general public about the implementation of the pilots, related development and results.

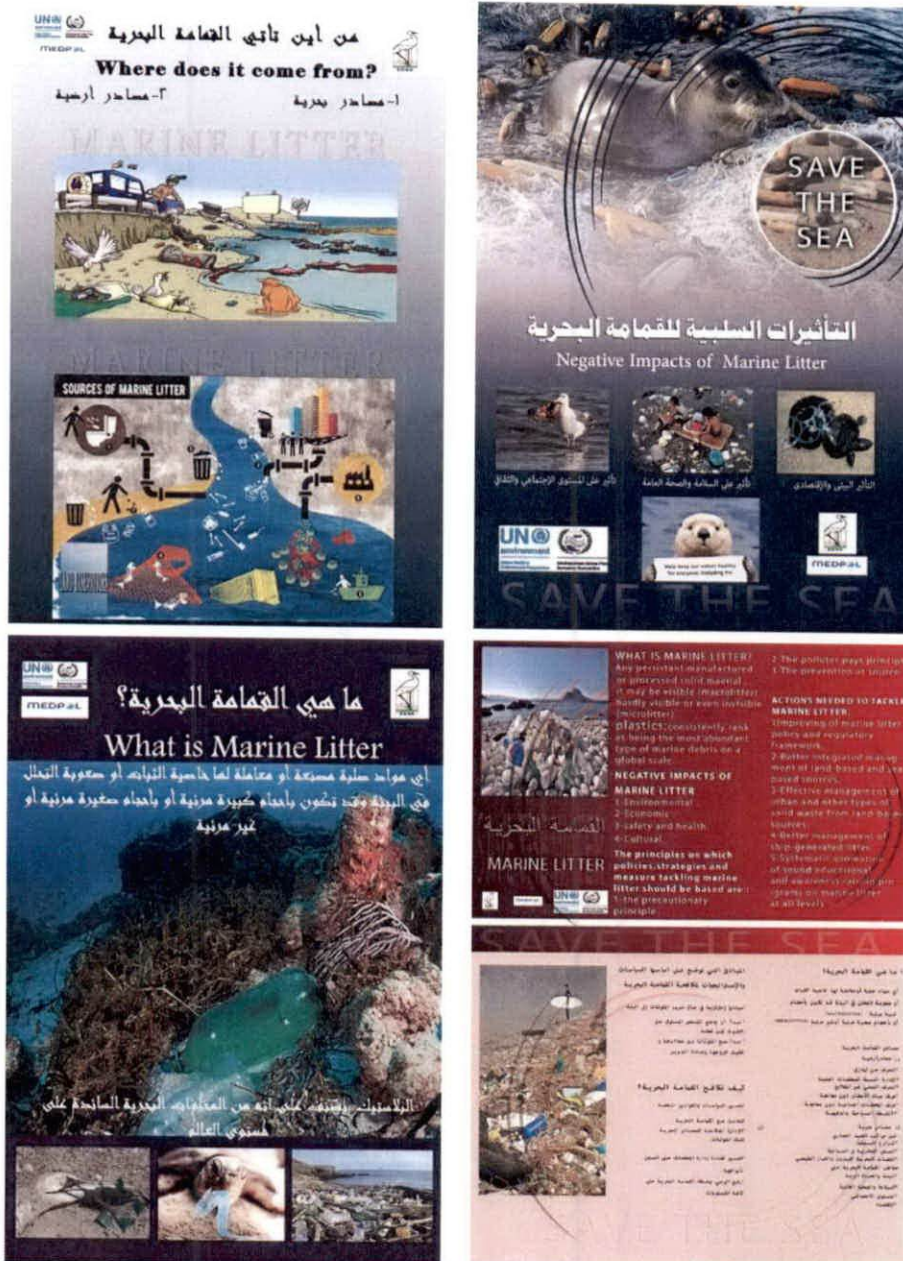


Figure 4: Awareness-raising material produced in Egypt (© Egyptian Environmental Affairs Agency EEAA)

2.4 Additional steps

Additional steps compile different activities for the protection and conservation of marine environment and, in particular of the beach that the volunteers are taking care of.

2.4.1 Identifying beach needs and priorities

With regards to marine litter, needs and priorities of the beach should be identified. General conditions of the beach will be established through an assessment checklist that considers aspects such as existing waste disposal bins and containers, type of bins and containers (with or without lids), existing recycling containers, information signs on permitted and prohibited uses, etc. (see Annex 1).

Information on beach environmental conditions could be useful to further identify needs and priorities of the beach (weather and sea prevailing conditions; proximity to local rivers, discharges of waste water, harbours, fishing grounds, shipping lanes or any other source of beach marine litter).

2.4.2 Producing information material on the conservation of the beach

Information material on the conservation of the beach such as posters, panels or signs will be produced and placed at the beaches participating to the AaB pilots to inform the general public and also disseminate the activities developed within the pilots.

This material could also contain some advice to create a responsible behaviour to beach users. Therefore, information material will be drafted according to the results of the beach needs and priorities identified and the data obtained during the beach litter collection activities, to pay attention to some frequent and abundant item for instance.

Main elements that information material should include are:

- The problem of marine litter (quantity, composition and effects) with the indication of some local data if available.
- Use the bins, do not throw litter on the beach, fish and birds can eat it.
- Avoid throwing cigarette butts in the sand. The cigarette butts are not made of paper, are not biodegradable and can stay in the marine and coastal for decades even if they are fragmented to smaller items.
- Do not abandon glass bottles, they can break and cause injuries to other beach goers.
- If you eat on the beach, do not forget to pick up the leftovers.

The participation of the volunteers in this process is key to improve their ownership of the beach. Editing and layout of this material will be managed by the coordinator of the pilots.

On the other hand, volunteers might produce an assessment report containing data and results obtained above to inform local authorities about beach needs on marine litter and recommendations to improve beach state in the future. In this sense, it is very important to include what are the most abundant items and when they are found to identify potential sources and to tackle appropriate prevention measures. Thus, volunteers would be aware of the usefulness of their actions and their efforts would be rewarded.

Information material placed at beaches and beaches assessment reports are the end products of this activity.

2.4.3 Additional beach conservation activities

Additional activities such as information activities to beach users about the importance of keeping the beach clean, information day at schools to highlight the value of local marine environment and its threats, etc. might be undertaken with the aim to reduce beach litter.

2.4.4 Developing a national database on AaB pilots

It is recommended to develop a national database on AaB pilots updated and hosted by the National Competent Authority for the protection of the marine environment. This is a task that should be coordinate at national level, and the coordinator of the AaB pilots should encourage national authority to undertake this task. The participation of all relevant and different AaB initiatives should be highly promoted.

3 Combination of AaB pilots with the national monitoring programmes on beach marine litter

When AaB pilots are undertaken on a regular basis (2 times a year or even seasonally) in the selected beaches, a 100-m stretch of beach should be isolated to implement the official monitoring programme on beach marine litter. Such an arrangement should be priority agreed with the corresponding national

authorities, being in charge and responsible for the implementation of the marine litter monitoring programme on beaches.

3.1.1 Selection of beaches to implement the national monitoring programmes

In the selected beaches, according to criteria stated in Section 2.2.1 with regards to typology of beaches to have a comprehensive view on exposure of the beaches to marine litter sources, the sites to be monitored should be selected randomly but taking into consideration following criteria:

- A minimum length of 100 m;
- Low to moderate slope (~1.5-4.5 °), which excludes very shallow tidal mudflat areas;
- Clear access to sea (not blocked by breakwaters or jetties);
- Accessible to survey teams all year round;
- Accessible for ease of marine litter removal;
- Ideally not be subject to cleaning activities and corresponding communication should be done with the local authorities/local municipality. In case that they are subjected to marine litter collection activities the timing of non-survey related beach cleaning must be known such that marine litter flux rates (the amount of litter accumulation per unit time) can be determined.
- Posing no threat to endangered or protected species and their habitats, such as sea turtles, sea birds or shore birds, marine mammals or sensitive beach vegetation; in many cases this would exclude protected areas but it depends on local management arrangements.

In each site selection, these criteria should be followed as closely as possible. However, when making the final selection of the beaches to be monitored the surveyors can use their expert judgment and experience related to the coastal area and marine litter situation in their respective country.

3.1.2 Sampling unit

A sampling unit is defined as a fixed section of a beach covering the whole area from the strandline to the back of the beach. The sampling unit should be one or two 100-metre stretch of beach, depending on the case, along the strandline and reaching to the back of the beach. The back of the beach needs to be explicitly identified using coastal features such as the presence of vegetation, dunes, cliff base, road, fence or other anthropogenic structures such as seawalls (either piled boulders or concrete structures).

The same sampling units should be monitored for all repeat surveys. In order to define the boundaries of each sampling unit, permanent reference points can be used and coordinates should be obtained by GPS. In case of heavily littered beaches, 100-metre stretches may be too difficult to survey and therefore two (2) 50-metre stretches separated at least by a 50metre stretch should be surveyed instead.

3.1.3 Frequency and timing of surveys

It is recommended that the AaB pilots are conducted in the selected beaches at least 2 times a year in spring and autumn and ideally 4 times in: Spring, Summer, Autumn and Winter. The proposed surveys periods are as follows:

- Winter: Mid-December–mid-January
- Spring: April
- Summer: Mid-June–mid-July
- Autumn: Mid-September–mid-October

Any circumstances that may lead to unsafe situations for the surveyors such as heavy winds, etc. should be avoided. The safety of the surveyors must always come first.

3.1.4 Pre-survey characterisation of sites

Before any sampling begins, shoreline characterisation should be completed for each 100 m site. The GPS coordinates of the sampling unit should be recorded. A site ID name should be created. The

site's special features, including characterisation of the type of substrate (sand, pebbles, etc.), beach topography, beach usage, distances from urban settlements, shipping lanes, river mouths, etc. should be recorded using the MED POL Marine Litter Beach ID Form (see Annex 2). Digital photographs should be taken to document the physical characteristics of the monitoring site.

3.1.5 Size limits and classes to be surveyed

There are no upper size-limits for marine litter items found on beaches. The lower size-limit is proposed at 2.5 cm. However, also smaller sized items like the caps, lids, cigarette butts and other similar items should be included in the quantification of beach marine litter. For big and heavy items arrangements with local waste management authorities should be done.

3.1.6 Collection and identification of litter

Items found in the sample unit should be classified by type and accordingly entered on the MED POL Beach Litter Survey Form (see Annex 3). Data should be entered on the form while picking up the litter item.

Unknown litter or items that are not on the survey form should be noted in the appropriate "other item box". A short description of the item should then be included on the survey form. If possible, digital photos should be taken of unknown items.

For interpreting small pieces of litter in a harmonised way, this guidance should be followed:

- Pieces of litter that are recognizable e.g. as a shopping bag (G3) should be registered as such.
- Pieces of materials those are not recognisable as an item e.g. plastic and/or polystyrene pieces should be counted according to their size (G75-G77).

During the survey, all litter items should be sorted by category type, weighed and then removed from the beach. Larger items that cannot be removed (safely) by the surveyors should be marked, for example with paint spray (which meets environmentally friendly standards) so that they are not counted again at the next survey.

The litter collected should be disposed of properly. Ideally, monitoring activities should use municipal waste management; therefore, marine litter collected should be disposed in the municipal selective collection containers. If these do not exist local municipalities should be informed for appropriate action.

3.1.7 Quantification of litter

The unit to be used to assess the marine litter density is 'number of items' and should be expressed as counts of marine litter items per 100 m. In addition, the main category types of litter items should be weighed.

3.1.8 Materials and equipment

The following materials and equipment are necessary to run the beach surveys:

1. Digital camera
2. Hand-held GPS unit
3. Extra batteries (ideally rechargeable batteries)
4. [100-metre tape measure (fiberglass preferred)]
5. Flag markers/stakes
6. First aid kit (to include sunscreen, bug spray, drinking water)
7. Protective gloves
8. Scissors/knife
9. Clipboard for each surveyor
10. Recording forms (printed on waterproof paper)
11. Pencils
12. Rubbish bags

13. Rigid container and sealable lid to collect sharp items such as needles, etc.
14. Appropriate clothing
15. Scales (if possible to weigh your bags of collected litter)

3.1.9 Safety and security precautions

Safety of surveyors should be ensured at all times. Since this work is carried out in the field, there are a few inherent hazards. Caution should be used and the general safety guidelines presented below should be followed.

- Wear appropriate clothing. Be sure to wear close-toed shoes and gloves when handling debris as there may be sharp edges.
- If you come across a potentially hazardous material (e.g. oil or chemical drums, gas cans, propane tanks), contact competent authorities to report the item, providing as much information as possible. Do not touch the material or attempt to move it.
- Large, heavy objects should be left in place. Do not attempt to lift heavy debris objects as they may have additional water weight and lifting them could result in injury. Inform local authorities.
- When in doubt, don't pick it up! If unsure of an item, do not touch it. If the item is potentially hazardous, report it to the appropriate authorities.
- Do not conduct field operations in severe weather conditions.
- Be aware of your surroundings and be mindful of 'trip and fall' hazards.
- Carry a means of communication for emergencies, for example a cell phone.
- Always carry a first aid kit. The kit should include an emergency water supply and sunscreen, as well as bug spray.
- Understand the symptoms of heat stress and actions to treat it.
- Make sure to carry enough water.
- Let someone know where you are and when you expect to return.
- The surveyor team should be composed of at least two people.

3.1.10 Additional considerations

The amount and type of litter found on beaches can be influenced by different circumstances. To ensure that data will be analysed and interpreted properly these circumstances must be recorded. Indicative examples of such circumstances include: events that may lead to unusual types and/or amounts of litter (e.g. shipping container losses, overflows of sewage treatment systems, etc.); difficult weather conditions (e.g. heavy winds or rain, etc.); replenishment/nourishment of the beach; etc.

4 References

DeFishGear Project. Methodology for Monitoring Marine Litter on Beaches-Macro-Debris (>2.5cm).

OSPAR Commission (2010). Guideline for Monitoring Marine Litter on the Beaches in the OSPAR Maritime Area.

Submon (2017). Proyecto Un mar sin desperdicio-¡Apadrinad la playa!-.

<https://www.estrategiasmarinas.info/un-mar-sin-desperdicio-apadrina>. Available only in Spanish.

UN Environment/MAP (2016). Integrated Monitoring and Assessment Guidance (UNEP(DEPI)/MED IG.22/Inf.7).

ASSESSMENT CHECKLIST ON BEACH CONDITIONS

Name of the beach	
Date	
Are there waste disposal bins and containers on the beach? (Y/N)	
What type of bins and containers? (with or without lids)	
Are there recycling containers on the beach? (Y/N)	
What waste fractions they collect?	
Are there information signs on permitted uses of the beach? (Y/N)	
Are there information signs that prohibit something? (Y/N)	
What is prohibited?	
Are you missing something on the beach (signs, toilets, etc.)? (Y/N)	
What are you missing?	

Annex 2. MED POL Marine Litter Beach ID Form

Name of the beach:			
National beach ID:			
Contracting Party:			
① Beach width at mean low spring tide (m):		② Beach width at mean high spring tide (m):	
③ Total length of beach (m)		④ Back of the beach (example dunes):	

⑤ GPS coordinates start 100 m: (wgs84 – dd mm ss.ss)		⑥ GPS coordinates end 100 m: (wgs84 – dd mm ss.ss)	
⑤ GPS coordinates start 100 m: (IF REPLICATE) (wgs84 – dd mm ss.ss)		⑥ GPS coordinates end 100 m: (IF REPLICATE) (wgs84 – dd mm ss.ss)	
Prevailing currents off the beach:	N E S W	Prevailing winds:	N E S W
When you look from the beach to the sea, what direction is the beach facing?:			N E S W
Type of beach material (% coverage): (e.g. sand 60%, pebbles 40%)			
Beach topography: (e.g. slope 20%)			
Are there any objects in the sea (e.g. a pier) that influence the currents (If YES, specify):			
Major beach usage (local people, swimming and sunbathing, fishing, surfing, sailing etc):			
1.	seasonal or whole year round:		
2.	seasonal or whole year round:		
3.	seasonal or whole year round:		
Access to the beach: Pedestrian <input type="checkbox"/> Vehicle <input type="checkbox"/> Boats <input type="checkbox"/>			
Nearest town:			
Name: Distance to the beach: Population:			
Is there any development behind No: <input type="checkbox"/> Yes: <input type="checkbox"/> the beach? :			
Yes, please describe:			

Are there food and/or drink No: <input type="checkbox"/> Yes: <input type="checkbox"/> outlets on the beach? :	
Distance from the survey area (m):	
Present all year round:	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
If NO please specify in month:	
Position of food and/or drink outlet in relation to the survey N E S W area:	

Distance from the beach to the nearest shipping lane (km):

What is the estimated traffic density: (*number of ships/year*):...../year

Is it used mainly by merchant ships, fishing vessels or all
..... kinds:

Position of shipping lane in relation to survey area: N E S W

Distance from the beach to the nearest harbour (km):

Name of the harbour:

Is the harbour entrance facing the survey area?: Yes : No:

Position of harbour in relation to survey area: N E S W

Type of harbour:

Size of harbour (number of ships):

Distance from the beach to the nearest river mouth (km):

Name of the river:

What is the position of river mouth in relation to survey area: N E S W

Distance from the beach to the nearest discharge or discharges of waste water (km):

Position of discharge points in relation to survey area: N E S W

How often is the beach cleaned:

All year round: Daily Weekly Monthly Other:

Seasonal, *please specify in* Daily Weekly Monthly Other: *months*:

What method is used: Manual Mechanical

Who is responsible for the cleaning :

Additional comments and observations about this beach:

Please include, as attachments to the present form the following documentation:

1. A map of the beach
2. A map of the beach and the local surroundings. When relevant please mark on this map the following:
 - a. Nearest town
 - b. Nearest harbour
 - c. Food/drink outlets
 - d. Nearest river mouth
 - e. Nearest shipping lane
 - f. Discharge or discharges of waste water
3. A regional map

Is this an amendment to an existing questionnaire? :	Yes:	<input type="checkbox"/>	No:	<input type="checkbox"/>
---	------	--------------------------	-----	--------------------------

Date questionnaire is filled in (dd/mm/yyyy): ___ / ___ / _____

Name:

Phone number:

E-mail:

Annex 3. MED POL Beach Litter Survey Form¹

Name of the beach:	
National beach ID:	
Contracting Party:	
Date of survey (dd/mm/yy)	
Number of surveyors:	
Responsible of this survey:	Name: Phone number: Email address:
Previous conducted survey (dd/mm/yy) :	___ / ___ / _____

Additional Information

¹ This reduced Master List was agreed during the meeting of the Meeting of the MED POL Focal Points in Rome in May 2017 (UNEP(DEPI)/MED WG.439/20).

Did you divert from the predetermined 100 metres: No: metres: Yes:

If, YES please specify new GPS coordinates:

Did any of the following weather conditions affect the data of the survey:

Wind Rain Sand storm Fog
 Snow Exceptionally high tide

Did you find stranded or dead animals?

Yes No If so how many:

Describe the animals, or note the species name if known:

Stranded animals Dead Alive

Is the animal entangled in marine litter?: Yes No If so, specify marine litter item:

Were there any circumstances that influenced the survey. For example tracks on the beach (cleaning or other), recent replenishment of the beach or other. Please specify:

Were there any unusual marine litter items and/or marine litter loads?
 Please specify:

List of Marine Litter Items Found on Beaches

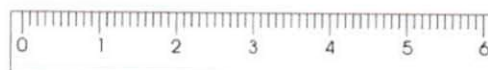
ID	PLASTIC/POLYSTYRENE	N° of items Per 100m beach
G1	4/6-pack yokes, six-pack rings	
G3	Shopping bags incl. pieces	
G4	Small plastic bags, e.g. freezer bags incl. pieces	
G5	Plastic bag collective role; what remains from rip-off plastic bags	
G7/G8	Drink bottles	
G9	Cleaner bottles & containers	
G10	Food containers incl. fast food containers	

G11	Beach use related cosmetic bottles and containers, e.g. Sunblock	
G14	Engine oil bottles & containers <50 cm	
G15	Engine oil bottles & containers >50 cm	
G16	Jerry cans (square plastic containers with handle)	
G17	Injection gun containers (including nozzles)	
G13	Other bottles & containers	
G18	Crates and containers / baskets	
G19	Car parts	
G21/24	Plastic caps and lids (including rings from bottle caps/lids)	
G26	Cigarette lighters	
G28	Pens and pen lids	
G29	Combs/hair brushes/sunglasses	
G30/31	Crisps packets/sweets wrappers/ Lolly sticks	
G32	Toys and party poppers	
G33	Cups and cup lids	
G34/35	Cutlery and trays/Straws and stirrers	

G36	Fertiliser/animal feed bags	
G37	Mesh vegetable bags	
G40	Gloves (washing up)	
G41	Gloves (industrial/professional rubber gloves)	
G42	Crab/lobster pots and tops	
G43	Tags (fishing and industry)	
G44	Octopus pots	
G45	Mussels nets, Oyster nets including plastic stoppers	
G46	Oyster trays (round from oyster cultures)	
G47	Plastic sheeting from mussel culture (Tahitians)	
G49	Rope (diameter more than 1cm)	
G50	String and cord (diameter less than 1 cm)	
G53	Nets and pieces of net < 50 cm	
G54	Nets and pieces of net > 50 cm	
G56	Tangled nets/cord	
G57/58	Fish boxes - plastic or polystyrene	
G59	Fishing line/monofilament (angling)	
G60	Light sticks (tubes with fluid) incl. Packaging	
G62/63	Floats for fishing nets/ Buoys	
G65	Buckets	
G66	Strapping bands	
G67	Sheets, industrial packaging, plastic sheeting	
G68	Fibre glass/fragments	

G69	Hard hats/Helmets	
G70	Shotgun cartridges	
G71	Shoes/sandals	
G73	Foam sponge	
G75	Plastic/polystyrene pieces 0 - 2.5 cm	
G76	Plastic/polystyrene pieces 2.5 cm - 50 cm	
G77	Plastic/polystyrene pieces > 50 cm	
G91	Biomass holder from sewage treatment plants	
G124	Other plastic/polystyrene items (identifiable) including fragments	
Specify items included in G124	[add other item]	
	[add other item]	
	[add other item]	
	[add other item]	
Total PLASTIC/POLYSTYRENE Weight:		---,--- gr

Centimeter ruler



←————→
2,5 cm

ID	RUBBER	Nº of items per 100m beach
G125	Balloons and balloon sticks	
G127	Rubber boots	
G128	Tyres and belts	
G134	Other rubber pieces	
Specify items included in G134	[add other item]	
	[add other item]	
	[add other item]	
Total RUBBER Weight:		---,--- gr

ID	CLOTH	Nº of items per 100m beach
G137	Clothing / rags (clothing, hats, towels)	
G138	Shoes and sandals (e.g. Leather, cloth)	
G141	Carpet & Furnishing	
G140	Sacking (hessian)	
G145	Other textiles (incl. rags)	
Specify items included in G145	[add other item]	
	[add other item]	
	[add other item]	

Total CLOTH Weight	---,--- gr
---------------------------	------------

ID	PAPER / CARDBOARD	N° of items per 100m beach
G147	Paper bags	
G148	Cardboard (boxes & fragments)	
G150	Cartons/Tetrapack Milk	
G151	Cartons/Tetrapack (others)	
G152	Cigarette packets	
G27	Cigarette butts and filters	
G153	Cups, food trays, food wrappers, drink containers	
G154	Newspapers & magazines	
G158	Other paper items, including fragments	
Specify items included in G158	[add other item]	
	[add other item]	
	[add other item]	
Total PAPER/CARDBOARD Weight:		---,--- gr

ID	PROCESSED / WORKED WOOD	N° of items per 100m beach
G159	Corks	
G160/161	Pallets / Processed timber	
G162	Crates	
G163	Crab/lobster pots	
G164	Fish boxes	
G165	Ice-cream sticks, chip forks, chopsticks, toothpicks	
G166	Paint brushes	
G171	Other wood < 50 cm	
Specify items included in G171	[add other item]	
	[add other item]	
	[add other item]	
G172	Other wood > 50 cm	
Specify items included in G172	[add other item]	
	[add other item]	
	[add other item]	
Total PROCESSED / WORKED WOOD Weight:		---,--- gr

ID	METAL	N° of items per 100m beach
G174	Aerosol/Spray cans industry	
G175	Cans (beverage)	1
G176	Cans (food)	
G177	Foil wrappers, aluminium foil	
G178	Bottle caps, lids & pull tabs	

G179	Disposable BBQ's	
G180	Appliances (refrigerators, washers, etc.)	
G182	Fishing related (weights, sinkers, lures, hooks)	
G184	Lobster/crab pots	
G186	Industrial scrap	
G187	Drums, e.g. oil	
G190	Paint tins	
G191	Wire, wire mesh, barbed wire	
G198	Other metal pieces < 50 cm	
Specify items included in	[add other item]	
	[add other item]	
G198	[add other item]	
G199	Other metal pieces > 50 cm	
Specify items included in G199	[add other item]	
	[add other item]	
	[add other item]	
Total METAL Weight:		---, --- gr

ID	GLASS	Nº of items per 100m beach
G200	Bottles incl. pieces	
G202	Light bulbs	
G208	Glass fragments >2.5cm	
G210a	Other glass items	
Specify items included in G210a	[add other item]	
	[add other item]	
	[add other item]	
Total GLASS Weight:		---, --- gr

ID	CERAMICS	Nº of items per 100m beach
G204	Construction material (brick, cement, pipes)	
G207	Octopus pots	
G208	Ceramic fragments >2.5cm	
G210b	Other ceramics items	
Specify items included in G210b	[add other item]	
	[add other item]	
	[add other item]	
Total CERAMICS Weight:		---, --- gr

ID	SANITARY WASTE	Nº of items per 100m beach
G95	Cotton bud sticks	
G96	Sanitary towels/panty liners/backing strips	

G97	Toilet fresheners	
G98	Diapers/nappies	
G133	Condoms (incl. packaging)	
G144	Tampons and tampon applicators	
--	Other sanitary waste	
Specify other sanitary items	[add other item]	
	[add other item]	
	[add other item]	
Total SANITARY WASTE Weight:		---,--- gr

ID	MEDICAL WASTE	N° of items per 100m beach
G99	Syringes/needles	
G100	Medical/Pharmaceuticals containers/tubes	
G211	Other medical items (swabs, bandaging, adhesive plaster etc.)	
Specify items included in G211	[add other item]	
	[add other item]	
	[add other item]	
Total MEDICAL WASTE Weight		---,--- gr

ID	FAECES	N° of items per 100m beach
G101	Dog faeces bag	
Total FAECES Weight:		---,--- gr

ID	PARAFFIN/WAX PIECES	N° of items per 100m beach
G213	Paraffin/Wax	
Total PARAFFIN/WAX PIECES Weight:		---,--- gr

Presence of industrial pellets?	YES / NO
---------------------------------	----------

Presence of oil tars?	YES / NO
-----------------------	----------

ADDITIONAL COMMENTS:
.....
...
.....
...
.....
...
.....
...

VII Način plaćanja

Rok i način plaćanja

Rok plaćanja je: Plaćanje će se izvršiti u četiri jednake rate od po 25% ugovorenog iznosa po sledećoj dinamici:
Prva ratu platit će se nakon izvršene prve akcije čišćenja u roku od 10 (deset) dana od prijema fakture,
Druga rata platit će se nakon izvršene druge akcije čišćenja u roku od 10 (deset) dana od prijema fakture,
Treća rata platit će se nakon izvršene treće akcije čišćenja u roku od 10 (deset) dana od prijema fakture i
Četvrta rata platit će se nakon dostavljanja finalnog izvještaja u roku od 10 (deset) dana od prijema fakture

Način plaćanja je: virmanski

VIII Rok isporuke robe, izvođenja radova, odnosno pružanja usluge

Rok izvršenja 01.jul 2019. god.

IX Kriterijum za izbor najpovoljnije ponude:

- najniža ponuđena cijena: 100 bodova

Vrednovanje ponuda po kriterijumu najniže ponuđena cijena vršiće se na sljedeći način:

Najniža ponuđena cijena boduje sa sa 100 bodova.

Bodovi za ostale cijene obračunavaju se u odnosu na najnižu ponuđenu cijenu po formuli:

$$C = (C_{min} / C_p) \times 100$$

C_p – ponuđena cijena sa uračunatim PDV-om,

C_{min} – najniža ponuđena cijena sa uračunatim PDV-om

X Rok i način dostavljanja ponuda

Ponude se predaju radnim danima od 9:00 do 15:00 sati, izuzev u periodu od 11:30 do 12:00 sti, zaključno sa danom 24.09.2018. godine do 10:00 sati.

Ponude se mogu predati:

- neposrednom predajom na arhivi naručioca na adresi Popa Jola Zeca, 85310 Budva

- preporučenom pošiljkom sa povratnicom na adresi Popa Jola Zeca, 85310 Budva

Otvaranje blagovremenih ponuda službenica za javne nabavke izvršit će odmah po isticanju roka za prijem ponuda.

Javnom otvaranju ponuda mogu prisustvovati ovlašćeni predstavnici ponuđača sa priloženim punomoćjem potpisanim od strane ovlašćenog lica.

XI Rok za donošenje obavještenja o ishodu postupka nabavke male vrijednosti

Obavještenja o ishodu postupka nabavke male vrijednosti donijeće se u roku od 30 dana od dana javnog otvaranja ponuda.

XII Druge informacije

-Pravilnikom za sprovođenje postupka za nabavku male vrijednosti broj: 0203-3129/6 od 22.09.2017.god.

Javno preduzeće za upravljanje morskim dobrom Crne Gore definiše osnove za pripremu i vođenje postupka nabavke male vrijednosti za nabavku roba, usluga i radova. Pitanja koja nisu posebno uređena ovim Pravilnikom shodno se primenjuju odgovarajuće odredbe Zakona o javnim nabavkama i propisi donijetih na osnovu tog Zakona.

Ako su dvije ili više ponuda jednako rangirane prema kriterijumu za izbor najpovoljnije, kao najpovoljnija biće izabrana ponuda koja je pristigla ranije (dokaz prijem ponude).

Za izbor najpovoljnije ponude dovoljna je i jedna pristigla ponuda koja zadovoljava sve uslove navedene u zahtjevu za dostavljanje ponuda.

- Ponude se dostavljaju u pisanom obliku, na crnogorskom jeziku, i drugim jezicima koji je u službenoj upotrebi u Crnoj Gori, u skladu sa Ustavom i zakonom, u zatvorenoj koverti na kojoj je napisan tekst „ponuda-ne otvaraj“, broj Zahtjeva za dostavljanje ponude za nabavku male vrijednosti, naziv, broj telefona i adresa ponuđača.

- Ponudu može da podnese grupa ponuđača (zajednička ponuda), koji su neograničeno solidarno odgovorni za ponudu i obaveze iz ugovora o nabavci. Ponuđač koji u ponudi navede da će izvršenje određenih poslova iz ugovora o nabavci povjeriti podizvođaču/podugovaraču dužan je da u ponudi navede spisak podizvođača/podugovarača sa bližim podacima (naziv, adresa, poslove koje će izvršiti podizvođač/podugovarač i procentualno učešće).

Učešće svih podizvođača/podugovarača u izvršenju nabavke ne može da bude veće od 30% od ukupne vrijednosti ponude.

- Ponuđač izražava cijenu ponude u eurima. Cijena ponude piše se brojkama. U cijenu ponude moraju biti uračunati svi troškovi i popusti i PDV.

- Period važenja ponude je 60 dana od dana otvaranja ponuda,

- Ponuđač ima pravo tražiti pojašnjenje predmetnog Zahtjeva najkasnije do dva dana prije dana otvaranja ponuda.

- Ispravna ponuda je ponuda kojom ponuđači ispunjavaju sve uslove tražene ovim Zahtjevom.

- Neispravna ponuda je ponuda:

1. koja nije sačinjena u skladu sa uslovima utvrđenim Zahtjevom;
2. uz koju nije dostavljena dokumentacija utvrđena Zahtjevom;
3. kada ponuđač nije dostavio dokaz o zajedničkom nastupanju ili nisu imenovali nosioca zajedničke ponude;
4. u kojoj nije iskazana cijena, već je ponuđač naveo da nudi cijenu koja je za određeni procenat ili vrijednost niža od ponude sa najnižom cijenom;
5. u kojoj ukupna cijena nije iskazana u skladu sa Zahtjevom;
6. u kojoj je utvrđena računaska greška ponuđene cijene u iznosu višem od 3% vrijednosti ponude;
7. za koju ponuđač nije dao ili je odbio da da traženo objašnjenje ponude;
8. u kojoj visina ponuđene cijene prelazi procijenjenu vrijednost nabavke.

- Ponuđač može do isteka roka za dostavljanje ponuda dostaviti samo jednu ponudu i ne može je mijenjati.

- Ponude primljene nakon roka za dostavljanje ponuda neće biti razmatrane.

- Naručilac će zaključiti ugovor sa ponuđačem čija je ponuda izabrana kao najpovoljnija.

Prilog ovog Zahtjeva je:

-Obrazac Finansijski dio ponude i

-Izjava o ispunjenju uslova iz tačke V ovog Zahtjeva.

Službenica za javne nabavke,

Mirjana Radičević, dipl.ing.organizacije rada



Direktor,

Predrag Jelusić, dipl.ekonomista

Dostaviti:

- **UNIVERZITET CRNE GORE "INSTITUT ZA BIOLOGIJU MORA", KOTOR**

- u spise predmeta,

- a/a

FINANSIJSKI DIO PONUDE

r.b.	opis predmeta	bitne karakteristike ponuđenog predmeta nabavke	jedinica mjere	količina	jedinična cijena bez pdv-a (€)	ukupan iznos bez pdv-a (€)	pdv (€)	ukupan iznos sa pdv-om (€)
1								
2								
3								
...								
Ukupno bez PDV-a								
PDV								
Ukupno iznos sa PDV-om:								

Uslovi ponude:

Rok izvršenja ugovora je	
Rok plaćanja	
Način plaćanja	
Period važenja ponude	

Ovlašćeno lice ponuđača

(ime, prezime i funkcija)

(svojeručni potpis)

M.P.

Naziv Ponuđača _____

U skladu sa Odredbama Zakona o javnim nabavkama Crne Gore („Sl.list CG“ br. 42/11, 57/14, 28/15 i 42/17) dajemo sljedeću:

IZJAVU

Pod punom moralnom, materijalnom i krivičnom odgovornošću izjavljujem da uslove iz člana 65. Zakona o javnim nabavkama Crne Gore, navedene u tč. V Zahtjeva za dostavljanje ponuda za nabavku male vrijednosti broj: 0204-2971/3 od 17.09.2018. god. za Implementacija "Usvijimo plažu" pilot projekta na plažama : Jaz u Budvi i Blatna plaža u Herceg Novom u potpunosti ispunjavamo.

Ova Izjava je sastavni dio ponude.

Potpis ovlašćenog lica

Datum i mjesto potpisivanja _____

M. P.