Ref. No. 596-05-2026

INVITATION TO TENDER

Locally Contracted Expert - Drafting the Rulebook on port reception facilities and the delivery of waste from ships, transposing Directive (EU) 2019/883 in Montenegro
PS/SRV/LCE/036/2026

Section 1. Introductory information

1.1 Background information on the Permanent Secretariat of the Transport Community

The European Union - in accordance with Council Decision (EU) 2017/1937 - and the Republic of Albania, Bosnia and Herzegovina, Kosovo*, Montenegro, the Republic of North Macedonia, and the Republic of Serbia ('the Contracting Parties') signed the Treaty establishing the Transport Community ('the TCT').

The aim of the TCT is the creation of a Transport Community in the field of road, rail, inland waterway and maritime transport, as well as the development of the transport network between the European Union and the South-East European Parties (hereinafter referred to as 'the Transport Community'). The Transport Community shall be based on the progressive integration of transport markets of the South-East European Parties into the European Union transport market based on the relevant acquis, including in the areas of technical standards, interoperability, safety, security, traffic management, social policy, public procurement and environment, for all modes of transport excluding air transport.

In order to implement the TCT provisions and make the Transport Community operational, a Permanent Secretariat (hereinafter 'the TCT Secretariat') has been established. The seat of the TCT Secretariat is in Belgrade, as defined by the Agreement between the Transport Community and the Republic of Serbia signed on 30 January 2019.

1.2 Objective of this procurement

The assignment aims to support Montenegro in strengthening its legislative and institutional framework for the environmentally sound management of waste generated by ships and cargo residues, through the preparation of an implementing Rulebook aligned with Directive (EU) 2019/883, consolidated version.

The Rulebook should contribute to preventing the discharge of ship-generated waste and cargo residues into the sea, improving the availability and adequacy of port reception facilities, encouraging the delivery of waste ashore, and ensuring effective and transparent waste management arrangements in Montenegrin ports.

It should also promote the consistent application of the polluter-pays principle, strengthen environmental protection in the maritime sector and facilitate the practical implementation of the relevant EU requirements by the competent authorities and port operators.

The specific objectives of the assignment are to:

- review and assess the existing legal and institutional framework on Port Reception Facilities;
- draft provisions on information concerning ship-generated waste;
- draft provisions on delivery, reception, collection of waste and exemptions;
- draft provisions on port waste reception and handling plans;
- draft provisions on waste reception fees;
- draft provisions on the Board for Complaints of Port Users;
- draft supporting documents and implementing templates

1.3 Expected deliverables of the assignment are: as per the Terms of Reference.

1.4 Tentative timeframe: The assignment is expected to be performed during December 2026 – January 2027.

Section 2. Language of the supporting documentation

2.1 Language of application: The working language of the Transport Community Secretariat is English.

Section 3. Submission of the supporting documentation

3.1 Interested candidates are invited to submit a proposal consisting of the following documentation:

➢ CVs of experts with relevant experience in all fields related to this tender;

➢ Statement of Commitment from the expert (commitment letter) attached to this document;

➢ A short, detailed methodology/proposal on how the assignment will be delivered that will become part of the contract;

➢ Legal Entity Form - attached to this document;

➢ **Financial offer** (which shall specify a total sum amount in euros) **in a separate email** (not part of the CVs, Methodology or the other supporting documentation).

The financial offer is sent in a separate email, indicating in the subject line the reference number of the procurement.

Please note that only one offer per bidder is permitted. Accordingly, the submission of multiple or alternative offers, including offers submitted individually and jointly by the same party, will not be accepted.

3.2 The required documentation should be submitted electronically by e-mail to procurement@transport-community.org by **30 November 2026, 23:59h (CEST, UTC+2)**. Late submissions will not be considered for evaluation. The application should contain in the e-mail title the following reference: ***Application for*** **Locally Contracted Expert - Drafting the Rulebook on port reception facilities and the delivery of waste from ships, transposing Directive (EU) 2019/883 in Montenegro.**

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Section 4. Evaluation of offers

4.1 The offer will be evaluated against the required criteria as defined in the Terms of Reference.

Section 5. Objection to Award Decision

5.1 The objection against the contract award decision shall be submitted within 7 days, starting from the day following the notification/communication/publication of the contract award notice.

Section 6. Final Considerations

6.1 The payment will be made in one instalment following the submission and approval of all deliverables, including, but not limited to, the timesheet, the invoice, and other documents relevant to this procurement.

6.2 The following documents are attached to this Procurement Notice: Terms of Reference, Legal entity sheet, Timesheet template, Draft contract, Financial offer template and Invoice template.

6.3 TCT Secretariat reserves the right to cancel this procurement procedure at any moment without compensating the applicants. The cost of preparing a proposal, including any related travel, cannot be reimbursed by the TCT Secretariat under any circumstances, nor can the TCT Secretariat be held liable for it, regardless of the outcome of the procurement procedure.

6.4 Should you need any further clarification regarding this procurement notice, please send an email to procurement@transport-community.org by **26 November 2026, 23:59h (CEST, UTC+2) at the latest**.

The TCT Secretariat will post the response, including an explanation of the query without identifying the source of inquiry, on its website (https://www.transport-community.org/). Any request for clarification must be sent by standard electronic communication to the above e-mail address.