



Madrid, 22 May 2018

ICCAT CIRCULAR # 3362 / 2018

SUBJECT: TERMS OF REFERENCE – ICCAT CALL FOR TENDERS – COLLECTION OF BIOLOGICAL SAMPLES FOR THE STUDY OF GROWTH OF BILLFISH IN THE EASTERN ATLANTIC

I have the honour to transmit to you the attached ICCAT Call for Tenders for the "*Collection of biological samples for the study of growth of billfish in the eastern Atlantic*".

Please accept the assurances of my highest consideration.


Driss Meski
Executive Secretary

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Attachment: Terms of Reference for Tenders.

TERMS OF REFERENCE

- CALL FOR TENDERS -

COLLECTION OF BIOLOGICAL SAMPLES FOR THE STUDY OF GROWTH OF BILLFISH IN THE EASTERN ATLANTIC

Background and objectives

The main objectives of this project are to collect biological data on growth for billfish (BIL) in the eastern Atlantic, to supplement collections of such data conducted elsewhere in the Atlantic Ocean. This growth data are necessary to improve the growth parameters used in the assessment of billfish, and to help the SCRS to provide scientific advice to ICCAT for their management.

This Call for tenders aims is 2018 to collect biological data and to initiate growth studies for billfish from the eastern Atlantic.

This Call for tenders has two specific objectives:

- The first objective is to collect hard parts (otoliths, spines or vertebra) and associated information for marlins and sailfish caught off West Africa from all fisheries in the ICCAT Convention area, either from billfish fisheries or from those catching these species as by-catch.
- The second objective of this Call for Tenders is to support the analysis of data on length and age for estimating the growth parameters of the main billfish species that occur in the eastern Atlantic:
 - ✓ *Makaira nigricans* (BUM)
 - ✓ *Tetrapturus albidus* (WHM)
 - ✓ *Istiophorus albicans* (SAI)

As part of this biological samples collection and growth studies, scientific institutes and public or private entities are asked to submit tenders to provide samples on billfish hard parts. It would be preferable that organizations participating in the proposal do so as a consortium and submit one single offer for the project. All the samples collected and the results obtained under the Enhanced Program for Billfish Research (EPBR) shall be used only for scientific purposes and in accordance with ICCAT rules. Any other use of these data should be specifically authorized by ICCAT.

Contractor tasks

The Contractor will work in close consultation with the ICCAT Secretariat.

The Contractor will provide the Secretariat with a detailed description of the biological sampling scheme explaining how the biological activities should be conducted (species to be sampled, spatio-temporal strata of biological sampling, number of fish to be sampled, type of biological samples to be collected, etc.). It must be noted that for biological sampling and analysis, which are meant to represent the entire stock, studies that have a small temporal and spatial scale will not meet the project objectives. As such, tenders should be made on a **regional and collaborative basis**. It is clear, however, that given the timing of this Call for tenders, and the date of completion of the project, proponents will only be expected to collect samples for part of 2018, not for a full year.

The tender should be responsible for the following:

- a) The Contractor must provide the Secretariat with a detailed description of the biological sampling scheme, including aspects on the: biological sampling (e.g. ports, on board), type of biological samples to be collected and analyzed (otoliths, spines), number of fish to be sampled by month, biological parameters to be estimated, etc.
- b) The Contractor must strictly follow the protocols in the [ICCAT Manual](#) for the collection and analysis of the growth data.

- c) The Contractor shall provide a detailed report summarizing the preliminary growth parameters estimated to ICCAT.

Contractor minimum qualifications

- Documented multi-year experience in billfish tuna's research and/or research on large pelagic species with experience on fishery data collection.
- University degree in one of the following: fisheries science, marine biology, statistics, natural sciences, biological sciences, environmental sciences or closely related fields (in case of individual scientists).
- Excellent working knowledge of one of the three official languages of ICCAT (English, French or Spanish). A high level of knowledge of English is desirable.

Request for bids

Interested entities should submit an offer only to the attention of Mr. Driss Meski, the ICCAT Executive Secretary, at the following address: driss.meski@iccat.int by **8 June 2018**, including:

- a) The detailed description of the biological sampling scheme (as specified in the item (a) of the contractor tasks), the full cost of the collection of biological samples and the estimation of the growth and maturity parameters.
- b) The *curriculum vitae* of the tender (in case of individual scientists) and of any collaborator.
- c) The *curriculum vitae* of the institution (if an institution is the tenderer), with any documented experience in research on small tunas, or other large pelagic species or in data collection, to include recent and relevant contracts for the same or similar items and other references (including contract numbers, points of contact with telephone numbers and other relevant information).
- d) The name, address, and telephone number of the tendering body.
- e) The institutional and administrative background of the tendering body (e.g. statutes, type of institution, annual budget, budget control procedures, etc.) if applicable.
- f) A detailed list of any subcontracting activities.
- g) The declaration that the offering entity shall follow the ICCAT procedures and formats for data to be provided.
- h) A declaration that all the comments eventually made on data and/or documentation reported will be incorporated prior to submission to the ICCAT SCRS.
- i) Acknowledgment of this Call for tenders (if applicable).
- j) A statement specifying the extent of agreement with all terms, conditions and provisions herein included.

Offers that fail to furnish the required documentation and information, or reject the terms and conditions of this Call for tenders will not be considered.

The Contractors can be either research institutes as government or private laboratories, universities, or private consultancy firms or individual scientists or other entities having the qualifications required.

The Contractor should be available to report to any meeting requested by ICCAT.

The ICCAT Secretariat will make a selection of the offers. Following the selection process, the ICCAT Executive Secretary will notify the entity selected for the contract by **15 June 2018**.

Deliverables

1. A **SCRS document and a power point presentation** of the preliminary results to the ICCAT SCRS 2018 Billfish Species Group meeting.
2. Labelled hard structure samples are to be shipped according to instructions determined by the Billfish Species Group and the protocols in the [ICCAT Manual](#) for the collection and analysis of the age and growth data strictly followed.
3. The **draft report** to be submitted **at the latest by 15 December 2018**, and shall include:
 - a) Executive summary ;
 - b) Full description of the work carried out;
 - c) Preliminary description of the length at age and growth parameters;
 - d) References and literature cited.
4. The **final report** shall be updated taking into account the comments provided by the ICCAT Secretariat or SCRS and be submitted **by 31 December 2018** at the latest.

Payment details

Disbursement will be made according to the following schedule:

- 40% of the total amount of the contract within 30 days after signature of the contract and after receiving a regular invoice for the advance payment;
- 40% of the total amount of the contract upon reception of the draft final report and after receiving a regular invoice;
- 20% after the approval of the final report by ICCAT upon incorporation of comments made by ICCAT and receiving a regular invoice.

Logistics

All documents provided by the Contractor must be in [open format ODF 1.2](#) such as MS word or "*.odf" de Apache OpenOffice y LibreOffice, figures must be in Excel format or compatible, figures and pictures must be in JPEG or TIFF format or compatible. All documents submitted must be in English, French or Spanish.

Data must be provided in the standard ICCAT format for statistics. The biological data must be submitted in a format to be defined by the ICCAT Secretariat.

Copyright

All the material produced by the Contractor will remain the property of ICCAT, will be kept confidential, and cannot, in any case, be circulated by the Contractor selected. The scientific use of the data by the Contractor shall always be notified to ICCAT in advance for clearance.

For information concerning this Call for tenders, please contact the ICCAT Secretariat at the following address: info@iccat.int