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**SUPPLY CONTRACT NOTICE**

**Republic of North Macedonia**

**1. Reference**

**03-647/1**

**2. Procedure**

Single tender

**3. Programme title**

INTERREG IPA Cross Border Cooperation Programme Greece-Republic of North Macedonia 2014-2020

**4. Financing**

The project is co-funded by the European Union and by National Funds of the Countries participating in the Interreg IPA CBC Programme “Greece – Republic of North Macedonia 2014- 2020”

sol-na – CN2 – SO2.4– SC047

Subsidy Contract Budget line, Eternal Expertise and Service, WP2. Del 2.2.3,

**5. Contracting authority**

**PUBLIC ENTERPRISE FOR MANAGING AND PROTECTION OF THE MULTIPURPOSE AREA – JASEN, address St. 11 Oktomvri No.23a**, 1000 Skopje

**CONTRACT SPECIFICATION**

**6. Nature of contract** unit-price

**7. Contract description**

The current contract will support the **PUBLIC ENTERPRISE FOR MANAGING AND PROTECTION FF THE MULTIPURPOSE AREA – JASEN, 11 Oktomvri No.23a**, 1000 Skopje Republic of North Macedonia, in the process of implementation of the project “Nature based solutions for prevention and mitigation of natural disasters in the cross border area –sol-na” in improving its visibility by design and reproduction of communication and informative material.

**8. Number and titles of lots**

One lot only

**9. Maximum budget**

Total Budget: 5,440 EUR

**CONDITIONS OF PARTICIPATION**

**10. Legal basis, eligibility and rules of origin**

**The legal basis of this procedure is Regulation (EU) No 236/2014 of the European Parliament and of the Council of 11 March 2014 laying down common rules and procedures for the implementation of the Union's instruments for financing external action. See Annex A2 of the practical guide.**

**Participation is open to all natural persons who are nationals of and legal persons (participating either individually or in a grouping – consortium – of candidates/tenderers) which are effectively established in a Member State of the European Union or in a eligible country or territory as defined under Article 8 of Regulation (EU) No 236/2014 establishing common rules and procedures for the implementation of the Union's instruments for external action (CIR) for the applicable instrument under which the contract is financed.**

**Participation is also open to international organisations.**

**Participation financed by the European Instrument for Democracy and Human Rights (EIDHR) and the Instrument contributing to Stability and Peace (IcSP)1 is fully untied2.**

**11. Number of tenders**

No more than one tender can be submitted by a natural or legal person whatever the form of participation (as an individual legal entity or as leader or member of a consortium submitting a tender). In the event that a natural or legal person submits more than one tender, all tenders in which that person has participated will be excluded.

**12. Grounds for exclusion**

As part of the tender, tenderers must submit a signed declaration, included in the tender form, to the effect that they are not in any of the exclusion situations listed in Section 2.6.10.1. of the practical guide.

Tenderer included in the lists of EU restrictive measures (see Section 2.4. of the PRAG) at the moment of the award decision cannot be awarded the contract.

**13. Sub-contracting**

Subcontracting is allowed.

**PROVISIONAL TIMETABLE**

**14. Provisional commencement date of the contract**

02 December 2022

**15. Implementation period of the tasks**

The implementation of tasks starts with the date of commencement of the contract and the reproduction of the communication, informative and training material will be implemented on request by the contracting authority, during the entire project period, i.e. not later than December 2023.

**SELECTION AND AWARD CRITERIA**

**16. Selection criteria**

Capacity-providing entities

An economic operator (i.e. candidate or tenderer) may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links it has with them. If the economic operator relies on other entities, it must in that case prove to the contracting authority that it will have at its disposal the resources necessary for the performance of the contract by producing a commitment by those entities to place those resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility and notably that of nationality as the economic operator relying on them and must comply with the selection criteria for which the economic operator relies on them. **Furthermore, the data for this third entity for the relevant selection criterion should be included in a separate document**. Proof of the capacity will also have to be provided when requested by the contracting authority.

With regard to technical and professional criteria, an economic operator may only rely on the capacities of other entities where the latter will perform the tasks for which these capacities are required.

With regard to economic and financial criteria, the entities upon whose capacity the economic operator relies, become jointly and severally liable for the performance of the contract.

The following selection criteria will be applied to the tenderers. In the case of tenders submitted by a consortium, these selection criteria will be applied to the consortium as a whole if not specified otherwise. The selection criteria will not be applied to natural persons and single-member companies when they are sub-contractors.

The tenderer shall not use previous experience which caused breach of contract and termination by a contracting authority as a reference for selection criteria. The selection criteria for each tenderer are as follows:

**1) Economic and financial capacity of the tenderer** (based on item 3 of the tender form). In case of tenderer being a public body, equivalent information should be provided. The reference period which will be taken into account will be the last three financial years for which accounts have been closed.

The objective of this criterion is to examine whether or not the tenderer (i.e. the consortium as a whole, in the case of a tender from a consortium):

• will not be economically dependent on the contracting authority in the event that the contract is awarded to it; and

• has sufficient financial stability to handle the proposed contract.

**Criteria for legal and natural person**

• the average annual turnover of the tenderer must exceed the annualised maximum budget of the contract i.e. the maximum budget stated in the contract notice divided by the initial contract duration in years, where this exceeds 1 year (minimum annual turnover requested may not exceed 2 times the estimated annual contract value, except in duly justified cases motivated in the tender dossier); and

• Current ratio (current assets/current liabilities) in the last year for which accounts have been closed must be at least 1. In case of a consortium, this criterion must be fulfilled by each member.

**2) Professional capacity of the tenderer** (based on items 4 of the tender form).

The reference period which will be taken into account will be the last three years preceding the submission deadline.

The objective of this criterion is to examine whether or not the tenderer (i.e. the consortium as a whole, in the case of a tenderer from a consortium):

• has sufficient ongoing staff resources and expertise to be able to handle the proposed contract

• is not a so-called ‘body shop’, i.e. a tenderer with no real expertise in fields related to the contract but which simply identifies and proposes experts to fit the service contract description Note that criterion should not discourage participation to this call for tenders.

**Criteria for legal persons** has sufficient ongoing staff resources and expertise to be able to handle the proposed contract. “Sufficient” means at least 2 (two) staff currently work for the tenderer in fields related to this contract; and

**Criteria for natural persons:**

The tenderer is currently working/has worked during the past 3 years as manager/team-leader or equivalent position with at least 1 collaborator in fields related to this contract.

**3) Technical capacity of tenderer** (based on items 5 and 6 of the tender form). The reference period which will be taken into account will be the last five years preceding the submission deadline.

The objective of this criterion is to examine whether or not the tenderer (i.e. the consortium as a whole, in the case of a tender from a consortium) has sufficient expertise and experience to be able to handle the proposed contract.

**Criteria for legal and natural persons**

the tenderer has provided services under at least 1 contract with similar budget to the one of this contract in IT hardware and software which was implemented at any moment during the following period: 2017-2022.

This means that the service contract the tenderer refers to could have been started at any time during the indicated period but it does not necessarily have to be completed during that period, nor implemented during the entire period. Tenderers are allowed to refer either to service contracts completed within the reference period (although started earlier) or to service contracts not yet completed. Only the portion satisfactorily completed during the reference period will be taken into consideration. This portion will have to be supported by documentary evidence (-statement or certificate from the entity which awarded the contract, proof of payment) also detailing its value. If a tenderer has implemented the service contract in a consortium, the percentage that the tenderer has successfully completed must be clear from the documentary evidence, together with a description of the nature of the services provided if the selection criteria relating to the pertinence of the experience have been used.

Previous experience which would have led to breach of contract and termination by a contracting authority shall not be used as reference. This is also applicable concerning the previous experience of experts required under a fee-based service contract.

**17. Award criteria**

Price (or, if appropriate after prior approval, the best price-quality ratio which is a combination of quality and price).

**TENDERING**

**18. Deadline for submission of tenders**

The deadline for submission of tenders is **02/12/2022, 13:00 h**

**19. Tender format and details to be provided**

**Tenders must be submitted using the standard tender form.**

The tender must be accompanied by a declaration on honour on exclusion and selection criteria using the template available from the following Internet address:

<https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesA(Ch.2):General>

Any additional documentation (brochure, letter, etc.) sent with a tender will not be taken into consideration.

**20. How tenders may be submitted**

Tenders must be submitted in English exclusively to the contracting authority, using the means specified in point 10 of the instructions to tenderers.

**Tenders submitted by any other means will not be considered.**

By submitting a tender tenderers accept to receive notification of the outcome of the procedure by electronic means.

**21. Alteration or withdrawal of tenders**

Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders. No tender may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with point 15 of the instructions to tenderers.

**22. Operational language**

All written communications for this tender procedure and contract must be in English.

**23. Additional information**

Financial data to be provided by the candidate in the standard application form must be expressed in EUR. If applicable, where a candidate refers to amounts originally expressed in a different currency, the conversion to EUR shall be made in accordance with the InforEuro exchange rate of **December 2022** of the applicable InforEuro exchange rate, which can either correspond to the month and year of the publication of the present contract notice or the month and year corresponding to the deadline for submitting applications], which can be found at the following address: http://ec.europa.eu/budget/graphs/inforeuro.html.