



SERVICE CONTRACT NOTICE

„ Project management support: external expert to support the Municipality employees in the coordination and day-to-day management of the project“

„ External expert for the elaboration of 4 financial progress reports and 1 final report “

Bitola – Pelagonia region , project BENEFIT

1. Reference

Outgoing ref: 08 – 361/3 , 2019
CN1-SO 2.1-SC 007

2. Procedure

Single Tender

3. Programme title

“Interreg IPA Cross-border Cooperation Programme Greece-the former Yugoslav Republic of Macedonia 2014-2020”

4. Financing

BENEFIT-CN1-SO 2.1-SC 007

Budget lines D.1.4.2 and D.1.4.4

5. Contracting authority

Municipality of Bitola
Bulevard 1-st of May 61, 7000 Bitola
+ 389 47 208 334

CONTRACT SPECIFICATION

6. Nature of contract

Global price

7. Contract description

The following assignments should be realized in the framework of this contract:

„ Project management support: external expert to support the Municipality employees in the coordination and day-to-day management of the project“

„ External expert for the elaboration of 4 financial progress reports and 1 final report “

The overall objective of the contract is to support the Municipality employees in the implementation of the project Building ENergy Efficiency ImprovemenT- Benefit providing consultancy services and preparation of the reports.

The contractor should provide consultancy services about implementing all work packages:

- Work package 1 Project management and coordination
- Work package 2 Communication & Dissemination
- Work package 3 Mapping of energy efficiency for public buildings in the cross-border area
- Work package 4 Energy efficiency planning for Regions and Municipalities
- Work package 5 Pilot Buildings' Energy Efficiency projects implementation in the cross-border area
- Work package 6 Energy efficiency planning for Regions and Municipalities

And the contractor also should provide 4 financial reports and one final report.

8. Number and titles of lots

N/A

9. Maximum budget

- for D.1.4.2. 5.100,00 EUR without VAT and
- for D.1.4.4. 2.500,00 EUR without VAT

TOTAL 7.600,00 EUR without VAT

CONDITIONS OF PARTICIPATION

10. Eligibility

Participation is open to all natural persons who are nationals of and legal persons [participating either individually or in a grouping (consortium) of tenderers] which are effectively established in a Member State of the European Union or in a eligible country or territory as defined under the 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 (see also heading 22 below). Participation is also

open to international organisations. All supplies under this contract must originate in one or more of these countries. However, they may originate from any country when the amount of the supplies to be purchased is below EUR 100 000 per purchase.

Participation is open to all legal persons [participating either individually or in a grouping (consortium) of tenderers] which are established in a Member State of the European Union or in a country or territory of the regions covered and/or authorised by the specific instruments applicable to the programme under which the contract is financed (see item 22 below). All goods supplied under this contract must originate in one or more of these countries. Participation is also open to international organisations. Participation of natural persons is directly governed by the specific instruments applicable to the programme under which the contract is financed.

Participation in tendering is open on equal terms to natural and legal persons (participating either individually or in a grouping (consortium) of tenderers which are established in a Member State of the European Union, ACP States or in a country or territory authorised by the ACP_EC Partnership Agreement under which the contract is financed (see also item 23 below). Participation is also open to international organisations.

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

At most 10 days after deadline for tender

15. Implementation period of the tasks

Until 19.10.2020

SELECTION AND AWARD CRITERIA

16. Selection criteria

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.

1) Economic and financial capacity of the tenderer. 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 years for which accounts have been closed.

- the average annual turnover of the tenderer must exceed the annualised maximum budget of the contract

During evaluation process tenderer can provide

- Statement from bank or
- Presentation of balance sheets or
- Extract of balance sheets, or
- Statement of overall turnover for services covered by a contract

Successful tenderer will must to provide Statement from bank, Presentation of balance sheets, Extract of balance sheets.

2) Professional capacity of the tenderer.

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

At least 1 staff currently work for the candidate in fields related to this contract or will provide subcontracts (Statement from the tenderer that has 1 staff that currently work for the candidate or will provide subcontract)

3) Technical capacity of tenderer. The reference period which will be taken into account will be the last three years from submission deadline.

Experience with implementing minimum 1 service related with the content of the contract or similar activity in past 3 years (contract or invoices for implemented activities related to the contract or statement that will include reference)

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.

An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to the contracting authority that it will have at its disposal the resources necessary for performance of the contract, for example by producing a commitment on the part of 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 - notably that of nationality - and must comply with the selection criteria for which the economic operator relies on them. 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 works or services for which these capacities are required. With regard to economic and financial criteria, the entities upon whose capacity the tenderer relies, become jointly and severally liable for the performance of the contract.

17. Award criteria

Best price-quality ratio.

TENDERING

18. Deadline for receipt of tenders

The deadline for receipt of tenders is specified in point 8 of the instruction to tenderers.

19. Tender format and details to be provided

Tenders must be submitted using the standard tender form for simplified procedures, the format and instructions of which must be strictly observed. The tender form is available from the following internet address: <http://ec.europa.eu/europeaid/prag/annexes.do?group=B> , under the zip file called Simplified Tender dossier.

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

<http://ec.europa.eu/europeaid/prag/annexes.do?chapterTitleCode=A>

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 8 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 8 of the instructions to tenderers. The outer envelope (and the relevant inner envelope if used) must be marked 'Alteration' or 'Withdrawal' as appropriate.

22. Operational language

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

23. Legal basis

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 and IPA II.

24. Additional information

N.A