



REF:08-410/8

10.06.2020

CLARIFICATION TO TENDER FOR DEVELOPMENT OF DIGITAL MAP, 3D VIRTUAL PRESENTATION AND INTERACTIVE WEB APPLICATION FOR EXPLORING CULTURAL-HISTORICAL MONUMENTS IN BITOLA

In position to the published Invitation to tender for Development of Digital map, 3D virtual presentation and Interactive web application for exploring cultural-historical monuments in Bitola and the tender dossier, we have received the following questions, which we present with the appropriate answers attached:

1. Please give us the details about the Statement (which should be certified by notary). It is some template or we should developed by ourselves?

Answer: All documents that need to be filled are given in the tender dossier on the following [link](#). The documents that you need to provide from the institutions are listed exhaustively and they are issued by the institutions. In cases where documents are not issued in English, they must be translated by an authorized translator and notarized.

2. The founder of the company and Director is abroad and cannot sign the documents so is it necessary to send power of attorney or can he sign the documents with digital certificate from EU?

Answer: Considering that the documentation should be submitted in paper form, if the director is not able to sign the documentation, he should have an authorized person (power of attorney) who will be able to sign the documents.

3. Who should sign this Statement? It is necessary to be Founder and Director of the Company or can an employee who has a power of attorney as a proxy?

Answer: The statement should be signed by the authorized person or the director, except the statements of the experts who personally sign them.

4. If it is necessary to be submitted and power of attorney for this specific project to be signed by employee, what is necessary to be included? (the period for validity, detailed tasks which can be performed etc) or just simple one where can be noted only project?

Answer: If the question refers to the statement of the experts involved in the project, according to the terms of reference, you only need to follow the guidelines in the statement, which accurately describes which expert, with how much working time, on which project is engaged.





If you mean the authorization (power of attorney) that will be given to the person by the director, it should refer to the entire period to which the duration of the contract for the realization of these services refers.

5. What about the list of the annexes what should be submitted? Can all of them be signed and stamped by employee who has a power of attorney?

Answer: All documents from the tender file (where appropriate stated) must be signed by the director or the authorized person. Follow the letter of invitation and fill the documentation according to the law, PRAG and IPA Procurement Manual.

6. Do you have all needed documents as appendices to be sent or have to download one by one from the link?

Answer: The link contains all the documents you need to download and fill out in accordance with the instructions in them, as well as to enclose evidence as stated therein. This placement of documents corresponds with Invitation to tender, for easier review by interested parties.

7. Regarding the financial offer, it is emphasized in the Instruction to tenderers document the financial offer to be submitted using the template for the global-price version of Annex V to part B of this tender dossier (Interreg_IPA_Cineculture_Bitola.rar). It is further stated that the electronic version of the document can be find on the following link <https://ec.europa.eu/europeaid/prag/document.do?isAnnexes=true>. The document from the tender dossier and the link, differs from each other. The question is which of those document should be used for submitting financial offer (budget)?

Answer: It's the same document. Annex V to part B of the tender dossier is the B8i1 Budget for a global-price contract in the List of Annexes to the following link <https://ec.europa.eu/europeaid/prag/document.do?isAnnexes=true>.

8. Does the interior of the 3D models should be modeled?

Answer: The answer of this question is specified in the part BII Terms of reference: Objective, purpose & expected results. When you submitting your tender, you must follow all instructions, forms, terms of reference, contract provisions and specifications contained in the tender dossier.

9. Regarding your announcement for tender number CINECULTURE-CN1-SO 1.3-SC 005 (08-410 / 1) intended for the Municipality of Bitola within the program Interreg IPA Cross-border Cooperation Program Greece - the Republic of North Macedonia 2014 – 2020. In a situation where we are unable to make a presentation of the proposed solution, we would like to present to you in this way what we think would meet your expectations. Here are some suggestions and questions.



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Answer: Considering the links, we received with suggestions, please put all your suggestions in the tender form when applying, all properly marked. Those can also be inserted as links in the documentation, which would represent the way you intend to achieve the goals set in the according tender positions.

The Municipality of Bitola has received the two following questions, which did not make their way to the Cineculture project official email, but were forwarded to the project management. In order to provide equal treatment and transparency to all tenderers, we decide to translate them in the official programme language and present them to all, completed with the answers given:

10. **Considering the Key expert 2: Expert for collection and digitization historical data, is it acceptable to supply an applicant - expert in the area of History, proven historian with publications in the field of History or Architecture which is not directly linked to 3D modeling as a contemporary tool, but has essential knowledge in the thematic of History and Architecture.**

Answer: All experts who have a crucial role in implementing the contract are referred to as key experts. The profiles of the key experts for this contract are defined in terms of references.

11. We are keen to know if the applicant (or partner) should have a past project in the area of expertise with value greater than 33000 Euros within the past 3 years. Would you consider if the applicant (or partner) has finished multiple projects in the field of historic heritage which are of lesser value if seen individually. For example, if they have made 3D mapping of a cultural landmark of national interest valued 10000 Euros, and another landmark such as a church, valued 15000, plus some objects of the architectural fields of expertise, such as streets, bazaars etc., even industrial objects which sum up over 33000 Euros combined. Since this entry can only have one applicant which has finished a 3D modeling project in Macedonia, valued over 33000 Euros within the last 3 years, this eliminates the competition and a certain applicant is favored.

Answer: The documents are created according with the PRAG and IPA Procurement Manual. The technical criteria is taken from the official document service contract notice on the following link <https://ec.europa.eu/europeaid/prag/document.do?isAnnexes=true> with the list of annexes. Thus, there is no deviation from the PRAG rules and no room for any applicant being treated as favorite.

All this information are defined in the service contract notice in the part of selection and award criteria in the **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 three years preceding the submission deadline.

- the tenderer has provided services under at least one contract with a budget of at least that of this contract in 3D modelling and virtual tours of historical buildings which was implemented at any moment during the period last three years preceding the submission deadline.

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This means that the service contract the tenderer refers to could have been started or completed at any time during the indicated period but it does not necessarily have to be started and 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. In the first case the service contract will be considered in its whole if proper evidence of performance is provided (statement or certificate from the entity which awarded the contract, proof of final payment for services). In case of service contract still on-going only the portion satisfactorily completed during the reference period although started earlier will be taken into consideration. This portion will have to be supported by documentary evidence (similarly to service contracts completed) 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.

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 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 - notably that of nationality - 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 the tender 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 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.

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