

**CORRIGENDUM No: 1**  
**to the**  
**TERMS OF REFERENCE, CONTRACT NOTICE and in INSTRUCTION TO**  
**TENDERERS**  
**for the TENDER 08-913/4**

**Publication Ref: 08 913/4/12**

**20.10.2020**

**Subject: Tender for External expertise and services for: Project Management for the proper project implementation for Municipality of Bitola, Multilingual Project Communication Package - Promotion Material - Promotion Campaign Strategy and Organization of National Conferences in Bitola with publication reference 08-913/4**

**Location – Bitola**

**The following alterations and/ or corrections are made to the TERMS OF REFERENCE:**

#### **4.1.1. Description of the assignment**

##### **The former text:**

##### 4.1.1. Description of the assignment

###### LOT 1

- Project Management Municipality of Bitola in the frame of the project intend to hire expert for the proper project implementation and management during the implementation of the project The expert will have to assist the Municipality employees from signing the contract until the implementation of the project. The contractor should provide assistance for implementation activities that are part of all work packages described also project management. The maximum available value of the contract is 2400 EUR without VAT. Payments will be realized on the basis of issued invoice by the contractor, after completing each tasks.

###### LOT 2

- Multilingual Project Communication Package, Printed materials and Promotion Campaign Strategy Municipality of Bitola in the frame of the project intends to hire external expertise for: better coordination and support for the achievement of the planned outputs, for project promotion consisted of printed materials and promotional campaign strategy that will helps to coordinate partnership and support the achievement of planned outputs FOLDERS

(Preparation, design and color printing 2/4 cover (dimension 215mmx310mm), paper kunstdruck 350gr. making shtanc with internal folded for setting working materials, final development two side plastic and selective varnish) x 100 pcs, PEN printed x 100 pcs, PRINTED USB 8MB x 100pcs. LEAFLETS preparation, design and color printing x 100 pcs, BANNER including material 2000mm x 800mm, preparation text, design, computer preparation for printing, colour printing) x 2pcs BROSCHURES preparation, design and color printing x 100 pcs The maximum available value of the contract is 3000 EUR without VAT. Payments will be realized on the basis of issued invoice by the contactor, after completing each tasks.

- National Conference Municipality of Bitola in the frame of the project intends to hire external expertise and services that should work on: Organisation of 1 open-energy week (EU Energy week) in Bitola to present project results to the general public, Collect and review regional and local level policies and action plans and Training seminars for professionals (organization and invited speakers). The maximum available value of the contract is 4000 EUR without VAT. Payments will be realized on the basis of issued invoice by the contactor, after completing each tasks.

### **Shall read as new text:**

#### 4.1.1. Description of the assignment

##### LOT 1

- Project Management Municipality of Bitola in the frame of the project intend to hire expert for the proper project implementation and management during the implementation of the project The expert will have to assist the Municipality employees from signing the contract until the implementation of the project. The contractor should provide assistance for implementation activities that are part of all work packages described also project management. The maximum available value of the contract is 2400 EUR without VAT. Payments will be realized on the basis of issued invoice by the contactor, after completing each task.

##### LOT 2

- **Multilingual Project Communication Package, Printed materials and Promotion Campaign Strategy** Municipality of Bitola in the frame of the project intends to hire external expertise for : better coordination and support for the achievement of the planned outputs, for project promotion consisted of printed materials and promotional campaign strategy that will helps to coordinate partnership and support the achievement of planned outputs Notebook (A5, min. 50pages printed project logo on the cover) x 100 pcs, PEN printed project logo x 100 pcs, BROSCHURES (approx. 8 pages) colour printing x 100 pcs, Printed T shirt x 100pcs. All the sets should be put in appropriate bag that include project logo. BANNER including material 2000mm x 800mm, preparation text, design, computer preparation for printing, colour printing) x 2pcs. The maximum available value of the contract is 3000 EUR without VAT. Payments will be realized on the basis of issued invoice by the contactor, after completing each task.

- This include organization of 1-day National Conferences that will promote and present the project results to the general public. The Conference must be organized in appropriate place including speakers, interpreter's equipment for interpreting, refreshments etc. On the Conference the Contractor must invite target groups related with theme and also other innovative ideas will be acceptable. The maximum available value of the contract is 4000 EUR without VAT.

Payments will be realized on the basis of issued invoice by the contactor, after completing each task.

## 4.2 Specific work

### The former text:

#### 4.2 Specific work

For LOT 1

#### Project management

The contractor has to provide support to the Municipality employees in the project management activities. During the implementation of the project, the contractor will support all the activities related to the project in accordance with project management team, tendering procedures, reports and other project management activities. The maximum available value of the contract is 2400 EUR without VAT. Payments will be realized on the basis of issued invoice by the contactor, after completing each off the tasks.

#### LOT 2

#### Multilingual Project Communication Package, Printed materials and Promotion Campaign Strategy

Multilingual Project Communication Package, Printed materials and Promotion Campaign Strategy Municipality of Bitola in the frame of the project intends to hire external expertise for : better coordination and support for the achievement of the planned outputs with multilingual project communication package, for project promotion consisted of printed materials and promotional campaign strategy that will helps to coordinate partnership and support the achievement of planned outputs FOLDERS (Preparation, design and colour printing 2/4 cover (dimension 215mmx310mm), paper kunstdruck 350gr. making shtanc with internal folded for setting working materials, final development two side plastic and selective varnish) x 100 pcs, PEN printed x 100 pcs. PRINTED USB 8MB x 100pcs. LEAFLETS preparation, design and colour printing x 100 pcs, BANNER (Aluminum roll Banner complete with stand and case) including material 2000mm x 800mm, preparation text, design, computer preparation for printing, colour printing) x 2pcs BROSCHURES preparation, design and colour printing (Paper format B5, up to 20 pages, color printing, cover kunstdruck 250gr.) x 100 pcs. The maximum available value of the contract is 3000 EUR without VAT. Payments will be realized on the basis of issued invoice by the contactor, after completing each off the tasks. Posters, banners, leaflets, brochures & flash drives will assist this activity.

## National Conference

National Conference Municipality of Bitola in the frame of the project intends to hire external expertise and services that should work on: Organisation of 1 open-energy week (EU Energy week) in Bitola to present project results to the general public, Collect and review regional and local level policies and action plans and Training seminars for professionals (organization and invited speakers). The maximum available value of the contract is 4000 EUR without VAT. Payments will be realized on the basis of issued invoice by the contractor, after completing each tasks.

The contractor should provide report about implemented activity.

The contractor must also comply with the latest Communication and Visibility Manual for EU External Actions concerning acknowledgement of EU financing of the project. (See [https://ec.europa.eu/europeaid/communication-and-visibility-manual-eu-external-actions\\_en](https://ec.europa.eu/europeaid/communication-and-visibility-manual-eu-external-actions_en)).

## Shall read as new text:

### 4.2 Specific work

For LOT 1

#### Project management

The contractor has to provide support to the Municipality employees in the project management activities. During the implementation of the project, the contractor will support all the activities related to the project in accordance with project management team, tendering procedures, reports and other project management activities. The maximum available value of the contract is 2400 EUR without VAT. Payments will be realized on the basis of issued invoice by the contractor, after completing each off the tasks.

#### LOT 2

#### Multilingual Project Communication Package, Printed materials and Promotion Campaign Strategy

Multilingual Project Communication Package, Printed materials and Promotion Campaign Strategy Municipality of Bitola in the frame of the project intends to hire external expertise for : better coordination and support for the achievement of the planned outputs with multilingual project communication package, for project promotion consisted of printed materials and promotional campaign strategy that will helps to coordinate partnership and support the achievement of planned outputs Notebook (A5, min. 50pages printed project logo on the cover) x 100 pcs, PEN printed project logo x 100 pcs, BROSCHURES (approx. 8 pages) colour printing x 100 pcs, Printed T shirt x 100pcs. All the sets should be put in appropriate bag that include project logo. BANNER including material 2000mm x 800mm, preparation text, design, computer preparation for printing, colour printing) x 2pcs . The maximum available value of the contract is 3000 EUR without VAT. Payments will be realized on the basis of issued invoice by the contractor, after completing each off the tasks. Posters, banners, leaflets, brochures & flash drives will assist this activity.

## National Conference

This include organization of 1-day National Conferences that will promote and present the project results to the general public. The Conference must be organized in appropriate place including speakers, interpreter's equipment for interpreting, refreshments etc. On the Conference the Contractor must invite target groups related with theme and also other innovative ideas will be acceptable. The maximum available value of the contract is 4000 EUR without VAT. Payments will be realized on the basis of issued invoice by the contactor, after completing each task.

The contractor should provide report about implemented activity.

The contractor must also comply with the latest Communication and Visibility Manual for EU External Actions concerning acknowledgement of EU financing of the project. (See [https://ec.europa.eu/europeaid/communication-and-visibility-manual-eu-external-actions\\_en](https://ec.europa.eu/europeaid/communication-and-visibility-manual-eu-external-actions_en)).

**All other terms and conditions of the Terms of reference remain unchanged. The above alterations and /or corrections to the Terms of reference are integral part of the Terms of reference.**

## **The following alterations and/ or corrections are made to the CONTRACT NOTICE:**

### **7. Contract description**

#### **The former text:**

### **7. Contract description**

- **PROJECT MANAGEMENT:** 1 technical or scientific expert will be responsible for the proper project implementation and management during the implementation of the project for Bitola Municipality. This includes project management assistance, consultancies, and support during reports preparation and advising for all work packages
- **MULTILINGUAL PROJECT COMMUNICATION PACKAGE** that will helps to coordinate partnership and support the achievement of planned outputs

**Promotion Material** (design, preparation and dissemination of the promo printed materials) sets :

FOLDERS (Preparation, design and color printing 2/4 cover (dimension 215mmx310mm), paper kunstdruck 350gr. making shtanc with internal folded for setting working materials, final development two side plastic and selective varnish) x 100 pcs

PEN printed x 100 pcs

BROSCHURES preparation, design and color printing x 100 pcs

PRINTED USB 8MB x 100pcs

LEAFLETS Preparation, design and color printing x 100 pcs

BANNER including material 2000mm x 800mm, preparation text, design,  
computer

preparation for printing, colour printing) x 2pcs

**Promotion Campaign Strategy** that will help to promote the achievement of planned outputs

- **NATIONAL CONFERENCES:** An external expert for Bitola Municipality will organize the 1-day National Conference in Bitola

This include organization of 1-day National Conferences that will promote and present the project results to the general public. The Conference must be organized in appropriate place including speakers, interpreter's equipment for interpreting, refreshments etc. On the Conference the Contractor must invite companies related with theme and also other innovative ideas will be acceptable.

The organization of the 1-day National Conference in Bitola should be done until the end of the project implementation.

## Shall read as new text:

### 7. Contract description

- **PROJECT MANAGEMENT:** 1 technical or scientific expert will be responsible for the proper project implementation and management during the implementation of the project for Bitola Municipality. This includes project management assistance, consultancies, and support during reports preparation and advising for all work packages
- **MULTILINGUAL PROJECT COMMUNICATION PACKAGE** that will helps to coordinate partnership and support the achievement of planned outputs

**Promotion Material** (design, preparation and dissemination of the promo printed materials) sets:

Notebook (A5, min. 50pages printed project logo on the cover) x 100 pcs

PEN printed project logo x 100 pcs

BROSCHURES (approx. 8 pages) colour printing x 100 pcs

Printed T shirt x 100pcs

All the sets should be put in appropriate bag that include project logo.

BANNER including material 2000mm x 800mm, preparation text, design,  
computer preparation for printing, colour printing) x 2pcs

**Promotion Campaign Strategy** that will help to promote the achievement of planned outputs

- **NATIONAL CONFERENCES:** An external expert for Bitola Municipality will organize the 1-day National Conference in Bitola

This include organization of 1-day National Conferences that will promote and present the project results to the general public. The Conference must be organized in appropriate place including speakers, interpreter's equipment for interpreting, refreshments etc. On the Conference the Contractor must invite **target groups** related with theme and also other innovative ideas will be acceptable.

The organization of the 1-day National Conference in Bitola should be done until the end of the project implementation.

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

##### **The former text:**

14. Provisional commencement date of the contract  
For both lots  
10.11.2020

##### **Shall read as new text:**

14. Provisional commencement date of the contract  
For both lots  
**20.11.2020**

**All other terms and conditions of the Contract Notice remain unchanged. The above alterations and /or corrections to the Contract Notice are integral part of the Contract Notice.**

#### **The following alterations and/ or corrections are made to the INSTRUCTION TO TENDERERS:**

##### **2 Timetable**

##### **The former text:**

##### **2 Timetable**

	<b>DATE</b>	<b>TIME*</b>
<b>Deadline for requesting clarification from the contracting authority</b>	16.10.2020	14:00
<b>Last date for the contracting authority to issue clarification</b>	20.10.2020	-

<b>Deadline for submitting tenders</b>	29.10.2020	12:00
<b>Interviews (if any)</b>	N/A	-
<b>Completion date for evaluating technical offers</b>	05.11.2020	-
<b>Notification of award</b>	05.11.2020	-
<b>Contract signature</b>	10.11.2020	-
<b>Start date</b>	10.11.2020	-

\* All times are in the time zone of the country of the contracting authority

□ Provisional date

**Shall read as new text:**

## 2 Timetable

	<b>DATE</b>	<b>TIME*</b>
<b>Deadline for requesting clarification from the contracting authority</b>	16.10.2020	14:00
<b>Last date for the contracting authority to issue clarification</b>	20.10.2020	-
<b>Deadline for submitting tenders</b>	06.11.2020	12:00
<b>Interviews (if any)</b>	N/A	-
<b>Completion date for evaluating technical offers</b>	13.11.2020	-
<b>Notification of award</b>	13.11.2020	-
<b>Contract signature</b>	20.11.2020	-
<b>Start date</b>	20.11.2020	-

## 8. Submission of tenders

**The former text:**

### 8. Submission of tenders

Tenders must be sent to the contracting authority before 29.10.2020 12:00. They must include the requested documents in clause 4 above and be sent:



- **EITHER** by post or by courier service, in which case the evidence shall be constituted by the postmark or the date of the deposit slip<sup>1</sup>, to:

**Municipality of Bitola/Project Green Inter e Mobility**

**61 Boulevard 1-st of May**

**7000 Bitola**

- **OR hand delivered** by the participant in person or by an agent **directly** to the premises of the contracting authority in return for a **signed and dated receipt**, in which case the evidence shall be constituted by this acknowledgement of receipt, to:

**Municipality of Bitola/Project Green Inter e Mobility**

**61 Boulevard 1-st of May**

**7000 Bitola**

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

The contracting authority may, for reasons of administrative efficiency, reject any tender submitted on time to the postal service but received, for any reason beyond the contracting authority's control, after the effective date of approval of the short-list report or of the evaluation report, if accepting tenders that were submitted on time but arrived late would considerably delay the evaluation procedure or jeopardise decisions already taken and notified.

Tenders must be submitted using the double envelope system, i.e., in an outer parcel or envelope containing two separate, sealed envelopes, one bearing the words '**Envelope A — Technical offer**' and the other '**Envelope B — Financial offer**'. All parts of the tender other than the financial offer must be submitted in Envelope A (i.e. including the tender submission form, statements of exclusivity and availability of the key experts and declarations).

The outer envelope should provide the following information:

- a) the address for submitting tenders indicated above;
- b) the reference code of the tender procedure (i.e. Green Inter-e-Mobility – CN1 – S.0 2.1 – SC 039 (08-913/4));
- c) the words 'Not to be opened before the tender-opening session' and 'Не отворај пред сесија за отворање на тендерот';
- d) the name of the tenderer.

The pages of the technical and financial offers must be numbered.

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<sup>1</sup> It is recommended to use registered mail in case the postmark would not be readable.

## Shall read as new text:

### 8. Submission of tenders

Tenders must be sent to the contracting authority before **06.11.2020 12:00**. They must include the requested documents in clause 4 above and be sent:

- **EITHER** by post or by courier service, in which case the evidence shall be constituted by the postmark or the date of the deposit slip<sup>2</sup>, to:

**Municipality of Bitola/Project Green Inter e Mobility**

**61 Boulevard 1-st of May**

**7000 Bitola**

- **OR hand delivered** by the participant in person or by an agent **directly** to the premises of the contracting authority in return for a **signed and dated receipt**, in which case the evidence shall be constituted by this acknowledgement of receipt, to:

**Municipality of Bitola/Project Green Inter e Mobility**

**61 Boulevard 1-st of May**

**7000 Bitola**

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

The contracting authority may, for reasons of administrative efficiency, reject any tender submitted on time to the postal service but received, for any reason beyond the contracting authority's control, after the effective date of approval of the short-list report or of the evaluation report, if accepting tenders that were submitted on time but arrived late would considerably delay the evaluation procedure or jeopardise decisions already taken and notified.

Tenders must be submitted using the double envelope system, i.e., in an outer parcel or envelope containing two separate, sealed envelopes, one bearing the words '**Envelope A — Technical offer**' and the other '**Envelope B — Financial offer**'. All parts of the tender other than the financial offer must be submitted in Envelope A (i.e. including the tender submission form, statements of exclusivity and availability of the key experts and declarations).

The outer envelope should provide the following information:

- e) the address for submitting tenders indicated above;

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<sup>2</sup> It is recommended to use registered mail in case the postmark would not be readable.

Green Inter-e-Mobility

- f) the reference code of the tender procedure (i.e. Green Inter-e-Mobility – CN1 – S.0 2.1 – SC 039 (08-913/4));
- g) the words ‘Not to be opened before the tender-opening session’ and ‘Не отворај пред сесија за отворање на тендерот’;
- h) the name of the tenderer.

The pages of the technical and financial offers must be numbered.

**All other terms and conditions of the Instruction to tenderers remain unchanged. The above alterations and /or corrections to the Instruction to tenderers are integral part of the Instruction to tenderers.**