**SERVICE CONTRACT NOTICE**

Six-month pilot use and operation of the whole system of electric vehicles and charging-stations

**Bitola, Pelagonia region**

**1. Reference**

Green Inter-e-Mobility – CN1 – S.0 2.1 – SC 039 (08-486/3)

**2. Procedure**

Single tender

**3. Programme title**

“Interreg IPA Cross-border Cooperation Programme Greece - the Republic of North Macedonia 2014 - 2020” (“Interreg IPA Cross-border Cooperation Programme Greece - the Republic of North Macedonia 2014-2020")

**4. Financing**

Green Inter-e-Mobility – CN1 – S.0 2.1 – SC 039

WP6 D 6.2.1

**5. Contracting authority**

Municipality of Bitola

Boulevard 1-st of May 61, 7000 Bitola

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**CONTRACT SPECIFICATION**

**6. Nature of contract**

Global price

**7. Contract description**

Implementation of the six months pilot use and operation of the whole system of electric vehicles and charging-station including communication system that is very important for establishing functional system. Training for using the whole system for the drivers will be done by the contractor, also as a part of this contract is licence issuance, car consumables and support office for municipality of Bitola. The contractor will have to organize (to put in function) the transport system that includes e-vehicles, charging station, communication system, routes and also will have to provide driver staff training, registration for the both e vehicles, casco insurance for both e vehicles, auto liability insurance including passengers and finaly the contractor will have to make appropriate technical estimations in order to compare green transport with electric vehicles that use solar charging station in Bitola established with this project comparing with other vehicles that use other types of fuel. The expert will participate to the national conference with presentation.

Those activities must be in accordance with the project Green Inter e Mobility (defined target groups and routes) and in accordance with the low in Republic of North Macedonia

As a part of the project Green Inter e Mobility municipality of Bitola will provide two electric vehicles (one of which is electric combe with 8 + 1 seat while the other one is utility vehicle with 5 seats), also municipality of Bitola as a part of the project Green Inter e Mobility is in the procedure for construction of PV charging station and also municipality of Bitola as a part of the project Green Inter e Mobility will install communication system. So, for the external expertise and services for “Six-month pilot use and operation of the whole system of electric vehicles and charging-stations” the contractor will have to put the transport system in appropriate functionality according the project Green Inter e Mobility. The contractor that will organize six months pilot use will have to provide: vehicle’s registration, casco insurance for both electric vehicles, auto liability insurance including passengers, training for drivers, transport organization activities, expert analisys etc. Municipality of Bitola will have to provide drivers and legal form for implementation of this six months pilot use for the whole system.

The system will be consisted of two electric vehicles, PV charging station and communication system, also for this tender the important thing is study for the routes for e vehicles that is published in this tender document in order to help to the tenderer to prepare better tender offer.

**8. Number and titles of lots**

One lot only

**9. Maximum budget**

For six-month pilot use and operation of the whole system of electric vehicles and charging-stations maximum budget is 16.000,00 euro 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 23 below). Participation is also open to international organisations

Please be aware that after the United Kingdom's withdrawal from the EU, the rules of access to EU procurement procedures of economic operators established in third countries will apply to candidates or tenderers from the United Kingdom depending on the outcome of negotiations. In case such access is not provided by legal provisions in force at the time of contract award, candidates or tenderers from the United Kingdom could be rejected from the procurement procedure.

**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**

Within 30 days from the deadline for submission the tender

**15. Implementation period of the tasks**

From the date when the contract will be signed until the end of the project Green Inter e Mobility.

**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. if not specified otherwise. The selection criteria will not be applied to natural persons and single-member companies when they are sub-contractors.

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 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);

**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.

At least one staff (part time, full time, per contract for expert services) that currently work for the tenderer. (Provides contract or other relevant documents or statement)

**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 three years preceding the submission deadline.

The tenderer has provided services under at least 1 contract related to orginizing transport or studies related to transport or studies related to transport issues or other activities which are related to the section description of the contract mentioned above in this contract notice which have been implemented at any time during the last three years of the final deadline for submission of the tender (provides invoices or other relevant documents or statement with confirmation)

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.

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.

**17. Award criteria**

Best price-quality ratio.

**TENDERING**

**18. Deadline for submission of tenders**

The deadline for submission 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 on 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 9 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**

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, which can be found at the following address: <http://ec.europa.eu/budget/graphs/inforeuro.html>.