**SERVICE CONTRACT NOTICE**

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.

**Bitola, Pelagonia region**

**1. Reference**

Green Inter-e-Mobility – CN1 – S.0 2.1 – SC 039 (08-913/4)

**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**

Integration of green transport in cities - Green Inter-e-Mobility – CN1 – S.0 2.1 – SC 039

WP1, D 1.2.3 and WP2, D 2.2.1; D 2.2.4

**5. Contracting authority**

Municipality of Bitola

Boulevard 1-st of May 61, 7000 Bitola

+38947 208 334

Email: greeninteremobility@gmail.com

**CONTRACT SPECIFICATION**

**6. Nature of contract**

Global price

**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.

**8. Number and titles of lots**

Two lots

Lot 1 Project management

Lot 2 MULTILINGUAL PROJECT COMMUNICATION PACKAGE and NATIONAL CONFERENCE

**9. Maximum budget**

**LOT 1 max. budget for this lot is 2400 euro without vat**

1. **For external expertise and services - Project Management: 1 technical or scientific expert will be responsible for the proper project implementation and management during the 24 months of the project for Bitola Municipality is 2,400.00 EUR without VAT**

**LOT 2 max. budget for this lot is 7000 euro without vat**

**For external expertise and services - Multilingual Project Communication Package - Promotion Material - Promotion Campaign Strategy is 3,000.00 EUR without VAT**

**For external expertise and services - National Conferences: An external expert for Bitola Municipality will organize the 1-day National Conference in Bitola is 4,000.00 EUR without VAT**

**Total maximum budget for both lots is Lot 1 + Lot 2 = 9,400.00 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 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.

No restrictions may be made in the number of lots a tenderer can be awarded.

The tenderer may submit a tender for one lot only, several lots or all of the lots, but only one tender per lot. Contracts will be awarded lot by lot and each lot will form a separate contract.

**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**

For both lots

10.11.2020

**15. Implementation period of the tasks**

**For both lots f**rom the date when the contract will be signed until the end of the project Green Inter e mobility 01.07.2021 if the project will be extended the contract will be extended for the same period.

**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.

**For Lot 1**

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);

**For Lot 2**

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.

**For Lot 1**

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)

**For Lot 2**

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)

At least one conference organized by the tenderer (provides copy of contract and invoice)

**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.

**For Lot 1**

The tenderer has provided services under at least 1 contract with a budget of at least that of this contract in the fields of the contract which was implemented at any moment during the following period: last three years from the deadline of submission of the tender. (provides invoices or other relevant documents or statement with confirmation).

**For Lot 2**

The tenderer has provided services under at least 1 contract with a budget of at least that of this contract in the fields of the contract which was implemented at any moment during the following period: last three years from the deadline of 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>.