**SERVICE CONTRACT NOTICE**

**Technical Supervision of works for reconstruction of roadway and sewerage on streets Strushka and Sutjeska  
Location –** Bitola, Republic of North Macedonia

**1. Reference**

08-737/1

**2. Procedure**

Single tender

**3. Programme title**

< The Annual Action Programme for the Republic of North Macedonia for the year 2019 under the Instrument for Pre-accession Assistance (IPA II)

EU for Roma and people living in deep poverty

**4. Financing**

Budget line: 6.2.8 Infrastructural interventions and supplies.

EuropeAid/168111/DD/ACT/MK

Project: “BAIR – Bitola’s joint Action for the Inclusion of Roma”

Grant Contract No. 2020/420 - 361

**5. Contracting authority**

Municipality of Bitola

Blv. “1-vi Maj” No. 61, 7000 Bitola

Republic of North Macedonia

**CONTRACT SPECIFICATION**

**6. Nature of contract**

Global price

**7. Contract description**

The overall objective of this service contract is to support the Contracting Authority, Municipality of Bitola, in the implementation of the project BAIR – Bitola’s joint Action for the Inclusion of Roma, through providing of Independent Construction Supervision Services for the execution of the works for reconstruction of the roadway and construction of the sewerage of the streets Strushka and Sutjeska in the Bair neighbourhood in Bitola, in compliance with Macedonian legislation for Construction works (the provisions of the Law of Construction and all relevant Regulations).

**8. Number and titles of lots**

One lot only

**9. Maximum budget**

2.500,00 EUR

**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.

**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 NOT allowed.

**PROVISIONAL TIMETABLE**

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

01.10.2021

**15. Implementation period of the tasks**

5 months

The implementation period of the tasks is 5 months, but it is closely connected to the finalisation of the Works Contract for reconstruction of the roadway and sewerage of the streets Strushka and Sutjeska No. 08-736/1

**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);

1. **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 five years preceding the submission deadline.

* The tenderer must propose minimum 2 key personnel with the following qualifications and experience, as per national regulations:
* **2 Civil engineers / Architects:**
* Education: Bachelor's Degree level in civil engineering / architecture;
* Certificates: Authorisation “B” for supervision of construction works issued by the Chamber of certified Engineers of Republic of North Macedonia or equivalent document issued by relevant institution for candidates outside the Republic of North Macedonia;

*Documents to be submitted***:** The tenderer must provide copies of diplomas; copy of authorisation “B” for supervision of construction works issued by the Chamber of certified Engineers of Republic of North Macedonia or equivalent document issued by relevant institution for candidates outside the Republic of North Macedonia for the key staff proposed.

* The tenderer has provided services under at least 3 contracts in area of supervision of works for reconstruction of roadway and 3 for construction of sewerage with a budget of at least that of this contract which was implemented at any moment during the following period: August 2016 – August 2021.

1. **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 five years preceding the submission deadline

* The tenderer has a License B for performing supervision on construction works on first category buildings issued from the authorised authority according the legislation of the Republic of North Macedonia;

*Documents to be submitted:* Licence “B” - for performing supervision on construction works on first category buildings issued from the Ministry of transport and communications of Republic of North Macedonia or equivalent as per the legislation of the country of its headquarters’ registration.

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.

**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 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- See Annex A2 of the practical guide.

**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 of April 2021, which can be found at the following address: <http://ec.europa.eu/budget/graphs/inforeuro.html>.