## Simplified tender dossiers for service – SINGLE TENDER

**Name and address of the Contracting Authority: Project ALTERTRIP, Association of persons with physical disabilities of Bitola, Demir Hisar and Resen - MOBILNOST Bitola**

**Title of the tender: Procurement Expert**

**Ref. No. AT-1**

**Reference number (*if applicable*):** xxxxxxxxx

**PART A: INFORMATION FOR THE TENDERER**

##### INFORMATION ON SUBMISSION OF THE TENDERS

Subject of the contract:

The subject of this tender is:

* Implementation of **services** as indicated in the technical information in the point 2 of this information.

Deadline for submission of the tenders:

The deadline for submission of tenders is **02.09.2021 (Thursday), at 12:00 hours**. Any tender received after this deadline will be automatically rejected.

Address and methods for submission of the tenders:

The tenderers will submit their tenders using the **standard submission form available in the Part B of the tender dossier**. The tender will be submitted in 1 original. In case of e-mail submission, the tenderer may provide a scanned original of the tender. Any tenders not using the prescribed form might be rejected by the Contracting Authority.

In addition to the offer the tenderer is required to provide the following supporting documentation (in copies or scanned versions in case of e-mail submission):

* CV of expert in EU format + Statement of exclusivity and availability.
* Organization and methodology of providing requested services.
* If applicant is legal person – Certificate for registration from competent national authority
* If applicant is natural person – Certificate of citizenship
* Winning tenderer will need to provide copy of the last bank statement on which payments should be realized.

The tenders **should be submitted by e-mail**. The e-mail message should clearly indicate:

* Title of the tender (in the subject of e-mail): Procurement Expert
* Reference number (in the subject of e-mail): AT-1
* Name and address of the tenderer (in the e-mail text)
* The tender submission form and any annexes and supporting documents as requested above should be provided as attachment to the e-mail.

The tenderers should be submitted on the following e-address: [altertripmobilnost@gmail.com](mailto:altertripmobilnost@gmail.com)

The tenderers are reminded that in order to be eligible the tenders need to be received by the Contracting Authority by the deadline indicated above.

Any questions and request for clarifications should be send on the e-mail address [altertripmobilnost@gmail.com](mailto:altertripmobilnost@gmail.com) by 25.08.2021. Answers will be published on 27.08.2021 on the website of Mobilnost Bitola <http://www.mobilnostbitola.org.mk/>

##### TECHNICAL INFORMATION

The tenderers are required to provide services as indicated below. In the tenderer’s technical offer, the tenderers will indicated more details on the deliveries, referring back to the below table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Title of item** | **Description** | **Required time frame** | **Required inputs, if**  **applicable** |
| **1.** | Procurement Expert | Preparation of documentation (without technical specifications) for 5 procurements according to PRAG / IPA procedures (call and evaluation) + support to project manager for 5 FLC controls (entry of documents and data in MIS) + support to project manager for 5 Project Progress Reports (bookkeeping and financial statements) | September 2021 – December 2022 | - Organization and Methodology  - CV + Statement  - Documentary evidence for references in O&M and CV will be required by best ranking tenderer prior signing of the contract. |

The call is open for all natural and legal persons.

##### FINANCIAL INFORMATION

The tenderers are reminded that the maximum available value of the contract is 5.000 EUR.

Payments will in the instalments as specified in the draft contract.

##### ADDITIONAL INFORMATION

The selection criteria is:

* Best value for money, weighting 80% technical quality, 20% price

Criteria for evaluation of technical quality will be following:

* + Rationale: 15 points
  + Strategy for providing services: 30 points
  + Previous experience in similar assignments: 40 points
  + Timetable for duration of assignments: 15 points.

The unsuccessful/successful tenderers will be informed of the results of the evaluation procedure in written, by e-mail. The estimated time of response to the tenderers is 3 days from the deadline for submission of tenders.

**PART B: FORMAT OF OFFER TO BE PROVIDED BY THE TENDERER**

##### TENDERER’S INFORMATION

Submitted by:

|  |  |
| --- | --- |
|  | **Name(s) and address(es) of entity or entities submitting this tender** |
| **Tenderer** |  |

Contact person:

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Telephone** |  |
| **e-mail** |  |

##### TENDERER’S STATEMENT

I undersigned hereby confirm that the services offered in this tender are in full conformity with the specifications submitted to us by the Contracting Authority. The detailed description of the offered services by us is provided in the next point.

In addition to that we (I) are (am) fully eligible for providing services under a contract financed by the EU funds. We confirm that we are not in any of the situations that would exclude us from competing in the EU financed tenders as indicated in the point 2.3.3. in the PRAG Manual *(apply as appropriate)*.

Furthermore, we agree to abide by the ethics clauses in Section 2.5.6 of the PRAG Manual <http://ec.europa.eu/europeaid/prag/document.do?nodeNumber=2.5.6> and have no conflict of interests or any equivalent relation with other short-listed candidates or other parties in the tender procedure at the time of submitting this tender.

##### TECHNICAL OFFER

The tenderers are required to provide technical offer, based on the requirements indicated by the Contracting Authority in the Part A: Information for the tenderer, Point 2: Technical information.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Title of item** | **Technical offer**  **– the services provided by the tenderer on the basis of Contracting Authority’s enquiry in the Part A, Point 2** | | **Tenderer’s proposed time frame** | | **Proposed inputs by the tenderer (list of documents/ annexes provided** | |
| **1.** | Procurement expert | |  | |  | | - |

##### FINANCIAL OFFER

The offered total price for the services indicated in the previous point is **XXX EUR,** which are distributed according following installments:

|  |  |  |
| --- | --- | --- |
| **Month\*** |  | **EUR** |
| October 2021 | After end (evaluation of the tender and contract signing) of Tender No1. - Studies | XXX EUR |
| October 2021 | After end (evaluation of the tender and contract signing) of Tender No2. – Methodology plan (ICT) | XXX EUR |
| December 2021 | After end (evaluation of the tender and contract signing) of Tender No3. – Communication and dissemination materials. | XXX EUR |
| December 2021 | After end (evaluation of the tender and contract signing) of Tender No4. Best practice ICT Tolls development | XXX EUR |
| March 2022 | After end (evaluation of the tender and contract signing) of Tender No5. Events | XXX EUR |
| March 2022 | After end (evaluation of the tender and contract signing) of Tender No 6. Trainings | XXX EUR |
| January 2022 | After reviewing Progress report No.1 prepared by the project manager and approval of the report by the lead partner | XXX EUR |
| July 2022 | After reviewing Progress report No.2 prepared by the project manager and approval of the report by the lead partner | XXX EUR |
| December 2022 | After reviewing Progress report No.3 prepared by the project manager and approval of the report by the lead partner | XXX EUR |
| December 2021 – December 2022 | FLCs / after reviewing FLC table of expenditure in the MIS prepared by the project manager (expected are 5 FLCs) and its approval by the controller and JS. Price is lump sum for all FLC, regardless their number. Payments will be in four to five equal installments. | XXX EUR |
|  | **Total** | XXX |

\* Indicative dates

The offered price includes implementation/delivery of described items as well as all accompanying costs, for example transport, logistics, material costs, when required.

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Date** |  |

**FORMAT OF THE CONTRACT BETWEEN THE CONTRACTOR AND THE CONTRACTING AUTHORITY**

**CONTRACT TITLE: Management and/or administration of BITHUB accelerator**

**REF (if applicable):** AT-1

##### Concluded between:

Project ALTERTRIP

Association of persons with physical disabilities of Bitola, Demir Hisar and Resen - MOBILNOST Bitola Naselba Karposh bb (Centar za socijalni raboti)  
7000 Bitola  
Represented by: Ivona Jankova, Project Manager

(Contracting Authority)

AND

Title

Address of the contractor

Represented by:

Tax No:

Reg No:

Bank Account:

(Contractor)

##### Article 1: Subject of the contract

The subject of the contract are the services as indicated in the contractor’s offer – ‘’Part B: Format of offer to be provided by the tenderer’’

##### Article 2: Contract value

The total contract value for implementation of services indicated in the Article 1 is: XXX EUR.

##### Article 3: Contracting documents

This documents which form the part of this contract are (by the order of precedence):

* Contract agreement
* Contractor’s offer as provided in the tendering phase – ‘’Part B: Format of offer to be provided by the tenderer’’
* Any other supporting documentation submitted

##### Article 4: Deliveries and payments

The contractor will deliver without reservation the services indicated in the contractor’s offer ‘’Part B: Format of offer to be provided by the tenderer’’. The deliveries will be implemented within the indicated dates in the Terms of References.

The Contracting Authority will pay to the contractor the services in the amount indicated in the Article 2 of this contract document. The payments will be issued by the following time schedule.

|  |  |  |
| --- | --- | --- |
| **Month\*** |  | **EUR** |
| October 2021 | After end (evaluation of the tender and contract signing) of Tender No1. - Studies | XXX EUR |
| October 2021 | After end (evaluation of the tender and contract signing) of Tender No2. – Methodology plan (ICT) | XXX EUR |
| December 2021 | After end (evaluation of the tender and contract signing) of Tender No3. – Communication and dissemination materials. | XXX EUR |
| December 2021 | After end (evaluation of the tender and contract signing) of Tender No4. Best practice ICT Tolls development | XXX EUR |
| March 2022 | After end (evaluation of the tender and contract signing) of Tender No5. Events | XXX EUR |
| March 2022 | After end (evaluation of the tender and contract signing) of Tender No 6. Trainings | XXX EUR |
| January 2022 | After reviewing Progress report No.1 prepared by the project manager and approval of the report by the lead partner | XXX EUR |
| July 2022 | After reviewing Progress report No.2 prepared by the project manager and approval of the report by lead the partner | XXX EUR |
| December 2022 | After reviewing Progress report No.3 prepared by the project manager and approval of the report by the lead partner | XXX EUR |
| December 2021 – December 2022 | FLCs / after reviewing FLC table of expenditure in the MIS prepared by the project manager (expected are 5 FLCs) and its approval by the controller and JS. Price is lump sum for all FLC, regardless their number. Payments will be in four to five equal installments. | XXX EUR |
|  | **Total** | XXX |

\*Indicative dates

Payments will be realized on the basis of Invoice/ Request for payment issued after provision of services specified in the table above, on the bank account specified in this contract. There will be no advance payments.

##### Article 5: Duration of the contract

The duration of the contract is from the day of signature of both parties to 31 December 2022.

##### Article 6: Cancellation of the contract

The contract can be suspended by the Contractor due to one of the following reasons:

* Contracting Authority not fulfilling payment and other obligations

The contract can be terminated by the Contracting Authority due to one of the following reasons:

* The Contractor is in serious breach of the contract, failing to meet contractual obligations
* The Contractor is bankrupted or being wound up, is having its affairs administrated by courts, has entered arrangements with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situations arising from a similar situation provided for in national legislation or regulations.

##### Article 7: Resolving of disputes

Any disputes arising out of or relating to this Contract which cannot be settled otherwise shall be referred to the exclusive jurisdiction of Court in Bitola in accordance with the national legislation of the state of the Contracting Authority.

##### For the Contractor For the Contracting Authority

Name: Name:

Title: Title:

Signature: Signature:

Date: Date: