## Simplified tender dossiers for service – SINGLE TENDER

**Name and address of the Contracting Authority: Project RENAISSANCE,** **National Extension Agency, Str. Kliment Ohridski bb, Pelagonka II-5/3, 7000 Bitola.**

**Title of the tender: Project Management**

**Ref. No. 05-266/2**

**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 **15.12.2021 (Wednesday), at 15:00 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. 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 post/courier/personal delivery**. The envelope should clearly indicate:

* Title of the tender (in the subject of e-mail): Project management
* Reference number (in the subject of e-mail): 05-266/2
* Name and address of the tenderer.
* Following text to be written on the envelope “ДА НЕ СЕ ОТВОРА ДО ДЕНОТ НА ОТВОРАЊЕТО/ NOT TO BE OPPENED UNTIL OPPENING DAY”.

The tenderers should be submitted on the following address:

**National Extension Agency**

**Project RENAISSANCE**

**Str. Kliment Ohridski bb, Pelagonka II-5/3,**

**7000 Bitola**

The tenderers are reminded that in order to be eligible the tenders must be submitted by the deadline indicated above.

Any questions and request for clarifications should be send on the e-mail address zlatko.sireta@agencija.gov.mk by 07.12.2021. Answers will be published on 10.12.2021 on the webpage of this tender on the website of National Extension Agency http://www.agencija.gov.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.** | Project management | Preparation of documentation for 4 procurements according to PRAG / IPA procedures (call and evaluation). Preparation of documents and data for entry into MIS. Prepare at least 5 Project Progress Reports and all other reports required by the JS/MA and NA. Organize and participate in project events and meetings. | December 2021 – March  2023 | - Organization and Methodology  - CV + Statement  - Documentary evidence for references in O&M and CV. |

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 8.100 EUR.

Payments will in the instalments according following schedule:

|  |  |  |
| --- | --- | --- |
| **Payment** |  | **EUR** |
| 1 | After end (evaluation of the tender and contract signing) of Tender No 1 | 25 % |
| 2 | After end (evaluation of the tender and contract signing) of Tender No 2 | 15 % |
| 3 | After end (evaluation of the tender and contract signing) of Tender No 3 | 15 % |
| 4 | After end (evaluation of the tender and contract signing) of Tender No 4 | 15 % |
| 5 | After end of the project, submission of last progress report, FLC and final report. | 30 % |
|  | **Total** | 100% |

##### 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:

* 1. Rationale: 15 points
  2. Strategy for providing services: 40 points
  3. Previous experience in similar assignments: 30 points
  4. 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.** | Project management | |  | |  | | - |

##### FINANCIAL OFFER

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

|  |  |  |
| --- | --- | --- |
| **Payment** |  | **EUR** |
| 1 | After end (evaluation of the tender and contract signing) of Tender No 1 | XXX |
| 2 | After end (evaluation of the tender and contract signing) of Tender No 2 | XXX |
| 3 | After end (evaluation of the tender and contract signing) of Tender No 3 | XXX |
| 4 | After end (evaluation of the tender and contract signing) of Tender No4 | XXX |
| 5 | After end of the project, submission of last progress report, FLC and final report. | XXX |
|  | **Total** | 100% |

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 RENAISSAINCE

National Extension Agency,

Str. Kliment Ohridski bb, Pelagonka II-5/3,

7000 Bitola

Represented by:

(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.

|  |  |  |
| --- | --- | --- |
| **Payment** |  | **EUR** |
| 1 | After end (evaluation of the tender and contract signing) of Tender No 1 | XXX |
| 2 | After end (evaluation of the tender and contract signing) of Tender No 2 | XXX |
| 3 | After end (evaluation of the tender and contract signing) of Tender No 3 | XXX |
| 4 | After end (evaluation of the tender and contract signing) of Tender No4 | XXX |
| 5 | After end of the project, submission of last progress report, FLC and final report. | XXX |
|  | **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 mart 2023.

##### 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: