

CONSE-PP

**SUPPLY CONTRACT NOTICE**

**Office equipment**

**Skopje, Republic of North Macedonia**

**Please note that the awarding of the contract is subject to the condition of:**

* **the prior adoption of a financing decision and the prior conclusion of a financing agreement**
* **the prior adoption of a financing decision**
* the **prior conclusion of a financing agreement**

**which does not modify the elements of the procurement procedure (this will be the case, for instance, if the budget initially foreseen is different or if the timeframe, the nature or the condition of the implementation are altered). If the precedent condition is not met, the contracting authority will either abandon the procurement or cancel the award procedure without the candidates or tenderers being entitled to claim any compensation.**

1. **Publication reference**

CONSE-PP-CN1-SO2.3-SC035-05-422/1

1. **Procedure**

Single Tender

1. **Programme title**

Interreg IPA Cross-border Cooperation Programme CCI 2014 TC 16 I5CB009“

1. **Financing**

Deliverable 4.5.2 Total budget 15.000 Eur.

1. **Contracting authority**

Faculty of Forestry, Ss Cyril and Methodius University in Skopje

**CONTRACT SPECIFICATIONS**

1. **Description of the contract**

The current contract will support the Faculty of Forestry within University Ss. Cyril and Methodius in Skopje in the process of implementation of the project “Improving the conservation of priority plants in the cross-border area – CONSEPP” in improving its visibility by providing office equipment.

**Number and titles of lots**

In two lots.

**TERMS OF PARTICIPATION**

1. **Eligibility and rules of origin**

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 22 below). Participation is also open to international organisations.

All supplies under this contract may originate from any country.

1. **Grounds for exclusion**

Tenderers must submit a signed declaration, included in the tender form for a supply contract, to the effect that they are not in any of the situations listed in Section 2.6.10.1. of the practical guide.

Tenderers 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.

1. **Number of tenders**

The candidates may submit an application for one lot only, several lots or all of the lots, but only one application may be submitted per lot. Tenders for parts of a lot will not be considered. Tenderers may not submit a tender for a variant solution in addition to their tender for the supplies required in the tender dossier.

Contracts will be awarded for the one lot only. Any tenderer may state in its tender that it would offer a discount in the event that its tender is accepted for more than one lot.

1. **Tender guarantee**

No tender guarantee is required

1. **Performance guarantee**

No performance guarantee is required.

1. **Information meeting and/or site visit**

No information meeting is planned.

1. **Tender validity**

Tenders must remain valid for a period of 90 days after the deadline for submission of tenders. In exceptional circumstances, the contracting authority may, before the validity period expires, request that tenderers extend the validity of tenders for a specific period (see para 8.2 of the instructions to tenderers).

1. **Period of implementation of tasks**

The implementation of tasks starts with the date of signature and the reproduction of the communication, information and educational material will be implemented on request by the contracting authority, not later than December 2020.

**SELECTION AND AWARD CRITERIA**

1. **Selection criteria**

The following selection criteria will be applied to tenderers. In the case of tenders submitted by a consortium, these selection criteria will be applied to the consortium as a whole unless 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 tenderer(based on i.a. item 3 of the tender form for a supply contract). 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 years for which accounts have been closed.

The selection criteria for each tenderer are as follows:

**Financial criteria for legal persons:**

* the average annual turnover of the tenderer must exceed the annualised maximum budget of the contract (minimum annual turnover requested may not exceed 2 times the estimated annual contract value, except in duly justified cases motivated in the tender dossier); and

2) Professional capacity of tenderer (based on i.a. items 4 and 5 of the tender form for a supply contract). The reference period which will be taken into account will be the last three years from submission deadline.

**Professional criteria for legal persons:**

* has a professional certificate appropriate to this contract;
* at least one staff currently work for the tenderer in fields related to this contract;

3) Technical capacity of tenderer *(*based on i.a. items 5 and 6 of the tender form for a supply contract). The reference period which will be taken into account will be the last three years from submission deadline.

**Technical criterion for legal persons:**

* the tenderer has delivered supplies under at least one contract with a budget of at least that of the financial offer for the proposed contract in fields related to the respective lot for which the tenderer has applied. The contract must have been implemented during the following period: three years from the submission deadline.

This means that the 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 projects completed within the reference period (although started earlier) or to projects not yet completed. In the first case the project will be considered in its whole if proper evidence of performance is provided (statement or certificate from the entity which awarded the contract, final acceptance). In case of projects still on-going only the portion satisfactorily completed during the reference period will be taken into consideration. This portion will have to be supported by documentary evidence (similarly to projects completed) also detailing its value.

Capacity-providing entities

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. Some examples of when it may not be considered appropriate by the contracting authority are when the tender rely in majority on the capacities of other entities or when they rely on key criteria. If the tender relies on other entities it must prove to the contracting authority that it will have at its disposal the resources necessary for performance of the contract, for example by producing a commitment on the part of 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 and notably that of nationality, as the economic operator relying on them 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 furnished when requested by the contracting authority.

With regard to technical and professional criteria, a tenderer may only rely on the capacities of other entities where the latter will perform the tasks 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.

1. **Award criteria**

Price

**TENDERING**

1. **How to obtain the tender dossier**

The tender dossier is available from the following Internet address: <http://www.ipa-cbc-programme.eu/>. The tender dossier is also available from the contracting authority. Tenders must be submitted using the standard tender form for a supply contract included in the tender dossier, whose format and instructions must be strictly observed.

Tenderers with questions regarding this tender should send them in writing to prof. Vlatko Andonovski, Faculty of Forestry, Ss Cyril and Methodius University in Skopje 16 th Makedonska Brigada br.1 000 Skopje, or on email vandonovski5@gmail.com (mentioning the publication reference shown in item 1) at the latest 21 days before the deadline for submission of tenders given in item 19. The contracting authority must reply to all tenderers' questions at the latest 11 days before the deadline for submission of tenders. Eventual clarifications or minor changes to the tender dossier shall be published at the latest 11 days before the submission deadline on the website of Contracting Authority http://sf.ukim.edu.mk/news.

1. **Deadline for submission of tenders**

The tenderer's attention is drawn to the fact that there are two different systems for sending tenders: one is by post or private mail service, the other is by hand delivery.

In the first case, the tender must be sent before the date and time limit for submission, as evidenced by the postmark or deposit slip[[1]](#footnote-1), but in the second case it is the acknowledgment of receipt given at the time of the delivery of the tender which will serve as proof.

<Time and date to be specified- must be a working day at least 60 calendar days (30 days for local tenders) after the date of publication of this contract notice (e.g., 10:00 Central European Time on [date]) >

Any tender submitted to the contracting authority after this deadline will not be considered.

**The contracting authority may, for reasons of administrative efficiency, reject any tender submitted on time to the postal service but received, for any reason beyond the contracting authority's control, after the effective date of approval of the evaluation report, if accepting tenders that were submitted on time but arrived late would considerably delay the evaluation procedure or jeopardise decisions already taken and notified.**

**How tenders may be submitted**

Tenders must be submitted in English exclusively to the contracting authority in a sealed envelope:

1. EITHER by post or by courier service, in which case the evidence shall be constituted by the postmark or the date of the deposit slip, to:

Contact name: prof. Vlatko Andonovski  
Address: Faculty of Forestry, Ss Cyril and Methodius University in Skopje

St.16 th Makedonska Brigada br.1 1000 Skopje  
E-mail: vandonovski5@gmail.com

1. OR **hand delivere**d by the participant in person or by an agent **directly** to the premises of the contracting authority in return for a **signed and dated receipt**, in which case the evidence shall be constituted by this acknowledgement of receipt, to:
2. Contact name: prof. Vlatko Andonovski  
   Address: Faculty of Forestry, Ss Cyril and Methodius University in Skopje
3. St.16 th Makedonska Brigada br.1 1000 Skopje  
   E-mail: vandonovski5@gmail.com

The **contract title** and the **Publication reference** (see item 1 above) must be clearly marked on the envelope containing the tender and must always be mentioned in all subsequent correspondence with the contracting authority.

**Tenders submitted by any other means will not be considered.**

By submitting a tender candidates accept to receive notification of the outcome of the procedure by electronic means. Such notification shall be deemed to have been received on the date upon which the contracting authority sends it to the electronic address referred to in the tender.

1. **Tender opening session**

Tender opening session will be held at 13:00 pm on 18 November 2019 at the premises of Faculty of Forestry, Ss Cyril and Methodius University in Skopje 16 th Makedonska Brigada br.1 000 Skopje, Republic of North Macedonia.

In the case that at the date of the opening session some tenders have not been delivered to the contracting authority but their representatives can show evidence that they have been sent on time, the contracting authority will allow them to participate in the first opening session and inform all representatives of the tenderers that a second opening session will be organised.

The opening session should be held at least one week after the deadline for submission of tenders.

1. **Language of the procedure**

All written communications for this tender procedure and contract must be in English.

1. **Legal basis[[2]](#footnote-2)**

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 Regulation (EU) No 231/2014 of the European Parliament and of the Council of 11 March 2014 establishing an Instrument for Pre-Accession Assistance (IPA II) – IPA II Regulation.

1. **Additional information**

Not applicable.

1. It is recommended to use registered mail in case the postmark would not be readable. [↑](#footnote-ref-1)
2. Please state any specificity that might have an impact on rules on participation (such as geographic or thematic or long/short term). [↑](#footnote-ref-2)