



PUBLICATION OF TENDER X-05/2020

1. The subject of this tender is:

Engagement an external expert on the preparation and development of cross-border protocols for communication, cooperation and coordination in the South-East Planning Region in the Republic of North Macedonia.

- Deadline for submission of bids:

The deadline for submission of bids is 15.01.2020, at 14:00 p.m. Any bid received after this deadline will be automatically rejected.

- Address and directions for submission of bids:

Bidders will submit their offers by using:

- Standard bidding form and technical offer available in Section B of the tender documentation and
- Financial offer available in Part C of this tender dossier. The financial offer should be submitted in a separate envelope.

The offer to be submitted in 1 original. Any bidder who does not comply with the prescribed forms will be rejected.

In addition to the bid, the bidder is obliged to provide the following supporting documentation:

- University education (diploma notarized)
- Curriculum vitae (CV)
- Methodology (Mission plan) for preparation and development of cross-border protocols for communication, cooperation and coordination in the South-East Planning Region in the Republic of North Macedonia
- Statement of exclusivity and availability
- Certificate of temporary or permanent prohibition to perform certain business

- Work experience in the field of at least 5 years (supported by appropriate documentation e.g. Letter of Reference)

The bids should be delivered in person, via mail (ipacbc-help@cuk.gov.mk) / courier, and should contain the following information:

- Name and address of the bidder
- Title of the offer
- Reference number
- The words: "They should not be opened before the beginning of the session" (in English and Macedonian)

The offers must be submitted to the following address:

Crisis Management Center

Dimche Mirchev no. 9

1000 Skopje

Contact person: Mr.Sasho Dimitrov, tel. 072 / 207-267

2. TECHNICAL INFORMATION

Bidders are required to provide services as specified in the "Required Services / Technical Specifications" section of this document. In the bidder's technical offer, the bidders will show more details on the deliveries listed in the table below.

3. FINANCIAL INFORMATION

Bidders are reminded that the maximum available contract value is EUR [REDACTED] 0 in MKD counter value at the middle exchange rate of the NBRM.

4. ADDITIONAL INFORMATION

The criteria for awarding the contract are:

- Service quality 60%
- Price 40%

The bidders will be informed about the results of the evaluation procedure in writing form within 15 days from the opening of the bids.

NEEDED SERVICES / TECHNICAL SPECIFICATIONS

Serial number	Required services
1.	Engagement an external expert for a period of 3 months in time frame from 01.02.2020 until 30.04.2020
Preparation and development of cross-border protocols for communication, cooperation and coordination in the South-East Planning Region in the Republic of North Macedonia	
	Identification of the profiled risks existing in the municipalities in the South-East Planning Region of the Republic of North Macedonia
	Developing necessary communication and collaboration templates (lists of declared opportunities, capabilities, capacities and templates for assistance)
	Establishing procedures for acceptance and providing cross-border assistance
	<p>Determine how to communicate at the operational level on both sides of the border:</p> <ul style="list-style-type: none"> - Teams from the Republic of Greece to assist in the Republic of North Macedonia - Teams from Republic of North Macedonia to assist in the Republic of Greece - Joint activities of border teams - The communication should take place through the mobile operating centers HELP
The complete documentation should be prepared and submitted in Macedonian and English language.	

TITLE OF CONTRACT: CONTRACT FOR SERVICES

Reference number:

Concluded between:

Crisis Management Center of the Republic of Macedonia, EU CBC Project "Integrated Operational Center for Providing Humanitarian Assistance (HELP)

Dimche Mirchev no.9

1000 Skopje

Presented by: Project Coordinator Dr. Urim Vejseli (Contractor)

And

Title

Contractor address

Presented by

Contractor

Article 1: Subject of the contract

Subject of the Agreement

Engagement an external expert on the preparation and development of cross-border protocols for communication, cooperation and coordination in the South-East Planning Region in the Republic of North Macedonia.

Article 2: value of the contract

The total value of the service agreement in Article 1 is: XXX EUR. The price cannot be revised.

Article 3: Contract documents

These are the contracting documents:

1. Contract agreement
2. Contractor's technical offer as provided in the tendering phase – "Part B: Documents to be completed by the tenderer"

3. Contractor's financial offer as provided in the tendering phase "Part C: Financial offer"

Article 4: General provisions

The Contractor will perform the contract with due attention, efficiency and care in accordance with the best professional practice.

The contractor will provide the highest visibility for the financial contribution of the European Union. In order to ensure such publicity, the Contractor shall carry out, among other activities, the specific activities described in the Special Conditions. All measures must be in line with the rules in the EU's Communication and Visibility Handbook published by the European Commission.

Article 5: Deliverables and payments

The Contractor shall deliver without reservation the services specified in the Contractor's Offer "Part B: Documents to be completed by the Bidder". Deliverables will be made on the specified dates.

The contracting authority shall pay to the contractor services in the amount specified in Article 2 of this Agreement. Payments will be issued with the next time schedule.

Month of engagement	Stages	<EUR>
1 Month	Identification of the profiled risks existing in the municipalities in the South-East Planning Region of the Republic of North Macedonia.	25% of the contract's value
2 Month	Developing necessary communication and collaboration templates (lists of declared opportunities, capabilities, capacities and templates for assistance).	25% of the contract's value*
3 Month	Establishing procedures for acceptance and providing cross-border assistance. Determine how to communicate at the operational level on both sides of the border: - Teams from the Republic of Greece to assist in the Republic of North Macedonia - Teams from Republic of North Macedonia to assist in the Republic of Greece - Joint activities of border teams - The communication should take place through the mobile operating centers HELP.	50% of the contract's value
	Total	100%

* - The contractor will provide the contracting authority with a brief report on the implementation of the services.

This agreement is exempt from taxes (customs duties, import duties, taxes or fiscal charges having equivalent effect, value added tax, customs documents or taxes or fiscal charges having the same effect) in accordance with the Framework Agreement signed between the European Commission and the Government of Republic of Macedonia.

Article 6: Duration of the contract

The duration of the contract is 3 months in time frame from 01.02.2020 until 30.04.2020.

Article 7: Cancellation of the contract

The contractor may terminate the contract for one of the following reasons:

- the contracting authority that does not meet the payment and other obligations

The contracting authority may terminate contract for one of the following reasons:

- the contractor is in serious breach of the contract, if it fails to fulfil the contractual obligations
- the contractor is bankrupt or is liquidated, has its own affairs run by the courts, has concluded agreements with creditors, has terminated business activities, is the subject of a procedure in relation to those matters or is in analogous situations arising from a similar situation provided for in the national legislation or regulations.

Article 8: Settlement of disputes

Any disputes arising out of or relating to this Agreement that cannot be resolved differently shall be transferred to the exclusive jurisdiction of the Basic Court 2 Skopje in accordance with the national legislation of the state of the contracting authority.

For the contractor

Name:

Title:

Signature:

Date:

For the contracting authority

Name: d-r Urim Vejseli

Title: Project Coordinator

Signature:

Date: 03.02.2020



ADMINISTRATIVE CONSENT

<u>Title of the contract:</u>		<u>Post reference:</u>	
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<u>Received offer number</u>	<u>Number of tender</u>	<u>Is the bidder's national capability eligible</u> <u>yes / no</u>	<u>Whether the documentation is complete</u> <u>yes / no</u>	<u>Whether the language is appropriate</u> <u>yes / no</u>	<u>Whether the form for submitting bids is complete</u> <u>yes / no</u>	<u>Other administrative requirements of the tender dossier</u> <u>(Yes / No / Not applicable)</u>	<u>DECISION</u> <u>(Accept / Reject)</u>
<u>1</u>							
<u>2</u>							
<u>3</u>							
<u>4</u>							