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| **PART A: INFORMATION FOR THE TENDERER** |

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| **Name and address of the contracting authority: Center for Development of Skopje Planning Region, address: Dimitrije Cupovski Str, No. 13 Chamber of Commerce, 1st floor,1000 Skopje, North Macedonia**  **Title of the tender: Tender 1 - Services for organizing a regional conference, workshops and information events within the "Opportunity for You" project**  **Reference number:** O4Y/CONF\_001/2023  **Date of launching: 04**/10/2023 |

1. **INFORMATION ON SUBMISSION OF THE TENDERS**

Subject of the contract:

The Open Balkan Initiative between North Macedonia, Albania and Serbia announced in 2019, and launched in 2022 might have the most significant impact for the cross-border municipalities of Serbia and North Macedonia. These Macedonian municipalities in the cross-border area with Serbia are:  Kratovo, Lipkovo, Kumanovo, Staro Nagoričane, Rankovce, Kriva Palanka, Aračinovo, Čučer Sandevo, Ilinden, Petrovec, Sopište, Studeničani, Zelenikovo, Butel, Gjorče Petrov, Saraj. They face a continuous high rate of unemployment particularly young people (18% unemployment rate in rural areas), women (24% unemployment rate in rural areas) and the long term unemployed (30% of all unemployed).

The overall objective (Impact) of the Opportunity4You project to which this tender contributes is to improve mechanisms for supporting employability and labour mobility in the cross-border area. This will be achieved through two specific objectives (outcomes):

* SO1: to introduce new approaches and cooperation between the public and private sectors in order to support employability and labour mobility in the cross-border area.
* SO2: to increase capacities and competences of public and private sector for implementing employability programmes.

The subject of the contract is procurement of services related to the organization of a Regional Conference, workshops and informational events and consulting services related to these events within the “Opportunity for You” project.

Deadline for submission of the tenders:

The deadline for submission of tenders is **13/10/2023 at 15:00 PM CET**. Any tender received after this deadline will be automatically rejected.

*\* - The tenderer should have minimum (7) days from the date of launching of the procurement procedure for preparation of the offer (excluding the day of publishing and the date of submission deadline). All questions regarded to this tender should be addressed at this e-mail address:* [*4you@skopjeregion.gov.mk*](mailto:4you@skopjeregion.gov.mk)

*\*\* - The Contracting Authority is obliged to provide answer to all questions received no latter then* ***3 days*** *before the deadline and has to publish them on the same web sites where the tender was published.*

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|  | **DATE** | **TIME** |
| **Deadline for requesting clarification from the contracting authority** | 04.10.2023 | 12:00 |
| **Last date for the contracting authority to issue clarification** | 10.10.2023 | 13:00 PM |
| **Deadline for submitting tenders** | 13.10.2023 | 15:00 PM |

\***The time zone of the country of the contracting authority**

Financial information

The tenderers are reminded that the maximum available value of the contract is max 13.201,00 in euros / or 814.369,69 mkd denars , (VAT excluded)

LOT 1 = 8.073,00

LOT 2 = 5.128,00

The Financial offer must be presented as an amount in MKD denars and must be submitted using the template for the **global-price version** of **PART C: FORMAT OF FINANCIAL OFFER**. The payment for the services will be carried out in MKD denars against the value, taking into account the exchange rate of the euro from 03.03.2023, where 1euro = 61,69 mkd denars, the date of signing the contract for the project “Opportunity4you” with the contracting authority of the EU

Payment for the performed services will be without VAT, in accordance with the Rulebook on the manner of implementing the tax exemption from paying value added tax on sales of goods and services intended for the implementation of a project that is financed with funds obtained on the basis of a donation agreement concluded between the Republic of Macedonia and a foreign donor in which provided that no taxes will be paid with the received funds.

Variant solutions

Tenderers are not authorised to tender for a variant in addition to this tender.

Subcontracting

Subcontracting is not allowed.

Award criteria:

***In case more than one offer received***: best value for money, weighting 80% technical quality, 20% price.

The Call covers three (2) specific lots:

**LOT 1 (Logistics – 5.7.1 Cross Border Conference)**

AWARD criteria for LOT 1

* Organisation and Methodology :<60>points
* Proposed Inputs <30>points
* Timeline of the Activities <10>

TOTAL: 100 points

Detailed description of the Criteria is provided in the accompanying file – Award Criteria

**LOT 2 (Logistics – 5.7.4, 5.7.6 Capacity Building Events and Info days)**

AWARD criteria for LOT 2

* Organisation and Methodology :<60>points
* Proposed Inputs <30>points
* Timeline of the Activities <10>

TOTAL: 100 points

Detailed description of the Criteria is provided in the accompanying file – Award Criteria

***In case one offer received***: the Contracting Authority shall check whether the offer is administratively, technically and financially compliant with the requirements set by this tender documentation.

Interviews:

No interviews are foreseen.

Award notification:

The successful tenderer will be informed of the results of the evaluation procedure in written form.

Contract award notice will be published on the programme web site. The estimated time of publishing is (5) days from the deadline for submission of tenders.

Address and meanings for submission of the tenders:

The tenderers will submit their tenders using the **standard set of submission forms available in the Part B – Technical offer and the Part C - Financial offer**. Any other document supporting this tender is sent for informational purposes only and is not to be modified nor submitted by the tenderer. The tender will be submitted in **1 original**. Any tenders not using the prescribed form may be rejected by the contracting authority.

To participate in the contract award procedure, bidders must meet the following criteria for determining their ability:

- Personal condition, and

- Ability to perform professional activity

- In order to prove the personal ability, as well as the ability to perform a professional activity, the economic operator should submit documents confirming the personal ability, as well as a document for registered activity as proof that he is registered as a natural or legal person to perform the activity related to the subject of the public procurement contract or proof that it belongs to an appropriate professional association in accordance with the regulations of the country where it is registered.

- The documents from subsection must not be older than 6 (six) months counted from the deadline for submission of retroactive offers.

The tenders will be submitted in sealed envelopes, containing the following information:

* Name and address of the tenderer: XXXXX
* Title of the tender: Tender 1 - Services for organizing a regional conference, workshops and information events and Consulting services related to these events within the "Opportunity for You" project
* Reference number: O4Y/CONF\_001/2023
* The words: ‘’Not to be opened before the tender opening session’’ and “НЕ ОТВАРАЈ ДО ДЕНОТ НА РАЗГЛЕДУВАЊЕ НА ПОНУДИТЕ ОД СТРАНА НА КОМИСИЈА ФОРМИРАНА ЗА ТАА НАМЕНА’’

Tenders must be submitted using double envelope system, in an outer parcel or envelope containing two separate, sealed envelopes, one bearing the words "Technical offer”- part B and "Financial offer" - Part C. Any infringement of this rule (e.g. unsealed envelopes or references to price in the technical offer) is to be considered a breach of the rule, and will lead to rejection of the tender.

The tenders will be submitted in person, by post or courier service to the following address:

Centre for Development of Skopje Planning Region,

Dimitrije Cupovski Str, No. 13 Chamber of Commerce, 1st floor,

1000 Skopje,

North Macedonia

**For further questions at this E-mail address:** [***4you@skopjeregion.gov.mk***](mailto:4you@skopjeregion.gov.mk)

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.

1. **TECHNICAL INFORMATION**

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

**LOT 1 (Logistics – 5.7.1. Cross Border Conference)**

**Title of activity**

**2.1. Organization and Logistics of Cross border Conference in North Macedonia (bl. 5.7.1.)**– ***Logistics for Organising the Event***

***Description of expected outputs / results to be achieved***

Organising a Networking Conference for participants of the key target groups from the cross-border area, will be used to present the findings from the Regional Study and verify the key recommendations. The key recommendations will be placed in the Protocol for Collaboration signed by the participants.

Duration of event: 2-days (1 overnight).

***Required Inputs:***

For the regional conference, the Economic Operator is required to provide:

* Leadership and coordination of all identified activities related to flawless organization of a High-Profile Event – Regional Conference;
* One key expert (Events Coordinator) with at least 3 years of experience and knowledge in organizing high-visibility events of the same Caliber;
* At least one non-key expert for logistical support who will provide support during the organization of the event (lists, invitations, confirmations and etc) and on the day of the event will support the accommodation of the guests in the hotel, reception of the guests in the conference hall;
* At least one experienced non-key expert/ technician for the equipment for simultaneous translation and technical support for (installation of cabin, earplugs, and other technical aspects);
* Accommodation in single rooms for 35 persons on the basis of 1 night with breakfast in a hotel with a minimal categorization of 4 stars;
* Large Conference room for Events for 2 days for 70 persons (end October, 2023)
* Lunch for 70 persons for two days (1 per day);
* Networking dinner for 70 persons (end October, 2023);
* Coffee and water for 70 persons (1 per day on end October, 2023);
* Equipment for simultaneous translation (cabin, earplugs, technician and all required from technical aspect) for 2 days (end October, 2023); and
* Transportation for 35 participants to the conference from Leskovac, R.Serbia to Skopje /from Skopje to Leskovac.

***Required time frame***

October 2023

**LOT 2 (Logistics – 5.7.4 Capacity Building Events and 5.7.6 Info days)**

**Title of activity - 2.2 Organizing capacity building event in North Macedonia** **(bl.5.7.4.5.7.6)**– **Logistics for Organising the Event**

***Description of expected outputs / results to be achieved***

Trainings for SMEs and VET centres in developing and accrediting programs for skilling (2 - 2-day events for 30 interested stakeholders in learning how to develop and launch in house training program for skilling)

***Required Inputs:***

For the capacity building event, the Economic Operator is required to provide:

* One non-key expert with experience in coordinating logistics of similar events;
* Accommodation in single rooms for 33 up to 36 participants (depends of the needs) on the basis of 1 night with breakfast in a hotel with a minimal categorization of 3 stars located in the Cross-Border Area, eligible for the Programme activities;
* Conference room for the event for 2 days for 40 persons;
* All necessary equipment for the organization of the event as agreed with the CA;
* Lunch for 40 participants (38 participants plus 2 trainers);
* Dinner for 33 up to 36 (depends of the needs) participants;
* Coffee and water (2 per day-1 coffee and 1 water) for 40 participants;
* Printed materials for the event (Materials will be provided 2 weeks before the event)

***Required time frame***

1st quarter in 2024, date should be provided additional,

**Title of activity - 2.3 Organization of information events – workshops for developing internship programs for interested organizations in North Macedonia (1-day events trainings)**

***Description of expected outputs / results to be achieved***

Informative events –workshops for developing internship programs will be organized after the 2.2 activity, to be conducted in the 2nd quarter in 2024.

***Required Inputs:***

The Economic Operator is required to provide:

* Leadership and coordination of all identified activities related to flawless organization of the event;
* One expert with at least 3 years of experience and knowledge in organizing of similar events;
* Facilities and equipment for organizing the Event;
* Lunch for 25 participants;
* Coffee and water (1 coffee and 1 water) for 25 participants.

***Required time frame***

(1st quarter in 2024, date should be provided additional),

1. **ADDITIONAL INFORMATION**

The unsuccessful/successful tenderers will be informed of the results of the evaluation procedure. In this sense the CA shall send a notification to the tenderers with the name of the successful tenderer followed by the mentioning that “all other tenders were not administratively /technically/ financially compliant”

Confidentiality

The entire evaluation procedure is confidential, subject to the Contracting Authority’s legislation on access to documents. The Evaluation Committee’s decisions are collective and its deliberations are held in closed session. The members of the Evaluation Committee are bound to secrecy. The evaluation reports and written records are for official use only and may be communicated neither to the tenderers nor to any party other than the Contracting Authority, the European Commission, the European Anti-Fraud Office and the European Court of Auditors.

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| **NOT TO BE FILED IN BEFORE CONTRACT SIGNING**  **NOT TO BE SUBMITTED WITHIN THE OFFER!!!** |

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

**CONTRACT TITLE:** title of the contract

**REF:** reference number

**Concluded between:**

Center for Development of the Skopje planning region

*Dimitrije Cupovski Str, No. 13 Chamber of Commerce, 1st floor,*

*1000 Skopje,*

*North Macedonia* (Contracting Authority)

AND

<*Title>*

*<Address of the contractor>*

*<Official registration number/VAT number[[1]](#footnote-1)>*

(Contractor)

**Article 1: Subject of the contract**

The subject of the contract is the <*service*>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/MKD>, (VAT excluded)[[2]](#footnote-2).

**Article 3: Contracting documents**

The 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’’
* Contractor’s financial offer – “Part C:Format of financial offer”
* Any other supporting documentation if applicable (\* - in case of asking for registration of company or other information)

For any issues not defined in this contract agreement the rules of General conditions will be applied

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| b8d | Draft contract : General conditions (Annex I) |  |

<https://wikis.ec.europa.eu/display/ExactExternalWiki/ePRAG> PRAG 2021.0

**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.

The contracting authority will pay to the contractor for the services in the amount indicated in the Article 2 of this contract document.

The payment for the services will be carried out in MKD denars against the value, taking into account the exchange rate of the euro from 03.03.2023, where 1euro = 61,69 mkd denars, the date of signing the contract for the project “Opportunity4you” with the contracting authority of the EU

Payment for the performed services will be without VAT, in accordance with the Rulebook on the manner of implementing the tax exemption from paying value added tax on sales of goods and services intended for the implementation of a project that is financed with funds obtained on the basis of a donation agreement concluded between the Republic of Macedonia and a foreign donor in which provided that no taxes will be paid with the received funds. In case the contract is concluded in EUR, and payments are made in NC, applicable exchange rate must be In Euro exchange rate for the month of the issuing of invoice or pre-invoice in case of VAT exemption.

The payments will be issued by the following time schedule.

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| **Day/Month** |  | **<EUR/MKD>** |
| < Day / Month > | Payment after completion of the contract | < 100% of the contract value / Absolute amount> |
|  | **Total** | <Total contract value> |

\* - The contractor will provide contracting authority with the brief report on execution of the services, which will represent the basis for issuing interim and balance final payment

**Article 5: Duration of the contract**

The duration of the contract is <XX days/months>.

Commencement date is <dd/mm/yyyy>

**Article 6: 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 (\* - specify responsible court or arbiter body) in accordance with the national legislation of the state of the Contracting Authority.

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| **For the Contractor** | | **For the Contracting Authority** | |
| Name: |  | Name: |  |
| Title: |  | Title: |  |
| Signature: |  | Signature: |  |
| Date: |  | Date: |  |

1. Where applicable. For individuals, mention their ID card or passport or equivalent document - number [↑](#footnote-ref-1)
2. . According to the Rulebook on the manner of implementing the tax exemption from paying value added tax on sales of goods and services on the basis of a donation agreement concluded between the Republic of Macedonia and a foreign donor in which it is stipulated that no taxes will be paid with the received funds (official gazette of Rm no. 98 of June 30, 2014), VAT is not calculated. [↑](#footnote-ref-2)