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The project: “Technical Assistance for Implementation, Management and Control of the INTERREG IPA

Cross-border Cooperation Programme Greece- Republic of North Macedonia 2014-2020”

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**SERVICE CONTRACT NOTICE**

**DEVELOPING INFORMATION MODULE (SYSTEM)
for the Ministry of Local Self Government (‘the National Authority of the Programme’)**

**1. Publication reference**

**CCI 2014TC16I5CB009**

**2. Procedure**

Simplified (former ‘competitive negotiation’) procedure

**3. Programme title**

INTERREG IPA Cross-border Cooperation Programme Greece- Republic of North Macedonia 2014-2020

**4. Financing**

From the Technical Assistance Multiannual budget plan for year 2020

Budget Line: 4. External Expertise and Services Costs

Budget Line: 5. Equipment

**5. Contracting Authority**

Ministry of Local Self Government in the Republic of North Macedonia

(The National Authority of the Programme)

Clarifications may be sought from the contracting authority at the following email address hajrie.office@gmail.com at the latest 21 days before the deadline for submission of applications stated at the point 23 below.

Clarifications will be published on the website of Ministry of Local Self Government at the latest 5 days before the deadline.

**CONTRACT SPECIFICATION**

**6. Nature of contract**

Global price

**7. Contract description**

The National Authority (Ministry of Local Self Government) will develop Information module for collection and storing data on the expenditures of the IPA projects for each reporting period. It can generate different reports on the projects financial implementation.This module will ensure appropriate transfer of information about the requested verifications, performed verifications by First Level Controllers (FLC) and control mechanisms. It shall allow the information about the FLC and all respective correspondence with IPA beneficiaries to reach all involved parties and shall maintain appropriate audit trial of the FLC.

In addition, the system solution proposed in the Technical Specification Appendix I consists of a number of components, complete and complementary with each other, which ensureits proper running. Thesolutionwill aim at developing a modern technical infrastructure and hardware and, well-structured and efficient software application platform which will serve to two specific objectives:

* facilitate internal communication and knowledge sharing, creating efficient working environment to designated Operating Structure for their effective implementation, monitoring and control of the ETCs Programmes in the territory of the Republic of North Macedonia.
* offer easy access to IPA beneficiaries for submission of their applicationsto the National Authorityandalso from/to the Designation process of theFirst Level Controllers appointed by the NA,for verification of expenditures of the IPA project partners in the Programmeandofferfree-access to citizens signals on irregularities and other practical reporting matters from the IPA projects in the sites. At the same time, the solution proposed should be avoiding duplicated content storage of data with that of Central MIS System of the Programmehosted in Greece.In subsequence to transferred operations and collected data content electronically,all the relevant data and documentswill then be stored and kept safe in the system.

Information module will have installed an Information Security Management System that meets the requirements of ISO / IEC 27001. The applicable security system will ensure the security, integrity, and confidentiality of data/information and the verification of the sender's identity in accordance with Article 122 paragraph 3, Article 125 paragraph 4-point d), Article 125 paragraph 8 and Article 140 of Regulation (EU) No. 1303/2013. Moreover, during the processing of information, the protection of the privacy of personal data of individuals, and the protection of commercial confidentiality of legal persons must be ensured.

**8. Number and titles of lots**

One lot only

**9. Maximum budget**

EUR 85,000

**10. Scope for additional services**

The Contractor is obliged .to transfer all printed version of documents from IPA beneficiaries in to the system:

1. all initial submitted IPA beneficiaries’ ‘Requests for pre-financing and of National co-financing agreement
2. the ‘Requests for Payment of National Co-financing based on the FLC certified expenditure, approved by the MA of the Programme,
3. all requests for designations of the FLC Controllers submitted by the IPA beneficiaries’
4. A summary table of expenditures presenting aggregated information from all project partners.
5. Separate tables of expenditures per project partner, and
6. citizens signal of irregularities (if any)

The process of collection of applications, documents registration and storing the data in the system will be assisted by the Monitoring and Control Officer and of designated NA Operating Structure staff.

All documents stored is pre requisition for the next phases described in the Terms of Reference setin the Sections 3.5.

**CONDITIONS OF PARTICIPATION**

**11. Eligibility**

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

Please be aware that after the United Kingdom's withdrawal from the EU, the rules of access to EU procurement procedures of economic operators established in third countries will apply to candidates or tenderers from the United Kingdom depending on the outcome of negotiations. In case such access is not provided by legal provisions in force, candidates or tenderers from the United Kingdom could be rejected from the procurement procedure.

**12. Candidature**

All eligible natural and legal persons (as per item 11 above) or groupings of such persons (consortia) may apply.

A consortium may be a permanent, legally-established grouping or a grouping which has been constituted informally for a specific tender procedure. All members of a consortium (i.e., the leader and all other members) are jointly and severally liable to the contracting authority.

The participation of an ineligible natural or legal person (as per item 11) will result in the automatic exclusion of that person. In particular, if that ineligible person belongs to a consortium, the whole consortium will be excluded.

**13. Number of applications**

No more than one application can be submitted by a natural or legal person whatever the form of participation (as an individual legal entity or as leader or member of a consortium submitting an application). In the event that a natural or legal person submits more than one application, all applications in which that person has participated will be excluded.

**14. Shortlist alliances prohibited**

Any tenders received from tenderers comprising firms other than those mentioned in the short-listed application forms will be excluded from this simplified tender procedure unless prior approval from the contracting authority has been obtained (see practical guide – PRAG– 2.6.3.). Short-listed candidates may not form alliances or subcontract to each other for the contract in question.

**15. Grounds for exclusion**

As part of the application form, candidates must submit a signed declaration, included in the standard application form, to the effect that they are not in any of the exclusion situations listed in Section 2.6.10.1.of the PRAG.

Candidates 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.

**16. Sub-contracting**

Subcontracting is allowed.

**17. Number of candidates to be short-listed**

On the basis of the market research conducted, 3 candidates will be invited to submit detailed tenders for this contract. If the number of eligible candidates meeting the selection criteria is less than the minimum of 1, the contracting authority may invite the candidate who satisfy the criteria to submit a tender.

**PROVISIONAL TIMETABLE**

**18. Provisional date of invitation to tender**

29 June, 2020

**19. Provisional commencement date of the contract**

20 August, 2020

**20. Initial period of implementation of tasks**

N/A

**SELECTION AND AWARD CRITERIA**

**21. Selection criteria**

The following selection criteria will be applied to candidates. In the case of applications submitted by a consortium, these selection criteria will be applied to the consortium as a wholeunless 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 candidate**in case of candidate being a public body, equivalent information should be provided.The reference period which will be taken into account will be the last three financial years for which accounts have been closed.

**2)** **Professional capacity of candidate**The reference period which will be taken into account will be the lastthree yearspreceding the submission deadline.

**3) Technical capacity of candidate** The reference period which will be taken into account will be the last three yearspreceding the submission deadline.

Previous experience which caused breach of contract and termination by a contracting authority shall not be used as reference.

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. If the tenderer relies on other entities it must prove to the contracting authority that it will have at its disposal the resources necessary for the performance of the contract by producing a commitmentby 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 -notably that of nationality – 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 provided when requested by the contracting authority.

With regard to technical and professional criteria, an economic operator may only rely on the capacities of other entities where the latter will perform the services 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.

If more than 8 eligible candidates meet the above selection criteria, their relative strengths and weaknesses must be re-examined in order to rank their applications and identify the 3 best candidates in accordance with point 17 of this contract notice. The only additional comparative criteria that will be taken into consideration during this re-examination, in the order in which they appear below, are:

1) the highest number of service contracts that meet criterion 3.1

2) the highest cumulated value of all the service contracts that meet criterion 3.1

**22. Award criteria**

Best price-quality ratio.

**APPLICATION**

**23. Deadline for submission of applications**

The candidate attention is drawn to the fact that there are two different systems for sending applications: one is by e-mail, the other is by post or private mail service or hand delivery.

In the first case, the application must be sent before the date and time limit for submission to hajrie.office@gmail.com

And by post or private mail service, as evidenced by the postmark or deposit slip[[1]](#footnote-1), but in the second case by hand delivery it is the acknowledgment of receipt given at the time of the delivery of the application that will serve as proof.

Deadline for submission the tenders: **28 July, 2020 24:00 hrs Skopje time. ( 1 month)**

Any application sent to the contracting authority after this deadline will not be considered.

The contracting authority may, for reasons of administrative efficiency, reject any application 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 short-list report, if accepting applications that were submitted on time but arrived late would considerably delay the evaluation procedure or jeopardise decisions already taken and notified.

**24. Application format and details to be provided**

**Applications must be submitted using the standard application form**, the format and instructions of which must be strictly observed. The application form is available from the following Internet address:<http://ec.europa.eu/europeaid/prag/annexes.do?chapterTitleCode=B>

The application must be accompanied by a declaration on honour on exclusion and selection criteria using the template available from the following Internet address:<http://ec.europa.eu/europeaid/prag/annexes.do?chapterTitleCode=A>

Any additional documentation (brochure, letter, etc.) sent with an application will not be taken into consideration.

**25. How applications may be submitted**

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

1. EITHER by e-mail to: hajrie.office@gmail.com
2. 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 :

**Archive of the Ministry of Local Self-Government**
Department for European Union
Attn.: Ms. Hajrie Ahmed, Programme Officer
Address: "Kiril and Metodij 54, 1000 Skopje(zgrada na Nova Makedonija)

1. OR **hand delivere**dby the candidate in person or by an agent**directly** to the premises of the contracting authorityin return for a **signed and dated receipt**, in which case the evidence shall beconstituted by this acknowledgement of receipt, to:

**Archive of the** Ministry of Local Self-Government
Department for European Union
Attn.: Ms. Hajrie Ahmed, Programme Officer, Tel: +389 23 253 951
Address: "Kiril and Metodij 54, 1000 SkopjeSkopje (zgrada na Nova Makedonija)

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

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

By submitting an application 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 application.

**26. Alteration or withdrawal of applications**

Candidates may alter or withdraw their applications by written notification prior to the deadline for submission of applications. No application may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with Item25. The outer envelope (and the relevant inner envelope if used) must be marked ‘Alteration’ or ‘Withdrawal’ as appropriate.

**27. Operational language**

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

**28. Date of publication of prior information notice**

N/A

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

* Framework agreement between the Government of the North Republic of Macedonia and the European Commission on the arrangements for implementation of Union Financial Assistance to the Republic of Macedonia under the Instrument for Pre-Accession Assistance (IPA II) Ares (2015)485356 – 05/02/2015 (Official Gazette of the Republic of Macedonia No. 99/15);
* Regulation (EU) 1303/2013 and Commission Delegated Regulation (EU) No 481/2014
* INTERREG IPA CBC Programme “Greece – Republic of Macedonia 2014-2020”, approved on 6th August 2015, C (2015) 5655 by the European Commission with Programme reference number CCI 2014TC16I5CB009;
* Financing Agreement for INTERREG IPA CBC Programme “Greece - Republic of North Macedonia 2014-2020”, CCI 2014TC16I5CB009 signed between the EuropeanCommission, the Republic of Greece and the Republic of North Macedonia on 09.12.2016; Annex V - Bilateral Agreement on the Implementation, Management and Control of the Programme between Republic of Greece and Republic of North Macedonia signed on 04.11.2016;
* Act no. 18-2141/1 of 09.11.2017 for designating the National Authority, based on the Act no. 11-74/148 of 29.09.2017 of the Deputy Prime Minister responsible for European Affairs and National IPA Coordinator;
* [State Audit Law ("Official Gazette of the Republic of North Macedonia" No. 65/97, 70/01,31/03, 19/04, 70/06,](http://www.dzr.mk/en/Uploads/State%20Audit%20Law%2C%20PDF.pdf) 66/10 and 145/10);
* Law on Audit of Instrument for Pre – Accession Assistance (IPA) (Official Gazette of the Republic of Macedonia No. 66/10, 43/14, 154/15 and 27/16).
* Law in RNM (Official Gazette No. 58/00, 14/02, 44/02, 82/08, 167/10 и 51/11)
* Document developed by the participating countries of the "Greece- Republic of North Macedonia 2014-2020" Programme and adopted by the European Commission, which defines the priorities as well as the programming and EU funds required to achieve the priorities.

**30. Additional information**

* Financial data to be provided by the candidate in the standard application form must be expressed in MKD Denars (excluded the VAT). If applicable, where a candidate refers to amounts originally expressed in a different currency, the conversion to MKD Denars shall be made in accordance with the InforEuro exchange rate of June 2020 which can be found at the following address: <http://ec.europa.eu/budget/graphs/inforeuro.html>.
* All false, incomplete or misleading answers or statements will be grounds for disqualification.
* Neither the National Authority nor any Bidder shall be bound in any way by any bid or proposal. Only the formal contract signed by the National Authority and the selected Bidder will be binding on these parties, and in particular as regards financial consequences.
* Selected finalists who will be invited to make presentations to the Selection Committee, as set out in the Schedule in Section [5.1](#page12) of the Terms of Reference (ToR), must demonstrate the ability of the proposed solution to meet the Functional and Technical Requirements. This should also include a short live demonstration of the solution as an example. Finalists should also be prepared to answer any technical questions necessary to allow the Selection Committee to fully understand how the proposed system meets the requirements.
* By derogation from Article 30 of General Conditions of the Procurement and Grants for European Union external actions – a Practical Guide. (PRAG)as set out in the in Section [6.5 point 1](#page12) as stated in the Terms of Reference (ToR) for this tender, **no pre-financing guarantee is required. However,** depending on a risk assessment made of the National Authority, hereafter contracting authority, it may request from the Contractor to provide financial guarantee for the full amount of the pre-financing payment. (if pre-financing is requested by the contractor)

Since the contract will have duration of at least two years and the budget is divided between different outputs that the National Authority (hereafter the contracting authority) can approve independently, the financial guarantee shall be released when the pre-financing is reimbursed in accordance with Article 29.1 of the General Conditions.

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)