

The project : “Technical Assistance for Implementation, Management and Control of the INTERREG IPA Cross-border Cooperation Programme between Greece- Republic of North Macedonia 2014-2020”

SERVICE CONTRACT NOTICE

DESIGNING AND CREATING E-NEWSLETTERS 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 between Greece- Republic of North Macedonia 2014-2020

4. Financing

Multiannual Technical Assistance’s project budget plan for years 2019 - 2013

Budget line: 4. External Expertise and Services Costs

Subline 4.1. Information and Publicity

5. Contracting Authority

Ministry of Local Self Government (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 purpose of this services is to solicit offers for designing and creating electronic newsletters issuing by numbers in order by way of each semester throughout the lifetime of the TA project and one an electronic almanac consisted of all IPA Project comm. activities supplied by the end of the Programme

8. Number and titles of lots

One lot only

9. Maximum budget

EUR 25,000

10. Scope for additional services

N/A

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 restricted 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 out of 6 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 3, the contracting authority may invite the candidates who satisfy the criteria to submit a tender.

PROVISIONAL TIMETABLE

18. Provisional date of invitation to tender

11 December, 2019

19. Provisional commencement date of the contract

31 January, 2020

20. Initial period of implementation of tasks

31 January, 2020

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 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 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 last three years preceding the submission deadline.
- 3) **Technical capacity of candidate** The reference period which will be taken into account will be the last three years preceding 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 commitment by 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 post or private mail service, the other is by hand delivery.

In the first case, the application must be sent before the date and time limit for submission, as evidenced by the postmark or deposit slip¹, but in the second case 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: **10 January, 2020 at 12:00 hrs LT.**

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:

- 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 :

National Authority

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)

- OR hand delivered by the candidate 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:

National Authority

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 Skopje Skopje (zgrada na Nova Makedonija)

¹ It is recommended to use registered mail in case the postmark would not be readable.

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 Item 25. 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 basis²

- 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 March 11, 2014 establishing an Instrument for Pre-Accession Assistance (IPA II)
- Commission Regulation (EC) No.447/2014 on the specific rules for implementing
- Regulation (EU) No.231/2014 of the European Parliament and of the Council establishing an Instrument for Pre-accession Assistance (IPA II)
- The Interreg IPA Cross-Border Cooperation Programme "Greece – Republic of North Macedonia 2014-2020" (hereinafter CP), approved by the European Commission Decision C(2015) 5655 on August 6, 2015 [CCI 2014 TC 16 I5CB 009]
- The European Transparency Initiative;
- The Communication Strategy of the Interreg IPA CBC "Greece- Republic of North Macedonia 2014-2020"

30. Additional information

Financial data to be provided by the candidate in the standard application form must be expressed in MKD Denars. 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 November 2019 which can be found at the following address: <http://ec.europa.eu/budget/graphs/inforeuro.html>.

² Please state any specificity that might have an impact on rules on participation (such as geographic or thematic or long/short term).