**SERVICE CONTRACT NOTICE**

**Training for guides on tourist path Holy Water   
 Municipality of Resen, Republic of North Macedonia**

**1. Reference**

**HOLY WATER, CN1-SO1.3- SC040 , WP 2 , D.2.2.1 (09-1255/2)**

**2. Procedure**

Single tender

**3. Programme title**

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

**4. Financing**

Project HOLY WATER CN1- SO 1.3 - SC 040, Working Package 2, Budget Line 2.2.1**.**

The project is co-financed by the European Union, in accordance with the rules of Interreg IPA II Cross-border Cooperation Programme “Greece - the Republic of North Macedonia 2014-2020” programme and national funds of Republic of North Macedonia.

**5. Contracting authority**

Republic of North Macedonia

Municipality of Resen

Square Car Samoil no. 20 , 7310 Resen,   
+389 47 551 770

**CONTRACT SPECIFICATION**

**6. Nature of contract**

Global price

**7. Contract description**

Municipality of Resen as a contracting authority has to conclude an Contract for services with selected contractor for organization and implementation of trainings for guides for tourist path HOLY WATER in Municipality of Resen. The path is located under NP Pelister territory in the slopes of Baba Mountain in Resen municipality and it stretches in the following rural settlements: Podmochani, Grnchari, Kurbinovo, Slivnica and other nearby settlements. On the path there is a rich cultural and natural heritage, significant landscapes, attractive locations and similar.

The Contactor should develop, prepare and implement training for guides on tourist path Holy Water, in order to raise the capacities of tourist guides as a major promoter of tourist attractions of the region, especially the large number of tourist guides who have minor or no experience in the field.

Trainings should be organized for a minimum 10 participants.

Workshop should consist of theoretical and practical part with duration of three days.

Having in mind the existing pandemic situation, the accommodation of participants shouldn’t be foreseen.

The contractor should secure catering services for participants and coffee- breaks as well as travel costs for experts.

**8. Number and titles of lots**

One lot only

**9. Maximum budget**

3.000 EUR without VAT

**CONDITIONS OF PARTICIPATION**

**10. 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 23 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 at the time of contract award, candidates or tenderers from the United Kingdom could be rejected from the procurement procedure.

**11. Number of tenders**

No more than one tender 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 a tender). In the event that a natural or legal person submits more than one tender, all tenders in which that person has participated will be excluded.

**12. Grounds for exclusion**

As part of the tender, tenderers must submit a signed declaration, included in the tender form, to the effect that they are not in any of the exclusion situations listed in Section 2.6.10.1. of the practical guide.

Tenderer 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.

**13. Sub-contracting**

Subcontracting is allowed.

**PROVISIONAL TIMETABLE**

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

31.07.2021 year

**15. Implementation period of the tasks**

31.07.2021 to 30.09.2021 year

**SELECTION AND AWARD CRITERIA**

**16. Selection criteria**

The following selection criteria will be applied to the tenderers. In the case of tenders submitted by a consortium, these selection criteria will be applied to the consortium as a whole. if not 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 the tenderer (**based on item 3 of the tender form). 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 financial years for which accounts have been closed.

**Criteria 1**: The average annual turnover of the tenderer must exceed the annualised maximum budget of the contract i.e. the maximum budget stated in the contract notice divided by the initial contract duration in years, where this exceeds 1 year (minimum annual turnover requested may not exceed 2 times the estimated annual contract value, except in duly justified cases motivated in the tender dossier)

The average annual turnover of the tenderer in the past 3 years must be at least EUR 3.000;

**Criteria 2**: Tenderer has sufficient financial stability to handle the proposed contract.

**Evidence to be provided:** Statement of the total turnover of the tenderer (data from the profit and loss accounts and balance sheet for the last three years from which accounts have been closed from each concerned entity, issued by a competent authority or other appropriate document).

**2)** **Professional capacity of the tenderer (**based on items 4 of the tender form).

The reference period which will be taken into account will be the last three years preceding the submission deadline.

**Criteria 1.** At least one staff ( part time, full time, per contract for expert services) that currently work for the tenderer.

**Criteria 2.** Tenderer has at least 3 (three) experts to work on this contract. Key experts do not have to be employed by the tenderer and can be hired on a contract basis for the needs of the project:

**Evidence to be provided::** List of tenderer staff, including names and expertise.

The scope of the work for this service requires a team of skilled professionals with previous experience in tour guiding, tourism development or similar projects. Tenderer is expected to have the ability to have a team of experts, so that the expected deliverable can be achieved in a quality and timely fashion. All team members shall possess excellent technical skills in order to successfully implement the assignment. The team of key experts shall respond to the requirements of the following key area of expertise. The team delivering the service should have included, as a minimum, the following profiles:

* + - 1. **Team leader/ Expert on Tour guiding basics**
      2. **Expert on cultural heritage**
      3. **Expert on natural heritage**

**All experts should fulfil following requirements:**

**Qualifications and skills**

Minimum Bachelor in relevant fields, tourism or other similar education

**General professional experience**

At least 3 years’ experience in the field of trainings in tourism area, tour guiding trainings or similar projects related to tourism and hospitality and relevant fields, with a complexity similar to this Contract

**Specific professional experience**

Record of at least 1(one) relevant completed project connected with tour guiding, tourism and hospitality trainings (in relevant fields) or similar, with a complexity similar to this Contract

**Evidence to be provided (per expert) :** CV, Diplomas, certificates, List of minimum 1(one) finished relevant project, including budget, contracts authority and implementation period.

All experts must be independent and free from conflicts of interest in the responsibilities they take on.

1. **Technical capacity of tenderer** (based on items 5 and 6 of the tender form). The reference period which will be taken into account will be the last three years preceding the submission deadline.

**Criteria 1.** Proof of entity in the appropriate register (trade register or register of others entities), at the Central Register of the Republic of North Macedonia

**Evidence to be provided:** Official document for registered activity, current status of entity, issued by the authorized national entity.

**Criteria 2.** Minimum 3 years of professional experience in the field of tourism education, tour guides training and education with compatible nature and complexity

**Evidence to be provided:** List of completed projects, including budget, name of contracting authority and period of implementation

1. **Criteria 3.** Minimum 1 (one) completed projects with compatible nature and complexity which were implemented at any moment during the following period: 2018-2021 year.

**Evidence to be provided:**

- List of minimum 1(one) completed projects including project budget, name of contracting authority and period of implementation.

- Copies of concluded service agreements for proposed completed projects.

This means that the service contract the tenderer refers to could have been started at any time during the indicated period but it does not necessarily have to be completed during that period, nor implemented during the entire period. Tenderers are allowed to refer either to service contracts completed within the reference period (although started earlier) or to service contracts not yet completed. Only the portion satisfactorily completed during the reference period will be taken into consideration. This portion will have to be supported by documentary evidence (-statement or certificate from the entity which awarded the contract, proof of payment) also detailing its value. If a tenderer has implemented the service contract in a consortium, the percentage that the tenderer has successfully completed must be clear from the documentary evidence, together with a description of the nature of the services provided if the selection criteria relating to the pertinence of the experience have been used.

Previous experience which would have led to 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. It must in that case 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.

**17. Award criteria**

Best price-quality ratio.

**TENDERING**

**18. Deadline for submission of tenders**

The deadline for submission of tenders is specified in point 8 of the instruction to tenderers.

**19. Tender format and details to be provided**

**Tenders must be submitted using the standard tender form** for simplified procedures, the format and instructions of which must be strictly observed. The tender form is available from the following internet address: <http://ec.europa.eu/europeaid/prag/annexes.do?group=B> , under the zip file called Simplified Tender dossier.

The tender 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 a tender will not be taken into consideration.

**20. How tenders may be submitted**

Tenders must be submitted in English exclusively to the contracting authority, using the means specified in point 8 of the instructions to tenderers.

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

By submitting a tender tenderers accept to receive notification of the outcome of the procedure by electronic means.

**21. Alteration or withdrawal of tenders**

Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders. No tender may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with point 9 of the instructions to tenderers. The outer envelope (and the relevant inner envelope if used) must be marked ‘Alteration’ or ‘Withdrawal’ as appropriate.

**22. Operational language**

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

**23. Legal basis**

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 IPA II.

**24. Additional information**

Financial data to be provided by the candidate in the standard application form must be expressed in EUR. The prospective invoice shall be made in accordance with the InforEuro exchange rate, which can be found at the following address: <http://ec.europa.eu/budget/graphs/inforeuro.html>.