**SERVICE CONTRACT NOTICE**

**Multilingual Project Communication Package - Promotion Material - Promotion Campaign Strategy**

**Resen, Municipality of Resen, Republic of North Macedonia**

**1. Reference**

**GREEN INTER-E-MOBILITY – CN1-SO2.1-SC039 (09-551/5)**

**2. Procedure**

Single tender

**3. Programme title**

“Interreg IPA Cross-border Cooperation Programme Greece - the Republic of North Macedonia 2014 - 2020” (“Interreg IPA Cross-border Cooperation Programme Greece - the Republic of North Macedonia 2014-2020")

**4. Financing**

Integration of Green Transport in Cities - Green Inter-e-Mobility – CN1 – S.0 2.1 – SC 039

WP2, D 2.3.1

**5. Contracting authority**

Municipality of Resen

Square Car Samoil no. 20, 7310 Resen

+38947 551- 770

Email: ResenGreenTransport@gmail.com

**CONTRACT SPECIFICATION**

**6. Nature of contract**

Global price

1. **Contract description**

Municipality of Resen as a contracting authority has to conclude an Contract for services with selected contractor for creation multilingual project communication package that will help to implement communication strategy described in Info and Publicity Plan of Green Inter-e-Mobility. <https://green-inter-e-mobility.eu/wp-content/uploads/2020/05/green-inter-e-mobility_info-and-publicity-_plan_official-final.pdf>.

For this purpose following **Promotion Materials** (Preparation, design, and colour printing of materials) should be developed:

* Folders A4 , expanding with min 10 barriers (PVC, printed on project logo on the cover) x 100 pcs,
* Pens (metal pen in a box-tube, marble black , dimensions- 10 x 137 mm blue, printed logo and text) x 100 pcs
* A3 Folded leaflets, text and color printing x 200 pcs.
* Roll Banners including material 100\*200sm (design and color printing) x 2 pcs.
* Eco Natural A5 Notebook with natural elastic closure, page ribbon and pen holder, 50pages printed project logo on the cover x 50 pcs.
* Posters A3 size according to the website <http://poster.interreg.gr/> \* 200 pcs
* Backpack up to 16" , material polyester , side pockets , front pocket, internal additional storage space, dimensions 43\*30\*15sm

**8. Number and titles of lots**

One lot only

**9. Maximum budget**

EUR 2.000

**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**

24.08.2021

**15. Implementation period of the tasks**

The implementation period will be 2(two) months - from 24.08.2021 to 23.10.2021 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.

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);

**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.

Has sufficient ongoing resources and expertise to be able to handle the proposed contract

At least one staff (part time, full time, per contract for expert services) that currently work for the tenderer. (provides contract or other relevant documents or statement)

**3) 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.

The tenderer has provided services under at least 1 contract with a budget of at least that of this contract in the fields of the contract which was implemented at any moment during the following period: last three years from the deadline of submission of the tender. (provides invoices or other relevant documents or statement with confirmation).

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. This is also applicable concerning the previous experience of experts required under a fee-based service contract.

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>.