**SERVICE CONTRACT NOTICE**

**Supervision on the execution of civil works under D.5.3.1 – Construction of PV charging station for Resen municipality**

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

**1. Reference**

GREEN INTER-E-MOBILITY – CN1-SO2.1-SC039, D.5.3.3 (09-1595/1)

**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 ,

WP 5, D 5.3.3

**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

**7. Contract description**

Municipality of Resen as a contracting authority has to conclude an Contract for services with selected contractor for supervision on civil works under D.5.3.1 Construction of PV charging station for Resen municipality.

Within the Project “Integration of Green Transport in Cities – (Green Inter – E-Mobility), Working Package 5, Deliverable 5.3.1, the contracting authority will select a company that will construct photovoltaic power plant with installed power up to 19.80 KW and it will be located on the roof of the municipal building in Resen. The power plant should be constructed in accordance with published project documentation (in attachment of the procurement dossier). The PV system will cover 214,26 m2 and should be consisted of 60 PV panels, placed on fixed aluminium base , on the building roof. The contractor has to supply and install a proper charging station for two electrical cars near the building on the same cadastral parcel. Also electrical installations and other electrical equipment have to be installed. All works have to be implemented according to national laws and completed Revised Basic Design for installation of PV panels for electricity production with charging station for electrical cars with max installed capacity to 1 MW on building – Municipality of Resen building with power of 19,80kWp of roof spaces, prepared by KMG EOL KVAZAR DOOEL, SKOPJE with technical number 09-337/2, December 2020 year. (<http://resen.gov.mk/nvitation-to-tender-for-construction-of-photovoltaic-charging-station-for-the-electric-vehicles-for-resen-municipality/>).

**The selected contractor should supervised all construction and electrical installations that will be carried out by the contractor for construction of PV charging station.**

**8. Number and titles of lots**

One lot only

**9. Maximum budget**

EUR 2.500

**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**

29.09.2021

**15. Implementation period of the tasks**

The implementation period will be 3(three) months .

**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.

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

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

**Criteria 2.** Tenderer has at least 2 (two) 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:

The scope of the work for this service requires a team of skilled professionals with previous experience in supervising of construction and electrical installations 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 / Supervising engineer – Electrical engineer:**
  + At least Authorisation B for supervising engineer – **Electrical engineer**, issued by Chamber of Certified Architects and Certified Engineers.
  + At least 3 years’ experience in the field of supervising electrical installations and works , with a complexity similar to this Contract
  + Record of at least 1(one) relevant completed project connected with supervising electrical installations , electrical installations on commercial, private or public buildings or similar, with a complexity similar to this Contract

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

1. **Supervising engineer – Civil engineer :**
   * At least Authorisation B for supervising engineer – civil engineer, issued by Chamber of Certified Architects and Certified Engineers.
   * At least 3 years’ experience in the field of supervising civil works, with a complexity similar to this Contract
   * Record of at least 1(one) relevant completed project connected with supervising civil works( construction/reconstruction of commercial, private or public buildings ) or similar, with a complexity similar to this Contract

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

**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.

* + **Criteria 1**: License B (at least) for supervision of II category of buildings , issued by the Ministry of transport and connections of Republic of North Macedonia

**Evidence**: License B (at least) for supervision of II category of buildings

* + **Criteria 2: At least 3(three) years of relevant experience in supervision of construction works.**

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

**Criteria 3. Have experience as a site supervisor on at least 1(one) relevant project** of nature and degree of complexity comparable to the works of this contract i.e: construction/reconstruction of electrical installations, commercial, residential and or public buildings with included electrical installations, in value of the construction works at least 30.000 euro, during the following period: 2018-2021 year.

**Evidence:**

- 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>.