

## **SERVICE CONTRACT NOTICE**

**Provision of external expertize and services for the Project Cultural Spaces for All**

**Resen, Republic of North Macedonia**

**Pustec , Republic of Albania**

**Lot 1: Visual arts Expert -01 (activity 1.1)**

**Lot 2: Visual art Expert -02 (activity 1.1.)**

**Lot 3: Design Expert (activity 1.2)**

**Lot 4: Arranging spaces expert (activity 2.3)**

### **1. Reference**

**Cultural Spaces for All, 09- 1815/1**

### **2. Procedure**

Single tender

### **3. Programme title**

Project "Cultural Spaces for All" with UNESCO ref.no. TW1-016 , financed by the Project "Culture and Creativity for the Western Balkan (CC4WBs) , financed by European Union under direct supervision of the Head of Sarajevo Antenna of the Regional Bureau for Science and Culture in Europe."

### **4. Financing**

Contract for Services no. 4500506215, signed between UNESCO Office in Venice and Municipality of Resen, on 18/03/2024 year.

### **5. Contracting authority**

Republic of North Macedonia  
Municipality of Resen  
Square Car Samoil no. 20 , 7310 Resen,  
+389 47 551 770



**Funded by  
the European Union**

---

## CONTRACT SPECIFICATION

### 6. Nature of contract

Global Price

### 7. Contract description

The purpose of this contract is provision of external expertise and services for the Project "Cultural Spaces for All" in four lots:

**Lot 1: Visual arts Expert -01 (activity 1.1)**

**Lot 2: Visual art Expert – 02 (activity 1.1.)**

**Lot 3: Design Expert (activity 1.2)**

**Lot 4: Arranging spaces expert (activity 2.3)**

Municipality of Resen, as contraction authority is looking for 4(four) experts in order to support the implementation of the project with experience appropriate to the Lot for with the tenderer is applying.

### 8. Number and titles of lots

**Lots: 4 (four)**

The tenderer may submit a tender for one lot, or all of the lots

Lot 1: Visual arts Expert- 01 (activity 1.1)

Lot 2: Visual art Expert- 02 (activity 1.1.)

Lot 3: Design Expert (activity 1.2)

Lot 4: Arranging spaces expert (activity 2.3)

**Lot 1** concerns services to conduct analyse of the products of the creative industries and the applicability of those products in objects, information and services (fine art, design, museum- gallery activities, advertising and similar). Analysis of target groups of customers – domestic and foreign, individuals, companies and institutions. Research of the infrastructural equipment for the development of this type of creative industries of institutions participating in this process in Resen and Pustec..

**Lot 2** concerns services to create Document "Designing the old Resen bazaar and part of coastline of the Municipality of Pustec – RA by crossing several sectors" in coordination with Project Manager.

**Lot 3** concerns services to develop workshop for the preparation and adoption of the Plan for arranging, equipping and devising activities in two open spaces in Municipality of Resen and Municipality of Pustec



Funded by  
the European Union

in function of tourism development and culture in cross – border region of Prespa.

**Lot 4** concerns services related to consulting, on-job training and involvement of local population (especially young people), donors in adapting, equipping, arranging and designing multi functionality of the two spaces. Workshop in area of cultural heritage and meetings should be developed and conducted.

#### **9. Maximum budget**

Lot 1: Visual arts Expert – 01 (act 1.1) – EUR 1.110 VAT excluded

Lot 2: Visual art Expert – 02 (act 1.1) – EUR 450 VAT excluded

Lot 3: Design Expert (act 1.2) – EUR 1.160 VAT excluded

Lot 4: Arranging spaces expert (act. 2.3) - 1.740 VAT excluded

---

## **CONDITIONS OF PARTICIPATION**

### **10. Legal basis, eligibility and rules of origin**

Participation is open to all legal and natural persons (participating either individually or in a grouping – consortium – of tenderers) which are established in a Member State of the European Union or in a country or territory of the regions covered and/or authorised by the specific instruments applicable to the programme under which the contract is financed. Participation is also open to international organisations. Participation of natural persons is directly governed by the specific instruments applicable to the programme under which the contract is financed.]

for UK candidates or tenderers: Please be aware that following the entry into force of the EU-UK Withdrawal Agreement\* on 1 February 2020 and in particular Articles 127(6), 137 and 138, the references to natural or legal persons residing or established in a Member State of the European Union and to goods originating from an eligible country, as defined under Regulation (EU) No 236/2014\*\* and Annex IV of the ACP-EU Partnership Agreement\*\*\*, are to be understood as including natural or legal persons residing or established in, and to goods originating in, the United Kingdom \*\*\*\*. Those persons and goods are therefore eligible under this call.

\* Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community.

\*\* 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.

\*\*\* Annex IV to the ACP-EU Partnership Agreement, as revised by Decision 1/2014 of the ACP-EU Council of Ministers (OJ L196/40, 3.7.2014).

\*\*\*\* Including the Overseas Countries and Territories having special relations with the United Kingdom, as laid down in Part Four and Annex II of the TFEU.]

### **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



**Funded by  
the European Union**

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.

The tenderer may submit a tender for one lot only, several lots or all of the lots, but only one tender per lot. Contracts will be awarded lot by lot and each lot will form a separate contract.

## **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**

04.10.2024 year

## **15. Implementation period of the tasks**

### **Lot 1: Visual arts Expert-01 (act 1.1)**

The intended start date is the date of Contract signing by both parties and the period of implementation of the contract will be 20 days.

### **Lot 2: Visual art Expert-02 (act 1.1)**

The date on which implementation starts shall be within 3 months of the signature of this contract by both parties and shall be set in an administrative notice issued by the project manager.

The period of implementation of the contract will be 8 days.

### **Lot 3: Design Expert (act 1.2)**

The date on which implementation starts shall be within 3 months of the signature of this contract by both parties and shall be set in an administrative notice issued by the project manager.

The period of implementation of the contract will be 20 days.

### **Lot 4: Arranging spaces expert (act. 2.3)**

The date on which implementation starts shall be within 3 months of the signature of this contract by both parties and shall be set in an administrative notice issued by the project manager.

The period of implementation of the contract will be 30 days.

---



**Funded by  
the European Union**

# SELECTION AND AWARD CRITERIA

## 16. Selection criteria

### Capacity-providing entities

An economic operator (i.e. candidate or tenderer) may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links it has with them. If the economic operator relies on other entities, 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 and notably that of nationality as the economic operator relying on them 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 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 tasks for which these capacities are required.

With regard to economic and financial criteria, the entities upon whose capacity the economic operator relies, become jointly and severally liable for the performance of the contract.

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.

The tenderer shall not use previous experience which caused breach of contract and termination by a contracting authority as a reference for selection criteria.

The selection criteria for each tenderer are as follows:

- 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 for legal and natural persons:

The average annual turnover of the candidate for the last three (3) closed financial years (2023,2022,2021) must be at least:

Lot 1: Visual arts Expert -01 (act 1.1) – EUR 1.110 VAT excluded

Lot 2: Visual art Expert – 02 (act 1.1)– EUR 450 VAT excluded

Lot 3: Design Expert (act 1.2)– EUR 1.160 VAT excluded

Lot 4: Arranging spaces expert (act. 2.3) - 1.740 VAT excluded

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



Funded by  
the European Union

N/A

**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.

N/A

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.

## **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:, 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:

[https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesA\(Ch.2\):General](https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesA(Ch.2):General)

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



**Funded by  
the European Union**

## **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.

## **22. Operational language**

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

## **23. Additional information**

Financial data to be provided by the candidate in the standard application form must be expressed in EUR. If applicable, where a candidate refers to amounts originally expressed in a different currency, the conversion to EUR shall be made in accordance with the InforEuro exchange rate of [**<MONTH and YEAR>** of the applicable InforEuro exchange rate, which can either correspond to the month and year of the publication of the present contract notice or the month and year corresponding to the deadline for submitting applications], which can be found at the following address: <http://ec.europa.eu/budget/graphs/inforeuro.html>.



**Funded by  
the European Union**