

SERVICE CONTRACT NOTICE

Provision of external expertise 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- 981/1

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-A1, signed between UNESCO Office in Venice and Municipality of Resen, on 30/01/2025 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

This contract is divided into lots: yes

Tenders may be submitted for: all lots or for one lot
maximum number of lots: 4

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)

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 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.

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.

No restrictions may be made in the number of lots a tenderer can be awarded.

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. If the tenderer is awarded more than one lot, a single contract may be concluded covering all those lots.

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 2.4.2.1. of the practical guide.

Where the tenderer intends to rely on capacity providing entities or subcontractor(s), he/she must provide the same declaration signed by this/these entity(ies).

Tenderer included in the lists of EU restrictive measures¹ (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

02.05.2025

¹ Please note that the EU Official Journal contains the official list of entities subject to restrictive measures and, in case of conflict, it prevails over the list of the [EU Sanctions Map](#).



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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.

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 which 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 fulfil the selection criteria for which the economic operator relies on them. **Furthermore, the data for this third entity for the relevant selection criterion should not be included in the tender form but 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. This is also applicable concerning the previous experience of experts required under a fee-based service contract.

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 years for which accounts have been closed.**

Criteria for legal and natural persons:

Criterion 1: average annual turnover

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

The tenderer's average annual turnover of the **last 3 financial years** for which **the accounts have been closed** must be not less than 1.110 EUR

Lot 2: Visual art Expert – 02 (act 1.1)

The tenderer's average annual turnover of the **last 3 financial years** for which **the accounts have been closed** must be not less than 450 EUR

Lot 3: Design Expert (act 1.2)

The tenderer's average annual turnover of the **last 3 financial years** for which **the accounts have been closed** must be not less than 1.160 EUR

Lot 4: Arranging spaces expert (act. 2.3)

The tenderer's average annual turnover of the **last 3 financial years** for which **the accounts have been closed** must be not less than 1.740 EUR

- 2) **Professional capacity of the tenderer** (based on items 4 and 5 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

- 3) **Technical capacity of tenderer** (based on items 6 of the tender form).

Criterion:

- J The candidate has completed services under at least **1(one) contract** implemented at any moment during the last **three years** before submission deadline.



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

For each contract, the value of the services completed must not be less than 400 EUR

The completed services or supplies are in the domain of: cultural development, research in culture, cultural development planning and similar.

Lot 2: Visual art Expert – 02 (act 1.1)

For each contract, the value of the services completed must not be less than 100 EUR

The completed services or supplies are in the domain of: cultural development, research in culture, cultural development planning and similar.

Lot 3: Design Expert (act 1.2)

For each contract, the value of the services completed must not be less than 450 EUR

The completed services or supplies are in the domain of: design of public culture places, cultural development planning, design cultural spaces and buildings and similar.

Lot 4: Arranging spaces expert (act. 2.3)

For each contract, the value of the services completed must not be less than 700 EUR

The completed services or supplies are in the domain of: design of public culture places, cultural development planning, design cultural spaces and buildings and similar.

This means that the service contract the tenderer refers to could have been implemented 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 projects partially implemented during, but not yet completed within the reference period. Only the part completed during the reference period will be taken into consideration. This part will have to be supported by documentary evidence (approval of report or deliverable, proof of payment, statement or certificate from the entity which awarded the contract) also detailing its value. If a tenderer has implemented the project in a consortium, the percentage that the tenderer has successfully completed must be clear from the documentary evidence (approval of report or deliverable, proof of payment, statement or certificate from the entity which awarded the contract) also detailing its value. If a candidate has implemented the project in a consortium, the part that the candidate has successfully completed must be clear from the documentary evidence (such as consortium agreement and bank transfers between consortium members), together with a description of the nature of the services provided.

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:

[https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesB\(Ch.3\):Servicecontracts](https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesB(Ch.3):Servicecontracts), 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#AnnexesA\(Ch.2\):General](https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#AnnexesA(Ch.2):General)

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.

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>.

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