**SUPPLY CONTRACT NOTICE**

**Supply of materials for portable promotional points (act.2.4.1)  
Resen, Republic of North Macedonia**

**1. Reference**

Cultural Spaces for All, 09- 1684/1

**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, activity 2.4.1

**5. Contracting authority**

Municipality of Resen

Square Car Samoil no. 20 , 7310 Resen, Republic of North Macedonia

+389 47 551 770

**CONTRACT SPECIFICATION**

**6. Nature of contract**

Lump sum

**7. Contract description**

The purpose of this contract is supply of materials (wood, metal, canvas and connecting elements). Materials should be used by craftsmen and people engaged to process materials and to construct portable promotional stands for Municipality of Resen and Municipality of Pustec.

Materials should be fine prepared and suitable for processing by craftsmen.

Wood, metal and canvas should be delivered by Contractor to Municipality of Resen.

**8. Number and titles of lots**

**This contract is divided into lots: no**

**CONDITIONS OF PARTICIPATION**

**9. Legal basis, eligibility and rules of origin**

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The legal basis of this procedure is EU Regulation or other instrument under which EU Project Culture and Creativity for Western Balkans is financed. See Annex A2a of the practical guide.

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.

All supplies under this contract must originate in one or more of these countries.

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**10. 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.

Any tenderer may state in its tender that it would offer a discount in the event that its tender is accepted for more than one lot.

**11. 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 measures[[1]](#footnote-1) (see Section 2.4. of the PRAG) at the moment of the award decision cannot be awarded the contract.

**12. Sub-contracting**

Subcontracting is allowed.

**PROVISIONAL TIMETABLE**

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

07.08.2025

**14. Implementation period of the tasks**

The intended start date is the date of Contract signing by both parties and the period of implementation of the contract will be 30 days.

**SELECTION AND AWARD CRITERIA**

**15. 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 1: average annual turnover**

* The tenderer’s average annual turnover of the **last 3 financial years** for which **the accounts have been closed** must be not less than 4.500 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.**

* Tenderer should have appropriate professional registration in National Trade Registry, which approve that subject is authorized to undertake works in trade with construction materials.
* At least 2 (two) staff currently work for tenderer in fields related to this contract

1. **Technical capacity of tenderer** (based on items 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 delivered supplies under at least 2 (two) contracts , each with a budget of at least that of this contract in trade with construction materials (wood, metal, canvas) which were implemented at any moment during the following period 31.07. 2022- 31.07.2025

This means that the 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 supply contracts completed within the reference period (although started earlier) or to supply contracts 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 supply contract in a consortium, the percentage that the tenderer 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 supplies provided.

**16. Award criteria**

Price (or, if appropriate after prior approval, the best price-quality ratio which is a combination of quality and price).

**TENDERING**

**17. Deadline for submission of tenders**

The deadline for submission of tenders is 01.08.2025 year

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

**Tenders must be submitted using the standard tender form.**

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>

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

**19. How tenders may be submitted**

Tenders must be submitted in English exclusively to the contracting authority, using the means specified in point 10 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.

**20. 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 15 of the instructions to tenderers.

**21. Operational language**

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

**22. Additional information**

Financial data to be provided by the candidate in the standard application form must be expressed in EUR.. Payments should be made in MKD 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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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*](https://www.sanctionsmap.eu/#/main). [↑](#footnote-ref-1)