

SUPPLY CONTRACT NOTICE

Supply of IT equipment and surveillance and monitoring equipment for Municipality Resen

Resen, Municipality of Resen, Republic of North Macedonia

1. Reference

Prespa Green & Blue Initiative, 09-1153/1

2. Procedure

Single tender

3. Programme title

IPA III Annual Action Programme for the Republic of North Macedonia for the year 2021/
Action 05/ EU for Prespa , Monitoring, restoration and management of natural resources in
Prespa, Budget lines: BGUE-B2021-15.020201, Reference: EuropeAid/180814/DD/ACT/MK

4. Financing

Project "Prespa Green & Blue Initiative: Empowering Conservation through Research,
Education and Communication", Budget line: Equipment and supplies – 3.2 Furniture,
computer equipment - 3.2.1. Laptop computer, 3.2.2. Tablet, 3.2.3 Other IT equipment, 3.2.4.1
Optical equipment (telescope), 3.2.4.5 Digital camera, in frame of the program: Monitoring,
restoration and management of natural resources in Prespa, Budget lines: BGUE-B2021-
15.020201, Reference: EuropeAid/180814/DD/ACT/MK

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 (**DDP to Resen**)

7. Contract description

The purpose of this contract is to supply, delivery, unloading, commissioning, after-sales services of following supplies in five lots:

LOT 1 Supply of 4 (four) portable computers (laptops)

LOT 2 Supply of 4 (four) Tablets

LOT 3 Supply of IT accessories

LOT 4 Supply of 2 (two) Telescopes

LOT 5 Supply of 3 (three) Cameras-Photo traps

The equipment for all lots will have to be delivered to Resen in the period of 90 days latest from signing the contract, the Incoterm applicable shall be DDP to Resen.

The supplies must comply fully with the technical specifications set out in the tender dossier (technical annex) and conform in all respects with the drawings, quantities, models, samples, measurements and other instructions.

8. Number and titles of lots

This contract is divided into lots: yes

Tenders may be submitted for:

all lots

maximum number of lots: 5

one lot only or combination of lots

LOT 1 Supply of 4 (four) portable computers (laptops)

LOT 2 Supply of 4 (four) Tablets

LOT 3 Supply of IT accessories

LOT 4 Supply of 2 (two) Telescopes

LOT 5 Supply of 3 (three) Cameras-Photo traps

CONDITIONS OF PARTICIPATION

9. Legal basis, eligibility and rules of origin

The legal basis of this procedure is Regulation (EU) No 2021/1529 establishing the Instrument for Pre-accession Assistance (IPA III). See Annex A2a1 of the practical guide.

For this contract award procedure, participation is open to all natural persons who are nationals of and legal persons (participating either individually or in a grouping – consortium – of candidates/tenderers) which are effectively established in a Member State of the European Union or in an eligible country or territory as defined under Article 11 of Regulation (EU) No 2021/1529 establishing the Instrument for Pre-accession Assistance (IPA III).

Participation is also open to international and regional organisations.

All supplies under this contract may originate in any country

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.

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.

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 measures¹ (see Section 2.4. of the PRAG) at the moment

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](#).

of the award decision cannot be awarded the contract.

12. Sub-contracting

Subcontracting is allowed.

PROVISIONAL TIMETABLE

13. Provisional commencement date of the contract

20.08.2026

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 3 (three) months.

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.

Municipality of Resen

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

Lot n° 1 Supply of 4 (four) portable computers (laptops)

The selection criteria for tenderers to Lot n° 1 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.**

Criterion 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 3.000 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.**

Criterion 1: The tenderer must have Document for registered Business Activity

Criterion 2: at least 1 (one) staff currently work for the tenderer in fields related to this contract

- 3) **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.

- J The tenderer has delivered supplies under at least 1 (one) contract with a budget of at least that of this contract in IT equipment which was implemented at any moment during the following period: the last three years preceding the submission deadline.

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.

Lot n° 2 Supply of 4 (four) Tablets

The selection criteria for tenderers to Lot n° 1 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.**

Criterion 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 2.400 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.**

Criterion 1: The tenderer must have Document for registered Business Activity

Criterion 2: at least 1 (one) staff currently work for the tenderer in fields related to this contract

- 3) **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.

- J) The tenderer has delivered supplies under at least 1 (one) contract with a budget of at least that of this contract in IT equipment which was implemented at any moment during the following period: the last three years preceding the submission deadline.

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.

Lot n° 3 Supply of IT accessories

The selection criteria for tenderers to Lot n° 1 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.**

Criterion 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 1.500 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.**

Criterion 1: The tenderer must have Document for registered Business Activity

Criterion 2: at least 1 (one) staff currently work for the tenderer in fields related to this contract

- 3) **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.

- J The tenderer has delivered supplies under at least 1 (one) contract with a budget of at least that of this contract in IT equipment which was implemented at any moment during the following period: the last three years preceding the submission deadline.

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.

Lot n° 4 Supply of 2 (two) Telescopes

The selection criteria for tenderers to Lot n° 1 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.**

Criterion 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 1.800 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.**

Criterion 1: The tenderer must have Document for registered Business Activity

Criterion 2: at least 1 (one) staff currently work for the tenderer in fields related to this contract

- 3) **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 1 (one) contract with a budget of at least that of this contract in surveillance and monitoring equipment which was implemented at any moment during the following period: the last three years preceding the submission deadline.

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.

Lot n° 5 Supply of 3 (three) Cameras-Photo traps

The selection criteria for tenderers to Lot n° 1 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.**

Criterion 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 1.800 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.**

Criterion 1: The tenderer must have Document for registered Business Activity

Criterion 2: at least 1 (one) staff currently work for the tenderer in fields related to this contract

- 3) **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.

- J) The tenderer has delivered supplies under at least 1 (one) contract with a budget of at least that of this contract in surveillance and monitoring equipment which was implemented at any moment during the following period: the last three years preceding the submission deadline.

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 23.07.2026.

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](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

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