**SERVICE CONTRACT NOTICE**

**Provision of services for organization of events and promotion**

**South-East Region of North Macedonia and Blagoevgrad District in Bulgaria**

**1. Reference**

CB006.2.23.115/PP2-TD2

**2. Procedure**

Simplified tender procedure for services

**3. Programme title**

INTERREG - IPA CBC Programme “Bulgaria - Republic of North Macedonia 2014-2020”, CCI No. 2014TC1615CB006

**4. Financing**

Subsidy Contract No.: РД-02-29-231/28.09.22

Project title: “The living cultural heritage of two nations on one scene”

**5. Contracting authority**

Association Tourist Union Strumica - Strumica, Republic of North Macedonia

Address: Str. “Goce Delchev” No.75, 2400 Strumica

**CONTRACT SPECIFICATION**

**6. Nature of contract**

Global price

**7. Contract description**

The implementation of the present contract will support the Contracting Authority in the process of implementing the diverse and elaborated work programme of project “The living cultural heritage of two nations on one scene” by providing well-organized, quality and timely services related to the logistics, transport and accommodation of participants for various project events as well as implementing various information and publicity activities related to the implementation of the project public and cultural events, press-conferences and other publicity actions in the framework of the project. The services shall be provided separately, at different dates and locations on the territory of the common cross-border region. Regarding the organization of the project events, exact dates and venues as well as the number of participants of the events will be determined by the contracting authority in due time before the respective event in order for the Contractor to be able to ensure logistic, catering, accommodation and other related services. Regarding the visibility and promotion services, the services shall be provided in the scope of the entire contract duration at any given time by a preliminary request of the Contracting Authority to the contractor.

**8. Number and titles of lots**

Lot 1: Organization of events

Lot 2: Services for Visibility and Promotion

**9. Maximum budget**

Total: 30.150,00 EUR

Divided by lot:

Lot 1: 13.250,00 EUR

Lot 2: 16.900,00 EUR

**CONDITIONS OF PARTICIPATION**

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

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 a eligible country or territory as defined under Article 8 of 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.

Participation is also open to international organisations.

Participation financed by the European Instrument for Democracy and Human Rights (EIDHR) and the Instrument contributing to Stability and Peace (IcSP)[[1]](#footnote-1) is fully untied[[2]](#footnote-2).

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.

**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.

**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**

08.02.2023

**15. Implementation period of the tasks**

The implementation period of tasks is eight (8) months, but not later than 28.09.2023.

Provisional timetable and schedule for implementation of the assignment:

|  |  |  |
| --- | --- | --- |
| **Activity** | **Indicative time of delivery** | **Period of delivery following an official notification by the Contracting Authority** |
| **Lot 1: Organization of events** | | |
| A 1.1: Organization of Event "Youths teaching Youths" in Strumica | June, 2023 | The Contractor will be notified minimum 15 days prior to the exact date of the event. |
| A 1.2: Organization of Opening Press-conference in Strumica | February, 2023 | The Contractor will be notified minimum 10 days prior to the exact date of the event. |
| A 1.3: Organization of Closing Press-conference in Strumica | September, 2023 | The Contractor will be notified minimum 10 days prior to the exact date of the event. |
| A 1.4: Organization of Event "Night for culture and friendship" in Strumica | September, 2023 | The Contractor will be notified minimum 15 days prior to the exact date of the event. |
| A 1.5: Organization of Event "Evening of Bulgarian Culture in Manifestation "Dojranski Handshakes" in Dojran | July, 2023 - August, 2023 | The Contractor will be notified minimum 15 days prior to the exact date of the event. |
| A 1.6: Organization of Cultural Event "Carnival of Strumica" in Strumica | February, 2023 | The Contractor will be notified minimum 10 days prior to the exact date of the event. |
| **Lot 2: Services for Visibility and Promotion** | | |
| A 2.1: Design and printing of roll banners | February 2023 – September 2023 | 10 days after a formal written request of the contracting authority |
| A 2.2: Design and printing of project informational leaflets | February 2023 – September 2023 | 15 days after a formal written request of the contracting authority |
| A 2.3: Design and printing of key chains | February 2023 – September 2023 | 15 days after a formal written request of the contracting authority |
| A 2.4: Design and printing of pens | February 2023 – September 2023 | 15 days after a formal written request of the contracting authority |
| A 2.5: Design and printing of t-shirts | February 2023 – September 2023 | 15 days after a formal written request of the contracting authority |
| A 2.6: Design and printing of hats | February 2023 – September 2023 | 15 days after a formal written request of the contracting authority |
| A 2.7: Design and printing of notebooks | February 2023 – September 2023 | 10 days after a formal written request of the contracting authority |
| A 2.8: Consumables for participants in two (2) press-conferences in Strumica | February 2023 – September 2023 | 10 days after a formal written request of the contracting authority |
| A 2.9: Publications in regional media | On a regular basis in accordance to an adopted media plan | 10 days after a written request by the contracting authority |
| A 2.10: Elaboration and production of promotional films on the topic "Living Cultural Heritage" | March, 2023 - September, 2023 | 35 days after a formal written request of the contracting authority |

**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.

**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 persons:**

* The average annual turnover of the tenderer over the past three years for which accounts have been closed must exceed the maximum budget of the relevant LOT of the contract.

**Criteria for natural persons:**

* The average annual income of the tenderer over the past three years for which accounts have been closed must exceed the maximum budget of the relevant LOT of the contract.

**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 for legal persons:**

* Lot 1 & Lot 2: At least one staff/expert member currently work for the tenderer in fields related to this contract.

**Criteria for natural persons:**

* Lot 1 & Lot 2: is currently working/has worked during the past 3 years as coordinator/team-leader or similar in fields related to this contract.

**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.

**Same criteria for legal and natural persons:**

* Lot 1: The tenderer has provided services under at least one contract in the fields of organization of events which were implemented at any moment during the following period: December 2019 - December 2022.
* Lot 2: The tenderer has provided services under at least one contract in the fields of provision of design and printing services, provision of media services and/or video production which were implemented at any moment during the following period: December 2019 - December 2022.

This means that the service contracts the tenderer refers to could have been started or completed at any time during the indicated period but it does not necessarily have to be started and 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. In the first case the service contract will be considered in its whole if proper evidence of performance is provided (statement or certificate from the entity which awarded the contract, proof of final payment for services). In case of service contract still on-going only the portion satisfactorily completed during the reference period although started earlier will be taken into consideration. This portion will have to be supported by documentary evidence (similarly to service contracts completed) 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.

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: <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#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 January, 2023 which can be found at the following address: <http://ec.europa.eu/budget/graphs/inforeuro.html>.

1. Regulation (EU) No 230/2014 of the European Parliament and of the Council of 11 March 2014 establishing an instrument contributing to stability and peace (OJ L 77, 15.3.2014, p. 1). [↑](#footnote-ref-1)
2. Article 11 CIR. [↑](#footnote-ref-2)