## Simplified tender dossiers for service – SINGLE TENDER

**Name and address of the Contracting Authority: Project ALTERTRIP, Association of persons with physical disabilities of Bitola, Demir Hisar and Resen - MOBILNOST Bitola**

**Title of the tender:** **Preparation of manual and Realization of Training**

**Ref. No. AT-5**

**Reference number (*if applicable*):** xxxxxxxxx

**PART A: INFORMATION FOR THE TENDERER**

##### INFORMATION ON SUBMISSION OF THE TENDERS

Subject of the contract:

The subject of this tender is: Implementation of **services** as indicated in the technical information in point 2 of this information.

Deadline for submission of the tenders:

The deadline for submission of tenders is **24.02.2023 (Friday), at 12:00 hours**. Any tender received after this deadline will be automatically rejected.

Address and methods for submission of the tenders:

The tenderers will submit their tenders using the **standard submission form available in Part B of the tender dossier**. The tender should be submitted through e-mail as a scanned original of the tender and other documents. The pre-selected tenderer should provide originals or authorized copies of the tender and all other submitted documents through e-mail prior to signing the contract. Any tenders not using the prescribed form might be rejected by the Contracting Authority.

In addition to Part B, the tenderer is required to provide the following **supporting documentation**:

* Organization and methodology of providing requested services.
* CV of key experts in EU format + Statement of exclusivity and availability.
* If the applicant is a legal person – Certificate for registration from competent national authority
* If the applicant is a natural person – Certificate of citizenship

------ after notification of the evaluation of the tenders -------

* The pre-selected tenderer will need to provide a copy of the last bank statement on which payments should be realized.
* The pre-selected tenderer will need to submit copies of the contracts/invoices/certificates/diplomas/ other documents proving that requirements specified in the Terms of References are met and statements in the Organization and Methodology are.

The tenders **should be submitted by e-mail**. The e-mail message should clearly indicate:

* Title of the tender (in the subject of e-mail): Preparation of manual and Realization of training
* Reference number (in the subject of e-mail): AT-5
* Name and address of the tenderer (in the e-mail text)
* The tender submission form and any annexes and supporting documents as requested above should be provided as an attachment to the e-mail.

The tenders should be submitted on the following e-address: [altertripmobilnost@gmail.com](mailto:altertripmobilnost@gmail.com)

The tenderers are reminded that to be eligible the tenders need to be received by the Contracting Authority by the deadline indicated above.

Any questions and requests for clarifications should be sent to the e-mail address [altertripmobilnost@gmail.com](mailto:altertripmobilnost@gmail.com) by 15.02.2023. Answers will be published on 17.02.2023 on the website of MOBILNOST Bitola <http://www.mobilnostbitola.org.mk/>

##### TECHNICAL INFORMATION

The tenderers are required to provide services as indicated below. In the tenderer’s technical offer, the tenderers will indicate more details on the deliveries, referring to the below table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Title of item** | **Description** | **Required time frame** | **Required inputs** |
| **1.** | Preparation of Lecture notes/ Manual about how to design tourist services to people with disabilities and their families and realize training. | Two experts - preparation of Lecture notes - Manual about how to design tourist services (offers) to people with disabilities and their families. Estimated engagement of 25 working days per expert. Each of the experts is expected to dedicate ~ 20 days to writing the Lecture Notes/ Manual, 5 days to preparing presentations and providing training. The topics of the training should be, 1) how to design tourism products for people with disabilities depending on the type of their physical or mental disability 2) how to promote tourism products to people with disabilities. | No later than three months after signing the contract from both parties | - Organization and Methodology.  - CV + Statement of key experts.  - Documentary evidence for references in O&M and CV will be required by the best-ranked tenderer prior to the signing of the contract. |

The call is open for all-natural and legal persons. They can apply as single entities or consortia. In the case of applying as consortia, the requested supporting documentation must be submitted by every member of the consortia, plus authorization to sign a contract and other documents must be provided from the other members to the lead member of the consortia.

##### FINANCIAL INFORMATION

The tenderers are reminded that the maximum available value of the contract is 6.000 EUR.

Payments will be in installments as specified in the draft contract.

##### ADDITIONAL INFORMATION

The selection criteria are:

* Best value for money, weighting 80% technical quality, 20% price

Criteria for evaluation of technical quality will be following:

* + Rationale: 20 points
  + Strategy for providing services: 40 points
  + Previous experience in similar assignments: 30 points
  + Workplan and timetable: 10 points.

The unsuccessful/successful tenderers will be informed of the results of the evaluation procedure in writing, by e-mail. The estimated time of response to the tenderers is 5 days from the deadline for submission of tenders.

**PART B: FORMAT OF OFFER TO BE PROVIDED BY THE TENDERER**

##### TENDERER’S INFORMATION

Submitted by:

|  |  |
| --- | --- |
|  | **Name(s) and address(es) of entity or entities submitting this tender** |
| **Tenderer** |  |

Contact person:

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Telephone** |  |
| **e-mail** |  |

##### TENDERER’S STATEMENT

I undersigned hereby confirm that the services offered in this tender are in full conformity with the specifications submitted to us by the Contracting Authority. A detailed description of the offered services by us is provided in the next point.

In addition to that, we (I) are (am) fully eligible for providing services under a contract financed by the EU funds. We confirm that we are not in any of the situations that would exclude us from competing in the EU-financed tenders as indicated in point 2.3.3. in the PRAG Manual.

Furthermore, we agree to abide by the ethics clauses in Section 2.5.6 of the PRAG Manual <http://ec.europa.eu/europeaid/prag/document.do?nodeNumber=2.5.6> and have no conflict of interests or any equivalent relation with other short-listed candidates or other parties in the tender procedure at the time of submitting this tender.

##### TECHNICAL OFFER

The tenderers are required to provide a technical offer, based on the requirements indicated by the Contracting Authority in Part A: Information for the tenderer, Point 2: Technical information.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Title of item** | **Technical offer**  **– the services provided by the tenderer on the basis of Contracting Authority’s inquiry in Part A, Point 2** | **Tenderer’s proposed time frame** | | **Proposed inputs by the tenderer (list of documents/ annexes provided** | |
| **1.** | Preparation of Lecture notes/ Manual about how to design tourist services to people with disabilities and their families and realize training. |  | |  | | - |

##### FINANCIAL OFFER

The offered total price for the services indicated in the previous point is **XXX EUR.**

The offered price includes implementation/delivery of described items as well as all accompanying costs, for example, transport, logistics, material costs when required.

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Date** |  |

**FORMAT OF THE CONTRACT BETWEEN THE CONTRACTOR AND THE CONTRACTING AUTHORITY**

**CONTRACT TITLE: Preparation of Studies**

**REF (if applicable):** AT-5

##### Concluded between:

Project ALTERTRIP

Association of persons with physical disabilities of Bitola, Demir Hisar and Resen - MOBILNOST Bitola Naselba Karposh bb (Centar za socijalni raboti)  
7000 Bitola  
Represented by: Ivona Jankova, Project Manager

(Contracting Authority)

AND

Title

Address of the contractor

Represented by:

Tax No:

Reg No:

Bank Account:

(Contractor)

##### Article 1: Subject of the contract

The subject of the contract is the services as indicated in the contractor’s offer – ‘’Part B: Format of offer to be provided by the tenderer.’’

##### Article 2: Contract value

The total contract value for the implementation of services indicated in Article 1 is XXX EUR.

##### Article 3: Contracting documents

The documents which form the part of this contract are (by the order of precedence):

* Contract agreement.
* General conditions for service contracts for external actions financed by the European Union or by the European Development Fund.
* Terms of Reference published by the Contracting Authority.
* Contractor’s offer as provided in the tendering phase – ‘’Part B: Format of offer to be provided by the tenderer’’.
* Contractor’s Organization and Methodology as provided in the tendering phase – ‘’Part B: Format of offer to be provided by the tenderer’’.
* Any other supporting documentation.

##### Article 4: Deliveries and payments

The contractor will deliver without reservation the services indicated in the contractor’s offer ‘’Part B: Format of offer to be provided by the tenderer’’. The deliveries will be implemented within the indicated dates in the Terms of References.

The Contracting Authority will pay to the contractor the services in the amount indicated in Article 2 of this contract document. The payments will be issued by the following time schedule.

|  |  |  |
| --- | --- | --- |
| **Month\*** |  | **EUR** |
| May 2023 | After acceptance of the Final Report (100 %) | XXX EUR |
|  | **Total** | XXX EUR |

\*Indicative dates – all payments will be realized in accordance with dynamics of payment of EU contribution of the grant for project ALTERTRIP to MOBILNOST – Bitola. If there will be delays in payment of the of EU contribution of the grant for project ALTERTRIP to MOBILNOST – Bitola there will be delay in payments to the Contractor.

##### Article 5: Duration of the contract

The duration of the contract is from the day of signature of both parties to 19.07.2023.

##### Article 6: Cancellation of the contract

The contract can be suspended by the Contractor due to one of the following reasons:

* Contracting Authority not fulfilling payment and other obligations

The contract can be terminated by the Contracting Authority due to one of the following reasons:

* The Contractor is in serious breach of the contract, failing to meet contractual obligations,
* The Contractor failed to meet any of the deadlines (Required time frame) specified in Section 2. Technical information of the tender dossier,
* The work is not approved by FLC (First Level Controller) and
* The Contractor is bankrupted or being wound up, is having its affairs administrated by courts, has entered arrangements with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situations arising from a similar situation provided for in national legislation or regulations.

In the case of suspending this contract any payments received from the Contractor must be returned to the Contracting Authority.

##### Article 7: Resolving of disputes

Any disputes arising out of or relating to this Contract which cannot be settled otherwise shall be referred to the exclusive jurisdiction of Court in Bitola in accordance with the national legislation of the state of the Contracting Authority.

##### For the Contractor For the Contracting Authority

Name: Name:

Title: Title:

Signature: Signature:

Date: Date: