## Simplified tender dossiers for service – SINGLE TENDER

**Name and address of the Contracting Authority: Project SYMBIOSIS, Public Enterprise Komunalec - Bitola**

**Title of the tender: Technical study on composting in Bitola Region and Monitoring of work of bio-composter**

**Ref. No. SYM-BIT-5**

**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 the point 2 of this information;

Deadline for submission of the tenders:

The deadline for submission of tenders is **04.12.2019 (Wednesday), at 14:00 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 the Part B of the tender dossier**. The tender will be submitted in 1 original. In case of e-mail submission, the tenderer may provide a scanned original of the tender. Any tenders not using the prescribed form might be rejected by the Contracting Authority.

In addition to the offer the tenderer is required to provide the following supporting documentation (in copies or scanned versions in case of e-mail submission):

* CV(s) in EU format
* Reference list of previous similar assignments (in form attached to this dossier)
* Organization and methodology (in form attached to this dossier).
* Current state of the Contractor issued by competent national authority

The tenders could be submitted via post/currier/in person, containing the following information on the envelope:

* Name and address of the tenderer
* Title of the tender: **Technical study on composting in Bitola Region and Monitoring of work of bio-composter**
* Reference number: **SYM-BIT-5**

on the following address:

Project SYMBIOSIS

PE Komunalec - Bitola

St. “16-ta” bb

7000 Bitola

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

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##### TECHNICAL INFORMATION

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | Title of item | Description | Required time frame | Required inputs, if  applicable |
| **1.** | Technical study on composting in Bitola Region | Technical Study on composting in Bitola Region should be developed on the basis of data regarding the capacities and type of bio-waste available in Pelagionia Region and potentials for production of compost. These data will be provided by the Contracting Authority. The study in general should consists following themes:   1. Conceptual design of bio-waste treatment 2. Development of main project and defining location requirements 3. Technical specifications of composting equipment 4. Forecast of investment costs.   The study will be used for planning future possible composting facilities in Pelagonia region, starting with possible locations and planning the financial structure of the investment. Aim is to ensure project sustainability.  The Contractor should propose team of two experts:  - Civil engineer/ architect to develop main project and defining location requirements and forecast of investment costs for building the facility.  - Agricultural engineer to work on conceptual design of bio-waste treatment, defining location requirements and forecast of investment costs for the composting equipment | December 2019- April 2020  (4 months) | Please provide on specified form, a description of organization and methodology, and CV of experts. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Title of item** | **Description** | **Required time frame** | **Required inputs, if**  **applicable** |
| **2.** | Monitoring of work of bio-composter | The expert will monitor and record the procedure for primary waste selection, quantities and types of bio-waste collected within project targeted area (Pelagonia region). He/she will also monitor the operation of installed bio-container for production of compost from biowaste (pilot installation in PE Komunalec – Bitola). The monitoring will consist of monitoring the processes regarding the use of the shredder and the loading unit of bio-composter, recording the quantities that will be used within composting procedure, entering the chamber where they will be used within composting procedure, than entering the chamber where it will be aerated, agitated and mixed with the incoming fresh waste by different mixing techniques (at least 3 different mixtures of municipal solid waste and agro-waste, food waste, sewage sludge, manure etc. will be used). The expert will work 7 months: 1 month preparational actions & 6 months monitoring operation of the bio container during the pilot operation of the bio container. For these 6 months the expert should provide reports on the procedure implemented, operation of the equipment and the results of the pilot bio-waste treatment. The cost covers expert’s fee and all additional costs necessary for execution of this task (transport, operational costs, etc.). The composting equipment is installed in Meglenci landfill, 22km from Bitola. It will be required the expert to visit and spend time at composting plant at least two times per week. In some cases if there will be problems with the machine or composting process even every workday. In emergency situations (machine failure) can be called in the weekend / holiday too. | December 2019- July 2020  (7 months) | Please provide on specified form, a description of organization and methodology, and CV of expert. |

Interested candidates/ companies could apply for one or two positions.

The call is open for all physical and legal persons.

##### FINANCIAL INFORMATION

The tenderers are reminded that the maximum available value of the contract is 14.000 EUR, 6000 EUR for position one, and 8000 EUR for position two.

##### ADDITIONAL INFORMATION

The selection criteria is:

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

Criteria for evaluation of technical quality (for both lots) will be the following:

* + CVs of the experts 40
  + Description of organization and methodology: 30 points.
  + Previous experience in similar assignments: 30 points

The unsuccessful/successful tenderers will be informed of the results of the evaluation procedure in written.

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. The 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 the point 2.3.3. in the PRAG Manual *(apply as appropriate)*.

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 technical offer, based on the requirements indicated by the Contracting Authority in the Part A: Information for the tenderer, Point 2: Technical information.

* The tenderers are encouraged to provide details on the planned services in a separate document: Organization and methodology of accelerator management and administration – free form description (not longer than 3 A4 pages) which should include: Organization and methodology of accelerator management and administration – free form description (not longer than three A4 pages) which should include: Description of daily management of the accelerator/ IT hub in the next six months period, while it is supported by EU funding (prepared on the basis of description of project EMPLOYOUTH which is annexed to this dossier); and Strategy for sustainability of accelerator/ IT hub after end of EU funding (prepared on the basis of tenderer previous experience and knowledge, ideas, best practices).
* Technical offer should be accompanied with CV(s) of experts (manager and/or administrator) in EU format.

##### FINANCIAL OFFER

The offered total price for the services indicated in the previous point is:

##### Lot 1: XXX EUR

##### Lot 2: 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: Technical study on composting in Bitola Region and Monitoring of work of bio-composter**

**Ref. No. SYM-BIT-5**

##### Concluded between:

Project SYMBIOSIS

PE Komunalec  
bul “16-ta” bb  
7000 Bitola  
Represented by: Pande Bogoevski, Director

(Contracting Authority)

AND

Title

Address of the contractor

Represented by:

(Contractor)

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

The subject of the contract are 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 implementation of services indicated in the Article 1 is:

Lot 1: XXX EUR.

Lot 2: XXX EUR

##### Article 3: Contracting documents

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

* Contract agreement
* Contractor’s offer as provided in the tendering phase – ‘’Part B: Format of offer to be provided by the tenderer’’
* Any other supporting documentation if applicable

##### 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.

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Lot** | **Month** |  | **EUR** |
| 1 | April 2020 | 100 % after delivery and acceptance of the study | XXX EUR per day |
| 2 | April 2020  August 2020 | 50 % after delivery report for first three months and  50% after delivery of report for last three months | XXX EUR per day |
|  |  | **Total** | <contract value |

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

The duration of the contract is from the day of signature of both parties to XXXX 2020.

##### 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 is bankrupted or being wound up, is having its affairs administrated by courts, has entered into 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.

##### 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: