## Simplified tender dossiers for service – SINGLE TENDER

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

**Title of the tender: Training for using SYMBIOSIS Platform**

**Ref. No. SYM-BIT-6**

**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 **24.07.2020 (Friday), 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: **Training for using SYMBIOSIS Platform**
* Reference number: **SYM-BIT-6**

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.** | Training local stakeholders to use SYMBIOSIS platform | The consultant should organize 3 trainings x 2 training sessions for at least 15 participants on every training session.  Purpose: presentation of SYMBIOSIS Platform, https://platform.symbiosisproject.eu/ providing new members (users) among project target group and training for the use of the platform.  The consultant should study the aim and activities of the SYMBIOSIS project <https://symbiosisproject.eu/>, get familiar with SYMBIOSIS platform <https://platform.symbiosisproject.eu/>and train participants how to use the platform.  The contractor for every training session must provide - venue with video and audio equipment  - handouts of the presentations  - catering (light lunch, coffee breaks and refreshments) for every participant.  - trainer – expert for B2B matchmaking e-platforms  - supporting staff  - anonymous evaluation forms from every participant about satisfaction with the training.  Participants will be producers or consumers of bio-waste, representatives of following type of companies: food processing facilities and suppliers, tourist operators (hotels, restaurants, etc.), farmers, field crops, fruit & vegetable growers, bio-organic agriculture associations and bio-waste users.  In general, the training should be divided in two parts:  Day 1 – description of SYMBIOSIS platform, benefits of biowaste re-use/ trade, possibility for cross border trade.  Day 2- practical work, every participant must create its own profile and enter data about its outflows/ inflows of biowaste.  Selection and invitation of participants will be responsibility of Contracting Authority.  After each training, the Contractor must submit:  - written report about training  - list of participants for every day of training  - handouts  - signed list of participants  - dozen photos of the training  The trainings must be organized according the COVID-19 protocols of the Government of the Republic of Macedonia for organizing adult trainings up to 30 participants.  It is sole responsibility of the Contractor to ensure full respect of all relevant COVID-19 protocols. | July - August 2020  (2 months).  Exact days of trainings (3 trainings X 2 days) will be agreed with Contracting Authority | Please provide as it is described in Part B, Section 3 - Organization and methodology, and CV of the expert (trainer). |

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 3.600 EUR for 6 training sessions (3 trainings X 2 sessions).

##### ADDITIONAL INFORMATION

The selection criteria are:

* 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 expert (trainer) - experience in circular economy, B2B platforms and matchmaking business related adult training, and similar assignments) – 30 points
  + Methodology of realization of the trainings: 30 points.
  + Technical organization of the training: 20 points
  + Previous experience of the Contractor in circular economy, B2B platforms and matchmaking business related adult training, and similar assignments: 20 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 realization of trainings to local stakeholders in using SYMBIOSIS platform – free form description (not longer than three A4 pages) which should include:

1. Methodological part: Description of agenda of each of two days of training. Methods to be used during the trainings. Learning outcomes what every participant will achieve.

2. Technical part: Description of Venue and Equipment, Description of catering (light lunch and coffee breaks), Description of handouts what every participant will receive.

3. Referral part: List of previous similar assignments realized by the Contractor with short description and data of reference person from the organization to which services were rendered.

* Technical offer should be accompanied with CV of the expert (trainer) in EU format.

##### 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: Training for using SYMBIOSIS Platform**

**Ref. No. SYM-BIT-6**

##### 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: 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 | September 2020 | 100 % after delivery of the trainings | XXX |
|  |  | **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: