## Simplified tender dossiers for service – SINGLE TENDER

**PART A: INFORMATION FOR THE TENDERER**

##### INFORMATION ON SUBMISSION OF THE TENDERS

Subject of the contract:

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

**Title of the tender: Organization of FINAL Conference**

**Ref. No. SYM-BIT-7**

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 **27.11.2020 (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. 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):

* 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.

Any questions about this tendering procedure you can ask on e-mail project.symbiosis.eu@gmail.com

##### 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.** | Organization of the final conference | The consultant should organize 1 day virtual event – Final conference for SYMBIOSIS project. More about project you can find on https://symbiosisproject.eu/  The contractor must provide:  Venue with capacity for 10 persons according the valid COVID-19 protocols in North Macedonia.  Professional audio and video conferencing equipment and software consisting of: HD video conferencing camera (for example Poly Video Conferencing System https://www.poly.com/ or similar) that will provide audio and video communication of with partners which will be remotely connected, two projectors which will present presentations and speakers, at least two microphones, lighting for studio (venue), high speed internet connection of at least 300 mbs.  Video recording and broadcasting of the full duration of the conference on the internet and social media.  Software for video conferencing with public broadcasting.  A moderator who will moderate the virtual final conference.  An IT expert who will take care of online communication and broadcasting.  Handouts – at least: conference bag, notebook, pencil, presentations in hard copy, small pot with compost and flower. In the Organization and methodology, the contractor should provide details about handouts which will provide, and eventually as well as propose additional/ alternative items…….. pcs. 200  The handouts should be distributed through post/ courier to partners and stakeholders to 200 addresses.  Translator from Macedonian to English to Greek and vice versa.  Video recording of the speeches and presentations according to description of scenario for final conference.  Promotion of the conference as event prior the date of the conference.  Promotion in the electronic, printed, and social media of the highlights from the conference after the event.  Catering and refreshments for the project team present at the venue.  Protective items for project team according COVID-19 protocols: masks, disinfectants, etc.  Please describe in Organization and Methodology how respecting you plan to organize the virtual final conference according minimal requirements specified above and attached draft scenario of the conference.  After the conference, the Contractor must submit:  - written report about the conference  - handouts  - signed list of participants  - photos and video (one short of 3 to 5 minutes with highlight of the conference and long of the whole duration of the conference). | The final conference will be organized in a workday at the beginning of December 2020. | Please provide as it is described in Part B, Section 3 - Organization and methodology. |

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 6.160 EUR.

##### 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:

* + Detailed agenda and scenario of the conference: 30 points.
  + Equipment and software for preparation/ realization of the conference: 30 points
  + Handouts (contents and creativity): 20 points
  + Previous experience of the Contractor in 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 3 work days from the deadline for submission of tenders.

BECAUSE OF INCERTAINITY WITH DEVELOPMENT OF COVID-19 PROTOCOLOS THE CONTRACTING AUTHORITY HAVE RIGHT TO CANCEL OR MODIFY THE EVENT AT ANY TIME.

**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. Technical part: Description of location, capacity of the venue and equipment. Description of Handouts. Scenario for organizing the conference according COVID-19 protocol. Description of the Catering.

2. 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.

##### 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: Organization of FINAL Conference**

**Ref. No. SYM-BIT-7**

##### 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 | November 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: