

SERVICE CONTRACT NOTICE

Consultant for mentoring - assisting CSOs in acquirement of licenses for provision of social services (fulfilment of quality standards) and mentoring in overall strategic development of the CSO in question

Republic of North Macedonia

1. Reference

MK 01-02/2021

2. Procedure

Competitive negotiated procedure

3. Programme title

Civil Society and Media Programme 2016-2017, Consolidating Regional Thematic Networks of Civil Society Organizations

4. Financing

Civil Society and Media Programme 2016-2017 – IPA II

5. Contracting Authority

Association for Action Against Violence and Trafficking in Human Beings – Open Gate

CONTRACT SPECIFICATION

6. Nature of contract

Global price

7. Contract description

The Contracting Authority is tasked to organise Capacity Building of CSOs providing social services activities. One of the measures is Mentoring program - Assisting CSOs in acquirement of licenses for provision of social services, fulfilment of quality standards and Mentoring in overall strategic development of the CSO in question.

8. Number and titles of lots

This tender is not divided into lots.

9. Maximum budget

5.250 EUR

CONDITIONS OF PARTICIPATION

10. Eligibility

Participation is open to all natural persons who and legal persons which are effectively established in any of the project countries (Serbia, Albania, North Macedonia, Bosnia & Herzegovina, Montenegro).

11. Number of tenders

No more than one tender can be submitted by a natural or legal person whatever the form of participation. 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.

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 2.3.3 of the Practical Guide.

13. Sub-contracting

Subcontracting is not allowed.

PROVISIONAL TIMETABLE

14. Provisional commencement date of the contract

31st May 2021

15. Implementation period of the tasks

4 months

SELECTION AND AWARD CRITERIA

16. Selection criteria

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:

1) Economic and financial capacity of the tenderer (based on item 3 of the tender form).

- The average annual turnover of the tenderer, only in case of legal entity for the last three years (2018, 2019 and 2020) must exceed 5.250 EUR.

2) Professional capacity of the tenderer (based on items 4 of the tender form)

- At least 1 permanently employed tenderer's staff currently engaged in the fields related to this contract.

3) Technical capacity of candidate (based on items 5 and 6 of the tender form)

- The tenderer has provided services of similar nature to this contract, which were implemented at any moment during the last three years. Proof of provided services must be presented within the offer in the form of supporting documentation.

This means that the project 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. Candidates/tenderers are allowed to refer either to projects completed within the reference period (although started earlier) or to projects not yet completed. In the first case the project 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 projects 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 projects completed) also detailing its value. If a tenderer has implemented the project 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.

17. Award criteria

Best value for money.

TENDERING

18. Deadline for receipt of tenders

In order to obtain the tender dossier please email stojne@lastrada.org.mk mentioning publication reference shown in item 1.

Tenderers with questions regarding this tender should send them in writing to stojne@lastrada.org.mk (mentioning the publication reference shown in item 1) before 17/05/2021.

19. How to obtain the tender dossier

The deadline for receipt of tenders is specified in point 8 of the Instruction to Tenderers.

20. Tender format and details to be provided

Tenders must be submitted using the standard tender form for Competitive Negotiated Procedures, the format and instructions of which must be strictly observed. The tender form is available from the following Internet address:

<http://ec.europa.eu/europeaid/prag/annexes.do?group=B> , under the zip file called Simplified Tender dossier.

Any additional documentation (brochure, letter, etc.) sent with an application will not be taken into consideration.

21. 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.

Deadline for submission: **15:00h, CET 24/05/2021.**

Tenders submitted by any other means will not be considered.

22. 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 8 of the Instructions to Tenderers. The outer envelope (and the relevant inner envelope if used) must be marked 'Alteration' or 'Withdrawal' as appropriate.

23. Operational language

All written communications for this tender procedure and contract must be in English.

23. Legal basis

Regulation or other instrument under which this contract is to be financed - See Annex A2 of the Practical Guide.

24. Additional information

Not applicable.