



Skopje, 10.03.2025

Our ref.: CIRASIM-D.1.1.3-2025

Subject: Invitation to tender for Service Contract for Best practice analysis external expert

Dear Madam/Sir,

I am pleased to inform you that you are invited to take part in the single tender procedure for the above contract. The complete tender includes:

A. Instructions to tenderers and contract notice

B. Draft contract: main and special conditions and annexes:

- I. General conditions for service contracts
- II. Terms of reference
- III. Organisation and methodology (to be submitted by the tenderer using the template provided)
- IV. Budget (to be submitted by the tenderer as the financial offer using the template provided)
- V. Forms and other supporting documents

C. Other information:

- I. Administrative compliance grid
- II. Evaluation grid

D. Tender submission form and declaration of honour on exclusion and selection criteria

For full details of the tendering procedures, please see the **practical guide and its annexes**, which may be downloaded from the following website:

<https://wikis.ec.europa.eu/display/ExactExternalWiki/ePRAG>

We look forward to receiving your tender which has to be sent no later than the deadline set in point 8 of the Instructions to Tenderers. Please send it to the address and with the requirements given in point 8.



By submitting a tender you accept to receive notification of the outcome of the procedure by electronic means. Such notification shall be deemed to have been received by you on the date upon which the contracting authority sends it to the electronic address you referred to in your offer. If you decide not to submit a tender, we would be grateful if you could inform us in writing, indicating the reasons for your decision.

Yours sincerely,

Prof. Dr.Sc. Tashko Rizov

Project manager

Prof. Dr.Sc. Zlatko Petreski

Dean

REFERENCE: CIRASIM-D.1.1.3-2025

When submitting their tenders, tenderers must follow all instructions, forms, terms of reference, contract provisions and specifications contained in this tender dossier. Failure to submit a tender containing all the required information and documentation within the deadline specified may lead to the rejection of the tender.

These instructions set out the rules for submitting, selecting and implementing contracts financed under this call for tenders, in conformity with the practical guide, (available on the internet at this address:

<https://wikis.ec.europa.eu/display/ExactExternalWiki/ePRAG>).

1. Services to be provided

The services required by the contracting authority are described in the terms of reference. They are set out in Annex II to the draft contract, which forms Part B of this tender dossier.

2. Timetable

	DATE	TIME*
Deadline for requesting clarification from the contracting authority	17 March 2025	
Last date for the contracting authority to issue clarification	24 March 2025	-
Deadline for submitting tenders	31 March 2025	15:00
Interviews (if any)	Not applicable	-
Completion date for evaluating technical offers	3 April 2025	-
Notification of award	4 April 2025	-
Contract signature	7 April 2025	-
Start date of the contract	7 April 2025	-

* The time zone of the country of the contracting authority.

** Provisional date.-

3. Participation, experts and subcontracting

- Participation in this tender procedure is open only to the invited tenderers. For the eligibility, please see point 10 of the contract notice.
- Natural persons are not entitled to participate in this tender procedure or be awarded a contract if they are in any of the situations mentioned in Sections 2.4.1 (EU restrictive measures¹), 2.4.2.1(exclusion criteria) or 2.4.2.2 (rejection from a given procedure) of the **practical guide**. Should they do so, their tender will be considered unsuitable or irregular respectively.

¹ Please note that the EU Official Journal contains the official list of entities subject to restrictive measures and, in case of conflict, it prevails over the list of the *EU Sanctions Map*.

- c) In the cases listed in Section 2.4.2.1. of the **practical guide** tenderers may be excluded from EU financed procedures and/or be subject to financial penalties up to 10% of the total value of the contract in accordance with the Financial Regulation in force. This information may be published on the Commission website in accordance with the Financial Regulation in force.
- d) The contract between the tenderer/contractor and its experts, or the third party making available the experts, shall contain a provision that experts are subject to the approval of the partner country. It is furthermore recommended that this contract contain a dispute resolution clause.
- e) Subcontracting is not allowed.

f) Content of tenders

Offers, all correspondence and documents related to the tender exchanged by the tenderer and the contracting authority must be written in English.

Supporting documents and literature furnished by the tenderer may be in another language, provided they are accompanied by a translation into the language of the procedure. For the purposes of interpreting the tender, the language of the procedure has precedence.

The tender must include a technical offer and a financial offer, which must be submitted in separate envelopes (see clause 6). Each technical offer and financial offer must contain one original, clearly marked "Original", and one copies, each marked "Copy".

The electronic version of the technical offer must be included with the printed version in the separate envelope in which the technical offer is submitted. The electronic version of the financial offer must be included with the printed version in the separate envelope in which the financial offer is submitted. If there are any discrepancies between the electronic version and the original, printed version, the latter has precedence.

Failure to fulfil the requirements in clauses 4.1, 4.2 and 6 will constitute an irregularity and may result in rejection of the tender.

4.1. Technical offer

The technical offer must include the following documents:

(1) Tender submission form (see Part D of this tender dossier) including:

- a) A signed **declaration** using the format attached to the tender submission form together with a signed "Declaration on honour on exclusion criteria and selection criteria"² from each legal entity identified in the tender submission form and from each sub-contractor and/or capacity providing entity, using the format attached to the tender submission form.

² See point 4 above and point 8 below: in case of electronic submission, tenderers must keep the originals of the Declaration on Honour for control purposes and must provide them to the contracting authority upon request.

- b) Duly authorised signature: an official document (statutes, power of attorney, notary statement, etc.) proving that the person who signs on behalf of the economic operator/joint venture/consortium is duly authorised to do so.
- (2) **Organisation and methodology** (will become Annex III to the contract), to be drawn up by the tenderer using the format in Annex III to the draft contract.
- (5) Documentary proof or statements required under the law of the country in which the economic operator (or each of the economic operators for consortia), the sub-contractors and the capacity providing entities are effectively established, to show that they are not in any of the exclusion situations listed in Section 2.4.1.2 of the practical guide. At any time during the procedure, the contracting authority may request information on guarantors, on natural or legal persons that are members of the administrative, management or supervisory body or that have powers of representation, decision or control, including legal and natural persons within the ownership and control structure and beneficial owners, and appropriate evidence that none of those persons are in one of the exclusion situations referred to in the Declaration on Honour.

This evidence, documents or statements must be dated, no more than one year before the date of submission of the tender. In addition, a statement must be furnished stating that the situations described in these documents have not changed since then.

If the nature of your entity is such that it cannot fall into the exclusion situations and/or cannot provide the documents indicated above (for instance, national public administrations and international organisations), please provide a declaration explaining this situation.

The contracting authority may waive the obligation of any tenderer to submit the documentary evidence referred to above based on a risk assessment, or if such evidence has already been submitted for the purposes of another procurement procedure, provided that the issue date of the documents does not exceed one year and that they are still valid. In this case, the tenderer must declare on his/her honour that the documentary evidence has already been provided in a previous procurement procedure and confirm that his/her situation has not changed.

- (6) Documentary evidence of the financial and economic capacity and/or of the technical and professional capacity including any possible additional information for the assessment of the absence of professional conflicting interest when requested, according to the selection criteria specified in point 16 of the contract notice. (See Section 2.6.11 of the practical guide).]

If the documentary evidence submitted is not written in one of the official languages of the European Union, a translation into the language of the procedure must be attached. Where the documents are in an official language of the European Union other than the one of the procedure, it is however strongly recommended to provide a translation into the language of the procedure, in order to facilitate the evaluation of the documents. Documentary proof or statements may be in original or copy. If copies are submitted, the originals must be available to send to the contracting authority upon request.

Tenderers are reminded that misrepresentation of information in this tender procedure may lead to the rejection of their tender and to their exclusion from EU-funded procedures and contracts.

4.2. Financial offer

The financial offer must be presented as an amount in Euro and must be submitted using the template for the global-price version of Annex V to part B of this tender dossier. The electronic version of this document 'B8 — Budget for a global-price contract' can be found on the website :

[https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesB\(Ch.3\):Servicecontracts](https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesB(Ch.3):Servicecontracts).

The global price should be broken down by expected outputs if required in the terms of reference.

Tenderers are reminded that, as stated in the contract notice, the maximum budget available for this contract including taxes if applicable, is 7.600 [EUR] Only the price without VAT/indirect taxes will be taken into consideration for the financial evaluation. The amount of VAT/indirect tax, if applicable, must be indicated separately. Payments under this contract will be made in the currency of the tender.

The applicable tax and customs arrangements are as follows:

Exemption of taxes

The European Commission and the Republic of North Macedonia have agreed in Financing Agreement for the Interreg programme (Interreg VI-B) IPA Adriatic Ionian to allow full exemption from the following taxes VAT and import duties.

Variant solutions

Tenderers are not authorised to tender for a variant in addition to this tender.

4. Period during which tenders are binding

Tenderers are bound by their tenders for 110 days after the deadline for submitting tenders.

The unsuccessful tenderers are bound by the tender until the end of the validity period, even if they have received a notification of non-award.

In exceptional cases, before the period of validity expires, the contracting authority may ask tenderers to extend the period for a specific number of days, which may not exceed 20. This period can be further extended when the contracting authority is required to obtain the recommendation of the panel referred to in Section 2.4.2.1 of the practical guide, up to the adoption of that recommendation.

The successful tenderer must maintain its tender for a further 60 days. This 60-day period is added to the validity period irrespective of the date of notification. This period can be further extended by mutual agreement between the parties.

In case the contracting authority suspends the signature of the contract after the standstill period, all tenderers have to be informed within 3 working days following the suspension decision, which automatically extends the validity of their tender for the appropriate period.

During the tender validity period for the unsuccessful tenderers, the contracting authority reserves the right to send a notification of award to the next best ranked tenderer. The validity of the next best ranked tender will be extended by 60 days, upon notification of the new

award decision. This 60-day period is added to the validity period irrespective of the date of notification, which should however be within the validity period.

The tenderer may refuse the award of the contract if, when receiving a notification of award, the validity of their tender has expired.

5. Additional information before the deadline for submitting tenders

Tenderers may submit questions in writing to the following address up to 15 days before the deadline for submission of tenders, specifying the publication reference and the contract title:

Prof. Dr.Sc. Tashko Rizov

Rugjer Boshkovikj 18, 1000 Skopje

The contracting authority has no obligation to provide clarification after this date. Any clarification of the tender dossier will be communicated simultaneously to all tenderers at the latest 8 calendar days before the deadline for submitting tenders.

Any tenderer seeking to arrange individual meetings with the contracting authority and/or the government of the partner country and/or the European Commission concerning this contract during the tender period may be excluded from the tender procedure.

No information meeting or site visit is foreseen.

6. Submission of tenders

In order to participate, economic operators will not need to register in the European Commission's [Participant Register](#) - an online register of organisations participating in EU calls for tenders or proposals (PIC registration). Therefore the PIC number will not need to be filled in in the tender form (Annex b8o7).]

Tenders must be sent to the contracting authority before < 31 March 2025 >.

They must include the requested documents in clause 4 above and be sent:

EITHER by post or by courier service, in which case the evidence shall be constituted by the postmark or the date of the deposit slip³, to:

Rugjer Boshkovikj 18, 1000 Skopje, North Macedonia

The contracting authority may, for reasons of administrative efficiency, reject any request to participate or tender submitted on time to the postal service but received, for any reason beyond the contracting authority's control, after the effective date of approval of the short-list report or of the evaluation report, if accepting requests to participate or tenders that were submitted on time but arrived late would considerably delay the evaluation procedure or jeopardise decisions already taken and notified.

Tenders must be submitted using the double envelope system, i.e. in an outer parcel or envelope containing two separate, sealed envelopes, one bearing the words '**Envelope A — Technical offer**' and the other '**Envelope B — Financial offer**'. All parts of the tender other

³ It is recommended to use registered mail in case the postmark would not be readable.

than the financial offer must be submitted in Envelope A (i.e. including the tender submission form, statements of exclusivity and availability of the key experts and declarations).

The outer envelope should provide the following information:

- a) the address for submitting tenders indicated above;
- b) the reference code of the tender procedure (i.e. < CIRASIM-D.1.1.3-2025>);
- c) the words 'Not to be opened before the tender-opening session' and He otbapaj;
- d) the name of the tenderer.

Each envelope must include an index of its contents. The pages of the technical and financial offers must be numbered.

7. Amending or withdrawing tenders

Tenderers may amend or withdraw their tenders by written notification prior to the deadline for submitting tenders. Tenders may not be amended after this deadline.

Any such notification of amendment or withdrawal must be prepared and submitted in accordance with clause 6. The outer envelope (and the relevant inner envelope) must be marked 'Amendment' or 'Withdrawal' as appropriate.]

8. Costs for preparing tenders

No costs incurred by the tenderer in preparing and submitting the tender are reimbursable. All such costs must be borne by the tenderer, including the cost of interviewing proposed experts.

9. Ownership of tenders

The contracting authority retains ownership of all tenders received under this tendering procedure. Consequently, tenderers do not have the right to have their tenders returned to them.

10. Evaluation of tenders

12.1. Evaluation of technical offers

The quality of each technical offer will be evaluated in accordance with the award criteria and the weighting detailed in the evaluation grid in Part C of this tender dossier. No other award criteria will be used. The award criteria will be examined in accordance with the requirements indicated in the terms of reference.

The evaluation of the technical offers will follow the procedures set out in Section 3.4.10.3 of the practical guide (available on the internet at <https://wikis.ec.europa.eu/display/ExactExternalWiki/3.+Service+Contracts>).

<https://wikis.ec.europa.eu/display/ExactExternalWiki/3.+Service+Contracts>).

12.2. Evaluation of financial offers

Upon completion of the technical evaluation, the envelopes containing the financial offers for tenders that were not eliminated during the technical evaluation will be opened (i.e. those with an average score of 75 points or more). Tenders exceeding the maximum budget available for the contract will not be accepted and will therefore not be further evaluated.]

12.3. Evaluation committee preliminary conclusions

The best price-quality ratio is established by weighing technical quality against price on an 80/20 basis.

12.4. Verifications with the presumed successful tender

Notification to the presumed successful tender shall be done by electronic means. Such notification shall be deemed to have been received on the date upon which the contracting authority sends it to the electronic address referred to in the tender form.

12.5 Notification of award

Tenderer(s) will be notified of the outcome of this procurement procedure in writing.]

12.6 Confidentiality

The entire evaluation procedure is confidential, subject to the contracting authority's legislation on access to documents. The evaluation committee's decisions are collective and its deliberations are held in closed session. The members of the evaluation committee are bound to secrecy. The evaluation reports and written records are for official use only and may be communicated neither to the tenderers nor to any party other than the contracting authority, the European Commission, the Early Detection and Exclusion panel, the European Anti-Fraud Office and the European Court of Auditors.

11. Ethics, values and code of conduct

a) Absence of conflict of interest and of professional conflicting interest

The tenderer must not be affected by any professional conflicting interest nor any conflict of interest and must have no equivalent relation in that respect with other tenderers or parties involved in the project. Any unduly influence or attempt to unduly influence the evaluation committee or the contracting authority during the process of examining, clarifying, evaluating and comparing tenders, any attempt to obtain confidential information or entering into unlawful agreements with competitors will lead to the rejection of its tender and may result in exclusion from future award procedures and/or financial penalties according to the Financial Regulation in force.

b) Respect for human rights and EU values as well as environmental legislation and core labour standards

The tenderer must respect environmental legislation and core labour standards: participants that are awarded the contract must comply with the environmental legislation including multilateral environmental agreements, and with the core labour standards as applicable and as defined in the relevant International Labour Organisation conventions (such as the conventions on freedom of association and collective bargaining; elimination of forced and compulsory labour; abolition of child labour).

The tenderer and its personnel must commit to and ensure the respect of basic EU values, the tenderer and its personnel must comply with basic EU values such as respect for human dignity, freedom, democracy, equality, the rule of law and human rights, including the rights of minorities.

The tenderer and its personnel must comply with applicable data protection rules and environmental legislation. In particular, tenderers who have been awarded the contract

must also comply with multilateral environmental agreements, and with the core labour standards as applicable and as defined in the relevant International Labour Organisation conventions (such as the conventions on freedom of association and collective bargaining; elimination of forced and compulsory labour; abolition of child labour).

The tenderer and its personnel must comply with the EU values, such as respect for human dignity, freedom, democracy, equality, the rule of law and human rights, including the rights of minorities.

Zero tolerance for sexual exploitation, abuse and harassment:

The European Commission applies a policy of 'zero tolerance' in relation to all wrongful conduct which has an impact on the professional credibility of the tenderer.

Physical abuse or punishment, or threats of physical abuse, sexual abuse or exploitation, harassment and verbal abuse, as well as other forms of intimidation shall be prohibited.

c) Anti-corruption and anti-bribery

The tenderer shall comply with all applicable laws and regulations and codes relating to anti-bribery and anti-corruption. The European Commission reserves the right to suspend or cancel project financing if corrupt practices of any kind are discovered at any stage of the award process or during the execution of a contract and if the contracting authority fails to take all appropriate measures to remedy the situation. For the purposes of this provision, 'corrupt practices' are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or execution of a contract already concluded with the contracting authority.

d) Unusual commercial expenses

Tenders will be rejected or contracts terminated if it emerges that the award or execution of a contract has given rise to unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a payee who is not clearly identified or commissions paid to a company which has every appearance of being a front company.

Contractors found to have paid unusual commercial expenses on projects funded by the European Union are liable, depending on the seriousness of the facts observed, to have their contracts terminated or to be excluded from future award procedures.

e) Breach of obligations, irregularities or fraud

The contracting authority reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to breach of obligations, irregularities or fraud. If breach of obligations, irregularities or fraud are discovered after the award of the contract, the contracting authority may refrain from concluding the contract.

12. Signature of the contract(s)

Within 30 days of receipt of the contract, the other party shall sign and date the contract and return it.

If it is not possible to sign the contract as envisaged in the award decision, or if the successful tenderer fails to sign the contract as requested, the contracting authority reserves the right to review its decision and, where appropriate, award the contract to another tenderer or cancel the procedure.

If a tenderer to whom the contract is awarded (any of the group members in case of a consortium) has established debt(s) owed to the Union, the European Atomic Energy Community or an executive agency when the latter implements the Union budget, such debt(s) may be offset, in line with Articles 101(1) and 102 the Financial Regulation and the conditions set out in the draft contract, against any payment due under the contract. The contracting authority will verify the existence of overdue debts of the successful tenderer[s] (any of the group members in case of a consortium), and, if any such debt is found, will inform the tenderer (the leader in case of a consortium who will then have the obligation to inform all other group members before signing the contract) that the debt(s) may be offset against any payment under due the contract.

13. Cancellation of the tender procedure

In the event of cancellation of the tender procedure, the contracting authority will notify tenderers of the cancellation.

If the tender procedure is cancelled before the outer envelope of any tender has been opened, the unopened and sealed envelopes will be returned to the tenderers.]

Cancellation may occur, for example, where:

- the tender procedure has been unsuccessful, i.e. no suitable, qualitatively or financially acceptable tender has been received or there is no valid response at all;
- there are fundamental changes to the economic or technical data of the project;
- exceptional circumstances or force majeure render normal performance of the contract impossible;
- all technically acceptable tenders exceed the financial resources available;
- there have been breach of obligations, irregularities or frauds in the procedure, in particular if they have prevented fair competition;
- the award is not in compliance with sound financial management, i.e. does not respect the principles of economy, efficiency and effectiveness (e.g. the price proposed by the tenderer to whom the contract is to be awarded is objectively disproportionate with regard to the price of the market).

In no event shall the contracting authority be liable for any damages whatsoever including, without limitation, damages for loss of profits, in any way connected with the cancellation of a tender procedure, even if the contracting authority has been advised of the possibility of damages. The publication of a contract notice does not commit the contracting authority to implement the programme or project announced.

14. Appeals

Tenderers believing that they have been harmed by an error or irregularity during the award process may file a complaint. See Section 2.12. of the practical guide.

15. Data Protection

Processing of personal data related to this tender procedure by the contracting authority takes place in accordance with the national legislation of the state of the contracting authority and with the provisions of the respective financing agreement.

The tender procedure and the contract relate to an external action funded by the EU, represented by the European Commission. If processing your reply to the invitation to tender involves transfer of personal data (such as names, contact details and expert's profile) to the European Commission, they will be processed solely for the purposes of the monitoring of the procurement procedure and of the implementation of the contract by the Commission, for the latter to comply with its obligations under the applicable legislative framework and under the financing agreement concluded between the EU and the Partner Country without prejudice to possible transmission to the bodies in charge of monitoring or inspection tasks in application of EU law. For the part of the data transferred by the contracting authority to the European Commission, the controller for the processing of personal data carried out within the Commission is the head of contracts and finance unit R4 of DG Neighbourhood and Enlargement Negotiations.

Details concerning processing of your personal data by the Commission are available on the privacy statement at:

[https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesA\(Ch.2\):General](https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesA(Ch.2):General)

In cases where you are processing personal data in the context of participation to a tender (e.g. expert profiles of both key and technical experts) and/or implementation of a contract (e.g. replacement of experts) you shall accordingly inform the data subjects of the possible transmission of their data to EU institutions and bodies and communicate the above mentioned privacy statement to them.]

18. Early detection and exclusion system

The tenderers and, if they are legal entities, persons who have powers of representation, decision-making or control over them, natural or legal person that assumes unlimited liability for the debts, natural or legal person who is essential for the award or for the implementation of the legal commitment, beneficial owner or any affiliate of the tenderer, are informed that, should they be in one of the situations of early detection or exclusion, their personal details (name, given name if natural person, address, legal form) may be registered in the early detection and exclusion system,, and communicated to the persons and entities concerned in relation to the award or the execution of a procurement contract.

For more information, you may consult the privacy statement available on http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm.

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SERVICE CONTRACT NOTICE

Invitation to tender for Service Contract for Best practice analysis external expert

Skopje, Republic of North Macedonia

1. Reference

CIRASIM-D.1.1.3-2025

2. Procedure

Single tender

3. Programme title

Interreg IPA ADRION

4. Financing

Instrument for Pre-accession Assistance (IPA III) - Regulation (EU) 2021/1529 of the European Parliament and of the Council of 15 September 2021 establishing the Instrument for Pre-Accession assistance (IPA III)

5. Contracting authority

University Ss. Cyril and Methodius in Skopje, Faculty of Mechanical Engineering - Skopje

CONTRACT SPECIFICATION

6. Nature of contract

Global price

7. Contract description

The contract concerns the provision of services under the CIRASIM project, aiming to develop a model and assess the feasibility of implementing the so-called “cold ironing” approach for ships using fossil fuels when anchoring in ports. The services include the review and analysis of best practices regarding cold ironing implementation in ports across the EU and worldwide, with the objective of identifying applicable solutions and recommendations for future implementation.

8. Number and titles of lots

This contract is divided into lots: no

9. Maximum budget

Value: 7.600,00 EUR (Gross amount including personal income tax and payment processing fee)

CONDITIONS OF PARTICIPATION

10. Legal basis, eligibility and rules of origin

Participation in this tender procedure is open only to natural persons who are nationals of a Member State of the European Union or of an eligible country or territory as defined under Article 11 of Regulation

(EU) No 2021/1529 of the European Parliament and of the Council establishing the Instrument for Pre-accession Assistance (IPA III), and in accordance with the rules of origin established therein.

11. Number of tenders

No more than one tender can be submitted by a natural person whatever the form of participation (as an individual legal entity or as leader or member of a consortium submitting a tender). In the event that a natural 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 2.4.2.1. of the practical guide. Where the tenderer intends to rely on capacity providing entities or subcontractor(s), he/she must provide the same declaration signed by this/these entity(ies).

13. Sub-contracting

Subcontracting is not allowed.

PROVISIONAL TIMETABLE

14. Provisional commencement date of the contract

7 April 2025

15. Implementation period of the tasks

14 April 2025 – 31 July 2025

SELECTION AND AWARD CRITERIA

16. Selection criteria

Capacity-providing entities

Not applicable — This procurement procedure is open only to natural persons. The tenderer must meet all selection criteria individually and cannot rely on the capacities of other entities.

Selection criteria

1) Economic and financial capacity of the tenderer

The reference period which will be taken into account will be the last three years preceding the submission deadline.

The objective of this criterion is to examine whether the tenderer:

will not be economically dependent on the contracting authority in the event that the contract is awarded to them; and has sufficient financial stability to handle the proposed contract.

Criterion 1: The tenderer's financial situation should not be in deficit, taking into account debts, at the beginning and end of each of the last three financial years for which accounts are closed.

2) Professional capacity of the tenderer

The reference period which will be taken into account will be the last three years preceding the submission deadline.

The objective of this criterion is to examine whether the tenderer: has sufficiently stable personal expertise and specialist knowledge to handle the proposed contract where necessary, has the legal and/or regulatory capacity or the professional certificates to perform the contract is not subject to professional conflicting interests which may negatively affect contract performance.

Criterion 1: The tenderer is currently working or has worked during the past three years on at least one assignment in fields related to this contract.

Criterion 2: The tenderer is not subject to professional conflicting interests which may negatively affect contract performance (as declared in the Declaration on Honour).

3) Technical capacity of the tenderer

The reference period which will be taken into account will be the last four years preceding the submission deadline.

The objective of this criterion is to examine whether the tenderer has sufficient experience to handle the proposed contract.

Criterion: The tenderer has personally completed at least one service contract in the domain of cold ironing feasibility studies, maritime environmental studies, or equivalent technical/feasibility studies during the last four years.

For each contract, the value of the services completed must not be less than 3.040 EUR not exceeding 40% of the estimated value of this contract.

17. Award criteria

Best price-quality ratio.

TENDERING

18. Deadline for submission of tenders

The deadline for submission of tenders is specified in point 8 of the instruction to tenderers.

19. Tender format and details to be provided

Tenders must be submitted using the standard tender form for simplified procedures, the format and instructions of which must be strictly observed. The tender form is available from the following internet address:

[https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesB\(Ch.3\):Servicecontracts](https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesB(Ch.3):Servicecontracts), under the zip file called Simplified Tender dossier.

The tender must be accompanied by a declaration on honour on exclusion and selection criteria using the template available from the following Internet address:

[https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesA\(Ch.2\):General](https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesA(Ch.2):General)

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

20. 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.

Tenders submitted by any other means will not be considered.

By submitting a tender, tenderers accept to receive notification of the outcome of the procedure by electronic means.

21. 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 9 of the instructions to tenderers.

22. Operational language

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

23. Additional information

Financial data to be provided by the candidate in the standard application form must be expressed in MKD. If applicable, where a candidate refers to amounts originally expressed in a different currency, the conversion to MKD, which can be found at the following address: <http://ec.europa.eu/budget/graphs/inforeuro.html>.

Opening hours of the contracting authority: every workday from 8:00 to 16:00.

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ANNEX II: TERMS OF REFERENCE

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1. BACKGROUND INFORMATION

1.1. Partner country

1.2. The Republic of North Macedonia

1.3. Contracting authority

1.4. Faculty of Mechanical Engineering of Ss Cyril and Methodius University in Skopje,

1.5. The Republic of North Macedonia

1.6. Country background

North Macedonia is a candidate country for EU membership expecting commencement of membership negotiations. The negotiation process of the Republic of North Macedonia for EU membership will signify completion of the approximation process to the European Union, adoption of its benefits and values as well as complete adaptation of the Macedonian institutions towards functioning to that of the Union institutions. The negotiations will also signify establishing grounds and preparation for a successful functioning of the Republic of North Macedonia as a Union Member State. As of 1 January 2007, the Beneficiary Country is eligible for all 5 components of the Instrument for Pre - Accession Assistance¹. In the frame of the Instrument for pre-accession assistance (IPA) and its second Component for Cross-border Cooperation, Macedonia is implementing the crossborder programme with Greece in the period of 2007-2013.

The IPA Cross-Border Cooperation Programme Greece - Republic of North Macedonia (hereinafter: CBC Programme) was adopted for the Programming Period 2007-2013 and intends to ensure a better co-ordination of programmes and activities among Greece as a Member State and the Republic of North Macedonia as a neighbouring candidate country. Its global objective is to promote and protect the environmental resources of the area. The programme has two priorities, and the second one is the enhance the environmental resources and cultural heritage of the programme area. The main objective of the project is to minimize any risks of accidents and pollution with hazardous materials as a part of European Union and the national energy targets for 2020 and contribute to the global effort to confront the climate change.

1.7. Current situation in the sector

Maritime transport in the Adriatic-Ionian region continues to rely predominantly on ships powered by fossil fuels, leading to considerable emissions of CO₂, NO_x, SO_x, and particulate matter, especially in port areas where vessels remain at berth for extended periods. These emissions contribute to air quality deterioration, public health risks, and increased carbon footprint of maritime operations.

The concept of "cold ironing" – the provision of shore-side electrical power to ships while at berth – has been successfully implemented in several EU ports, demonstrating significant environmental benefits and compliance with international maritime environmental regulations. However, in many ports in the Western Balkans, including those relevant to this project, cold ironing infrastructure is either non-existent or at a very early stage of planning.

Barriers to implementation include high initial investment costs, the need for technical adaptation of both port and vessel infrastructure, and limited awareness among stakeholders

regarding operational and environmental advantages. In addition, regulatory and policy frameworks to support cold ironing adoption remain underdeveloped in the region.

The CIRASIM project aims to address these gaps by analysing best practices in EU and global ports, assessing technical and financial feasibility for target ports, and providing a replicable model for cold ironing implementation, aligned with EU environmental standards and sustainable maritime transport policies.

1.8. Related programmes and other donor activities

Several EU-funded and international initiatives are currently addressing sustainable maritime transport and port environmental management. Within the EU, the European Green Deal, the Fit for 55 package, and the Alternative Fuels Infrastructure Regulation (AFIR) set ambitious targets for reducing maritime emissions and promoting shore-side electricity supply.

At the regional level, the ADRION Programme and other Interreg initiatives have supported projects aimed at increasing the environmental sustainability of ports, including feasibility studies for cold ironing and pilot infrastructure in selected EU member states. Relevant examples include projects focusing on green port strategies, alternative fuel integration, and energy efficiency improvements in port operations.

International donors, such as the European Investment Bank (EIB) and the World Bank, have expressed interest in supporting infrastructure upgrades for cleaner maritime transport, while the International Maritime Organization (IMO) promotes the reduction of ship emissions through MARPOL Annex VI regulations.

However, in the Western Balkans, donor-funded activities in the specific area of cold ironing remain limited. CIRASIM will complement existing EU and donor efforts by focusing on ports that currently lack such infrastructure, ensuring transfer of knowledge from EU best practices and aligning regional developments with EU environmental and climate policies.

2. OBJECTIVES & EXPECTED OUTPUTS

2.1. Overall objective

2.2. To develop a model and assess the feasibility of implementing the "cold ironing" approach for ships using fossil fuels when anchored in ports, contributing to the reduction of air pollution and greenhouse gas emissions in port areas. Specific objective(s)

The specific objective[s] (Outcome[s]) of this contract [is] [are] as follows:

- To analyse best practices in cold ironing implementation in EU and global ports.
- To assess technical, economic, and environmental feasibility of cold ironing in selected ports.
- To propose a model tailored to the context of the target ports.

2.3. Expected outputs to be achieved by the contractor

The service will be paid on the basis of the delivery of the specified output(s). Payments might be totally or partially withheld if the contractual result(s) have not been reached in conformity with the detailed terms of reference. Payment(s) is/are based on the approval of this/these deliverable(s). Partial payment has to be determined according to the partial implementation of the output(s).

The expected outputs of this contract are as follows:

- Report on best practices and case studies in cold ironing.
- Feasibility study including technical, economic, and environmental assessments.
- Model for cold ironing implementation in target ports.
- Recommendations for policy and investment planning.

3. ASSUMPTIONS & RISKS

3.1. Assumptions underlying the project

- Relevant port authorities and stakeholders will cooperate and provide necessary data.
- Technical infrastructure in selected ports allows for cold ironing implementation feasibility studies.
- Regulatory frameworks will permit or can be adapted to support cold ironing.
- Availability of qualified experts to carry out assessments.

3.2. Risks

- Limited availability or reliability of data from ports and stakeholders.
- Possible resistance from stakeholders due to perceived high costs.
- Delays in procurement or administrative approvals.
- Changes in political or economic priorities that reduce interest in green port solutions.

4. SCOPE OF THE WORK

4.1. General

4.1.1. Description of the assignment

The assignment covers the preparation of a comprehensive study for the implementation of the "cold ironing" approach in selected ports. The consultant will:

- Review and analyse best practices of cold ironing in EU and global ports.
- Assess technical, economic, and environmental feasibility for implementation in target ports.
- Develop a tailored model for cold ironing adapted to the context of the ports covered by the project.
- Provide recommendations for policy adaptation and investment planning.
Deliverables will include a best practices report, a feasibility study, a proposed model, and recommendations.

4.1.2. Geographical area to be covered

Target ports in the Adriatic-Ionian region participating in the CIRASIM project, with focus on partner countries under the IPA III programme.

4.1.3. Target groups

- Port authorities and operators.
- Shipping companies using fossil fuel-powered vessels.
- Environmental agencies and policy makers.
- Local communities in port areas affected by emissions.

2.4. Specific work

The contractor will carry out the following tasks in order to achieve the results of the contract:

1. Review of best practices

- Identify and analyse EU and global experiences in cold ironing implementation.
- Select and describe case studies relevant to the Adriatic-Ionian region.
- Produce a *Best Practices Report*.

2. Feasibility assessment

- Collect technical, economic, and environmental data from target ports.
- Assess infrastructure requirements, operational feasibility, and environmental benefits.
- Prepare a *Feasibility Study* including cost-benefit analysis.

3. Development of a tailored model

- Propose a cold ironing implementation model adapted to the context of the target ports.
- Ensure compatibility with EU environmental and maritime policies.
- Provide an *Implementation Model Document*.

4. Policy and investment recommendations

- Draft recommendations for policy adaptation, regulatory support, and financing options.
- Integrate sustainability and dissemination strategies.
- Include compliance with EU Communication and Visibility Requirements.

5. Knowledge sharing (if applicable)

- Capitalise on technical and methodological knowledge gained.
- Share relevant non-confidential information on capacity4dev.eu or other agreed platforms.

2.5. Project management

2.5.1. Responsible body

Ss. Cyril and Methodius University in Skopje – Faculty of Mechanical Engineering, as the contracting authority.

2.5.2. Management structure

The contract will be managed by the Project Manager appointed by the Faculty of Mechanical Engineering, under the supervision of the CIRASIM Project Steering Committee.

- The Project Manager will oversee day-to-day operations, approve deliverables, and liaise with the contractor.
- Strategic decisions (changes to scope, budget, or timeline) will be taken by the Project Steering Committee.

2.5.3. Facilities to be provided by the contracting authority and/or other parties

The contracting authority will provide access to relevant project documentation, contact with partner ports, and meeting facilities if required.

3. LOGISTICS AND TIMING

3.1. Location

The services will be home-based with occasional missions (if required) to partner ports in the Adriatic-Ionian region. Meetings with the contracting authority may be held in Skopje, North Macedonia, or online.

3.2. Start date & period of implementation of tasks

The intended start date is **7 April 2025**, and the period of implementation will be **3 months** from this date.

1. REQUIREMENTS

1.1. Staff

Note that civil servants and other staff of the public administration of the partner country, or of international/regional organisations based in the country, shall only be approved to work as experts if well justified. The justification should be submitted with the tender and shall include information on the added value the expert will bring as well as proof that the expert is seconded or on personal leave.

1.1.1. Key experts

Key experts are not required.

1.1.2. Other experts, support staff & backstopping

The Contractor shall select and hire the experts as required according to the needs. The selection procedures used by the Contractor to select these experts shall be transparent, and shall be based on pre-defined criteria, including professional qualifications, language skills and work experience.

The costs for backstopping and support staff, as needed, are considered to be included in the tenderer's financial offer.

1.2. Office accommodation

Office accommodation for each expert working on the contract is to be provided by the contractor.

1.3. Facilities to be provided by the contractor

The contractor shall ensure that experts are adequately supported and equipped. In particular it must ensure that there is sufficient administrative, secretarial and interpreting provision to enable experts to concentrate on their primary responsibilities. It must also transfer funds as necessary to support their work under the contract and to ensure that its employees are paid regularly and in a timely fashion.

1.4. Equipment

No equipment is to be purchased on behalf of the contracting authority / partner country as part of this service contract or transferred to the contracting authority / partner country at the end of this contract. Any equipment related to this contract which is to be acquired by the partner country must be purchased by means of a separate supply tender procedure.

2. REPORTS

2.1. Reporting requirements

The Contractor will submit the following reports in English language:

- **Draft final report** shall be submitted no later than 5 days after the end of the period of implementation of each task.
- **Final report** with the same specifications as the draft final report, incorporating any comments received from the parties on the draft report. The deadline for sending the final report is 5 days after receipt of comments on the draft final report. This report should provide conclusions and clear evidences on the implementation of all requested services. The final report must be provided along with the corresponding invoice.

The reports provided by the Contractor should be prepared in English language and submitted in the following copies:

- 1 (one) original, duly signed, stamped and dated by the legal representative of the Contractor and
- 1 (one) electronic version.

2.2. Submission and approval of reports

The report referred to above must be submitted to the project manager identified in the contract. The project manager is responsible for approving the reports.

3. MONITORING AND EVALUATION

3.1. Definition of indicators

The successful implementation of the contract will be assessed on the base of the following indicators of achievement:

- Reports submitted by the Contractor and approved by the Contracting Authority according the timetable given below:

4. MONITORING AND EVALUATION

4.1. Definition of indicators

This activity will summarize the current port scope of operations in terms of types of vessels serviced statistical overview of past and future predictions regarding number of vessels (to be) serviced, spatial prerequisites and ability to acquire electricity from renewable sources and any other relevant factor (i. e., legislation, spatial, etc.) specific to each participant port. Based on state-of-the-art report findings for each participating port's scope of operations, SWOT analysis will be provided (for each participating port). Taking into account all state-ofthe- art reports joint classification of challenges and opportunities will be made to increase overall awareness of cold ironing implementation in ADRION region ports covered by the project scope. Additionally, review of world's good practices regarding cold ironing implementation will be provided and linked to participating partner ports. LP will be responsible for creation of Join methodology that all partners will follow, all partners will give their contribution to the State-of-the-art report for participating ports in ADRION region, Best practice analysis and Classification of challenges and opportunities for implementation of cold ironing in ADRION region defined within the project.(bulk, container, cruise, passenger liner, etc.)

4.2. Special requirements

Not Applicable

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