**SERVICE CONTRACT NOTICE**

**TENDER PROCEDURE FOR EXTERNAL SERVICES**

**for web development,** **website support, service and maintenance, and hosting for STRASS project**

**in Skopje, The Republic of North Macedonia**

**1. Reference**

CN1-S.O2.1-SC006/TD3

**2. Procedure**

Single procedure

**3. Programme title**

Interreg IPA Cross-border Cooperation Programme “Greece – the Former Yugoslav Republic of Macedonia 2014-2020 “

**4. Financing**

Financed under project “Safe Cross-Border Transportation of Hazardous Materials: Orphan Radioactive Sources” STRASS

Subsidy contract no: SC 006

Budget line: External Expertise and Services

Project is co-funded by the European Union and National Funds of the participating countries.

**5. Contracting authority**

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

**The Republic of North Macedonia**

**CONTRACT SPECIFICATION**

**6. Nature of contract**

Global price

**7. Contract description**

The current contract will support the Faculty of Mechanical Engineering of Ss Cyril and Methodius University in Skopje in the process of implementation of the project “Safe Cross-Border Transportation of Hazardous Materials: Orphan Radioactive Sources” STRASS, financed under Interreg IPA Cross-border Cooperation Programme “ Greece- the former Yugoslav Republic of Macedonia 2014-2020 “. The purpose of the service contract is the delivery of external IT assistance services to support the objectives of the project (defined as deliverable D2.5.1 in the project).

The overall objective of the project of which this contract will be a part is as follows:

**Web development:** develop new website with interactive multimedia-oriented web page design compatible to browser like Chrome, Mozilla Firefox, Internet Explorer, Safari, Opera compatible to multiple size screens (computer, tablet, mobiles and any other) with social media integration and interactivity and any other useful features;

**Website support, service and maintenance**: scan for vulnerabilities, repairs and fixes, browser compatibility testing, software update, website backups, check site speed, search engine optimisation, website analyse, check the functionality of the website and supply updated website content;

**Hosting:** to provide public website and manage web hosting services required for the uninterrupted and fast access of users to the website and all action they can perform on the website (search, navigate, register for events etc.) not only during the project lifetime, but at least three years after the project closure.

**8. Number and titles of lots**

One lot only

**9. Maximum budget**

**The maximum budget is EUR 3.500 (VAT excluded).**

**CONDITIONS OF PARTICIPATION**

**10. Eligibility**

Participation is open to all natural persons who are nationals of and legal persons [participating either individually or in a grouping (consortium) of tenderers] which are effectively established in a Member State of the European Union or in a eligible country or territory as defined under the Regulation (EU) No 236/2014 establishing common rules and procedures for the implementation of the Union's instruments for external action (CIR) for the applicable instrument under which the contract is financed (see also heading 23 below). Participation is also open to international organisations.

**11. Number of tenders**

No more than one tender can be submitted by a natural or legal 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 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 2.6.10.1. of the practical guide.

Tenderer included in the lists of EU restrictive measures (see Section 2.4. of the PRAG) at the moment of the award decision cannot be awarded the contract.

**13. Sub-contracting**

No derogation from General condition.

**PROVISIONAL TIMETABLE**

**14. Provisional commencement date of the contract**

The intended start date is the date of sighing the Contract by both sides.

**15. Implementation period of the tasks**

February 2020 – June 2020, 5 months.

The successful contractor should ensure and monitor the website is accessible for further 3 years after the closure of the project.

**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. if not specified otherwise. The selection criteria will not be applied to natural persons and single-member companies when they are sub-contractors.

1. **Economic and financial capacity of the tenderer** (based on item 3 of the tender form). In case of tenderer being a public body, equivalent information should be provided. The reference period which will be taken into account will be the last three financial years for which accounts have been closed.

**Criteria for legal and natural persons:**

1. the average annual turnover of the tenderer over the past three (3) years for which accounts are closed, must exceed the tenderer’s financial offer.

Companies that have been operational for less than three years will have to demonstrate an operational cash flow which must exceed their financial proposal for the years in which they have been operational.

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

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

Criteria for legal persons:

• the tenderer is registered as a legal person to carry out the activity related to the subject-matter of this contract or evidence that the tenderer is affiliated in professional association in accordance with the regulations of the country where it is established.

• at least 1 staff currently work for the candidate in fields related to this contract;

Criteria for natural persons:

• Knowledge and proven professional experience of at least 3 years of experience in fields related to this contract.

**3) Technical capacity of tenderer** (based on items 5 and 6 of the tender form). The reference period which will be taken into account will be the last three years preceding the submission deadline.

Criteria for legal and natural persons:

• the tenderer has provided services under at least 1 contract with a budget of at least of this contract in fields related to this contract, or equivalent in the past three years.

This means that the service contract 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. Tenderers are allowed to refer either to service contracts completed within the reference period (although started earlier) or to service contracts not yet completed. In the first case the service contract 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 service contract 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 service contracts completed) also detailing its value. If a tenderer has implemented the service contract 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.

An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to the contracting authority that it will have at its disposal the resources necessary for the performance of the contract by producing a commitment by those entities to place those resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility - notably that of nationality - and must comply with the selection criteria for which the economic operator relies on them. Furthermore, the data for this third entity for the relevant selection criterion should be included in the tender in a separate document. Proof of the capacity will also have to be provided when requested by the contracting authority. With regard to technical and professional criteria, an economic operator may only rely on the capacities of other entities where the latter will perform the services for which these capacities are required. With regard to economic and financial criteria the entities upon whose capacity the tenderer relies become jointly and severally liable for the performance of the contract.

**17. Award criteria**

Best price-quality ratio.

**TENDERING**

**18. Deadline for receipt of tenders**

The deadline for receipt 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://www.mf.ukim.edu.mk/mk/strass](https://www.mf.ukim.edu.mk/mk/strass%20)  or <http://ec.europa.eu/europeaid/prag/annexes.do?group=B> , 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:

<http://ec.europa.eu/europeaid/prag/annexes.do?chapterTitleCode=A>

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. The outer envelope (and the relevant inner envelope if used) must be marked ‘Alteration’ or ‘Withdrawal’ as appropriate.

**22. Operational language**

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

**23. Legal basis**

**Regulation (EU) No236/2014 of the European Parliament and of the Council of 11 March 2014 laying down common rules and procedures for the implementation of the Union`s instruments for financing external action and Regulation (EU) No 231/2014 of the European Parliament and of the Council of 11 March 2014 establishing an Instrument for Pre-Accession Assistance (IPA II) – IPA II Regulation.**

**Chapter 3 of Title II of Part Two of Delegated Regulation (EU) No 1268/2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union. In accordance with Art. 45 (1) of Commission Implementing Regulation (EU) No 447/2014.**

**24. Additional information**

Financial data to be provided by the tenderer in the standard tender form must be expressed in EUR If applicable, where a candidate refers to amounts originally expressed in a different currency, the conversion to EUR shall be made in accordance with the InforEuro exchange rate, which can be found at the following address: <http://ec.europa.eu/budget/graphs/inforeuro.html>.