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**SERVICE CONTRACT NOTICE**

**TD 05Dissemination materials and promotional banner  
Municipality of Negotino, Vardar Planning Region**

**1. Reference**

**Our ref: IPA ADRION 368/ No.5 (No.05-961/2)**

**2. Procedure**

Single

**3. Programme title**

INTERREG VI-B IPA Adriatic-Ionian Cooperation Programme

**4. Financing**

IPA-ADRION00368 LAMO - External expertise and services

**5. Contracting authority**

Municipality of Negotino

**CONTRACT SPECIFICATION**

**6. Nature of contract**

Global price

**7. Contract description**

Consultant should support Contracting Authority and project team in the implementation of project, through designing and printing of promotional materials and promotional banner.

**8. Number and titles of lots**

**This contract is divided into lots:no**

**9. Maximum budget**

EUR3,150.00

**CONDITIONS OF PARTICIPATION**

**10. Legal basis, eligibility and rules of origin**

The legal basis of this procedure is Regulation (EU) No 2021/1529 establishing the Instrument for Pre-accession Assistance (IPA III). See Annex a2a1 of the practical guide.

For this contract award procedure, participation is open to all natural persons who are nationals of and legal persons (participating either individually or in a grouping – consortium – of candidates/tenderers) which are effectively established in a  Member State of the European Union or in an eligible country or territory as defined under Article 11 of Regulation (EU) No 2021/1529  establishing the Instrument for Pre-accession Assistance (IPA III).

Participation is also open to international and regional 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 ofthe exclusion situations listedin 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).

Tenderer included in the lists of EU restrictive measures[[1]](#footnote-2) (see Section 2.4. of the PRAG) at the moment of the award decision cannot be awarded the contract.

**13. Sub-contracting**

Subcontracting is allowed.

**PROVISIONAL TIMETABLE**

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

16.06.2025

**15. Implementation period of the tasks**

22 months

**SELECTION AND AWARD CRITERIA**

**16. Selection criteria**

Capacity-providing entities

An economic operator (i.e. candidate or tenderer) 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. If the economic operator relies on other entities, 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 and notably that of nationality as the economic operator relying on them and must fulfil the selection criteria for which the economic operator relies on them. **Furthermore, the data for this third entity for the relevant selection criterion should not be included in the tender form but 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 tasks for which these capacities are required.

With regard to economic and financial criteria, the entities upon whose capacity the economic operator relies, become jointly and severally liable for the performance of the contract.

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.

The tenderershall not use previous experience which caused breach of contract and termination by a contracting authority as a reference for selection criteria.This is also applicable concerning the previous experience of experts required under a fee-based service contract.

**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 years for which accounts have been closed.**

**Criterion 1: average annual turnover**

The tenderer’saverage annual turnover of the**last 3 financial years** for which **the accounts have been closed** must be not less than 3,000.00 EUR

**2)** **Professional capacity of the tenderer**(based on items 4 and 5 of the tender form).The reference period which will be taken into account will be **the last three years preceding the submission deadline**.

* **Criterion 1:**the tenderer has, during the current year and the previous two years, on average, at least:onepersonneldirectly employed or otherwise legally contracted on a permanent or non-permanent basisinareas of specialistknowledge related to this contract.
* **Criterion 2:** the tenderer is not subject to professional conflicting interests which may negatively affect contract performance. The presence of professional conflicting interests shall be examined on the basis of the statements made through the Declarations on Honour and, where applicable, the statements and other documents submitted.

**3) Technical capacity of tenderer**(based on items 6 of the tender form).

**Criterion**:

* The candidate has completed services under at least onecontractimplemented at any moment during the last four years before submission deadline.
* For each contract,the value of the services completed must not be less than 1,200.00 EUR.
* The completed services or supplies are in the domain of design and printing of materials.

This means that the service contract the tenderer refers to could have been implementedat any time during the indicated period but it does not necessarily have to be 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 projects partially implemented during, but not yet completed within the reference period. Only the part completed during the reference period will be taken into consideration. This part will have to be supported by documentary evidence (approval of report or deliverable, proof of payment, statement or certificate from the entity which awarded the contract) 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(approval of report or deliverable, proof of payment, statement or certificate from the entity which awarded the contract) also detailing its value. If a candidate has implemented the project in a consortium, the part that the candidate has successfully completed must be clear from the documentary evidence (such as consortium agreement and bank transfers between consortium members), together with a description of the nature of the services provided.

**17. Award criteria**

Bestprice-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>, 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>

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 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 of 05.2025, which can be found at the following address: <http://ec.europa.eu/budget/graphs/inforeuro.html>.

\* \* \*

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*](https://www.sanctionsmap.eu/#/main). [↑](#footnote-ref-2)