**SERVICE CONTRACT NOTICE**

“**Technical or Scientific expertise for reporting procedures** ”  **Bitola – Republic of Macedonia**

**1. Reference**

CN1 – SO1.2 – SC036

**2. Procedure**

Single tender

**3. Programme title**

INTERREG IPA CBC Greece-The former Yugoslav Republic of Macedonia 2014-2020

**4. Financing**

CN1 – SO1.2 – SC036

**5. Contracting authority**

Public Health Institution – Clinical hospital Bitola

**CONTRACT SPECIFICATION**

**6. Nature of contract**

Global price

**7. Contract description**

The overall objective of the contract is to support the Public Health Institution – Clinical Hospital Bitola in providing “**Technical or Scientific expertise for reporting procedures** ” in the framework of the project **“Unified information system for Exchanging Information between primary health units in the cross-border area for emergency health cases”** implemented under the INTERREG IPA Cross-Border Programme Greece – The former Yugoslav Republic of Macedonia 2014-2020.

The contract includes preparing four reports which contain information regarding the LB’s activities. Specifically, each of these four reports must contain the following information:

•           Analytical description of the PB6’s(PB6-Clinical hospital Bitola) achievements (for each reporting period). These achievements must be related with the implemented actions, outputs and results by LB

•           Description of the experience gained by the PB6

•           Description of PB6’s next steps for project’s implementation

•           Description of the problems encountered by PB6 and proposals regarding their solution

**8. Number and titles of lots**

One lot only

**9. Maximum budget**

**8000,00 Euro without VAT included**

**CONDITIONS OF PARTICIPATION**

**10. Eligibility**

Participation is open to all legal persons participating either individually or in a grouping (consortium) of tenderers which are established in a Member State of the European Union or in a country or territory of the regions covered and/or authorised by the specific instruments applicable to the programme under which the contract is financed (see item 22 below). All goods supplied under this contract must originate in one or more of these countries. 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.

Candidates 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**

Subcontracting is allowed.

**PROVISIONAL TIMETABLE**

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

15 March 2019

**15. Implementation period of the tasks**

18 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. 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 years for which accounts have been closed.

**Financial criteria for legal persons:**

* the average annual turnover of the tenderer must exceed the annualised maximum budget of the contract i.e. the maximum budget stated in the contract notice divided by the initial contract duration in years, where this exceeds 1 year (minimum annual turnover requested may not exceed 2 times the estimated annual contract value, except in duly justified cases motivated in the tender dossier); and

**Financial criteria for natural persons:**

* the financial situation of the tenderer should not be in deficit, taken into account debts, at the beginning and end of year.

**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 five years from submission deadline.

**Professional criteria for legal persons:**

* at least one staff currently work for the tenderer in fields related to this contract;

**Professional criteria for natural persons:**

* is currently working/has worked during the past 5 years as manager/team-leader/project coordinator/project assistant etc. with one collaborators in fields related to this contract.

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

**Technical criterion for legal and natural persons:**

* the tenderer has provided services under at least one contract in project management/project coordination/organization of project events which was implemented at any moment during the following period: 01.01.2014 – 01.01.2019.

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

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 performance of the contract, for example by producing a commitment on the part of 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. 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 works or 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: <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 of 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 8 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) No 236/2014 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 or other instrument under which this contract is to be financed - See Annex A2 of the practical guide.

**24. Additional information**

N/A