



WORKS CONTRACT NOTICE

Construction works / reconstruction of 42m² office in the old Municipal building in the Municipality of Mavrovo and Rostushe

Location – Village Rostushe, Municipality of Mavrovo and Rostushe, North Macedonia

1. Reference

IPA/2019/411-186/A2.3

2. Procedure

Single tender procedure

3. Programme title

Cross-border Programme the Republic of North Macedonia - Republic of Albania under the Instrument of Pre-accession Assistance (IPA II) allocations for 2016 & 2017

4. Financing

The project is co-financed by the European Union, in accordance with the rules of Cross-border Cooperation Action Programme the Republic of North Macedonia – Republic of Albania.

5. Contracting authority

Municipality of Mavrovo and Rostushe , Nr 1254, v. Rostushe, Republic of North Macedonia

CONTRACT SPECIFICATIONS

6. Nature of contract

Lump-sum

7. Description of the contract

In the framework of the project “Cross-border biking: Next level adventure tourism in Mavrovo-Rostushe & Dibra” are planned construction works for intervention of 42m² office and 22m² yard in front of the office in the old Municipal building in the Municipality of Mavrovo and Rostushe. To assist in the normal functioning of this office in the context of carrying out of tourist, as well as offering of basic services for the visitors of the tourist information centre, below is described the key issues of intervention foreseen to be made in the premises of near the tourist information office.

The proposed intervention consists of:

1. Improvement of operating conditions and total rehabilitation of 42m² of the Tourism Information Office in the old Municipal building in village of Rostushe.
2. Improvement of the toilets in function of the Visitor Centre Office at the old Municipal building in village of Rostushe.
3. Construction works of 22m² yard in front of the Visitor Centre Office.

8. Provisional commencement date of the contract

18th of May 2021

9. Period of implementation of tasks

The period of implementation of construction works will be two months from contract signature date.



THIS PROJECT IS FUNDED BY THE EUROPEAN UNION



MUNICIPALITY OF MAVROVO AND ROSTUSHE

THIS PROJECT IS IMPLEMENTED BY:

TERMS OF PARTICIPATION

10. Eligibility and rules of origin

Participation is open to all 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 17 below). Participation is also open to international organisations. All goods purchased under the contract must originate from an eligible source country as defined above. However, the goods to be purchased may originate from any country, whenever the total price of the estimated quantity of those goods, as reflected in a separate item of the breakdown of the lump-sum price (Volume 4.2.3) is below EUR 100 000.

11. Subcontracting

Subcontracting is allowed.

Subcontractors, suppliers and entities upon whose capacity the tenderer relies for the selection criteria, must be eligible in respect of the rules on nationality and origin for the financing programme detailed in Section 10 above.

12. Grounds for exclusion

Natural persons, companies or undertakings falling into a situation set out in Section 2.6.10.1.1. ('exclusion from participation in procurement procedures') and Section 2.6.10.1.2. ('rejection from a given procedure') of the practical Guide, are not entitled to participate in this tender procedure or be awarded a contract. Should they do so, their tender will be considered unsuitable or irregular respectively. Tenderers must provide declarations to the effect that they are not in any of the exclusion situations listed in Section 2.6.10.1. of the practical guide. The declarations must cover all the members of a joint venture/consortium. Tenderers guilty of making false declarations may also incur financial penalties up to 10% of the value of the contract and exclusion in accordance with the Financial Regulation in force.

Those exclusion situations apply to all members of a joint venture/consortium, all subcontractors and all suppliers to tenderers, as well as to all entities upon whose capacity the tenderer relies for the selection criteria.

Tenderers 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. Number of tenders

Tenderers may submit only one tender. Tenders for parts of the works will not be considered. Tenderers may not submit a tender for a variant solution in addition to their tender for the works required in the tender dossier.

SELECTION AND AWARD CRITERIA

14. Selection criteria

In order to be eligible for the award of the contract, tenderers must provide evidence that they meet the selection criteria. If a tender is submitted by a consortium, unless specified, the selection criteria will be applied to the consortium as a whole.

The selection criteria for each tenderer are as follows:

14/1 The general requirements:

The tenderer must be a firm, duly registered as per the national law and/or accordingly authorised to carry out the works specified under this contract. The tenderer must fulfil the following requirements:

- a. It is registered at the National Business Centre as a business operator and its field of activity includes the provision of the types of work specified in the object of the procurement.
- b. It is not in the process of bankruptcy (it has an active status)
- c. Has paid all the legal obligations for income taxes and employee social & health insurance contributions and taxes, according to the legislation in force.
- d. In case of joint-venture (JV), all the members of JV have to fulfil the abovementioned criteria.

14.a Economic and financial capacity of candidate:

The economic and financial capacities to be fulfilled by the tenderer are as follow:

- a) The tenderer (or in case of a joint-venture, all members together) must have a minimum annual average turnover equivalent of EUR 60,000.00 in the last three years. *In order to provide evidence for this criteria, the tenderer must submit:*
 - i. completed **Form 4.4 - Financial Statement;**
 - ii. Annual Balance Sheet for three last years or declaration by the tax office;
- b) The tenderer shall provide evidence of secured liquidity of not less than EUR 1,000.00 in the form of cash at hand, secured irrevocable credit line granted by a reputable bank or other acceptable form of funds. *In order to provide evidence for this criteria, the tenderer must submit:*
Declaration by banks or other financial institutions

14.b Technical and professional capacity of candidate:

Technical and professional capacity of candidate (will be evaluated based on the following criteria:

- a) the tenderer (or in case of a joint-venture, all members together) must have successfully completed at least 1 (one) contract of similar nature/amount/complexity comparable to the works specified in this tender, over the last 3 years (2017, 2018 and 2019) of an aggregate amount of at least EUR 5,000.00. *In order to provide evidence for this criteria, the tenderer must submit :*
 - i. the **Form 4.6.5 - Experience as Contractor:**
In any case, the Contracting Authority reserves the right to ask additionally for copies of:
 - i. the respective certificates of final acceptance signed by the supervisors/contracting authority on the projects concerned,
 - ii. or copy of invoice and bill of quantities issued by the tenderer for other contracting authorities.
- b) The tenderer has to prove that, it has an average number of 5 employees during the last three years proven through the following documents:
 - i. Certificate issued by the Tax Administration for the period March 2018 – March (included) 2021
- c) The company must it needs to present respective license minimum "B" for construction of second category buildings (civil engineering) - issued by the Ministry of Transport and Communications

The tenderer must have the necessary technical capacity, i.e. machines, equipment, to prove that he can fulfil the construction works. If the tenderer does not have the necessary equipment, they have to declare that the equipment/machinery will be rented. In order to provide evidence for this criteria, the tenderer must submit Form 4.6.2 – Plant.

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|------|---|---------|
| i. | Truck for transport with capacity up to 5 ton | 1(one) |
| ii. | Mini Truck | 1(one) |
| iii. | Concrete mixer 125 – 250 l | 1(one) |
| iv. | Levelling instrument | 1(one) |
| v. | Helicopter for smoothing of the concrete layers | 1 (one) |
| vi. | Motor generator up to 6kWA | 1(one) |

vii. Facade scaffolding up to

50 m²

15. Award criteria

All tenderers that fulfil the selection criteria will be considered for the award criteria. **The sole award criteria will be the price: the most economically advantageous tender is the technically compliant tender.**

TENDERING

16. Ethics clauses

The tenderers are subject to the ethics clauses, detailed in Section 2.5.6. of the practical guide.

17. Legal basis¹

Regulation (EU) N°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 (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) - See Annex A2 of the Practical Guide.

18. Appeals

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

19. Data protection

If processing your reply to the invitation to tender involves the recording and processing of personal data (such as names, addresses and CVs), such data will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the EU institutions and bodies and on the free movement of such data. Unless indicated otherwise, your replies to the questions and any personal data requested are required to evaluate your tender in accordance with the invitation to tender and technical specifications and will be processed solely for that purpose by the data controller. Details concerning processing of your personal data are available on the privacy statement at <http://ec.europa.eu/europeaid/prag/annexes.do?chapterTitleCode=A>.

20. 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, 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 and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the early detection and exclusion system (EDES) and communicated to the persons and entities concerned in relation to the award or the execution of a procurement contract.

¹ Please state any specificity that might have an impact on rules on participation (such as geographic or thematic or long/short term).