

## SERVICE CONTRACT NOTICE

Consultancy Services for SMEs Export Accelerator Business Analysis and Demo Small Projects  
Skopje, Republic of Macedonia

**1. Publication reference**

0507/04

**2. Procedure**

Open Tender Procedure

**3. Programme title**

EuropeAid/138-495/ID/ACT/MK SMEs Export Accelerator

**4. Financing**

SMEs Export Accelerator – Contract number 12-7328/1; Budget line 5.8. Consultants

**5. Contracting Authority**

Institute for dynamic development SFERA-NOVA

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## CONTRACT SPECIFICATION

**6. Nature of contract**

Fee – based contract

**7. Contract description**

Our Project **overall objective** is to raise SMEs competitiveness for greater country's economy competitiveness and to pragmatically contribute in implementation of the national strategic documents on competitiveness.

The purpose of this contract is to contribute towards successful and high quality implementation of the Activity 1. Business Analysis of the Export Opportunities in Regional Markets on Food Processed Products from Macedonia, and *supporting up to* four companies under the Activity 3. *Demo Small Projects on Export Food Products from Macedonia on Regional Markets*, with high level of applicability of the delivered trainings and project results by the target SMEs.

Activities will be directed toward competition and finalization of the export plans and promotional activities of the SMEs, and as well supported with comprehensive reports from Business Analysis for Export Opportunities of Macedonian products on foreign markets.

**8. Number and titles of lots**

2 Lots

Lot 1 – SKE1 with 50 working days

Lot 2 – SKE2 with 45 working days

**9. Maximum budget**

MKD 877.000,00

Lot 1 – 461.579,00 MKD

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## CONDITIONS OF PARTICIPATION

### 11. Eligibility

BUDGET for calls where the CIR applies: Participation is open to all natural persons who are nationals of and legal persons [participating either individually or in a grouping 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) N°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 22 below) . Participation is also open to international organisations. All supplies under this contract must originate in one or more of these countries. However, they may originate from any country when the amount of the supplies to be purchased is below 100, 000 euros per purchase.

### 12. Candidature

All legal persons (as per item 11 above) or groupings of such persons (consortia) may apply.

A consortium may be a permanent, legally-established grouping or a grouping which has been constituted informally for a specific tender procedure. All members of a consortium (i.e., the leader and all other members) are jointly and severally liable to the contracting authority.

The participation of an ineligible legal person (as per item 11) will result in the automatic exclusion of that person. In particular, if that ineligible person belongs to a consortium, the whole consortium will be excluded.

### 13. Number of applications

The candidates may submit an application for one lot only, several lots or all of the lots, but only one application per lot. Contracts will be awarded lot by lot and each lot will form a separate contract. When the number of lot is more than one lot, no restrictions may be made in the number of lots a tenderer can be awarded.

In the event that a legal person submits more than one application per lot, all applications in which that person has participated will be excluded.

### 14. Shortlist alliances prohibited

Any tenders received from tenderers comprising firms other than those mentioned in the short-listed application forms will be excluded from this restricted tender procedure unless prior approval from the contracting authority has been obtained (see practical guide – PRAG – 2.6.3.). Short-listed candidates may not form alliances or subcontract to each other for the contract in question.

### 15. Grounds for exclusion

As part of the application form, candidates must submit a signed declaration, included in the standard application form, to the effect that they are not in any of the exclusion situations listed in Section 2.6.10.1. of the PRAG.

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.

### 16. Sub-contracting

Subcontracting is allowed.

**17. Number of candidates to be short-listed**

On the basis of the applications received, between 4 and 8 candidates will be invited to submit detailed tenders for this contract. If the number of eligible candidates meeting the selection criteria is less than the minimum of 3, the contracting authority may invite the candidates who satisfy the criteria to submit a tender.

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**PROVISIONAL TIMETABLE**

**18. Provisional date of invitation to tender**

12.07.2019

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

13.08.2019

**20. Initial period of implementation of tasks**

Period of implementation of tasks is three and a half months.

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**SELECTION AND AWARD CRITERIA**

**21. Selection criteria**

The following selection criteria will be applied to candidates. In the case of applications submitted by a consortium, these selection criteria will be applied to the consortium as a whole unless specified otherwise. The selection criteria will not be applied to natural persons and single-member companies when they are sub-contractors.

**Lot 1 – SKE1 with 50 working days**

- 1) **Economic and financial capacity of candidate** (based on item 3 of the application form). In case of candidate 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.
  - The annual turnover of last year (2018) of the tenderer must exceed the maximum budget of the Lot.
  - Current ratio (current assets/current liabilities) in the last year for which accounts have been closed must be at least 1. In case of a consortium this criterion must be fulfilled by each member
  
- 2) **Professional capacity of candidate** (based on items 4 and 5 of the application form). The reference period which will be taken into account will be the last three years from submission deadline.
  - Registered company in the area of consulting services, established at least 3 years before submission deadline.
  - At least 1 employee currently works for the candidate in fields related to the this contract.
  
- 3) **Technical capacity of candidate** (based on item 6 of the application form). The reference period which will be taken into account will be the last 3 years from submission deadline.

- The candidate has provided services under at least one contract with a budget of at least that of this Lot in the area of consulting services, which was implemented at any moment during the past 3 years.

## **Lot 2 – SKE2 with 45 working days**

- 1) Economic and financial capacity of candidate** (based on item 3 of the application form). In case of candidate 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.
  - The annual turnover of last year (2018) of the tenderer must exceed the maximum budget of the Lot.
  - Current ratio (current assets/current liabilities) in the last year for which accounts have been closed must be at least 1. In case of a consortium this criterion must be fulfilled by each member
- 2) Professional capacity of candidate** (based on items 4 and 5 of the application form). The reference period which will be taken into account will be the last three years from submission deadline.
  - Registered company in the area of consulting services, established at least 3 years before submission deadline.
  - At least 1 employee currently works for the candidate in fields related to this contract.
- 3) Technical capacity of candidate** (based on item 6 of the application form). The reference period which will be taken into account will be the last 3 years from submission deadline.
  - The candidate has provided services under at least one contract with a budget of at least that of this Lot in the area of consulting services, which was implemented at any moment during the past 3 years.

Previous experience which caused breach of contract and termination by a contracting authority shall not be used as reference.

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. Some examples of when it may not be considered appropriate by the contracting authority are when the tenderer relies in majority on the capacities of other entities or when they rely on key criteria. If the tenderer relies on other entities it must 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. 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 furnished 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 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.

If more than 8 eligible candidates meet the above selection criteria, the relative strengths and weaknesses of the applications of these candidates must be reexamined to identify the eight best candidates. The only additional comparative criteria that will be taken into consideration during this re-examination, in the order that they appear below, are:

- 1) The highest number of projects that meet criteria
- 2) The highest cumulated value of all the projects that meet criteria

N.B.: additional comparative criterion 2) will be applied only if the number of eligible candidates remains higher than 8 after applying additional comparative criterions 1).

## **22. Award criteria**

Best price-quality ratio.

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# **APPLICATION**

## **23. Deadline for receipt of applications**

The candidate attention is drawn to the fact that there are two different systems for sending applications: one is by post or private mail service, the other is by hand delivery.

In the first case, the application must be sent before the date and time limit for submission, as evidenced by the postmark or deposit slip<sup>1</sup>, but in the second case it is the acknowledgment of receipt given at the time of the delivery of the application that will serve as proof.

Time and date to be specified - must be at the close of business of a working day at least 14 calendar days after the date of publication of this procurement notice.

Any application sent to the contracting authority after this deadline will not be considered.

The contracting authority may, for reasons of administrative efficiency, reject any application 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, if accepting applications that were submitted on time but arrived late would considerably delay the evaluation procedure or jeopardise decisions already taken and notified.

## **24. Application format and details to be provided**

Applications must be submitted using the standard application form, the format and instructions of which must be strictly observed. The application form is available from the following Internet address:

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

The application 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 an application will not be taken into consideration.

## **25. How applications may be submitted**

Applications and tenders must be submitted in English exclusively to the Contracting

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<sup>1</sup> It is recommended to use registered mail in case the postmark would not be readable.

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 an application candidates accept to receive notification of the outcome of the procedure 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 application.

**26. Alteration or withdrawal of applications**

Candidates may alter or withdraw their applications by written notification prior to the deadline for submission of applications. No application may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with Item 25. The outer envelope (and the relevant inner envelope if used) must be marked 'Alteration' or 'Withdrawal' as appropriate.

**27. Operational language**

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

**28. Date of publication of prior information notice N/A**

**29. Legal basis<sup>2</sup>**

GRANT SCHEME FOR IMPLEMENTATION OF PROJECTS FOR INCREASING THE COMPETITIVENESS OF THE BENEFICIARY COUNTRY – EuropeAid/138-495/ID/ACT/MK SMEs Export Accelerator

**30. Additional information**

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<sup>2</sup> Please state any specificity that might have an impact on rules on participation (such as geographic or thematic or long/short term).