**SERVICE CONTRACT NOTICE**

**Contract title: “Engaging the Architect that will support the Project "Establishing of a new border cross check point (BCCP) Strumyani - Berovo (Klepalo) between Bulgaria and North Macedonia"  
Location: Skopje**

**1. Reference**

BCCPK/CWE\_02.T1

**2. Procedure**

Simplified

**3. Programme title**

Instrument for Pre-accession Assistance (IPA III) - INTERREG IPA Cross-border Cooperation Programme “Bulgaria - Republic of North Macedonia 2021-2027”

**4. Financing**

The project is co-funded by the European Union in accordance with the rules of Interreg IPA Cross-border Cooperation Programme “Bulgaria - Republic of North Macedonia 2021-2027”

**5. Contracting authority**

Ministry of Finance

The Customs Administration of the Republic of North Macedonia

Address: St. Lazar Lichenoski No. 13

**CONTRACT SPECIFICATION**

**6. Nature of contract**

Global price

**7. Contract description**

The aim of this contract is to engage a Architect experts for supporting the Project "Establishing of a new border cross check point (BCCP) Strumyani - Berovo (Klepalo) between Bulgaria and North Macedonia". The Architect will be support to the project management team in the process of preparation of the planning/designing of the site as well as work closely with the design team (consultants) on the preparation of the urban plan/urban project and technical designs. The expert will take care of the design process through distribution of elements, aesthetics, and functionality in a high creative manner in order to optimise use of resources and to achieve the best results.

The Architect expertise will be needed during performance of the urban planning, design, approval and permitting process. More precisely, the Architect will assist the Customs Administration, in particular the Sector for Administrative and Technical Affairs in all steps of urban planning approval process meeting the national normative requirements i.e support the team on all technical and legal issues that might occur during the project performance until obtaining building permits. Moreover, the Architect will support the Customs Administration in following any irregularities related to the project performance.

**8. Number and titles of lots**

One lot only

**9. Maximum budget**

**10.000 EUR**

**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 A2 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).

The legal basis of this procedure is Article 58(2) of Regulation (EU,Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union.

Participation in this procurement procedure is open on equal terms to all natural and legal persons falling within the scope of the Treaties.

**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**

Subcontracting is allowed.

**PROVISIONAL TIMETABLE**

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

October, 2024

**15. Implementation period of the tasks**

28 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 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 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 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 tenderer shall not use previous experience which caused breach of contract and termination by a contracting authority as a reference for selection criteria.

The selection criteria for each tenderer are as follows:

**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.

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

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

a.) The tenderer has minimum 5 years of general professional experience in Architecture

b.) The tenderer shall have a professional licence, certificate (or right), in accordance with the laws of the country in which he is established, or equivalent, for design/ execution of architecture activities for first category facilities  (Professional license for design/ execution of architectural activities issued by the Chamber of licensed engineers and architects)

**3) Technical capacity of tenderer** (based on items 5 and 6 of the tender form).

a.) the tenderer has been involved as an architect in the implementation of at least 1 (one) project in the last ten years implemented under EU funds or other donors rules

This means that the service contract the tenderer refers to could have been started at 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 service contracts not yet completed. Only the portion satisfactorily completed during the reference period will be taken into consideration. This portion will have to be supported by documentary evidence (-statement or certificate from the entity which awarded the contract, proof of payment) 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.

**17. Award criteria**

Best price-quality ratio.

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**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 MK Denars. If applicable, where a candidate refers to amounts originally expressed in a different currency, the conversion to MKD shall be made in accordance with the InforEuro exchange rate of which can be found at the following address: https://ec.europa.eu/info/funding-tenders/procedures-guidelines-tenders/information-contractors-and-beneficiaries/exchange-rate-inforeuro\_en