 **SYMBIOSIS – CN1 – SO1.2 – SC017**

**The project is co-funded by the European Union and**

**by the National Funds of the participating countries**



**SYMBIOSIS PP5**

**Movement for the environment MOLIKA DOM Bitola**

## Simplified tender dossiers for services – SINGLE TENDER

**Name and address of the Contracting Authority:**

**Project "Symbiotic networks of bio-waste sustainable management" – SYMBIOSIS**

Co-funded by the European Union and by the National Funds of the participating countries under the INTERREG IPA Cross-border Cooperation Programme Greece –Republic of North Macedonia 2014-2020

**Reference number of Subsidy Contract: SYMBIOSIS – CN1 – SO1.2 – SC017**

**Tender Issued by the Movement for the Environment MOLIKA DOM Bitola (PP5)**

**Title of the tender: ORGANIZATION OF TRAINING SESSIONS**

**Reference number: SYM\_PP5\_TD.05/2020**

**PART A: INFORMATION FOR THE TENDERER**

##### INFORMATION ON SUBMISSION OF THE TENDERS

**Subject of the contract:**

The subject of this tender is implementation of services as indicated in the technical information in point 2 of this information.

**Deadline for submission of the tenders:**

The deadline for submission of tenders is **15.09.2020 at 16:00 hours**. Any tender received after this deadline will be automatically rejected.

**Address and methods for submission of the tenders:**

The tenderers will submit their tenders using the **standard submission form available in the Part B of the tender dossier**. The tender will be submitted in 1 original.

Any tenders not using the prescribed form might be rejected by the Contracting Authority.

In addition to the offer the tenderer is required to provide the following supporting documentation (in copies):

* Copy of legal registration;
* Statement from the official representative of the company (duly signed and stamped) that there is no prohibition of activities imposed, and in no way participated in any kind of illegal activities and that no action was taken on bankruptcy;
* Annex 1: Organization and Methodology (the form has been attached to this tender dossier).

The tenders will be submitted in person, by post or courier service containing the following information:

* Name and address of the tenderer: XXXXXXXXXXXX
* Title of the tender: **ORGANIZATION OF TRAINING SESSIONS**
* Reference number: **SYM\_PP5\_TD.05/2020**

The tenders will be submitted in person, by post or courier service to the following address:

**Project "Symbiotic networks of bio-waste sustainable management" – SYMBIOSIS**

**Movement for the Environment MOLIKA DOM Bitola (PP5)**

**3/5 Dimo Hadzi Popov St. 7000 Bitola**

The tenderers are reminded that in order to be eligible the tenders need to be received by the Contracting Authority by the deadline indicated above.

Any tenders not using the prescribed form or fail to meet the above noted submission deadline shell be rejected by the Contracting Authority.

##### TECHNICAL INFORMATION

The tenderers are required to provide services as indicated below. In the tenderer's technical offer, the tenderers should indicate more details on the deliveries, referring back to the below table.

**1. ORGANIZATION OF TRAINING SESSIONS**

**(SYMBIOSIS\_WP2\_BL:2.5.1:** Organization of 4 training sessions (12 training events x 15 participants = 180 participants) in order to communicate project information and expected results to local stakeholders, introduce new activity – organic waste collection at source and recycling, influence change of habits and positive attitude towards project activities)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | **Title of item** | **Description** | **Required time frame** | **Required inputs, if applicable** |
| 1.1. | **Organization of 4 training sessions (12 training events** | **The tenderer should support the organization of 4 training sessions (12 training events)**  Participants: 15 participants on each training event  (Bio-waste producers like food processing facilities and suppliers, tourist operators (hotels, restaurants, etc.); Bio-waste users like farmers, field crops, fruit & vegetable growers, bio-organic agriculture associations; citizens; school age youth)  Training purpose: To disseminate/communicate project information and results to local stakeholders, introduce new activity – organic waste collection at source and recycling, influence change of habits and positive attitude towards project activities  **The tenderer must provide:**   * Venue for organization of the training events for up to 15 participants that will secure requested distance between the participants; * Standard presentation equipment (notebook, video projector, screen); * Handouts for training participants (the files will be provided by the Contracting Authority); * Catering (light lunch, coffee breaks and refreshments) for the participants; * Supporting staff that will provide necessary logistic support; * Protective equipment for each participant: medical masks, gloves, disinfectants, alcohol-based hand sanitizers.   **The following tasks will be provided by the Contracting Authority:**   * The experts that will provide the presentations (SYMBIOSIS Project Staff); * Invitation of participants; * Development of training documentation such as list of participants, evaluation forms about participant’s satisfaction, brief reports, photo records, etc. | 6 weeks from the date of contract signing  (Foreseen period of execution: September -October 2020)  The exact dates will be specified in coordination with the Contracting Authority | Please provide the Annex 1: Organization and methodology form |

***REMARK: The tenderer should take into consideration that the training sessions must be organized fully respecting the Protocols for organization of events in force in the Republic of North Macedonia (restrictive measures to prevent the spread of corona virus).***

##### FINANCIAL INFORMATION

The tenderers are reminded that the maximum available value of the contract for Organization of training sessions is 7.200 EUR

##### ADDITIONAL INFORMATION

The selection criteria is best value for money, weighing 80% technical quality, 20% price.

Technical quality will be evaluated on the scale of 0 to 100 point based on following weighting criteria:

* Organization and Methodology;

The unsuccessful/successful tenderers will be informed of the results of the evaluation procedure in writing.

The estimated time of response to the tenderers is 10 working days from the deadline for submission of tenders.

The payment will be made in accordance with the National Law on the manner of enforcing a tax exemption from payment of VAT on the supply of goods and services intended for realization of an EU project that entered into force on 1 July 2014 in the net amount of invoice, generated through the Public Revenue Office System.