ReWaste | Interreg | Co-funded by the European Union

IPA Greece – North Macedonia

Центар за Разбирање и Институционална Соработка
Qendra për Mirëkuptim dhe Bashkëpunim Institucional
Center for Understanding and Institutional Cooperation
Бр.-Nr. 0306-03/3
06.05 2026 год.-viti-year
Скопје - Shkup - Skopje

SERVICE CONTRACT NOTICE

External Services Supporting the Implementation of Communication, Environmental Education and Sustainability Activities under the REWASTE Project

Skopje – South West Planning Region/North Macedonia

Lot 1 – Communication and Dissemination Services. (WP2/D2.2), (WP2/D2.4).

Lot 2 - Environmental Education and Awareness Activities (WP2/D2.3), (WP5/D5.4).

Lot 3 –Printing and distribution (WP3/D3.2).

1. Reference

REWASTE/CUIC/2026-01/SERVICES

Project MIS: *6007073*

2. Simplified Procedure

Simplified procedure

This procurement is conducted under a simplified procedure in accordance with the PRAG rules. The Contracting Authority may also directly inform potential candidates. Economic operators who have not been directly invited may also submit a tender. The list of invited operators is non-exclusive.

3. Programme title

Interreg VI-A IPA Programme ‘Greece – North Macedonia 2021–2027”.

4. Financing

The ReWaste project is implemented within the framework of the Interreg VI-A IPA Programme “Greece – North Macedonia 2021–2027” and is co-funded by the European Union at 80% and by national funds at 20%.

5. Contracting authority

Center for Understanding and Institutional Cooperation (CUIC), North Macedonia

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CONTRACT SPECIFICATION

6. Nature of contract

Global price

7. Contract description

The subject of this contract is the provision of external services to support the implementation of the REWASTE project under the Interreg VI-A IPA Programme "Greece – North Macedonia 2021–2027". The services include communication and dissemination activities, environmental education and awareness actions, and the organisation of outreach events supporting circular economy and waste management objectives. The contractor(s) shall deliver clearly defined outputs contributing to project visibility, stakeholder engagement, capacity building, and the long-term exploitation and replication of project results.
All services shall be implemented in full compliance with the Communication and Visibility Requirements of the Interreg VI-A IPA Programme "Greece – North Macedonia 2021–2027".

8. Number and titles of lots

This contract is divided into lots: **Yes**

Tenders may be submitted for:
All lots

Lot 1 – Communication and Dissemination Services.

External services related to the development and implementation of the project communication and visibility approach, including the design of visual identity elements, branding materials, and other communication outputs supporting project dissemination activities (WP2/D2.2).
The services also include the preparation of communication and visibility materials supporting outreach and engagement activities in accordance with the Communication and Visibility Requirements of the Interreg VI-A IPA Programme "Greece – North Macedonia 2021–2027" (WP2/D2.4).

Lot 2 - Environmental Education and Awareness Activities

External services related to the design and implementation of environmental education and awareness-raising activities promoting circular economy and sustainable waste management practices.
The services include the development and implementation of ecological club activities in schools, preparation of educational toolkits, organisation of workshops and mentoring support (WP2/D2.3).
The contractor will also organise public awareness events and the final dissemination conference presenting project results and promoting stakeholder engagement (WP5/D5.4), in compliance with the Communication and Visibility Requirements of the Interreg VI-A IPA Programme "Greece – North Macedonia 2021–2027".

Lot 3 –Printing and distribution

External services related to the technical preparation, design finalisation, printing, packaging, and distribution of project educational and dissemination materials (WP3/D3.2), including the handling of layout-ready files, production of printed materials in various formats, quality control, compliance with Communication and Visibility Requirements of the Interreg VI-A IPA Programme "Greece – North Macedonia 2021–2027", and delivery to schools and relevant stakeholders.

9. Maximum budget

Total maximum budget for this procedure is: **43,260.00 EUR, VAT excluded**

LOT 1: **11,760.00 EUR VAT excluded**

LOT 2: 21,500.00 EUR VAT excluded

LOT 3: 10,000.00 EUR VAT excluded

CONDITIONS OF PARTICIPATION

10. Legal basis, eligibility and rules of origin

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The legal basis of this procedure is Regulation (EU) No 2021/1529 establishing the Instrument for Pre-accession Assistance (IPA III). See Annex A2a1 of the Practical Guide to Contract Procedures for EU External Actions (PRAG).
Participation in this contract award procedure is open to all natural persons who are nationals of, and legal persons who 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).
Participation is also open to international organizations.

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.

No restrictions may be made in the number of lots a tenderer can be awarded.

The tenderer may submit a tender for one lot only, several lots or all of the lots, but only one tender per lot. Contracts will be awarded lot by lot and each lot will form a separate contract. If the tenderer is awarded more than one lot, a single contract may be concluded covering all those lots.

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 2.4.2.1. of the practical guide. Where the tenderer intends to rely on capacity providing entities or subcontractor(s), he/she must provide the same declaration signed by this/these entity(ies).

Tenderer included in the lists of EU restrictive measures[1] (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

June 2026

15. Implementation period of the tasks

Lot 1: Communication and Dissemination Services – The period of implementation of the contract

[1] Please note that the EU Official Journal contains the official list of entities subject to restrictive measures and, in case of conflict, it prevails over the list of the *EU Sanctions Map*.

will be 18 months.

Lot 2: Environmental Education and Awareness Activities - The period of implementation of the contract will be 18 months.

Lot 3: Printing and distribution - The period of implementation of the contract will be 18 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 which 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 fulfil the selection criteria for which the economic operator relies on them. **Furthermore, the data for this third entity for the relevant selection criterion should not be included in the tender form but 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. This is also applicable concerning the previous experience of experts required under a fee-based service contract.

The selection criteria for each tenderer are as follows:

1) **<u>Economic and financial capacity of the tenderer</u> (**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.**

The objective of this criterion is to examine whether the tenderer:

- will not be economically dependent on the contracting authority in the event that the contract is awarded to it; and
- has sufficient financial stability to handle the proposed contract.

Criterion 1: average annual turnover

The tenderer's average annual turnover of the **last 3 financial years** for which **the accounts have been**

closed must be not less than:

- LOT 1: **5,800.00 EUR**
- LOT 2: **10,750 EUR**
- LOT 3: **3,500 EUR**

In the case of a consortium, this criterion shall be fulfilled by the consortium as a whole.

- In case of natural persons, the following criteria shall apply:
    - The economic and financial reliability of natural persons shall be assessed through the **Declaration on Honour**, in accordance with PRAG principles of **proportionality and equal treatment**, taking into account the nature, value, and output-based payment structure of the contract.

Supporting evidence may be requested by the Contracting Authority where necessary.

2) <u>Professional capacity of the tenderer</u> (based on items 4 and 5 of the tender form). The reference period which will be taken into account will be **the last three years preceding the submission deadline**.

- **Criterion 1:** The tenderer must demonstrate professional competence and expertise relevant to the scope of the lot(s) for which the tender is submitted.

Depending on the lot(s) applied for, professional competence may relate to one or more of the following areas:

- communication, visibility and dissemination activities (Lot 1);
- environmental education, awareness-raising activities, organisation of workshops or events, and community engagement (Lot 2);
- design finalisation, printing, packaging and distribution of materials (Lot 3).

Professional competence may be demonstrated through

- description of professional activities;
- qualifications or professional background of the tenderer;
- demonstrated methodological or technical capacity relevant to the subject matter of the contract.

In case of a consortium, this criterion shall be addressed for the consortium as a whole.

- **Criterion 2:** the tenderer is not subject to professional conflicting interests which may negatively affect contract performance. The presence of professional conflicting interests shall be examined on the basis of the statements made through the Declarations on Honour and, where applicable, the statements and other documents submitted.

In case of natural persons, the following separate criteria will apply:

1. The tenderer's **CV (Europass format recommended)** and professional background, demonstrating relevant experience related to the lot(s) applied for; and
2. declarations provided in the Tender Form and the Declaration on Honour

3) <u>Technical capacity of tenderer</u> (based on items 6 of the tender form).

Criterion:

- The tenderer has completed services under at least 1 (one) or a combination of comparable contracts in a similar field, implemented at any moment during the last **four years** before submission deadline.

The total cumulative value of the completed services under the referenced contract(s) must be at least 40% of the estimated value of the lot for which the tender is submitted, (Lot 1: **4,704 EUR;** Lot 2: **8,600 EUR**; Lot 3: **4,000 EUR)."**

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- The completed services or supplies are in the domain of:

  - **Lot 1- Communication and Dissemination Services**: communication, dissemination, visibility, outreach, media or graphic design services;

  - **Lot 2 - Environmental education**, awareness-raising activities, workshops, events, school-based activities, or community engagement services;

  - **Lot 3 – Printing and Distribution:** graphic design, technical preparation for print, printing, packaging, distribution, or related production and logistic services.

In the case of a consortium, this criterion may be fulfilled by **one or more members of the consortium**, jointly.

In case of natural persons, the following separate criteria will apply:

- Contracts, assignments or professional engagements personally completed by the tenderer during the reference period; and

- The relevance and scope of the services performed in relation to the subject matter of the lot(s) applied for.

This means that the service contract the tenderer refers to could have been implemented 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 projects partially implemented during, but not yet completed within the reference period. Only the part completed during the reference period will be taken into consideration. This part will have to be supported by documentary evidence (approval of report or deliverable, proof of payment, statement or certificate from the entity which awarded the contract) 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 (approval of report or deliverable, proof of payment, statement or certificate from the entity which awarded the contract) also detailing its value.

17. Award criteria

Best price-quality ratio.

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 provided in the tender dossier, 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 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 tenderer in the standard application form must be expressed in EUR. If applicable, where tenderer refers to amounts originally expressed in a different currency, the conversion to [EUR] shall be made in accordance with the InforEuro exchange rate 27.08. 2025 of the applicable InforEuro exchange rate, which can either correspond to the month and year of the publication of the present contract notice or the month and year corresponding to the deadline for submitting applications, which can be found at the following address: http://ec.europa.eu/budget/graphs/inforeuro.html.

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