

SERVICE CONTRACT NOTICE

External Expertise for the Exploitation, Replication, and Long-term Sustainability Study Activities under the REWASTE Project

Skopje – South West Planning Region/North Macedonia

1. Reference

REWASTE/CUIC/2026-02/SERVICES_63

Project MIS: 6007073

2. 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.

Natural persons, NGOs, research institutions, consultancies, and consortia with relevant expertise are encouraged to participate.

This notice is also published for transparency and wider competition purposes.

Interested economic operators wishing to participate in the procedure may download the complete tender dossier at: www.qmbi.org.mk.

Requests for clarifications or additional information may be submitted to the following email address: infoqmbi@gmail.com.

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

CONTRACT SPECIFICATION

6. Nature of contract

Global price

“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%.”

7. Contract description

The subject of this contract is the provision of external expertise and services to support the implementation of Work Package 5 (WP5) of the REWASTE project, implemented under the Interreg VI-A IPA Programme ‘Greece – North Macedonia 2021–2027’.

The services aim to support the sustainability, capitalisation, and exploitation of project results, including strategic analysis, development of sustainability frameworks, capitalisation and knowledge-transfer actions, and preparation of final sustainability and exploitation plans related to circular economy and waste management.

The contractor shall deliver clearly defined, output-based deliverables, corresponding to Deliverables **D5.1**, **D5.2**, and **D5.3**, contributing to:

- long-term institutional, financial, and operational sustainability of project results;
- transferability and replication of project approaches and outputs;
- Effective uptake of project results by relevant stakeholders and decision-makers.

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: no

9. Maximum budget

Value excluding VAT: **26,000.00 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 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.

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 measures¹ (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

July 2026

15. Implementation period of the tasks

Maximum up to 15 months from the date of commencement of the contract

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.

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](#).

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. 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 **8,000,00 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) **Professional capacity of the tenderer** (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 subject of the contract, such as sustainability planning, environmental governance, public policy or strategic planning, capitalization and knowledge transfer, local development, circular economy, waste management, or development of strategic frameworks, guidelines or roadmaps for long-term uptake and replication of project results.

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. professional background and experience relevant to the subject matter of the contract;
2. declarations provided in the Tender Form and the Declaration on Honour

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

Criterion:

- The tenderer has completed services under at least one (1) 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 **5,000.00 EUR**;

The completed services are in the domain of:

- Public policy, strategic planning or local development;
- Sustainability and environmental governance;
- Capitalization, replication, or transferability of project results;
- Circular economy or waste management-related strategies;
- Stakeholder engagement, awareness raising, communication or knowledge-transfer activities.

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 contracts 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. If a tenderer has implemented the project in a consortium, the part that the tenderer has successfully completed must be clear from the documentary evidence (such as consortium agreement and bank transfers between consortium members), together with a description of the nature of the services provided.

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](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](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 a candidate 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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