

Simplified tender dossiers for service – SINGLE TENDER

<http://uist.edu.mk/http-uist-edu-mk-wp-content-uploads-2020-07-ipa-cbc/> dated 21/09/2020

Name and address of the Contracting Authority: Project iCBA, University of Information Science and Technology "St. Paul the Apostle," Partizanska bb, 6000 Ohrid, North Macedonia

Title of the tender: Provision of External services for ICBA Project Implementation for WP 3 in 3 LOTS

Ref. No. ICBA/TND 2/WP3 dated 21/09/2020

Reference number (if applicable): ICBA/TND 2/WP3

PART A: INFORMATION FOR THE TENDERER

1. INFORMATION ON SUBMISSION OF THE TENDERS

Subject of the contract:

The subject of this tender is:

1. Procurement of external services for ICBA Project for Implementation for WP 3 Planning ICBA accelerator framework.: The procurement is divisible (Lot 1, Lot 2, Lot 3) and encompasses of the following lots:

Lot 1 Activity 3.1 Preparation of Sectoral Study Report in North Macedonia: Study of ICT-enabled sectors in the cross-border area in order to understand their characteristics and conduct a SWOT analysis to identify the most beneficial moves for new start-ups according to project specifications (WP3. D3.1);

LOT 2 Activity 3.2 Training Needs Analysis of the accelerator target group WP3. D3.2, and;

LOT 3 Activity 3.3 Preparation of Accelerator Development plan based on the results of D3.1 and D3.2: a blueprint for developing the accelerator (WP3. D3.3)

Deadline for submission of the tenders: 06/10/2020

The deadline for submission of tenders is **06/10.2020 (Tuesday), 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. In case of e-mail submission the tenderer may provide a scanned original of the tender. 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 or scanned versions in case of e-mail submission):

- Expert's CV (mandatory).

The tenders will be submitted via post/currier, email, containing the following information:

- Name and address of the tenderer (in the e-mail text):
- Title of the tender (in the subject of e-mail):

- Reference number ICBA/TND/2/WP3

The tender submission form and any supporting documentation will be provided as attachment to the e-mail.

The tenders could be submitted by e mail as well to the following address: ljubica.topuzoska@uist.edu.mk.

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

Project ICBA

University of Information Science and Technology "St. Paul the Apostle," Partizanska bb, 6000 Ohrid, North Macedonia

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.

2. TECHNICAL INFORMATION

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

This tender is composed in 3 lots and it is divisible.

Lot 1: Activity 3.1 WP 3 D 3.4.1.

No.	Title of item	Description
WP3 D3.4.1	Preparation of Sectoral Study Report in North Macedonia: Study of ICT-enabled sectors in the cross-border area in order to understand their characteristics and conduct a SWOT analysis to identify the most beneficial moves for new start-ups according to project specifications	<p>Research into initiatives at a local or EU level aiming at providing the necessary skills for young people with entrepreneurial aspirations will be undertaken by the project, in order to document all relative activity and use all best examples to inform the content and implementation of the accelerator. These examples will include services and facilities, boot-camps, accelerator events, pitching academies and competitions, relevant courses offered within universities and any other related activity. The LB will prepare a template for gathering the necessary information and partner 4 (UIST) will research and provide info on initiatives at its country. In parallel, a documentation of all the relevant EU strategies and initiatives will be done in order to align the strategy of iCBA with the EU targets for the creation of a favourable entrepreneurial environment for young people.</p> <p>Task 3.1.1 Preparation Task leader: LB Involved partners: LB, PP4 (UIST) According to the above description, the LB will prepare a template for gathering the necessary information for the study report, to be approved and accepted by Partner 4 (UIST) by M3.</p> <p>Task 3.1.2 Greek Sectoral Study Report Task leader: LB Involved partners: LB</p>

The LB will: a) conduct an analysis of the profile of the economy of the Greek side of the CB area, b) identify, describe and analyse at least four different ICT-sectors with strong potential for start-ups, and c) document relevant local and EU strategies and initiatives for start-ups in that side of the CB area, all by April 2019.

Task 3.1.3 North Macedonia Sectoral Study Report

Task leader: PP4 (UIST)

Involved partners: PP4 (UIST)

Partner 4 (UIST) will: a) conduct an analysis of the profile of the economy of the North Macedonia side of the CB area, b) identify, describe and analyse at least four different ICT-sectors with strong potential for start-ups, and c) document relevant local and EU strategies and initiatives for start-ups in that side of the CB area, all by M4.

Task 3.1.4 Joint Analysis and Study Finalisation

Task leader: PP4 (UIST)

Involved partners: LB, PP4 (UIST)

Following the template, Partner 4 (UIST) will conduct a joint analysis of the CB area economies, of the promising sectors identified in the previous tasks in both countries, and of relevant local and EU strategies and initiatives affecting the CB area. Based on this joint analysis, Partner 4 (UIST) will conduct a SWOT analysis for start-ups in the selected sectors in the CB area and the LB will draft a concrete set of recommendations for start-ups. This part will be finished by M5. The complete report, combining the above tasks will include the following indicative sections:

- Profile of the economy of the CB area;
- A study of ICT-enabled sectors with strong potential;
- Analysis per sector;
- SWOT analysis;
- Relevant local and EU strategies and initiatives, and;
- Recommendation for start-ups.

DELIVERABLE: 3.1 Sectoral Study Report

LOT 2: Activity 3.2 Training needs analyses of the target groups WP 3 D3.4.2

No.	Title of item	Description
<p>WP 3 D.3.4.2</p>	<p>Training Needs Analysis of the accelerator target group</p>	<p>This activity refers to a report analyzing the training needs of potential entrepreneurs per sector of the sectors selected as the most promising in activity 3.1. The training needs analysis will be done using short questionnaires, interviews and focus groups run in both the Greek and North Macedonia part of the CB area. We will try to understand the priorities, the missing skills, the requirements and needs of young people who are engaged with ICT technology and aspire to become entrepreneurs. We will juxtapose the findings with information on education background, personal skills and personality traits, gender and other relevant parameters. We will complement the TNA of the direct beneficiaries of the accelerator with interviews of people who were in their position a few years ago and have either become successful entrepreneurs or have failed in their enterprise. We will seek to learn what were the difficulties they face; what were the major challenges; what are the critical skills that young people need to acquire; what are the best ways of acquiring these skills.</p> <p>Task 3.2.1 Research in the Greek part of the CB area Task leader: PP3 Involved partners: PP3 Partner 3 will conduct the research part of the training needs analysis on the selected sectors, in the Greek part of the CB area by the use of short questionnaires, interviews and focus groups, as well as a literature review and an examination of available statistical data and research findings, to be ready by M5.</p> <p>Task 3.2.2 Research in the North Macedonia part of the CB area Task leader: PP4 (UIST) Involved partners: PP4 (UIST) Partner 4 (UIST) will conduct the research part of the training needs analysis on the selected sectors, in the North Macedonia part of the CB area by the use of short questionnaires, interviews and focus groups, as well as a literature review and an examination of available statistical data and research findings, to be ready by M5.</p> <p>Task 3.2.3 Research in the North Macedonia part of the CB area Task leader: PP4 (UIST) Involved partners: PP3, PP4 (UIST)</p>

		<p>Partner 4 (UIST) and partner 3, with the former leading the effort, will compile the results of the research in Greece and North Macedonia into a joint analysis of the training needs of the CB area, conducted per sector. This will result in deliverable 3.2 “Training needs analysis of the target group”, due by M6, and including the following indicative sections:</p> <ul style="list-style-type: none"> - Profile of the target group - Major needs per sector - Potential weaknesses to be addressed - Start-up goals - Areas in which training can have the maximum effect. <p>DELIVERABLE: 3.2 Training needs analysis of the target grou</p>
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LOT 3:Activity3.3 Accelerator development (Blue print)WP 3 D 3.4.3

No.	Title of item	Description
<p>WP 3 D 3.4.3</p>	<p>Preparation of Accelerator Development Plan Based on the results of D 3.1 and D 3.2:a blueprint for developing the accelerator</p>	<p>Based on the results of activities 3.1 and 3.2, the LB and partner 4 (UIST) will create a blueprint with specifications for the development of the accelerator, describing desired learning outcomes, targeted skills, the methodologies to be used for teaching, the exact role of instructors and mentors, practical exercises, the exact structure of the various stages and the engagement and role of the industry and the project partners in the process.</p> <p>Task 3.3.1 Preparation Task leader: LB Involved partners: LB, PP4 (UIST) The LB and partner 4 (UIST) will jointly prepare a template and structure for the accelerator blueprint, including the exact contents, sections and issues to be included, bearing in mind the results of activities 3.1 and 3.2 and the needs of WP4 and WP5. To be ready by M7.</p> <p>Task 3.3.2 Blueprint Development Task leader: PP4 (UIST) Involved partners: LB, PP4 (UIST) This task includes the drafting of detailed instructions for the accelerator development with regard to the accelerator structure, functioning, teaching and engagement of stakeholders and partners. More specifically, the development of the blueprint, overseen by partner 4 (UIST), will include the following indicative contents, subject to confirmation in task 3.3.1. To be ready by M7.</p> <p>The LB will prepare the target outcomes of the accelerator, including:</p> <ul style="list-style-type: none"> • The desired learning outcomes; • Targeted horizontal and technical skills.

		<p>Partner 4 (UIST) will prepare the teaching methodology and approach including:</p> <ul style="list-style-type: none"> • Suggested teaching and learning methodologies for delivery of the accelerator; • The role of instructors and mentors; • The engagement of the industry and successful young entrepreneurs; • Suggestions for partner engagement in the accelerator process; • Recommended basic bibliography / reading list; • The role of the practical exercises within the duration of the accelerator. <p>The LB will prepare the monitoring and assessment of the accelerator, including:</p> <ul style="list-style-type: none"> • Organisation of the workshops; • The forms of completion that will lead to the participation of the accelerator’s various stages; • Suggestions on the assessment of the accelerator’s sessions; • Suggestions for credit award. <p>Task 3.3.3 Finalisation of blueprint Task leader: LB Involved partners: LB, PP4 (UIST)</p> <p>This task includes the joint finalisation and confirmation of the blueprint by the LB and partner 4 (UIST), with the confirmation of the consortium, leading to the acceptance of deliverable 3.3 “Accelerator development blueprint” which will be key for guiding WP4 and WP5. To be ready by M7.</p> <p>DELIVERABLE: 3.3 Accelerator development blueprint</p>
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	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Act 3.1			1	1	1													
Act. 3.2					1	1												
Act. 3.3						1	1											

3. FINANCIAL INFORMATION

The tenderers are reminded that the maximum available value of the contract is 10,000,00 EUR.(without VAT for which the CA will provide appropriate documents to the selected bidder.

Lot 1 Preparation of Sectoral Study Report in North Macedonia: Study of ICT-enabled sectors in the cross-border area in order to understand their characteristics and conduct a SWOT

analysis to identify the most beneficial move EUR without VATs for new start-ups according to project specifications (WP3. D3.1); max. amount 4,000.00

LOT 2 Training Needs Analysis of the accelerator target group WP3. D3.2, max amount 4,000.00 EUR without VAT and;

LOT 3 Preparation of Accelerator Development plan based on the results of D3.1 and D3.2: a blueprint for developing the accelerator (WP3. D3.3) ; max. amount 2,000.00 EUR without VAT

All prices must be shown in EUR. Payments will be realized in MK Denars using the exchange rate valid on the date of payment.

4. ADDITIONAL INFORMATION

The selection criteria is:

- Best value for money, weighting 80% technical quality, 20% price

* In order to be qualified, the expert should fulfil the minimum criteria and score at least 80 points in the technical evaluation.

The bidder prove the fulfilment of the criteria by submission of their updated CV and Annex 1 attached to this tender. The Evaluation Committee holds the right to ask tenderers for additional clarifications of documents.

The CA is advised to amend the selection criteria to a specific tender. In case of specific services, the sole criteria could be price also. Weighting could be changed if necessary.

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

The estimated time of response to the tenderers is 10 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.

The selection will be made by the Evaluation Committee established within the CA. The CA holds the right not to choose any of the bids if no one of the bids satisfied the abovementioned criteria.

PART B: FORMAT OF OFFER TO BE PROVIDED BY THE TENDERER

1. TENDERER'S INFORMATION

Submitted by:

	Name(s) and address(es) of legal entity or entities submitting this tender
Tenderer	

Contact person:

Name	
Address	
Telephone	
e-mail	

2. TENDERER'S STATEMENT

I undersigned hereby confirm that the services offered in this tender are in full conformity with the specifications submitted to us by the Contracting Authority. The detailed description of the offered services by us is provided in the next point.

In addition to that, we confirm that our I/We am/are fully eligible for providing services under a contract financed by the EU funds. We confirm that we are not in any of the situations that would exclude us from competing in the EU financed tenders as indicated in the point 2.3.3. in the PRAG Manual.

Furthermore, we agree to abide by the ethics clauses in Section 2.4.14 of the PRAG Manual and have no conflict of interests or any equivalent relation with other short-listed candidates or other parties in the tender procedure at the time of submitting this tender.

3. TECHNICAL OFFER

The tenderers are required to provide technical offer, based on the requirements indicated by the Contracting Authority in the Part A: Information for the tenderer, Point 2: Technical information.

The tenderers are encouraged to provide details on the planned services.

No	Title of item	Technical offer – the services provided by the tenderer on the basis of Contracting Authority's enquiry in the Part A, Point 2	Tenderer's proposed time frame
WP3. D3.4.1	Preparation of Sectoral Study Report in North Macedonia: Study of ICT-enabled sectors in the cross-border area in		

	order to understand their characteristics and conduct a SWOT analysis to identify the most beneficial moves for new start-ups according to project specifications		
WP3. D3.4.2	Training Needs Analysis of the accelerator target group		
WP3. D3.4.3	Preparation of Accelerator Development Plan Based on the results of D 3.1 and D 3.2: a blueprint for developing the accelerator		

4. FINANCIAL OFFER

The offered total price for the services indicated in the previous point is: _____ EUR. The single prices per unit are as follows:

Item	Price (in EUR)
WP3. D3.4.1 Preparation of Sectoral Study Report in North Macedonia: Study of ICT-enabled sectors in the cross-border area in order to understand their characteristics and conduct a SWOT analysis to identify the most beneficial moves for new start-ups according to project specifications	
WP3. D3.4.2 Training Needs Analysis of the accelerator target group	
WP3. D3.4.3 Preparation of Accelerator Development Plan Based on the results of D 3.1 and D 3.2: a blueprint for developing the accelerator	
TOTAL:	

The offered price includes all costs, including delivery of described deliverables.

Name	
Signature	
Date	

ANNEX 1: EXPERT QUALIFICATIONS, EXPERIENCE AND SKILLS

Qualifications and skills	Details
Bachelor's degree in social science or information technology (minimum requirement: 10 points, Master's degree - additional 5 points, Doctor's degree - additional 5 points).	
Fluency in English is mandatory. Knowledge of Macedonian or Greek language is an asset (5 points).	
Professional experience:	Details
At least five years of professional working experience (minimum requirement: 5 years - 10 points, 6-10 years - additional 5 points, more than 10 years – additional 5 points).	
Experience in the implementation of at least one project dealing with development and/or improvement of the ICT or business environment (minimum requirement: one project – 10 points, 2-3 projects – additional 5 points; more than three projects – additional 5 points).	
Experience with the development of business plans, startups or mentoring is an asset (15 points).	
Demonstrated experience in the preparation and development of programmes for ICT or business educational programmes is an asset (10 points).	
Experience in delivery of training is an asset (5 points)	
Prior experience of working in the Balkan region is an asset (5 points).	

I, undersigned, declare that I fully meet the criteria for participation in the procedure set out in this ToR and I will submit all requested documents and proofs upon request of the Evaluation Committee.

Expert:



Funded by European Union

FORMAT OF THE CONTRACT BETWEEN THE CONTRACTOR AND THE CONTRACTING AUTHORITY

DRAFT CONTRACT TITLE: Provision of External services for ICBA Project Implementation for WP 3 (3LOTS)

REF (if applicable): **ICBA/TND 2/WP3**

Concluded between:

Project ICBA
University of Information Science and Technology “St. Paul the Apostle,”
Partizanska bb, 6000 Ohrid, North Macedonia
Represented by: Ninoslav Marina, Rector
(Contracting Authority) AND
Title
Address of the contractor Represented by:
(Contractor)

Article 1: Subject of the contract

The subject of the contract is the services as indicated in the contractor’s offer – “Part B: Format of offer to be provided by the tenderer”

Article 2: Contract value

The total contract value for implementation of services indicated in the Article 1 is: XXXXXX EUR.

Item	Price (in EUR)
WP3. D3.4.1 Preparation of Sectoral Study Report in North Macedonia: Study of ICT-enabled sectors in the cross-border area in order to understand their characteristics and conduct a SWOT analysis to identify the most beneficial moves for new start-ups according to project specifications	
WP3. D3.4.2 Training Needs Analysis of the accelerator target group	
WP3. D3.4.3 Preparation of Accelerator Development Plan Based on the results of D 3.1 and D 3.2: a blueprint for developing the accelerator	
TOTAL:	

Article 3: Contracting documents

This documents which form the part of this contract are (by the order of precedence):

- Contract agreement
- Contractor’s offer as provided in the tendering phase – “Part B: Format of offer to be provided by the tenderer”
- Any other supporting documentation if applicable : Annex 1 for the technical offer
- CV of the contractor organization /expert

Article 4: Deliveries and payments

The contractor will deliver without reservation the services indicated in the contractor’s offer “Part B: Format of offer to be provided by the tenderer”. The deliveries will be implemented within the indicated dates according to project plan.

The Contracting Authority will pay to the contractor the services in the amount indicated in the Article 2 of this contract document. The payments will be issued by the following time schedule.

Month		EUR
1	Maximum Pre-financing payment per lot	30 %
2	Balance payment, after final report per lot	70 % of the contract value
Total		100 %

- The contractor will provide Contracting Authority with the brief final report on execution of the services.

Article 5: Duration of the contract

The duration of the contract is xxxxx months.

		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
LOT1	Act 3.1			1	1	1													
LOT 2	Act. 3.2					1	1												
LOT 3	Act. 3.3						1	1											

Article 6: Cancellation of the contract

The contract can be suspended by the Contractor due to one of the following reasons:

- Contracting Authority not fulfilling payment and other obligations

The contract can be terminated by the Contracting Authority due to one of the following reasons:

- The Contractor is in serious breach of the contract, failing to meet contractual obligations
- The Contractor is bankrupted or being wound up, is having its affairs administrated by courts, has entered into arrangements with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situations arising from a similar situation provided for in national legislation or regulations.

Article 7: Resolving of disputes

Any disputes arising out of or relating to this Contract which cannot be settled otherwise shall be referred to the exclusive jurisdiction of Court in Ohrid in accordance with the national legislation of the state of the Contracting Authority.

For the Contractor

Name:
Title:
Signature:

For the Contracting Authority

Name: Ninosav Marina
Title: Rector
Signature: