**SERVICE CONTRACT NOTICE**

**Contract title: Engagement of 5 (five) external mentors**

**under the project “Business eco-system as an integrated system” Be IN  
Location - Strumica, South-East planning region, Republic of North Macedonia**

**1. Reference:** 0507-279/1-2, Be In-CN2-SO 1.1-SCO43

**2. Procedure:** Simplified tender procedure

**3. Programme title: The Interreg IPA Cross-border Cooperation Programme "Greece - Republic of North Macedonia 2014-2020"**

**4. Financing:** Budget Line-External expertise and services.

**5. Contracting authority: University of Goce Delchev – Shtip, str.** **Krste Misirkov No. 10-А**

**Postal fax 201, Shtip, Republic of North Macedonia.**

**CONTRACT SPECIFICATION**

**6. Nature of contract:** Global price.

**7. Contract description: The University “Goce Delchev”Shtip, needs to contribute to the creation of a coherent, integrated and innovative business eco-system, which will support networking, boosting ideas ant to assists individuals, young students to develop their skills and business entities to increase their capacity.** The purpose of the contract is to provide consultancy, engage five external mentors which would help to all interested stakeholders (graduated students, young entrepreneurs and others who have innovative ideas) to: learn new skills; motivate and support them; connect with passionate and helpful entrepreneurs. They will be future members of Startups club.

The external mentors would:

Prepare Pioneer member listing, with all members who will work in order to make something different;

Support members through a variety of mentoring programmes as well as by helping them understand various aspects of the startup journey through focused knowledge sessions;

Help members of the Startups club to meet protentional investors such as business angels, venture capital funds;

Track the growth of the member’s work and motivate them not to give up transforming the idea into real business;

Conduct workshops in order to help members to dive into certain concepts that are challenging to understand;

Create of repository with their own materials and book recommendations;

Appoint regular meetups for networking of all interested parties and

Organize of Demo days for bringing together entrepreneurs, eco-system players, incubators and investors from across the cross-border region

**8. Number and titles of lots**: One lot only.

**Maximum budget: 36.000.00** EUR without VAT included.

**CONDITIONS OF PARTICIPATION**

**10. Legal basis, eligibility and rules of origin**

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 a eligible country or territory as defined under Regulation (EU) No 236/2014 establishing common rules and procedures for the implementation of the Union's instruments for external action (CIR) for the applicable instrument under which the contract is financed (see also heading 23 below). Participation is also open to international organisations.

**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**

Date: 17.05.2022

**15. Implementation period of the tasks**

12 (twelve) months, until 16.05.2023

**SELECTION AND AWARD CRITERIA**

**16. Selection criteria**

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.

**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 financial years** for which accounts have been closed.

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

The reference period which will be taken into account will be the last three years preceding the submission deadline.

* has sufficient ongoing staff resources and expertise to be able to handle the proposed contract;

**3) Technical capacity of tenderer** (based on items 5 and 6 of the tender form). The reference period which will be taken into account will be the last five years preceding the submission deadline.

* the tenderer has provided services under at least one contract in the field of consultancy for business support institutions, young entrepreneurs and other relevant institutions.

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: <http://ec.europa.eu/europeaid/prag/annexes.do?group=B> , 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:

<http://ec.europa.eu/europeaid/prag/annexes.do?chapterTitleCode=A>

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 tenderer 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 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, which can be found at the following address: <http://ec.europa.eu/budget/graphs/inforeuro.html>.