

**Name and address of the contracting authority: Triagolnik CNE, Trifun Panovski 4-1/4**  
**Title of the tender: "Info-day "**  
**Reference number: CN1 – SO1.3 – SC037, Deliverable 2.4.3**

## **PART A: INFORMATION FOR THE TENDERER**

### **1. 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 the point 2 of these information;

#### Deadline for submission of the tenders:

The deadline for submission of tenders is *10 working days from the day you received tender documents by electronic means*. 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 from [www.triagolnik.org.mk](http://www.triagolnik.org.mk)**. The tender will be submitted in 1 original. In case of e-mail submission the tenderer may provide a scanned original of the tender (if required). 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):

- Copy of legal registration
- List of references (from at least three procurements)
- Statement for realised those deliveries.
- 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

If delivery by post:

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



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and by the National Funds of the participating  
countries



Partners in the project:

- Name and address of the tenderer
- Title of the tender: ***Deliverable 2.4.3***
- Reference number: **CN1 – SO1.3 – SC037**

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

Triagolnik CNE, Trifun Panovski 4-1/4; 1000 Skopje  
(attention to: Mr. Zharko Trajkov)

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.

The tenders **can also be submitted by e-mail**. In this case the base e-mail message will clearly indicate:

- Title of the tender (in the subject of e-mail): ***Deliverable 2.4.3***
- Reference number (if applicable, in the subject of e-mail): **CN1 – SO1.3 – SC037**
- Name and address of the tenderer (in the e-mail text)

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

The tenders **should also be submitted by electronic means in the e-mail indicated below**. In this case the base e-mail message will clearly indicate:

- Title of the tender (in the subject of e-mail): ***‘Deliverable 2.4.3’***
- Reference number (in the subject of e-mail): **CN1 – SO1.3 – SC037**
- Name and address of the tenderer (in the e-mail text):

The tender submission form and all supporting documentation as mentioned above should be provided in a scanned version as attachment to the following e-mail addresses: [zarko.trajkov@triagolnik.org.mk](mailto:zarko.trajkov@triagolnik.org.mk); [zarko.trajkov@gmail.com](mailto:zarko.trajkov@gmail.com), [info@triagolnik.org.mk](mailto:info@triagolnik.org.mk)

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.

Submission method above as appropriate – hand delivery, e-mail or post.

## 2. TECHNICAL INFORMATION

The tenderers are required to provide services - organize 1 info day in order to inform the public about the start of works in the museum within the framework the CONNECT project and the aims of the project as indicated below. In the tenderer’s technical offer, the tenderers will indicated more details on the deliveries, referring back to the below table.



| No.  | Title of item           | Description  | Required time frame   | Required inputs, if applicable |
|------|-------------------------|--|-----------------------|--------------------------------|
| 1.1. | - <i>Decoration</i>     | Area decoration  | 08.02.2019-15.03.2019 | -                              |
| 1.2. | - <i>Equipment rent</i> | Equipment rent (speakers/microphones/lights/projector/screens etc) | 08.02.2019-15.03.2019 | -                              |
| 1.3. | - <i>Promo material</i> | 4 banners, 100 posters   | 08.02.2019-15.03.2019 | -                              |
| 1.4. | - <i>Photo/Video</i>    | Photo-video coverage   | 08.02.2019-15.03.2019 | -                              |
| 1.5. | - <i>Catering</i>       | Catering (coffee/refreshments/finger food) for 500 participants    | 08.02.2019-15.03.2019 | -                              |
| 1.6. | - <i>Info material</i>  | Informative material   | 08.02.2019-15.03.2019 | -                              |
| 1.7. | - <i>Invitations</i>    | Development and dissemination of Invitations-programme             | 08.02.2019-15.03.2019 | -                              |
| 1.8. | - <i>Press releases</i> | Mass media promotion of the event- Press conference/releases       | 08.02.2019-15.03.2019 | -                              |
| 1.9. | - <i>Security</i>       | Security servicess   | 08.02.2019-15.03.2019 | -                              |

### 3. FINANCIAL INFORMATION

With regards to the price quote, the total price for delivery of the services should be indicated. In addition, to allow assessment of the consistency and feasibility of the offer, a single price per deliverable and for its implementation should be provided.

The total price should be expressed in Euro (EUR), excluding VAT.

### 4. ADDITIONAL INFORMATION

The selection criteria is:

- Best value for money, weighting 40% technical quality, 60% price

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 5 days from the deadline for submission of tenders.

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Partners in the project:



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