**Instructions for bidders**

**Call No. 1/2015**

**Service Procurement for**

**Web Application for Archiving Media Contents**

While submitting their bid, the bidders should follow these instructions, forms, description of services, the clauses of the contract and the specifications contained in the documentation of the call. Failure to submit all the required information and documentation within the deadline can be grounds for dismissal of the bid.

**1. Services which are subject to this Procurement**

Required services are described in the Description of Services, which is part of this documentation of this call.

**2. Time Frame**

|  |  |  |
| --- | --- | --- |
|  | **Date** | **Time of day** |
| **Deadline for submitting requests for clarifications or explanations** | 10.08.2015 | 24.00 |
| **Deadline for providing clarifications or explanations by the offeree** | 14.08.2015 |  |
| **Deadline for submission of offers** | 04.09.2015 | 17.00 |
| **Notice for awarding the contract** | 18.09.2015 |  |
| **Signing of the agreement and submission of documents by the chosen bidder** | 25.09.2015 |  |
| **Date of start for implementation of the contract** | 25.09.2015 |  |
| **Deadline for delivery of the solution, with completed testing** | 25.12.2015 |  |

**3. Participation**

3.1. This call is open for participation to all qualified bidders.

3.2. The following physical and legal entities are restricted from participating in this call:

− Convicted felons, sentenced in the last five years for crimes related to their professional behavior;

− Entities involved in bankruptcy or procedure of liquidation;

− Persons or entities sentenced to temporary or permanent prohibition of conducting certain economic activity;

− Persons or entities subject to sanction – prohibition of conduct of a profession, activity or duty, or temporary prohibition for conducting a certain activity;

**4. Contents of the bids**

The bids, the whole official communication and documents regarding the call should be in Macedonian or English language.

The bid should include one Technical Offer and one Financial Offer.

**4.1. Technical Offer**

**The Technical Offer should include the following documents:**

1. Filled out Form for Submission of the Technical Offer, accompanied by:

− Statement for accepting the conditions of the procurement, confirming absence of conditions for exclusion;

o Bidder needs to submit a signed statement confirming absence of conditions for exclusion from the procurement process, and confirming the possession of all documents noted in the tender documentation needed as proof for fulfilling the criteria, which would be submitted to the offeree if their bid is chosen.

− Organization and methodology;

2. Copy/scan Proof of current legal status issued by the Central Registry and issued within the last six months for legal persons;

3. Working resumes (CVs) of key staff.

**4.2. Financial Offer**

The financial offer must be submitted using the Form for Submission of Financial Offer. It should indicate the total price in Macedonian Denars, VAT excluded.

**5. Period of Validity for the Bid**

The bid will be considered valid within the period of 30 days of the deadline for submission of the bids stated within the call.

**6. Additional information before the deadline for submission of bids**

If the offeree provides additional information or explanations, at its own initiative or at request of the bidders, that information will be published on the Metamorphosis website at the same page of the publication of the public call.

Bidders can submit questions to the following address

[info@metamorphosis.org.mk](mailto:info@metamorphosis.org.mk), by August 10, 2015.

**7. Manner of submission of bids**

The bid should be delivered in electronic form via e-mail to [info@metamorphosis.org.mk](mailto:info@metamorphosis.org.mk).

The financial offer should be included in the bid as a separate document with the title "Financial Offer"

The deadline for submission of bids is **September 4, 2015, 17.00 hrs.**

**8. Amendments or withdrawal of the procurement**

Bidders may amend or withdraw their bids with a written notice before the deadline for submission of bids. Bids cannot be amended or withdrawn after the deadline. The amendments must be submitted in the manner defined in Point 7 of this Instruction, with the title “Amendment” or "Withdrawal".

**9. Bids retention**

The offeree shall retain the bids received as part of the procurement procedure. Bidders shall not be entitled to seek the return of the bids.

**10. Bids Evaluation**

The evaluation of the bids will be conducted by the Commission for Procurements of the Metamorphosis Foundation.

**10.1. Evaluation of the technical offer**

The quality of the technical offer will be assessed according to the criteria and score included in the evaluation table of the technical offer (Appendix). The technical offer needs to receive at least 80 points in order to be eligible for further evaluation.

**10.2. Evaluation of the financial offer**

Upon completion of the technical evaluation, the documents containing a financial offer for the bids that were not rejected during the technical evaluation are being reviewed. The bids exceeding the maximum amount of the budget will be rejected.

**10.3. Selection of the best bidder**

The most favorable bid will be selected using the weighted scores from the technical offer and from the price with a ratio of 65:35, resulting with the sum of the weighted scores. The best bidder will be selected upon receiving the highest sum of weighted scores from both the technical and financial offer.

**11. Confidentiality**

The entire evaluation procedure is confidential. The evaluation committee shall meet in closed meetings, and its decisions are collective. The members of the evaluation committee are bound to secrecy. The reports from the evaluation and the written reports are for official use only.

**12. Provisions on ethics / corruption practices**

- Any attempt by a bidder to obtain confidential information, enter into unlawful agreements with other bidders or influence the Evaluation committee or the Procurer in the process of review and evaluation of the bids may result with rejection of the bid.

- The bidder must not have a conflict of interests with the parties involved in the Project.

- The procurer reserves the right to annul the procurement procedure if substantial errors and irregularities are found in the procedure.

**13. Signing of the contract**

**13.1. Notification for selection of the most favorable bidder**

The most favorable bidder will be informed by e-mail about the acceptance of the bid.

At the same time, information will also be sent to the other bidders, notifying them about their score received during the evaluation, compared to the score received by the selected bidder.

The second and third-ranked bidder shall be notified that they are included in the backup list, meaning that they can be contracted if a contract is not signed with the first-ranked or second-ranked bidder.

**13.2. Signing of the contract and document delivery**

The selected bidder shall sign the contract within two days after receiving it signed by the Procurer and shall submit the following documents:

 Confirmation of no ongoing bankruptcy proceedings by a competent

authority;

 Confirmation of no liquidation procedure by a competent authority;

 Certificate from the Criminal Penalties Registry of legal entities that the

bidder has not been charged a minor penalty for temporary or

permanent prohibition of professional activity and

 Confirmation that a final verdict has not been imposed for a sanction - prohibition of professional activity or duty, i.e. temporary prohibition for

performing professional activity.

If the selected bidder fails to sign the contract and/or submit the required documents within the projected deadline of this call, the decision for awarding the contract may be annulled. In this case, the Procurer may award the contract to the second-ranked bidder. If the second-ranked bidder fails to sign and/or submit the required documents within the next two days, the Procurer may award the contract to the third-ranked bidder. In case the third-ranked bidder fails to sign and/or submit the required documents within the next two days, the procurement procedure shall be annulled and a new procedure shall be conducted.

**14. Annulment of the procurement**

If the procurement procedure is annulled, the Procurer will notify the bidders about the annulment via e-mail. If the procurement procedure is annulled before the opening of the bids, the envelopes will be returned to the bidders.

The procurement procedure shall be annulled if:

- The procedure was unsuccessful, i.e. an adequate bid was not received from a qualitative or financial aspect, or no valid response was received;

- There are substantial changes in the economic or technical data of the project;

- The implementation of the contract is prevented by extraordinary circumstances or force majeure;

- All of the technically acceptable offers exceed the specified budget;

- There were irregularities in the procedure, preventing free competition;

- The awarding of the contract would be contrary to the principles of sound financial management, i.e. the principles of economy, efficiency and effectiveness were not respected.

The procurer is not liable for damages related to the annulment of the procurement.

**15. Complaints**

Complaints about the decision for selection of the most favorable bidder are not admissible in this procedure.

**16. Data Protection**

When the bids are reviewed, personal data contained therein will be processed only for the procurement purposes, respecting the rules for personal data protection.

Except to the Procurer, this data may be available to the authorized auditor and to the competent bodies of USAID, in case of a monitoring and control procedure.