

Simplified tender dossiers for supply

Name and address of the Contracting Authority: Association for research and analysis ZMAI
Title of the tender: Technology and equipment for New Entrepreneurship and Creative Center in Prilep
Reference number (if applicable): 0507-001/23

PART A: INFORMATION FOR THE TENDERER

1. INFORMATION ON SUBMISSION OF THE TENDERS

Subject of the contract:

The subject of this tender is the purchase of technology and equipment for a new E&C center at the premises of the faculty of Economics in Prilep, as indicated in the technical information in point 2 of this information.

Deadline for submission of the tenders:

The deadline for submission of tenders is, **16 February 2023 at 23:59 hours**. Any tender received after this deadline will be automatically rejected.

Address and methods for submission of the tenders:

The tenderers should submit their tenders by e-mail using the **standard submission form available in Part B of the tender dossier**, as 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, in the e-mail, the tenderer is required to provide the all documentation (electronic or scanned versions preferably) in **pdf**:

- Prove that those who will install air conditioning agree with it

The tenders **should be submitted by e-mail**. The base e-mail message should clearly indicate:

- Title of the tender (in the subject of e-mail): **Technology and equipment for new entrepreneurship and creative center**
- Reference number (in the subject of e-mail): 0507-001/23
- Name and address of the tenderer (in the e-mail text).

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

The tenderers will be submitted by e-mail to the following address: contact@zmai.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.

1. TECHNICAL INFORMATION

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

NO.	ITEM	SPECIFICATION	QUANTITY
1.1	Laptop	Screen size: 15.6" Screen resolution: 1,920 x 1,080 Resolution format: Full HD Processor class: at least Intel® Core™ i5 Number of processor cores: at least 4 Memory (RAM): at least 8GB Maximum supported: at least 16GB Graphics: Intel® Iris™ Xe Graphics Storage type: SSD SSD: at least 512 Wi-Fi: Yes Bluetooth: Yes HDMI connections: at least 1x HDMI 1.4 Total USB ports: at least 3	1
1.2	All-purpose office printer	at least 40 copies/prints per minute at least 24 scans per minute duplex printing network connection option at least print resolution up to 1200x1200dpi direct print/scan from USB built-in memory at least 256MB option to print and scan via phone	1
1.3	Airconditioning	Transport and installation of multi split air conditioner 1 outdoor unit (7 kw/10 kw) 2 standing indoor units, freestanding or high standing (3.5 kw / 5.0 kw)	1 outdoor unit 2 indoor units

2. FINANCIAL INFORMATION

The tenderers are reminded that the maximum available value of the contract is 2900 EUR. Financial breakdown per deliverables is following:

NO.	ITEM	MAXIMUM VALUE IN EUROS*
Shared space		
1.1	Laptop	€900
1.2	All-purpose office printer	€500
1.3	Multi split air conditioning with installation	€1500

*The prices are without VAT.

The contract shall be exempt from all duties and taxes, including VAT in accordance with the “Rules for the implementation of the exemption from customs duties and other taxes, excise duties and value added tax (VAT) on import of goods and provision of funds for payment of excise duty and VAT on the supply of goods and services in the country, needed for the implementation of projects financed by funds of foreign donors” (Official Gazette of RM - No.98/2014 from 30.06.2014 and according to the Agreement between the Government of the Republic of North Macedonia and the European Union from 27.03.2015.

The payment is related to Del. 4.4.2. “The project BeCircular is co-funded by the European Union and national funds of the participating countries”.

Indicated maximal values are global prices for delivery of supply as described in Part 2 Technical Information. No timesheets are needed by the contractor. Payments will be realized on the basis of issued invoice by the contractor, after completing the task, on the basis of payment dynamic indicated

3. ADDITIONAL INFORMATION

The selection criteria are:

- 80% lowest price, 20% general experience in selling technology

For evaluation of technical quality following weighting criteria (total score of 100 points) will be used:

- Lowest price – 80 points
- General experience in selling technology – 20 points

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

The estimated time of response to the tenderers is 3 days from the deadline for submission of tenders.

PART B: 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 supply offered in this tender are in full conformity with the specifications submitted to us by the Contracting Authority. The detailed description of the offered supply by us is provided in the next point.

In addition to that we confirm that our organization/company is fully eligible for providing supply 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 2.6.10 in the PRAG Manual <http://ec.europa.eu/europeaid/prag/document.do?nodeNumber=2.6.10>.

Furthermore we agree to abide by the ethics clauses in Section 2.5.6 of the PRAG Manual <http://ec.europa.eu/europeaid/prag/document.do?nodeNumber=2.5.6> 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.

Details on the planned supply, including detailed specifications and/or brand names.

NO.	ITEM	SUPPLY/TECHNOLOGY	TENDERER'S PROPOSED DATE	DESCRIPTION OF SUPPLIES FROM TENDERER
Shared space				
1.1	Laptop	<ul style="list-style-type: none"> - Screen size: 15.6" - Screen resolution: 1,920 x 1,080 - Resolution format: Full HD - Processor class: at least Intel® Core™ i5 - Number of processor cores: at least 4 - Memory (RAM): at least 8GB - Maximum supported: at least 16GB - Graphics: Intel® Iris™ Xe Graphics - Storage type: SSD - SSD: at least 512 - Wi-Fi: Yes - Bluetooth: Yes - HDMI connections: at least 1x HDMI 1.4 - Total USB ports: at least 3 		
1.2	All-purpose office printer	<ul style="list-style-type: none"> - at least 40 copies/prints per minute - at least 24 scans per minute - duplex printing - network connection option - at least print resolution up to 1200x1200dpi - direct print/scan from USB - built-in memory at least 256MB - option to print and scan via phone 		
1.3	Airconditioning	Transport and installation of multi split air conditioner 1 outdoor unit (7 kw/10 kw) 2 standing indoor units, freestanding or high standing (3.5 kw / 5.0 kw)		

4. FINANCIAL OFFER

The offered total price for the supply / supplies / technology indicated in the previous point is: XXX

EUR Budget breakdown per activities / deliverables is following:

NO.	ITEM SUPPLY/TECHNOLOGY	PROPOSED PRICE IN EUR
	Shared space	
1.1	Laptop	
1.2	All-purpose office printer	
1.3	Multi split air conditioning and installation	

The offered price includes implementation/delivery of described items as well as all accompanying costs, for example transport, logistics, when required.

Name	
Signature	
Date	

CONTRACT

CONTRACT TITLE: Technology and equipment for New Entrepreneurship and Creative Center in Prilep

REF (if applicable): 0507-001/23

Concluded between:

Association for research and analysis ZMAI
Emil Zola 9/2-20, 1000 Skopje
Represented by: Viktor Mitevski, President
(Contracting Authority)

AND

Title
Address of the contractor
Represented by:
(Contractor)

Article 1: Subject of the contract

The subject of the contract are the supply 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 supply indicated in the Article 1 is: **XXX** EUR.

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

Article 4: Deliveries and payments

The contractor will deliver without reservation the supply / supplies 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.

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

Month *		EUR
February 2023	Supplies	90 % of the contract value
End of work	Final – after installation	10% of the contract value
	Total	<Total contract value>

* Indicative dates

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

Article 5: Duration of the contract

The duration of the contract is in period **XX February 2023** until 30 March 2023.

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 (* - specify responsible court or arbitration body) in accordance with the national legislation of the state of the Contracting Authority.

For the Contractor

Name:

Title:

Signature:

Date:

For the Contracting Authority

Name:

Title:

Signature:

Date:

Terms of Reference

Supply for New Entrepreneurship and Creative Center in Prilep

Project - Boosting Employment through Entrepreneurship in Circular Economy

Background of the Organization

The Association for Research and Analysis ZMAI was founded in October 2014. The mission of the Association is to foster the research spirit among young people in North Macedonia by doing scientific research that will be easily understood by the broader public, while at the same time providing valuable resources to the research community in the country. Today, the organization has 26 highly skilled members, out of which the majority are PhDs and MSc in the fields of finance, macroeconomics, accounting, auditing, foreign trade and industrial management. In general, ZMAI covers 5 areas of interest: Good Governance, Financial and Media Literacy, Education, Entrepreneurship and Investment Analysis. ZMAI's team has conducted more than 20 academic and policy-oriented research projects on macroeconomic issues, numerous papers dealing with economic and social issues, has organized over 20 public debates and conferences, and implemented 7 cohorts of entrepreneurship and youth unemployment educational projects. During the past 10 years ZMAI's founding team has conducted over 200 public opinion surveys, one on one interviews and focus groups on different policy areas. The project Be Circular is a new and ambitious project that will improve the Cross Border collaboration on both sides of the Macedonian and the Greek. We are looking forward to working with some of the best experts from the country to improve the entrepreneurship climate in the bordering regions.

About the project "BeCircular"

The BECircular project is based on concepts of circular economy to create jobs for young engineers, scientists, artists and technicians, further training and preparing the young population to operate as entrepreneurs utilizing skills and knowledge of higher education. More specifically, using the know-how acquired in previous projects, which explored the potential of the bioeconomy in the region, as well as recording waste and waste that could be upgraded by repair and reuse, BECircular aims to seize this opportunity with the establishment and operation of Reuse and Entrepreneurship Centers in Florina and Pelagonia. By upgrading state-of-the-art technology to Circular Economy platforms linked to jobs, employment, and sustainable business models, BECircular will seek to provide a way out of unemployment and low-paying jobs for young people by supporting the creation of new employment opportunities in the cross-border area.

The overall goal of ZMAI's activities is to create a support network and self-sustainable system of the entrepreneurial ecosystem in the Pelagonia region. This will be achieved by creating an entrepreneurship center in Prilep. The center will serve as a knowledge and R&D center equipped with a pool of trained coaches and mentors as well as basic prototyping technology. The objective is to train local staff who will be ready to run the centers independently after the project execution.

Engaging youth in formal education is a key factor for a prosperous future, but non-formal education is crucial for creating successful professionals prepared to face the challenges on their career paths. Therefore, this program focuses on working with two target groups: High school seniors and young entrepreneurs who have recently graduated or are in their final year of college.

The first component of the training is the development of a high school entrepreneurship program based on Lean Startup and Design Sprint. After developing the curriculum and materials, we will begin training teachers (entrepreneurship, economics and management) at high schools in the Pelagonia region. This ensures the sustainability of the program and the capacity building of the local community. Following the completion of the preparatory period and training for teachers, a program for high school students will

be implemented in all secondary schools that will work on solving real problems identified by the local business community and CSOs. For the needs of the project, we will create an e-learning platform. The goal of the platform is to help teachers find materials and share the knowledge gained through the program with their students. The platform will also have functional segments that will help students and entrepreneurs go through the phases of the Lean Startup and Design Sprint models to test their business ideas.

Target groups

The main target group for this project activity are high school graduates who have entrepreneurial, business and marketing courses in their final year in high school, as well as business student at the Faculty of Economics in Prilep. Additionally, high school teachers and university professors will be the main implementors of the program, thus they are also one of our key target groups. To ensure proper business development and customer discovery, the main beneficiaries will be supported and coached by mentors and experts in different area. All the stakeholders will be connected through the project activities which will be organized at the E&C Center.

About the E&C Center

The ECC will become an integral part of the entrepreneurial ecosystem of the Pelagonia region. It will be located at the Faculty of Economics Prilep and will serve as a hub for all beneficiaries of the project. The Center will host all training sessions, meetings, pitching events and networking activities.

Tasks and assignments

The contractor should deliver, transport and montage of all requested items. The following specific tasks are required:

1. Delivery of technology and equipment for the E&C Center

TECHNICAL SPECIFICATIONS

Laptop	
Processor	At least i5-1135G7 (8 MB cache, 4 cores, 8 threads, up to 4.20 GHz Turbo)
Operating System	At least Windows 11 Pro, English
Graphics Card	Intel® UHD Graphics
Display	At least 15.6", FHD 1920x1080, 60Hz, Non-Touch, AG, WVA, LED-Backlit, Narrow Border
Memory	At least 8 GB, 1 x 8 GB, DDR4, 2666 MHz
Hard Drive	At least 256 GB, M.2, PCIe NVMe, SSD
Ports	At least 2 USB 3.2 Gen 1 port 1 USB 2.0 port 1 Audio jack 1 HDMI 1.4 port 1 Flip-Down RJ-45 port 10/100/1000 Mbps
Slots	At least 1 M.2 2230 slot for WiFi and Bluetooth card 1 M.2 2230/2280 slot for solid-state drive/Intel Optane 1 SD 3.0 card slot

Camera	At least 720p at 30 fps HD camera, single-integrated microphone
Audio and Speakers	At least stereo speakers, 2 W x 2 = 4 W total
Wireless	At least 802.11ac 1x1 WiFi and Bluetooth
Primary Battery	- At least 3 Cell, 41 Wh, integrated
Power	At least 65 Watt AC Adapter

All-purpose office printer	
Printer Type	Laser
Print Method	Electrophotographic Laser Printer
Memory Capacity	At least 512 MB
Power Source	220 to 240 V AC 50/60Hz
Print Speed	At least 40 copies/prints per minute
Scan Speed	At least 24 scans per minute
2-sided Print Receiving	Yes
Network connection option	Yes
Print resolution	At least 1200x1200dpi
Interface	Direct print/scan from USB
Built-in memory	At least 256MB
Print and scan via phone	Optional
Color printing and scanning	Yes

AIR CONDITIONER MULTI SPLIT	
OUTDOOR UNIT	
COOLING ENERGY CLASS	A++
HEATING ENERGY CLASS	A+
COOLING CAPACITY (kW)	7-10 kW
HEATING CAPACITY (kW)	7-10 kW
SEER / SCOP	At least 6.4 / 4
WORKING TEMPERATURE	-20°C to +50°C
HEATER OVER. ED.	COMPRESSOR, CONDENSATE
TECHNOLOGY	Inverter

AIR CONDITIONER PIPE	Max 8 meters
AIR CONDITIONER PIPE (inside)	Made of non-toxic PVC material on the inside and hard PVC material with a threaded spiral on the outside; Resistance to abrasion and a large number of chemicals as well as to UV radiation; The diameter is 16mm on the inside
INDOOR UNITS	
Air flow (m3/h)	500/430/410/370/330/280/250
Sound pressure level dB (A)	40/36/34/32/30/26/23
CAPACITY (kW)	3.5-5 kW

Qualifications

Technology company:

- Be a legal entity,
- Have at least five (5) years of general experience in selling technology.

The selection criteria

The selected contractor will be a firm. The evaluation of offers will be based on the general experience in selling technology 20% technical quality, 80% price.

For evaluation of technical quality following weighting criteria (total score of 100 points) will be used:

- Lowest price – 80 points
- General experience in selling technology – 20 points