

## A. INSTRUCTIONS TO BIDDERS

### 1. Services to be provided

The customer of the services is the association of citizens Florozon - Center for Environmental Democracy Skopje project "GREEN COMPLAINT FOR ENVIRONMENTAL JUSTICE", address: Nikola Parapunov no. 41, local 102, 1000 Skopje, [www.florozon.org.mk](http://www.florozon.org.mk), email: [contact@florozon.org.mk](mailto:contact@florozon.org.mk), [project@florozon.org.mk](mailto:project@florozon.org.mk)

The expert services required by the Client are described in the Description of the work tasks.

### 2. Subject of the engagement agreement

The subject of the contract is the provision of expert's services for preparation and implementation of two-day capacity building workshop. A detailed description of the subject of the contract is given in Annex I – Terms of Reference (ToR), attached to this documentation.

### 3. Content of offers

The offers, all correspondence and documents related to the procedure exchanged by the offeror and the Ordering Party are written in the Macedonian language using its Cyrillic script and/or English language using Latin script. The offer is prepared in accordance with the conditions provided for in electronic and printed form.

Elements of the offer:

- Work biography of the expert
- Portfolio (references) for the legal or natural person
- Proposed methodology
- Financial offer
- Proof of legal status (applies to legal entities)

### 4. Method of submission of offers

Bids must be submitted no later than 18.09.2023 to the following address: Florozon - Center for Environmental Democracy Skopje, address: Nikola Parapunov no. 41, local 102, 1000 Skopje, or electronically on [project@florozon.org.mk](mailto:project@florozon.org.mk) or [contact@florozon.org.mk](mailto:contact@florozon.org.mk)

The offer submitted after the deadline for submission of offers will not be considered.



#### 5. Right to participate

Any interested domestic or foreign natural or legal person - bidder has the right to submit an offer.

#### 6. Price of the offer

The price of the offer is written in numbers and letters.

#### 7. Currency of Bids

The price of the offer is expressed in Denars and/or in EUR without VAT included. The project is exempt from value added tax (applies to legal entities).

#### 8. Criteria for awarding a contract

8.1 Criteria for awarding the contract for expert's services are contained in Annex I – Terms of Reference (ToR). The provider who submits the best offer will be selected as the holder of the expert's service.

CED Florozon reserves the right to accept or reject any offer. The selection of the offer will be made according to the procedures of the project "GREEN COMPLAINT FOR ENVIRONMENTAL JUSTICE".

#### 9. Signing the contract

After completing the selection for the most favorable bidder, all bidders in the procedure will be notified of the decision to accept/reject the submitted bid. The notification is of an informative nature and does not cause legal consequences.

The successful bidder will be informed about the acceptance of his/her bid, no later than within 3 days of making a decision to select the most favorable bid. The ordering party reserves the right to request additional documents from the bidder. The most successful bidder will be invited to conclude a contract for the performance of expert's services.

No. 0302/72-2

Skopje, 11.09.2023

**This activity is part of the project "GREEN COMPLAINT FOR ENVIRONMENTAL JUSTICE", supported by the EU Civil Resilience Mechanism (CRM) within the framework of the EU funded project "Technical Assistance for improving the enabling environment for Civil Society Organisations in the Republic of North Macedonia"**



Funded by the European Union

