

**SUPPLY CONTRACT NOTICE**  
**Provision of visibility materials**  
**Location – Western Balkans, Montenegro**

**1. Reference**

RESPA/EC/SUP/02-23

**2. Procedure**

Single tender

**3. Programme title**

Instrument of Pre-accession Assistance (IPA III) - Support to the Regional School of Public Administration (ReSPA) for implementing PAR Agenda and facilitating EU accession process in the WBs

**4. Financing**

Under the EU-funded grant contract IPA III 2022/437-350

**5. Contracting authority**

Regional School of Public Administration - ReSPA

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**CONTRACT SPECIFICATION**

**6. Nature of contract**

Unit-price

**7. Contract description**

The subject of this contract shall be the provision of visibility materials as the items described in the technical specifications.

**8. Number and titles of lots**

One lot only

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**CONDITIONS OF PARTICIPATION**

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

The legal basis of this procedure is Regulation (EU) No 2021/1529 establishing the Instrument for Pre-accession Assistance (IPA III). See Annex A2 of the practical guide.

For this contract award procedure, 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 an eligible country or territory as defined under Article 11 of Regulation (EU) No 1529 establishing the Instrument for Pre-accession Assistance (IPA III).

#### **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.

Any tenderer may state in its tender that it would offer a discount in the event that its tender is accepted for more than one lot.

#### **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.

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### **PROVISIONAL TIMETABLE**

#### **14. Provisional commencement date of the contract**

Beginning of October 2023

#### **15. Implementation period of the tasks**

One month after a contract has been signed.

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### **SELECTION AND AWARD CRITERIA**

#### **16. Selection criteria**

Not applicable.

#### **17. Award criteria**

Price.

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## **TENDERING**

### **18. Deadline for submission of tenders**

The deadline for submission of tenders is 28 September 2023.

### **19. Tender format and details to be provided**

Tenders must be submitted using the standard tender form.

The tender must be accompanied by a declaration on honour on exclusion and selection criteria using the template available from the following Internet address:

[https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesA\(Ch.2\):General](https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesA(Ch.2):General)

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 10 of the instructions to tenderers.

Tenders submitted by any other means will not be considered.

By submitting a tender, tenderers 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 15 of the instructions to tenderers.

### **22. Operational language**

All written communications for this tender procedure and contract must be in English.

### **23. Additional information**

Not applicable.