



THE EUROPEAN UNION'S CROSS-BORDER COOPERATION PROGRAM

Проект за развој на микро-претпријатија на жени во прекуграничната област
Projekti i zhvillimit të ndërmarrjeve të vogla për gratë në zonën ndërkufitare
Microenterprise development project for women in the cross-border area

In the framework of the project “Microenterprise development project for women in the cross-border area” which is implemented in under the Programme ‘Cross border programme between Macedonia-Albania for 2014 and 2015’ the executive director of the **Center for Comparative and International Studies (CCIS)** has reached the following:

PROCUREMENT NOTICE

For procurement of services-Start-up business advisers and business advisers for investments, for engagement of consulting company to supply of experts – Advisors for training and preparation of business plans in the phase of establishment and investment plans for the development of micro-enterprises owned by women

The procurement is divided into services as below.

The consulting company is required to provide experts for:

- Business Advisors for training and preparation of business plans at the inception phase
 - Business Advisors for Training and Development of Investment Development Plans
2. The tendering procedure will be awarded to the most favorable bidder (expert).
 3. Suppliers must meet the specific criteria required for the implementation of the procurement of services (The list of suppliers who will receive the invitation is attached)
 4. The funds for this procurement are provided in the Grant Agreement signed by the Delegation of the European Commission to Macedonia under the National Program for Cross Border Cooperation of the former Yugoslav Republic of Macedonia - Albania for 2014 and 2015.
 5. The procedure will be carried out with call for offers 10/2018 and in accordance with the Grant Agreement for the implementation of the project.
 6. A detailed description of the requested services and the procedure of submitting the offer, will be provided in the invitation to tender, as an attached document detailing the requirements for the implementation of the service - ToR.
 7. The deadline for submitting the offer will be **10 days** from the day of sending the invitation.



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8. The procurement procedure will be carried out by appointed Committee within the CCSI established for the purpose of this tendering procedure.

9. Tenderers have to submit a Technical and Financial Offer.

The technical offer should contain the following documents:

- Portfolio of the organization that will include a list of references to similar work in the previous 3 years and a brief description of works completed by the expert that will implement the service
- Draft for the methodology of the service and the timeline
- 6 CVs of Experts

The Financial offer should contain:

The Financial offer should be prepared following a specific format provided in the ToR document, attached to the Contract Notice.

The description of the implementation of the service as well as details on the submission procedure are provided in the tender documents.

10. The deadline for submission of offers is **10.10.2018**, at **16.00 hrs**.

The deadline to review the submitted offers is **15.10.2018**.

11. The selection of the successful tenderer includes qualitative and quantitative criteria, based on the technical and financial offer.

12. The tenderer whose offer has the highest points, i.e. has the most favorable bid, will be selected as a provider of services.

Juliana Sokoli

**Executive director
Center for Comparative and International Studies**