

25.04.2023/ Skopje, North Macedonia

**Ref No** : EUD/SRPC/117

**Subject** : **Invitation to Tender for Providing Training Services under the TA SRPC Capacity Building Programme**

"2020/421-250 Technical Assistance to the Sector Reform Performance Contract 'EU for Youth'"

## LETTER OF INVITATION TO TENDER

Dear Madam/Sir,

This is an invitation to tender for providing of training services for the European Union funded project 'Technical Assistance to the Sector Reform Performance Contract 'EU for Youth'.

The general objective of this project is to support the Sector Reform Performance Contract (SRPC) 'EU for Youth' for effective implementation of Youth Guarantee scheme to increase youth employment in the country and advance VET reform to reduce the gap between skills and labour market needs.

The project is implemented by WEGlobal in consortium with Internationaler Bund (IB), Diadikasia and European Projects Management (EPM). The project started in January 2021 and will end in August 2024. Strengthening the capacities of national institutions to implement credible sector policy and budgeting the policy measures is one of the main outcomes of this project. For this purpose, the project is implementing a comprehensive needs-driven Capacity Building Programme.

The detailed specifications of necessary training services are enclosed to this invitation in the **Appendix 2**, the '*Terms of references for Providing Training Services under the TA SRPC Capacity Building Programme*' and **Annex 2.1 to the ToR** '*Technical Specification for Training Services under the TA SRPC Capacity Building Programme*'.

In one proposal, the candidates may apply for one or more training topics.

The best quality-price ratio is established by weighing technical quality against price on an 80/20 basis. The most economically advantageous tender will be selected.

Additional items can be added to the contract of the awarded company.

Please stipulate your prices in EURO for easier comparison by the Tender Committee. However, if you submit quotations in MKD, the prices will be converted into euro at the rate of the National bank of North Macedonia on the day of evaluation, and during the implementation, they will be adjusted on a monthly basis with the Exchange rate of the European Commission (InforEuro<sup>1</sup>).

Technical offer should meet all the criteria for administrative compliance. Technical offer must contain one or more selected training topics from the specified in Annex 2.1, Technical specification. Partial proposals will be accepted. Technical proposals that are incomplete or submitted after the deadline specified below, will not be evaluated. Submit along with the price offer as a proof for the Legal status of candidates also the copy of company registration.

The applicants should be able to deliver the training services by themselves – **subcontracting is not allowed**. Additional proofs for the quality of services and capacities of the applicants will be taken into consideration during the evaluation process such as, previous experiences, main achievements, recent records, number and quality of personnel, qualifications of their trainers and mentors, quality of services, certification, references, etc. (for the details, please refer to the Appendix 2 ToR, chapter 7 'Profile of the Applicant').

<sup>1</sup> [https://commission.europa.eu/funding-tenders/procedures-guidelines-tenders/information-contractors-and-beneficiaries/exchange-rate-inforeuro\\_en](https://commission.europa.eu/funding-tenders/procedures-guidelines-tenders/information-contractors-and-beneficiaries/exchange-rate-inforeuro_en)

Only proposals that have fully met the criteria for the administrative compliance will be evaluated. A methodology for a complex assessment will be applied in a maximum of 100 points – 50 points for the quality criteria and 50 points for the price with a relative weight of 80/20.

The language of the offer should be either English or Macedonian.

The submission deadline is the **12 May 2023, 15.00** o'clock local time.

Please submit your offer either by email:

sanya.stamenkovska@weglobal.org  
galia.bozhanova@weglobal.org  
project@eu4youth.mk

Or submit your offer in a closed sealed envelope to the project office:

WEglobal  
Miroslav Krleza br.60  
1000 Skopje

By submitting a tender, you accept to receive notification of the outcome of the procedure by electronic means. Such notification shall be deemed to have been received by you on the date upon which the contracting authority sends it to the electronic address.

If you decide not to submit a tender, we would be grateful if you could inform us in writing, stating the reasons for your decision and send this per email.

Yours sincerely,



Galia Bozhanova  
Team Leader

**Enclosed:**

- 1) **Appendix 2. Terms of reference (ToR) 'Providing Training Services under the TA SRPC Capacity Building Programme'**
- 2) **Annex 2.1 Technical Specification for Training Services under the TA SRPC Capacity Building Programme**
- 3) **Annex 2.2. Template for a Technical Offer**
- 4) **Annex 2.3. Template for a Financial Offer**
- 5) **Methodology for evaluation of offers**

To be filled in by the recipient!<sup>2</sup>

Company Name and Stamp:

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Name, Position and signature of person who received the invitation letter and Annexes – Technical Specification for Training Services under the TA SRPC Capacity Building Programme, templates for technical and financial offers, and a Methodology for evaluation of offers.

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Place and date of receipt:

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<sup>2</sup> In cases where the invitation is addressed personally to a potential candidate by hand.