



REPUBLIC OF MACEDONIA  
GOVERNMENT OF THE REPUBLIC OF MACEDONIA  
SECRETARIAT FOR EUROPEAN AFFAIRS

The Secretariat for European Affairs of the Government of the Republic of Macedonia is implementing the project **Capacity Building for European Integration**, financed by the British Government through the Strategic Programme Fund, *programme: Reunification of Europe (SPFRE)*.

The aim of the project is to provide technical and consultative support to the Secretariat for European Affairs of the Government of the Republic of Macedonia in administering the process of EU accession.

In order to realise the project objectives and implement the project activities, based on Annex C of the Project Agreement, registered under registry number 1639/1, the **Secretariat for European Affairs announces:**

**A CALL FOR PROPOSAL SEA ToR 03 - 2009**  
FOR CONSULTATIVE SERVICES IN THE PROCESS OF EU ACCESSION  
NEGOTIATION

With this announcement we call upon all interested legal entities and natural persons to submit offers for consultative services to the Secretariat for European Affairs aimed for giving the support in the process of EU accession negotiation.

## **1. Necessary documentation**

Documentation necessary for applying:

### 1.1. Technical documentation:

- Consultative firm/Consortium/Expert Profile
- List of References for similar tasks and clients contacts
- Biography of the proposed experts
- Proven experience of the experts for participation in the process of preparation for negotiations for EU accession and in the process of negotiation as part of the team for negotiations of a country, which has already become EU member state or as its head of the EU negotiations team.
- Proposed approach and working methodology
- Draft programme of work based on the project task - ToR
- Availability on the proposed dates

### 1.2 Financial documentation

- The amount of the overall offer price and the amount of each single entry, all costs indicated in Euro
- Definition and amount of the experts working day
- The daily fees for individual experts and what they include
- Included travel and hotel costs for experts
- Included (possible) additional costs or services
- VAT should be indicated as a separate entry in the offer

- The offer should include the conditions and manner of payment  
More information can be found on the website: [www.sep.gov.mk/tenderi](http://www.sep.gov.mk/tenderi)

## 2. Assessment of offers

Assessment criteria

The offers will be assessed according to the following criteria:

Quality: 60 points  
Price: 40 points

The quality will be evaluated according to the following criteria:

- Consultative firm/Consortium/Experts profile and biography of experts for legal entities and/or biography of experts for individuals – 15 points
- List of references of similar tasks and contacts of clients - 15 points
- Proven experience of the experts for participation in the process of preparation for negotiations for EU accession and in negotiation process, as part of the team for negotiations of a country, which has already become EU member state or as its head of the EU negotiations team -15 points
- Draft programme of work based on the project task (ToR)- 8 points
- Proposed approach and working methodology – 7 points

Two-stages procedure will be applied in evaluating the offers. Firstly the quality and afterwards the price will be assessed. The price of offers will be reviewed only if the offer is assessed with 70% of the possible points for quality.

The contract will be concluded with the bidder who wins most points.

## 4. Manner of submitting offers

The offer will be prepared in written form, signed and sealed by the bidder.  
The offers will be submitted in 2 envelopes.

The technical (qualitative) offer will be submitted in one and the financial offer in another envelope.

Both envelopes should be submitted in a closed envelope marked with "DO NOT OPEN" and the call number (03/2009) the offer refers to marked in the envelope's bottom left corner. The correct address of the Secretariat for European Affairs **Ilindenska bb, tower no. 5, Project SPFRE** should be written in the central part of the envelope.

The envelope must not contain any mark that would identify the submitter – the bidder.

The offers will be submitted by mail or will be delivered in the Archives of the Secretariat for European Affairs. The deadline for accepting offers in the Secretariat for European Affairs is until **11.12.2009 by 16:00 hrs at latest.**

**The offers submitted by mail should arrive by 11.12.2009 until 16:00 hours at the latest. The offers received after this deadline will not be taken in consideration.**

All additional clarifications can be received by Natalija Shikova on the following e-mail address: [natalija.shikova@sep.gov.mk](mailto:natalija.shikova@sep.gov.mk) .