



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 achieve 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 C1 04-2009)  
SHORT -TERM CONSULTANT  
FOR REGULATORY IMPACT ASSESMENT (RIA) TRAINING

With this announcement we call upon all interested legal entities and/or individuals to submit offers for consultation services to the Secretariat for European Affairs (SEA) and General Secretariat, Sector for Economic Policies and Regulatory Reform, aimed at raising awareness for the importance of implementation of RIA particularly in the accession process and to provide governmental institutions in the Republic of Macedonia with the methods for coordination of Regulatory Impact Assessment process.

## 1. Necessary documentation

Documentation necessary for applying:

### 1.1. Technical documentation:

- Consultative firm/Consortium/Consultant Profile
- List of References for similar tasks and clients contacts
- Short explanation for specific knowledge of Regulatory Impact Assessment Process, particularly in state administration
- Biography of the proposed consultant
- Draft training programme of work based on the project task – ToR, including approach and methodology of the training
- 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 of the consultant working day / working week
- The daily fees for individual consultants and what they include
- Included travel and hotel costs for consultants
- 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

The purchase is divisible.

#### 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/Consultant Profile and biography of consultants for legal entities and/or biography of consultants for individuals – 15 points
- Explanation for specific knowledge of Regulatory Impact Assessment process, particularly in the EU member state administration – 15 points
- List of references of similar tasks and contacts of clients - 15 points
- Draft training 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 (02/2009) 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 09.12.2009 by 16:00 hrs at latest.

The offers submitted by mail should arrive by 09.12.2009 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 Sikova on the following e-mail address: [natalija.shikova@sep.gov.mk](mailto:natalija.shikova@sep.gov.mk).