**Building ENergy EFficiency ImprovemenT: Demonstration for public buildings BENEFIT**

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| **Name and address of the Contracting Authority:** Municipality of Bitola  **Title of the tender:** Training Course in Advanced Excel for Energy Efficiency Professionals. A comprehensive course on Microsoft Excel specifically tailored for Energy Engineers, Energy Managers, Energy Analysts, and Utility Program Managers  **Reference number (*if applicable*): BENEFIT-CN1-SO 2.1-SC 007 (08-1159/3)** |

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| PART A: INFORMATION FOR THE TENDERER |

1. **INFORMATION ON SUBMISSION OF THE TENDERS**

Subject of the contract:

The subject of this tender is Implementation of **services** as indicated in the technical information in the point 2 of this information;

Deadline for submission of the tenders:

The deadline for submission of tenders is **23.11.2022, at 12:00 hours**. Any tender received after this deadline will be automatically rejected.

Address and methods for submission of the tenders:

The tenderers will submit their tenders using the **standard submission form available in the Part B of the tender dossier**. The tender will be submitted in 1 original and 2 copies. Any tenders not using the prescribed form might be rejected by the Contracting Authority.

The tenders will be submitted via post/currier, containing the following information:

* Name and address of the tenderer
* Title of the tender: External expertise and services for technical or scientific engagement for thematic roundtable to inform stakeholders about the project Benefit promotion new EU Renovation wave initiative.
* Reference number (*if applicable*): BENEFIT-CN1-SO 2.1-SC 007 (08-1159/3)

The tenders will be submitted in person, by post or courier service to the following address:

Municipality of Bitola

Boulevard 1-st of May 61, 7000 Bitola

Natasha Lukic – project manager

In addition to the offer the tenderer is required to provide the following supporting documentation:

- Copy of legal registration or other relevant document (statement (in free format) if the tenderer is natural person)

- Statement of exclusivity and availability

- Statement from the official representative of the company (duly signed and stamped) that there is no prohibition of activities imposed, and in no way participated in any kind of illegal activities and that no action was taken on bankruptcy

- Reference list (in free format) of similar deliverables as those required in this tender.

- Short description (in free format) of the organization and implementation of the tasks that are noted in to the Terms of reference document

- Declaration of honour

- Cv for the key expert (in free format)

The tenderers are reminded that in order to be eligible the tenders need to be received by the Contracting Authority by the deadline indicated above.

1. **TECHNICAL INFORMATION**

The tenderers are required to provide services as indicated below. In the tenderer’s technical offer, the tenderers will indicate more details on the deliveries, referring back to the below table.

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| **No.** | **Title of item** | **Description** | **Required time frame** | **Required inputs, if applicable** |
| **1.1.** | *Training Course in Advanced Excel for Energy Efficiency Professionals. A comprehensive course on Microsoft Excel specifically tailored for Energy Engineers, Energy Managers, Energy Analysts, and Utility Program Managers* | *External expertise and services for Training Course in Advanced Excel for Energy Efficiency Professionals. A comprehensive course on Microsoft Excel specifically tailored for Energy Engineers, Energy Managers, Energy Analysts, and Utility Program Managers Terms of refference is attached to this tender dossier. Training course have to be in Bitola and the place of the traning course is obligation of the company that will sign the contract with municipality)* | *From signing the contract till the end of the project Benefit Implementation (untill end of december if the project will be extended the implementation of the project could be extended too)* | *The key expert should have University degree (bachelor, master or Ph.D.) in technical and computer sciences.*  *In the case of absence of degree as required in previous paragraph, the expert should prove that has competence in energy efficiency or renovation initiative projects on the basis of previous similar assignments for at least three years.*  *Minimum of three years of professional experience in fields related to using software.*  *At least 2 trainings held on the use of web software and office software.* |
| **1.2.** |  |  |  |  |
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**In addition to this tender dossier are:**

- Terms of reference,

- Statement for exclusivity and availability

- Declaration of honour

- List of enteties invited

1. **FINANCIAL INFORMATION**

The tenderers are reminded that the maximum available value of the contract is 11350,00 EUR.

1. **ADDITIONAL INFORMATION**

The selection criteria is:

**Best value for money, weighting 80% technical quality, 20% price**

Technical quality will be evaluated on the scale of 0 to 100 point on the basis of following weighting criteria:

* Relevance and creativity of proposed concept described within submitted short description of the organization and implementation of the tasks that are noted in to the Terms of reference document: max 40 points
* Relevance of the proposed key expert: max 40 points
* Previous experience: max 20 points.

The unsuccessful/successful tenderers will be informed of the results of the evaluation procedure in written.

The estimated time of response to the tenderers is 5 working days from the deadline for submission of tenders.