

**PUBLIC ENTERPRISE
LANDFILL DRISLA – SKOPJE**

**OPEN PROCEDURE
Nr.02-2338/3/5/2011**

FOR AWARDING A PUBLIC PROCUREMENT CONTRACT

**PROJECT PLANNING, CONSTRUCTION OF A FACILITY FOR THERMAL
TREATMENT OF SPECIAL WASTE**

TENDER DOCUMENTATION

Skopje (month) 2011

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Invitation for submission of a bid

To whom it may concern:

PE Landfill DRISLA – Skopje (JP deponija DRISLA – Skopje), REPUBLIC OF MACEDONIA, with address: **s. Batinci – Studenicani, 1050 Skopje, PO BOX 34** tel. +389 (0) 2 27 22 400, fax +389 (0) 2 27 22 560, e-mail www.http://dijana@drisla.mk opens a public procurement procedure for:

Project planning and construction of a facility for thermal treatment of special waste

Therefore, the contracting authority opens a procedure for awarding a contract for public procurement of goods by an open procedure, pursuant to Article 21 of the Law on Public Procurements (“Official Gazette of the Republic of Macedonia” No 136/07, 130/08 and 97/10, wherefore it published an announcement No. **02-2338/3/5/2011**.

Your bid for the subject referred above for the public procurement contract can be submitted on **26.10.2011** at **12:00** hours (local time) at the latest by mail to the address referred above or in person in the Archive of the contracting authority.

Please find the enclosed tender documentation, which contains all the information necessary to help you with the preparation of the bid. The tender documentation consists of the following parts: instructions for the economic operators, technical specifications, compulsory provisions that the public procurement contract shall contain the contract for public procurement and a bid form.

The opening of the bids will be public and will take place on **26.10.2011** at 12:00 hours on the premises of the **PE Landfill DRISLA – Skopje RM, s. Batinci, 1050 Skopje, PO BOX 34**.

We are thankful for your cooperation.

In
..... (date)

Authorized person
.....

I. INSTRUCTIONS FOR THE ECONOMIC OPERATORS

1. GENERAL INFORMATION

1.1 Definitions

1.1.1 Certain terms used in this tender documentation have the following meaning:

- **“Public procurement contract”** is a contract of financial interest concluded in writing by and between the contracting authority and the contractor of the procurement and its subject is delivery of the goods that are subject of the contract;
- **“Procedure for awarding a public procurement contract”** is a procedure carried out by the contracting authority, whose purpose or activity is purchase or acquisition of goods;
- **“Open procedure”** is a procedure where each economic operator has the right to submit a bid.
- **“Electronic auction”** is a repeatable process of negative bidding, which is carried out after the initial complete evaluation of the bids, in which the bidders have the opportunity, exclusively by using electronic means, to revise the given prices or to improve certain bid components, so that the ranking is done automatically by electronic means;
- **“Tender documentation”** is a group of documents, information and conditions that represent basis for preparation, submission and evaluation of the application for participation i.e. the bid;
- **“Technical specification”** is a group of technical conditions, regulations, recommendations and standards that thoroughly define the minimum requirements of technical aspect that the goods, services or the activities that are subject of the public procurement contract should fulfill.
- **“Economic operator”** is every natural or legal person or a group of such persons that offer goods and services on the market;
- **“Bidder”** is every economic operator that has submitted a bid.
- **“Bid”** is a proposal by the bidder prepared on the basis of the tender documentation and represents a basis for awarding a public procurement contract;
- **“Technical bid”** is a part of the bid, which proves the fulfillment of the specified technical requirements and conditions of the tender documentation;
- **“Financial bid”** is a part of the bid, which contains the offered prices in accordance with the conditions of the tender documentation.
- **“Alternative bid”** is a bid, which offers different features of the subject of the public procurement contract from the ones prescribed in the tender documentation;
- **“Bid contractor”** is a bidder or a group of bidders, who have concluded a public procurement contract;
- **“Bid evaluation”** is evaluation of the submitted bid in the procedure for awarding the public procurement contract;
- **“Acceptable bid”** is a bid submitted within the specified timeframe and for which it has been established that it fully meets all requirements of the tender documentation and the technical specifications and corresponds with all criteria, conditions and possible requirements for the capacity of the bidders;
- **“Authorized person”** is an official who manages a state body, mayor of the municipality or a director of a legal entity;
- **“Electronic means”** is use of electronic equipment for treatment and storing data (including digital compression) that are transmitted, delivered and received through cable, radio or optical means or other electromagnetic means;

- **“Electronic system for public procurements”** is a unique computerized system available on the internet, which is used to enable higher efficiency and reduction of expenditures for the public procurements;
- **“In writing”** is every expression, which consists of words or numbers that can be read, multiplied or additionally communicated, as well as information transferred and stored by electronic means provided that the safety of the content is ensured and the signature can be identified.

1.2 Contracting authority

1.2.1 PE landfill DRISLA – Skopje, REPUBLIC OF MACEDONIA, with address: s. Batinci – 1050 Skopje, PO Box 34, phone +389 (0) 2 27 22 400, fax +389 (0) 2 27 22 560, e-mail [www.http://drisla@drisla.mk](http://drisla@drisla.mk)

1.2.2 Contact person from the contracting authority is Dijana Veljanoska, phone +389 (2) 2 27 22 400, fax +389 (2) 2 27 22 560, email: dijana@drisla.mk

1.3. Subject of the public procurement contract

1.3.1 Subject of the contract is procurement of

Project planning and construction of a facility for thermal treatment of special waste

1.3.2 The subject of the contract is inseparable. The bidder should include in its bid all containing parts (Complete performance according to system engineering). Otherwise, the bid will be considered unacceptable.

1.3.3 Detailed description of the subject of the public procurement contract and the required amounts are given in the technical specifications that are integral part of the tender documentation.

1.4 Type of procedure for awarding a public procurement contract

1.4.1 The public procurement contract will be awarded by an open procedure.

1.4.2 This procedure will not be carried out by electronic means through the Electronic system for public procurements.

1.5 Special methods for awarding the public procurement contract

1.5.1 This procedure will be carried out by awarding a public procurement contract i.e. the special way for awarding the public procurement contract by a framework agreement will not be used.

1.5.5 This procedure will not end with an electronic auction.

1.6 Applicable regulations

1.6.1 This procedure is carried out in accordance with the Law on Public Procurements, published the Official Gazette of the Republic of Macedonia No 136/07, 130/08 and 97/10 and the adopted bylaws.

1.6.2 While preparing its bid, the bidder should take into account the valid regulations that apply to taxes and other public fees, labour relations and protection at work, the **Regulations that apply to the construction of investment facilities and environmental protection**. All regulations can be found in the corresponding issues of the Official Gazette of the Republic of Macedonia. The bidder can obtain additional data with respect to the valid regulations from the abovementioned areas from the Public Revenue Office, Customs Administration and the Ministry of Finance (on the taxes and the other public fees), **Ministry of Labour and Social Policy (on the labour relations, labour conditions and protection at work)** and from **Ministry of Transport and Communications and Ministry of Labour (on construction of investment facilities), Ministry of Environment and Ecology (on the environment)**.

1.7 Financial resources

1.7.1 The financial resources for realization of the public procurement contract, which is subject of this procedure, are provided from contractor's own funds.

1.8 Right to participate

1.8.1 Any interested domestic or foreign legal and natural person – bidder, which is registered for performing business activities related to the subject of the public procurement contract and which has collected the tender documentation from the contracting authority has the right to submit a bid.

1.8.2. A group of bidders without obligation for joining in a corresponding legal form has also the right to submit a bid. The contracting authority will not require from the group of bidders to connect in a separate legal form, in case the group has been chosen as a procurement contractor.

1.8.2 The contracting authority will require from the group of bidders to join in a separate legal form, in case the group has been chosen as a procurement contractor, namely in form of Agreement for business-technical cooperation and joint participation in the open procedure, Consortium, Business association and other form with a defined legal status specified by a separate agreement.

1.8.3 The group of bidders will have to assign a representative, who will have the authorization to perform all business activities for and on behalf of any of the parties and of all parties from the group of bidders during the procedure for awarding a public procurement contract and during the performance of the contract, in case the group has been chosen as a procurement contractor.

1.8.4 In case of a bid by a group of bidders, the group representative with its bid should also submit a written authorization signed by all members of the group of bidders by which they empower the representative to submit a bid for participation and to takeover all the rights and obligations on their behalf and on their account. All members of the group of bidders are individually and solidarily responsible in front of the contracting authority for performing their obligations. The contracting authority will communicate with the representative of the group of bidders.

1.8.5 The economic operator can participate with only one bid within the same procedure for awarding a public procurement contract. All bids will be dismissed if the economic operator:

- participates in more than one independent and/or as a member of a group bid or
- participates as a subcontractor in another independent and/or as a member of a group bid.

1.8.9 The persons, who have taken part in the preparation of the tender documentation, cannot be bidders or members of a group of bidders in the procedure for awarding the contract.

1.9 Costs for submission of a bid

1.9.1 The economic operator bears all the costs related to the preparation and the submission of the bid, and the contracting authority is not responsible for those costs, regardless of the outcome of the procedure for awarding a public procurement contract.

1.10 Criterion for awarding the public procurement contract

1.10.1 Criterion for awarding the public procurement contract is the economically most favourable offer. The economic operator, whose bid will be assessed as economically most favourable or who will receive highest number of points as a sum of the points for each component of the criterion economically most favourable bid, will be chosen for a procurement contractor.

1.10.2 The following components of the criterion economically most favourable bid will be considered:

a) Price	45 points
b) Confirmed references (from the subject of the procurement-construction and project planning)	5 points
c) Confirmed references (from the subject of the procurement-equipment)	10 points
d) Deadline for completion	20 points
e) Emission of harmful gasses	20 points

1.10.a) Total of **45** points is specified for the component **price**. For the purpose of evaluation, the price of the bid will be calculated as a **total** price without value added tax, and the bid with the lowest offered price will receive highest number of points. The points for the component **price** for the other bids will be awarded according to the following formula:

$$\text{number of points} = \frac{\text{lowest price (VAT excluded)}}{\text{price (VAT excluded)}} * \text{maximum number of points}$$

1.10.b) Total of **5** points is specified for the component **Confirmed references (from the subject of the procurement - construction and project planning)**. For the purpose of evaluation of **Confirmed references (from the subject of the procurement - construction and project planning)**, the bid will be calculated as a total number of references of added value, and the bid with the most offered references will receive highest number of points. The points for the component **Confirmed references (from the subject of the procurement - construction and projection)** for the other bids will be awarded according to the following formula:

$$\frac{\text{maximum number of references} * \text{maximum number of points}}{\text{number of points}} = \text{references}$$

1.10.c) Total of **10** points is specified for the component **Confirmed references (from the subject of the procurement - equipment)**. For the purpose of evaluation of **Confirmed references (from the subject of the procurement - equipment)**, the bid will be calculated as a total number of references of added value, and the bid with the most offered references will receive highest number of points. The points for the component **Confirmed references (from the subject of the procurement - equipment)** for the other bids will be awarded according to the following formula:

$$\frac{\text{maximum number of references} * \text{maximum number of points}}{\text{number of points}} = \text{references}$$

1.10.d) Total of **20** points is specified for **the deadline of execution**. For the purpose of evaluation, the deadline of execution of the bid will be calculated as a total deadline, and the bid with the lowest offered deadline will receive highest number of points. The points for the deadline for the other bids will be awarded according to the following formula:

$$\frac{\text{shortest deadline (in days)} * \text{maximum number of points}}{\text{number of points}} = \text{deadline (in days)}$$

1.10.e) Total of **20** points is specified for the component **Emission of harmful gasses**. For the purpose of evaluation of **Emission of harmful gasses**, the bid will be calculated as a total **Emission of harmful gasses**, and the bid with the lowest **Emission of harmful gasses** will receive highest number of points. The points for the component **Emission of harmful gasses** for the other bids will be awarded according to the following formula:

$$\frac{\text{maximum Emission of harmful gasses} * \text{maximum number of points}}{\text{number of points}} = \text{Emission of harmful gasses}$$

NB: The bids that contain border values of the emission at burning and combustion that surpass the maximum allowed values according to the Regulations on the border values for emissions at burning and combustion of waste and the conditions and operations for burning and combustion installations (Official Gazette of the Republic of Macedonia No. 123/09) shall not be taken into consideration during the evaluation.

1.10.3 The evaluation of the bids will be carried out according to the Methodology for expressing criteria for awarding the public procurement contract in points ("Official Gazette of the Republic of Macedonia" No 41/08).

1.11 Preventing conflict of Interest

1.11.1 In order to prevent conflict of interest in the procedures for awarding public procurement contracts, the provisions of the Law on Preventing Conflict of Interest shall apply accordingly.

1.11.2 During the term of the contract, the procurement contractor shall not hire persons for performance of the contract, who have been involved in the evaluation of the bids submitted for the procedure for awarding a public procurement contract. In that case, the contract is considered invalid.

1.12 Method of Communication

1.12. 1 Any request, information, notification and other documents in the procedure shall be sent in writing. Each document is recorded at the time of dispatch i.e. at the time of receipt.

1.12.2 Except for the bid, all documents shall be sent:

- by mail
- fax or
- electronic means

1.12.4 The way of submitting the bid is specified in Item 4 of the Instructions for bidders.

1.12.5 The tender documentation can be collected in the Archive of the Contracting authority every business day from 10.00 to 13.00 hours, or electronically downloaded from the website of the Bureau for public procurement of the Republic of Macedonia (<http://bjn.gov.mk>) or the web site of the Contracting authority (<http://drisla.mk>).

The right to participate pertains only to those economic operation who shall present a confirmation for payment for purchase of the tender documentation in the amount of MKD 61,500.00 or EUR 1000 for the English version or an equivalent in MKD according to the middle exchange rate of the National Bank of the RM on the day of payment.

The payment for purchase shall be made to the bank account бpoj 210 0653319101 36 depository bank **NLB TUTUNSKA BANKA a.d. Skopje or at the foreign currency account no. IBAN MK 07 210 7030000013 32 depository bank **NLB TUTUNSKA BANKA a.d. Skopje** with remittance: purchase of tender documentation for the Open procedure No.02-2338/3/5/2011**

1.13 Confidential information

1.13.1 The contracting authority will protect the information that the economic operator has labeled as confidential, particularly in case of trade secret or intellectual property rights, except for the cases when the contracting authority is obliged by law to submit these information to the competent authorities (in case of appeal, initiating an administrative dispute and similar). Therefore, the economic operator should make a list of confidential information using the Form of list of confidential information, which is enclosed with this tender documentation and to submit this list with its bid.

1.13.2 If the economic operator does not submit the list of confidential information with its bid, the contracting authority will assume that the bid does not contain confidential information.

1.13.3 The price of the bid is not regarded as confidential information in any case.

2. CAPABILITIES OF THE ECONOMIC OPERATORS

2.1. Method of Proof of the Capability

2.1.1 The economic operator must submit accompanying documentation along with the bid to prove:

- the personal status,
- the capability for performing professional activity,
- the economic and financial status,
- the technical or professional capability,
- standards for systems for quality
- standards for managing the environment.

2.1.2 The required documentation shall be submitted in original or a copy verified by the economic operator with seal and signature of the responsible person and labeled “Faithful to the original”.

2.1.3 During the check of the wholeness and the validity of the documentation for determining the capability of the economic operator and during the evaluation of the bid, the commission can request from the economic operators to clarify or supplement the documents, unless there are significant deviations from the required documentation.

2.1.4 The economic operator shall submit the requested explanation within the period specified by the contracting authority.

2.1.5 No changes of the bid, apart from correction of arithmetic errors can be requested, offered or allowed by the commission or the economic operator.

2.2 Personal status

2.2.1 The contracting authority will eliminate from the procedure for awarding a public procurement contract any economic operator in case:

- an effective sentence for participation in criminal organization, corruption, fraud or money laundering was imposed to the economic operator in the last 5 years;
- the economic operator has been imposed with a penalty on participation in the procedure for public announcement, for awarding public procurement contracts and contracts for public private partnership;
- the economic operator has been imposed with a penalty for a temporary or permanent ban on performing certain activities;
- the economic operator is involved in a procedure for bankruptcy or a procedure for liquidation;
- the economic operator has unpaid taxes, contributions or other public taxes;
- the economic operator has been imposed with a misdemeanor sanction - ban on performing work, activity or duty or a permanent ban on performing certain activities and
- the economic operator gives false data or does not deliver the data requested by the contracting authority.

2.2.2 In order to prove its personal status, the economic operator shall submit the following documents:

- Statement of the economic operator that in the last five years they were not imposed with an effective sentence for participation in a criminal organization, corruption, fraud or money laundering ;
- Confirmation that they do not have an open procedure for bankruptcy by a competent authority;
- Confirmation that they do not have an open procedure for liquidation by a competent authority
- Confirmation for paid taxes, contributions and other taxes by a competent authority in the country where the economic operator is registered;
- Confirmation from the Registry of penalties for criminal activities of the legal entities that they were not imposed with a penalty on participation in the procedure for public announcement, for awarding public procurement contracts and contracts for public private partnership;
- Confirmation from the Registry of penalties for criminal activities of the legal entities that they were not imposed with a temporary or permanent ban on performing certain activities;
- Confirmation that the economic operator was not imposed with an effective sentence for misdemeanor sanction for performing the work, activity or duty or temporary ban on performing certain activity.

2.2.3 The statement from indent 1 sub-item 2.2.2 shall be prepared and signed by the economic operator and it does not have to be verified by a competent authority.

2.2.4 The confirmations that a bankruptcy or a liquidation procedure has not been initiated, as well as the confirmations from the Registry of penalties for criminal activities from indent 5 and 6 sub-item 2.2.2 are issued by competent authorities in the country where the economic operator is registered. Competent authority for issuing these confirmations in the Republic of Macedonia is the Central Registry of the Republic of Macedonia.

2.2.5 The confirmation for paid taxes, contributions and other fees is issued by the competent authority in the country where the economic operator is registered. Competent authority for issuing this confirmation in the Republic of Macedonia is the Public Revenue Office.

2.2.6 The confirmation from indent 7 sub-item 2.2.2 is issued by the competent authority in the country where the economic operator is registered. Competent authority for issuing this confirmation in the Republic of Macedonia is the Central Registry of the Republic of Macedonia.

2.2.7 The documents from sub-item 2.2.2 must not be older than 6 (six) months on the deadline date for submission of the bids.

2.2.8 If the country where the economic operator does not issue the documents referred to in sub-item 2.2.2 or if they do not contain all abovementioned cases, the economic operator can submit a statement verified by a competent authority.

2.3 Capability for performing professional activity

2.3.1 In order to prove the capability for performing professional activity, the economic operator should submit a document for registered activity as a proof that it is registered as an individual or a legal entity for performing the activity related to the subject of the public procurement contract or a proof that it

belongs to a corresponding professional association in accordance with the regulations of the country where it is registered.

2.4 Economic and financial status

2.4.1 In order to qualify as capable for performing the public procurement contract in terms of its economic and financial status, the economic operator should fulfill the following minimum requirements

- Balance sheet verified by the competent authority i.e. audited balance sheet.
- the bidder should have at least three years experience with work in the corresponding field of activities.

2.4.3 The economic operator proves the fulfillment of the minimum requirement from sub-item 2.4.1 by submitting:

- Minimum annual turnover in the last three years should be EUR 50,000,000.00, and in case of a group of bidders the total minimum turnover of the group for the last three years should be EUR 80,000,000.00,
- The total profit of the bidder or all members of the group of bidders presented for each of the last three years should be at least EUR 3.000.000,00,
- The bidder should prove that it has or has access to minimum EUR 3.000.000,00 financial resources required for carrying out the initial works.
- The minimum number of contracts of the bidder in the corresponding field of activities for the last 3 years should be 3 contracts of similar nature with total value not less than EUR 15.000.000,00.

2.4.4 If the balance sheets and the income statement were subject of commercial audit, the economic operator can submit them as a proof that it fulfills the minimum requirement for determining the economic and the financial status without having them additionally verified by a competent authority

2.4.5 If the balance sheet and the income statement were not subject of commercial audit, the economic operator shall submit them verified i.e. issued by a competent authority as a proof that it fulfills the minimum requirement for determining the economic and the financial status. Competent authority in the Republic of Macedonia is the Central Registry of the Republic of Macedonia.

2.4.6 The economic and the financial capability of the economic operator can be supported by another entity, irrespective of the legal relations between the economic operator and that entity. If the economic operator proves its economic and financial capability referring to the support by another entity, it is obliged to prove the support by a valid proof that this entity will put the respective financial resources at disposal of the economic operator. The entity, which provides the financial support, must not be imposed with an effective sentence for participation in a criminal organization, corruption, fraud or money laundering.

2.4.7 If the economic operators submit a bid as a group of economic operators, the economic and the financial status is proved by taking into account the resources of all members of the group. If the group of economic operators appears with financial support by a third entity, the economic and the financial status will be determined in accordance with the abovementioned.

2.5 Technical and professional capability

2.5.1 In order to qualify as capable for performing the respective public procurement contract in terms of its technical or professional capability, the economic operator should fulfill the following minimum requirements

- Statement for hired technical personnel with an attached list of their educational and professional qualifications,
- Statement for technical equipment that the economic operator has at its disposal for performing the specific procurement,
- Confirmed references from the subject of procurement for project planning and construction,
- Confirmed references from the subject of procurement for the equipment,
- Application of the directive no. 2000/76/EC.

2.5.2 The economic operator proves the fulfillment of the minimum requirements from sub-item 2.5.1 by submitting:

- a list of main deliveries of the bidders or the candidates carried out in the last three years, with values, dates, buyers (contracting authorities or economic operators), by providing a confirmation for the performed deliveries issued by the recipients,
- description of the technical resources and capability of the economic operator, quality assurance measures and its resources and capability for research,
- statement for hired technical personnel and technical bodies, irrespective of whether they directly belong to the economic operator,
- certificates issued by competent authorities for quality control with recognized competence that test the products' suitability, which was clearly specified by the instructions for specifications and standards,
- in case when complex goods are supplied or in exceptional cases for specific use, inspection of the production capacities of the economic operator shall be provided, or if necessary inspection of his research capacities as well and of the quality control measures, which is carried out by the contracting authority or on its behalf by a competent body in the country where the economic operator is registered ,
- notification of the parts of the contract that the economic operator intends to assign to a subcontractor,
- Team of experts of at least three experts (project planning, construction and equipment) for each phase of the respective procurement (CV),
- Each member of the team of experts should have at least 3 (three) contracts of performance of works of the respective field,
- The minimum number of permanent employees in the company of the bidder should be 50 employees or 100 for a group of bidders,
- Confirmed references from the subject of procurement for project planning and construction,
- Confirmed references from the subject of procurement for equipment
- Application of directive no. 2000/76/EC.

2.5.3 The content of the indents 1, 2, 3, 6, 7, 8 and 9 are prepared and signed by the economic operator and they do not need to be verified by a competent authority.

2.5.4 The technical and the professional capability of the economic operator can be supported by another entity, irrespective of the legal relations between the economic operator and that entity. If the economic operator proves its technical and professional capability referring to the support by another entity, it is obliged to prove the support by a valid proof that this entity will put the respective technical and professional resources at disposal of the economic operator. The entity, which provides the technical and the professional support, must not be imposed with an effective sentence for participation in a criminal organization, corruption, fraud or money laundering.

2.5.5 If the economic operators submit a bid as a group of economic operators, the technical and the professional capability is proved by taking into account the resources of all members of the group. If the group of economic operators appears with the technical and the professional support by a third entity or third entities, the technical and the professional capability will be determined in accordance with the abovementioned.

2.6. Quality systems standards

2.6.1 In order to qualify as capable for performing the respective public procurement contract in terms of the quality systems standards, the economic operator should fulfill the following standards

- License for construction of investment facilities of this type in accordance with the Law on Construction and the regulations for construction and putting facilities with thermal effects into operation.

2.6.2 The economic operator proves the fulfillment of the standards from sub-item 2.6.1 by submitting:
- License for construction of investment facilities of this type in accordance with the Law on Construction and the regulations for construction and putting facilities with thermal effects into operation.

3. CLARIFICATION, CHANGES AND AMENDMENTS TO THE TENDER DOCUMENTATION

3.1 Clarification of the Tender Documentation

3.1.1 The economic operator can request clarification of the tender documentation from the contracting authority, only in writing, 6 days before the deadline for submission of bids at the latest.

3.1.2 The contracting authority will submit the clarification to all economic operators that collected the tender documentation without identifying the economic operator that requested the clarification.

3.2 Changes and Amendments to the Tender Documentation

3.2.1 The contracting authority reserves the right, 6 days before the deadline for submission of bids at the latest at its discretion or based on the questions for clarification submitted by the bidders, to change or amend the tender documentation and will immediately notify all economic operators that collected the tender documentation thereof.

3.2.2 In case of change of the tender documentation, the contracting authority can extend the deadline for submission of bids upon request by the economic operator (if there are justified reasons) and allow

at least 5 business days for submission of the bids following the notification of the economic operators by the contracting authority of the clarifications/amendments.

3.2.3 In case of extension of the deadline, the contracting authority is obliged to notify in writing all economic operators that collected the tender documentation thereof.

4. PREPARATION AND SUBMISSION OF BIDS

4.1 Bid content

4.1.1 The bid should be prepared based on the original tender documentation and it consists of the following:

- filled in bid form comprised of the general part and a list of prices and deadlines for delivery;
- filled in form of list of confidential information;
- documents for determination of the personal status specified in sub-item 2.2 of the tender documentation;
- documents for determination of the capability for performing professional activity specified in item 2.3 of the tender documentation;
- proofs for determination of the economic and financial capability specified in item 2.4 of the tender documentation;
- proofs for determination of the technical and professional capability specified in item 2.5 of the tender documentation;
- bid guarantee;
- written authorization for the representative of the group of economic operators;
- catalogues, laboratory attests and certificates.

4.1.2 The economic operator prepares and submits the bid based on the bid form provided with the tender documentation.

If the economic operator cannot completely and comprehensively express its bid on the bid form enclosed with this tender documentation, it can use another form to submit its bid provided that this form contains all components of the bid form enclosed with this tender documentation. The bid submitted on a bid form, which does not contain all components in accordance with the tender documentation, will be regarded as unacceptable.

4.2 Language of the Bid

4.2.1 The bid, as well as all correspondence and documents related to the bid shall be submitted in Macedonian language.

4.2.2 The printed literature can be in another language. The contracting authority reserves the right during the phase of evaluation to request that the bidder provides translation of the printed literature that was submitted in another language.

4.3. Price of the Bid

4.3.1 The economic operator enters the price of each part separately, along with the delivery deadline, in the list of prices and delivery deadlines.

4.3.2 The offered price should include all costs and discounts of the economic operator and should be expressed without value added tax, which should be stated separately.

4.3.3 The bid price is written in numbers and letters.

4.3.4 If the bid price is unusually low and to a great extent is not in accordance with the estimated value of the procurement, the contracting authority will request of the economic operator a written explanation of the reasons for that bid price. If the economic operator fails to explain in writing the reasons for such a price within 7 days as of the date of submitting the request, or if the Commission does not accept its reasons, the bid will be dismissed.

4.4 Currency of the Bid

4.4.1 The bid price shall be expressed in EUR according to the middle exchange rate of the National Bank of the Republic of Macedonia, that is valid for:

- evaluating the rate at the day of opening
- paying the rate at the day of payment

4.5 Period of the Bid Validity

4.5.1 The bids should be valid at least **365 days** as of the date specified as a deadline for submission of bids and during this period, the bid is binding on the bidder in all its components. If the day of the opening of the bids is a holiday or during a weekend, the validity period of the bid starts with the next business day. The bid, with a shorter validity period than the prescribed one, will be dismissed by the contracting authority as a bid that is not in accordance with the terms and conditions.

4.5.2 The contracting authority at its discretion can request of the bidder extension of the period of the bid validity.

4.6 Bid Guarantee

4.6.1 The economic operator is obliged to provide a bid guarantee (participation guarantee), as a part of the bid, in the amount of at least **3%** of the total value without value added tax.

4.6.2 The guarantee is in the form of a bank guarantee, issued by a reputable banking institution chosen by the economic operator. All reputable banks are acceptable for the contracting authority.

4.6.3 The guarantee should be delivered in original. Copies are not accepted. The guarantee must have a validity period of at least **14 days** from the day of expiration of the bid validity. Every bid that does not contain a bid guarantee, or contains a guarantee that is not in accordance with the terms and conditions of the tender documentation, will be dismissed by the contracting authority as unacceptable.

4.6.4 The guarantees of the unsuccessful economic operators will be returned within 7 days after signing the contract with the most favourable economic operator.

4.6.5 The guarantee can be collected if the economic operator withdraws its bid before the expiration of its validity period, does not accept the correction of the arithmetic errors by the commission, does not sign the public procurement contract and does not provide a guarantee for quality fulfillment of the contract.

4.7 Form of the bid and signing the bid

4.7.1 The bid shall be submitted in one original copy, written in indelible ink and signed by the responsible person of the economic operator or a person authorized by the responsible person. If the bid is signed by a person authorized by the responsible person, authorization for signing the bid signed by the responsible person shall be enclosed with the bid. All pages of the bid, except for the unchanged printed literature, should be paraphed by the person signing the bid.

4.7.2 Any writing between the lines, erasing or writing over previous text is valid only if it is signed or paraphed by the person signing the bid.

4.8 Closing and marking of bids

4.8.1 Bids may be submitted only by economic operators that have collected a certified copy of the tender documentation from the contracting authority.

4.8.2 The economic operator shall submit the original copy of the bid with the complete tender documentation and copies of printed publications in a sealed inner envelope on which the full name and address of the economic operator is indicated. The closed inner envelope is sealed in an outer envelope, which:

- has no information on the economic operator;
- is addressed with the correct address of the contracting authority;
- contains information about the number of the announcement for awarding a public procurement contract and the date of its publication;
- has a warning "Do not open" in the upper left corner, not to open before the time and date of bid opening.

4.8.3 If the envelopes are not sealed and marked as required, the contracting authority does not assume any responsibility for their late and incomplete arrival in its archive or for premature opening of the bid.

4.9 Location Visit

4.9.1 A location visit is not planned for this procedure.

4.10 Deadline and place for submitting the bids

4.10.1 Deadline for submitting the bids is **26.10.2011**, at **12:00** hours.

4.10.2 Bids are submitted at the following address: **JP deponija DRISLA – Skopje, s.Batinci 1050 Skopje, PO Box 34**, marked "For open procedure number: **02-2338/3/5/2011**"

4.10.3 The bid submitted after the deadline for submission will be dismissed as late and will be returned unopened to the economic operator.

4.11 Alternative offers

4.11.1 In this procedure for awarding public contracts, no alternative offers are allowed.

4.12 Change, replacement and withdrawal of the bid

4.12.1 Bidders may change, replace or withdraw their bids after the bid submission, provided that the changes, replacements or withdrawals are received by the contracting authority before the deadline for submission of bids indicated in item 4.10.

4.12.2 Changes, replacements and withdrawals of bids will be prepared, enveloped, marked and submitted in accordance with item 4.8, and the envelope will be marked with "change", "replacement" or "withdrawal".

4.12.3 The bid may not be changed, replaced or withdrawn after the deadline for submission of bids specified in item 4.10.

4.12.4 Withdrawal of bid in the period from the deadline for submission of bids till the expiration of the validity period of the bid will result in collection of the bid guarantee, according to item 4.6.5

5. Opening and evaluation of bids

5.1 Opening of bids

5.1.1 Any interested person may attend the public opening of bids.

5.1.2 Only authorized representatives of bidders may participate in the procedure of public opening of bids by giving their comments in the minutes of the opening of bids.

5.1.3 At the public opening, the authorized representatives of the economic operators must have an authorization signed by the responsible person of the economic operator. All authorized representatives of economic operators, present at the public opening shall sign an attendance sheet.

5.1.4 The public opening will take place on **26.10.2011**, at 12:00 hours **PE Landfill DRISLA – Skopje (JP deponija DRISLA – Skopje), S. Batinci – 1050 Skopje**

5.1.5 The submitted bids are opened in accordance with the Public Procurement Law as follows: one by one, by reading the name of the economic operator and establishing whether the bids are submitted in accordance with item 4.9 of the tender documentation and whether they are in original, and then starts reading of bids in the same order in which they are opened, except for the bids that according to the Law on Public Procurements are eliminated from the further procedure. Changes, replacements and withdrawals of bids will be opened and read first. Reading bid prices, including any discounts and bid guarantee will follow. Only discounts that are read at the public bid opening will be considered when evaluating the bids. No bid will be dismissed at bid opening, except for late bids.

5.1.6 The Public procurement commission will carry out the public opening of bids, even if only one bid has arrived.

5.1.7 During the opening of bids, minutes shall be kept according to the Guidelines on opening of bids and the Form for taking minutes for the opening of bids ("Official Gazette of the Republic of Macedonia" No.154/07).

5.2 Confidentiality of the evaluation process of bids

5.2.1 No information about the review, evaluation and comparison of bids in the process of evaluation will be revealed to the economic operators or to any other persons not officially involved in the process.

5.3 Clarification of bids

5.3.1 During the review and evaluation of bids, the contracting authority may request of any economic operator to clarify its bid. The request by the contracting authority for clarification and the response shall be in writing. No change in prices or the bid content will be requested, offered or allowed, except for confirmation of the correction of arithmetic errors discovered by the contracting authority when evaluating the bids.

5.3.2 Any clarification submitted by the economic operator regarding its offer, which is not given in response to a request by the contracting authority, will not be considered.

5.4 Correction of arithmetical errors

5.4.1 If the bid is acceptable and composed and submitted in accordance with the tender documentation, the contracting authority shall correct the arithmetical errors as follows:

- If there is a discrepancy between words and numbers, the amount written in words shall prevail.
- If there is a difference between the unit price and the total price, then the unit price shall prevail.

5.4.2 The Public procurement commission will correct the errors in the bid according to the described procedure and it will be considered binding on the economic operator.

5.4.3 If the economic operator does not accept the correction of the arithmetic errors, the bid will be dismissed and the bid guarantee will be activated.

6. AWARDING THE CONTRACT FOR PUBLIC PROCUREMENT

6.1 Awarding the contract for public procurement

6.1.1 The contracting authority awards the contract to the economic operator, whose bid was established as the most favorable, based on the criterion for awarding the public procurement contract - the economically most favorable bid, as specified in item 1.9 of the tender documentation.

6.1.2 If two or more bids have the same number of total points, the bid that won more points for the component from the criterion economically most favorable bid that brings most points will be selected as most favorable bid. This rule will apply to all components respectively in order of their importance.

6.1.3 If two or more bids have an identical number of total points and an identical number of points according to the components of the criterion economically most favorable bid, the bid with the highest number of references will be selected.

6.2 Notification for awarding the contract for public procurement

6.2.1 Prior to the expiration of the validity period of the bid, and within 3 days at the latest after making the decision for selection of most favorable bid, the selected economic operator will be notified in writing that its bid is accepted. At the same time, all other economic operators will be notified of the results of the tender, the decision for the most favourable economic operator and the reasons for not selecting their bid.

6.3 Legal protection

6.3.1 Any economic operator that has a legal interest in obtaining the public procurement contract and that has suffered or could suffer damage from possible violations of the Law on Public Procurements, can seek legal protection against decisions, actions or failure to take actions by the contracting authority in the procedure of awarding a public procurement contract.

6.3.1 The appeal shall be lodged within eight days as of the date of:

- Publication of the announcement for awarding a public procurement contract with respect to the data, actions or failures to take actions from the announcement,
- Opening of bids with respect to actions or failures to take actions related to the tender documentation or the procedure of opening of bids,
- Receipt of the decision on an individual right of the procedure for awarding a public procurement contract with respect to determination of the capability of applications for participation or the evaluation of bids and the decision or
- Knowledge of unlawful carrying out of the procedure for awarding public procurement contracts, within one year at the latest from the date of completing the procedure.

6.3.2 The economic operator that failed to appeal with respect to the provisions of sub-item 6.3.1, has no right to appeal in the later stage of the procedure on the same legal ground.

6.3.3 The appeal should contain the following components:

- Data on the appellant (first name and surname, name of the economic operator, address of residence and seat),
- Information about the representative or the proxy,
- Name and address of the contracting authority,
- Number and date of the procedure for awarding public procurement contract and information about the announcement for awarding public procurement contract,
- Number and date of the decision on selection of most favourable bid, cancellation of the procedure or other decisions of the contracting authority,
- Data on the actions or failure to take actions by the contracting authority,

- Description of the actual situation,
- Description and explanation of the irregularities,
- Proposed evidence,
- Appeal and / or request for compensation of the costs of the procedure
and
- Signature of authorized person and stamp.

6.3.4 The appellant is obliged to submit proof of payment for compensation for carrying out the procedure.

6.3.5 The appellant that has not established seat on the territory of the Republic of Macedonia is obliged to appoint a proxy to receive written documents.

6.3.6 The appeal shall be addressed to the State Commission. The appeal shall be filed in person or by registered mail to both the contracting authority and the State Commission at the same time. The day of filing the appeal by registered mail is considered a day of submission. In case of filing the appeal in person, the contracting authority shall issue a certificate to the appellant at the time of receipt.

6.3.7 In the procedure before the State Commission, the appellant, in addition to administrative fee, pays a fee for carrying out the procedure depending on the amount of the bid, as follows:

- up to EUR 20,000 in MKD equivalent, fee of EUR 100 in MKD equivalent,
- from EUR 20,000 to EUR 100,000 in MKD equivalent, fee of EUR 200 in MKD equivalent,
- from EUR 100,000 to EUR 200,000 in MKD equivalent, fee of EUR 300 in MKD equivalent or
- over EUR 200,000 in MKD equivalent, fee of EUR 400 in MKD equivalent.

6.3.8 In the absence of a bid, the amount of the fee for the procedure is calculated based on the estimated value of the public procurement contract, and the State Commission shall notify the appellant of the fee and the deadline for submission of proof of payment.

6.3.9 The fee for carrying out the procedure is income of the Budget of the Republic of Macedonia.

6.4 CONCLUSION OF THE CONTRACT FOR PUBLIC PROCUREMENT

6.4.1 The contracting authority will submit the public procurement contract to the selected most favourable bidder in 6 copies for signing.

6.4.2 The selected most favourable bidder is obliged to sign the public procurement contract within 7 days as of the day receipt of the contract and to return it to the contracting authority. The contracting authority undertakes to send to the selected most favourable bidder the required number of copies of the contract after it had been signed by an authorized person of the contracting authority.

6.4.3 If the selected most favourable bidder does not sign the contract within the period specified in item 6.4.2 of the tender documentation, the contracting authority reserves the right to consider that the selected most favourable bidder has withdrawn from concluding the contract and to activate the bid guarantee (if required).

7. MANDATORY COMPONENTS OF THE CONTRACT FOR PUBLIC PROCUREMENT

7.1 PRICE AND PAYMENT METHOD

7.1.1 The following method of payment applies:

-20% after submission of the project documentation and acceptance thereof by the contracting authority

-20% within 6 (six) months after the test use of the entire installation has been put into operation

-20% within 6 (six) months after the technical acceptance has been carried out

-20 % within 1 (one) year after the positive certificate for the emissions of waste gases has been issued by an accredited laboratory or a laboratory of the Ministry for environment and spatial planning.

-20% within 2 (two) years after the positive certificate for emissions of waste gases has been issued by an accredited laboratory or a laboratory of the Ministry for environment and spatial planning.

The method of payment is obligatory. Any bid containing method of payment different from the one specified in this item will be considered unacceptable and will be rejected as such by the commission for public procurement.

7.2 Time and place of execution and warranties

7.2.1 The procurement contractor is obliged to complete the subject of the agreement **within the deadline specified in the bid** from the date of signing the contract at the following location PE Landfill DRISLA – Skopje (JP deponija DRISLA – Skopje) s.Batinci - Studenicani.

7.2.2 The warranty period for the construction phase is at least 5 years and the warranty period of installed equipment at least 3 years.

7.3 Difference in price (price correction)

7.3.1 Correction of prices of the subject of the public procurement contract are not allowed and the prices will remain fixed for the entire term of the contract.

7.3.2 Changes in the scope and the type of contract fulfillment are possible in order to improve the offered solution during the construction, as well as in case of occurrence of unforeseen events after the commencement of construction but not more than 30% of the value of the construction.

7.5 Guarantee for quality performance of the contract

7.5.1 A guarantee provided by the selected most favourable bidder for quality performance of the contract in the amount of **5%** of contract value is a requirement for signing the contract with the selected most favourable bidder.

7.5.2 The guarantee of item 1.1 is delivered in the form of bank guarantee in writing. The guarantee should be submitted in original form. Copies are not accepted.

7.5.3 The guarantee for quality performance of the contract will be valid until the complete fulfillment of the contract. After the selection of the most favourable bidder, the contracting authority additionally specifies the final date of validity of the guarantee.

7.5.4 The bank guarantee for quality performance of the contract will be in the currency indicated in the contract.

7.5.5 The guarantee for quality performance of the contract should be issued by a bank acceptable to the contracting authority pursuant to item 4.6.2 of the tender documentation.

7.5.6 The selected most favourable bidder submits the guarantee for quality performance of the contract after the received notification on the selection and before signing the contract within the time specified by the contracting authority in the notification.

7.5.7 The guarantee for quality performance of the contract shall be submitted within the specified period, as follows:

- to the contact person indicated in the tender documentation in person.

7.5.8 The guarantee for quality performance of the contract will be collected if the procurement contractor does not fulfill any of the obligations under the public procurement contract within the due period.

7.5.9 In case of non-fulfillment of any of the obligations under the public procurement contract in accordance with agreed terms, the contracting authority will inform the procurement contractor that it will initiate collection of the bank guarantee for quality performance of the contract.

7.5.10 If the public procurement contract is completely fulfilled in accordance with the agreed terms, the contracting authority will return the bank guarantee for quality performance of the contract to the procurement contractor within 14 days of the complete fulfillment of the contract (after the technical and the operational acceptance of the subject of procurement).

7.5.11 The contracting authority shall return the guarantee for quality performance of the contract to the procurement contractor in person at the headquarters of the contracting authority.

8. CANCELLATION OF THE PROCEDURE

8.1 The contracting authority may cancel the procedure for awarding a public procurement contract if:

- The number of candidates is lower than the minimum number provided for in the procedures for awarding public procurement contract under this law,
- no bid or no acceptable bid was submitted,
- acceptable bids were submitted that cannot be compared due to different approaches in the technical or financial proposals,
- unforeseen changes in the budget of the contracting authority have occurred,
- bidders offered prices and terms for performance of the public procurement contract that are less favourable than the actual ones on the market,
- it is estimated that the tender documentation contains significant flaws or shortcomings,

- due to unforeseen and objective circumstances, the needs of the contracting authority have changed or
- the contracting authority cannot select the most favourable bid due to significant violations of the Law in accordance with Article 210 of this Law.

II. TECHNICAL SPECIFICATIONS

1. Development of a plan for construction of a facility intended for thermal treatment of special waste.
2. Development of a functional solution for the plant for thermal treatment of special waste.
3. Development of an integrated project that includes traffic and construction solution of the facility in which the equipment for thermal treatment of special waste will be located as a joint construction and functional unit (plant).
4. Purchase and assembling of installation for thermal treatment of medical waste - rotary kiln incinerator with the following features:

4.1

a Type of operation	h (hour)	continuous 24/24
b Maximum destructive force	kg / h	250
c less force to contain heat	kJ / kg	15,000
d Medium density that appears on the waste	kg/m ³	80
e Maximum humidity	%	25
f Minimum temperature of the secondary combustion (applicable in case of hazardous waste containing organic chlorine with more than 1%)	C	≥ 1100°
g maximum thermal load of the chamber 1 Δ	kcal / h	1,000,000 h
h nominal carrying capacity of releasing wet smoke	Nm ³ / h	3800
i Operation of the plant	hours/y	8000
j Thermal power that can be recovered	Kcal / h	900,000

4.2 The thermal treatment installation needs to enable:

- ✓ lower risk of incombustible parts,
- ✓ lower thermal inertia with a guaranteed regime speed and lower fuel consumption,
- ✓ continuous discharge of ash - residue from the process, without application of manual intervention and without cooling of the dross in the ash,
- ✓ to have rotary combustion chamber, with continuous ash discharge in an end container placed at the end of the incinerator,
- ✓ The system should provide automatic filling of bins that should be indicatively of 1100 and 200 liters.
- ✓ To adopt a chamber for post-combustion (secondary) dimensioned for time of permanence of smoke of 2 seconds at 110 degrees Celsius that will be able to guarantee maximum concentration of free oxygen at exit from the post-combustor of 6%.
- ✓ Utilization of part of the heat that is produced by the smoke should be predicted and should be made available for heating the offices that are next to the installation.
- ✓ A possibility to add dosed amounts of baking soda and activated charcoal to the gas flow in order to achieve destruction of acid components of heavy metals and organic substances should be predicted.
- ✓ Mandatory attendance of qualified personnel for the entire duration of the procurement that will also train the operators of the contracting authority (total 600 hours) and homologation of the installation.
- ✓ The system should have a section for neutralization of the acidic components present in the smoke that must not be higher than 10mg/Nm³ during 24 hours and not higher than 30mg/Nm³ on average per hour,
- ✓ All functions of the process and the treatment phase of the smoke should be supervised via PLC (industrial computer),

- ✓ Gas emissions should be registered and monitored continuously,
- ✓ The installation should provide a section for keeping cool at least 10 cans of 1100 liters in a refrigerator at 10 degrees Celsius,
- ✓ The installation should provide automatic washing of cans of 1100 and 200 liters,
- ✓ The plant should be equipped with a health protection system according to the European regulations.

IV. FORM OF BID

Based on the announcement number **02-2338/3/ 5/2011** announced by **PE Landfill DRISLA – Skopje (JP deponija DRISLA – Skopje), REPUBLIC OF MACEDONIA** with address **s. Batinci - Studenicani**, contact phone +389 (0) 2 27 22 400, fax +389 (0) 2 27 22 560 e-mail [www.http://contact@drilsa.mk](http://www.contact@drilsa.mk), for awarding a contract for public procurement of **Project planning and construction of a facility for insuring of medical and other type of waste** carried out by an open procedure, and the tender documentation that we obtained from the contracting authority, we submit the following:

BID**IV.1. GENERAL PART**

IV.1.1 Name of the bidder: _____

IV.1.2 Contact information

Address: _____

- **Phone:** _____

-

- **Fax:** _____

-

- **E-mail:** _____

-

- **Contact person:** _____

-

IV.1.3. Responsible person: _____

IV.1.4. Tax number: _____

IV.1.5. We agree to give this bid for the subject of the public procurement contract according to the calculation, which is an integral part of this bid.

IV.1.6. Our bid consists of the following parts *[to be properly adjusted by the contracting authority]*:

- Filled in bid form composed of IV.1 GENERAL PART and IV.2 CALCULATION
- Filled in form of a list of confidential information
- Forms for:
 - o VI General Information
 - o VII contracts of similar nature in the last three years
 - o VIII existing current contract liabilities of the same or similar nature
 - o IX hired technical personnel, technical organs and experts
 - o X short biography of persons hired as technical personnel and experts by the economic operator / group of economic operator for the subject agreement¹
 - o XI equipment, installations and storage or production capacities and transport means
 - o XII form for the economic and financial status

¹ For every hired person as technical personnel or expert for conducting the subject contract, a separate application should be filled in.

- documents for proving the personal status,
- document for proving the capability to perform professional activities,
- proofs for fulfilling the economic and the financial capability,
- proofs for fulfilling the technical or the professional capability,
- copy of the license for _____,
- paraphed contract model [if it was involved in the tender documentation],
- bid guarantee [if required],

IV.1.7. By submitting this bid, we fully accept the terms and conditions specified in the announcement and the tender documentation and do not dispute your right to cancel the procedure for awarding a public procurement contract pursuant to Article 169 of the Law on Public Procurement.

IV.2. CALCULATION

Place and date

Authorized person

(sign and seal)

VI. GENERAL INFORMATION FORM²

1. *Name of the economic operator/ representative of a group of economic operators / member of a group of economic operators:*
2. *Address of the registered seat:*
3. *Phone:*
4. *Contact:*
5. *Fax:*
6. *E-mail:*
7. *Place of incorporation/registration:*
8. *Year of incorporation /registration:*
9. *Basic activities of the economic operator:*

² In case of a group bid, the general information form is filled in with information for each member of the group of economic operators.

VII. FORM FOR CONTRACTS OF SIMILAR NATURE IN THE LAST THREE YEARS³

<i>Economic operator / group of economic operators</i>				
1. Number and date of the Contract				
2. Contractor				
3. Name and address of the buyer				
4. Predicted duration of the contract/subcontracting				
5. Date of complete fulfillment of the contract/subcontracting				
6. Subject of the Contract				
7. Value of the Contract	total value:	independent contractor:	member of a group:	subcontractor:
8. Other data (if any), description or clarification				

³ The form is repeated as many times as the number of required contracts and data on the contracts.

VIII. FORM FOR EXISTING CONTRACT OBLIGATIONS OF THE SAME OR SIMILAR NATURE THAT ARE UNDER WAY

<i>Economic operator / group of economic operators</i>
--

Name of the contract:	Value of the contract	Predicted date for completion
1.		
2.		
3.		
4.		
5.		

IX. FORM FOR HIRED TECHNICAL PERSONNEL, TECHNICAL BODIES AND EXPERTS*Name of the economic operator / group of economic operators***1. General information on the personnel**

1. Number of average permanent employees	Year	Year	Year
2. Number of managing staff	Year	Year	Year
3. Number of technical personnel	Year	Year	Year
4. Number of professional staff/experts	Year	Year	Year

2. Technical personnel hired for the respective contract

1. Name of the person:	2. Working position
1.	
2.	
3.	

3. Professional staff –experts hired for the respective contract

1. Name of the person:	2. Working position
1.	
2.	
3.	

4. Technical bodies

1. Name of the technical body	Activity
1.	
2.	

X. FORM FOR A CV OF THE PEOPLE HIRED AS TECHNICAL PERSONNEL AND PROFESSIONAL STAFF BY THE ECONOMIC OPERATOR / GROUP OF ECONOMIC OPERATORS FOR THE RESPECTIVE CONTRACT⁴

1. Economic operator / group of economic operators	
2. Function / position for which the person is hired	
3. Name of the person	4. Date of birth
5. Professional qualifications	
6. Current employment	Name and address of the employer
	Telephone Superior for contact
	fax e-mail
	period spent with the employer
	Position and job assignments

Overview of the professional experience for the past ---- years, with separate indication of the technical and the managing experience relevant for the respective contract.

from - to	Company / project / position / relevant technical and managing experience

⁴ A separate application should be filled in for each person hired as technical personnel or professional staff for performance of the respective contract

XI. FORM FOR THE EQUIPMENT, INSTALLATIONS AND WAREHOUSE OR PRODUCTION CAPACITIES AND TRANSPORT MEANS

Economic operator / group of economic operators

We, hereby, certify that the below mentioned units of equipment, installations, warehouse or production capacities and transport means will be used for performance of the public procurement contract.

1. Information on the equipment

1. Types of equipment	2. Number of equipment
3. Producers	4. Model and power
5. Capacities	6. Years of production
7. Ownership of the equipment	
1. _____ 1. Own 2. Rented 3. Leasing	
2. _____ 1. Own 2. Rented 3. Leasing	
8. Produced	
1. _____ 1. Serial 2. specially produced according to plan /project of the economic operator	
2. _____ 1. Serial 2. specially produced according to plan /project of the economic operator	

2. Information on the warehouse capacity

1. Total number of warehouses	2. Locations a) b) c) (continues)
3. Net area of the space per location a) location under 2.a) m ² b) location under 2.b) m ² c) location under 2.c) m ² (continues)	4. Equipment and special conditions of the warehousing space: a) under 2.a b) under 2.b c) under 2.c (continues)
5. Ownership of the warehousing space	
1. _____ 1. Own 2. Rented	
2. _____ 1. Own 2. Rented	

3 Information on the production capacity

1. Description of the machine installations for production:	2. Number and make of machines:
3. Quantity of daily production for the subject of the contract:	4. Year of production of the machine installations / equipment:
5. Ownership of the machine installations / equipment:	
1. _____ 1. Own 2. Rented 3. Leasing	
2. _____ 1. Own 2. Rented 3. Leasing	
6. Produced	

1. _____	1. Serial 2. specially produced according to plan /project of the economic operator
2. _____	1. Serial 2. specially produced according to plan /project of the economic operator

4. Information on the transport means

1. Types of transport means	2. Number
3. Producers, models and years of production	4. Load capacity
5. Additional capacity (if necessary, depending on the subject of procurement):	
6. Other information	
7. Ownership of the transport means:	
1. _____	1. Own 2. Rented 3. Leasing
2. _____	1. Own 2. Rented 3. Leasing
8. Produced	
1. _____	1. Serial 2. specially produced according to plan /project of the economic operator
2. _____	1. Serial 2. specially produced according to plan /project of the economic operator

5. Research capacities and quality control measures

XII. FORM FOR ECONOMIC AND FINANCIAL STATUS

<i>Name of the economic operator / group of economic operators</i>
--

Economic operator / member of a group of economic operators	Name and address of the bank
1.	
2.	
3.	

Sum of the real assets and liabilities in MKD, EUR or equivalent to EUR (according to the middle exchange rate of NBRM, effective at the end of each year) for the previous three years

1. Economic operator / member of a group of economic operators	Total assets	Current assets	Total liabilities	Current liabilities
1.	Year Year Year	Year Year Year	Year Year Year	Year Year Year
2.	Year Year Year	Year Year Year	Year Year Year	Year Year Year
3	Year Year Year	Year Year Year	Year Year Year	Year Year Year
4.	Year Year Year	Year Year Year	Year Year Year	Year Year Year

1. Economic operator / member of a group of economic operators	Total income	Turnover in __ ⁵	Profit before taxation	Profit after taxation
1.	Year Year Year	Year Year Year	Year Year Year	Year Year Year
2.	Year Year Year	Year Year Year	Year Year Year	Year Year Year
3	Year Year Year	Year Year Year	Year Year Year	Year Year Year
4.	Year Year Year	Year Year Year	Year Year Year	Year Year Year

⁵ field covered by the contract