НУ ЗАВОД ЗА ЗАШТИТА НА СПОМЕНИЦИТЕ НА КУЛТУРАТА И МУЗЕЈ - БИТОЛА
NI INSTITUTE FOR PRESERVATION OF CULTURAL MONUMENTS AND MUSEUM - BITOLA

Климент Охридски 18, 7000 Битола, Р. Македонија / Kliment Ohridski 18, 7000 Bitola, R. Macedonia
www.muzejbitola.mk email:info@muzejbitola.mk tel:++ 389 47 233 187 fax: ++ 389 47 229 525

Date: 27/06/2025

Our ref: A4P_11/2025

OFFER REQUEST FOR SERVICE CONTRACT for supervision of works for conservation of the roof of the Cultural centre "Dragi Tozija" in Resen (Saraj)

Location: Resen/Prespa Lake area/Republic of North Macedonia

Project: ACT4PRESPA

Grant Contract No. IPA III/2024/455-522

The project is co-financed by the European Union, in accordance with the rules of the Instrument for Pre-Accession Assistance (IPA III)

Offer Request issued by the NI Institute and Museum Bitola (LP)

Dear Sir/Madam,

I am pleased to inform you that your company is invited to submit an offer for the above service contract, i.e. supervision of works for conservation of the roof of the Cultural centre "Dragi Tozija" in Resen (Saraj), for the needs of ACT4PRESPA project, according to the Annex 1: Technical & Financial Offer attached to this letter.

The complete procurement documentation attached to this letter includes:

1) ANNEX 1: TECHNICAL & FINANCIAL OFFER (providing all information and supporting documentation that need to be submitted) and financial part (as an amount in Euro, VAT excluded) of your offer.
2) ANNEX II: TERMS OF REFERENCE
3) Annex IV: Key experts (including templates for the summary list of key experts and their CVs).
4) Evaluation grid.

The time frame of the above service contract: start date: contract signing (provisional date od contract signing: 15/07/2025) – end date: 7 months after the contract signing.

Please take into consideration that the value of your offer must not exceed 2.500,00 EUR.

Payments under this contract will be made in the currency of the Contracting Authority's country (MKD denars). The conversion to MKD shall be made upon the following exchange rate: 1 EUR = 61.2146 MKD.

The applicable tax and customs arrangements are as follows: Exemption of taxes

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The European Commission and the Republic of North Macedonia have agreed to fully exonerate the VAT taxes. More specific information referring VAT exemption procedures can be found at the website of the Public Revenue Office of the Republic of North Macedonia (http://www.ujp.gov.mk/en).

The offers that shall be submitted should contain the following information:

- Name and address of the candidate
- Title of the contract: SERVICE CONTRACT for supervision of works for conservation of the roof of the Cultural centre "Dragi Tozija" in Resen (Saraj)Reference number: A4P_11/2025

The selection of contractor will be done through evaluation of the offers by an evaluation team appointed by the Contracting Authority.

The evaluation of offers will be performed upon the best value for money principle, established by weighting technical quality against price on an 80/20 basis.

We look forward to receiving your offer, which has to be received by the Contracting Authority **no later than 07/07/2025 at 16:00** either by post, courier service or hand delivered directly to the premises of the Contracting Authority:

ACT4PRESPA Project
NI Institute and Museum Bitola
18 Kliment Ohridski St. 7000 Bitola

All additional clarifications can be obtained in writing, on the following e-mail: act4prespa@gmail.com.

Yours sincerely

_____
Atanasovska Aleksandra
ACT4PRESPA Project Coordinator (LP)

ACCEPTANCE RECEIPT	
Accepted by (Name)	
Date of acceptance	
Stamp & Signature	