International Open Call nr. 02/062012

1. Purchaser

1.1. Purchaser: South East European University – Tetovo

2. Subject of the procurement

2.1. Full engineering in connection with the installation of photovoltaic power plant with the power of 100 kilowatts over a part of the parking space of the SEE University Campus. Because of the fact that the parking space is constructed and functions (details are given below), but due to lack of documentation before the beginning with the installation of the panels, it is needed to complete all activities related to urbanization of the parking space. This open call covers not only the technical part about photovoltaic power plant, but legislation which must be previously completed.

The tender is divided into three lots:
• Lot 1 Preparation of architectural and urban project;
• Lot 2 Creating a basic project report for review;
• Lot 3 Supply and installation of photovoltaic power plant with all elements, and connecting to the distribution network.

2.2. The subject of the procurement is not divisible. The purchaser reserves the right to dictate the pace of implementation of individual lots, depending on conditions.

2.3. Description of the procurement

Lot 1
It is a parking location with a gross area of about 8500 m², positioned on the left side of the main entrance road within the SEE University. The location is built with the complete infrastructure of the parking space (asphalt surface with marked parking places, island type with the grass surfaces inside, accessible paths for pedestrians, illuminated the entire surface). The parking space is in use. There is no project for the same and also the legal regulation in terms of approvals is not completed.

When preparing the bid it should be predicted that it will not be solved just with the project proposal, but it will need to prepare an architectural and urban project for already performed position where the project will have only technically to be adjusted. Therefore, the bidders will have to perform measurements of the location on their own as it would adjust the project. They will also need to check the underground cadastre that is in range of determinants of location.
NOTE: IT IS IMPORTANT FOR ALL INTERESTED PARTIES, BEFORE PREPARING THE BID TO COME PERSONALLY AND CHECK THE REAL SITUATION.

Person to contact regarding technical issues: Darko Spirovski, contact phone number: 00389 78 344 899, e-mail address: d.spirovski@seeu.edu.mk

For preparation of architectural urban design for the intended location, the Purchaser will provide the contractor with the following documentation:

1. Fundamentals of the SEE University campus
2. Elaboration with numerical data
3. Certificate from the DUP (Department of Urban Planning)
4. Proof of ownership
5. If there is a need it will be submitted a copy of the DUP and underground cadastre

Any other document which will be necessary for the contractor and will be legally required and is not included on the list given above, will be provided by the purchaser.

Lot 2

Based on architectural and urban project and location conditions it is required to develop a basic project for parking space covered with photovoltaic panels.

It is planned to install Photovoltaic panels with a capacity of 100 kW over the surface of the parking space in order the sale of generated electricity to the mobile operator VIP Macedonia. In order upholding the aesthetic moment, the location of the panels will be exclusively in the area where vehicles are parked (around islands), not at the space that are accessible roads for vehicles and persons or on the grass part. Details about this issue, additionally, will be agreed between the contractor and the investor.

The way of conducting wires, the position of the main distribution boxes and other equipment will also be subject to further agreements.

It is important when preparing the project to take into account the time of maintaining the equipment (primarily direct access to regular mechanical cleaning of the panels).

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Lot 3

When choosing the type of equipment, individual power of the elements and manufacturing the same is left out for the bidders to give the proposal themselves.
It is important to emphasize that the offer should describe individually and in detail:
- The type of equipment (photovoltaic panel, inverter, metal frame and bed joint elements)
- Model of equipment
- Manufacturer of equipment
- Guarantee of the equipment
- Individual power and features of the equipment (for items that need)
- Quantity (expressed in pieces)
- Unit price per piece
- VAT (percentage and value)
- Total cost per position

The prices should include all costs - transportation, customs, and manual labor for installing the equipment.
Practically the photovoltaic plant power should be planned to be implemented on a "turn-key" with all necessary elements (panels, inverters, metal construction, cables, connections, etc...).
Bidders in the offer are required, explicitly, to describe the way of the installation of metal beam construction for the panels. Then it should be taken into account that the same would have to be mounted on already built and asphalt parking, where grass islands are defined, around which there are marked parking places.

2.4. The call is open with the right of participation of all domestic and foreign economic operators registered for activities found in the subject of the procurement.

2.5. In order to better prepare the offer, we invite all interested parties to come to the meeting where they will be explained in detail the practical aspects of the application. We are disposable for all questions, as well. The meeting will be held on 11.07.2012, starting at 10:00 am, at the SEE University, Building number 304, at Ilindenska b.b., Tetovo, Macedonia.

3. Communication

3.1. All interested parties are obliged to inform the investor in a written form with the basic information about their company (company name, address, contact phone, e-mail address). Information should be sent to the e-mail address: procurement@seeu.edu.mk

3.2. More details concerning the Open Call can be received by e-mail at: procurement@seeu.edu.mk
4. The Content of an Offer

4.1. The offer should contain the name, address, headquarters of the bidder, the bank account number, tax number and bank depositor;
- Certificates issued by competent authorities, organizations or other entities for quality control that will verify the compliance of the product;

4.2. The offer should be completed in the form, which is available at the University website. Prices must be expressed for each lot individually with details of cost for each position within the lot (if the lot contains more positions). The individual prices should include all details, the basic price, transport, manual labor for installation, VAT. The final price of the tender shall be the sum of all three prices. If a bidder is a foreign economic operator all the fees should be calculated, if there are fees that are not mentioned in the description of the offer.

4.3. If a bidder is a foreign economic operator, the offer should be translated into Macedonian or Albanian language, and the cost can be expressed in other (convertible) currency exchange rates calculated according to the National Bank of Macedonia (middle rate), applicable at the date of opening the tender.

4.4. The offer should contain the timeline and the way of payment - only one clearly defined.

4.5. The offer should be valid for 120 days.

5. Documentation that the bidder submits with the offer and proves its financial and economic capability.

- Document for registered activity issued by the Central Register of the Republic of Macedonia (for economic operator), for the activity which is submitted in the bid;
- Permission from the competent authority for operations (activities) of economic operator;
- Document on the bidder's solvency issued by Central Registry of the Republic of Macedonia;
- Confirmation that there is no bankruptcy;
- Confirmation that proves no liquidation procedure;
- Certificate stating that there is no final judgment for sanction-prohibition to perform profession, activity or duty, i.e. temporary prohibition for performing certain activities (certified by a competent court);
- Confirmation from the Public Revenue Office for paid taxes, contribution and other public taxes.
-A written statement that in the last 5 years there wasn’t stated a final judgment for participation in a criminal organization, corruption, fraud or money laundering;
The above documents must not be older than 6 months and shall be submitted in original or notarized copy.
Foreign economic operator should submit the above documents issued by relevant institutions abroad.
The audit report and other documents issued by relevant institutions abroad and in foreign language must be translated into Macedonian or Albanian language and be notarized by court interpreter.
Bids that do not contain the above documents will not be considered or they will be considered as incomplete.

6. Documents needed to prove the bidder’s technical capability.

- Authorization for employees issued by the Chamber of authorized architects and authorized engineers of Macedonia;
- A minimum requirement from the company is that it must possess a license for projection of buildings from the second category
- List of purchases made on the type of materials for submitting their offer, made in the last three years, including amounts, dates and beneficiaries (reference list) under the terms of tender documentation;
- List of employees with titles to their expertise
- Certificate issued by the supplier to whom it is performed earlier procurement of materials in the last three years for appropriateness, timeliness and quality performance of services by the bidder.

7. Criteria for selecting the best bidder on all points of point 3. Subject of procurement

- Quality;
- Price;
- Guarantee;
- Recommendations;
- Manner and deadline of payment;
- Deadline for delivery.
The most convenient bid is selecting based on the above criteria.

8. The way and date of submitting the offers

The bidder should submit the offer in an original sample indicated the mark "Do Not Open", which should be signed by an authorized person of the bidder. The closed envelope must have two other closed envelopes. One inner closed envelope should
contain the offer with the indicated mark "Tender" and the other envelope contains the required documentation specified labeled "Documentation" and the exact address of the bidder.
Offers that do not contain all information specified in the call, i.e. not supplied the required supporting documentation will not be considered or they will be considered as incomplete.

The deadline for submission of offers is no later than 20.07.2012 (Friday) until 16:00. Offers that will be submitted after the stated deadline will not be considered. Offers may be submitted by mail at the address: South East European University, "Ilindenska" b.b. 1200 Tetovo or submit in the archives of the SEE University, each working day, Monday to Friday from 08:00 to 16:00.

9. Final provisions

9.1. Offers that will not be submitted until the prescribed period and those that are not completed according to the Public Call will not be considered.