



This project is funded by the European Union



## Inclusion of informal Roma waste collectors into the formal waste schemes

### Request for offers 01/2013

Dear Sir/Madam,

You are invited to submit offers for providing consulting (Expertise and Training) services for the EU-funded project “**EIDHR-Integration of the informal waste collectors into the formal waste management system**” Implemented by MDC TI Net.

1. You are requested to submit a proposal **in MKD, VAT excluded** for performing the tasks listed below:
  - I. **Conduct situation analysis on informal waste collectors in three municipalities;**
  - II. **Organize training for conducting situation analysis to relevant stakeholders in three municipalities;**
  - III. **Provide policy recommendations based on the initial findings of the SA and held work shop on policy recommendations;**
  - IV. **Provide training on action planning and assist municipal working groups in drafting the action plans for the integration of the informal waste collectors into the formal waste management system.**
2. To enable you to submit a proposal, please find attached Terms of Reference for the proposed engagement. You can also download the ToR from MDC-Ti.Net web page [www.mdctinet.org.mk](http://www.mdctinet.org.mk).
3. Your offer comprising of technical proposal and financial proposal should reach the following address: Leninova 11, Skopje, Macedonia not later than **29<sup>th</sup> of March 2013 by 12.00am**.
4. If you request additional information, we would endeavor to provide information expeditiously, additional info can be obtained by mail in the following e-mail address [office@mdctinet.org.mk](mailto:office@mdctinet.org.mk)
5. You are requested to acknowledge receipt of this letter and to indicate whether or not you intend to submit a proposal at the following e-mail address: [office@mdctinet.org.mk](mailto:office@mdctinet.org.mk)

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## Instructions to Offerors

**A. Introduction****1. Cost of proposal**

The Offeror shall bear all costs associated with the preparation and submission of the offer, the project will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

**Solicitation Documents****2. Contents of solicitation documents**

Proposals must offer services for the total requirement. Proposals offering only part of the requirement will be rejected.

**Preparation of Proposals****3. Language of the proposal**

The Proposals prepared by the Offeror and all correspondence and documents relating to the Proposal exchanged by the Offeror and the project shall be written in **English language**.

**4. Documents comprising the proposal**

The Proposal shall comprise the following components:

- (a) Technical part of the Proposal, including documentation to demonstrate that the Offered experts and trainers meets all requirements as per the ToR;
- (b) Price proposal shall in **MKD ONLY , VAT excluded** be structured around deliverables and each deliverable shall have detailed budget break down

**5. Proposal form**

The Offeror shall structure the operational and technical part of its Proposal as follows:

- company profile/experience;
- methodology and work plan;
- experts proposed.

**6. Proposal prices**

The price proposal shall be presented per deliverables and each deliverable

**7. Proposal currencies**

All prices shall be quoted **in MKD, VAT excluded**.

**8. Period of validity of proposals**

Proposals shall remain valid for 120 (hundred twenty) days after the date of Proposal submission prescribed by the Project, pursuant to the deadline clause.

## 9. Payment

The project shall effect payments to the Contractor after acceptance by the project of the invoices submitted by the contractor, upon achievement of the corresponding milestones.

## Submission of Proposals

### 10. Sealing and marking of proposals

The Offeror shall deliver the Proposal to: **MDC TI Net- EIDHR-Integration of informal waste collectors into the formal waste management system**, Leninova 11 1000 Skopje, Macedonia.

### 11. Deadline for submission of proposals

Proposals must be received by the project at the address no later than **29 March 2013 by 12:00**.

### 12. Late Proposals

Any Proposal received after the deadline for submission of proposals, will be rejected.

