Terms of Reference for the Procurement of transport, accommodation and food for study visit

I. Background

The Center for Education and Development (CED), a North Macedonia-based NGO, partners with We Effect to implement “Empowering Rural: Fostering Sustainability in Local Communities,”a project aimed at enhancing education, sustainable development, and environmental conservation in the Sharr Mountain region. This partnership leverages CED's expertise in non-formal education and community engagement and We Effect's commitment to sustainable development, reflecting a shared vision for fostering resilient and environmentally conscious communities in rural areas.

We Effect, renowned for its global efforts in promoting rights and sustainable livelihoods, collaborates with local entities like CED to drive meaningful change, embodying a collaborative approach to address global sustainability challenges.

II. Purpose, Objectives and Scope

As part of the "Rural Empowerment: Fostering Sustainability in Local Communities" project, CED, in partnership with the Agricultural Cooperative Sharri as the implementing partner, is carrying out the intervention: Enhancing Market Opportunities for Rural Producers. As part of this initiative, CED and Sharri will organize an international study visit for the members of the Cooperative Sharri to a cooperative in an EU member country in the region- Croatia, focusing on the exchange of regional best practices.

III. Agenda

Day 1 (09.11.2025/Sunday)

08.00-19.00	Travel from Tetovo to Zagreb, Croatia
19:00-20:00	Hotel Check-in in Zagreb. Brief break.
20:00 –	Evening: Welcome dinner at hotel and informal orientation

Day 2 (10.11.2025/Monday) Zagreb

Before 09:00	Hotel checkout
09.00-10.30	Visit to Ministry of Agriculture – Livestock Department
10.30-11.00	Coffee break
11.00-13.00	Visit to the Agency for Payments in Agriculture, Fisheries and Rural

	Development (APPRRR) – Sheep and Agro-ecological Measures
13.00-14.30	Lunch break
15.00-19.00	Departure from Zagreb and travel to Pazin, Istra
19:00 –	Hotel Check-in *Pazin* & Dinner

Day 3 (11.11.2025/Tuesday) Istra

Before 09:00	Hotel checkout
09.00-11.00	Visit to AZRRI – Agency for Rural Development of Istria, Pazin Gortanov Brijeg 1
11.00-13.00	Visit to AZRRI – Agency for Rural Development of Istria - Educational and gastronomic center, Pazin Gortanov Brijeg 1
13.00- 14.00	Lunch in Tar
14.00- 18.00	Field visits to 2 sheep farms (members of breeding organizations and cooperatives), Tar, Škropeti
18.00-22.00	Travel to Pag
22.00 –	Hotel check-in in Pag & Dinner

Day 4 (12.11.2025/Wednesday) Pag

Before 09:00	Hotel checkout
09.00-11.00	Visit to 2 sheep farms with Pag sheep breed, Novalja
11.00- 13.00	Visit to a Dairy (Mandrà) and Cooperative producing Pag Cheese, Novalja
13.00- 15.00	Working Meeting with the President of the Croatian Sheep and Goats Breeders' Association (OV-KO Savez), *Novalja*
15.00-17.00	Joint Lunch in Novalja
17.00-20.00	Travel to Zagreb
20:00 –	Hotel check-in & Dinner

Day 5 (13.11.2025/Thursday) Zagreb

10.00-13.00	Visit to Centre for Quality Control of Livestock Products based in Križevci
13:00-14.30	Lunch break
15.00-18.00	Sightseeing Zagreb

Day 6 (14.11.2025/Friday)

07:30-10:00	Check out & Departure for Osijek
10:00-12:00	Visit to the Croatian Agency for Agriculture and Food – Centre for Livestock
12:00-14:00	Lunch break and internal meeting in Osijek

14:00- 22:00	Travel from Osijek to Tetovo, Macedonia Arrival

IV. Key technical requirements

The selected company will be responsible for organizing and facilitating a 6-day (5 nights) international study visit for 7 participants to Croatia. The purpose of the visit is to enhance knowledge, build capacity, and exchange best practices with a regional cooperative. The company is expected to provide the following services:

1. Transportation

- **International travel**: Round-trip organized travel arrangements for 7 participants from the departure location Tetovo to the destination country;
- **Local transportation in Croatia**: Ground transportation within the host country, accommodation-to-cooperative visits, and other relevant site visits as per the agenda;
- **Local parking arrangements**: All parking for the vehicle during the study visit should be arranged and covered *exclusively* by the service provider, either in advance or on the spot. Neither representatives of CED nor any of the travelers will be taking part either in parking arrangements on the spot or additional payments related to parking.

All transport must comply with safety standards.

The technical offer should contain the following:

- Vehicle type, number of seats, vehicle equipment
- Year of manufacture, EURO 5 or newer standard
- License for passenger transport in domestic and international traffic (scanned copy)
- Copy of the vehicle registration certificate (Mac. *сообраќајна дозвола*)
- Copy of proof of international motor insurance (Mac. *зелен картон*)
- Photo of the vehicle

The financial offer should be in Macedonian Denars, including VAT and all applicable taxes and contain the estimated travel distance in kilometers, price per kilometer and total price for the entire trip.

2. Accommodation

- **Hotel accommodation** in 7 single rooms for 5 nights in a 3-star hotel or equivalent;

- The hotel must be located near the sites to be visited and offer amenities suitable for business travelers (e.g., Wi-Fi, breakfast included);

The technical offer should contain the following:

- Hotel name, categorization, pictures/link to hotel website
- Information about the hotel's location
- License A for carrying out tourist activities of the travel agency (scanned copy)

The financial offer should contain the following:

- Price for bed and breakfast with all expenses and tourist tax/per person accommodated in a single room in Zagreb and total price for 7 single rooms, for the 9th of November 2025
- Price for bed and breakfast with all expenses and tourist tax/per person accommodated in a single room in Istra and total price for 7 single rooms, for the 10th of November 2025
- Price for bed and breakfast with all expenses and tourist tax/per person accommodated in a single room in Pag and total price for 7 single rooms, for the 11th of November 2025
- Price for bed and breakfast with all expenses and tourist tax/per person accommodated in a single room in Zagreb and price for 7 single rooms, for the 12th and 13th of November 2025

The financial offer should be in Macedonian Denars, including VAT and all applicable taxes.

3. Food

- Provision of **two meals per day** (lunch and dinner) for 7 participants during the 6-day visit.
- Meals must be provided at the cities and times as indicated in the agenda
- Meals must be of good quality, consider dietary restrictions and at full-service restaurants (to be specified in advance).

The technical offer should contain the following:

- Restaurant name, categorization, pictures/link to restaurant website
- Information about the restaurant's location and reviews

The financial offer should contain the price per participant per day (lunch and dinner) and the total price for the whole trip.

The financial offer should be in Macedonian Denars, including VAT and all applicable taxes .

V. Qualifications for the eligibility of tenderers:

- Legally registered business entity;
- Necessary licenses, permits, or authorizations required to provide travel, accommodation, and logistical services in the respective country;
- No grounds for exclusion from participation in the procurement and is NOT:
    - bankrupt, or is being wound up, having its affairs being administered by the court; has entered into an arrangement with creditors, has suspended business activities or is subject of an injunction against running business by court;
    - subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by court, or for an arrangement with creditors or of any other similar proceedings;
    - engaged in professional misconduct which has an impact on its professional credibility, including, in particular, any of the following:
    - or negligently misrepresenting information required for the verification of the absence of grounds for exclusion from procurement or the fulfilment of eligibility requirements or in the performance of a contract;
    - entering into agreement with other economic operators with the aim of distorting competition; violating intellectual property rights; attempting to influence the decision-making process during the procurement procedure; or attempting to obtain confidential information that may confer upon it undue advantages in the procurement procedure;
    - avoiding obligations relating to the payments of taxes or social security contributions in accordance with the applicable law;
    - persons having powers of representation, decision-making or control over it have been convicted by a final judgment of an offence concerning their professional conduct and/or circumvention of fiscal, social or any other applicable legal obligations, including through the creation of an entity for this purpose;
    - established by a final judgment or a final administrative decision or by proof in possession of We Effect that persons having powers of representation, decision-making or control over it, have been guilty of fraud, corruption, involvement in a criminal organisation, money laundering or terrorist financing, terrorist-related offences, child labour or any other forms of trafficking in human beings, or any other illegal activity.
- A minimum of 3 years of experience in the travel and accommodation management industry is required.

VI. Terms of delivery and payment:

The deadline for delivery of the service will be regulated in the contract between the selected supplier and CED once the evaluation of the offers received is completed and a single supplier will be selected.

Advance payment of the 30% of the contract value will be initiated after the signing of the contract. The rest of the payment will be made within 15 (fifteen) calendar days from the date of receipt of invoice after the service has been delivered.

VII. Offer

The following documentation is mandatorily required to submit offer:

1. **Technical Offer**
    a. Company profile;
    b. Current status from Central Registry (dated no more than 6 months back);
    c. Signed, stamped and notarized statement by the bidder's representative that there are no grounds for exclusion from participation in the procurement as listed in section IV. Qualifications for eligibility;
    d. For Transportation:
        i. Vehicle type, number of seats, vehicle equipment
        ii. Year of manufacture, EURO 5 or newer standard
        iii. Copy of license for passenger transport in domestic and international traffic
        iv. Copy of the vehicle registration certificate (Mac. *сообраќајна дозвола*)
        v. Copy of proof of international motor insurance (Mac. *зелен картон*)
        vi. Photo of the vehicle
    e. For Accommodation:
        i. Hotel name, categorization, pictures/link to hotel website
        ii. Information about the hotel's location
        iii. Copy of license A for carrying out tourist activities of the travel agency
    f. For the Food:
        i. Restaurant name, categorization, pictures/link to restaurant website
        ii. Information about the restaurant's location and reviews

2. **Financial offer**
    a. Expressed in MKD incl. all taxes and expenses, broken down in unit price and subtotal per each cost item.
    b. The financial offer shall cover the price of the international and local transport as specified under IV.1, accommodation as specified under IV.2 and food as specified under IV.3. If other costs are required or necessary the bidder shall specify them clearly.

VIII. Evaluation of offers

All offers received will first undergo an administrative check. Offers that are missing any of the mandatory documentation listed in Section VI shall be considered incomplete and will be excluded from further evaluation. Offers that pass the administrative check for mandatory required documents will proceed to the technical evaluation stage.

Technical Evaluation

The technical evaluation will be carried out according to the criteria and scoring table on the next page. Minimum required score to pass the technical evaluation and proceed to further evaluation is 49 out of maximum 70 points.

Criteria	Max Points (70)	Zagreb, 9-10 Nov 2025	Istra, 10-11 Nov 2025	Pag, 11-12 Nov 2025	Zagreb, 12-14 Nov 2025
Vehicle type for international and local transport, number of seats	10 points	Vehicle is professional-grade, ≥7 seats + driver, sufficient luggage space for all travellers – 10 points Vehicle is acceptable type, seats for 7 participants + driver, limited luggage space – 5 points			
Vehicle year of manufacture (EURO 5 or newer)	5 points	Euro 5 – 3 points Euro 6 or newer – 5 points			
Hotel with minimum 3 stars	20 points	With 3 stars – 15 points More than 3 stars – 20 points	With 3 stars – 15 points More than 3 stars – 20 points	With 3 stars – 15 points More than 3 stars – 20 points	With 3 stars – 15 points More than 3 stars – 20 points
Hotel location	10 points	Outside city centre – 3 points Central city location – 10 points	Outside city centre – 3 points Central city location – 10 points	Outside city centre – 3 points Central city location – 10 points	Outside city centre – 3 points Central city location – 10 points
Bed and breakfast	10 points	Bed and breakfast – 8 points Free extra amenities – 10 points	Bed and breakfast – 8 points Free extra amenities – 10 points	Bed and breakfast – 8 points Free extra amenities – 10 points	Bed and breakfast – 8 points Free extra amenities – 10 points
Parking	10 points	24-hour parking included – 10 points Parking not included – 0 points.	24-hour parking included – 10 points Parking not included – 0 points.	24-hour parking included – 10 points Parking not included – 0 points.	24-hour parking included – 10 points Parking not included – 0 points.
Restaurant type	5 points	Full-service suitable for 7 participants – 5 points Adequate but limited – 3 points	Full-service suitable for 7 participants – 5 points Adequate but limited – 3 points	Full-service suitable for 7 participants – 5 points Adequate but limited – 3 points	Full-service suitable for 7 participants – 5 points Adequate but limited – 3 points

Financial Evaluation (Max points 30)

Offers that meet or exceed the minimum technical score will proceed to the financial evaluation. The financial score will be calculated based on the total price, including all taxes and costs related to delivery, installation, and setup.

The financial offer submitted by the tenderer must be a gross amount, covering all costs for the study visit, including international and local transportation, parking, accommodation, and meals (lunch and dinner) for all participants. The offer must be inclusive of all applicable taxes, fees, and charges, expressed in Macedonian Denars, and reflect the total cost for the full duration of the study visit as specified in the ToR.

Bids without all of the above costs included will be disqualified.

Bids with prices excluding VAT will be disqualified. Bidders who are not VAT payers should clearly state this in their bid.

Bids with prices in other currencies will be disqualified.

The lowest priced offer will be awarded 30 (100%) financial points. All other offers will be scored using the following formula:

$$= 30\% \times \frac{\text{Lowest Price}}{\text{Proposed Price}}$$

The candidate whose application scores the highest total (technical + financial) shall be awarded the contract for this assignment.

IX. Procurement timeline and application procedure

Potential suppliers are invited to take part in the tendering process by submitting the above-mentioned mandatory documentation (Section VI.) from **October 16 to October 30, 2025**, with the **deadline for submitting offers on 29 October**.

Please **submit your offer including all required documents** via email to **info@ced.org.mk** and **metin.muaremi@ced.org.mk**, by post, or delivered in person to the following address: Center for Education and Development (CED), 1224 Tearce not later than **29 October 2025.**

The expected dates of evaluation and contract award decision is between 01 and 05 November 2025.

Any questions raised from this ToR should be submitted by email to **info@ced.org.mk** and **metin.muaremi@ced.org.mk** no later than 29 October.