

Pursuant to Article 32, paragraph (3), of the Law on Public Procurement („Official Gazette of the Republic of Macedonia“ no. 136/07), the Minister of Finance adopted the following

## **R U L E B O O K** **on the contents of tender documentation \***

### **Article 1**

This Rulebook shall prescribe the contents of tender documentation.

### **Article 2**

Depending on the contract award procedure and on the subject-matter and the scope of the public contract or the framework agreement, the tender documentation shall contain in particular the following:

- name of the contracting authority, address, telephone number, fax number, Internet address and e-mail;
- information on the type of the contract award procedure or the framework agreement procedure;
- information on the person in charge of communication with the economic operators;
- description and identification of the lots of the subject-matter of the public contract or the framework agreement;
- time limit, time and place for submission and opening of tenders; time limit for submission of the requests to participate;
- conditions to be met by the leading member in a group of economic operators and its members proportionally to their share in the group tender;
- selection criteria for the economic operators and minimum requirements;
- documents necessary for proving the fulfillment of the selection criteria;
- number of selected candidates to be invited to tender, participate in the dialogue phase in the competitive dialogue procedure, or to participate in negotiations in negotiated procedure with prior publication of a contract notice, in case when the contracting authority sets the maximum number of candidates to tender in the next phase of the procedure;
- technical specifications, project tasks or descriptive documentation;
- deadline for delivery of supplies, provision of services or execution of works, i.e. period for which the public contract or framework agreement shall be valid;
- guidelines related to the preparation and submission of the technical and financial proposal, i.e. the request to participate;
- information whether variants are allowed, as well as the minimum requirements and the manner of evaluating variants;
- information whether the price is envisaged to be fixed or variable, as well as the manner of changing prices;

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\* Published in the Official Gazette of the Republic of Macedonia, no. 19/08.

- possible requirements regarding the indication of the part of the public contract to be extended to subcontractors;
- tender currency or currencies, and manner of currency conversion;
- time limit, manner and conditions of payment;
- tender validity period;
- types of securities and security conditions;
- contract award criteria and maximum number of points for each element of the criterion separately;
- information regarding the electronic devices to be applied;
- information whether e-auction will be applied;
- information regarding the competent bodies where economic operators can obtain information on the existing regulations in the field of taxes and other public fees, labour relations, working conditions and protection at work;
- any statements required;
- information on review procedures;
- other important information related to the subject-matter of the public contract in accordance with sector-specific rules or rules prescribed with other regulations, and
- information regarding the mandatory provisions from the public contract.

### **Article 3**

Rulebook on Mandatory Elements of Tender Documentation („Official Gazette of the Republic of Macedonia“ no. 10/05), Rulebook on Contents of the Solvency Document („Official Gazette of the Republic of Macedonia“ no. 38/04) and Rulebook on the Manner, Conditions and Procedure for Selection of Public Procurement Experts („Official Gazette of the Republic of Macedonia“ no. 10/05) shall cease to apply on the day this Rulebook enters into force.

### **Article 4**

This Rulebook shall enter into force on the following day it is published in the Official Gazette of the Republic of Macedonia.

No. 23-4634/1  
31 January, 2009  
Skopje

MINISTER  
Trajko Slaveski PhD  
(in his own hand)