



Thessaloniki, 12/12/2014
Ref. Number: 3/2014

**Call for Tenders (open procedure) for
"Preparation and pilot operation of the Business Development Services Centers" in the framework of the
project "INVEST IN PEOPLE OF THE CROSS-BORDER AREA" with acronym "MICROSTARS"**

"Greece - The former Yugoslav Republic of Macedonia IPA Cross-Border Programme 2007-2013"

1. **Contracting Authority:** Business and Cultural Development Centre, Leda-Maria Settlement, Hermes building 57001 Thermi, Thessaloniki, tel: 2310 480000, Fax: 2310 480003, e-mail: info@e-kepa.gr
2. **Programme, Axis and Measure:** "Greece - The former Yugoslav Republic of Macedonia IPA Cross-Border Programme 2007-2013", •Priority Axis 1: "Enhancement of cross-border economic development", Measure 1.2 "Enhance human resources.
3. **Project description:** The overall objective of the project is to create sustainable economic activities and job creation in the border region by strengthening the capacity and the mobilization of human resources. The above will be achieved through the preparation of general models of business development services-BDS services (eg business training in marketing, legal, tax issues, etc.) and the creation and pilot operation of BDS centers. The aim of this competition is the selection of a contractor for the development of a diagnostic study regarding the needs of the area for BDS, modeling BDS, developing business plan and operating manuals of BDS centers and support the pilot operation of the centers.
4. **Budget:** 83.000,00€ excluding VAT
5. **Type of procedure:** Open Tender the awarding criterion for which being the most economically advantageous tender
6. **Place of provision:** The premises of the Contracting Authority and as described in the tender.
7. **Right of participation:** Natural or legal persons or groups or partnerships or Consortiums that are legally established or operating in Greece or in any other EU or EEA member State or in third countries that have signed and ratified the WTO Government Procurement Agreement (GPA) which has been ratified by Law 2513/1997, or in third countries which have entered into bilateral agreements or EU association agreements.
8. **Method of obtaining tender documents:** The Tender is available from K.E.P.A.'s premises, at the address: 6th km of Thessaloniki Thermi road, Leda-Maria Settlement, Hermes building 57001 Thermi, Thessaloniki tel: 0030 2310 480000, Fax: 0030 2310 480003, e-mail: info@e-kepa.gr, from Monday to Friday and between the hours 08:30 a.m. and 16:30 p.m.
9. **Place of submission:** The place of submission of bids is the premises of K.E.P.A., address: 6th km of Thessaloniki Thermi road, Leda-Maria Settlement, Hermes building 57001 Thermi, Thessaloniki. Bids shall be submitted either by hand or via registered mail or private post (courier) and arrive at the premises of the contracting authority until the 13/01/2015, time: 14:00.
10. **Participation Bond:** 5% of the total budget of the tender, including VAT.
11. **Bid validity period:** one hundred and twenty days (120) beginning from the next day of conducting the competition.
12. **Alternative bids:** No alternative bids shall be made accepted and they shall be rejected as inadmissible.
13. **Contract duration:** Since the signing of the contract until the end of the project.
14. **Award procedure:** The award of the contract will be made by conducting an open tender to award criterion of the most economically advantageous tender, according to the tender terms and applicable law
15. **Date and time for the unsealing of bids & place of tender procedure:** 13/01/2015, time 14:00, K.E.P.A.'s premises, at the address: 6th km of Thessaloniki Thermi road, Leda-Maria Settlement, Hermes building 57001 Thermi, Thessaloniki
16. **Date of publication of tender notice in the government gazette of the Hellenic republic:** 12/12/2014
17. **Date of publication of tender notice in the greek press:** 12/12/2014
18. **Notice uploading with K.E.P.A.'s official website (www.e-kepa.gr)** Available since 12/12/2014
19. **Provision of clarification on tender notice:** Mrs. Despoina Kampouridou, Mr. Neoklis Stamkos, tel 0030 2310 480000, e-mail: kabouridoud@e-kepa.gr , stamkosn@e-kepa.gr

The President

Thomas - Fokion Algianokoglou