Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Swiss Agency for Development and Cooperation SDC

GROUNDWATER MANAGEMENT, USE AND PROTECTION PROGRAMME (GWP) IN NORTH MACEDONIA

Phase 1
January 2024 – December 2027

Professional laboratory services for analysing water quality samples

RFO-05-2026

Request for Offer

May 2026

SKAT Partners for Impact

Point Pro Consulting

Table of Contents

INVITATION FORM 3
DESCRIPTION OF REQUIREMENTS 5
Annex 1: Terms of Reference 8
Annex 2: Bidder Submission Form 13
Annex 3: Bidder Information Form 14
Annex 4: Qualification Form 15
Annex 5: Technical Proposal Form 16
Annex 6: Financial Proposal Form 18
Annex 7: Evaluation Criteria 20
Annex 8: General Terms and Conditions for Contracts 21

INVITATION FORM

Programme title:	Groundwater Management, Use and Protection Programme (GWP) in North Macedonia – Phase 1
Reference:	**Request for Offer: Professional laboratory services for analysing water quality samples (RFO-XX-2025)**
Internal code:	*Activity 3.2-1 Designing implementation of hydrological, hydrogeological and other background research and monitoring system related to surface and groundwater resources in the Vardar River Basin*
Type of contract:	Contract for Services
Duty station:	Skopje, North Macedonia / Home office
Duration of contract:	4 months
Announcement date:	06 May 2026
Submission deadline:	18 May 2026 16.30 CET

Dear Sir / Madam:

The "Groundwater Management, Use and Protection Programme (GWP)"[1] (hereinafter the Programme or GWP) kindly invite you to submit your Proposal[2] in MKD (VAT excluded) for **Professional laboratory services for analysing water quality samples.** The proposal must be submitted electronically **before 16.30 CET on 18 May 2026** to the following dedicated email:

northmacedonia@skat.ch

Please note that technical and financial offers must be submitted electronically to the dedicated email.

Please use the following e-mail subject: RFO 05/2026 Professional laboratory services for analysing water quality samples

The technical offer must be submitted in one PDF document. The financial offer must be submitted in one file as well and encrypted with a password. The financial offer shall be DIGITALLY signed or signed and scanned in the .pdf format.

Max. size of uploaded files (per document) must not exceed 20 MB

Password for Financial Offer shall be provided to GWP ONLY upon conclusion of the deadline and required by e-mail[3].

Companies failing to meet this requirement will be disqualified. Your Proposal must be valid for a minimum period of 60 days, after the deadline of the submission of the proposals.

[1] The Programme is funded by the Government of Switzerland and implemented by the Consortium of Skat Consulting Ltd., St. Gallen, Switzerland and Point Pro Consulting, Skopje, North Macedonia. This procurement is organized by Skat Consulting AG – Branch Office Skopje.

[2] Please be guided by the form attached hereto as **Annex 2**, in preparing your Proposal.

[3] Password protection of a PDF document can be done by using free software, such as Adobe Reader for example. Open the PDF and choose Tools > Protect > Encrypt > Encrypt with Password. Companies that will pass the technical evaluation will be approached by GWP to share the passwords to the financial offers.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the email address above on or before the deadline. Proposals that are received after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of this procurement.

Any discrepancy between the unit price and the total price shall be re-computed by the GWP Programme, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on GWP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by the GWP after it has received the Proposal. At the time of Award of Contract or Purchase Order, the GWP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five percent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any contract that will be issued as a result of this RFP shall be subject to the General Terms and Conditions indicated herein. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of the GWP (see Annex 9).

Please be advised that the GWP is not bound to accept any Proposal, nor award a contract, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

The GWP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to the GWP if you, or any of your affiliates or personnel, were involved in the preparation of the Terms of References, or other requirements, cost estimates, and other information used in this RFP.

Thank you and we look forward to receiving your Proposal.

DESCRIPTION OF REQUIREMENTS

1	**Brief Description of the Required Services**	The objective of the assignment is providing professional laboratory services for analysing water quality samples. The programme is supporting development of classification system and establishment of reference conditions for the surface water bodies in Vardar River Basin. As part of this activity, there is implementation of targeted monitoring program covering list of 40 water body types/monitoring stations for biological quality elements. In order to support this activity, chemical conditions of the water bodies are required. Therefore, set of chemical parameters needs to be analysed from the water samples representing identified list of water body types.
2	**List and Description of Expected Outputs to be Delivered**	Refer to the main deliverables and indicative timetable described in the Terms of Reference. **All deliverables shall be submitted in Macedonian language.**
3	**Frequency of Reporting and Progress Reporting Requirements**	As per the Terms of Reference and agreed with GWP prior to contract signing
4	**Location of work**	☐ Exact Address/es [pls. specify] ☒ At Contractor's Location
5	**Expected duration of work**	4 months after the signing of the contract
6	**Target start date**	22nd May 2026
7	**Estimated completion date**	30th September 2026
8	**Language of the Proposal**	English
9	**Pre-proposal conference**	Not Applicable
10	**Travels Expected**	All costs for the implementation of the assignment needs to be covered by the contractor and included in the financial offer including the
11	**Implementation Schedule indicating breakdown and timing of activities/sub-activities**	☒ Required ☐ Not Required [A detailed breakdown/timeline of activities needs to be included as part of the company's methodology reflecting the main requirements from the Terms of Reference]
12	**Names and curriculum vitae of individuals who will be involved in completing the services**	☐ Required ☒ Not Required
13	**Currency of Proposal**	☐ Other currency (if required) ☐ EUR (For international bidders) ☒ MKD (For national bidders)
14	**Value Added Tax on Price Proposal[4]**	☐ must be inclusive of VAT and other applicable indirect taxes ☒ must be exclusive of VAT and other applicable indirect taxes
15	**Bid Security**	Will not be applied
16	**Liquidated Damages**	Will not be applied
17	**Performance Security**	Not Required
18	**Financial Standing**	Not Required
19	**Validity Period of Proposals *(Counting for the***	☒ 60 days ☐ 90 days ☐ 120 days

[4] The GWP is VAT exempt in the country and all activities implemented by the Programme directly or through contracts are also VAT exempt.

	last day of submission of quotes)	
20	**Partial Quotes**	☒ Not permitted ☐ Permitted
21	**Payment Terms**	The payment will be processed in instalments based on the deliverables/milestones defined in the contract signed.
22	**Type of Contract to be Signed**	☒ Contract for Professional Services ☐ Other Type of Contract [pls. specify]
23	**Evaluation Method for the Award of Contract**	☒ The contract will be awarded to the bidder with the technically satisfactory offer and the lowest price. ☒ Full acceptance of GWP's General Terms and Conditions (GTC). This is a mandatory criterion and cannot be cancelled regardless of the type of services requested. Non-acceptance of the GTC may be a reason for the rejection of the offer.
24	**Criteria for the Assessment of Proposal**	The lowest priced offer among the technically compliant/responsive offers will be selected
25	**GWP will award the contract to**	☒ One and only one Service Provider ☐ One or more Service Providers, depending on the following factors:
26	**Contract General Terms and Conditions[5]**	General Terms and Conditions for contracts (goods and/or services)
27	**Annexes to this RFO[6]**	☒ Annex 1: Terms of Reference ☒ Annex 2: Bidder Submission Form ☒ Annex 3: Bidder Information Form ☒ Annex 4: Qualification Form ☒ Annex 5: Technical Proposal Form ☒ Annex 6: Financial Proposal Form ☒ Annex 7: Evaluation Criteria ☒ Annex 8: General Terms and Conditions for Contracts
28	**Contact for Inquiries (Written inquiries sent by email only)[7]**	**Email to: northmacedonia@skat.ch** Any delay in the GWP's response shall be not used as a reason for extending the deadline for submission unless the GWP determines that such an extension is necessary and communicates a new deadline to the Proposers.
29	**Deadline for Submission of requests for clarification**	3 days before the deadline for submission of offers.
30	**Manner of Disseminating Supplemental Information to the RFO and responses/clarifications to queries**	By e-mail to the requesting bidder
31	**Documents to be submitted**	☒ Copy of the registration from relevant Registry in the country of origin defining the constitution or legal status, place of registration, and principal place of business; (no translation required)

[5] Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

[6] Where the information is available in the web, a URL for the information may simply be provided.

[7] This contact person and address is officially designated by the GWP. If inquiries are sent to other person/s or address/es, even if they are GWP staff, the GWP shall have no obligation to respond nor can the GWP confirm that the query was received.

		☒ Annex 2: Bidder Submission Form ☒ Annex 3: Bidder Information Form ☒ Annex 4: Qualification Form ☒ Annex 5: Technical Proposal Form, as per the qualification requirements in the TORs ☐ CVs of proposed experts for the assignment, as per the qualification requirements in the TORs ☒ Annex 6: Financial Proposal Form ☒ Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards, and citations received by the Bidder, if any
32	**Other**	Maximum budget for this assignment is MKD 615.000,00. The GWP Programme holds the right to eliminate offers exceeding the maximum available budget for this contract.

Annex 1: Terms of Reference

Professional laboratory services for analysing water quality samples

BACKGROUND

The Swiss-funded Groundwater Management, Use and Protection Programme (GWP) aims to build long-lasting groundwater governance capacities at national and local levels so that North Macedonia can take appropriate and effective actions to sustainably manage its groundwater resources to achieve its social and economic development goals while avoiding irreversible degradation of its aquifer systems. The overall objective of the GWP is to strengthen relevant authorities and raise awareness among civil society to implement the provisions of an integrated framework coherent with the requirements of the EU environmental acquis for the sustainable management of ground-water resources in a changing climate.

Phase 1 is designed to establish the basis for a long-term transformation of groundwater (GW) management. The development of the Vardar River Basin Management Plan (RBMP) covering about 80% of the total GW bodies (68 out of 80 municipalities with around 86% of country population) will be used as the main tool for capacity development of national and local institutions and awareness raising. Phase 1 shall create the institutional and legal conditions and the knowledge base for managing groundwater in an integrated manner. The expected results of Phase 1 (2024- 2027) include (a) strengthening the competencies of key institutions and stakeholders for integrated and sustainable groundwater management; (b) harmonizing and consolidating the legal framework; (c) developing the Vardar RBMP; and (d) implementing pilot projects with farmers, public utilities, the private sector and municipalities.

As part of the activity for development of Vardar river basin management plan, team of expert is working on development of a classification system for surface water bodies. The system provides a standardized framework for assessing the ecological and chemical status of water bodies and ensures compliance with the Water Framework Directive (WFD. A well-defined classification system incorporates key elements such as biological, hydro-morphological, and chemical assessments. Biological assessments evaluate the health of aquatic ecosystems through indicators like aquatic flora, benthic invertebrates, and fish populations. Hydro-morphological assessments consider factors such as river continuity and morphological conditions, while chemical evaluations focus on pollutant concentrations and adherence to environmental quality standards (EQS). Reference conditions play a pivotal role in the classification system for surface water bodies, particularly as they relate to the biological quality elements mandated by the Water Framework Directive (WFD). These reference conditions represent the baseline ecological status of water bodies in their natural or minimally disturbed state, serving as a benchmark against which current conditions can be compared. The importance of having well-defined reference conditions lies in their ability to provide a clear framework for evaluating biological quality elements such as aquatic flora, benthic invertebrates, and fish populations.

The groundwater program has undertaken comprehensive task to develop first ever classification system following the steps of delineation and assign appropriate water types of all water bodies in the Vardar river basin. The preliminary delineation and typology of the surface water bodies for Vardar river basin have been conducted and list of water body types identified. In order to complement the system, there is particular gap identified in the absence of a systematic framework necessary for accurately evaluate the ecological and chemical status of water bodies. One of the prominent deficiencies highlighted is the lack of available data that is essential for establishing reference conditions. This shortfall significantly hinders the ability to conduct effective ecological assessments and implement targeted management strategies aligned with the Water Framework Directive (WFD).

The deficiencies stemming from this lack of data are substantial. Without baseline information to define what constitutes a healthy or natural state for water bodies, it becomes challenging to identify ecological degradation, assess the impact of human activities, or set meaningful restoration goals. Additionally, the insufficient data undermines the effectiveness of monitoring efforts, making it difficult to track changes over time and evaluate the success of management interventions.

Following the process of identification/delineation of the main water bodies in the Vardar River Bain, a targeted monitoring programme supporting the efforts for establishing reference conditions has been proposed to fill-in the existing data gaps that inhibit a better understanding of the ecological status of the water bodies (support the process of classification of the water bodies) and setting scientifically informed reference conditions based on real data, offering benchmarks against which current ecological health can be measured.

The programme will cover analyses of key biological quality elements (phytobenthos, macroinvertebrates, macrophyte and fish) which will be sampled from 40 identified priority water body types. Sampling and analyses of water samples will be conducted from highly experienced experts engaged by separate contract.

In order to support the process of establishment of reference conditions and backed the analysis of biological quality elements, the program aim to provide support in including the chemical status of the water bodies. For that purpose, analysis of list of identified chemical parameters will need to be analysed.

The Groundwater programme seeks to hire a qualified laboratory to conduct laboratory analyses of set of chemical parameters. The exact parameters are presented in Annex section of this Terms of Reference.

SCOPE OF WORK

The main objective of the assignment is conducting a laboratory analysis of set of chemical parameters. The contractor shall ensure that methods, analyses and standards adhere and are compliant with the national legislation - Rulebook on the Methodology and parameters for water quality and quantity monitoring of all water bodies, except for water bodies intended for human consumption and bathing zones (Official Gazette 86/2022).

DUTIES AND RESPONSIBILITIES

Under the supervision of the Outcome Manager and in collaboration with the expert team engaged by separate contract for implementation of targeted water quality monitoring for biology quality elements, Contractor will be responsible for the following:

- Coordinate the selection of exact monitoring points/stations (micro-locations) with the program and team of experts responsible for targeted monitoring of biological quality elements
- Conduct the field work / sampling and necessary laboratory analyses
- Laboratory analyses for general physico-chemical elements to be conducted according to methods listed in rulebook on the Methodology and parameters for water quality and quantity monitoring of all water bodies, except for water bodies intended for human consumption and bathing zones (Official Gazette 86/2022), except for the heavy metals to be conducted using BAT – ICP/MS or ICP/OS

MAIN DELIVERABLES

The main deliverable of the assignment is laboratory analyses and report summarizing the monitoring results

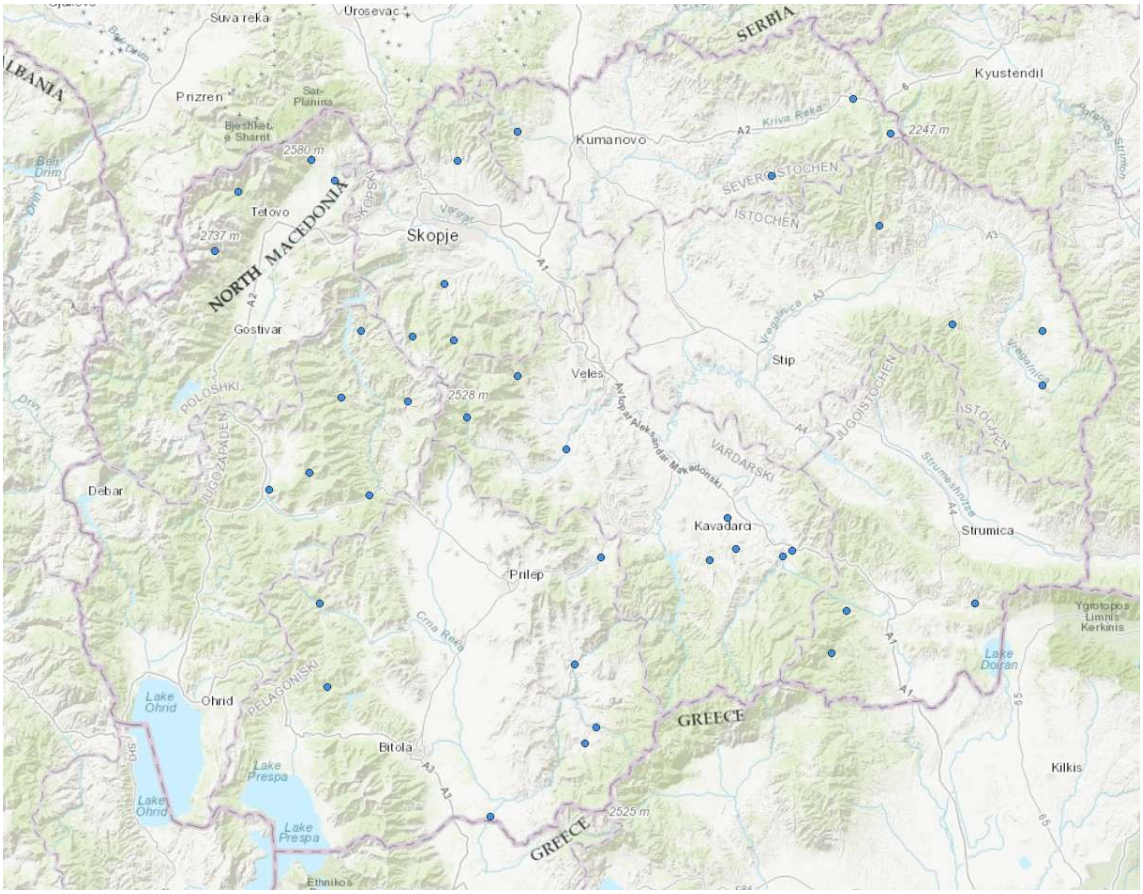
Qualification Requirements

The service provider must possess valid license/accreditation for conducting laboratory analyses for water quality parameters and water sampling according to national legislation and relevant technical personnel responsible.

Parameters for chemical analysis of water quality samples

1. **Turbidity**
2. **Alcalinity CaCO3 mg/l**
3. **Conductivity**
4. **pH**
5. **Dissolved oxygen**
6. **BOD5 (Biological Oxygen Demand)**
7. **COD – Chemical Oxygen Demand**
8. **Nitrates NO_3,**
9. **Nitrites NO_2,**
10. **Amonia NH_4,**
11. **Phosphates PO_4**
12. **Dissolved metals**
    a. **Cr**
    b. **Mn**
    c. **Zn**
    d. **Cu**

Map of sampling locations subject to monitoring



List of the sampling sites can be found on the following KMZ file.
https://drive.google.com/file/d/15J3zvowq5cS74pGeysI-Gwx4s7Rq1oS6/view?usp=sharing

TERMS AND CONDITIONS

- Language

Language of deliverables is Macedonian language.

- Duration of the assignment

The maximum available time for completing the assignment is 4 months upon signing of the contract.

- Travel and associated costs for field/laboratory analyses

All costs for the implementation of the targeted monitoring programme needs to be covered by the contractor and included in the financial offer

- Ownership and submission of data, reports and other material produced

All primary data, reports, photos, video material, visual elements and other products during this assignment shall be made available to the Programme in electronic format. The Programme keeps the right to use all products without any restrictions (e.g., in various publications, websites, presentations).

- Payment schedule

The payment will be processed after successfully conducting the task, delivery and acceptance of the results.

Annex 2: Bidder Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFO reference:	[Insert RFO Title]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Offer No. [Insert RFO Reference Number] and our Offer. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

1. have no conflict of interest in accordance with Instruction to Bidders Clause 4;
2. have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
3. undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the GWP.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification.

We offer to provide services in conformity with the Bidding documents, including the General Conditions of Contract and in accordance with the Terms of Reference.

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Offer you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] *to sign this Proposal and bind it should GWP accept this Proposal.*

Name: _____

Title: _____

Date: _____

Signature: _____

[*Stamp with official stamp of the Bidder*]

Annex 3: Bidder Information Form

The legal name of Bidder	
Legal address	
Year of registration	
Bidder's Authorized Representative Information	
Country/ies of operation	
No. of full-time employees	
Quality Assurance Certification[8] (e.g. ISO 9000 or Equivalent) (*If yes, provide a copy of the valid Certificate):*	
Does your Company hold any accreditation such as ISO 14001 related to the environment? *(If yes, provide a copy of the valid Certificate):*	
Accreditation/License by the Institute for Accreditation of the Republic of North Macedonia*:*	
Person the GWP may contact for requests for clarification during the Proposal evaluation	

[8] The possession of such certification is not a mandatory requirement. However, it may result in acquiring slightly higher score on the Bidder's qualifications, capacity and experience assessment.

Annex 4: Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFO reference:	[Insert RFO Title]		

Documents to be submitted along with Annex 4:

Previous Relevant Experience
Please list only previous similar assignments successfully completed [as per the requirements in the Terms of Reference related to relevant experience].

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by the GWP.

No.	Project name and a brief description	Client & Reference Contact Details	Contract Value	Period of activity and status
1				
2				
3				
4				

Expertise
Please list all experts and their qualifications in the list provided in addition to requirements under Annex 5 [as per the requirements in the Terms of Reference related to relevant experience].

No.	Position	Relevant projects are (please check the requirements in TOR for the relevance of projects)	Education	Total-experience/experience in relevant projects (years)	Other
1.		1. 2. 3.			
2.		1. 2. 3.			

Annex 5: Technical Proposal Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFO reference:	[Insert RFO Title]		

The Bidder's proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Bidder's qualification, capacity and, expertise

1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and, project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
1.3 The relevance of specialized knowledge and experience on similar engagements done in the region/country.
1.4 Quality assurance procedures, accreditations and certificates (such as ISO or similar), and risk mitigation measures.
1.5 Organization's commitment to sustainability.

SECTION 2: Management Structure and Key Personnel

3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

Format for CV of Proposed Key Personnel [if required by the RFO]

At a minimum, the CV shall include the following information outlined in the table below

Name of Personnel	[Insert]
Position for this assignment / Area of Expertise (from the TORs)	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	*[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]*
	[Insert]
Professional certifications	*[Provide details of professional certifications relevant to the scope of goods and/or services]*

	▪ Name of institution: [Insert] ▪ Date of certification: [Insert]
Employment Record/ Experience	*[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, the title of position held, and location of employment. For experience in the last five years, detail the type of activities performed, degree of responsibilities, location of assignments, and any other information or professional experience considered pertinent for this assignment.]*
	[Insert]
References	*[Provide names, addresses, phone and email contact information for two (2) references]*
	Reference 1: [Insert] Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, the data provided above correctly describes my qualifications, my experiences, and other relevant information about myself.

_____ _____

Signature of Personnel Date (Day/Month/Year

Annex 6: Financial Proposal Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
	[Insert RFP Title]		

We, the undersigned, offer to provide the services for [Insert RFO Title] in accordance with your Request for Proposal No. **RFO XX/2026** and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in Description of Requirements [Annex 1].

We understand you are not bound to accept any Proposal you receive.

Name: _____

Title: _____

Date: _____

Signature: _____

[*Stamp with the official stamp of the Bidder]*

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification. The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

Table 1: Summary of Overall Prices

	Amount(s)
Professional Fees (from Table 2)	
Other Costs (from Table 3)	
Total Amount of Financial Proposal	

Table 2: Breakdown of Professional Fees (THIS IS JUST a SAMPLE)

Name	Position	Fee Rate	No. of Days/months/ hours	Total Amount
		A	*B*	*C=A+B*
In-Country				
Home Based				
			Subtotal Professional Fees:	

Table 3: Breakdown of Other Costs

Description	UOM	Quantity	Unit Price	Total Amount
International flights	Trip			
Subsistence allowance	Day			
Miscellaneous travel expenses	Trip			
Local transportation costs	Lump-Sum			
Out-of-Pocket Expenses				
Other Costs: (please specify)				
			Subtotal Other Costs:	

Table 4: Breakdown of Price per Deliverable/Activity

Deliverable/ Activity description	Time (person-days)	Professional Fees	Other Costs	Total
Deliverable 1				
Deliverable 2				
Deliverable 3				
…..				

Payment is deliverables based

Annex 7: Evaluation Criteria

The lowest priced offer among the technically compliant/responsive offers will be selected.

Company	Minimum requirements	Fulfilled
	Valid license/accreditation for conducting laboratory analyses for water quality parameters issued by the Institute for Accreditation	
	Accreditation for water sampling the Institute for Accreditation	

Annex 8: General Terms and Conditions for Contracts

1. LEGAL STATUS

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis the GWP. The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of the GWP. For the purposes of this agreement, the Contractor is defined as a business that agrees to conduct work for the GWP as specified under the terms of a contract. The term "Contract" includes the general terms and conditions set forth in the body of this document (the "General Terms and Conditions for Contracts").

2. SOURCE OF INSTRUCTIONS

The Contractor shall neither seek nor accept instructions from anyone else but the GWP in connection to its services under this contract. The Contractor shall refrain from any action that may adversely affect the GWP and shall fulfil its commitments with the fullest regard to the interests of the GWP.

3. CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

4. ASSIGNMENT

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims, or obligations under this Contract except with the prior written consent of the GWP.

5. SUB-CONTRACTING

In the event, the Contractor requires the services of sub-contractors in the course of the implementation of the assignment (unless specified in the Proposal/Offer/Bid), the Contractor shall obtain the prior written approval and clearance of the GWP for all sub-contractors. The approval of GWP of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform to the provisions of this Contract.

6. OFFICIALS NOT TO BENEFIT

The Contractor warrants that no official of GWP has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

7. INDEMNIFICATION

The Contractor shall defend, indemnify and hold harmless, at its own expense, the GWP, its officials, agents, servants, and employees from and against all third-party claims, suits, obligations, causes of action, demands, and all losses, damages, judgments, the liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability, and liability arising out of the use of patented inventions or devices, copyrighted material, or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

8. INSURANCE AND LIABILITIES TO THIRD PARTIES

The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or the equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.

The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.

9. LIENS

The Contractor shall not cause or permit any lien, attachment, or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with the GWP against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

10. TITLE TO EQUIPMENT

Title to any equipment and supplies that may be furnished by GWP shall rest with GWP and any such equipment shall be returned to GWP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to GWP, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate GWP for equipment determined to be damaged or degraded beyond normal wear and tear.

11. COPYRIGHT, PATENTS, AND OTHER PROPRIETARY RIGHTS

Except as is otherwise expressly provided in writing in the Contract, the GWP shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for the GWP under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the contract and the Contractor acknowledges and agrees that such products, documents, and other materials constitute works made for hire for the GWP.

To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the GWP does not and shall not claim any ownership interest thereto, and the Contractor grants to the GWP a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.

All maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of the GWP, shall be made available for use or inspection by the GWP at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to GWP authorized officials on completion of work under the Contract.

12. USE OF NAME, EMBLEM OR OFFICIAL SEAL OF GWP

The Contractor shall not in any manner whatsoever use the name, emblem, or official seal of the GWP in connection with its business or otherwise unless expressly allowed in writing by authorized GWP officials.

13. CONFIDENTIALITY

Information and data that is considered proprietary by either Party and that are delivered or disclosed by one Party ("Discloser") to the other Party ("Recipient") during the course of performance of the Contract, and that is designated as confidential ("Information"), shall be held in confidence by that Party.

The recipient ("Recipient") of such information shall:

a) use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser's Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate; and,
b) use the Discloser's Information solely for the purpose for which it was disclosed.

Provided that the Recipient has a written agreement with the following persons or entities requiring them to treat the Information confidential in accordance with the Contract, the Recipient may disclose Information to:

a) any other party with the Discloser's prior written consent; and,
b) the Recipient's employees, officials, representatives, and agents who have a need to know such information for purposes of performing obligations under the Contract, and employees' officials, representatives, and agents of any legal entity that it controls it, or with which it is under common control, who have a need to know such information for purposes of performing obligations under the Contract.

The Contractor may disclose Information to the extent required by law, provided that the Contractor will give the GWP sufficient prior notice of a request for the disclosure of information in order to allow the GWP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.

The GWP may disclose Information to the extent as required by national law in North Macedonia.

These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

14. FORCE MAJEURE; OTHER CHANGES IN CONDITIONS

In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to the GWP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify the GWP of any other changes in conditions or the occurrence of any event that interferes or threatens to interfere with its performance of this Contract. On receipt of the notice required under this Article, the GWP shall take such action as, in its sole discretion; it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.

If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, the GWP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.

Force majeure means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force.

15. TERMINATION

Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days' notice, in writing, to the other party.

GWP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case the GWP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.

In the event of any termination by the GWP no payment shall be due from the GWP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.

Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, the GWP may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this Contract forthwith. The Contractor shall immediately inform the GWP of the occurrence of any of the above events.

16. SETTLEMENT OF DISPUTES

The parties shall use their best efforts to settle amicably any dispute, controversy, or claim arising out of this Contract or the breach, termination, or invalidity thereof. This Contract shall be construed and interpreted, and the legal relations created hereby shall be determined in accordance with the laws of the Republic of North Macedonia. The parties' consent to the exclusive jurisdiction of, and agree that venue lies solely with, the state courts located in the Republic of North Macedonia.

17. TAX EXEMPTION

GWP is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the GWP's exemption from such taxes, duties, or charges, the Contractor shall immediately consult with the GWP to determine a mutually acceptable procedure.

Accordingly, the Contractor authorizes the GWP to deduct from the Contractor's invoice any amount representing such taxes, duties, or charges, unless the Contractor has consulted with the GWP before the payment thereof and the GWP has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide the GWP with written evidence that payment of such taxes, duties, or charges has been made and appropriately authorized.

18. OBSERVANCE OF THE LAW

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

19. AUTHORITY TO MODIFY

Only the GWP Authorized Official possesses the authority to agree on behalf of the GWP to any modification of or change in this Contract, to a waiver of any of its provisions, or any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against the GWP unless provided by an amendment to this Contract signed by the Contractor and jointly by the GWP.