



TENDER DOCUMENTATION FOR CONCLUSION OF A CONTRACT FOR  
PROCUREMENT OF  
TRANSPORT SERVICES FOR EMPLOYEES FROM THE MUNICIPALITY OF  
KONCHE TO RADOVISH

Radovish, June 2026



## INSTRUCTIONS FOR BIDDERS

### 1. Purchaser

The purchaser is DPTU Bučim DOOEL Radoviš, with address: *Sveti Spaso Radoviški No. 1, Radoviš*, email address: [tender@bucim.mk](mailto:tender@bucim.mk)

### 2. Subject of the Procurement

2.1 The subject of the procurement contract is the provision of a service – transport of employees from the Municipality of Konče to Radoviš.

2.2 A detailed description of the subject of the contract is provided in the technical specifications attached to this documentation.

2.3 The subject of the contract is indivisible. The bidder must include all component elements in their offer; otherwise, the offer will be considered unacceptable.

2.4 The purchaser reserves the right not to fully realize the total value of the contract.

2.5 The duration of the contract is 18 months, i.e., from 01.07.2026 to 31.12.2027.

2.6 The selection criterion shall be the lowest price at the time of evaluation of the offers, provided that the criteria specified in point 3 are fulfilled.

### 3. 3. Determination of Capability

#### 3.1 Personal Capability

Any interested party wishing to participate in the selection of the most favorable bidder must meet the following conditions:

- Be registered in the Central Registry of the Republic of North Macedonia with the main activity – passenger transport;
- Not be subject to a ban on performing activities;
- Not be capital-wise, managerially, or family-related to any of the management members or employees of the legal entity DPTU Bučim DOOEL Radoviš;
- Have submitted a final annual account for 2025.

To prove personal capability, the bidder must submit:

- A current state extract (not older than 3 days from the date of submission of the offer) issued by the Central Registry of the Republic of North Macedonia;
- Document for registered activity;
- Current state extract for beneficial owners issued by the Central Registry;
- Certificate from the Central Registry confirming that no ban on activity has been imposed;
- Final annual account for 2025;
- A statement confirming that the legal entity, its owner, and manager are not capital-wise, managerially, or family-related to any of the management or employees of DPTU Bučim DOOEL Radoviš.

#### 3.2 Technical Capability

Any interested party wishing to participate in the selection of the most favorable bidder must meet the following conditions:

- Possess a license for free passenger transport and special line passenger transport issued by the Ministry of Transport and Communications of the Republic of North Macedonia, valid throughout the contract period;
- Possess at least 2 (two) vehicles, of which:
  - 1 (one) with a minimum capacity of at least 21 passengers, and
  - 1 (one) with a minimum capacity of at least 18 passengers;
- Vehicles must meet a minimum EURO 5 environmental standard;
- Vehicles must be registered and technically compliant;
- Vehicles must have a quality heating and cooling system;
- Vehicles must be ready for operation, in excellent appearance, and in perfect technical condition;
- The vehicle body must be in good overall condition; body damage, rust, or visible defects are not acceptable;
- Vehicles must comply with the Client's mandatory safety requirements, including solid passenger compartments, seat belts, and other conditions in accordance with the Law on Road Traffic Safety;
- Minibuses must be equipped with a fire extinguisher and emergency hammers for breaking windows if necessary;
- Passenger interiors must be in good condition; damaged or dirty upholstery is not acceptable;
- Any improvised modifications (e.g., doors fixed with straps) or transport of lubricants, fuels, spare parts, etc. in the passenger area is prohibited;
- Possess at least 1 (one) backup vehicle;
- Vehicles must be in proper condition, with a valid traffic license and a completed mandatory technical inspection not older than 6 months;
- Vehicles must have a quality heating and cooling system.

To prove technical capability, the bidder must submit:

- A license for performing passenger transport issued to the legal entity;
- A copy of the Extract from the passenger transport license for each vehicle;
- A copy of the Certificate for fulfillment of specific technical and operational conditions, proving the emission class of the vehicles;
- A list of vehicles used, including their age and capacity;
- A traffic license registered in the name of the company submitting the offer (if the traffic license is in the name of another legal entity, a document confirming the right to use the vehicles must be provided – e.g., leasing agreement);
- Proof of a completed technical inspection not older than 6 months from the date of submission.

**Statement that:**

- The vehicles will be ready for operation, with an excellent appearance and in perfect technical condition;
- The vehicle body will be in overall good condition; damage, rust, or other visible defects are not acceptable;

- The vehicles will comply with the Client's mandatory safety regulations, including a solid passenger compartment, seat belts, and other requirements in accordance with the Law on Road Traffic Safety;
- The minibuses are equipped with a fire extinguisher and emergency hammers for breaking windows if necessary;
- Passenger compartments will be in good condition; damaged or dirty upholstery is not acceptable;
- Any improvised modifications (e.g., doors fixed with straps) or transport of lubricants, fuels, spare parts, etc. in the passenger area is prohibited;
- The bidder possesses at least one (1) backup vehicle;
- Vehicles will be in proper condition, with a valid traffic license and a technical inspection not older than 6 months;
- Vehicles are equipped with a quality heating and cooling system.

#### 4. Offer

The offer consists of:

- A completed offer form;
- A completed price list;
- Evidence of fulfillment of personal capability;
- Evidence of fulfillment of technical capability;
- The validity period of the offer shall be 30 days from the date of its submission;
- Deadline for submission of documentation: 18.06.2026.

#### 4. 4.1 Method of Submission of Documentation

The offer shall be submitted in accordance with the tender documentation, using the forms provided in the annex.

The bidder shall enter the price for each position individually in the price list.

The offer shall be submitted in electronic form and must be electronically signed using a digital certificate by the responsible person of the economic operator or a person authorized by them. If the offer is signed by an authorized person, an authorization for signing the offer, signed by the responsible person, must be attached. Offers signed with a digital certificate whose holder is a person without any authorization to sign the offer will be rejected as formally deficient offers.

Documents issued by the Central Registry of the Republic of North Macedonia must be electronically signed by the issuer.

The email address for submission of the offer and documentation is: tender@bucim.mk

Subject of the email: TEN-018

All documents must be submitted only electronically. Documentation sent to another email address or submitted in hard copy will not be considered and will be treated as improperly submitted documentation, resulting in disqualification of the bidder.

After completion of the selection of the most favorable bidder, all bidders who submitted offers that meet the requirements will be notified of the decision on the acceptance/rejection of their offer.

The notification is informative in nature and does not produce legal consequences.

#### 5. 5. Mandatory Elements of the Procurement Contract

##### 5.1 Method of Payment

The following method of payment is *предусмотред*: deferred payment within 60 days after submission of an invoice for services rendered. Any offer containing a method of payment different from the one established in this point will be considered unacceptable and will be rejected.

## 5.2 Deadline, Place, and Method of Delivery

The contractor is obliged to provide transport 7 (seven) days per week for a minimum of 21 passengers in the day shift and 18 passengers in shift-based routes, in one direction per individual transport, in accordance with the schedule provided in the technical specification.

## 5.3 Price Differences (Price Adjustment)

Prices shall be precisely determined for each transport service based on the offered price, which will be adjusted depending on the price of diesel fuel in accordance with a Decision by the Energy Regulatory Commission for Energy, Water Services and Municipal Waste Management Services.

## 5.4 Advance Payment

Advance payment is not allowed for the execution of the procurement contract.

# Technical Specifications

1.1 Places of Departure and Time Intervals for Departure and Return on Non-Working Days (Saturday, Sunday, and Public or Religious Holidays) – 3 Shifts:

1.1.1 Route for minibus departure in three shifts – Municipality of Konče – Radoviš – Municipality of Konče:

### Departure and Return Times – Konče–Radoviš Route

Time (1st Shift)	Time (2nd Shift)	Time (3rd Shift)	Location
04:40	12:40	20:40	First stop – Lubnica village
04:45	12:45	20:45	Second stop – Konče village
04:55	12:55	20:55	Third stop – Lakavica crossroads
05:05	13:05	21:05	Fourth stop – Dedino village
05:15	13:15	21:15	Fifth stop – Injevo village
05:20	13:20	21:20	Sixth stop – bus station near former Tobacco Monopoly
<b>06:20</b>	<b>14:20</b>	<b>22:20</b>	<b>Return from Radoviš (reverse order starting from sixth stop)</b>

2.1 Places of Departure and Time Intervals for Departure and Return on Regular Working Days (Monday–Friday), excluding public holidays – 4 shifts:

2.1.1 Route for minibus departure in the day shift – Municipality of Konče – Radoviš – Municipality of Konče:

### Departure Schedule – Radoviš–Bučim Route (Working Days)

Time of Departure	Departure Location
06:40	First stop – Lubnica village
06:45	Second stop – Konče village

06:55	Third stop – Lakavica crossroads
07:05	Fourth stop – Dedino village
07:15	Fifth stop – Injevo village
07:20	Sixth stop – bus station near former Tobacco Monopoly
<b>16:20</b>	<b>Return of employees from Radoviš (reverse order starting from sixth stop)</b>

## Offer Form

Based on Announcement No. 018 published by DPTU Bučim DOOEL Radoviš for the award of a public procurement contract for transport services for employees, we hereby submit the following:

### OFFER

#### 1. General Section

Name of the Bidder (Company):	
Address:	
Telephone:	
Fax:	
E-Mail:	
Contact Person:	
Mob.phone of the Contact Person:	
III.1.3. Responsible Person (Director/Manager):	
III.1.4. Tax Number:	
Company Registration Number (CRN)	

We agree to submit this offer for the subject of the procurement contract in accordance with the prices defined in the Price List.

By submitting this offer, we fully accept the conditions set out in the announcement and the tender documentation.

#### 2. Financial Offer

3.1 A detailed overview of the total price of our offer is provided in the following Price List: the Price List is attached to the tender documentation.

3.2 Our offer is valid for the period specified in the tender documentation.

3.3 By submitting this offer, we fully accept the conditions set out in the tender documentation.

3.4 The reference price of diesel fuel shall be the price on the date when the offer is submitted.

3.5 The official price of diesel fuel on the day of transport shall be determined based on a Decision adopted by the Energy Regulatory Commission for Energy, Water Services and Municipal Waste Management Services.

No.	Description	Quantity	Share of diesel fuel in the price (in %)	Unit Price (amount excl. VAT)	Unit Price (amount incl. VAT)
1.	Price of service for one transport on the route Municipality of Konče – Radoviš – Municipality of Konče (item 1.1.1.)	1			
2.	Price of service for one transport on the route Municipality of Konče – Radoviš – Municipality of Konče (item 2.1.1.)	1			
3.	Total price (sum of items 1 and 2)				

The calculation method is according to the following formula:

$$TDP = NP \times DP$$

Where:

TDP – Total Daily Price

NP – Number of Transports

DP – Daily Transport Price

$(OP - (OP \times DF) + (OP \times DF \times C))$

OP – Offered Price

DF – Share of diesel fuel in the offered price

C – Coefficient of change in diesel fuel price

*(Price of diesel fuel / reference price on the date of the offer)*

**Method of Payment:** \_\_\_\_\_

**Place and Date**

**Responsible Person\***

\_\_\_\_\_

\*This form shall not be signed by hand, but exclusively electronically by attaching a valid digital certificate whose holder is the responsible person or a person authorized by them. When the authorized person signs electronically, the form is completed with the details of the responsible person, while the electronic signature is that of the authorized person.

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10.02.2025

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