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| **PART A: INFORMATION FOR THE TENDERER** |

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| **Name and address of the contracting authority:** Comuna Dumbrava  **Title of the tender:** Organisation of events  **Reference number:** 23/DUMBRAVA/03  **Date of launching:** 02.08.2017 |

1. **INFORMATION ON SUBMISSION OF THE TENDERS**

Subject of the contract:

The subject of this tender is:

- Implementation of services as indicated in the technical information in the point 2 of these information;

Deadline for submission of the tenders:

The deadline for submission of tenders is 10.08.2017 at 09:00 o`clock. Any tender received after this deadline will be automatically rejected.

\* - The tenderer should have minimum 7 days from the date of launching of the procurement procedure for preparation of the offer (excluding the day of publishing and the date of submission deadline).

Financial information

The tenderers are reminded that the maximum available value of the contract is 11.000 EUR (For Romanian partners including VAT).

The Financial offer must be presented as an amount in EUR and must be submitted using the template for the global-price version of PART C: FORMAT OF FINANCIAL OFFER.

The applicable tax and customs arrangements are specified in the draft contract in Part A of this tender dossier.

Variant solutions

Tenderers are not authorised to tender for a variant in addition to this tender.

Subcontracting

Subcontracting is not allowed.

Award criteria:

***In case more than one offer received***: best value for money, weighting 80% technical quality, 20% price.

Evaluation criteria for technical offer:

* Organization and methodology: 50 points
* Proposed inputs: 30 points
* Time frame: 20 points

TOTAL: 100 points

***In case one offer received***: the Contracting Authority shall check whether the offer is administratively, technically and financially compliant with the requirements set by this tender documentation.

Interviews:

No interviews are foreseen.

Award notification:

The successful tenderer will be informed of the results of the evaluation procedure in written form.

Contract award notice will be published on the programme web site. The estimated time of publishing is 5 days from the deadline for submission of tenders.

Address and meanings for submission of the tenders:

The tenderers will submit their tenders using the **standard set of submission forms available in the Part B – Technical offer and the Part C - Financial offer**. Any other document supporting this invitation is sent for informational purposes only and is not to be modified nor submitted by the tenderer. The tender will be submitted in **1 original**. Any tenders not using the prescribed form may be rejected by the contracting authority.

In addition to the offer the tenderer is required to provide the following supporting documentation:

* Copy of legal registration\*only for Romanian beneficiaries(only if not publicly available for Contracting Authority to consult)
* List of contracts with a short description and value from the past 3 years

The tenders will be submitted in sealed envelopes, containing the following information:

* Name and address of the tenderer
* Title of the tender: Organisation of events
* Reference number: 23/DUMBRAVA/03
* The words: ‘’Not to be opened before the tender opening session’’ (and ”A nu se deschide inainte de sesiunea de deschidere’)

Tenders must be submitted using double envelope system, in an outer parcel or envelope containing two separate, sealed envelopes, one bearing the words "Technical offer”- part B and "Financial offer" - Part C. Any infringement of this rule (e.g. unsealed envelopes or references to price in the technical offer) is to be considered a breach of the rule, and will lead to rejection of the tender.

The tenders will be submitted in person, by post or courier service to the following address:

Comuna Dumbrava

Dumbrava, str. Principală nr.336

Contact person: Monus Eva, project manager

The tenderers are reminded that in order to be eligible the tenders need to be received by the contracting authority by the deadline indicated above.

1. **TECHNICAL INFORMATION**

The tenderers are required to provide services as indicated below. In the tenderer’s technical offer, the tenderers might indicate more details on the deliveries, referring back to the requirements below.

* 1. Activity 1: Joint preparatory training camp

Description of expected outputs / results to be achieved

The Contractor will organise a joint preparatory training camp for young football players from Romania and Serbia. The camp will be organised in Dumbrava, Timis county. The camp will last 6 days.

The Contractor will provide the following services:

1. Accommodation for 15 persons (15 young players) from Serbia for 5 nights. The accommodation will be provided in Dumbrava or at most 10 km distance. The Contractor will provide 8 double room for the young players in at least 2\* hotel or pension.

2. Meals for the participants

The following meals will be provided:

- 5 breakfasts for 15 persons, the breakfast has to be provided at the accommodation place in all you can eat buffet, containing minimum 5 type cold dish (sausages, cheese, butter, marmalade etc.) and 2 types of warm dish (scrambled egg, boiled egg, frankfurter etc), mineral water, fruit juice, coffee, tea.

- 6 lunches for 30 persons (30 football players). The lunch has to be provided near the football field (at most 1 km distance) and will contain minimum: soup 200 ml/person, warm food 250 gr/person consisting of main dish with meat; side dish (grilled vegetables, rice and potato dishes) 150 gr/person; salad – 100 gr/person; dessert 100 gr/person; coffee including milk and sugar; still water and sparkling water 500 ml/person; refreshing beverages 500 ml/person; bread 100 gr/pers.

- 5 dinners for 30 persons (30 football players). The dinner has to be provided near the football field (at most 1 km distance) and will contain minimum: cold or warm starter 100 g/person, warm food 250 gr/person consisting of main dish with meat; side dish (grilled vegetables, rice and potato dishes) 150 gr/person; salad – 100 gr/person; dessert 100 gr/person; still water and sparkling water 500 ml/person; refreshing beverages 500 ml/person; bread 100 gr/pers.

- 2 snacks/day for 30 persons (30 football players) for 5 days. Each snack will contain: 1 sandwich/person and 200 gr fruit/person.

- mineral water – still water 2 liter/person/day for 5 days

The Contractor will discuss the final menu with the Contracting Authority one day prior the event. The Contractor, if necessary, will provide special menus for persons who needs special diet. The Contracting Authority will inform the Contractor about special needs at the moment when the parts finalizes the menu.

3. Football field for training activities. The football field should be in Dumbrava or at most 10 km away. The Contractor will provide a regular football field for 8 hours/day, preferably morning between 9:00-13:00 and in the evening between 17:00-21:00. In severe weather conditions the Contractor will offer an alternative sport hall.

Required inputs

Necessary experienced staff for implementation of the Contract.

Required time frame

*August 2017*

* 1. Activity 2: Workshop

Description of expected outputs / results to be achieved

The Contractor will organise a workshop in Dumbrava, Timis county or at most 10 km distance.

The Contractor will provide the following services:

- Venue for the workshop equipped with: internet connection, projector, screen, seats at least 20 persons.

- Meals for 20 persons containing at least soup 200 ml/person, warm food 250 gr/person consisting of main dish with meat; side dish (grilled vegetables, rice and potato dishes) 150 gr/person; salad – 100 gr/person; dessert 100 gr/person; coffee including milk and sugar; still water and sparkling water 500 ml/person; refreshing beverages 500 ml/person; bread 100 gr/pers.

- One coffee break for 20 persons containing at least coffee 80 ml/person including milk and sugar; mineral water 500 ml/person and snacks 150 grams/person. Cups, glasses, spoons and paper trays.

- Sending out invitation for 20 persons (sport teachers, trainers, press). The list of invited persons will be discussed with the Contracting Authority.

The Contractor will discuss the final menu with the Contracting Authority one day prior the event. The Contractor, if necessary, will provide special menus for persons who needs special diet. The Contracting Authority will inform the Contractor about special needs at the moment when the parts finalizes the menu.

Required inputs

Necessary experienced staff for implementation of the Contract.

Required time frame

*August 2017*

* 1. Activity 3: Football matches

The Contractor will organize a cross-border league for adolescents, a cross-border league for juniors, a friendly match for adults.

1. The Contractor will provide the following services for the cross-border league for adolescents:

- Accommodation for 22 persons from Serbia for 1 night. The accommodation will be provided in Dumbrava or at most 10 km distance. The Contractor will provide 11 double rooms for the participants in at least 2\* hotel or pension.

- Meals for the participants:

The following meals will be provided:

- 1 breakfasts for 22 persons, the breakfast has to be provided at the accommodation place in all you can eat buffet, containing minimum 5 type cold dish (sausages, cheese, butter, marmalade etc.) and 2 types of warm dish (scrambled egg, boiled egg, frankfurter etc), mineral water, fruit juice, coffee, tea.

- 2 lunches for 45 persons. The lunch has to be provided near the football field (at most 1 km distance) and will contain minimum: soup 200 ml/person, warm food 250 gr/person consisting of main dish with meat; side dish (grilled vegetables, rice and potato dishes) 150 gr/person; salad – 100 gr/person; dessert 100 gr/person; coffee including milk and sugar; still water and sparkling water 500 ml/person; refreshing beverages 500 ml/person; bread 100 gr/pers.

- 1 dinner for 45 persons. The dinner has to be provided near the football field (at most 1 km distance) and will contain minimum: cold or warm starter 100 g/person, warm food 250 gr/person consisting of main dish with meat; side dish (grilled vegetables, rice and potato dishes) 150 gr/person; salad – 100 gr/person; dessert 100 gr/person; still water and sparkling water 500 ml/person; refreshing beverages 500 ml/person; bread 100 gr/pers.

- 4 snacks for 45 persons. Each snack will contain: 1 sandwich/person and 200 gr fruit/person.

- mineral water – still water 2 liter/person/day for 2 days

- Football field for matches. The football field should be in Dumbrava or at most 10 km away. The Contractor will provide a regular football field for 10 hours/day between 10:00 – 20:00 for 2 days.

- Referee fee for 2 days, at least 4 referees.

2. The Contractor will provide the following services for cross-border league for juniors:

- Accommodation for 22 persons from Serbia for 1 night. The accommodation will be provided in Dumbrava or at most 10 km distance. The Contractor will provide 11 double rooms for the participants in at least 2\* hotel or pension.

- Meals for the participants:

The following meals will be provided:

- 1 breakfasts for 22 persons, the breakfast has to be provided at the accommodation place in all you can eat buffet, containing minimum 5 type cold dish (sausages, cheese, butter, marmalade etc.) and 2 types of warm dish (scrambled egg, boiled egg, frankfurter etc), mineral water, fruit juice, coffee, tea.

- 2 lunches for 45 persons. The lunch has to be provided near the football field (at most 1 km distance) and will contain minimum: soup 200 ml/person, warm food 250 gr/person consisting of main dish with meat; side dish (grilled vegetables, rice and potato dishes) 150 gr/person; salad – 100 gr/person; dessert 100 gr/person; coffee including milk and sugar; still water and sparkling water 500 ml/person; refreshing beverages 500 ml/person; bread 100 gr/pers.

- 1 dinner for 45 persons. The dinner has to be provided near the football field (at most 1 km distance) and will contain minimum: cold or warm starter 100 g/person, warm food 250 gr/person consisting of main dish with meat; side dish (grilled vegetables, rice and potato dishes) 150 gr/person; salad – 100 gr/person; dessert 100 gr/person; still water and sparkling water 500 ml/person; refreshing beverages 500 ml/person; bread 100 gr/pers.

- 4 snacks for 45 persons. Each snack will contain: 1 sandwich/person and 200 gr fruit/person.

- mineral water – still water 2 liter/person/day for 2 days

- Football field for matches. The football field should be in Dumbrava or at most 10 km away. The Contractor will provide a regular football field for 10 hours/day between 10:00 – 20:00 for 2 days.

- Referee fee for 2 days, at least 4 referees.

3. The Contractor will provide the following services for a friendly match for adults:

- Accommodation for 15 persons from Serbia for 1 night. The accommodation will be provided in Dumbrava or at most 10 km distance. The Contractor will provide 8 double rooms for the participants in at least 3\* hotel or pension.

- Meals for the participants:

The following meals will be provided:

- 1 breakfasts for 15 persons, the breakfast has to be provided at the accommodation place in all you can eat buffet, containing minimum 5 type cold dish (sausages, cheese, butter, marmalade etc.) and 2 types of warm dish (scrambled egg, boiled egg, frankfurter etc), mineral water, fruit juice, coffee, tea.

- 1 lunch for 30 persons. The lunch has to be provided near the football field (at most 1 km distance) and will contain minimum: soup 200 ml/person, warm food 250 gr/person consisting of main dish with meat; side dish (grilled vegetables, rice and potato dishes) 150 gr/person; salad – 100 gr/person; dessert 100 gr/person; coffee including milk and sugar; still water and sparkling water 500 ml/person; refreshing beverages 500 ml/person; bread 100 gr/pers.

- 1 dinner for 30 persons. The dinner has to be provided near the football field (at most 1 km distance) and will contain minimum: cold or warm starter 100 g/person, warm food 250 gr/person consisting of main dish with meat; side dish (grilled vegetables, rice and potato dishes) 150 gr/person; salad – 100 gr/person; dessert 100 gr/person; still water and sparkling water 500 ml/person; refreshing beverages 500 ml/person; bread 100 gr/pers.

- mineral water – still water 2 liter/person/day

- Football field for matches. The football field should be in Dumbrava or at most 10 km away. The Contractor will provide a regular football field for 10 hours/day between 10:00 – 20:00

- Referee fee for 2 days, at least 4 referees.

The Contractor will discuss the final menu with the Contracting Authority one day prior the events. The Contractor, if necessary, will provide special menus for persons who needs special diet. The Contracting Authority will inform the Contractor about special needs at the moment when the parts finalizes the menu.

Required inputs

Necessary experienced staff for implementation of the Contract.

Required time frame

Cross-border league for adolescents – June 2018

Cross-border league for juniors – May 2018

Friendly match for adults –May 2018

* 1. Activity 4: Closing conference

Description of expected outputs / results to be achieved

The Contractor will organise a project closing conference in Dumbrava, Timis county or at most 10 km distance.

The Contractor will provide the following services:

- Venue for the conference equipped with: internet connection, projector, screen, seats at least 50 persons.

- Meals for 50 persons containing at least soup 200 ml/person, warm food 250 gr/person consisting of main dish with meat; side dish (grilled vegetables, rice and potato dishes) 150 gr/person; salad – 100 gr/person; dessert 100 gr/person; coffee including milk and sugar; still water and sparkling water 500 ml/person; refreshing beverages 500 ml/person; bread 100 gr/pers.

- One coffee break for 50 persons containing at least coffee 80 ml/person including milk and sugar; mineral water 500 ml/person and snacks 150 grams/person. Cups, glasses, spoons and paper trays.

- Sending out invitation for 50 persons. The list of invited persons will be discussed with the Contracting Authority.

The Contractor will discuss the final menu with the Contracting Authority one day prior the event. The Contractor, if necessary, will provide special menus for persons who needs special diet. The Contracting Authority will inform the Contractor about special needs at the moment when the parts finalizes the menu.

Required inputs

Necessary experienced staff for implementation of the Contract.

Required time frame

*September 2018*

1. **ADDITIONAL INFORMATION**

The unsuccessful/successful tenderers will be informed of the results of the evaluation procedure. In this sense the CA shall send a notification to the successful tenderer and post an announcement on the website with the name of the successful tenderer followed by the mentioning that “all other tenders were not administratively /technically/ financially compliant”

Confidentiality

The entire evaluation procedure is confidential, subject to the Contracting Authority’s legislation on access to documents. The Evaluation Committee’s decisions are collective and its deliberations are held in closed session. The members of the Evaluation Committee are bound to secrecy. The evaluation reports and written records are for official use only and may be communicated neither to the tenderers nor to any party other than the Contracting Authority, the European Commission, the European Anti-Fraud Office and the European Court of Auditors.