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

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| **Name and address of the contracting authority:** Municipality of Brosteni  **Title of the tender:** Technical design and execution details and technical assistance design services  **Reference number:** RORS26-Municipality of Brosteni-TD02  **Date of launching:** 02/11/2017 |

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

Subject of the contract:

The subject of this tender is:

- Implementation of services (Technical design and execution details and technical assistance design services) as indicated in the technical information in the point 2 of this information;

Deadline for submission of the tenders:

The deadline for submission of tenders is **13/11/2017 at 10:00 hours**. 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 **19,056.00 EUR** (For Romanian partners including VAT). **The maximum available budget for activity 1 is 16,333.70 EUR, the maximum available budget for activity 2 is 2,722.30 EUR.**

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.

[In case when the offers are submitted in national currencies, the exchange rate to be used for checking financial compliance with available budget (during financial evaluation), shall be InforEuro exchange rate for the month when the tender is launched]

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 7 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)
* Certificate issued by the National Trade Register Office in original or legalized copy of which shows the current address and objects of activity of the company.
* CV for proposed key expert

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

* Name and address of the tenderer
* Title of the tender: Technical design and execution details and technical assistance design services
* Reference number: RORS26-Municipality of Brosteni-TD02
* 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:

**Municipality of Brosteni,**

**Brosteni Village, Broșteni Commune, Mehedinți County, Romania**

**Contact person: Cațan Gheorghe Florin-Legal Adviser; Tel: 0726201313**

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.

The present contract aims to achieve the following items related to the investment “Building a Tourism Center for Cultural and Sport Activities – Lupsa de Jos village, Brosteni Commune”:

1). technical design and execution details in compliance with the existing Feasibility study and according to national legislation requirements,

2). technical verification according to national legislation requirements;

3). technical specifications for works, bill of quantities, technical documentations for obtaining approvals/building permit/etc according to national legislation requirements;

4). technical assistance provided by the designer during the works execution according to national legislation requirements, in order to build a Tourism Center for Cultural and Sport Activities – Lupsa de Jos village, Brosteni Commune.

* 1. **Activity 1: Technical design and execution details**

**Description of expected outputs / results to be achieved**

The selected Consultant will be responsible for preparation of all the technical documentation needed for the construction work “Tourism Center for Cultural and Sport Activities – Lupsa de Jos village, Brosteni Commune”:

The technical documentation will be developed based on the Feasibility study attached to the tender documentation.

The location of the construction: Lupsa de Jos village, Brosteni Commune, Mehedinti County.

The consultant will perform the following activities:

**a) Elaboration of the technical design and execution details -** The Contractor will elaborate the Technical Design and Execution Details documentation according to the requirements and stipulations of national legislation related to investment projects financed by public funds and based and in compliance with the existing Feasibility study and technical experts reports of the investment “Building a Tourism Center for Cultural and Sport Activities – Lupsa de Jos village, Brosteni Commune”.

**b) Technical verification** – the Technical design should be verified by certified experts in respect of quality requirements according to the construction specific national legislation.

After the technical design is verified and stamped by the relevant certified experts, the Contractor will submit the documentation to the Contracting Authority 2 months from the date of signing the Contract by both parts.

Technical design will be submitted in 1 (one) original in English and 4 original(s) in Romanian and also in electronic format.

**c) Elaboration of technical specifications** for works, bill of quantities, technical documentations for obtaining approvals/building permit/etc according to national legislation requirements

The Contractor will submit these documentations to the Contracting Authority together with the Technical Design in 1 (one) original in English and 4 original(s) in Romanian and also in electronic format.

**Results to be achieved**

* 1. Technical project for the execution

Written pieces:

* + 1. Technical report, land studies
    2. Calculation summary
    3. Terms of references with technical specifications, control program with list of quantities.

Drawn pieces:

* + 1. All the necessary design plans for construction work

B. Technical project for electrical installations

All the necessary planes with list of quantities verified by an authorized persons (written and drawn pieces).

C. Technical project for heating, water, sewer and other installations.

The Consultant will provide all the necessary execution details with list of quantities verified by authorized persons (written and drawn pieces).

The technical documentation will meet all the necessary legal requirements in the field of construction, fire protection, health and safety and all other relevant acts and standards related to this type of objective.

The design and engineering plans will be complete and ready to be used for the construction of the of the Tourism Center.

Technical documentation should be prepared by the Consultant and delivered to Contracting Authority as follows:

* 5 paper copies
* electronic version on CD.

**Required inputs**

Key expert: chief designer

* University degree in architecture, construction or equivalent
* Responsible designer for architecture projects – License in accordance with national regulations or similar
* General professional experience – at least 3 years of working experience
* Necessary expert team for design and engineering according to Romanian regulations.

Cost for backstopping and support staff, as needed, are considered to be included in the financial offer of the tenderer.

**Required time frame**

November 2017-December 2017

* 1. **Activity 2: Technical assistance design**

**Description of expected outputs / results to be achieved**

The consultant will assure the necessary technical assistance for the construction work – during the works execution, in compliance with the relevant national legislation in force.

The Consultant will work in collaboration with the construction supervisor and the construction company.

The Consultant will be present at the construction site at least one hour/week and anytime is necessary at the request of the construction supervisor or the representatives of the construction company.

**Required inputs**

Necessary personal for achieving the required outputs.

Cost for backstopping and support staff, as needed, are considered to be included in the financial offer of the tenderer.

**Required time frame**

19 months in the period of November 2017 – May 2019.

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.

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| NOT TO BE FILED IN BEFORE CONTRACT SIGNING  NOT TO BE SUBMITTED WITHIN THE OFFER!!! |

**FORMAT OF THE CONTRACT BETWEEN THE CONTRACTOR AND THE CONTRACTING AUTHORITY**

**CONTRACT TITLE:** Technical design and execution details and technical assistance design services

**REF:** RORS26-Municipality of Brosteni-TD02

**Concluded between:**

Municipality of Brosteni

Brosteni Village, Broșteni Commune, Mehedinți County, Romania

(Contracting Authority)

AND

<*Title>*

*<Address of the contractor>*

*<Official registration number/VAT number[[1]](#footnote-1)>*

(Contractor)

**Article 1: Subject of the contract**

The subject of the contract is the services as indicated in the contractor’s offer – ‘’Part B: Format of offer to be provided by the tenderer’’

**Article 2: Contract value**

The total contract value for implementation of services indicated in the Article 1 is: <XXX EUR/RON, (including VAT for Romania partners)>.

In accordance with IPA implementing regulation, for Romanian partners VAT can be an eligible expenditure. The Contracting Authority will pay the unit prices, as stated in the Financial Offer, and will pay the VAT if the VAT is clearly identified on the invoices.

**Article 3: Contracting documents**

The documents which form the part of this contract are (by the order of precedence):

* Contract agreement
* Contractor’s offer as provided in the tendering phase – ‘’Part B: Format of offer to be provided by the tenderer’’
* Contractor’s financial offer –“ Part C:Format of financial offer”
* Any other supporting documentation if applicable (\* - in case of asking for registration of company or other information)

For any issues not defined in this contract agreement the rules of General conditions will be applied (Annex B8d of PRAG b8d\_annexigc\_en.pdf)

<http://ec.europa.eu/europeaid/prag/previousVersions/annex.do?num=2015.0&lang=en>

**Article 4: Deliveries and payments**

The contractor will deliver without reservation the services indicated in the contractor’s offer ‘’Part B: Format of offer to be provided by the tenderer’’. The deliveries will be implemented within the indicated dates.

The contracting authority will pay to the contractor for the services in the amount indicated in the Article 2 of this contract document.

In case the contract is concluded in EUR, and payments are made in NC, applicable exchange rate must be InforEuro exchange rate for the month of the issuing of invoice or pre-invoice in case of VAT exemption.

The payments will be issued by the following time schedule.

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| **Day/Month** |  | **<EUR/RON>** |
| < Day/Month > | Interim payment after reporting activity 1 | <85,70 % of the contract value > |
| < Day / Month > | Balance final payment | <14,30 % of the contract value > |
|  | **Total** | <Total contract value> |

\* - The contractor will provide contracting authority with the brief report on execution of the services, which will represent the basis for issuing interim and balance final payment

**Article 5: Duration of the contract**

The duration of the contract is 19 months.

Commencement date is date of contract signing by both parties.

**Article 6: Resolving of disputes**

Any disputes arising out of or relating to this Contract which cannot be settled otherwise shall be referred to the exclusive jurisdiction of Drobeta Turnu Severin Court in accordance with the national legislation of the state of the Contracting Authority.

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| **For the Contractor** | | **For the Contracting Authority** | |
| Name: |  | Name: | Borugă Alexandru |
| Title: |  | Title: |  |
| Signature: |  | Signature: |  |
| Date: |  | Date: |  |

1. Where applicable. For individuals, mention their ID card or passport or equivalent document - number [↑](#footnote-ref-1)