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

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| **Name and address of the contracting authority:** CHAMBER OF COMMERCE AND INDUSTRY OF SERBIA, Regional chamber of commerce and industry of the South Banat administrative district  **Title of the tender:** Engagement of external evaluator for P2 activities  **Reference number:** RORS-39/CCIS-RCCI Pancevo/71463/TD 03  **Date of launching:** 6.September 2017. |

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

Subject of the contract:

The subject of this tender is engagement of external evaluator for P2 activities 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 **15.September at 12.00 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 **4.000,00 EUR** (For Romanian partners including VAT).

The Financial offer must be presented as an amount in EUR for international suppliers or in RSD for local suppliers 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: 40 points
* Proposed inputs: 40 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
* CV of proposed expert

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

* Name and address of the tenderer
* Title of the tender: Engagement of external evaluator for P2 activities
* Reference number: RORS-39/CCIS-RCCI Pancevo/71463/TD 03
* The words: ‘’Not to be opened before the tender opening session’’ and “Ne otvarati pre sastanka za otvaranje ponuda’’)

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:

**CHAMBER OF COMMERCE AND INDUSTRY OF SERBIA**

**Regional chamber of commerce and industry**

**of the South Banat administrative district**

**1a Zmaj Jovina street, 26000 Pancevo**

**Zoran Viric**

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. Title of activity 1: Engagement of external evaluator for P2 activities

Evaluation of project activities is needed to assess key activities in relation to five criteria: relevance, effectiveness, efficiency, sustainability and impact. Based on them, it will be evaluated whether certain objectives and results of the project have already been accomplished. The Contractor is obliged to evaluate P2 project activities in close cooperation with the project team. One final and three interim evaluation reports will be delivered to the Contracting Authority. First interim report will cover the implementation period of the project Eco Tamis from the beginning (14.06.2017) to December 2017. Second interim report will cover the period from December 2017 to June 2018, and third interim from June 2018 to the end of project implementation (13.12.2018). The final report will cover entire project’s implementation period.

Major project activities must be evaluated in order to monitor their compliance with the planned, especially in terms of achieving the projected value of the indicators.

Based on the evaluation findings stipulated in above mentioned reports, the preventive and corrective measures shall be proposed to project team by relevant managing body.

In order to carry out the evaluation based on the above mentioned five criteria, the Contractor must perform following task:

* Preparation of assessment plan and methodology. The assessment plan and methodology must be adopted by development coordinator and prepared in order to obtain relevant and useful data.
* Preparation of evaluation sheets in compliance with adopted assessment plan and methodology. The material must be prepared in electronic version, ready for printing. The object of assessment will be following project activities:
  + 2.2 Organization of events,
  + 2.3 Communication through websites,
  + 3.3 Promotion of new touristic product Eco Tamiš (Timiş),
  + 3.4 Capacity building of stakeholders for tourism in the Tamiš (Timiš) river valley,
  + 3.6 Establishing Network of Tamiš (Timiş) tourism stakeholders.
* Statistic processing and qualitative analysis of gathered data.
* Production of evaluation reports. The Contracting Authority will provide the required form. Also, reports must be followed up by relevant presentations. Presentations shall be done in format appropriated for the project team or Joint Steering committee meetings.

Quality parameters for the above stated services will be validity, accuracy and relevancy of obtained assessment’s results. The quality of rendered services will be monitored and evaluated by development coordinator, who will inform Contractor of any requests, objections and suggestions in writing.

Required inputs

The Contractor must provide the evaluation expert with following qualification and skills:

Qualifications and skills:

* Minimum High school education
* Significant knowledge of English Language in written and spoken

Specific professional experience:

* Evaluation/assessment of at least one project/project proposal/application financed by foreign donors

Required time frame

September 2017 – December 2018

First interim report will be prepared until the end of December 2017, second until the end of June 2018 and third interim and final report no later than December 13th 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.

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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:** Engagement of external evaluator for P2 activities

**REF:** RORS-39/CCIS-RCCI Pancevo/71463/TD 03

**Concluded between:**

**CHAMBER OF COMMERCE AND INDUSTRY OF SERBIA**

**Regional chamber of commerce and industry of the South Banat administrative district**

**1a Zmaj Jovina street, 26000 Pancevo**

(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 engagement of external evaluator for P2 activities 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/RSD, (including VAT for Romania partners)>.

For Serbian partners:

The contract shall be exempt from all duties and taxes, including VAT.

For Romanian 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 RSD, 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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| **Month** |  | **<EUR/RSD>** |
| 4 | Interim payment (\*if applicable) | <30 % of the contract value / Absolute amount > |
| 10 | Interim payment (\*if applicable) | <30 % of the contract value / Absolute amount > |
| 15 | Balance final payment | <40 % of the contract value / Absolute amount > |
|  | **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 15 months.

Commencement date is a date of contract signature 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 the Commercial Court in Pancevo 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: |  |
| Title: |  | Title: |  |
| Signature: |  | Signature: |  |
| Date: |  | Date: |  |

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