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

|  |
| --- |
| **Name and address of the contracting authority:** Municipality of Bela Crkva Miletićeva 2, 26340 Bela Crkva, Republic of Serbia  **Title of the tender:** Organization of events  **Reference number:** RORS32/Municipality of Bela Crkva/TD2  **Date of launching:** 07/09/2017 |

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 16/09/2017 at 09.00 **hours**. Any tender received after this deadline will be automatically rejected.

Financial information

The tenderers are reminded that the maximum available value of the contract is 7.985 EUR.

The Financial offer must be presented as an amount in EUR or RSD 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 (only if not publicly available for Contracting Authority to consult)

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

* Name and address of the tenderer
* Title of the tender: Organization of events
* Reference number: RORS32/Municipality of Bela Crkva/TD2
* 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:

Municipality of Bela Crkva Miletićeva 2,

26340 Bela Crkva, Republic of Serbia

Ivana Varga +38113853346,

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 Organization of Events

Description of expected outputs / results to be achieved

Contractor is expected to provide required support to Contracting Authority necessary for organization of 5 events planned for implementation of EU funded project “Keepers of tradition” RORS 32 financed by Interreg IPA CBC Romania- Serbia Programme.

Following events should be organized:

1. **Conference for launching the Project on the Serbian side of the CB area**

One day Conference which launch the project, will last up to two hours and should be organized for up to 50 people in the Municipality of Bela Crkva. Cotractor will provide premises in which the Conference will be held, which should satisfy all the requirements for quality Conference holding: air-conditioned room with a sufficient number of seating places and all necessary technical equipment (lap top, projector, microphone and sound box). Contractor should provide refreshment and lunch for all participants in Conference premises, on the basis of direct servants/catering and all the following inventory, which include: course meal harmonised with the needs of participants (a lunch for possible vegetarians should also be included in the deal), refreshments when participants arrive and during the lunch (a coffee, juices and water should be provided). Contractor should also provide a conference moderator who will lead and moderate the program of the Conference. Consultant will also provide services related to registration of participants, marking conference room in according with Visual Identity Manual of the Interreg-IPA Cross-border Cooperation Romania-Serbia Programme

<http://www.romania-serbia.net/?page_id=212&lang=en_GB>

and distribution of promotion materials to participants. Contracting Authority will provide visibility and promotion materials.

1. **Final conference project on the Serbian side of the CB area**

One day Conference which launch the project, will last up to two hours and should be organized for up to 50 people in the Municipality of Bela Crkva. The premises in which the Conference will be held, will be provided by Contracting Authority. Contractor is expected to prepare conference room with all necessary technical equipment (lap top, projector, microphone and sound box). Contractor should provide refreshment and lunch for all participants in Conference premises, on the basis of direct servants/catering and all the following inventory, which include: course meal harmonised with the needs of participants (a lunch for possible vegetarians should also be included in the deal), refreshments when participants arrive, and during the lunch (a coffee, juices and water should be provided). Contractor should also provide a conference moderator who will lead and moderate the program of the Conference. Consultant will also provide services related to registration of participants, marking conference room in according with Visual Identity Manual of the Interreg-IPA Cross-border Cooperation Romania-Serbia Programme

<http://www.romania-serbia.net/?page_id=212&lang=en_GB>

and distribution of promotion materials to participants. Contracting Authority will provide visibility and promotion materials. After Conference is finished Contractor is expected to clean-up and return premises to previous state.

1. **Inaugural conference for the opening of the Tradition Center Kusic, Bela Crkva**

After the rehabilitation of the building a press conference will be organized in newly reconstructed Tradition Centre, with 100 participants: the partners in the project and representatives of the local public authorities, cross border cultural institution, from the both sides of the border. During the press conference the rehabilitation centre will be presented with all the endowment, the future activities that will be organized. Contractor is expected to prepare conference room with all necessary technical equipment (lap top, projector, microphone and sound box). Contractor should provide refreshment and lunch for all participants in Conference premises, on the basis of direct servants/catering and all the following inventory, which include: course meal harmonised with the needs of participants (a lunch for possible vegetarians should also be included in the deal), refreshments when participants arrive, and during the lunch (a coffee, juices and water should be provided). Contractor should also provide a conference moderator who will lead and moderate the program of the Conference. Consultant will also provide services related to registration of participants, marking conference room in according with Visual Identity Manual of the Interreg-IPA Cross-border Cooperation Romania-Serbia Programme

<http://www.romania-serbia.net/?page_id=212&lang=en_GB>

and distribution of promotion materials to participants. Contracting Authority will provide visibility and promotion materials. After Conference is finished Contractor is expected to clean-up and return premises to previous state. It is expected that conference last up to 4 hours.

1. **Exchange of best practice/experience between the two communities**

During 10 days of the summer vacation a total of 18 children from Svinita will go to Kusic where they will be hosted by the families with children of the same age. The Association members will establish a program to include children in various activities with the aim of getting closer to the traditional elements of the two areas, from agricultural activities to various cultural and artistic activities in order to arouse interest among the children regarding the importance of keeping the tradition and passed them on to the future generations. During these 10 days in the new rehabilitated building of the cultural centre, Contractor is expected to provide lunches and refreshments for 13 participants each day.

1. **Conference for establishing the sustainable tourism development Association "Keepers of the tradition"**

Two day conference will be organized in premises of Contracting Authority, with 40 participants: the partners in the project and representatives of the local public authorities, cross border cultural institution, from the both sides of the border. Contractor is expected to prepare conference room with all necessary technical equipment (lap top, projector, microphone and sound box). Contractor should provide refreshment and lunch for all participants in Conference premises, on the basis of direct servants/catering and all the following inventory, which include: course meal harmonised with the needs of participants (a lunch for possible vegetarians should also be included in the deal), refreshments when participants arrive and during the lunch (a coffee, juices and water should be provided). Contractor should also provide a conference moderator who will lead and moderate the program of the Conference. Consultant will also provide services related to registration of participants, marking conference room in according with Visual Identity Manual of the Interreg-IPA Cross-border Cooperation Romania-Serbia Programme

http://www.romania-serbia.net/?page\_id=212&lang=en\_GB

and distribution of promotion materials to participants. Contracting Authority will provide visibility and promotion materials. After Conference is finished Contractor is expected to clean-up and return premises to previous state. For each of two days it is expected that conference last up to 6 hours. Contractor is also expected to provide accommodation for 40 participants of conference for one night in 10 single and 15 double rooms equipped with TWC, TV, AC, and internet in Bela Crkva or near vicinity (with transportation if accommodation is more than 1km away form Municipality). In the place of accommodation Contractor is expected to provide participants with one dinner and one breakfast.

For all events Contractor will provide: registration of participants, marking event with visual identity elements provided by Contracting Authority and or secure distribution of promotional materials supplied by Contracting Authority, technical equipment (if necessary), and technical support for organisation of event if necessary. Also Contractor will provide several photos of each event. Organization of each event should be compliant with requirements set in everything Visual Identity Manual of the Interreg-IPA Cross-border Cooperation Romania-Serbia Programme. For each event, agenda of event will be given to Contractor at least 7 days in advance.

**Required inputs**

* Personnel, premises, supplies, equipment and other backstopping support required for service contract implementation.

**Required time frame**

*Overall timeframe for this service will be: September 2017 – December 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.

|  |
| --- |
| 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:** Organization of events

**REF:** RORS32/Municipality of Bela Crkva/TD2

**Concluded between:**

*Municipality of Bela Crkva*

*Miletićeva 2, 26340 Bela Crkva, Republic of Serbia*

(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 Organization of events 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,

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

**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

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.

|  |  |  |
| --- | --- | --- |
| **Day/Month** |  | **<EUR/RSD>** |
| Month 1 | Interim payment, after Event 1 | <12 % of the contract value / Absolute amount > |
| Month 3 | Interim payment, after Events 3,4 | <60 % of the contract value / Absolute amount > |
| Month 9 | Interim payment, after Event 5 | <16 % of the contract value / Absolute amount > |
| Month 15 | Balance final payment, all services required by this tender are finished and approved. | < 12 % 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 date of signature of the contract 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 Serbian competent Court of Law in accordance with the national legislation of the state of the Contracting Authority.

|  |  |  |  |
| --- | --- | --- | --- |
| **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)