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

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| **Name and address of the contracting authority: RECAS CITY, Cal. Timisoarei 86, PC 307340, Recas, Timis County, Romania**  **Title of the tender:** **Professional courses servant firefighters – 14 persons, Professional courses environmental protection – 14 persons**  **Reference number: RORS-40/2017/A5**  **Date of launching:08/09/2017** |

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 **18/09/2017at 14:00 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 **5.600 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: ***40 points***
* Proposed inputs: ***30 points***
* Time frame: ***30 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 entity registration certificate;
* Certificate of VAT registration;
* Certificate regarding the payment of taxes to the Fiscal Authority (ANAF in Romania);
* Certificate for the payment of taxes to the local authorities;
* Copy of the Authorization from the Ministry of Labor and Social Justice through the authorized body (A.N.C.) and the Ministry of National Education for the organization of servant firefighter and environmental manager courses
* Copy of the authorization of the trainers(Lectors)

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

* Name and address of the tenderer:
* Title of the tender: **Professional courses servant firefighters – 14 persons, Professional courses environmental protection – 14 persons**
* Reference number: **RORS-40/2017/A5**
* 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:

Name of the contracting authority: PRIMĂRIA RECAŞ

Address of the contracting authority: Cl. Timişoarei no.86, RECAŞ, Judeţul Timiş

Contact person: Mrs. Rozalia Boldizsar, 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. Title of activity 1: **Professional courses servant firefighters – 14 persons,**

Description of expected outputs / results to be achieved

The Contractor will provide Professional courses servant firefighters COD COR 541104 for 14 persons which will include theoretical training and practical training. The course will be held in Recas. The transport costs, meal and accommodation of the trainer will be provide by the Contractor.

* After graduation of courses and the final examination, participants will receive certificates issued by the   
  Ministry of Labor and Social Justice and the Ministry of National Education with unlawful validity, in Romania and in all countries of the European Union.
* The Graduation certificates are supplemented by descriptive supplements detailed of the obtained competences to the occupational standards in force.

The staff that will perform this activity has to fulfill the following requirements:

* Authorised Lectors (trainer) for servant firefighters courses

**Required inputs**: For expected outputs the Contactor must be authorized for the organization of the specialization program for occupation / qualification of servant firefighters COR code 541104.The course is based on all the legislation in the field updated until the date of the course.

**Required time frame**: September 2017– November 2017. The dates of the courses will be agreed by the Contracting Authority and the contractor.

* 1. **Title of activity 2: Professional courses environmental protection – 14 persons Description of expected outputs / results to be achieved**

The Contractor will provide **Professional courses environmental protection COD COR 325710 for 14 persons** which will include theoretical training and practical training.

* The course will be held in Recas. The transport costs, meal and accommodation of the trainer will be provide by the contractor.
* After graduation of courses and the final examination, participants will receive certificates issued by the   
  Ministry of Labor and Social Justice and the Ministry of National Education with unlawful validity, in Romania and in all countries of the European Union. The Graduation certificates are supplemented by descriptive supplements detailed of the obtained competences to the occupational standards in force.

**Required inputs**:

The staff that will perform this activity has to fulfill the following requirements:

-Authorised Lector(trainer) for environmental protection (Responsible for the environment ) courses

* For expected outputs the Contactor must be authorized for the organization of the specialization program for occupation / qualification of environmental protection COR code 325710. The course is based on all the legislation in the field updated until the date of the course.

**Required time frame**: September 2017– November 2017. The dates of the courses will be agreed by the Contracting Authority and the contractor.

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 Auditor.

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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: Professional courses servant firefighters – 14 persons, Professional courses environmental protection – 14 persons**

**REF: RORS-40/2017/A5**

**Concluded between:**

***RECAS CITY***

***Address****: Cal.Timisoarei 86, PC 307340, RECAS, Timis County*

(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 “**Professional courses servant firefighters – 14 persons, Professional courses environmental protection – 14 persons**” 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, (including VAT for Romania partners).

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”
* Copy of legal entity registration certificate;
* Certificate of VAT registration;
* Certificate regarding the payment of taxes to the Fiscal Authority (ANAF in Romania);
* Certificate for the payment of taxes to the local authorities;
* Certificate for confirmation of company details issued by the Trade Register Office (if applicabile)
* Copy of the Authorization from the Ministry of Labor and Social Justice through the authorized body (A.N.C.) and the Ministry of National Education for the organization of servant firefighter and environmental manager courses
* Copy of the authorization of the trainers(Lectors)

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 National Currency (LEI), 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** |
| < Day/Month > | Interim payment | <XX % of the contract value / Absolute amount > |
| < Day / Month > | Balance final payment | < XX % 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 **3 months**.

Commencement date is <dd/mm/yyyy>

**Article 6: Cancellation of the contract**

The contract can be suspended by the Contractor due to one of the following reasons:

* Contracting Authority not fulfilling payment and other obligations.

The contract can be terminated by the Contracting Authority due to one of the following reasons:

* The Contractor is in serious breach of the contract, failing to meet contractual obligations;

The Contractor is bankrupted or being wound up, is having its affairs administrated by courts, has entered into arrangements with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situations arising from a similar situation provided for in national legislation or regulations.

**Article 7: 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 relevant 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: |  |
| Title: |  | Title: |  |
| Signature: |  | Signature: |  |
| Date: |  | Date: |  |

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