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

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| **Name and address of the contracting authority:** Comuna Dumbrava, Dumbrava nr. 336  **Title of the tender:** Travel services  **Reference number:** 23/DUMBRAVA/04  **Date of launching:** 10.08.2017 |

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 18.08.2017 at 10:00 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 6.300 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: 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 30 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)
* Transportation licence

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

* Name and address of the tenderer
* Title of the tender: Travel services
* Reference number: 23/DUMBRAVA/04
* 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: Travel services

The Contractor will provide travel services for football players and staff.

Service consists of following tasks and the expected outputs:

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| NAME OF THE EVENT | LOCATION | RELATION | TIME | NUMBER OF PARTICIPANTS |
| Joint preparatory camp for adolescents | Totovo Selo (RS) | Dumbrava - Totovo Selo – Dumbrava | September 2017  6 days | 20 |
| Joint preparatory camp for adolescents and juniors | Totovo Selo (RS) | Dumbrava - Totovo Selo – Dumbrava | April – May 2018  6 days | 35 |
| League of adolescents | Totovo Selo (RS) | Dumbrava - Totovo Selo – Dumbrava | April – May 2018  2 days | 45 |
| League of juniors | Totovo Selo (RS) | Dumbrava - Totovo Selo – Dumbrava | April – May 2018  2 days | 45 |
| Friendly adult matches | Totovo Selo (RS) | Dumbrava - Totovo Selo – Dumbrava | April – May 2018  2 days | 15 |
| Workshop | Totovo Selo (RS) | Dumbrava - Totovo Selo – Dumbrava | April – May 2018  1 day | 10 |

Also the buses will travel on short distances maximum 15 km from the accommodation to the venue of the different activities. No more than 100 km/day travel is foreseen.

Required inputs

A Contractor has to organize the transport according to above mentioned detailes. Comfort aspect is also relevant because most of the participants are young (14-17 years old) persons. Minimal expectations for the buses/microbuses: air conditioning. The Contractor has to provide a bus/microbus with the necessary capacity for the number of the participants. The Contractor should provide the necessary number of drivers and also the accommodation and the meals for the drivers. The buses should stay at the disposal of the Contracting Authority for the above mentioned number of days. Also the Contractor should pay any other taxes (road tax, insurance, parking etc.)

Vehicles have to be technically compliant and dispose of all relevant documents for international and domestic travels.

Required time frame

*September 2017 – May 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.