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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:** Development of new web portal of new product and web site  **Reference number:** RORS-39/CCIS-RCCI Pancevo/71463/05  **Date of launching: 11th September, 2017** |

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

Subject of the contract:

The subject of this tender is development of new web portal of web product and web site 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 **19th September, before 9.00h**. 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 **EUR 3.000,00**. (For Romanian partners including VAT).

The Financial offer must be presented as an amount in RSD for local suppliers and in EUR for international 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: 60 points
* Proposed inputs : 30 points
* Time frame: 10 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 website. The estimated time of publishing is 10 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
* List of similar contracts where the tenderer has worked successfully in past three years

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

* Name and address of the tenderer
* Title of the tender: Development of new web portal of new product and web site
* Reference number: RORS-39/CCIS-RCCI Pancevo/71463/05
* 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: Development of the web portal and web site

RCCI Pancevo implements the project Eco Tamiš (Timiş). The main project’s output is developing of the new tourism product: “Eco Tamiš: Hike, bike, canoe, sport fishing and bird watching”. Since promotion and marketing are the keys of success of any touristic action, RCCI Pancevo should elaborate a special marketing campaign. Though this promotional and marketing campaign, the message should be transmitted to potential new tourists in the best possible way. In that regard, the development of the web portal and web site are the main tools. The web site is a modern tool that is getting more popular among tourists preparing their own holidays or looking for information.

The Contractor is obliged to develop a new project web site. That web site will consist of five different areas. The first one will be dedicated to the general project description. The project’s presentation including promotional film, pictures form main events, studies and other project’s deliverables will be published in this part. Also, the maps for hiking, biking, canoe, sport fishing and bird watching will be posted and will be available for downloading by external user. One page of this area will be done in form of web portal. The discussion forum for stakeholder and other interested parties will be developed here. On that way, they will be able to make comments, recommendation and remarks and will have possibility to active participate in creation of the new touristic product. This part will be three-lingual in Serbian, Romanian and English. The other four parts will be dedicated to the project partners. Those parts will be done in form of web portal with possibility to bring information together from partner’s websites in uniform way. Each information source (project partners) will get its dedicated area for displaying relevant information. Those parts will be bilingual: for Serbian partners in Serbian and English, for Romanian partners in Romanian and English.

The actions will be coordinated with other project partners and under supervision of the Promotional assistant. The scope of the portal is in facilitating a research of touristic information form project partner’s sites.

The Contractor will be obliged in updating of data on weekly basis, at least. The Promotional Assistant will provide the Contractor with clear instruction refer to site construction, visibility rules and information that should be uploaded. The Contractor is obliged to act in accordance with the received instruction.

In order to develop new website, the Contractor is obliged to provide a web hosting until December 2018. The owner of hosting and website will be the Contracting Authority. The Contractor is obliged to provide the Promotional assistant with all passwords and other keys related to the use of website and hosting, after the end of the Contract.

Required inputs

The Contractor must have experience in development of at least one web portal/site in the past three years. For the purpose of the evaluation, the List of similar contract must be submitted as a part of the offer.

Required time frame

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.

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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:** Development of new web portal of new product and web site

**REF:** RORS-39/CCIS-RCCI Pancevo/71463/05

**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 development of new web portal of new product and web site 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 B8dofPRAGb8d\_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>** |
| 2 | Interim payment | <60 % of the contract value / Absolute amount> |
| 14 | 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 **14 months** but not later than 13.12.2018.

Commencement date is a date of the 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. Whereapplicable. Forindividuals, mentiontheir ID card or passport or equivalentdocument - number [↑](#footnote-ref-1)