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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:** Organization of Promo regatta and Promo tour  **Reference number:** RORS-39/CCIS-RCCI Pancevo/71463/TD 07  **Date of launching:** 11th September 2017 |

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

Subject of the contract:

The subject of this tender is organization of Promo regatta and Promo tour 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 2017 at 9:00 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 **12.000,00 EUR**. (For Romanian partners including VAT).

The Financial offer must be presented as an amount in EUR / RSD[[1]](#footnote-1) 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 web site. 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: Organization of Promo regatta and Promo tour
* Reference number: RORS-39/CCIS-RCCI Pancevo/71463/TD 07
* 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: Organization of Promo regatta and Promo tour

Promo regatta

This promo regatta will be organized along the Tamiš (Timiş) river in Serbia. Adequate media covering and promotional events in every place along river where boats will travel, will be performed. The Contracting Authority will prepare the list of participants (10-15 persons) in cooperation with other projects partners. The Contractor shall prepare the detailed plan of the regatta in cooperation with the project team and send it to the Contracting Authority for approval. After obtaining the approval, the regatta will be organized. It will last three days. In that regard, the Contractor will organize the promo regatta with promotional events along river in close cooperation with Development coordinator. Also, the Contractor will be obliged for:

* Organization of promo-regatta along Tamis river in Serbia;
* Providing canoes and their transportation to the venue (according to the adopted detail plan);
* Providing food and adequate accommodation for participants of the regatta (according to the adopted detail plan);
* Organization of promo events and media coverage on three location (according to the adopted detail plan);

Logistic support will be provided by the Contractor during the regatta. It will include: preparation and dispatch of invitation letter according to the prepared list of participants, making photos during regatta, at least one technical guide at disposal, etc.

Promo tour

Promo tour for touristic journalists and tour operator will be organized to present the new product, the Eco Tamiš (Timiş) tourism, to the stakeholders from media. The main aim of that event would be to present to the participants information about potentials of nature in tourism development. The Contractor shall prepare the detailed plan of the tour in cooperation with the project team and send it to the Contracting Authority for approval. After obtaining the approval, the trip will be organized. The tour will last four days. In that regard, the Contractor will provide following services:

* Transportation by bus for 35 participants (media representatives, tour operators, etc.),
* Accommodation and food for 35 persons for four days. Breakfast will be standard European breakfast. Lunch and dinner will consist of minimum 350 g of food per person. If any participant declares her/himself as vegetarian, Contractor will provide adequate quantity of vegetarian food,
* Logistic support: preparation and dispatch of invitation letter, preparation of list of participants, making photos during the promo tour, at least one technical guide at disposal, etc.

Required inputs

The Contractor must have experience in organization at least one regatta/tour 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 – September 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:** Organization of Promo regatta and Promo tour

**REF:** RORS-39/CCIS-RCCI Pancevo/71463/TD 07

**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[[2]](#footnote-2)>*

(Contractor)

**Article 1: Subject of the contract**

The subject of the contract is the organization of Promo regatta and Promo tour 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>** |
| 7 | Interim payment (\*if applicable) | <60 % of the contract value / Absolute amount > |
| 12 | 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 **12 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. Payments under this contract will be made in RSD for local supplier and in EUR for international supplier. [↑](#footnote-ref-1)
2. Where applicable. For individuals, mention their ID card or passport or equivalent document - number [↑](#footnote-ref-2)