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

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| **Name and address of the contracting authority:**  Institutul Intercultural Timisoara  Bd. 16 Decembrie 1989 nr. 8, ap. 8  300173 Timisoara  **Title of the tender:** Providing of Meeting services forTeam building and Training of Trainers activity  **Reference number:** 01.2017/eMS RORS-22  **Date of launching:** 14/06/2017 |

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

Subject of the contract:

The subject of this tender is:

- Implementation of meeting services necessary for organisation of a Team Building and Training of Trainers activity as indicated in the technical information in the point 2 of this information;

Deadline for submission of the tenders:

The deadline for submission of tenders is **21/06/2017 at 17:00 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 **12,600.00 EUR** global price (all taxes included)

The Financial offer must be presented as an amount in EURO and must be submitted using the template for the global-price version of PART C: FORMAT OF FINANCIAL OFFER.

In case the contract is concluded in EURO, and payments are made in national currencies, applicable exchange rate will be InforEuro exchange rate.

The applicable tax and customs arrangements are specified in the draft contract.

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: <50> points
* Proposed inputs: <20> 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 <5> 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 contracts with a short description and value from the past 3 years (Annex I)

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

* **Name and address of the tenderer**
* **Title of the tender: Providing of Meeting services for Team building and Training of Trainers activity**
* **Reference number: 01.2017/eMS RORS-22**
* **The words: ‘’Not to be opened before the tender opening session’’ (and ”A nu se deschide inainte de sesiunea de deschidere’, “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:

**Institutul Intercultural Timișoara**

**Bd. 16 Decembrie 1989 nr. 8, ap. 8**

**300173 Timisoara**

contact person: Marcel Bajka

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: Team building and Training of Trainers

Description of expected outputs / results to be achieved

The contractor shall provide meeting services necessary for organisation of a Team Building and Training of Trainers activity – in the framework of *”InclusiveArt – Access to Culture for Disadvantaged Children and Youth”* cross border project financed under Interreg IPA CBC Romania – Serbia Programme.

The project involves 4 partners (2 from Romania and 2 from Serbia) and is led by Intercultural Institute from Timisoara in partnership with Nevo Parudimos association (Reșița), City of Zrenjanin and Center for Fine and Applied Arts Terra from Kikinda.

The aim of the event is to harmonize the project team, strengthen relationships between its members and to foster the understanding of the whole process of implementation, monitoring and reporting; and to familiarise the team with cultural entrepreneurship and socio-educational animation.

For a period of 6 days, 20 members of the project team and representatives of partners are to be involved in the activity, consisting of two modules.

The first module of two days will be dedicated to the familiarization with project procedures, risk management, project steering committee and project start up. The second module of training will be a 4 days Training of Trainers dedicated to familiarizing of the team with cultural entrepreneurship and socio-educational animation.

* The contractor will provide a location to ensure proper organisation of an event with the duration of six days for minimum 20, maximum 22 persons (20 key staff members from the four project partners plus/minus two international experts); the activity should take place in Timisoara.
* Provide good level of accommodation (clean single rooms with bathrooms and air condition) with breakfast, for 5 nights for 14 persons from the Serbian partners – 70 nights in total. (from 28th of June to 3rd of July) and two international experts for 5 nights total (from 29th of June to 3rd of July)
* Provide regular and vegetarian meals during the activity out of which, cover the costs for two dinners in other locations - restaurants in the city (maximum 22 persons)
* Provide each day two coffee breaks and tea (tea, coffee, milk, mineral water, still water, and natural juice, sweet and salty cookies… (maximum 22 persons)
* Ensure local transportation costs to the meeting place, if necessary.
* Organisation of a proper meeting place for minimum 22 persons during a period of six days; venue and facilities, including tables, chairs, air-condition system, a projector screen, flip chart.
* The contractor will ensure good wireless internet connection at the location and facilities to print plain A4 documents (max 100 pages during the whole activity)
* Provide means to cover the transport cost and fees for two international experts with experience in the fields of cultural entrepreneurship and socio-educational animation in the limit of 4.800,00 EUR. The experts are selected and arranged by IIT (fee of 700 euro, net, per day – 2 experts x 2 work days)

The activity programme will be prepared by the Contracting Authority in consultation with the contractor and the relationship with the participants will be managed by project team of the Contracting Authority.

Required inputs

Qualified and experiences staff capable to deliver meeting and conference services.

Required time frame

**28th June – 3rd July 2017**

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:** Providing of Meeting services forTeam building and Training of Trainers activity

**REF:** 01.2017/eMS RORS-22

**Concluded between:**

Institutul Intercultural Timisoara

Bd. 16 Decembrie 1989 nr. 8, ap. 8

300173 Timisoara

(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 < *Providing of Meeting services for Team building and Training of Trainers activity* >as indicated in the contractor’s offer – ‘*’PART B: FORMAT OF OFFER TO BE PROVIDED BY THE TENDERER*’’ and *PART A: INFORMATION FOR THE TENDERER*

**Article 2: Contract value**

The total contract value for implementation of services indicated in the Article 1 is: <XXX EUR/NC, (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 NC, applicable exchange rate must be InforEuro exchange rate for the month of the issuing of invoice.

The payments will be issued full after the delivery of services.

The contractor will provide contracting authority with the brief report on execution of the services, which will represent the basis for issuing payment

**Article 5: Duration of the contract**

The duration of the contract is <XX days/months>.

Commencement date is <dd/mm/yyyy>

**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 (\* - specify responsible court or arbiter body) 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)