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

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| **Name and address of the contracting authority:** Comuna Valcani  **Title of the tender:** Preparation of public procurement  **Reference number:** 33/VALCANI/01  **Date of launching:** 16.06.2017 |

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 26.06.2017 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 8.500 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: 50 points
* Proposed inputs: 40 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 15 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)
* CV of key expert

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

* Name and address of the tenderer
* Title of the tender: Preparation of public procurement
* Reference number: 33/VALCANI/01
* 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 Valcani

307153 Valcani nr.222

Contact person: Dragos Ioan Buicu, mayor

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: Procurements

Description of expected outputs / results to be achieved

The Consultant will prepare the complete documentation to each procedure including the documents, which will be sent to the applicants, the evaluation methodology and the letters for successful and unsuccessful applicants.

The Consultant will work closely with the project manager and financial manager, also the Consultant communicates with the National Authority regarding procurement issues. The Consultant in cooperation with Project Manager keeps the records of procurement procedures implemented. The single tender procedures should be made according the Programme rules (see http://www.romania-serbia.net/?page\_id=1749&lang=en\_GB) the competitive negotiated procedures according Prag 2015.

The following procurement procedures are foreseen: 8 single tender procedures (services and equipments), 1 competitive negotiated procedure (construction works).

Required inputs

Key expert with 3 years working experience and 2 year specific experience in public procurement, a diploma/graduation course or similar in the field of public procurement, computer operating knowledges (e-mail, microsoft word or similar).

Required time frame

July 2017 – June 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.