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

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| **Name and address of the contracting authority:** Municipality of Nova Crnja, JNA 110, 23218 Nova Crnja, Republic of Serbia  **Title of the tender:** **Software design services**  **Reference number:** RORS11/Municipality of Nova Crnja/TD4-2  **Date of launching:** 18/09/2017 |

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 29/09/2017 at 12:00 **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 6.000 EUR.

The Financial offer must be presented as an amount in EUR or RSD 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 RSD, 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: 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 7 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 if not publicly available for Contracting Authority to consult)

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

* Name and address of the tenderer
* Title of the tender: Software design services
* Reference number: RORS11/Municipality of Nova Crnja/TD4-2
* 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:

Municipality of Nova Crnja, JNA 110,

23218 Nova Crnja, Republic of Serbia

Darko Vukic +381 23 815 030

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 Software design services

Description of expected outputs / results to be achieved

Contractor will produces software aplication necessary for implementation of EU funded project “Regional Centre for advanced laser therapies in Ophthalmology” funded under Interreg IPA CBC Romania- Serbia Programme in line with following feature requirements:

* The ability to create accounts with different levels of access to parts of the application (administrator, doctor, nurse ...)
* Creating and administering patient data
* Creation of patients' examination data (ophthalmological and screening examination`s data according to the requirements of the doctor)
* Search and access to history by patient review
* Printout of a history data by patient
* Entering the code book (International Classification of Disease – ICD 10) for ophthalmological checks with the possibility of correction of codes
* Creating and using a template for examinations data
* Statistical overview of data by different criteria (data analysis)

Technical requirements:

* It is necessary for the application to be web-based and set up on a web server to access it via the Internet
* Access to the application is possible only with the username and password (data is not publicly available)
* Production technology (MVC framework)
* Access should be enabled and display adapted to different devices (Responsive application) - android devices, tablets, laptop and PCs.
* Scalability

Contractor will consult with representatives of Contracting Authority about all aspects of application in detail, regarding features, functionality, layout, user interface and branding. Software interface should implement graphic elements in line with Visual Identity Manual of the Interreg-IPA Cross-border Cooperation Romania-Serbia Programme, available on: [www.romania-serbia.net](http://www.romania-serbia.net)

If Contracting Authority is not satisfied with application functionality, performance or have some other complaint and have request for modification or additional feature request, Contractor is expected to implement / modify application features and or functionality within shortest reasonable timeframe. Server for installation of software will be provided by Contracting Authority and all installations and settings are obligation of Contractor.

Finally Contractor will provide training for personnel designated to use application and produce/submit operation manual if required.

All licences necessary for installation and unrestricted use of software should be free or paid by Contractor for unlimited duration. Application should be maintenance free.

All Copyrights to software will be owned by Contracting Authority after contract is finished. Contractor will give to Contracting Authority uncompiled version of the software, installation version of application and all additionally required software (e.g. databases, libraries etc.) and installation manual if needed.

**Required inputs**

* Sufficient number of qualified and experienced staff necessary for performing this service.
* All equipment, premises, vehicles and other backstopping support necessary for performing this service.

**Required time frame**

Service Contract will have duration 30 days in total. Service Contract will start after signature of contract by both parties.

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:** Software design services

**REF:** RORS11/Municipality of Nova Crnja/TD4-2

**Concluded between:**

*Municipality of Nova Crnja, JNA 110,*

*23218 Nova Crnja, Republic of Serbia*

(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 Software design services 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,

The contract shall be exempt from all duties and taxes, including VAT.

**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

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 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>** |
| Month 1 | Balance final payment when all services required by this tender are finished and approved. | < 100 % 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 balance final payment

**Article 5: Duration of the contract**

The duration of the contract is 30 days.

Commencement date is date of signature of the contract 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 Serbian competent Court of Law 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)