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

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| **Name and address of the contracting authority: Municipality of Jimbolia, T. Vladimirescu street, no. 81, Jimbolia, Timis County**  **Title of the tender: Consultancy for public procurement and financial management services**  **Reference number: RORS 16 / Municipality of Jimbolia / 01**  **Date of launching: 15/09/2017** |

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

Subject of the contract:

The subject of this tender is:

- Implementation of Consultancy services for public procurement and financial management 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 **25/09/2017 at 09:00 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 6.000 EUR, 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: 55 points
* Proposed inputs: 35 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 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.

- Copy of legal registration

- CAEN code enabled for the services provided

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

* Name and address of the tenderer
* Title of the tender: Consultancy for public procurement and financial management services
* Reference number: RORS 16 / Municipality of Jimbolia / 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:

Municipality of Jimbolia, T. Vladimirescu street, no. 81, Jimbolia, Timis County.

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 -Consultancy services for public procurement and financial management**

Description of expected outputs / results to be achieved

In order to proper implement the project “Improvement of Banat Connectivity “, acronym IBC, Municipality of Jimbolia, as partner in this project is involved in construction, rehabilitation and widening of border crossing point and road infrastructure leading to the border crossing point Romania-Serbia. For creating and implementing of such a challenging project, the Municipality of Jimbolia calls for assistance in consultancy related to preparation of tender procurement documents and financial management of orders below tender procedures.

All procurement dossiers must be prepared in accordance with the **PRAG 2015** (Procurement And Grants for European Union external actions – A Practical Guide, version 2015) and Programme rules stipulated by INTERREG-IPA CBC Romania-Serbia Programme (see <http://www.romania-serbia.net> ). The Contracting Authority will provide the necessary information/documents related to the preparation of the Technical specification/Terms of references. The final output/result of the consultant will be to provide an electronic version of the requested purchasing documents, prepared according to the submitted technical and financial report (the format will be communicated by CA).

The aim of this financial management activity is to provide financial advices for budget management of the services and supplies orders below 2500 Euro according to contracting plan, application, partner’s budget, work packages and type of costs (direct/indirect).

The tasks for initiate and send the prepared tender dossiers for publication to [www.romania-serbia.net](http://www.romania-serbia.net) is the responsibility of the Contracting Authority in these dossiers. Also, uploading and briefing the technical and financial reports sent for verification is the responsibility of CA.

**Required inputs**

**Part 1.** Prepare a number of **6 procurement dossiers** according with specific procurement rules set out by the Interreg IPA CBC Romania-Serbia Programme divided in 5 single tender procedures for goods and supplies and 1 Local tender procedure for works as described in the below table:

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| ***No*** | ***Procurement*** | ***Procedure*** |
|  | Technical documentation for reconstruction of local and access roads in Romania | Single tender procedure |
|  | Technical engineering assistance | Single tender procedure |
|  | Supervision for reconstruction of local and access roads in Romania | Single tender procedure |
|  | Organisation of events | Single tender procedure |
|  | Information and promotional materials | Single tender procedure |
|  | Reconstruction of local and access roads in Romania | Local tender procedure |

The Consultant must also observe the latest Communication and Visibility Manual for EU External Actions concerning acknowledgement of EU financing of this project/programme.

**Part 2.** The Consultancy in Financial Procurement Management Process should be initiated after the expected Budget and Application Form has been created and approved during the initial phases and the subsidy contract was signed (and after the consultancy service contract has been signed). This process will provide a mechanism for monitoring and controlling the actual financial resources planned for forecasted orders below 2.500 Euro in the project and to provide to CA a study market case for each order. It is important to formally track expenses of the direct orders, otherwise, it may become impossible to accurately manage the project constraints of time, budget and quality. This project was shaped with 2 direct orders below 2.500 Euro.

The final decision in financial management from the partner’s budget is the sole responsibility of the Contracting Authority. Also, any major discrepancy between forecasted budget/ liquidity and availability of funds shall be the responsibility of the CA.

The required expert shall resume the qualification, skills and specific and general experience as prepared in the activity input.

The consultancy is expected to be provided by an experienced and well-prepared consultant on a part time basis, as described:

* **Qualifications and skills**: University degree; Good knowledge of office suite Programs (e.g. Excel, Word, PowerPoint); knowledge and experience in implementation/verification/consultancy of tender procedures and also in the financial management in funding national/European programmes and/or other similar/equivalent projects; Ability to communicate effectively in spoken and written English;
* **General and specific professional experience**: Good knowledge of standard procurement methods and procedures national/international; involved in a minimum of 1 project with implementation / verification / consultancy of tender procedures and financial management;

The related qualification, skills, general and specific professional experience of the consultant will be certified by the CV of the proposed person. The Contracting Authority can and might request any other documents for confirmation of the proposed CV.

The number of procurements and orders may be modified by CA during project implementation stage, that would not affect the quality and results of the consultant.

**Required time frame**

Estimated period of implementation the consultancy for public procurement and financial management is until 9 months (see the signed service contract).

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: Consultancy for public procurement and financial management services**

**REF: RORS 16 / Municipality of Jimbolia / 01**

**Concluded between:**

Municipality of Jimbolia

T. Vladimirescu street, no.81, Jimbolia, Timis County

(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 consultancy for public procurement and financial management 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.

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 (*PRAG*)

**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.

The contract is concluded in EUR, and payments are made in RON; 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** | **Type of payment** | **EUR** |
| Month 1-3 | Interim payment | 50% of the contract value |
| Month 3-9 | Balance final payment | 50% of the contract value |
|  | **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 until 9 months.

Commencement date is the 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 Timisoara Court 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)