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

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| **Name and address of the contracting authority:** Opština Senta, Glavni Trg 1, 24400 Senta, Serbia  **Title of the tender:** Ecumenical expositions and Thematical route  **Reference number:** RORS-35/2017/S2  **Date of launching:** 21/08/2017 |

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 **30/08/2017 at 10:00 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 15.650 EUR.

The Financial offer must be presented as an amount in 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 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: 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 3 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 Registration document or copy of extract from register APR
* List of similar contracts (Annex I)

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

* Name and address of the tenderer
* Title of the tender: Ecumenical expositions and Thematical route
* Reference number: RORS-35/2017/S2
* 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:

Opština Senta

Glavni Trg 1, 24400 Senta, Serbia

Arpad Maćko [naplata@zenta-senta.co](mailto:naplata@zenta-senta.co) +381 24 655 461

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: Organizing of Ecumenical expositions

Description of expected outputs / results to be achieved

The expectation from the consultant is to prepare and organize ecumenical expositions in Serbia and Romania. Exposition opening acts is going to be organized at Senta, Zrenjanin and Vršac, furthermore, three additional expositions in Timisoara, Lugoj and Mosnita Noua.

The Contractor have to perform the activity in close collaboration with the Contracting Authority and in due time.

Expected result:

* Expositions successfully organized.

Activity outputs:

* Organized 6 expositions in the specified settlements.

Required inputs

3 exposition opening acts should be organized, one-one in each place (Senta, Zrenjanin and Vršac).

* Contractor has to provide the location/venue for the events, 3 days for each.
* Provide and ensure the fees for the invited performer. The Contractor has to bears it fees, what covers mainly they travel expenses and daily allowances. For 3 events.
* Ensure catering (meals and drink) for participants/guests (up to 50 persons) at the place of action. Sweet cookies and salty snacks 150-150 grams/person, coffee 80 ml/person including milk, and water and soft drinks 300 ml/person. For all 3 events.
* Ensure catering (meals and drink) for the guest performer at the place of action. The meals must contain lunch, and supper (on the day of arrival and practice), breakfast, lunch, and supper (on the day of concert performance) and only breakfast (on the day of departure). Breakfast can include sandwiches with ham, cheese and paprika; boiled eggs, scrambled eggs, fried egg, paprika, tomato, hot dog, brown bread. Lunch can include: soup, grilled chicken breast, potato puree, salad; soup, fried fish with pomes frites, salads. Supper can include: cold dish with meats and 3 kinds of various vegetables, and cheese.
* Ensure accommodation for the guest performer at the place of action. 2 nights for each exhibition. The location needs to be not more than 15 km from the location of concert. The room for the guest can be 1 or 2 bedded and room has to be equipped with bathroom. Standard comfort and hygiene requirements. Medium standard in price-quality category.
* Before the exposition event the Contractor needs to secure and cover the cost of tuning of the organ and to troubleshoot minor errors. For 3 events.

Needed inputs in Romanian exhibitions:

* Provide venue for the 3 exhibions, 2 day long each.
* Preparation of materials for the exhibition and installation.
* Transportation of exhibition materials within Timisoara 10 kms, on relation Timisoara-Lugoj- Timisoara 120 kms and Timisoara-Mosnita Noua-Timisoara and within the settlements 30 kms.
* Interpretation at all 3 expositions.
* Refreshments (up to 50 persons) at all 3 expositions. Including sweet cookies and salty snacks 150-150 grams/person, coffee 80 ml/person including milk, and water and soft drinks 300 ml/person.

Required time frame

Exposition in Senta is scheduled for 1-3 of September 2017, in Zrenjanin for 5-7 of September 2017, and in Vršac 8-10 of September 2017.

Expositions at Romania has to be organized at: Timisoara mid and end of September 2017, Lugoj in November 2017, and in Mosnita Noua in December 2017.

* 1. Title of activity: Organizing of Thematical route

Description of expected outputs / results to be achieved

The expectation from the consultant is to organize thematically touristic trip on previously elaborated route. Route will be visited by a group of Serbian target group, interested and tourists. The two day long trips should be realized afterward the results of the study. On each trip will take part 45 participants.

The Contractor have to perform the activity in close collaboration with the Contracting Authority and in due time.

Expected result:

* Successfully organized Tourist thematic trip.

Activity outputs:

* Organized 1 touristic trip on music route.

Required inputs

Contractor has to organize two day long touristic trip to 45 participants.

* The excursion has to include one overnight (accommodation) for participants. It could be in Serbia or Romania too. The rooms can be 2 or 3 bedded and each room has to be equipped with bathroom. Standard comfort and hygiene requirements. Medium standard in price-quality category.
* Ensure meals and soft drinks for the travellers. The meals must contain lunch, and supper (on the way there), breakfast, lunch, and supper (on the way backward).

The trip include the back transport, which could be on another route (relation).

The area of the route will cover Timis County and Banat District. The concrete route will be defined by the study on religious music route. The length of the route will be approximately up to 1000 kms.

It has to conduct in a most economic way, but take into consideration the border crossing (RS-RO-RS) feature of the job.

The tenderer/contractor has to provide an experienced drivers for the routes. Vehicle has to be technically compliant and disposes of all relevant documents for international and domestic travels.

Required time frame

Travel service would be organized in October 2018, but only after the elaborated touristic study.

Requirement for the event organization and transport activities is to have similar experiences in implementation such tasks.

The provided template (Annex I List of similar contracts) will be taken into account during the evaluation of technical offer. Failure to provide the filled template the tenderer will be automatically rejected.

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:** Ecumenical expositions and Thematical route

**REF:** RORS-35/2017/S2

**Concluded between:**

Opština Senta

Glavni Trg 1, 24400 Senta, 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 *service* 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 RSD.

For Serbian partners:

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 (\* - 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 or pre-invoice in case of VAT exemption.

The payments will be issued by the following time schedule.

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| **Month** |  | **RSD** |
| 4 Month | Interim payment | 72,84 % of the contract value |
| 14 Month | Balance final payment | 27,16 % 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 14 months.

Commencement date is dd/08/2017

**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 Higher Court in Subotica, Serbia 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: Rudolf Cegledi |  |
| Title: |  | Title: Mayor |  |
| Signature: |  | Signature: |  |
| Date: |  | Date: |  |

1. Where applicable. For individuals, mention their ID card or passport or equivalent document - number [↑](#footnote-ref-1)