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

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| **Name and address of the contracting authority:** **RESITA MUNICIPALITY, No 1A, December 1st 1918 Square, Resita City, Caras Severin County**  **Title of the tender:** Assistance in public procurement activities  **Reference number: RoRs13/** UAT Resita/1  **Date of launching:** 22/09/2017 |

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

Subject of the contract:

The subject of this tender is:

* 1. - Implementation of services: Assistance in public procurement activities

Deadline for submission of the tenders:

The deadline for submission of tenders is <**02/10/2017 at 18:00 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 10.000 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.

[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: 70 points
* Proposed inputs: 20 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.

In addition to the offer the tenderer is required to provide the following supporting documentation:

* 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: Assistance in public procurement activities
* Reference number: RoRs13/ UAT Resita/1
* 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:

RESITA MUNICIPALITY, No 1A, December 1st 1918 Square, Resita City, Caras Severin County,

Contact person: Rares Ganțolea

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**

1. Preparations of public procurement procedures for the project with the title **”Visit me!!! A New Perspective of Cross-Border Cities through Touristic Sights``,** according to theprovisions of **INTERREG-IPA CROSS-BORDER COOPERATION ROMANIA-SERBIA PROGRAMME, Priority Axis 4 – Attractiveness for Sustainable Tourism, Measure 4.2. - Capacity building initiatives for the improvement of quality and innovation of tourism services and products**  for the budget of Municipality of Resita.

2.To follow the project’s time activities, financing schedule and contracting plan of the title **”Visit me!!! A New Perspective of Cross-Border Cities through Touristic Sights``** project and also work with the persons designated by Resita Municipality for accomplishing the tasks as the project requires.

3. To respect the public tender procedure in correspondence with available legislation - PRACTICAL GUIDE TO CONTRACT PROCEDURES FOR EC EXTERNAL ACTIONS – European Commission (PRAG), Council Regulation 1268/2012

4. To finalize 9 procurement files

1. ***Supply of IT equipment***
2. ***Media campaign and press conference***
3. ***Research Study***
4. ***Organizing of workshop and green sport event with catering&refreshment***
5. ***Contract for the technical project and technical assistance***
6. ***Translation services***
7. ***Execution of works solar panels and taxes***
8. ***Supervision engineer***
9. Communication materials

To submit quarterly interim reports, a draft final report and final activity report to the Contracting Authority.

Geographical area to be covered: Resita Municipality – Caras-Severin County, Romania

**Required inputs**

### Key experts

All experts who have a crucial role in implementing the contract are referred to as key experts. The profiles of the key experts for this contract are as follows:

**Key expert 1: Team Leader**

**Qualifications and skills**

* University degree;
* English language at least at an intermediary level;
* Coordinate and organize at least 2 projects;
* Communication skills;
* Computer knowledge.

**General professional experience**

* At least 5 years work experience in project management services;

**Key expert 2:** **Acquisitions expert**

**Qualifications and skills**

* University degree;
* Public procurement diploma is an advantage;
* Knowledge of tenders legislation for public authorities;
* English language at least at an intermediary level;
* Communication skills;
* Computer knowledge.

**General professional experience**

* Preferably 3 years work experience but

**Specific professional experience**

- At least 2 years work experience in acquisition field.

All experts must be independent and free from conflicts of interest in the responsibilities they take on.

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:** Assistance in public procurement activities

**REF: RoRs13/** UAT Resita/1

**Concluded between:**

**RESITA MUNICIPALITY**

**No 1A, December 1st 1918 Square, Resita City, Caras Severin 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 “Assistance in public procurement activities “ 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/N including VAT.

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 or pre-invoice in case of VAT exemption.

The payments should be done after the service will be finished

**Article 5: Duration of the contract**

The duration of the contract is 21 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 Caraș-Severin County Law 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)