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

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| **Name and address of the contracting authority:** **MUNICIPALITY OF REȘIȚA, No 1A, December 1st 1918 Square, Resita City, Caras Severin County**  **Title of the tender:** External expertise for preparations of public procurement procedures  **Reference number:** eMS RORS19/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:

- 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 <**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: 50 points
* Proposed inputs: 30 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
* CAEN code enabled for the services provided
* 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: External expertise for Preparations of public procurement procedures
* Reference number: eMS RORS19
* 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: Grațian Dobre , e-mail: proiecte@primariaresita.ro

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: Preparations of public procurement procedures for Resita**

**Description of expected outputs / results to be achieved**

1. Preparations of public procurement procedures for the project with the title **Energy Efficiency - The Premise of a Better Environment in Romania – Serbia Cross-Border Area ``,** according to theprovisions of **INTERREG-IPA CROSS-BORDER COOPERATION ROMANIA-SERBIA PROGRAMME, Priority Axis 2– Environmental protection and risk management, Objective 2.1 - ” Environmental protection and sustainable use of natural resources”**.

2. To follow the project’s time activities, financing schedule and contracting plan of the title **Energy Efficiency - The Premise of a Better Environment in Romania – Serbia Cross-Border Area** 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 12 procurement files

1. ***Services for events organizing - the selected company will organize:***
2. ***Mass-media publicity services:***
3. ***Printing services for project informational materials:***
4. ***Legal consultancy for establishing a NGO***
5. ***Services for elaborating a “Study on development of tourism in the Resita and Veliko Gradiste based on natural and historical heritage in the area”***
6. ***Services for training***
7. ***Translation and interpretation services – both in English and Serbian***
8. ***External expertise: in road signage, in describing tourist attractions/natural and historical heritage, in drafting tourist maps***
9. ***Services for external project audit***
10. ***Supply of touristic guiding indicators, pole and mounting included and large scale maps***
11. ***Supply of IT equipment and software***
12. ***Supply of furniture***

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;

**Specific professional experience**

**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.

### Other experts, support staff & backstopping

CVs for experts other than the key experts should not be submitted in the tender but the tenderer will have to demonstrate in their offer that they have access to experts with the required profiles. The Contractor shall select and hire other experts as required according to the needs. The selection procedures used by the Contractor to select these other experts shall be transparent, and shall be based on pre-defined criteria, including professional qualifications, language skills and work experience.

The costs for backstopping and support staff, as needed, are considered to be included in the tenderer's financial offer.

**The Contractor will submit the following reports in English in one original and 2 (two) copies:**

* **Quarterly Interim reports** are required
* **Final report** with the same specifications as the draft final report, incorporating any comments received from the parties on the draft report. The deadline for sending the final report is 5 days after receipt of comments on the draft final report. The report shall contain a sufficiently detailed description of the different options to support an informed decision on the contract. The detailed analyses underpinning the recommendations will be presented in annexes to the main report. The final report must be provided along with the corresponding invoice.

The report referred to above must be submitted to the Project Manager identified in the contract. The Project Manager is responsible for approving the reports.

The report referred to above must be submitted to the Contracting Authority project team members identified in the contract. The Contracting Authority project team members are responsible for approving the reports. The approval process is finished when the Project Manager signs the report.

**Required time frame**

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| **No.** | **Object of Contract** | **Procedure**  **\*\*** | **Starting Date (*e.g. month 1, 2,… of the implementation)*** |
| 1 | Services for events organizing | Single/service | Month 1 |
| 2 | Mass-media publicity services and film directing services for making a film which will promote the touristic Single/service attraction of Resita and Veliko Gradiste | Competitive/service | Month 1 |
| 3 | Printing services for project informational materials | Competitive/service | Month 1 |
| 4 | Legal consultancy for establishing a NGO | Direct purchase/service | Month 2 |
| 5 | Services for elaborating a “Study on development of tourism in the Resita and Veliko Gradiste based on natural and historical heritage in the area” | Single/service | Month 2 |
| 6 | Services for training | Single/service | Month 6 |
| 7 | Translation and interpretation services | Single/service | Month 2 |
| 8 | External expertise: in road signage, in describing tourist attractions/natural and historical heritage, in drafting tourist maps | Single/service | Month 5 |
| 9 | Services for external project audit | Single/service | Month 12 |
| 10 | Supply of touristic guiding indicators, pole and mounting included and large scale maps | Competitive/supply | Month 11 |
| 11 | Supply of IT equipment and software | Competitive/supply | Month 6 |
| 12 | Supply of furniture | Competitive/supply | Month 8 |

The services will be contracted for a period of **14** months, but no later than 09.12.2018

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.

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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:** 1.1. External expertise for Preparations of public procurement procedures for Resita

**REF:** eMS RORS19

**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 “External expertise for Preparations of public procurement procedures for Resita “ 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/NC, 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 will be issued by the following time schedule.

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| **Day/Month** |  | **<EUR/RSD>** |
| < Day/Month > | Interim payment (\*if applicable) | <XX % of the contract value / Absolute amount > |
| < Day / Month > | Balance final payment | < XX % 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 interim and balance final payment

**Article 5: Duration of the contract**

The duration of the contract is 14 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 (\* - specify responsible court or arbiter body) 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)