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

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| **Name and address of the contracting authority:** Municipality of Brosteni, Brosteni Village, Broșteni Commune, Mehedinți County, Romania  **Title of the tender:** Catering services  **Reference number:** RORS26-Municipality of Brosteni-TD01  **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 Catering 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 17:00 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 4.900,00 EUR / 22.498,35 RON (Inforeuro for September 2017) (For Romanian partners including VAT).

Activity 1 maximum budget 200 EUR.

Activity 2 maximum budget 4000 EUR.

Activity 3 maximum budget 500 EUR

Activity 4 maximum budget 200 EUR.

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: 20 points
* Time frame: 30 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 5 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)
* Certificate issued by the National Trade Register Office in original or legalized copy of which shows the current address and objects of activity of the company.

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

* Name and address of the tenderer
* Title of the tender: Catering services
* Reference number: RORS26-Municipality of Brosteni-TD01
* 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 Brosteni,**

**Brosteni Village, Broșteni Commune, Mehedinți County, Romania**

**Contact person: Cațan Gheorghe Florin-Legal Adviser; Tel: 0726201313**

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: Catering services for Press conferences for the project start**

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

For this activity the consultant has to provide catering (Swedish buffet) and one coffee break for 20 persons. Place of the event: Brosteni Commune, Mehedinți County, Romania. Duration: 1 day.

* coffee break consisting of: snack buffet consisting of: dessert 100 grams/person; coffee 80 ml/person including milk and sugar; still water or sparkling water 200 ml/person (at choice); refreshing beverages 250 ml/pers.
* Swedish buffet (minimum types and quantities accepted/person) consisting of:

|  |  |  |
| --- | --- | --- |
| **No.** | **Menus / type** | **Quantity** |
| **A. APPETIZER** | | |
|  | Eggs dishes, meat dishes, cheese, vegetable dishes (minimum 5 dishes) | 200 g |
| **B. MAIN DISHES** | | |
|  | Meat/fish cooked dishes (minimum 3 types) | 200 g |
| **C. GARNISH** | | |
|  | Vegetable dishes (minimum 3 dishes) | 200 g |
| **D. BREAD ROLLS** | | |
|  | 3 pieces / person | 150 g |
| **E. SALADS** | | |
|  | Salads, different dishes (minimum 3 types) | 200 g |
| **F. SWEETS** | | |
|  | Different cakes | 150 g |
| **G. DRINKS** | | |
|  | Still/sparkling mineral water | 250 ml |
|  | Soft / carbonated drinks | 250 ml |
|  | Coffee / tea, with sugar | 150 ml |

***Required inputs***

For expected outputs the Consultant must ensure qualified and sufficient staff to provide all services.

***Required time frame***

Estimated period: October 2017

Specific dates to be communicated by the Contracting Authority in due time for food preparation after confirmation with the Serbian partners.

* 1. **Activity 2: Press event for the local events and lancing of cross-border tourist brand**

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

For this activity the consultant has to provide catering for 400 persons during 4 events (each event has 100 persons). Place of the event: Brosteni Commune, Mehedinți County, Romania. Duration: 4 days (at different date).

Minimum types and quantities accepted/person consisting of:

|  |  |  |
| --- | --- | --- |
| **Current**  **Number** | **Menus / type** | **Quantity** |
| **1. APPETIZER** | | |
|  | Eggs dishes, meat dishes, cheese, vegetable dishes (minimum 5 dishes) | 200 g |
| **B. SOUP** | | |
|  | Soup, different kinds (minimum dishes) | 400 g |
| **C. MAIN DISHES** | | |
|  | Meat/fish cooked dishes (minimum 3 types) | 250 g |
| **D. GARNISH** | | |
|  | Vegetable dishes (minimum 3 dishes) | 300 g |
| **E. BREAD ROLLS** | | |
|  | 3 pieces / person | 150 g |
| **F. SALADS** | | |
|  | Salads, different dishes (minimum 3 types) | 300 g |
| **G. SWEETS** | | |
|  | Different cakes | 200 g |
| **H. DRINKS** | | |
|  | Still/sparkling mineral water | 250 ml |
|  | Soft / carbonated drinks | 250 ml |
|  | Coffee / tea, with sugar | 150 ml |

***Required inputs***

For expected outputs the Consultant must ensure qualified and sufficient staff to provide all services.

***Required time frame***

Estimated period: June 2018 - May 2019

Specific dates to be communicated by the Contracting Authority in due time for food preparation after confirmation with the Serbian partners.

* 1. **Activity 3: Press conferences for opening the touristic center**

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

For this activity the consultant has to provide catering (Swedish buffet) and one coffee break for 50 persons.Place of the event: Brosteni Commune, Mehedinți County, Romania. Duration: 1 day

* coffee break consisting of: snack buffet consisting of: dessert 100 grams/person; coffee 80 ml/person including milk and sugar; still water or sparkling water 200 ml/person (at choice); refreshing beverages 250 ml/pers.
* Swedish buffet (minimum types and quantities accepted/person) consisting of:

|  |  |  |
| --- | --- | --- |
| **No.** | **Menus / type** | **Quantity** |
| **A. APPETIZER** | | |
|  | Eggs dishes, meat dishes, cheese, vegetable dishes (minimum 5 dishes) | 200 g |
| **B. MAIN DISHES** | | |
|  | Meat/fish cooked dishes (minimum 3 types) | 200 g |
| **C. GARNISH** | | |
|  | Vegetable dishes (minimum 3 dishes) | 200 g |
| **D. BREAD ROLLS** | | |
|  | 3 pieces / person | 150 g |
| **E. SALADS** | | |
|  | Salads, different dishes (minimum 3 types) | 200 g |
| **F. SWEETS** | | |
|  | Different cakes | 150 g |
| **G. DRINKS** | | |
|  | Still/sparkling mineral water | 250 ml |
|  | Soft / carbonated drinks | 250 ml |
|  | Coffee / tea, with sugar | 150 ml |

***Required inputs***

For expected outputs the Consultant must ensure qualified and sufficient staff to provide all services.

***Required time frame***

Estimated period: February 2019 - March 2019

Specific dates to be communicated by the Contracting Authority in due time for food preparation after confirmation with the Serbian partners.

* 1. **Activity 4: Press conferences for the project end**

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

For this activity the consultant has to provide catering (Swedish buffet) and one coffee break for 20 persons. Place of the event: Brosteni Commune, Mehedinți County, Romania. Duration: 1 day

* coffee break consisting of: snack buffet consisting of: dessert 100 grams/person; coffee 80 ml/person including milk and sugar; still water or sparkling water 200 ml/person (at choice); refreshing beverages 250 ml/pers.
* Swedish buffet (minimum types and quantities accepted/person) consisting of:

|  |  |  |
| --- | --- | --- |
| **No.** | **Menus / type** | **Quantity** |
| **A. APPETIZER** | | |
|  | Eggs dishes, meat dishes, cheese, vegetable dishes (minimum 5 dishes) | 200 g |
| **B. MAIN DISHES** | | |
|  | Meat/fish cooked dishes (minimum 3 types) | 200 g |
| **C. GARNISH** | | |
|  | Vegetable dishes (minimum 3 dishes) | 200 g |
| **D. BREAD ROLLS** | | |
|  | 3 pieces / person | 150 g |
| **E. SALADS** | | |
|  | Salads, different dishes (minimum 3 types) | 200 g |
| **F. SWEETS** | | |
|  | Different cakes | 150 g |
| **G. DRINKS** | | |
|  | Still/sparkling mineral water | 250 ml |
|  | Soft / carbonated drinks | 250 ml |
|  | Coffee / tea, with sugar | 150 ml |

***Required inputs***

For expected outputs the Consultant must ensure qualified and sufficient staff to provide all services.

***Required time frame***

Estimated period: April 2019 - May 2019

Specific dates to be communicated by the Contracting Authority in due time for food preparation after confirmation with the Serbian partners.

**Other requests**

* The Contracting Authority may modify the period of implementation. Occurred modifications will not lead to apply penalties in the responsibility of the Contracting Authority or to request for damages, compensations or otherwise similar by the Consultant.
* Specific data will be communicated by the Contracting Authority in due time for food preparation.
* Food will be prepared by the Consultant and will be transported and served in the locations indicated by the Contracting Authority.
* The Consultant will ensure the transportation at the place of the event, the buffet arrangement and serving with their personal.
* The Consultant will ensure waiters, porcelain plates, spoons, forks and knives (metal), glass for beverages and napkins.
* The cuisine will be stored and served in adequate containers.
* Only activities 1,3,4 have Swedish buffet.

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:** Catering services

**REF:** RORS26-Municipality of Brosteni-TD01

**Concluded between:**

Municipality of Brosteni

Brosteni Village, Broșteni Commune, Mehedinți County, Romania

(Contracting Authority)

AND

<*Title>*

*<Address of the contractor>*

*<Official registration number/VAT number[[1]](#footnote-2)>*

(Contractor)

**Article 1: Subject of the contract**

The subject of the contract is the catering 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/RON, (including VAT for Romania partners).

The services will be provided based on the firm order received from the Contracting Authority.

The contract have an estimated value at the time of signing. The final contract value is set as the accumulation of all orders received from the Contracting Authority.

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 made after the approval of the reports by the Contracting Authority, based on the invoices provided by the Contractor.

The payment term will be 90 (ninety) days from the provided corresponding invoice. The consultant will submit with each invoice the report of contract in English.

**Article 5: Duration of the contract**

The duration of the contract is 20 months.

Commencement date is date of contract signing 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 Drobeta Turnu Severin 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: | Borugă Alexandru |
| Title: |  | Title: |  |
| Signature: |  | Signature: |  |
| Date: |  | Date: |  |

1. Where applicable. For individuals, mention their ID card or passport or equivalent document - number [↑](#footnote-ref-2)