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

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| **Name and address of the contracting authority:** Comuna Valcani, Valcani no. 222  **Title of the tender:** Organization of events  **Reference number:** 33/VALCANI/06  **Date of launching:** 23.08.2017 |

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 31.08.2017 at 12:00 o`clock. 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 19.515 EUR (For Romanian partners including VAT).

The maximum available budget for activities:

Activity 1 – 350 EUR

Activity 2 – 1.100 EUR

Activity 3 – 1.890 EUR

Activity 4 – 5.120 EUR

Activity 5 – 450 EUR

Activity 6 – 500 EUR

Activity 7 – 8.200 EUR

Activity 8 – 705 EUR

Activity 9 – 1.200 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.

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: 60 points
* Proposed inputs: 20 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\*only for Romanian beneficiaries(only if not publicly available for Contracting Authority to consult)

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

* Name and address of the tenderer
* Title of the tender: Organization of events
* Reference number: 33/VALCANI/06
* 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:

Comuna Valcani

307153 Valcani nr.222

Contact person: Ioanovici Mircea, project manager

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: Project launch conference.

Description of expected outputs / results to be achieved

* The Contractor will provide the necessary technical equipment (sound system, video projector, laptop, translation equipment, projection screen), arrange the hall for the conference, provide cleaning after the conference. The venue of the conference will be provided by the Contracting Authority.
* The Contractor will provide coffee break for 70 persons. The coffee break will contain at least the following products: 1 coffee/person (sugar and milk included), 500 ml mineral water/person (sparkling/still water), 500 ml soft drink/person, 200 gr. pastry/person.

Required time frame

September 2017 – maximum in 5 days from the request of the Contracting Authority

* 1. Activity 2: Folk dance initiation.

Description of expected outputs / results to be achieved

The folk dance initiation will be organised in Valcani. Altogether 40 meetings will be organised for 30 persons (children).

* The Contractor will provide the necessary technical equipment (sound system, laptop), arrange the hall for the folk dance. The venue of the folk dance initiation will be provided by the Contracting Authority.
* The Contractor will provide a folk dance trainer for the activity (40 meetings, 2 hour/meeting).
* The Contractor will provide 500 ml drinking water/person for 30 persons \* 40 meeting.

Required time frame

June 2018 – May 2019 – maximum in 5 days from the request of the Contracting Authority

* 1. Activity 3: Info camp

Description of expected outputs / results to be achieved

The info camp will be organised in Valcani.

* The Contractor will provide accomodation for 12 persons in Valcani, or at most 30 kilometer away from Valcani. The accomodation will be provided in at least 2\*\* hotel or pension, in single or double rooms with breakfast included.
* The Contractor will provide coffee break for 24 persons. The coffee break will contain at least the following products: 1 coffee/person (sugar and milk included), 500 ml mineral water/person (sparkling/still water), 500 ml soft drink/person, 200 gr. pastry/person.
* The Contractor will provide catering for 24 persons. The catering will contain at least: soup (400 ml/person), main course (meat with side dish – 400 gr/person)
* The Contractor will provide Romanian-Serbia translator for 2 days. The translator will be necessary for the whole period of the event.

Required time frame

October 2017 – maximum in 5 days from the request of the Contracting Authority

* 1. Activity 4: Workshops

Description of expected outputs / results to be achieved

The workshops will be organised in Valcani. The venue of the workshops will be provided by the Contracting Authority.

* The Contractor will provide 3 instructors for the coordination of the workshops. There will be organised 3 workshops with the following thematic: ethnography and folklore, culinary traditions, traditional handicraft. The coordinators will have the necessary experience in working with young people and experience in the workshops thematic. Each workshop will have 32 meetings. One meeting will last for 1 hour. If necessary the Contractor will provide transportation for the coordinator.
* The Contractor will provide raw materials for the culinary traditions workshop. For each workshop the Contractor will provide raw materials as asked in a maximal value of 30 euro.
* The Contractor will provide materials for the handicraft workshop. For each workshop the Contractor will provide materials as asked in a maximal value of 20 euro.
* The Contractor will provide 500 ml drinking water/person for 17 persons \* 32 meeting.

Required time frame

September 2018 – May 2019 – maximum in 5 days from the request of the Contracting Authority

* 1. Activity 5: Summer camp in Serbia

Description of expected outputs / results to be achieved

The summer camp will be organised in Coka – Monostur (Serbia).

* The Contractor will provide 1 instructor for the coordination of the Romanian group. The camp will last for 10 days. The instructor will be necessary for the whole period of the camp. The Contractor will provide transportation, accommodation and meals for the instructor.

Required time frame

March 2018 – July 2018 - maximum in 5 days from the request of the Contracting Authority

* 1. Activity 6: Educational events

Description of expected outputs / results to be achieved

The educational events will be organised in Valcani.

* The Contractor will provide coffee break for 100 persons. The coffee break will contain at least the following products: 1 coffee/person (sugar and milk included), 500 ml mineral water/person (sparkling/still water), 500 ml soft drink/person, 200 gr. pastry/person.

Required time frame

December 2017 – January 2018 - maximum in 5 days from the request of the Contracting Authority

* 1. Activity 7: Festival in Valcani

Description of expected outputs / results to be achieved

The festival will be organised in Valcani. The Contracting Authority will provide the venue of the event.

* The Contractor will provide products for the culinary contest. The Contractor will provide 40 kg meat, 40 kg mixed vegetables, spices, 40 kg flour, 10 kg sugar, 100 eggs and other ingregients in a value of maximum 300 euro.
* The Contractor will provide 10 pavilions, 10 tables and 20 benches.
* The Contractor will provide accomodation for 50 persons in Valcani, or at most 30 kilometer away from Valcani. The accomodation will be provided in at least 2\*\* hotel or pension, in single or double rooms with breakfast included.
* The Contractor will provide meals for 50 persons – 1 dinner and 1 lunch. The dinner will contain at least: cold or warm starter (200 gr/person), main course (meat with side dish – 400 gr/person), mineral water (500 ml/person), dessert, bread. The lunch will contain at least: soup (400 ml/person), main course (meat with side dish – 400 gr/person), mineral water (500 ml/person), dessert, bread.
* The Contractor will provide 2 times catering for 150 persons – the catering will contain at least 3 kind of main courses (2 kind with meat, 1 without meat – 400 gr/person), still and sparkling mineral water (500 ml/person), 1 coffee/person (with milk and sugar), bread, cutlery.
* The Contractor will provide transportation for 50 persons for a visit tour in Sannicolaul Mare and Jimbolia. The foreseen distance is 100 km.

Required time frame

April 2019 – May 2019 – maximum in 5 days from the request of the Contracting Authority

* 1. Activity 8: Travel

Description of expected outputs / results to be achieved

Some of the project activities require travel from Valcani to Coka and to other localities.

* The Contractor will provide travel services as follows:

- Transportation for 50 persons for a visit tour in Sannicolaul Mare and Jimbolia. The foreseen distance is 100 km.

- Transportation for 12 persons for a visit tour in Serbia. The foreseen distance is 145 km.

- Transportation for 12 persons Valcani-Coka. The foreseen distance is 45 km.

- Transportation for 50 persons Valcani-Monostur. The foreseen distance is 90 km.

- Transportation for 20 persons Valcani-Coka. The foreseen distance is 45 km.

- Transportation for 12 persons Valcani-Coka. The foreseen distance is 45 km.

Required time frame

October 2017 – May 2019 - maximum in 10 days from the request of the Contracting Authority

* 1. Activity 9: Cultural lector

Description of expected outputs / results to be achieved

Educational events will be held in Valcani and Coka aiming at increasing awareness of the population, especially the young generation of partner communities regarding the history of Banat and the traditional culture in this area to transfer them symbols of cultural heritage, to get acquainted and learn about each other's cultural traditions of the communities they belong to, in order to discover common items of crossborder cultural heritage.

* The Contractor will provide lectors 1-3 persons, who will make presentations in the following subjects: 1." Banat - between past and present” 2." Customs and traditions of Valcani and Čoka" 3 "Interculturalism and tolerance in Banat". The lector/lectors will prepare at least a 30 minutes presentation and a at least 20 pages of materials in the subjects. The lectors will held their presentation in Valcani (2 presentations) and Coka (1 presentation). The Contractor will provide transportation for the lectures.

Required time frame

December 2017 – January 2018 - maximum in 5 days from the request of the Contracting Authority

In the case of meals, the final menu will be decided by the Contractor after discussion with the Contracting Authority 3 days before each event. If there are need for special diet, the Contracting Authority will inform the Contractor at least 1 day before the final menu is established.

Required inputs: well prepared staff for organising events, necessary equipments and well prepared experts.

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.