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

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| **Name and address of the contracting authority:** General Hospital “Sveti Luka”, Psychiatry Department, Smederevo, Knez Mihajlova 51, Smederevo, Serbia  **Title of the tender:** Organization of events  **Reference number:** RORS9/GHPD Smederevo/TD3  **Date of launching:** 24/11/2017 |

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 **07/12/2017 at 09:00 CET**. Any tender received after this deadline will be automatically rejected.

Financial information

The tenderers are reminded that the maximum available value of the contract is 15.300,00 EUR.

The Financial offer must be presented as an amount in EUR or 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: 40 points
* Proposed inputs: 40 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 website. 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 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: RORS9/GHPD Smederevo/TD3
* 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:

General Hospital "Sveti Luka" Smederevo,

Knez Mihajlova St. No. 51, 11300 Smederevo

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 requirementsbelow.

* 1. **Activity 1: Organization of 2 round tables**

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

The round tables are supposed to be organized in the City of Smederevo, with 30 participants and each round table will last three days. The schedule for the round tables is as follows: One in 2018 and one in 2019. All of the mentioned events should be organized in maximum 10 days following the request of the Contracting authority together with desired agenda of Event.

The Contractor should perform the following activities for every event:

* The Contractor should provide a conference room for three consecutive days, with air conditioning and adapted for at least 35 persons – the room will be used around 10 hours per day. The conference room needs to be tidy, well lit and able to accommodate a seminar/workshop type of conference, with cleaning services.
* The Contractor should provide all necessary technical conditions for the realization of the round tables, which include: a computer (pref. laptop), a video projector, projection screen, a set up sound system and other accessories.
* The Contractor should provide accommodation for 14 persons in single rooms, at an at least 3 star rated unit, for 2 nights. Mentioned accommodation cannot be more than 200 meters away from the conference room – in case it is any further, the Contractor must provide adequate transportation for 14 persons. The accommodation must include breakfast (for 14 people) for all-you-can-eat Swedish buffet type, with coffee and soft drinks included.
* The Contractor will provide meals (lunches) for 30 persons. The meals can be provided as catering, or in an adequate restaurant, which cannot be more than 200 meters away from the conference room – in case it is any further, the Contractor must provide adequate transportation for 30 persons for every meal. The Contractor needs to provide 2 lunches and 2 dinners – lunch will include at least the following: soup (200 ml per person), a choice of 2 main courses (1 with meat, 1 without and with a side dish – 450g per person), a salad (50g per person), carbonated and non-carbonated bottled water (500ml per person), coffee and tea (with milk and sugar) and bread. The dinner will include at least the following: cold starter dish (150g per person), 2 main courses (1 with meat, 1 without and with a side dish –450g per person), a salad (50g per person), dessert (50g per person), carbonated and non-carbonated bottled water (500ml per person), coffee and tea (with milk and sugar) and bread. The final menu will be discussed between the parties 3 days before the event. In case there are some special dietary needs, the CA will inform the Contractor 3 days before the start of the event. The timetable of servings will be organized in accordance with the programme of the conference. In case the Contractor chooses to organize catering services, he has to provide adequate cutlery, porcelain plates and other adequate table decorations and arrangements.
* The Contractor will provide catering services for coffee breaks, for 30 people. Breaks will be organized in accordance with the programme of the conference and there will be 4 of them, all held in the conference room or an adjoining room, suited for such break. Each coffee break will at least include: a pastry offer (200g per person), carbonated or non-carbonated bottled water and soft drinks (500ml per person), a dessert (50g per person), coffee and tea (with milk and sugar – 1 piece per person). The Contractor will also provide glasses, cups and adequate arrangement of the venue.
* The Contractor will provide printed conference materials (35 folders, 35 hand-outs – up to 20 pages). Graphic Design will be provided by Contracting Authority.
* The Contractor will also take photographs of the conference and provide printed out attendance lists.
* The Contractor must also comply with the latest Communication and Visibility Manual for EU External Actions concerning acknowledgement of EU financing of the project. (See https://ec.europa.eu/europeaid/communication-and-visibility-manual-eu-external-actions\_en.)

# Required inputs

Experience in event organization services. Personnel, premises, supplies, equipment and other backstopping support required for service contract implementation

# Required time frame

*Overall timeframe for this service will be November 2017 - May 2019.*

* 1. **Activity 2: Organization of 3 promo conferences**

The promotional conferences will be organized in the City of Smederevo, with 15 participants and each event will last ~6 hours. All three conferences will be organized within the period of one year, starting from May 2018, until May 2019. The events need to be organized in 10 days, following the request of the CA together with desired agenda of event.

The Contractor should perform the following activities, per event:

* The Contractor will provide a conference room, with air-conditioning and seating for at least 15 persons. The Contractor will also provide cleaning services and other venue arrangements.
* The Contractor will provide a cocktail break for 15 people, which will include at least: 3 cold starters (100g per person), 2 warm starters (100g per person), 2 soups (100ml per person), 3 main courses (2 with meat, 1 without and with a side dish – 350g per person), 2 salads (50g per person), 2 desserts (50g per person), carbonated or non-carbonated bottled water and soft drinks (500ml per person), (50g per person), coffee and tea (with milk and sugar – 1 piece per person) and bread. The final menu will be discussed between the parties 3 days before the event. In case there are some special dietary needs, the Contracting Authority will inform the Contractor 3 days before the event. The Contractor will provide the cutlery and porcelain plates. Also, the Contractor will provide the necessary table decorations and the arrangement of the venue.
* The Contractor will provide catering services for coffee breaks, for 15 persons. The coffee break will be organized in accordance with the programme of the conference and in the conference room, or in the adjoining room, suited for such break. Coffee break will at least include: carbonated or non-carbonated bottled water and soft drinks (500ml per person), (50g per person), coffee and tea (with milk and sugar – 1 piece per person). The Contractor will provide glasses, cups and necessary table decorations and arrangements of the venue.
* The Contractor will also take photographs of the conference and provide printed out attendance lists.
* The Contractor must also comply with the latest Communication and Visibility Manual for EU External Actions concerning acknowledgement of EU financing of the project. (See https://ec.europa.eu/europeaid/communication-and-visibility-manual-eu-external-actions\_en.)

# Required inputs

Experience in event organization services. Personnel, premises, supplies, equipment and other backstopping support required for service contract implementation

# Required time frame

*Overall timeframe for this service will be November 2017 - May 2019.*

* 1. **Activity 3: Organization of 10 Info Days**

10 info days will be organized in rural areas around the City of Smederevo during implementation of this contract, with 35 participants and each event will last ~4 hours. The events need to be organized in 10 days following the request of the CA together with desired agenda of event.

The Contractor should perform the following activities, per event:

* The Contracting Authority will provide a venue of conference (in most cases Local Government Office or Cultural Centre whatever is more appropriate).
* Contractor will provide presentation and sound equipment for each event and provide technical support during events.
* The Contractor will provide a refreshments for 35 people, which will include at least: 3 cold starters (100g per person), 2 warm starters (100g per person), 3 main courses (2 with meat, 1 without and with a side dish – 350g per person), 2 salads (50g per person), 2 desserts (50g per person), carbonated or non-carbonated bottled water and soft drinks (500ml per person), (50g per person), coffee and tea (with milk and sugar – 1 piece per person) and bread. The final menu will be discussed between the parties 3 days before the event. In case there are some special dietary needs, the Contracting Authority will inform the Contractor 3 days before the event. The Contractor will provide the cutlery and plates. Also, the Contractor will provide the necessary table decorations and the arrangement of the venue.
* Contractor will also provide transportation for all required promotion materials given by CA and secure distribution of the same during Events.
* The Contractor will also take photographs of the Events and provide printed out attendance lists.
* The Contractor must also comply with the latest Communication and Visibility Manual for EU External Actions concerning acknowledgement of EU financing of the project. (See https://ec.europa.eu/europeaid/communication-and-visibility-manual-eu-external-actions\_en.)
* The Contractor will provide cleaning services before and after Event if necessary as well and other venue arrangements.

# Required inputs

Experience in event organization services. Personnel, premises, supplies, equipment and other backstopping support required for service contract implementation

# Required time frame

*Overall timeframe for this service will be November 2017 - May 2019.*

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:** Organization of Events

**REF:** RORS9/GHPD Smederevo/TD3

**Concluded between:**

*General Hospital "Sveti Luka" Smederevo,*

*Knez Mihajlova St. No. 51, 11300 Smederevo*

(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 Organization of Events 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.

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 conditionswill be applied (Annex B8dof PRAGb8d\_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 RSD, 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** |  | **EUR** |
| 6 | Interim payment | 33% |
| 12 | Interim payment | 33% |
| 18 | Balance | 34%\* |
|  | **Total** | <Total contract value> |

In case of Interim payments the contractor will provide contracting authority with the brief interim report on execution of the services, which will represent the basis for issuing interim payment.

\*- The contractor will provide contracting authority with the brief report on execution of the services, which will represent the basis for issuing balance final payment.

**Article 5: Duration of the contract**

The duration of the contract is 18 Months.

Commencement date is date of signature of the contract 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 Serbian competent 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-2)