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

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| **Name and address of the contracting authority: Banat University of Agricultural Sciences and Veterinary Medicine ,,King Michael I of Romania,, from Timisoara**  **Title of the tender: CATERING**  **Reference number:** 18 Joint project for conservation and sustainable use of plant genetic resources from border areas as consequences of climate change.  **Date of launching:**29.05.2017 |

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

Subject of the contract:

The subject of this tender is: CATERING

1. **Activity 1- Catering - Inaugural conference for 100 persons (one day)**
2. **Activity 2 -Catering – Summer school for 50 persons (five day)**
3. **Activity 3-Catering – Training for 50 persons (one day)**

Deadline for submission of the tenders:

The deadline for submission of tenders is 14**/06/2017 at 10:00am local hours**>. 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 <**7.800 EUR/35.324, 64 RON**, National currency. (For Romanian partners including VAT).

**Activity 1 maximum budget 1500 EUR/ 6793, 2 RON.**

**Activity 2maximum budget 5250 EUR/ 23776, 2 RON.**

**Activity 3 maximum budget 1050 EUR/ 4755, 24 RON.**

The Financial offer must be presented as an amount in NC/RON 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: < 30> points
* Time frame: <30> points

TOTAL: 100 points

Only tenderers scored with minimum of 80 points are eligible for financial evaluation.

***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 <**2**> days from the deadline for submission of tenders.

**Address and meanings for submission of the tenders:**

**Banat University of Agricultural Sciences and Veterinary Medicine ,,King Michael I of Romania,, from Timisoara, Calea Aradului, Nr. 119, Timisoara, tel. 0256/ 277009.**

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
* Copy of certificate issued by the ONRC showing object of activity

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

* Name and address of the tenderer
* Title of the tender: CATERING
* Reference number:18
* The words: ‘’Not to be opened before the tender opening session’’ (and ”A nu se deschide inainte de sesiunea de deschidere’, “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:

Name **: Banat University of Agricultural Sciences and Veterinary Medicine ,,King Michael I of Romania,, from Timisoara**

Address of the contracting authority Calea Aradului, no. 119, Timisoara

Contact person: Oana Stoin– Responsible acquisition USAMVBT Tel. 0727775295

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.

**2.1. Title of activity 1 Catering - Inaugural conference (for 100 persons/one day)**

**Friday** **21 JUNE 2017**

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

1. **Welcome coffee -**  **for 100 persons/one day/ hour 8:30**

* Minimum of two kinds of sweet wares and salted
* Carbonated water, flat water, coffee, milk to coffee, sugar, spoons, tea, natural juice, wipes, disposable cups.

1. **Coffee break - for 100 persons/one day/ hour 11:00**

* Carbonated water, flat water, coffee, milk to coffee, sugar, spoons, tea, natural juice, wipes, disposable cutlery, mini cakes, fruits.

**The menu must be composed of the following products:**

**Swedish buffet:**

* Minimum 8 kinds of aperitif (salami, ham chicken and pork, cheese, olive, tomatoes, etc.)
* Carbonated water, flat water, natural juice, coffee, milk to coffee, sugar, spoons, disposable glasses, disposable cutlery, wipes, mini cakes.

**Required inputs**

Qualified and experiences staff, previous experience*.*

**Required time frame**

**21. JUNE 2017 hour 8:00**

* 1. **Title of activity 3 Catering – Summer school for 50 persons (five days)**

**Monday 04 JUNE 2018**

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

1. **Welcome coffee -**  **for 50 persons for hour 8:30**

* Minimum of two kinds of sweet wares and salted
* Carbonated water, flat water, coffee, milk to coffee, sugar, spoons, tea, natural juice, wipes, disposable cups.

1. **Coffee break - for 50 persons for hour 11:00**

* Carbonated water, flat water, coffee, milk to coffee, sugar, spoons, tea, natural juice, wipes, disposable cutlery, mini cakes, fruits.

**The menu must be composed of the following products:**

**Swedish buffet:**

* Minimum 8 kinds of aperitif (salami, ham chicken and pork, cheese, olive, tomatoes, etc.)
* Carbonated water, flat water, natural juice, coffee, milk to coffee, sugar, spoons, disposable glasses, disposable cutlery, wipes, mini cakes.

1. **Lunch for 50 persons for hour 14:00**

Carbonated water, flat water, coffee, milk to coffee, sugar, spoons, tea, natural juice, wipes, disposable cups.

**The menu must be composed of the following products:**

**Swedish buffet:**

Minimum 3 kinds of warm aperitif on the basis of meat (ex. chicken, pork, beef, etc.);

Minimum 3 kinds menu (ex.: rice, vegetables or potatoes, etc.)

Minimum of two kinds of salads of the season (ex. salad of tomatoes, etc.);

Bread

Minimum of two variants of the desert (ex. mini cakes, fruits, etc.)

1. **Coffee break - for 50 persons for hour 16:30**

Carbonated water, flat water, coffee, milk to coffee, sugar, spoons, tea, natural juice, wipes.

**Tuesday** **05 JUNE 2018**

1. **Welcome coffee -**  **for 50 persons for hour 8:30**

* Minimum of two kinds of sweet wares and salted
* Carbonated water, flat water, coffee, milk to coffee, sugar, spoons, tea, natural juice, wipes, disposable cups.

**2. Coffee break - for 50 persons for hour 11:00**

* Carbonated water, flat water, coffee, milk to coffee, sugar, spoons, tea, natural juice, wipes, disposable cutlery, mini cakes, fruits.

**The menu must be composed of the following products:**

**Swedish buffet**:

* Minimum 8 kinds of aperitif (salami, ham chicken and pork, cheese, olive, tomatoes, etc.)
* Carbonated water, flat water, natural juice, coffee, milk to coffee, sugar, spoons, disposable glasses, disposable cutlery, wipes, mini cakes.

**3. Lunch for 50 persons for hour 14:00**

Carbonated water, flat water, coffee, milk to coffee, sugar, spoons, tea, natural juice, wipes, disposable cups.

**The menu must be composed of the following products:**

**Swedish buffet:**

Minimum 3 kinds of warm aperitif on the basis of meat (ex. chicken, pork, beef, etc.);

Minimum 3 kinds menu (ex.: rice, vegetables or potatoes, etc.)

Minimum of two kinds of salads of the season (ex. salad of tomatoes, etc.);

Bread

Minimum of two variants of the desert (ex. mini cakes, fruits, etc.)

**4. Coffee break - for 50 persons for hour 16:30**

Carbonated water, flat water, coffee, milk to coffee, sugar, spoons, tea, natural juice, wipes.

Wednesday **06 JUNE 2018**

1. **Welcome coffee -**  **for 50 persons for hour 8:30**

* Minimum of two kinds of sweet wares and salted
* Carbonated water, flat water, coffee, milk to coffee, sugar, spoons, tea, natural juice, wipes, disposable cups.

1. **Coffee break - for 50 persons for hour 11:00**

* Carbonated water, flat water, coffee, milk to coffee, sugar, spoons, tea, natural juice, wipes, disposable cutlery, mini cakes, fruits.

**The menu must be composed of the following products:**

**Swedish buffet**:

* Minimum 8 kinds of aperitif (salami, ham chicken and pork, cheese, olive, tomatoes, etc.)
* Carbonated water, flat water, natural juice, coffee, milk to coffee, sugar, spoons, disposable glasses, disposable cutlery, wipes, mini cakes.

1. **Lunch for 50 persons for hour 14:00**

Carbonated water, flat water, coffee, milk to coffee, sugar, spoons, tea, natural juice, wipes, disposable cups.

**The menu must be composed of the following products:**

**Swedish buffet:**

Minimum 3 kinds of warm aperitif on the basis of meat (ex. chicken, pork, beef, etc.);

Minimum 3 kinds menu (ex.: rice, vegetables or potatoes, etc.)

Minimum of two kinds of salads of the season (ex. salad of tomatoes, etc.);

Bread

Minimum of two variants of the desert (ex. mini cakes, fruits, etc.)

1. **Coffee break - for 50 persons for hour 16:30**

Carbonated water, flat water, coffee, milk to coffee, sugar, spoons, tea, natural juice, wipes.

Thursday **07 JUNE 2018**

1. **Welcome coffee -**  **for 50 persons for hour 8:30**

* Minimum of two kinds of sweet wares and salted
* Carbonated water, flat water, coffee, milk to coffee, sugar, spoons, tea, natural juice, wipes, disposable cups.

1. **Coffee break - for 50 persons for hour 11:00**

* Carbonated water, flat water, coffee, milk to coffee, sugar, spoons, tea, natural juice, wipes, disposable cutlery, mini cakes, fruits.

**The menu must be composed of the following products:**

**Swedish buffet:**

* Minimum 8 kinds of aperitif (salami, ham chicken and pork, cheese, olive, tomatoes, etc.)
* Carbonated water, flat water, natural juice, coffee, milk to coffee, sugar, spoons, disposable cups, disposable cutlery, wipes, mini cakes.

1. **Lunch for 50 persons for hour 14:00**

Carbonated water, flat water, coffee, milk to coffee, sugar, spoons, tea, natural juice, wipes, disposable cups.

**The menu must be composed of the following products:**

**Swedish buffet:**

Minimum 3 kinds of warm aperitif on the basis of meat (ex. chicken, pork, beef, etc.);

Minimum 3 kinds menu (ex.: rice, vegetables or potatoes, etc.)

Minimum of two kinds of salads of the season (ex. salad of tomatoes, etc.);

Bread

Minimum of two variants of the desert (ex. mini cakes, fruits, etc.)

1. **Coffee break - for 50 persons for hour 16:30**

Carbonated water, flat water, coffee, milk to coffee, sugar, spoons, tea, natural juice, wipes, disposable cups.

Friday **08 JUNE 2018**

1. **Welcome coffee -**  **for 50 persons for hour 8:30**

* Minimum of two kinds of sweet wares and salted
* Carbonated water, flat water, coffee, milk to coffee, sugar, spoons, tea, natural juice, wipes, disposable cups.

1. **Coffee break - for 50 persons for hour 11:00**

* Carbonated water, flat water, coffee, milk to coffee, sugar, spoons, tea, natural juice, wipes, disposable cutlery, mini cakes, fruits.

**The menu must be composed of the following products:**

**Swedish buffet**:

* Minimum 8 kinds of aperitif (salami, ham chicken and pork, cheese, olive, tomatoes, etc.)
* Carbonated water, flat water, natural juice, coffee, milk to coffee, sugar, spoons, disposable cups, disposable cutlery, wipes, mini cakes.

1. **Lunch for 50 persons for hour 14:00**

Carbonated water, flat water, coffee, milk to coffee, sugar, spoons, tea, natural juice, wipes, disposable cups.

**The menu must be composed of the following products:**

**Swedish buffet**:

Minimum 3 kinds of warm aperitif on the basis of meat (ex. chicken, pork, beef, etc.);

Minimum 3 kinds menu (ex.: rice, vegetables or potatoes, etc.)

Minimum of two kinds of salads of the season (ex. salad of tomatoes, etc.);

Bread

Minimum of two variants of the desert (ex. mini cakes, fruits, etc.)

1. **Coffee break - for 50 persons for hour 16:30**

Carbonated water, flat water, coffee, milk to coffee, sugar, spoons, tea, natural juice, wipes.

**Required inputs**

Qualified and experiences staff, previous experience

**Required time frame**

**04– 08 JUNE 2018 hour 8:00**

* 1. **Title of activity 2Catering – Training for 50 persons (one day)**

**Monday 09 JULY 2018**

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

1. **Welcome coffee -**  **for 50 persons for hour 8:30**

* Minimum of two kinds of sweet wares and salted
* Carbonated water, flat water, coffee, milk to coffee, sugar, spoons, tea, natural juice, wipes, disposable cups.

1. **Coffee break - for 50 persons for hour 11:00**

* Carbonated water, flat water, coffee, milk to coffee, sugar, spoons, tea, natural juice, wipes, disposable cutlery, mini cakes, fruits.

**The menu must be composed of the following products:**

**Swedish buffet**:

* Minimum 8 kinds of aperitif (salami, ham chicken and pork, cheese, olive, tomatoes, etc.)
* Carbonated water, flat water, natural juice, coffee, milk to coffee, sugar, spoons, disposable cups, disposable cutlery, wipes, mini cakes.

1. **Lunch for 50 persons for hour 14:00**

Carbonated water, flat water, coffee, milk to coffee, sugar, spoons, tea, natural juice, wipes, disposable cups.

**The menu must be composed of the following products:**

**Swedish buffet**:

Minimum 3 kinds of warm aperitif on the basis of meat (ex. chicken, pork, beef, etc.);

Minimum 3 kinds menu (ex.: rice, vegetables or potatoes, etc.)

Minimum of two kinds of salads of the season (ex. salad of tomatoes, etc.);

Bread

Minimum of two variants of the desert (ex. mini cakes, fruits, etc.)

1. **Coffee break - for 50 persons for hour 16:30**

Carbonated water, flat water, coffee, milk to coffee, sugar, spoons, tea, natural juice, wipes.

**Required inputs**

Qualified and experiences staff, previous experience.

**Required time frame**

**09 July 2018 hour 8:00**

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.