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

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| **Name and address of the contracting authority:** **City of Požarevac, Drinska 2 Street, 12000 Požarevac, Republic of Serbia**  **Title of the tender****:** **Selection of Agency for management of public procurement procedures**  **Reference number: RORS92/T1**  **Date of launching: 27/12/2017** |

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 **09/01/2018 at 15:00 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 **8.400 €.**

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: ***30 points***
* Proposed inputs: ***40 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
* CV of the Public procurement expert
* Contract(s) for implementation of PRAG public procedures as reference

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

* Name and address of the tenderer:
* Title of the tender: **Selection of Agency for management of public procurement procedures.**
* Reference number: RORS92/T1
* The words: ‘’Not to be opened before the tender opening session’’ and ”Ne otvarati pre početka 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 of the contracting authority: **City of Požarevac**

Address of the contracting authority: Drinska Street no2, 12000 Požarevac, Republic of Serbia.

Contact person: Lazar Milentijević, 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.

Title of activity 1: **Selection of Agency for management of public procurement procedures**

Description of expected outputs / results to be achieved

The Contractor will elaborate the procurement documentation of the project contracts, according to the PRAG (Practical Guide to contract procedures for EU external actions).

The contracts to be concluded are listed in the Contracting Plan of the project, which will be provided by the CA.

The Contractor will perform the following tasks:

* Elaboration of the procurement documentation, according to the PRAG regulations and templates and deliver them to the CA in due time;
* Participating, together with the CA’s representatives, at defining the requirements for contracts;
* Providing specialised consultancy in all stages of the procurement procedures
* Delivery to the CA of a necessary documentation, in due time;
* Assisting the CA representatives in relation with the PRAG procedure requirements, at all stages;

The following procurement procedures are foreseen: 2 single tender procedures and 1 Local open tender.

*Actitvity output*:

* Project procurement procedures properly implemented, in line with relevant procedures and in envisaged timeframe

Required inputs

* Organization/firm has to have average 3 years turnover (2016, 2015, 2014) of at least of the maximum amount of this procurement.
* Organization/firm has to have implemented or contracted under implementation at least 2 contracts which include public procurements services
* Organization/firm has to have at least 2 staff members in last year and in the moment of submitting the offer

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 activity are as follows:

* **Key expert 1: Public procurement expert**
* ­Qualifications and skills:
  + University degree in human sciences, law, economic, organizational sciences, political sciences, or similar.
  + Has experience in at least three (3) IPA projects, as member of Project team;
  + Has at least two singed contracts which includes implementation of PRAG public procedures;
* Knowledge of tenders’ legislation;
* IT-skills: MS Office, MS Excel
* English language proficiency
* Specific professional experience:
* Capacity analysis, dynamism, adaptability, reliability and responsibility;
* Resistance to stress teamwork to achieve results in terms of the project;

Required time frame

The procedures will be performed according to the Contracting plan of the project.

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 Auditor

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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:** **Selection of Agency for management of public procurement procedures**

**REF: RORS92/T1**

**Concluded between:**

***CITY OF POŽAREVAC***

***Address****: Drinska Street, no2, City of Požarevac, 12000 Požarevac, Republic of Serbia*

(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 “**Selection of Agency for management of public procurement procedures**” 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.

**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”
* Copy of legal registration
* CV of the Public procurement expert
* Contract(s) which include implementation of PRAG public procedures as reference

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 National Currency (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** |  | **%** |
| Month 1 | Interim payment | 50% |
| Month 3 | Balance final payment | 50% |
|  | **Total** | 100% |

\* - 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 **3 months**

**Article 6: Cancellation of the contract**

The contract can be suspended by the Contractor due to one of the following reasons:

* Contracting Authority not fulfilling payment and other obligations.

The contract can be terminated by the Contracting Authority due to one of the following reasons:

* The Contractor is in serious breach of the contract, failing to meet contractual obligations;

The Contractor is bankrupted or being wound up, is having its affairs administrated by courts, has entered into arrangements with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situations arising from a similar situation provided for in national legislation or regulations.

**Article 7: 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 relevant 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: | Bane Spasović |
| Title: |  | Title: | Mayor |
| Signature: |  | Signature: |  |
| Date: |  | Date: |  |

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