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

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| **Name and address of the contracting authority:** ACTIVITY Foundation  **Title of the tender:** Organization of events  **Reference number:** 3/eMS RORS 24  **Date of launching:** 31.05.2017 |

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

Subject of the contract:

The subject of this tender is:

**Organization of events**

Deadline for submission of the tenders:

The deadline for submission of tenders is 14.06.2017 at 16,00 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 19 000 EUR including VAT.

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: 70 points
* Proposed inputs: 15 points
* Time frame: 15 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 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
* CAEN code enabled for the services provided

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

* Name and address of the tenderer ACTIVITY Foundation, street Pandurilor No.13, 320075
* Title of the tender: Organization of events
* Reference number: 3/eMS RORS24
* The words: ‘’Not to be opened before the tender opening session’’ (and ”A nu se deschideinainte 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:

* ACTIVITY Foundation, street Pandurilor No.13, 320075

Contact person : Potoceanu Nadia

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.

To realise the transportation services for the 15 persons from Resita to Veliko Gradiste Serbia) to participate at the project activities in Veliko Gradiste and accommodation for this persons; to ensure gastronomical fair in Resita and conferences to start and finish promote project and their products.

* 2 conferences;
* 1 study tour;
* 1 gastronomical fair
  1. Title of activity 1 : ***Conference start and finish*** *(500 euros)*

The two conferences will take place in Resita. The first conference will be attended by approximately 25 people, and the second one by approximately 50 people. The consultant will provide an appropriate location. The space must allow the use of the video projector and projection screen (these will be made available by the contracting authority). For each conference, catering will be provided, which will include soft drinks, cold snacks, water. The menu will be established with the consultant at least one week before each conference.

Description of expected outputs / results to be achieved Successful conferences

Required inputs

Photos, reperotage, table with participants signature, intermediary report   
after each conference

Required time frame

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Activitiy** | **Period** | **Obs.** |
| 1 | Organise rooms and send invitations | - June 2017  - Finish June 2018 | In Resita,  - approximate 25 persons  - approximate 50 persons |
| 2 | Cathering | - June 2017  - Finish June 2018 | In Resita,  - approximate 25 persons  - approximate 50 persons |

* 1. Title of activity 2: **Study tour** ( 12000 euros)

Description of expected outputs / results to be achieved

The consultant will assure internal and external travel for participants, hotel accommodation and food, all necessary materials for participate to activities in Veliko Gradiste.

The consultant will arrange the journey on the Resita - Veliko Gradiste - Resita route. It will also ensure the transport to a tourist destination outside Veliko Gradiste and daily transport to the common activities with the Serbian partner.

Accommodation for the 15 persons for three nights in Veliko Gradiste will be provided in single rooms. There will be dinner for the 15 people plus three meals a day - for three days for 15 people.

15 folders will be provided for the participants. One folder will contain: event agenda, A4 paper, pen. The Visibility Manual shall be followed

Required inputs

Table with persons from buss, photos, file with signature, travel documents, copy from acomodation in Veliko Gradiste

1 intermediary report

Required time frame

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Activitiy** | **Period** | **Obs.** |
| 1 | Transportation Resita-Veliko Gradiste - Resita | April/May 2018 |  |
| 2 | Transportation in Serbia | April/May 2018 |  |
| 3 | Meals and accomodation | April/May 2018 |  |
| 4 | Maps for participants | April/May 2018 |  |

* 1. Title of activity 2. : **Gastronomical fair** (6500 euros)

Description of expected outputs / results to be achieved

Traditional gastronomy fair. Location Resita - 1 day. Exhibitors minimum 5, minimum 100 participants.

The consultant will ensure the location of the site with sufficient space for organizing the event in the open air. Participants must have easy access, and sanitary groups must be around the location.

Location must be available for 2 days:

- one day for planning

- one day for the fair

For the fair must be provided the following:

- stands with tablecloths

- the raw materials for the exhibitors (the foods to be prepared will be established at least 2 weeks ahead with the exhibitors)

- cutlery and disposable plates, glasses and napkins for at least 100 people for each stand.

- cleaning the exhibition space

- the necessary authorisations

Required inputs

Good location, minimum 5 exponents with products, minimum 100 participants. 1 intermediary report

Required time frame

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Activitiy** | **Period** | **Obs.** |
| 1 | Organise location and send invitations | April/May 2018 | Minimum 5 exhibitors |
| 2 | Donne materials to exhibitors | April/May 2018 |  |
| 3 | Fair | May 2018 |  |

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:** 3/eMS RORS24

**Concluded between:**

ACTIVITY Foundation for human resources and sustainable development

*320075 Resita, Street Pandurilor nr.13/*

(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 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, including VAT .

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 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 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 issued by the following time schedule.

|  |  |  |
| --- | --- | --- |
| **Day/Month** |  | **<EUR/RSD>** |
| < Day/Month > | Interim payment after each event | <XX % of the contract value / Absolute amount > |
| < Day / Month > | Final payment after final conference | < XX % of the contract value / Absolute amount > |
|  |  |  |
|  | **Total** | <Total contract value> |

\* - 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 13 months.

Commencement date is <dd/mm/yyyy>

**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 Resita, Caras-Severin 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: | Potoceanu Nadia |
| Title: |  | Title: | president |
| Signature: |  | Signature: |  |
| Date: |  | Date: |  |

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