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

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| **Name and address of the contracting authority:** Regional Development Agency Eastern Serbia – RARIS, Trg Oslobođenja 1, 19000 Zaječar, Serbia  **Title of the tender:** **S**ervices of trainers and moderators  **Reference number:** CC-06/RORS 30  **Date of launching:** 03.05.2018 |

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 **11.05.2018**. **at 14:00 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 **3.200 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. Payments under this contract will be made in EUR for foreign companies and RSD for Serbian companies. In case the contract is concluded in EURO, and payments are made in national currencies, 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 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: **50 points**
* Time frame: **10 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:

* 2 CVs of trainers
* 2 CVs of moderators

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

* Name and address of the tenderer
* Title of the tender: Services of trainers and moderators
* Reference number: CC-06/RORS 30
* 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:

Regionalna agencija za razvoj istočne Srbije – RARIS

19000 Zaječar, Trg Oslobođenja 1, Srbija

Contact person: Marija Bračun

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. Service of 2 trainers for two trainings on introducing sustainable mountain tourism in RO-SER Carpathian cross-border area

Description of expected outputs / results to be achieved

For the proposes of the specified work to be done by the contractor, it is envisaged to provide service of 2 trainers for two trainings on introducing sustainable mountain tourism in RO-SER Carpathian cross-border area

Two trainers will jointly hold every day of two training (last 3 days each) with the topic on introducing sustainable mountain tourism in RO-SER Carpathian cross-border area.

The aim of the training is to is to support knowledge-sharing on sustainable mountain tourism development in RO-SER Carpathian cross-border area.

Purpose of the trainings are:

* building capacities of regional stakeholders for sustainable mountain tourism development and sustainable use of natural resources in RO-SER Carpathian cross-border area;
* introducing sustainable mountain tourism as new tourist product which main attractiveness are natural and cultural resources in RO-SER Carpathian cross-border area;
* to present best practices in sustainable mountain tourism development and to allow its implementation in RO-SER Carpathian cross-border area;

Training will be designed to support follow up activities designed in “Study on development of sustainable mountain tourism in RO-SER Carpathian cross-border area“, produced by the project „Carpathians Connects“

Two trainers will jointly realize every day of 2 training, each training will last for 3 days (12 training days in total) in two different municipalities in Bor District in Serbia for 25 participants from Serbia per training. The working language will be Serbian.

The task of the Contractor is to provide two qualified trainers to jointly realise the two trainings as a lecture. All the logistic and technical support for realisation of two trainings will be provided by the Contacting Authority.

The two trainings will be realised in period of 2-5 months of Contract realization in close cooperation with the Contracting Authority.

* 1. Service of 2 moderators for two public debates

For the proposes of the specified work to be done by the contractor, it is envisaged to provide service of 2 moderators for two public debates on “Study on development of sustainable mountain tourism in RO-SER Carpathian cross-border area”

Two moderators will jointly hold each of two public debates (last 1 day each) during the preparation of Study on development of sustainable mountain tourism in RO-SER Carpathian cross-border area.

The aim of public debates is to ensure highly participatory processes with active involvement of stakeholders in preparation of *Study on development of sustainable mountain tourism in RO-SER Carpathian cross-border area.*

Two public debates will be organized in two different municipalities in Bor District. Each of public debate will be one-day event with 40 participants on each event. Participants will be target group representatives and key stakeholders defined in the draft Study.

The first draft of the “Study on development of sustainable mountain tourism in RO-SER Carpathian cross-border area” was elaborated and discussed within Stakeholder’s cross-border network on Mountain tourism development. The second draft of the Study will be presented on public debates with the task to collect all opinions and comments from debate participants and in line with it prepare final version of the Study.

Two moderators will jointly moderate each of 2 public debates, each debate will last one day (4 moderator days in total) in Bor District in Serbia for 40 participants from Serbia per debate. The working language will be Serbian.

The task of the Contractor is to provide two qualified experts to jointly realise the two public debates as a moderator. All the logistic and technical support for realisation of two public debates will be provided by the Contacting Authority.

The two public debates will be realised in period of 1-2 months of Contract realization in close cooperation with the Contracting Authority.

Required inputs

Key expert 1: Trainer for trainings

*Engagement of well-educated and experienced Tourism expert*

* *Qualifications and skills - Minimum high education level in tourism or equivalent*
* *General professional experience - Minimum 3 years of experience in tourism sector*
* *Specific professional experience - Minimum 2 successfully held workshops, trainings, seminars or similar events connected with mountain tourism.*

Key expert 2: Trainer for trainings

*Engagement of well-educated and experienced Tourism expert*

* *Qualifications and skills - Minimum high education level in tourism or equivalent*
* *General professional experience - Minimum 3 years of experience in tourism sector*
* *Specific professional experience - Minimum 2 successfully held workshops, trainings, seminars or similar events connected with mountain tourism.*

Key expert 3: Moderator for public debates

*Engagement of well-educated and experienced Tourism expert*

* *Qualifications and skills - Minimum high education level in tourism or equivalent*
* *General professional experience - Minimum 3 years of experience in tourism sector*
* *Specific professional experience - Minimum 2 successfully held public debates, round tables or seminars or similar events connected with mountain tourism.*

Key expert 4: Moderator for public debates

*Engagement of well-educated and experienced Tourism expert*

* *Qualifications and skills - Minimum high education level in tourism or equivalent*
* *General professional experience - Minimum 3 years of experience in tourism sector*
* *Specific professional experience - Minimum 2 successfully held public debates, round tables or seminars or similar events connected with mountain tourism.*

Other necessary staff for the implementation of the contract.

Required time frame

*(May 2018 – September 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:** Services of trainers and moderators

**REF:** CC-06/RORS 30

**Concluded between:**

Regional Development Agency Eastern Serbia – RARIS, 19000 Zaječar, Trg oslobođenja 1, Serbia, VAT: 105019649, Official registration number: 20294205

(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 Services of 2 trainers and 2 moderators in Bor District 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.

For Serbian partners:

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 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.

Payments under this contract will be made in EUR for foreign companies and RSD for Serbian companies. In case the contract is concluded in EURO, and payments are made in national currencies, 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/RSD>** |
| 2 | Interim payment after finalization of 2 public debates | 25 % of the contract value |
| 5 | Final payment after finalisation of the work | 75 % of the contract value |
|  | **Total** | 100% of 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 5 months.

Commencement date is 15.05.2018

**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 Court in Zaječar 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-1)