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

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| **Name and address of the contracting authority:** Provincial Secretariat for Regional Development, Interregional Cooperation and Local Self-government  **Title of the tender:** Organization of Romanian language course for Serbian border control officers, customs officials and local officers  **Reference number:** 141-404-232/2018-04  **Date of launching:** 03/10/2018 |

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

Subject of the contract:

The subject of this tender is:

* Organization of Romanian language course for Serbian border control officers, customs officials and local officers

Deadline for submission of the tenders:

The deadline for submission of tenders is **11/10/2018 at 13:00 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 **20.000,00 EUR**. (For Romanian partners 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.

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 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:

* Copy of legal registration

- CV of the Team Leader - Teacher/Lecturer

* Contract(s) or Certificate of reference for organization of Romanian language course

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

* Name and address of the tenderer: Provincial Secretariat for Regional Development, Interregional Cooperation and Local Self-government
* Title of the tender: Organization of Romanian language course for Serbian border control officers, customs officials and local officers
* Reference number:141-404-232/2018-04
* 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:

Pokrajinski sekretarijat za regionalni razvoj, međuregionalnu saradnju i lokalnu samoupravu - Provincial Secretariat for Regional Development, Interregional Cooperation and Local Self-Government

Bulevar Mihajla Pupina 16

21000 Novi Sad

Republika Srbija

Contact person: Roland Kokai

e-mail: [roland.kokai@vojvodina.gov.rs](mailto:roland.kokai@vojvodina.gov.rs)

phone: +381 487 45 22

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:**Selection of the Contractor for organization of Romanian language course for Serbian border control officers, customs officials and local officers**

Description of expected outputs / results to be achieved

The Contractor will organize Romanian language course for Serbian border control officers, customs officials and local officers.

The Contractor will perform the following tasks:

* Successful organization of course of Romanian language / organization and conduction of the course for the Romanian language (in total 160 hours per candidate) for the 30 members of the Ministry of Interior Republic of Serbia. Ministry of Interior, Border Police directorate will appoint and provide the 30 participants for the Romanian language course. Course of the Romanian language (training) will be organized in the following municipalities: Vršac and Nova Crnja with optional possibility, for the sake of efficiency and rationalization, if there is adequate accommodation facilities for classes in the customs building where officers perform their regular daily activities, which would rationalize the absence of participants from their workplace in order to attend training. Expected and planned realization period of teaching course is from October 2018 to July 2020.
* Strengthening communication skills of participants, successful passing of the test in the Romanian language and gaining of certificate / The classes have to be organized during working time of trainees (in their workplace, if possible), on weekdays, two 45 minute classes held two times a week. Upon completion of the course for participants should be organized final exams and provision of appropriate certificates.
* Successful preparation of the language course curricula and dictionary for the participants which will include modification and adaptation of the Romanian language learning course for A1 level (according CEF Standard). A1 is Beginners level and it includes basic knowledge of the language, familiar everyday expressions and simple phrases. Basic Speaker can understand and use familiar everyday expressions and basic phrases aimed at the satisfaction of needs of a concrete type, can communicate and combine terms from different fields. This language course should be tailor made and adjusted to the target group and their everyday communication on working place.

For the sake of efficiency and easier learning, groups should be consisted of 7 to 8 participants - preliminary expectation are 2 groups of attendants in municipality Nova Crnja and 2 groups of participants in the municipality of Vršac (final plan and schedule will be created and defined in the first month of contract implementation). Based on preliminary identified needs, according to the predicted number of police officers for training in 2 cities, participants schedule per city will be approximately as follows: Vršac municipality : 1. group:8 participants, 2. group 7 participants, the municipality of Nova Crnja : 1. group: 8 participants, 2. group 7 participants. For all the course participants will be provided working materials in the form of textbooks and vocabulary.

Ministry of Interior, Border Police directorate of Republic of Serbia will bear the cost of transportation of the participants to the place where the education will be realized, if teaching would not be organized in the premises of the Ministry of Interior.

* Preparation and adaptation of the training materials for Romanian language - specialized, thematic training materials (cc. 100 pages, whereas 1 page is considered to have 1800 characters) and preparation of dictionary for the participants (cc. 20 pages, whereas 1 page is considered to have 1800 characters). Materials will be adapted and modified for the specific needs of the target group for Romanian language teaching. Final version of working materials is to be approved by the Contracting Authority. - 1st month of the Contract implementation.
* Preparation of the training curricula for the course (development of adequate plan and programme for the beginner Romanian language course). Curricula is to be developed for the 22 month training programme with 160 hours of classes in the 1st month of the Contract implementation. The developed curricula - Final version is to be approved by the Contracting Authority. - 1st month of the Contract implementation.
* Printing and distribution of the training materials for participants (30 copies, cc 100 pages) and dictionary (30 copies, cc 20 pages) - 1st month of the Contract implementation
* Implementation of the beginner Romanian language training course for 30 persons (cc 15 participants in Vršac devided in two groups, also cc 15 participants in Nova Crnja devided in two groups. Training course is to be implemented in following schedule: two 45 minute classes held two times a week during 9-11 months per group. Overall number of classes to be held is 160. Bearing in mind participants work obligation and holidays season predicted period of contract implementation is 9 months per group so that Consultant should posses sufficient time to implement 160 hours of classes and that all the participants could recoup any eventual missed classes but the expected implementation period of training is 9-10 months.
* Reporting requirements: The consultant will submit the scanned version of attendance list from classes in the middle and at the end of each month.
* The Contractor will submit the following reports in English and Serbian in one original:

First Interim report after 4th month of service. The interim report must be provided along with the corresponding invoice.

Second Interim report after 10th month of service. The interim report must be provided along with the corresponding invoice.

Third Interim report after 15th month of service. The interim report must be provided along with the corresponding invoice.

Draft final report of maximum 2 pages (main text, excluding annexes). This report shall be submitted no later than one month before the end of the period of implementation of tasks.

Final report with the same specifications as the draft final report, incorporating any comments received from the parties on the draft report. The deadline for sending the final report is 10 days after receipt of comments on the draft final report. The report shall contain a sufficiently detailed description of the different options to support an informed decision on service provided. The detailed analyses underpinning the recommendations will be presented in annexes to the main report. The final report must be provided along with the corresponding invoice.

Activity output:

- Organization of course of course of Romanian language for 30 Serbian border control officers, customs officials and local officers

- Successful preparation of the language course curricula and dictionary for the participants

Required inputs:

-Organization/firm has to have implemented or contracted under implementation at least 2 contracts in fields related to this contract

Expert who has a crucial role in implementing the contract are referred to as key expert. The profile of the key expert for this contract is as follows:

**Key expert 1: Team Leader - Teacher/Lecturer 1**

Qualifications and skills

- Higher education degree (equivalent to the VI degree according to the Serbian academic standards) in Philology or Pedagogy of Romanian language.

- Good computer skills particularly in MS Office and Internet.

General professional experience

- Minimum 1 years of professional experience

Specific professional experience

- Minimum 1 years of experience as Romanian language teacher

Required time frame

The intended commencement date is 15th October 2018 and the period of implementation of the contract will be 22 months from this date. Please refer to Articles 4 and 5 of the Special Conditions for the actual commencement date and period of implementation.

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| **Implementation period**  **Activity** |  |  | **Period of contract implementation (months)** | | | | | | | | | | | | | | | | | | | |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** | **17** | **18** | **19** | **20** | **21** | **22** |
| **Preparation and adaptation of the training/working materials** | **X** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Preparation of the training curricula** | **X** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Printing and distribution of the training materials** | **X** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Implementation of the Romanian language training course in the municipality of Vršac for two groups** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** |  | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** |
| **Implementation of the Romanian language training course in the municipality of Nova Crnja for two groups** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** |  | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** |
| **Organization of final exams and provision of appropriate certificates** |  |  |  |  |  |  |  |  | **X** | **X** |  |  |  |  |  |  |  |  |  |  | **X** | **X** |

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 Romanian language course for Serbian border control officers, customs officials and local officers

**REF:** 141-404-232/2018-04

**Concluded between:**

Provincial Secretariat for Regional Development, Interregional Cooperation and Local Self-Government

Mihajlo Pupin Blvd. 16

21000 Novi Sad

(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 service for organization of Romanian language course for Serbian border control officers, customs officials and local officers 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, (including VAT for Romania partners)>.

For Serbian partners: The contract shall be exempt from all duties and taxes, including VAT.

For Romanian Partners: 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 Authorities technical information as provided in the tendering phase – ‘PART A Information for tenderer’’
* 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.

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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| **Day/Month** |  | **<EUR/RSD>** |
| 4-5 | Interim payment | 25% of the contract value |
| 10-11 | Interim payment | 25% of the contract value |
| 15-16 | Interim payment | 25% of the contract value |
| 22 | Balance final payment | 25% of the contract value |
|  | **Total** | <Total contract value> |

\* - The contractor will provide contracting authority with the brief report on execution of the services, in Serbian and English, which will represent the basis for issuing interim payments and balance final payment

**Article 5: Duration of the contract**

The duration of the contract is 22 months

Commencement date is 15th October 2018

**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: Ognjen Bjelić |  |
| Title: |  | Title: Provincial Secretary |  |
| Signature: |  | Signature: |  |
| Date: |  | Date: |  |

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