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

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| **Name and address of the contracting authority:** Municipality of Bela Crkva Miletićeva 2, 26340 Bela Crkva, Republic of Serbia  **Title of the tender:** Organization of training and events and translation  **Reference number:** RORS34/Municipality of Bela Crkva/TD4  **Date of launching:** 04/10/2018 |

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 **15/10/2018 at 12:00 CET**. 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 14000 EUR

The Financial offer must be presented as an amount in EUR or RSD 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: 40 points
* Time frame: 20 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 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 key expert

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

* Name and address of the tenderer
* Title of the tender: Organization of training and events and translation
* Reference number: RORS34/Municipality of Bela Crkva/TD4
* 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:

Municipality of Bela Crkva Miletićeva 2,

26340 Bela Crkva, Republic of Serbia

Gordana Timotijevic

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. Activities required

Activity 1: Training of employees on future Info Centers

*Description of expected outputs / results to be achieved*

training for 4 persons (2 from Serbia and 2 from Oravica) on the topic of entrepreneurship and business consulting. For this activity, it is necessary to mark both future INFO POINTS on future markets with the prescribed and accepted visibility. Provide appropriate places for the location of trainings (school classrooms and school economics or eco-studies of appropriate farmer farms), as well as to have adequate promotional and educational material. Promote events in local and regional media. Trainings with appropriate prqactical and theoretical equipment (brochures and flyers, extracts from the Decision and the Law, presentations on the laptop). Ensure field trips of successful households and take good practice in order to get familiar with students. Future employees should be trained to assist farmers in the development of production, writing business plans and applying in national and EU funds (eg IPARD) for the resources needed to improve production. Trainings will be held in Romania and Serbia. As proof, it is necessary to provide images, attendance listings, materials, presentations, examples of business plans made by students, tests and the like.

*Required inputs*

All necessary personnel, equipment, premises and supplies for implementation of service required. Key experts with appropriate experience necessary for this service need to submit CV

*Required time frame*

October 2018 - June 2019

Activity 2: Organization of seminars 12 x 1 day in Serbia on standards in fruit growing and fruit growing development

*Description of expected outputs / results to be achieved*

- Fighting pests in fruit-growing

- Collecting and processing fruit

For the seminar it is necessary to ensure the presence of 24 persons, representatives of agricultural holdings from Oravica and Bela Crkva. Each of the 12 seminars is scheduled to last for 1 day, in a conference room for 30 participants (seminar participants and staff project). The seminar room must be air-conditioned and adequately lit with the possession of appropriate technical equipment (projector, laptop, sound system) provided by the Contractor. In the framework of the seminar, it is necessary to provide transport and tour of orchards as well as storage space in order to present the topics that the seminar is about to the participants and on the field. Theoretical equipment needs to be provided (textbooks, brochures and flyers, performed copies from the Decision and the Law, as well as the pencil and the writing block).

All participants in the seminar need to be refreshed in the form of soft drinks (juice, water) and coffee. After the seminars, it is necessary to provide catering for all participants of the seminar (seminar participants, lecturers, project teams) for 30 persons

*Required inputs*

All necessary personnel, equipment, premises and supplies for implementation of service required. Key experts with appropriate experience necessary for this service need to submit CV

*Required time frame*

October 2018 - June 2019

Activity 3: Organization of seminars 1 seminars x 1 day in Oravica-Romania on "New European standards in livestock"

*Description of expected outputs / results to be achieved*

For the seminar it is necessary to ensure the presence of 24 persons, representatives of agricultural holdings from Oravica and Bela Crkva. The seminar is scheduled to last for 1 day, in a conference room for 30 participants (seminar participants and staff project). Seminar room should be air-conditioned and adequately illuminated with the appropriate technical equipment (projector, laptop, sound system). All these are provided by the Contrator, including transport for Serbian participants. In the framework of the seminars, it is necessary to provide transportation and tour of the stable and cattle-keeping facilities in the region, in order to present the topic of the seminar to the participants and the field. Theoretical equipment should be provided (textbooks, brochures and flyers, performed copies from the Decision and the Law, as well as a pen and a writing block).   
For all participants of the seminar it is necessary to provide refreshment in the form of soft drinks (juice, water) and coffee for 30 persons. After the seminars, it is necessary to provide catering for all participants of the seminar (seminar participants, lecturers, project teams) for 30 persons

*Required inputs*

All necessary personnel, equipment, premises and supplies for implementation of service required. Key experts with appropriate experience necessary for this service need to submit CV

*Required time frame*

October 2018 - June 2019

Activity 4: Training: Entrepreneurship and how to start work in agriculture 1 training in Bela Crkva and 1 in Oravica.

*Description of expected outputs / results to be achieved*

Ensure the attendance of at least 12 trainees per term, totalling two terms. Also provide a lecturer for each training. The lecturer will present national and EU incentives in agriculture as well as explain how to apply both with acceptable projects and how to make a business plan. The total number of participants in the training is 24 (12 x 2)

The training requires the presence of 12 people per event and two events are planned with representatives of agricultural holdings and small and medium-sized enterprises from Oravica and Bela Crkva. The training is intended to last 2 days (1 + 1), in a conference room for 30 participants (seminar participants and staff project). The room is provided by the tenderers for the purpose of the training. It should be air conditioned and adequately illuminated and with the appropriate technical equipment (projector, laptop, sound system). In the framework of training, it is necessary to provide representation of existing agricultural holdings and small and medium enterprises and their experiences in order to inform participants about good practice and related problems. Theoretical equipment should be provided (textbooks, brochures and flyers, extracts from the Decision and the Law, as well as the pen and the writing block). All trainees must be awarded certificates on completed training.

For all participants of the seminar it is necessary to provide refreshment in the form of soft drinks (juice, water) and coffee. After the seminars, it is necessary to provide a catering for all participants in the seminar (seminar participants, lecturers, project teams)

*Required inputs*

All necessary personnel, equipment, premises and supplies for implementation of service required. Key experts with appropriate experience necessary for this service need to submit CV

*Required time frame*

October 2018 - June 2019

Activity 5: Fair organization - 1 day

*Description of expected outputs / results to be achieved*

The fair will be organized in an adequate space that can comfortably accommodate at least 80 participants. The facility is provided by the Contracting Authority. It is necessary to provide 80 counters that will be clearly marked according to the accepted and approved visibility of the project and at the same time with the coat of arms of the municipalities of Bela Crkva and Oravita. On each desk, it is necessary to provide complete technical support for the presentation of the participants of the fair (electricity, light, speakers from the stand for addressing the attendees, etc.)

• For all participants of the fair it is necessary to provide refreshment in the form of soft drinks (juice, water) and coffee as well as catering.

• It is also necessary for the Contractor to provide a booth with volunteers for registration of participants and distribution of promotional material.

• The Contractor will also be obliged to make and send 60 invitations to the appropriate parties in order to better attend the fair. Evidence of the service will be images, list of presence, eventual agenda and presentations.

*Required inputs*

All necessary personnel, equipment, premises and supplies for implementation of service required.

*Required time frame*

October 2018 - June 2019

Activity 6: Transportation to Oravita for 40 participants at a fair in Romania

*Description of expected outputs / results to be achieved*

Transportation Vršac-Bela Crkva-Oravita and back will be organized in the confort and air-conditioned bus. At the same time, each passenger will be provided with a water bottle and a bottle. The event lasts for one day.

*Required inputs*

All necessary personnel, equipment, premises and supplies for implementation of service required.

*Required time frame*

October 2018 - June 2019

Activity 7: Organization of Final Conference

*Description of expected outputs / results to be achieved*

it is planned in an adequate comfort and air-conditioned space for a minimum of 50 participants. (a restaurant or an conference room with the possibility of preparing food provided by the Contractor or if requested by Contracting Authority venue can be provided by Contracting Authority). Technical support, sound and presentation equipment, as well as should be provided by Contractor for the final conference. From the technical support it is necessary to provide a laptop, projector, speakers and two microphones (one wireless microphone for the presenter and one for the auditorium.) After the presentation, a buffet lunch for all participants, with soft drinks and coffee, should be provided, desert, as well as fruits and vegetables and products of local producers from the region by Contractor.

*Required inputs*

All necessary personnel, equipment, premises and supplies for implementation of service required.

*Required time frame*

October 2018 - June 2019

Activity 8: Translation services

*Description of expected outputs / results to be achieved*

Provision of a translation during all events (seminars, trainings, etc.). The translation must be from Serbian to Romanian and from Romanian to Serbian. A minimum of 40 hours of simultaneous translation is foreseen in total.

*Required inputs*

All necessary personnel, equipment, premises and supplies for implementation of service required. Key experts with appropriate experience necessary for this service need to submit CV

*Required time frame*

October 2018 - June 2019

For all events agenda will be negotiated with Contracting Authority and known to Contractor for at least 7 days in advance.

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 training and events and translation

**REF:** RORS34/Municipality of Bela Crkva/TD4

**Concluded between:**

Municipality of Bela Crkva Miletićeva 2,

26340 Bela Crkva, 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 Organization of training and events and translation in Bela Crkva service 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/RSD,.

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

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 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.

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| **Day/Month** |  | **<EUR/RSD>** |
| 3 | Interim payment. | <50 % of the contract value / Absolute amount > |
| 7 | Balance final payment | <50 % 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 7 Months.

Commencement date is date of signature of the contract by both parties.

**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 Serbian competent 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: |  |
| Title: |  | Title: |  |
| Signature: |  | Signature: |  |
| Date: |  | Date: |  |

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