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

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| **Name and address of the contracting authority:**  Institutul Intercultural Timisoara  Bd. 16 Decembrie 1989 nr. 8, ap. 8  300173 Timisoara  Title of the tender: ***Organization of conference on cultural policies and inclusion for disadvantaged groups, a Matching event and press conferences***  Reference number:09.2018/eMS RORS-22  Date of launching:05/10/2018 |

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 the se information;

Deadline for submission of the tenders:

The deadline for submission of tenders is **15/10/2018 at 12:00 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 13.250,00 EUR. (VAT included - if applicable).

The Financial offer must be presented as an amount in [EUR or national currencies] 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: <30> 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
* Proof of previous related experiences

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

* Name and address of the tenderer
* Title of the tender: ***Organization of conference on cultural policies and inclusion for disadvantaged groups, a Matching event and press conferences***
* Reference number: **09.2018/eMS RORS-22**
* 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:

**Institutul Intercultural Timișoara**

**Bd. 16 Decembrie 1989 nr. 8, ap. 8**

**300173 Timisoara**

contact person: Marcel Bajka

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. Title of activity 1: Organization in Timisoara of conference on cultural policies and inclusion for disadvantaged groups and Matching event (max .budget 13.000,oo EUR)

Description of expected outputs / results to be achieved

Activity description

This conference will mark the end of the project with minimum 85 participants (the project target group, the employees from the public system, political decision-makers and administrative staff from the communities where the project interventions took place and from other interested communities, other representatives of cultural and youth institutional actors and of NGOs in Romania and Serbia).

Experts from international organisations will be invited to present their experience and good practice examples in the field of socio-cultural/educational animation.

Also a Matching event will be organised with the attendance of minimum 50 cultural, youth, Roma, migrant, minority organisations, from Romania and Serbia. This event will continued with the establishment of several working groups. This will be a good opportunity to identify possible projects that can be realised in cooperation, collaboration and partnership, thus developing active regional networks related to culture and youth. In this respect, at the end of the Conference, a Collaboration document will be signed related to increasing cultural exchanges addressed to children in the area of the project. Also with this occasion the network of socio-educational animators from the area of the project will be promoted.

The Consultant shall cover the costs for:

- Personnel necessary for the organization of press-conference, conference and matching event dealing with registration procedures, logisctical arrangements and addministrative issues ;

- Organisation of a big conference room in the central area such as Adam Muller Guttenbrunn, the Timis County Council (the conference room will be reserved by the Contracthing Authority) with the possibility to be to arrange 6 large tables for the matching event, with interpretation equipment;

- Catering for the conference event – 85 persons and one for the matching event - 85 persons;

- 4 coffee breaks: one for press-conference, one for matching event and 2 for conference;

- one dinner for min.60-65 pers comming from Serbia and Caras-Severin county

- Participation of 2 guest speakers - prominent cultural personalities (international / national travel, accommodation, meals, fees max.400 euro/expert after receiving PP prezentation for the conference ).

- One night of accommodation at min. 2\*\* hotel (the group can be split between max. 2 hotels from the central area of Timisoara) for: 60-65 persons from Serbia and Carsa-Severin and 2 guest speakers;

- simultaneous and written translation: min. 2 persons for the translation of documents and presentations (max.80 pag) and for the simultaneous interpretation at the conference and matching event. - Romanian, Serbian and English languages.

 - Reimbursement of the travel costs for the guest speakers and maximum 10 participants from Serbia from communities indirectly involved in the project.

Required inputs

The meals will contain hot and cold dishes, desert, fruits, mineral water (sparkling and still) and natural juice. The consultant will ensure that a vegetarian / vegan menu is also served.

The coffee breaks will include coffee, tea, milk, sugar (brown and white), sweetener, mineral water (sparkling and still), natural juice, fruits and and sweet and salted patisserie.

The services and meals should be delivered in the conference premises or in a space very nearby.

The Consultant will provide services, adapted to the needs of Contracting Authority.

The Consultant will collaborate with the Contracting Authority during implementation of the contract, only after the agreement with the Contracting Authority the Consultant will implement the services.

The Consultant will have all necessary inputs from Contracting Authority for good organization of events. The Contracting Authority will invite participants and the guest.

The Consultant will use adequate equipment to ensure best quality of the events.

Required time frame

October – November 2018. The conference and matching event will take place on 1 and 2 November 2018.

* 1. Title of activity 2: Organisation of 2 press conferences **(max budget 250,oo EUR)**

Description of expected outputs / results to be achieved

During the contract period 2 press conferences will be organised linked with other activities that on the project. One will be organised in the framework of final conference and will be linked with a cultural event.

Required time frame

October 2018 - November 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 conference on cultural policies and inclusion for disadvantaged groups, a Matching event and press conferences***

**REF:** 09.2017/eMS RORS-22

**Concluded between:**

Institutul Intercultural Timisoara

Bd. 16 Decembrie 1989 nr. 8, ap. 8

300173 Timisoara

(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 this service contract is ***Organization of conference on cultural policies and inclusion for disadvantaged groups, a Matching event and press conferences***as indicated in the contractor’s offer – ‘’Part B: Format of offer to be provided by the tenderer’’ and *PART A: INFORMATION FOR 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 for Romania 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’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 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.

The payments will be made in several instalments...

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| **Day/Month** |  | **<EUR/RSD>** |
| < Day/Month > | Interim payment (\*if applicable) | <XX % of the contract value / Absolute amount > |
| < Day / Month > | Balance final payment | < 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 <XX days/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 (\* - specify responsible court or arbiter body) 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: | Călin Rus |
| Title: |  | Title: | Director |
| Signature: |  | Signature: |  |
| Date: |  | Date: |  |

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