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

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| **Name and address of the contracting authority:** Regional Agency for Socio Economic Development – Banat Ltd., Čarnojevićeva 1, 23000 Zrenjanin, Republic of Serbia  **Title of the tender:** Development of mobile applications and maps making  **Reference number:** RORS25/RDA Banat/TD3  **Date of launching:** 09/05/2018 |

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 21/05/2018 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 7.000 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 RSD, 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(only if not publicly available for Contracting Authority to consult)

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

* Name and address of the tenderer
* Title of the tender: Development of mobile applications and maps making
* Reference number: RORS25/RDA Banat/TD3
* 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:

Regional Agency for Socio Economic Development – Banat Ltd.,

Čarnojevićeva 1, 23000 Zrenjanin, Republic of Serbia

Irena Zivkovic +381 23 815 030

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 Development of mobile applications**

**Description of expected outputs / results to be achieved**

Contractor will produces mobile software application necessary for implementation of the project “Tour de Banat” funded under Interreg IPA CBC Romania- Serbia Programme in line with following feature requirements:

The mobile app should be developed for Android operating system and should be distributed free of charge for the end users. It should present DeTours developed by Cyclo Group, include digital base maps (e.g. Google Maps) containing the information about new tourism entity, and other leisure facilities and tourist attractions in the covered area.

 From the visual side, the mobile application should be aligned with the existing visual identity of the project and web portal design.

The app should be available in up to three languages (Serbian, English, Romanian). The Regional Agency for Socio-Economic Development – Banat Ltd is responsible for providing the translations.

 All the content will be provided by the Regional Agency for Socio-Economic Development – Banat Ltd before start of the development process, including:

* Exact name for the app on the Play Store
* Short description and other corresponding content needed for the Play Store
* The official name for each DeTour
* Precise routes for cycling DeTours in GPX or KML format
* Short description for each DeTour - the route in general followed by the list of sights that are located on it
* Cover photo for each DeTour (optional)
* Precise GPS data for all the highlights (sights) that should be included in the app
* Short description of each highlight
* Up to three photos for each highlight - landscape oriented; all photos must have the same dimensions (min. width 1080px)

All the content should be included in the application (up to 10 DeTours and up to 70 highlights in total) meaning that users don’t need to be online while using the app – just the maps should be cached after download from the store as Google Maps (based) can’t be included in the app. Also, this would mean that all the content is included in the app and they don’t need to download content additionally. Therefore, no web server for the data or content management system is needed.

Explaining the desired features of the app - after launching it, users should be able to select the language of the app followed by the list of all the available DeTours (name plus cover photo). For each DeTour there should be two possible views - map view and list view:

* Map view shows the route on the map with the position of the user as well. Also, all the highlights of the route in questions should be also shown with the custom icon. Zoom feature on the map should be enabled. Clicking the icon of the highlight the screen opens where it’s name, photos and description are shown.
* List view shows the description of the selected route followed by the list of it’s highlights. Clicking any of the highlights should open the specific screen, as described above. Also, there should be “Show on map” option which would show the sight on the map where the route would be shown as well.

**Required inputs**

* Sufficient number of qualified and experienced staff necessary for performing this service.
* All equipment, premises, vehicles and other backstopping support necessary for performing this service.

**Required time frame**

Service Contract will have duration 3 months in total. Service Contract will start after signature of contract by both parties.

* 1. **Title of activity 2 Maps making**

**Description of expected outputs / results to be achieved**

In total, 600 maps in hard copy will be printed by Contractor on English language, 150 pieces of each DeTour. The inside of the folder will be printed on a matt or glossy 130gr in A3 format. Maps will be printed with the offset printing technique on both sides. The protection of the printing would be done with the toning of the protective lacquer, also on both sides. Bending will be done mechanically on 6 parts, or at the final format 100x100mm. Covers will be made on 300gr cardboard, one-sided printing in offset printing technology. The protection of the printing will be done with a matt or a glossy plasticization, in agreement with the designer and according to the instructions from Contracting Authority, in line with the Programme VIM. After plastification and cropping, the covers and the inner part would be connected by a book binding adhesive and the final product is obtained. On the one side of the map will be presented route – DeTour map, and on the other side need to be places pictures and explanation of the main interest points from the route.

**Required inputs**

* Sufficient number of qualified and experienced staff necessary for performing this service.
* All equipment, premises, vehicles and other backstopping support necessary for performing this service.

**Required time frame**

Service Contract will have duration 3 months in total. Service Contract will start after signature of contract by both parties.

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:** Development of mobile applications and maps making

**REF:** RORS25/RDA Banat/TD3

**Concluded between:**

*Regional Agency for Socio Economic Development – Banat Ltd.,*

*Čarnojevićeva 1, 23000 Zrenjanin, 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 Development of mobile applications and maps making 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 B8dofPRAGb8d\_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.

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| **Month** |  | **<EUR/RSD>** |
| Month 3 | Balance final payment when all services required by this tender are finished and approved. | <100 % 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 balance final payment

**Article 5: Duration of the contract**

The duration of the contract is 3 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 of Law 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)