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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:** Public procurement for services for external financial management and implementation of PRAG public procurement procedures  **Reference number:** 141-404-36/2018-01  **Date of launching:** 12/04/2018 |

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 **20/04/2018 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 **10.800, 00 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.

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 Public procurement expert
* CV of the Financial management expert
* Contract(s) or Certificate of reference  for implementation of financial management and implementation of PRAG public procurement procedures as reference

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

* Name and address of the tenderer
* Title of the tender: Public procurement for services for external financial management and implementation of PRAG public procurement procedures
* Reference number: 141-404-36/2018-01
* 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

Republic of Serbia

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.

Title of activity 1: **Selection of Contractor for services for financial management and implementation of PRAG public procurement procedures**

Description of expected outputs / results to be achieved

The Contractor will elaborate the procurement documentation of the project contracts, according to the PRAG (Practical Guide to contract procedures for EU external actions).

The Contractor will perform the following tasks:

* Elaboration of the procurement documentation, according to the PRAG regulations and templates and deliver them to the CA in due time;
* Participating, together with the CA’s representatives, at defining the requirements for contracts;
* Providing specialised consultancy in all stages of the procurement procedures;
* Delivery to the CA of a necessary documentation, in due time;
* Assisting the CA representatives in relation with the PRAG procedure requirements, at all stages;

The contracts to be concluded are listed in the Contracting Plan of the project. The following procurement procedures are foreseen, 5 single tender procedures and 1 Local open tender:

1. Editing and printing services for promotional materials and media coverage – SERVICE: SINGLE TENDER PROCEDURE

2. Transport impact and regulation study – SERVICE: COMPETITIVE NEGOTIATED TENDER PROCEDURE

3. Opening and closing conferences – SERVICE: SINGLE TENDER PROCEDURE

4. Romanian language course for SRB participants - SERVICE: SINGLE TENDER PROCEDURE

5. Study related to Bega Canal cross-border point (Technical documentation) - SERVICE SINGLE TENDER PROCEDURE

6. Procurement of IT equipment – SUPPLY SINGLE TENDER PROCEDURE

The Contractor will complete regular financial reports and management based on INTERREG IPA CBC Romania-Serbia Programme rules during the duration of project.

The Contractor will perform the following tasks:

* Individual Progress reports for Provincial Secretariat for Regional Development, Interregional Cooperation and Local Self-Government;
* Regularly contact with the IPA authorities and Serbian and Romanian partners from the project;
* Maintaining and presenting a realistic status of the project, including financial status;
* Supervising the accomplishment of the activities, results and objectives mentioned in the Financing Contract and its Annexes.
* The Consultant should complete documentation of the project according to the policies of the Programme, prepare progress, financial reports every 3 months depending on the procurement dynamics and according to Programme guidelines.
* Tracking the completion of assigned activities on the Serbian side, conduction of inside evaluation of the activity plan, assessment of factors needed for the fulfillment of the project, reporting on the completion of assigned activities, introduction of anticipated problems and providing alternatives for solving the problems.

*Actitvity output*:

* Project procurement procedures properly implemented, in line with relevant procedures and in envisaged timeframe
* Managing the financial reporting process until the final reimbursement is done

Required inputs

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

All experts who have a crucial role in implementing the contract are referred to as key experts. The profiles of the key experts for this activity are as follows:

* **Key expert 1: Public procurement expert**

-          ­Qualifications and skills:

         High school degree

         Knowledge of PRAG tenders’ regulativs;

         IT-skills: MS Office, MS Excel

         Fluent English

-          Specific professional experience:

         Has at least two singed contracts which includes implementation of PRAG public procedures; ;

* **Key expert 2: External Project Consultant**

      -     Qualifications and skills:

         High school degree

         General Experience preparing documentation/reports for EU funded projects

         IT-skills: MS Office, MS Excel

-           Specific professional experience:

         Has at least  three  years experience in EU project management

Required time frame

The PRAG procurement procedures will be performed according to the Contracting plan of the project, which will be provided by the CA.

The project duration is 03.08.2017 – 03.08.2021., during this period, regular financial reporting and management should be completed based on INTERREG IPA CBC Romania-Serbia Programme rules.

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 for external financial management and implementation of PRAG public procurement procedures

**REF:** 141-404-36/2018-01

**Concluded between:**

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

Mihajlo Pupin Boulevard, 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 financial management and implementation of PRAG public procurement procedures”** 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 and payments are made in national currencies, applicable exchange rate will be InforEuro exchange rate for the month of the issuing of invoice or pre-invoice in case of VAT exemption.

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.

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** |  | **RSD** |
| 2 | Interim payment | 60 % of the contract value |
| 6 | Interim payment | 20 % of the contract value |
| 39 | Balance final payment | 20 % of the contract value |
|  | **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 39 months.

Commencement date is <dd/mm/yyyy>

**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)