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

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| **Name and address of the contracting authority:** Regional Development Agency Eastern Serbia – RARIS, Trg Oslobođenja 1, 19000 Zaječar, Serbia  **Title of the tender:** Preparation of project proposal in the field of Tourism for Interreg - IPA CBC Romania – Serbia Programme – Call for proposals No. 2  **Reference number:** 02/2018 - Interreg IPA CBC Romania – Serbia, 2nd Call  **Date of launching:** 13.03.2018 |

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 **21.03.2018**. **at 14:00 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 **4.600 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. Payments under this contract will be made in EUR for foreign companies and RSD for Serbian companies. In case the contract is concluded in EURO, and payments are made in national currencies, 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 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: 5**0 points**
* Proposed inputs: **40 points**
* Time frame: **10 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 2 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:

* 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: Preparation of project proposal in the field of Tourism for Interreg - IPA CBC Romania – Serbia Programme – Call for proposals No. 2
* Reference number: 02/2018 - Interreg IPA CBC Romania – Serbia, 2nd Call
* 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:

Regionalna agencija za razvoj istočne Srbije – RARIS

19000 Zaječar, Trg Oslobođenja 1, Srbija

Contact person: Marija Bračun

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. Preparation of project proposal in the field of Tourism for Interreg - IPA CBC Romania – Serbia Programme – Call for proposals No. 2

Description of expected outputs / results to be achieved

Assignment is preparation of project proposal in the field of Tourism for Interreg - IPA CBC Romania – Serbia Programme – Call for proposals No. 2

The Service Provider should prepare Project proposal in adequate Template respecting exact instructions from The Applicant’s Guide and respecting precisely Cooperation criteria.

The project must have direct cross-border impact and must observe at least three out of the four cooperation criteria. Joint development, joint implementation criteria and joint financing are compulsory and the fourth criteria (joint staffing) is optional.

❑ *Joint development* – (**mandatory**) means that the project must be designed in common by partners from both sides of the border. This means that project proposals must clearly integrate the ideas, priorities and actions of stakeholders on both sides of the border. The Lead Beneficiary is the coordinator of this process but should include other partners from the beginning of the development process;

❑ *Joint implementation* – (**mandatory**) means that activities must be carried out and coordinated among partners on both sides of the border. It is not enough that activities run in parallel. There must be clear content-based links between what is happening on either side of the border and regular contact between the two sides. The Lead Beneficiary is responsible for ensuring that activities are properly coordinated, that schedules are kept and that the right quality levels are achieved;

❑ *Joint financing –* (**mandatory**) means that there will be only one contract per project and there must therefore be one joint project budget. The budget should be divided between partners according to the activities carried out. There is also only one project bank account for the EU contribution (held by the Lead Beneficiary) and payments representing EU support are made from the programme to this account. The Lead Beneficiary is responsible for administration and distribution of these funds and for reporting on their use. Funding should come from both sides of the border and illustrates the commitment by each partner to the joint project. The distribution of financial resources should reflect tasks and responsibilities of the partners.

❑ *Joint staffing* – (**optional**) means that the project should not duplicate functions on either side of the border. Therefore, regardless of where the person is located, there should be one joint project manager, one joint financial manager etc., (of course more staff may be required for larger projects). These staff will be responsible for project activities on both sides of the border.

The project must include activities for information and publicity, according to the European Commission Regulations and observing the Visual Identity Manual of the Programme (available at [www.romania-serbia.net](http://www.romania-serbia.net)).

The Service Provider should prepare the following Project proposal with names:

1. »Three Countries, Three regions – One Destination«, upon Interreg - IPA CBC Romania – Serbia Programme 2014-2020, Call for proposals No. 2.

The Service Provider should prepare project proposal as follows:

* Based on the submitted project ideas (from Contracting Authority), properly develop a project proposal (using Word application form), define its content, project relevance, project approach, cooperation reason, project objectives, expected results and main outputs, target groups, durability of project outputs and results, a set of activities that will be implemented, work plan per work packages, indicative time plan.
* For the the reason that the application process shall be done through the programme’s Electronic Monitoring System (e-MS), service provide will complete project application (project documentation) in the English language and assist to the Contracting Authority to enter the project in eMS system, in accordance with the Applicant’s Guide, Call for proposals No. 2, that will be received from the Contracting Authority.
* Define the project budget for project, fill out the budgets form in accordance with the terms of the call for proposals and assist to the Contracting Authority to enter the project budget in eMS system,
* Define the elements of the Project summary and Project budget summary and fill out the form and assist to the Contracting Authority to enter it in the eMS system,.
* Fill out all other required documents from the Annex, which are foreseen by the terms of the call for proposals.
* Define and give the instructions to the Contracting Authority on preparing the supporting documentation that must be submitted during the eligibility check of the project proposals, with the terms of the call for proposals.

The Contracting Authority shall promptly provide the Service Provider with the complete Applicant’s Guide for project preparation for the Call for proposals No. 2 for Interreg - IPA CBC Romania – Serbia Programme 2014-2020 and a complete set of project application and annexes in electronic form.

The Service Provider shall receive from the Contracting Authority a detailed description of all included activities that the Service Provider shall implement prior to the implementation of the required services.

The Service Provider is required to submit the completed project proposal and it annexes within the stipulated time to the Contracting Authority in the appropriate electronic form.

All the required work has to be done up to the 30th of March 2018, respecting the Programmes rules regarding the dedaline.

Required inputs

Key expert: Expert for Project proposal preparation

*Engagement of well-educated and experienced Expert for Project proposal preparation*

* *Qualifications and skills - Minimum high education level and expertise in areas related to preparation and development of Project proposal for EU funded Programmes and Call for proposals*
* *General professional experience - Minimum 3 years of experience in preparation and development of Project proposal for EU funded Programmes and Call for proposals. Necessary knowledge and experience in using Applicant’s Guide for EU funded projects. Knowledge and experience in preparation of Project proposals for IPA Cross Border Programme are welcomed*
* *Specific professional experience - Minimum 1 successfully produced Project proposal for EU funded Programmes and Call for proposals*
* *Other skills and knowledge - Very good written skills in English and Serbian language and computer literacy*

Other necessary staff for the implementation of the contract.

Required time frame

*(21.03. – 30.03. 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:** Preparation of project proposal in the field of Tourism for Interreg - IPA CBC Romania – Serbia Programme – Call for proposals No. 2

**REF:** 02/2018 - Interreg IPA CBC Romania – Serbia, 2nd Call

**Concluded between:**

Regional Development Agency Eastern Serbia – RARIS, 19000 Zaječar, Trg oslobođenja 1, Serbia, VAT: 105019649, Official registration number: 20294205

(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 preparation of project proposal in the field of Tourism for Interreg - IPA CBC Romania – Serbia Programme – Call for proposals No. 2 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.

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.

Payments under this contract will be made in EUR for foreign companies and RSD for Serbian companies. In case the contract is concluded in EURO, and payments are made in national currencies, 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>** |
| 2 | Final payment after finalisation of the work | 100 % of the contract value / |
|  | **Total** | 100% of 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 10 days.

Commencement date is 22.03.2018

**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 Court in Zaječar 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)