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

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| **Name and address of the contracting authority: RESITA MUNICIPALITY, No 1A, December 1st 1918 Square, Resita City, Caras Severin County**  **Title of the tender: Supply of furniture**  **Reference number: 8/eMS RORS 19**  **Date of launching: 14.06.2018** |

1. **INFORMATION ON SUBMISSION OF THE TENDERS**

Subject of the contract:

The subject of this tender is: Supply of furniture

Deadline for submission of the tenders:

The deadline for submission of tenders is 22.06.2018 at 16,00 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 8 000 EUR, including VAT.

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.

[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:

1. Organization and methodology: 70 points
2. Proposed inputs: 20 points
3. 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 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
* CAEN code enabled for the services provided

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

* Name and address of the tenderer:
* Title of the tender: Supply of furniture
* Reference number: 8/eMS RORS 19
* The words: ”Not to be opened before the tender opening session” (and ”A nu se deschide inainte de sesiunea de deschidere”)

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: RESITA MUNICIPALITY, No 1A, December 1st 1918 Square, Resita City, Caras Severin County,

Contact person: Rares Ganțolea

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**

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

Resita Municipality is lead partner in the project VISIT ME!!! A NEW PERSPECTIVE OF CROSS-BORDER CITIES THROUGH TOURISTIC SIGHTS

The implementation of this project requires a series of activities in order of Developing the local tourism economy based on the improvement of quality of tourism services, a sustainable use of the natural and cultural heritage, the creation of capacities and skills for high quality tourism services, the design of innovative products in crossborder networks and partnerships, the improvement of accessibility and sustainability of tourist infrastructures.

One of the main outputs of the project will be **84 persons trained in the tourist services field and in English language for tourism purposes and IT equipment, software and furniture purchased for this courses.** For this, will be formed groups of 28 persons.

For this, furniture for training classes must be acquired.

The tenderers are required to provide supplies as indicated below. In the tenderer’s technical offer, the tenderers might indicate more details on the deliveries, including brand names if applicable, referring back to the below table.

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Number of items** | **Title of item** | **Technical specifications** |
| **Supplies \*mentioning brand names is not allowed** | | | |
| **1.1.** | *28* | * *chairs* | * *Product type - ergonomic chair, or similar* * *Metal frame material* * *Microfiber upholstery material Ecologica leather* * *Microfiber backing material Synthetic leather* |
| **1.2.** | *28* | * *table/tables for trainings and courses* | * *made of melaminated agglomerated boards.* * *Aprox office size 120 x 76.5 x 70 cm* |

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: Supply of furniture**

**REF: 8**/ **eMS RORS 19**

**Concluded between:**

**RESITA MUNICIPALITY**

**No 1A, December 1st 1918 Square, Resita City, Caras Severin County**

(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 ………………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/NC, including VAT .

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 conditionswill 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 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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| --- | --- | --- |
| **Day/Month** |  | **<EUR/RSD>** |
| < Day/Month > | Interim payment after each event | <XX % of the contract value / Absolute amount > |
| < Day / Month > | Final payment after final conference | < 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 1 month, starting at the date when it’s signed by both parts.

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 Resita, Caras Severin 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: IOAN POPA |  |
| Title: |  | Title: MAYOR |  |
| Signature: |  | Signature: |  |
| Date: |  | Date: |  |

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