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

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| **Name and address of the contracting authority: Municipality of Jimbolia, T. Vladimirescu street, no. 81, Jimbolia, Timis County**  **Title of the tender: Acquisition of supervision for reconstruction of local and access roads in Romania**  **Reference number: RORS 16 / Municipality of Jimbolia / 06**  **Date of launching: 15/10/2018** |

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 these information;

Deadline for submission of the tenders:

The deadline for submission of tenders is **24/10/2018 at 10:00 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 5.412 EUR (For Romanian partners 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.

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: 60 points
* Proposed inputs: 30 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 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

- Copy of the supervisor engineer authorization for the field requested;

- Key expert list (Annex IV attached to the offer)

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

* Name and address of the tenderer
* Title of the tender: Supervision of works
* Reference number: RORS 16 / Municipality of Jimbolia / 06
* 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:

Municipality of Jimbolia, T. Vladimirescu Street, no. 81, Jimbolia, Timis County

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. **Supervision of works**

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

The content is related to the European project “Improvement of Banat Connectivity” and for proper execution of the works, “RECONSTRUCTION OF LOCAL AND ACCESS ROADS IN ROMANIA (JIMBOLIA MUNICIPALITY) for infrastructure objective: “REHABILITATION OF THE STREETS ADJACENT TO THE NATIONAL ROAD 59 C IN JIMBOLIA”, tender dossier published on the web site [www.romania-serbia.net](http://www.romania-serbia.net) , section Transparency -> Public Procurements.

Works supervision will and must guide Jimbolia Municipality as Contracting Authority to complete the works rehabilitation on time and on budget, while meeting all relevant regulations/laws and quality standards.

**Required inputs**

The supervisor of the works should briefly undertake/supervise the following tasks:

A. During the preparation of the investment:

* Checking the existence of the building permit, as well as whether the legal requirements on the compliance of the validity term are met;
* Checking the correspondence between the provisions of the building permit, town planning certificate, endorsements, approvals and of the project;
* Reviewing the design, tender books, provided technologies and procedures for the achievement of the objective;
* Checking the existence of all documents and drawings of the project;
* Checking the compliance with the regulations on the project verification by certified project verifiers;
* Checking whether the building’s importance class is specified;
* Checking the existence of the quality control and milestone control programmes in the project;
* Taking over the site and benchmarks and delivering them to the contractor, free of any encumbrances;
* Taking part, together with the designer and contractor, in the general setting out of the building and reference marks;
* Delivering the land reserved for the site management to the contractor;
* Checking the existence of the “Quality Plan” and procedures for the work concerned;
* Checking the existence of the notice of the commencement of works with the permit issuer and State Inspectorate for Constructions;
* Checking the existence of the investment identification board, whether it complies with the legal provisions and whether it is placed in a visible place;

B. During the execution of the works:

* Monitoring the execution of the building in accordance with the provisions of the building permit, project, tender book and technical regulations in force;
* Checking the existence of the building products’ quality certification documents, whether their quality complies with the provisions of the project;
* Prohibiting the use of building products without certificates of conformity, declarations of conformity or technical agreements;
* Prohibiting the use of new and not technically approved procedures and equipment, or having technical agreement for which the technical approval has elapsed;
* Checking the compliance with the execution technologies, their correct implementation in order to assure the quality level provided by the technical documentation and technical regulations;
* Checking the compliance with the “Quality Plan”, technical procedure and instructions for this objective;
* Prohibiting the execution of the works with unskilled staff;
* Taking part in the verification of the works that have reached milestones;
* Performing the checks provided by the technical regulations, signing and stamping the documents that were prepared following the checks, respectively milestone protocols, protocols on the qualitative acceptance of the works that become hidden, etc.;
* Taking part in the sample collection from the implementation site;
* Sending to the designer, through the investor, his/her own remarks or the remarks of the participants in the execution of the building related to the non-compliances fond during the execution;
* Notifies all the quality-related deficiencies to the investor, in order to take measures and, as the case may be, proposing the cessation of the works;
* Monitoring the contractor’s compliance with the orders and/or measures ordered by the designer/competent bodies;
* As the beneficiary’s representative, checking the compliance with the legal provisions in case the technical solutions change during the execution of the works;
* Taking over the documents from the contractor and designer and filling in the building logbook with all the documents provided by the legal regulations;
* Monitoring the decommissioning of the site management works and delivering the land to its owner;

C. On the acceptance of the works:

* Assuring the secretary position within the commission for the acceptance on the completion of the works and preparing the acceptance documents;
* Monitoring the settlement of the objections provided by the appendices to the protocol of acceptance on the completion of the works and the carrying out of the acceptance commission’s recommendations;
* Delivering the acceptance documents and the building logbook after the final acceptance to the investor;

**Key expert: Supervisor of the works**

- attested supervisor engineer for minimum field 3.3 - "Roads, bridges, tunnels, aviation tracks, cable transport of local interest" according to Order no. 1496/2011 with subsequent amendments and completions;

**Required time frame**

Estimated period of **9 months** from the signature of the contract until reception of the works rehabilitation (The duration is automatically extended if the works are not finished in the required timeframe)

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: Acquisition of supervision for reconstruction of local and access roads in Romania**

**REF: RORS 16 / Municipality of Jimbolia / 06**

**Concluded between:**

Municipality of Jimbolia

T. Vladimirescu street, no. 81, Jimbolia, Timis 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 the acquisition of supervision works services 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, (including VAT for Romania partners).

For Romanian 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 (*PRAG*)

**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** | **Type of payments** | **EUR** |
| Month 1-8 | Interim payments (\*) | <XX % of the contract value / Absolute amount > |
| Month 9 | Balance final payment | < XX % of the contract value / Absolute amount > |
|  | **Total** | <Total contract value> |

\* - The contractor will provide to Contracting Authority brief reports on execution of the services, which will represent the basis for issuing interim payments and balance final payment. The interim and final payments will follow the centralizer chart of payments issued by the works contractor.

**Article 5: Duration of the contract**

The duration of the contract is XX months.

Commencement date is the 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 Timisoara 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: |  |
| Title: |  | Title: |  |
| Signature: |  | Signature: |  |
| Date: |  | Date: |  |

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