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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:** Organisation of events  **Reference number:** RORS16/RDA Banat/TD3  **Date of launching:** 16/03/2018 |

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 **26/03/2018 at 12.00hours**. 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 4.800 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 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:

* 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

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

* Name and address of the tenderer
* Title of the tender: Organisation of events
* Reference number: RORS16/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 23 510 567

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 requirementsbelow.

* 1. **Title of activity 1 Clossing Conference**

Description of expected outputs / results to be achieved

As part of implementation of Project "Improvement of Banat Connectivity" funded under Interreg IPA Romania Serbia cross border Programme, Contracting Authority will organize closing conference event in Serbia.

Closing conferences will be scheduled at the end of the project implementation in Kikinda, aimed at presenting the achieved project results.  The conferences will be attended by the representatives of all stakeholder groups, as well as media representatives and will be organized with the aim to inform all interested parties and the general public about the project activities directed towards to better connectivity in the eligible area across the border, through the improvement of standards in public transport and mobility services

Contractor will provide 1 moderator who will lead event organization.

Time and agenda of event will be provided by Contracting Authority at least 10 days in advance. Location will be City of Kikinda.

Contractor will provide venue, registration of participants, technical equipment, and technical support for organisation of event. It is possible that Romanian representatives will attend to event in this case translation will be necessary. While Contracting Authority will provide translator in this case but technical equipment/support is obligation of Contractor.

Venue marking, presentations and other relevant issues concerning visibility should be in line with Programme Visual Identity Manual.

*http://www.romania-serbia.net/?page\_id=212&lang=en\_GB*

Visual identity elements and materials will be provided by Contracting Authority.

Contractor will organize refreshments to be served to participants during event (coffee, water, juices before start), and lunch for 50 persons in line with agenda.

Required inputs

Personnel, premises, supplies, equipment and other backstopping support required for service contract implementation.

Required time frame

Event will be organized within at the end of project (July or Aug 2019), event is expected to last up to 5 hours.

* 1. **Title of activity 2 Cross-border Cooperation Event**

Description of expected outputs / results to be achieved

As part of implementation of Project " Improvement of Banat Connectivity" funded under Interreg IPA Romania Serbia cross border Programme, Contracting Authority will organize special Cross-border Cooperation Event which will be consisted of two segments:

- Conference

- B2B meetings

The conference will be held for a wider range of stakeholders in addition to representing achievements and results of the project, potential of border municipalities / regions will be presented , as well as future opportunities for the business, tourist, sporting, cultural, and educational and other forms of cooperation. Speakers at the conference will be representatives of the project partners, decision-makers at different levels and specialist in different areas.

The B2B (Business to business) meetings aim to link business sector on both sides of the border and introduce new opportunities and solutions offered by the project. This large cross-border event will be an opportunity for representatives of businesses from both sides to meet each other and make new business contacts, but also to inform them that for their future cross-border business activities they can receive assistance of Information and promotion the Office on cross-border economic cooperation, but also to use resource of the cross-border cooperation web Portal and Network.

Contractor will provide 1 moderator who will lead event organization.

Time and agenda of event will be provided by Contracting Authority at least 10 days in advance. Location will be City of Kikinda.

Contractor will provide venue (one conference hall for 100 peoples and different or same hall suitable for B2B meetings after initial part of conference), registration of participants, technical equipment, and technical support for organisation of event. Translation during event will be necessary. While Contracting Authority will provide translator technical equipment/support is obligation of Contractor.

Venue marking, presentations and other relevant issues concerning visibility should be in line with Programme Visual Identity Manual.

http://www.romania-serbia.net/?page\_id=212&lang=en\_GB

Visual identity elements and materials will be provided by Contracting Authority.

Contractor will organize refreshments to be served to participants during event (coffee, water, juices before start), and lunch for 100 persons in line with agenda.

Required inputs

Personnel, premises, supplies, equipment and other backstopping support required for service contract implementation.

Required time frame

Event is expected to be organized in May 2019, and it is expected to last up to 6 hours.

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:** Organisation of events

**REF:** RORS16/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 Organisation of events 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/RSD, without VAT.

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 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 RSD, 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>** |
| 14 | Interim payment | <50 % of the contract value / Absolute amount > |
| 17 | Balance final payment | <50 % of the contract value / Absolute amount > |
|  | **Total** | <Total contract value> |

\* - The contractor will provide contracting authority with the brief interim/final 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 16 months and 15 days.

Commencement date is day after signature of 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 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)