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

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| **Name and address of the contracting authority:** City of Požarevac, Drinska 2 Street, 12000 Požarevac, Republic of Serbia.  **Title of the tender:** Organization of festival participant travel to Anina and accommodation for participants from Anina  **Reference number:** RORS92/T3  **Date of launching:** 19/02/2018 |

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 <**02/03/2018**> **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 13.500,00 EUR.

The Financial offer must be presented as an amount in EUR/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 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
* List of similar contracts in the past three years

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

* Name and address of the tenderer
* Title of the tender: Organization of festival participant travel to Anina and accommodation for participants from Anina
* Reference number: RORS92/T3
* 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:

Name of the contracting authority: **City of Požarevac**

Address of the contracting authority: **Drinska Street no 2, 12000 Požarevac, Republic of Serbia.**

Contact person: **Lazar Milentijević, Project Manager**

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. Engagement oftravel agency for transport organization for participants on cultural events in Anina

Description of expected outputs/results to be achieved

Partners on the project “’Cultural connection in purpose of touristic attractiveness strengthening of the Region” plan to organize 8 festivals and 2 exhibitions during the project implementation. In the City of Pozarevac there will be four festivals (March, April, September and October) and exhibition during the summer months (Jun, July, August). In the municipality of Anina, plan to organize 4 festivals during the project implementation (January, May, August, September) and exhibition during the summer months (June, July, August):

Participants from the City of Požarevac will travel to Anina in 4 occasions:  
- 1 culture manifestation in Anina on the occasion of Days of Anina, with 80 participants from Anina and Pozarevac; 35-45 from Požarevac

- 1 manifestation on the occasion of Days of the Fall in Anina with 90 participants from Anina and Pozarevac (45 honey producers, 35 traditional food producers, 10 handcrafters); 40-50 from Požarevac

- 1 new culture festival in Anina with 60 participants from Pozarevac and Anina (20 painters, 20 junior ballerinas, 10 folklore dancers, 10 traditional musicians); 25-35 from Požarevac

- 1 festival Days of Romanian culture’’, with 60 participants from Pozarevac and Anina; 25-35 from Požarevac.

For the participants from Požarevac travel agency will organize transportation of people + their equipment necessary for performance on the Anina festivals.

Required inputs

Requirements for participant transportation are:

The Contractor should provide adequate bus for transportation in accordance with the average number of participants, as defined in Article 2.2 below, in prior agreement with Contracting Authority. Bus should be not older than 10 years, in good working conditions, with air condition and experience driver, with all necessary documents and approvals for crossing the border. Relation will be Požarevac-Anina-Požarevac, between 220-240 km.

Requirements for equipment transportation are:

The Contractor should provide vehicle for transportation adequate for musical instruments and folklore costumes. Vehicle need to be adequate for required transportation of equipment not older than 10 years, in good working conditions with proof of positive pass of technical control not older of a year, with experience driver, with all necessary documents and approvals for crossing the border. Relation will be Požarevac-Anina-Požarevac, between 220-240 km.

The Contractor should have at least 1 contract in the last three years in the field of organizing travel and accomodation

* Experience in providing similar services of cross-border nature will be considered as advantage

Required time frame

The Contractor is in charge to organize transportation in accordance with the following time-schedule:

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| Activity | Predicted time |
| *1 culture manifestation in Anina on the occasion of Days of Anina, with 80 participants from Anina and Pozarevac* | May |
| *1 manifestation on the occasion of Days of the Fall in Anina with 90 participants from Anina and Pozarevac (45 honey producers, 35 traditional food producers, 10 handcrafters)least* | September |
| *1 new culture festival in Anina with 60 participants from Pozarevac and Anina (20 painters, 20 junior ballerinas, 10 folklore dancers, 10 traditional musicians)* | August |
| *1 festival ,,Days of Romanian culture’’, with 60 participants from Pozarevac and Anina* | October |

This time table is only provisional. Final time-table will be developed during the Contract, by the Contracting Authority, in close cooperation with the Contractor. Any changes of the time frame will be done in reasonable time, and the Contractor will be informed at least 2 weeks before the event.

* 1. Accommodation for 100 festival participant from Anina in Požarevac

Description of expected outputs / results to be achieved

Partners on the project “’Cultural connection in purpose of touristic attractiveness strengthening of the Region” plan to organize 8 festivals and 2 exhibitions during the project implementation. In the City of Pozarevac there will be four festivals (March, April, September and October) and exhibition during the summer months (Jun, July, August). In the municipality of Anina, plan to organize 4 festivals during the project implementation (January, May, August, September) and exhibition during the summer months (June, July, August):

Participants from the municipality of Anina will participate on 4 festivals at Požarevac:

- 1 new culture festival in Pozarevac with 70 participants from Pozarevac and Anina (25 painters, 30 folklore dancers, 15 junior ballerinas); 30-35 from Anina. For this event, the Contractor should provide bed and breakfast accommodation for max 35 person, in single and double rooms. Minimum 3 rooms need to be single.

- 1 new event in Pozarevac, with 20 participants from Pozarevac and Anina (20 football players); 8-10 from Anina. For this event, the Contractor should provide bed and breakfast accommodation for max 10 person, in single and double rooms. Minimum 1 room needs to be single.

- 1 culture manifestation in Pozarevac on the occasion of Ljubicevo equestrian events, with 100 participants from Pozarevac and Anina (30 folklore dancers, 25 junior ballerinas, 20 painters, 25 handcrafters); For this event, the Contractor should provide bed and breakfast accommodation for max 40 person, in single and double rooms. Minimum 1 room needs to be single.

- 1 cultural-sports manifestation in Pozarevac on the occasion of The Day of Liberation of Pozarevac in World War 2, with 100 participants from Pozarevac and Anina (20 former football players, 30 painters, 20 honey producers, 20 handcrafters, 10 musicians); For this event, the Contractor should provide bed and breakfast accommodation for max 40 person, in single and double rooms. Minimum 1 room needs to be single.

Duration of each stay is 3 nights.

Required inputs

Contractor will provide accommodation for maximum 100 participants for 3 nights according to scheme from timeframe below.

Regulation of submitting registration of residence to Department for foreigners.

The Contractor will provide bed and breakfast accommodation in one and two bed rooms in hotels with 3\*\*\* maximum 5 km distant from Požarevac.

Required time frame

|  |  |
| --- | --- |
| Activity | Predicted time |
| 1 new culture festival in Pozarevac with 70 participants from Pozarevac and Anina (25 painters, 30 folklore dancers, 15 junior ballerinas); 30-35 from Anina | March |
| 1 new event in Pozarevac, with 20 participants from Pozarevac and Anina (20 formal football players); 8-10 from Anina | April |
| 1 culture manifestation in Pozarevac on the occasion of Ljubicevo equestrian events, with 100 participants from Pozarevac and Anina (30 folklore dancers, 25 junior ballerinas, 20 painters, 25 handcrafters); 30-40 from Anina | September |
| 1 cultural-sports manifestation in Pozarevac on the occasion of The Day of Liberation of Pozarevac in World War 2, with 100 participants from Pozarevac and Anina (20 former football players, 30 painters, 20 honey producers, 20 handcrafters, 10 musicians); 30-40 from Anina. | October |

This time table is only provisional. Final time-table will be developed during the Contract, by the Contracting Authority, in close cooperation with the Contractor. Any changes of the time frame will be done in reasonable time, and the Contractor will be informed at most 2 weeks before the event.

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:** Organization of festival participant travel to Anina and accommodation for participants from Anina

**REF:** RORS92/T3

**Concluded between:**

City of Požarevac

Drinska 2 Street, 12000 Požarevac, 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 Organization of festival participant travel to Anina and accommodation for participants from Anina at Požarevac 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>.

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”

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 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>** |
| 1 end | Interim payment | 50 % of the contract value |
| 5 | Interim payment | 30% of the contract value |
| 9 | Balance final payment | 20% of the contract value |
|  | **Total** | 100% 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 9 months.

Commencement date is the date of the contract signing 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 Požarevac 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: | Bane Spasović |
| 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)