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

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| **Name and address of the contracting authority:**  Institutul Intercultural Timisoara  Bd. 16 Decembrie 1989 nr. 8, ap. 8  300173 Timisoara  **Title of the tender:** Services for Monitoring the Implementation of Cultural Strategy of Timisoara  **Reference number:** 08-2018/eMS-RORS-22  **Date of launching:** 25/05/2018 |

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 <**08/06/2018 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 **4.880,00 EUR global price** (all taxes included).

The Financial offer must be presented as an amount in EURO and must be submitted using the template for the global-price version of PART C: FORMAT OF FINANCIAL OFFER.

In case the contract is concluded in EURO, and payments are made in national currencies, applicable exchange rate will be InforEuro exchange rate.

The applicable tax and customs arrangements are specified in the draft contract.

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: <50> points
* Proposed inputs: <30> 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 <5> 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: Services for Monitoring the Implementation of Cultural Strategy of Timisoara
* Reference number: 08-2018/eMS-RORS-22
* 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:

**Institutul Intercultural Timișoara**

**Bd. 16 Decembrie 1989 nr. 8, ap. 8**

**300173 Timisoara**

contact person: Marcel Bajka

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. Title of activity 1: Sociological research

Description of expected outputs / results to be achieved

The Intercultural Institute Timisoara was the coordinating organisation that facilitated the process of consultation and elaboration of Timisoara municipality cultural development strategy 2014-2024, in the framework of the IPA-financed project Poles of Cultures (2013-2014). The project of which this contract will be a part is titled *InclusiveArt – Access to Culture for Disadvantaged Children and Youth* and it implies a dynamic partnership formed by two NGO (Intercultural Institute Timisoara and Nevo Parudimos from Resita), one local Public Authority (City of Zrenjanin) and one Public cultural institution (Center for Fine and Applied Arts Terra, Kikinda).

The project InclusiveArt implies social and cultural inclusion of children and youth through cultural activities, the research shall have a specific focus on inclusion and an on-going evaluation of the results of the implementation process.

The Contractor will conduct a **sociological research** of cultural demand and offer in Timisoara, by applying minimum 1000 questionnaires and by applying 20-40 **statistical questionnaires**.

This quantitative research will be accompanied by a **qualitative research**, through the organisation of a set of focus groups (minimum 4) with the involvement of stakeholders and representatives of project target groups. The conclusions will be synthetized in a Monitoring Report, which will comprise recommendations for the adjustment of the initially proposed Action plan. The report will be realised in consultation with CA.

The conclusions will be presented, together with the CA, to Timisoara Town Hall and /or Timisoara Local Council.

The responsible persons for managing the contract, in the Contracting Authority are “InclusiveArt – Access to Culture for Disadvantaged Children and Youth” project staff and they will assist the implementation step by step.

Any information related to the implementation of the contract will be provided to the media or transmitted in virtual spaces only with the prior consent of the Contracting Authority. From the information transmitted it will be clear that the Cultural Interventions activity is organized by the Intercultural Institute Timisoara within the InclusiveArt project, the contractor being the service provider

Required inputs

*(sufficient number of qualified and experiences staff with previous experience in similar contracts)*

The Contractor will provide an experienced team leader with a degree in sociology and experience in researches connected with cultural public policies cycle, adequate enough to evaluate a cultural development strategy of Timisoara – a future European Capital of Culture. The CV of the team leader will be attached to the offer.

Required time frame

*(June – September 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:** title of the contract

**REF:** reference number

**Concluded between:**

<*Title>*

*<Address of the contracting authority*>

(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 <*service*> as indicated in the contractor’s offer – ‘*’PART B: FORMAT OF OFFER TO BE PROVIDED BY THE TENDERER*’’ and *PART A: INFORMATION FOR 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 for Romania partners)>.

For Serbian partners:

The contract shall be exempt from all duties and taxes, including VAT.

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
* Part A: Information for the Tenderer
* 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.

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 (\*if applicable) | <XX % of the contract value / Absolute amount > |
| < Day / Month > | Balance final payment | < 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 <XX days/months>.

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 (\* - specify responsible court or arbiter body) 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)