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

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| **Name and address of the contracting authority:** Regional Development Agency Eastern Serbia – RARIS, Trg Oslobođenja 1, 19000 Zaječar, Serbia  **Title of the tender:** Elaboration of Manual „Identifying cross-border projects on sustainable mountain tourism initiatives“ and Trainers for training  **Reference number:** CC-05/RORS 30  **Date of launching:** 27.04.2018 |

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 **07.05.2018**. **at 14:00 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 **17.200 EUR**.

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. Payments under this contract will be made in EUR for foreign companies and RSD for Serbian companies. In case the contract is concluded in EURO, and payments are made in national currencies, 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 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: **50 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:

* 2 CV’s of key experts

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

* Name and address of the tenderer
* Title of the tender: Elaboration of Manual and Trainers for training
* Reference number: CC-05/RORS 30
* 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:

Regionalna agencija za razvoj istočne Srbije – RARIS

19000 Zaječar, Trg Oslobođenja 1, Srbija

Contact person: Marija Bračun

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. Elaboration of Manual „Identifying cross-border projects on sustainable mountain tourism initiatives “.

Description of expected outputs / results to be achieved

For the proposes of the specified work to be done by the contractor, it is envisaged to make a Manual **„Identifying cross-border projects on sustainable mountain tourism initiatives“.**

Manual will deal with all aspects of the project cycle (project cycle planning, implementation, management, and monitoring of cross- border sustainable mountain tourism development) from a theoretical and practical perspective.

It will help target groups to understand sustainable mountain tourism planning and the role of different stakeholders in the implementation of these plans through projects. It will provide background information about tools that can be used to support the process and how they are linked to other concepts, approaches, and issues.

Manual will as well provide an overview of tools that can be used within the different stages of the project cycle and will describe and explain them in more detail with a special focus on how they can be applied to the modern-day cross-border mountain tourism industry. Manual will target business, public and civil sectors.

Manual will be produced in Serbian and Romanian language, with in total 50 pages per language.

Indicative content of the Manual:

* Introduction and Purpose of the document
* Project Cycle Management (PCM) overview
* Programming analysis
* Identification of ideas
* Defying project details
* Financing analysis
* Implementation, Monitoring and Reporting
* Evaluation of the project
* Overview of the tools for PCM
* Vocabulary of most commonly used phrases and words in PCM
* Annexes (if applicable)

Manual will be produced in Serbian and Romanian language, with in total 50 pages per language.

First draft of the Manual should be presented to project team after 45 days of contract implementation. Final version should be finalized after 90 days of contract implementation and handed over to the Contracting Authority in adequate electronic form.

* 1. Trainers for training on identification of cross-border projects on sustainable mountain tourism in RO-SER Carpathian cross-border area.

After the finalization of the Manual, two Key experts will hold the 3-days training with the topic on identification of cross-border projects on sustainable mountain tourism in RO-SER Carpathian cross-border area.

The aim of the training is to facilitate implementation and adaptation of Manual „Identifying cross-border projects on sustainable mountain tourism initiatives“ to RO-SER Carpathian cross-border area by drafting in total 6 project proposals on further development of sustainable mountain tourism.

Main output of this training will be to produce 6 project proposals on further development of sustainable mountain tourism in RO-SER Carpathian cross-border area structured in three groups: public, private and civil sector. For each sector will be developed two project proposals.

Two key experts will realize three-days training (6 training days in total) in Bor District in Serbia for 20 cross-border participants. The working language will be Serbian, and the Contracting authority will provide a translation for participants from Romania.

The task of the Contractor is to provide two Key experts to realise the three-days training as a lecture. All the logistic and technical support for realisation of the training will be provided by the Contacting Authority.

The training will be realised in period of 3-6 months of Contract realization in close cooperation with the Contracting Authority.

Required inputs

Key expert 1: Tourism expert

*Engagement of well-educated and experienced Tourism expert*

* *Qualifications and skills - Minimum high education level in tourism or equivalent*
* *General professional experience - Minimum 3 years of experience in tourism sector*
* *Specific professional experience - Minimum 1 successfully produced touristic Manual or Guide or Study or touristic research with a compared complexity.*
* *Other skills and knowledge - Very good written skills in Serbian language and computer literacy* *and experience in training conduction in Tourism*

Key expert 2: Expert for Project Cycle Management (PCM)

*Engagement of well-educated and experienced Expert for PCM*

* *Qualifications and skills - Minimum high education level in economics, law, engineering faculties, political science or equivalent*
* *General professional experience - Minimum 3 years of experience in PCM*
* *Specific professional experience - Minimum 1 successfully produced PCM Manual or Guide or Study or research or Methodology with a compared complexity*
* *Other skills and knowledge - Very good written skills in Serbian language and computer literacy and experience in training conduction in PCM*

Other necessary staff for the implementation of the contract.

Required time frame

*(May 2018 – October 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:** Elaboration of Manual „Identifying cross-border projects on sustainable mountain tourism initiatives“ and Trainers for training

**REF:** CC-05/RORS 30

**Concluded between:**

Regional Development Agency Eastern Serbia – RARIS, 19000 Zaječar, Trg oslobođenja 1, Serbia, VAT: 105019649, Official registration number: 20294205

(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 Elaboration of Manual „Identifying cross-border projects on sustainable mountain tourism initiatives“ and realization of 3-days training with 2 trainers for 20 cross-border participants in Bor District 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.

For Serbian partners:

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 (\* - 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.

Payments under this contract will be made in EUR for foreign companies and RSD for Serbian companies. In case the contract is concluded in EURO, and payments are made in national currencies, 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>** |
| 4 | Interim payment after finalization of the Manual | 90 % of the contract value |
| 6 | Final payment after finalisation of the work | 10 % of the contract value |
|  | **Total** | 100% of 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 6 months.

Commencement date is 09.05.2018

**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 Court in Zaječar 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)