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

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| **Name and address of the contracting authority:** City of Pančevo, Trg kralja Petra I 2-4 26000 Pančevo, Republic of Serbia  **Title of the tender:** Organizing of workshop and green sport event with catering & refreshment  **Reference number:** RORS13 / City of Pancevo / TD-05  **Date of launching:** 28.03.2018 |

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 10.04.2018 at 12:00 **hours**. 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 10280 EUR equivalent to 1.213.171,58 RSD calculated using the Inforeuro exchange rate from month of launching the tender procedure.

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 RSD, 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
* CV for Moderator/Organizer of events and handball coach for organizing Greensport competitions .

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

* Name and address of the tenderer
* Title of the tender: Organizing of workshop and green sport event with catering & refreshment
* Reference number: RORS13 / City of Pancevo / TD-05
* 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:

**CITY OF PANCEVO**

**2-4 Trg kralja Petra I**

**26000 Pancevo, Serbia**

**Project Energy Efficiency**

**Contact person: Andjela Vila, Project Manager Assistant**

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 1Workshops for experience exchanges and presentation of best practices in local policies

Description of expected outputs / results to be achieved

Contractor is expected to provide following:

* Accommodation for 10 guests from Romania for two nights, with breakfast in single rooms. All situated in one accomodation. Accomodation should be in Pancevo or up to 35 km distance from Pancevo, in eligible region, with at least 3 star rating, single bedrooms, TV, Internet, TWC included. Agenda of event is going to be provided by Contracting Authority at least 7 days in advance.
* Conference room suitable for holding a two-day workshop with 25 participants in Pancevo with equipment for presentation, sound, technical support and moderator which are provided by the contractor. If possible this should be organized near accommodation facility from previous point, if not, the Contractor is responsible for transportation of participants from accommodation to conference room. Contractor will provide marking venue with visibility elements in line with Visibility Manual for Interreg Cross-border IPA program Romania Serbia

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

* The Contractor will provide a person in charge of registration of participants and distribution of promotion materials at a workshop in Pancevo. Visibility elements and promotional materials will be supplied to Contractor by Contracting Authority at least 3 days in advance
* Catering for for 25 participants of workshop, two lunches with four drinks, based on a buffet table in / near the workshop and for 10 Romanian guests two dinners with four drinks should be provided, if not in /near place of accommodation provide transport.
* The contractor will provide promotional material for workshop (25 usb for the workshop with visibility elements in line with Visibility Manual for Interreg Cross-border IPA program Romania Serbia)

Required inputs

sufficient number of qualified and experiences staff, moderator, equipment and other backstopping support.

Required time frame

*April 2018 - June 2019*

* 1. Title of activity 2 “ Green” sport events for children

Description of expected outputs / results to be achieved

Contractor is expected to provide following:

* Accommodation with breakfast, for 30 children from Romania and 6 followers 1 night in Pancevo in 6 single rooms for followers and multiple bed rooms for children for the participation in sport events in Pancevo. Accommodation should have TWC, TV, Wi-Fi. up to 35km from Pancevo.
* Organization of a two-day handball competition for 30 children from Romania and 50 from Serbia in Pancevo (field, judge, moderator, trainer). During competitions free access to drinkable water for all participants should be provided.
* Catering for 36 people during the two-day event "Green Sport". Total 4 meals per person ( minimum 130gr meat per person and 150 gr vegetables per person, 120 gr sweets per person) and according to the agenda that will be provided by the Contracting Authority.
* Transportation of 30 children and 6 followers from Pančevo to Resita and back for participation in two-day tournaments in Resita (the contractor provides only transportation, driver and bus with air-conditioning and upholstered seats should be available for 2 days and the expected mileage is about 400km)

Required inputs

sufficient number of qualified and experiences staff, moderator/organizer of event, trainer/coach, judge, equipment and other backstopping support

Required time frame

*April 2018 - June 2019*

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:** Organizing of workshop and green sport event with catering & refreshment

**REF:** RORS13 / City of Pancevo / TD-05

**Concluded between:**

CITY OF PANCEVO

2-4 Trg Kralja Petra I

26000 Pančevo (Serbia)

VAT number: 101049012

(Contracting Authority)

AND

<*Title>*

*<Address of the contractor>*

*<Official registration number/VAT number[[1]](#footnote-2)>*

(Contractor)

**Article 1: Subject of the contract**

The subject of the contract is the Organizing of workshop and green sport event with catering & refreshment 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”
* Any other supporting documentation if applicable

For any issues not defined in this contract agreement the rules of General conditions will 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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| **Day/Month** |  | **<EUR/RSD>** |
| 1 | Interim payment after workshops are finished | 32 % of the contract value / Absolute amount > |
| 7 | Balance final payment after all requirements for this service are finished | 68 % 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 14 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 Trade Court Pancevo 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-2)