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

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| **Name and address of the contracting authority: Caras Severin County Council, December 1st 1918 Square, No 1, Resita City, Caras Severin County**  **Title of the tender: Elaboration study**  **Reference number: 6/eMS RORS 283**  **Date of launching: 01.10.2019** |

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 15.10.2019 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).

\*\* - The Contracting Authority is obliged to provide answer to all questions received no latter then 3 days before the deadline and has to publish them on the same web sites where the tender was published.

Financial information

The tenderers are reminded that the maximum available value of the contract is total amount 6100 EUR (including VAT), as follows:

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.

[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: 60 points
* Proposed inputs: 30 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 10 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;
* CVs experts in following field: Climate change, Hydrology and Hydrotechnic Engineer.

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

* Name and address of the tenderer: **Caras Severin County Council, No 1, December 1st 1918 Square, Resita City, Caras Severin County**
* Title of the tender: **Elaboration study**
* Reference number: **6/eMS RORS 283**
* The words: ‘’Not to be opened before the tender opening session’’ (and ”A nu se deschide inainte de sesiunea de deschidere’, “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:

*Caras Severin County Council, December 1st 1918 Square, No 1, Resita City, Caras Severin County***,** *Contact person: UNGUREANU Adina.*

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.

*2.1. Title of activity 1* External expertise for elaboration study``Research study for emergency and environmental risks in the project area``- *100 (estimated) A4 pages*

Description of expected outputs / results to be achieved

The study will be made in Romanian.

The summary of the study will be content:

* The study will be written to deliver information about risk factors in the cross-border region represented by counties: Caraş-Severin and Timiş, in Romania and the Southern Banat district in Serbia;
* The general themes of the study will be: identification of high frequency environmental risks in the researched area and suggest implementation of measures and informing and training actions for population and accountable factors in order to promote a culture of environment protection and to facilitate intervention in case of emergency;
* The study will include *the long-term prognosis of the main risk factors in the project area*:
* precipitation,
* drought,
* storm,
* hail,
* blizzard,
* snow cover,
* evaporation index,
* wind etc.,
* Based on the predictions of these factors the study will be the basis for identifying the major common risks; the study will determine the main actions of prevention, action and occurrence in case of risks of ISU Semenic, ISU Banat and SVSU Vrsac from the area project;
* Based on the predictions of these factors, ISU Semenic, ISU Banat and SVSU Vrsac, will developed at least 4 common intervention methodologies trough ADIVEST;
* The study will have the following suggested structure:

Part I

* general physical-geographic and climatic considerations
* temperature
* atmospheric precipitation
* Aridity indices
* the snow cover
* atmospheric phenomena (blizzards, boulders, hail, poles, etc.)
* accidents involving dangerous substances (road, rail, river or other)
* drowned people

Part II

* Evolution charts and maps with spatial distribution of parameters etc.
* This activity will result in a deliverable document called „Research study for emergency and environmental risks in the project area”.

Required inputs

* *1* expert in Climate change field

*1* expert in Hydrology field

*1* expert in Hydrotechnic Engineerfield

Required time frame

Estimated period:

**Service for** **Elaboration study**After signing the contract - August 2020 (not later than 05.08.2020)

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 study**

**REF: 6/eMS RORS 283**

**Concluded between:**

**Caras Severin County Council,**

**December 1st 1918 Square, No 1, Resita City, Caras Severin County**

(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 study** 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, (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
* 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: Copy of legal registration, Certificate of VAT registration, Translator authorization.

For any issues not defined in this contract agreement the rules of General conditions will be applied

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| B8d | Draft contract : General conditions (Annex I) | [b8d\_annexigc\_en.pdf](http://ec.europa.eu/europeaid/prag/annexes.do?annexName=B8d&lang=en) |

<http://ec.europa.eu/europeaid/prag/document.do?isAnnexes=true>

**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 interim payments and one final payment will be based on the invoices and the reports of services execution elaborated by the Contractor.

* 1 interim payment will be made after the delivery of the „Research study for emergency and environmental risks in the project area” - Part I;
* 1 final payment will be made after the delivery of the „Research study for emergency and environmental risks in the project area”.

**Article 5: Duration of the contract**

The duration of the contract is:

10 months for **Elaboration study** but not later than 05.08.2020.

Commencement date is the date of signing the contract of the last part.

**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 Resita, Caras Severin 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)