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

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| **Name and address of the contracting authority:** School center “Nikola Tesla”, Sterijina 40-44, 26300 Vrsac, Serbia  **Title of the tender:** Event Organization  **Reference number:** 394/SCNT/TD2  **Date of launching:** 04.11.2019. |

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 **13.11.2019. at 12.00hours**. Any tender received after this deadline will be automatically rejected.

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. Questions regarding this procedure may be submitted to [zeljkoivkovic63@gmail.com](mailto:zeljkoivkovic63@gmail.com)

Financial information

The tenderers are reminded that the maximum available value of the contract is 14.260,00 EUR.

The Financial offer must be presented as an amount in EURorRSD 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 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

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

* Name and address of the tenderer
* Title of the tender: Event Organization
* Reference number: 394/SCNT/TD2
* The words: ‘’Not to be opened before the tender opening session’’ and “Ne otvarati presastankazaotvaranjeponuda’’

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:

School center “Nikola Tesla”, Sterijina 40-44, 26300 Vrsac, Serbia

For: Željko Ivković, Director

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 requirementsbelow.

**2.1. Title of activity 1 Organization of IT workshops**

Description of expected outputs / results to be achieved

Contractor will provide support to Contracting Authority in organization of two four day longIT Workshops which will be organized in Vrsac. For each event Contractor is expected to provide required technical/presentation equipment, catering and refreshment for 20 participants. Each event will last for up to 4 days per 8 hours(two per two – not in the row). Contractor is also expected to provide lodging for 6 guests from Romania for two nights per workshop.

In particular the Contractor should perform the following activities for each event:

* Contractor should provide transportation from Timisoara to Vrsac for 6 guests from Romania and back following day 2 times per workshop.
* Contractor should provide preparation and cleaning services of venue located in premises of Contracting Authority.
* Provide all necessary technical conditions for the realization of the events, which include: a computer, a video projector, projection screen, a set up sound system and other accessories.
* Provide snack for 20 people four times duringone workshop. Snack will include sandwich or similar and 300ml of juices and water per participant.
* Provide catering services for 20 peoples two times per workshop.Catering will at least include: minced grilled meat (250g per person), French fries (150g per person) seasonal salad (100g per person), carbonated or non-carbonated bottled water and soft drinks (500ml per person), a dessert (100g per person), coffee and tea (with milk and sugar – 1 piece per person). The Contractor will also provide glasses, cups and adequate arrangement of the venue.
* The Contractor will also take photographs of the event and provide printed out attendance lists.
* Contractor is expected to provide lodging for 6 guests from Romania for two nights with dinner and breakfast included. Lodging should be in two bed rooms with AC, toalet,shower and TV set. Contractor should also provide local transportation for guests from Romania during workshop days.

Required inputs

Personnel, premises, supplies, equipment and other backstopping support required for service contract implementation.

Required time frame

*March 2020-May 2020*

2.2. Title of activity 2 Organization of Management workshops

Description of expected outputs / results to be achieved

Contractor will provide support to Contracting Authority in organization of two two-day long Management Workshops which will be organized in Vrsac. For each event Contractor is expected to provide required technical/presentation equipment, catering and refreshment for 30 participants. Each event will last for up to 2 days per 8 hours. Contractor is also expected to provide lodging for 6 guests from Romania for one nights per workshop.

In particular the Contractor should perform the following activities for each event:

* Contractor should provide transportation from Timisoara to Vrsac for 6 guests from Romania and back following day.
* Contractor should provide preparation and cleaning services of venue located in premises of Contracting Authority.
* Provide all necessary technical conditions for the realization of the events, which include: a computer, a video projector, projection screen, a set up sound system and other accessories.
* Provide snack for 30 people two times during one workshop. Snack will include sandwich or similar and 300ml of juices and water per participant.
* Provide catering services for 30 people during event. Catering will at least include: minced grilled meat (250g per person), French fries (150g per person) seasonal salad (100g per person), carbonated or non-carbonated bottled water and soft drinks (500ml per person), a dessert (100g per person), coffee and tea (with milk and sugar – 1 piece per person). The Contractor will also provide glasses, cups and adequate arrangement of the venue.
* The Contractor will also take photographs of the event and provide printed out attendance lists.
* Contractor is expected to provide lodging for 6 guests from Romania for one night with dinner and breakfast included. Lodging should be in two bed rooms with AC, toalet, shower and TV set. Contractor should also provide local transportation for guests from Romania during workshop days.

Required inputs

Personnel, premises, supplies, equipment and other backstopping support required for service contract implementation.

Required time frame

*March 2020-May 2020*

2.3. Title of activity 3 Organization computer graphic and 3D printing workshops

Description of expected outputs / results to be achieved

Contractor will provide support to Contracting Authority in organization of two four day long computer graphic and 3D printing Workshops which will be organized in Vrsac. For each event Contractor is expected to provide required technical/presentation equipment, catering and refreshment for 20 participants. Each event will last for up to 4 days per 8 hours(two per two – not in the row). Contractor is also expected to provide lodging for 6 guests from Romania for two nights per workshop.

In particular the Contractor should perform the following activities for each event:

* Contractor should provide transportation from Timisoara to Vrsac for 6 guests from Romania and back following day 2 times per workshop.
* Contractor should provide preparation and cleaning services of venue located in premises of Contracting Authority.
* Provide all necessary technical conditions for the realization of the events, which include: a computer, a video projector, projection screen, a set up sound system and other accessories.
* Provide 5,25kg of PLA and 5,25kg of ABS plastic for 3D printing for the purpose of workshop organization.
* Provide snack for 20 people four times during one workshop. Snack will include sandwich or similar and 300ml of juices and water per participant.
* Provide catering services for 20 peoples two times per workshop. Catering will at least include: minced grilled meat (250g per person), French fries (150g per person) seasonal salad (100g per person), carbonated or non-carbonated bottled water and soft drinks (500ml per person), a dessert (100g per person), coffee and tea (with milk and sugar – 1 piece per person). The Contractor will also provide glasses, cups and adequate arrangement of the venue.
* The Contractor will also take photographs of the event and provide printed out attendance lists.
* Contractor is expected to provide lodging for 6 guests from Romania for two nights with dinner and breakfast included. Lodging should be in two bed rooms with AC, toalet, shower and TV set. Contractor should also provide local transportation for guests from Romania during workshop days.

Required inputs

Personnel, premises, supplies, equipment and other backstopping support required for service contract implementation.

Required time frame

*March 2020-May 2020*

2.4. Title of activity 4: Programming CNC machines workshops

Description of expected outputs / results to be achieved

Contractor will provide support to Contracting Authority in organization of two two-day long Programming CNC machines Workshops which will be organized in Vrsac. For each event Contractor is expected to provide required technical/presentation equipment, catering and refreshment for 20 participants. Each event will last for up to 4 days per 8 hours (two per two – not in the row). Contractor is also expected to provide lodging for 6 guests from Romania for two nights per workshop.

In particular the Contractor should perform the following activities for each event:

* Contractor should provide transportation from Timisoara to Vrsac for 6 guests from Romania and back following day 2 times per workshop.
* Contractor should provide preparation and cleaning services of venue located in premises of Contracting Authority.
* Provide all necessary technical conditions for the realization of the events, which include: a computer, a video projector, projection screen, a set up sound system and other accessories.
* Provide polyethylene-PE plastic rods Fi20mm 5meters, FI30mm 5m, Fi40mm 5m, FI50mm 5m in total for both workshop implementation.
* Provide polyamide-PA6 plastic rodsFi20mm 1meters, FI30mm 1m, Fi40mm 1m, FI50mm 1m in total for both workshop implementation.
* Provide snack for 20 people four times during one workshop. Snack will include sandwich or similar and 300ml of juices and water per participant.
* Provide catering services for 20 peoples two times per workshop. Catering will at least include: minced grilled meat (250g per person), French fries (150g per person) seasonal salad (100g per person), carbonated or non-carbonated bottled water and soft drinks (500ml per person), a dessert (100g per person), coffee and tea (with milk and sugar – 1 piece per person). The Contractor will also provide glasses, cups and adequate arrangement of the venue.
* The Contractor will also take photographs of the event and provide printed out attendance lists.
* Contractor is expected to provide lodging for 6 guests from Romania for two nights per workshop with dinner and breakfast included. Lodging should be in two bed rooms with AC, toalet, shower and TV set. Contractor should also provide local transportation for guests from Romania during workshop days. After each workshop is completed Contractor should organize transport for 15 persons to local CNC plant with a purpose of study visit which will last up to 2 hours.

Required inputs

Personnel, premises, supplies, equipment and other backstopping support required for service contract implementation.

Required time frame

*March 2020-May 2020*

2.5. Title of activity 5 Organization of Promotion Conference “The importance of adapting curricula to the employers needs – TES learning network”

Description of expected outputs / results to be achieved

Contractor will provide support to Contracting Authority in organization ofpromotion conference which will be organized in City of Vrsac. Contractor is expected to provide conference hall with required technical/presentation equipment, catering and refreshment for 100 participants. Event will last for up to 8 hours.

In particular the Contractor should perform the following activities event:

* Provide a conference room for one day, with air conditioning and adapted for at least 100 persons – the room will be used up to8 hours. Contractor should provide preparation and cleaning services.
* Provide all necessary technical conditions for the realization of the events, which include: a computer, a video projector, projection screen, a set up sound system and other accessories.
* Provide catering services for 50 people after event. Catering will at least include: soup (200ml per person), minced grilled meat (250g per person), seasonal salad (100g per person), carbonated or non-carbonated bottled water and soft drinks (500ml per person), a dessert (50g per person), coffee and tea (with milk and sugar – 1 piece per person). The Contractor will also provide glasses, cups and adequate arrangement of the venue.

During event Contractor will provide refreshment consisting of minimum 1 coffee/espresso, 1 tea (several types of), 0.3l of water and 0.3l juices per participant.

* The Contractor will also take photographs of the event and provide printed out attendance lists.
* Contractor should also ensure presence of media representatives as well at least one publication of article related to conference.

The Contractor must also comply with the latest Communication and Visibility Manual for Interreg IPA CBC Romania- Serbia Programme

(See <http://www.romania-serbia.net>)

Required inputs

Personnel, premises, supplies, equipment and other backstopping support required for service contract implementation.

Required time frame

*June 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:** Event Organization

**REF:** 394/SCNT/TD2

**Concluded between:**

School center “Nikola Tesla”,

Sterijina 40-44,

26300 Vrsac, Serbia

(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 Event Organization 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

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| B8d | Draft contract : General conditions (Annex I) | [b8d\_annexigc\_en.pdf [http://ec.europa.eu/europeaid/prag/images/documents/f_pdf_16.gif](http://ec.europa.eu/europeaid/prag/annexes.do?annexName=B8d&lang=en)](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 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>** |
| 4 | Interim payment | 50 % of the contract value |
| 7 | Balance final payment | 50 % of the contract value |
|  | **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 7 months.

Commencement date is date of signature of Contract 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 Serbian competent Court of Law 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)