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

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| **Name and address of the contracting authority:** Regional Agency for Socio Economic Development – Banat Ltd., Čarnojevićeva 1, 23000 Zrenjanin, Republic of Serbia  **Title of the tender:** Development of Energy Efficiency Platform with software  **Reference number:** RORS300/RDABanat/TD4  **Date of launching:** 06.09.2019 |

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 **16.09.2019. at 12:00 hours**. 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 irena.zivkovic@rcrbanat.rs.

Financial information

The tenderers are reminded that the maximum available value of the contract is 10.000 EUR.

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 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\*only for Romanian beneficiaries(only if not publicly available for Contracting Authority to consult)

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

* Name and address of the tenderer
* Title of the tender: Development of Energy Efficiency Platform with software
* Reference number: RORS300/RDABanat/TD4
* 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:

Regional Agency for Socio Economic Development – Banat Ltd., Čarnojevićeva 1, 23000 Zrenjanin, Republic of Serbia

Irena Živković +381 23 510 567

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. Activity 1: Development of Energy Efficiency Platform with software

Description of expected outputs / results to be achieved

The Contractor will create web platform for the Contracting Authority to support implementation of EU funded project “Smart And Sustainable Energy Consumption”

The Platform will include/contain:

* Project web portal. This will be Project promotion portal used to share information about project activities, results, etc. After the end of the project it will become Regional Centre for Energy Efficiency – Banat (RCEE) portal.
* Learning platform. It will contain local/ regional/ national/ EU best practices in energy efficiency;
* Stakeholders map - network
* Database for energy consumption / savings in public buildings and Key Performance Indicators
* Awareness rising tool. The platform will serve both local communities with wider regions, as well as all other stakeholders inside and outside direct project influence.
* Web platform will be bi-lingual (Serbian and Romanian)

Scheme of the Platform will be created by successful tenderer engaged for Platform development. The scheme will define architecture of the platform and technical specifications of the server on which the application will be hosted (access and administration, programming language, framework in which the application will be made, databases to be used, structure of the data that will be entered into the Platform, requirements that an application needs to fulfill when displaying the database data on the platform, list of tags, etc.). Scheme will also define relations of platform tools and how the platform will work according to all their functions. Scheme will created through narrative and graphic part. The database will contain the processed data collected from the public buildings where the pilot actions devices were installed, as well as other public buildings in the future. In order to be relevant for public building administrators, platform will have login section with username and password, and the raw data collected will be processed into more standardized indicators, such as:

* Specific energy consumption of the building (kWh/sqrm\*year);
* Value of energy costs for heating and hot water per building and per square meter (Eur, Eur/sqrm);
* Average seasonal indoor temperature (Celsius);
* Average seasonal indoor humidity (%);
* Average seasonal indoor air quality (various);
* Mould occurrence probability (%);
* Condensation occurrence probability (%) etc.

Scheme of the Platform need to be approved by Contracting Authority representatives and no development will begin until this process is finished.

The stakeholder map will be a visual interactive representation of stakeholder organizations that have impact on environmental protection and energy efficiency and their interdependence. The stakeholder map should serve as an overview of platform stakeholders and should also display the participation in local/regional/national/International round tables of stakeholders. The map should display various stakeholder groups that have been involved in project activities, divided by types. The main purpose of the stakeholder map is to allow users to:

* View the organizations that are involved in environmental protection and energy efficiency in their country
* To understand the role and purpose of each organization (how they impact)
* Have access to contact points within these organizations/interest groups

For the creation of stakeholders map, one of the free of charge available plug-in and services should be used(or maintenance free however costs of acquiring plug-in should be covered by Contractor), that generally fulfill the requirements for constructing a stakeholder map and demonstrated a good level of user friendliness, and concerns about the future updates.

All data, texts and pictures to be included on web portal/database will be entered by personnel engaged by Contracting Authority with help/training made by Contractor.

All of the content should be made in accordance with the Visibility manual of the EU, which may be found at the INTERREG IPA CBC Romania Serbia programme website: <http://www.romania-serbia.net/> and approved by Contracting Authority. The platform will be aligned with the previously created visual identity of the project / RCEE, as well as Programme visual elements which is going to be provided by Contracting Authority.

Also, the Contractor is obliged to maintain and update the website during the duration of the contract. After contract is finished administration of platform will take over Contracting Authority free of charge. Contractor is obligated to provide training to representatives of Contracting Authority in software administration. Costs of web hosting and domain name are obligation of Contractor.

Required inputs

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

Required time frame

*September 2019-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:** Development of Energy Efficiency Platform with software

**REF:** RORS300/RDABanat/TD4

**Concluded between:**

*Regional Agency for Socio Economic Development – Banat Ltd.,*

*Čarnojevićeva 1, 23000 Zrenjanin, Republic of Serbia*

(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 Development of Energy Efficiency Platform with software 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>** |
| 3 | Interim payment | <40 % of the contract value / Absolute amount > |
| 9 | Balance final payment | <60 % 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 9 Months.

Commencement date is date of signature of the 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-1)