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

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| **Name and address of the contracting authority: Municipality of Kladovo**  **Title of the tender: Public procurement expertize**  **Reference number: RORS-363/Kladovo/T01**  **Date of launching: 13/11/2019** |

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 this information;

Deadline for submission of the tenders:

The deadline for submission of tenders is **25/11/2019 at 12:00 hours, Serbian time**. 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.

Financial information

The tenderers are reminded that the maximum available value of the contract is 16000 EUR/1,880,283.2 RSD. (For Romanian partners including VAT).

The Financial offer must be presented as an amount in EUR/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, November 2019.

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 web site. The estimated time of publishing is 5 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 if not publicly available for Contracting Authority to consult)
* CV of expert
* References of Contractor (copy of previous contracts)

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

* Name and address of the tenderer
* Title of the tender: Public procurement expert
* Reference number: RORS-363/Kladovo/T01
* The words: ‘’Not to be opened before the tender opening session’’ “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:

Opština Kladovo

Kralja Aleksandra 35

19320 Kladovo

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 1 ***Public procurement***

Description of expected outputs / results to be achieved

Contracting authority, Municipality of Kladovo, is the Lead partner for the project “Green economy for greener local communities in Danube area” in the partnership with Municipality of Drobeta-Turnu Severin financing by EU through IPA CBC INTEREG Programme Romania Serbia.

The main objective of the project is: “To stimulate an enabling legal and financial environment for sustainable community development, as well as to empower local communities and public institution to be effective and accountable actors to act in partnership and implement EU principals in sustainable energy development, rational using natural resources, and ensuring implementation the best practice for reduction climate changes.”. To achieve this objective Municipality of Kladovo will implement different activities. For their realization Municipality need professional assistance and equipment. To provide qualified assistance service and supply adequate equipment Municipality will launch series of public procurements. For proper public procurements procedure implementation Municipality of Kladovo will engage professional public procurement expert(s) that will be able to do following tasks:

- Make tender dossiers based on the EU PRAG rules (PRActical Guide, version from 15 January 2016; <http://ec.europa.eu/europeaid/prag/>) for:

* 2 simplified service procedure
* 2 simplified supply procedure and

- Make tender dossiers based on the EU PRAG rules and Programme rules for:

* 6 single service
* 1 single supply
* 1 direct procurement

Every dossier will consist of prescribed templates (Interreg Romania-Serbia) and ToR (specification of services, technical information for service) or technical specifications for supply tenders. Writing these specifications will by duty of Contractor. During writing Contractor will consult Project team of the Municipality of Kladovo for approval.

- Organization of tenderer’s offer evaluation. Contractor will help, by consultation and technical support, Municipality of Kladovo to form Evaluation committee and support to prepare the documents for the evaluation session

- To help Municipality of Kladovo Project team to finish every procedure in accordance with the adequate rules of the Programme Interreg Romania-Serbia.

Required inputs

1. Contractor will possess enough qualification and experience in the public procurement – at least:  
   1. reference for completing single service procedure,
2. reference for completing single supply procedure
3. reference for completing simplified service procedure (or former competitive)

1. reference for completing simplified supply procedure (or former competitive)

1. Contractor will engage qualified, competent and experience expert(s) able to realise above mentioned tasks. The required minimum of competences for key expert(s) are as follows:

*General requirements*

At least high school education

At least 3 years of work in the rank of required education level

*Specific requirements*

At least preparing 10 tender dossiers (single and simplified procedure tenders) by PRAG rules in CBC Programmes in the previous 5 years

Computer literacy

Proficiency knowledge of English language

Required time frame

*Contractor will realise contract with following dynamics:*

In the first 2 month of the contract 40%, in the 3rd month 40% and in 5th 20% of the required job.

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:** Public procurement expert

**REF:** RORS-363/Kladovo/T01

**Concluded between:**

Municipality of Kladovo

Kralja Aleksandra 35, 19320 Kladovo, 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 Public procurement expertise 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, (including VAT for Romania partners)>.

For Serbian partners:

The contract shall be exempt from all duties and taxes, 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”

- Copy of legal registration (only if not publicly available for Contracting

Authority to consult)

- CV of expert

- References of Contractor (copy of previous contracts)

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 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 payments will be issued by the following time schedule.

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| **Month** |  | **<EUR/RSD>** |
| 2 | Interim payment | 40 % of the contract value |
| 3 | Interim payment | 40 % of the contract value |
| 5 | Balance final payment | 20 % of the contract value |
|  | **Total** | 100% 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 5 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 Court at Kladovo 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: | Saša Nikolić |
| Title: |  | Title: | President of Municipality |
| Signature: |  | Signature: |  |
| Date: |  | Date: |  |

1. Where applicable. For individuals, mention their ID card or passport or equivalent document - number [↑](#footnote-ref-1)